

Telephone: 023 9247 4174  
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Website: [www.havant.gov.uk](http://www.havant.gov.uk)

## COUNCIL AGENDA

**Membership:** Councillor Patrick (Mayor)

Councillors Raines (Deputy Mayor), Bowdell, Bowerman, Crellin, Denton, Fairhurst, Guest, Diamond, Hughes, Inkster, Jenner, Keast, Kennett, Linger, Lloyd, Milne, Moutray, Munday, Patel, Payter, Pike, Rennie, Redsull, Richardson, Robinson, Satchwell, Scannell, Sceal, Mrs Shimbart, Stone, Tindall, Turner, Wade, Weeks and Wilson

**Meeting:** Council

**Date:** Wednesday 18 January 2023

**Time:** 5.00 pm

**Venue:** Hurstwood Room, Public Service Plaza, Civic Centre Road,  
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Kim Sawyer  
Chief Executive

10 January 2023

Contact Officer: Jenni Harding 02392 446234  
Email: [jenni.harding@havant.gov.uk](mailto:jenni.harding@havant.gov.uk)

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### PART 1 (Items open for public attendance)

#### 1 Apologies for Absence

To receive any apologies for absence.

#### 2 Declarations of Interests

To receive any declarations of interests from Members.

<b>3</b>	<b>Confirmation of Previous Minutes</b>	<b>1 - 8</b>
	To confirm the minutes of the last meetings of the Council held on 16 November 2022 as a true record.	
<b>4</b>	<b>Mayor's Report</b>	<b>9 - 16</b>
<b>5</b>	<b>Public Speaking under Standing Orders 27.5 &amp; 28</b>	
	To deal with any public questions or address submitted in accordance with the requirements of Standing Orders 27.5 or 28, which is to deal with public questions or address notified no later than 12 noon three working days before the meeting.	
<b>6</b>	<b>Cabinet/Board/Committee Recommendations</b>	<b>17 - 64</b>
	To consider any recommended minutes from the Cabinet and any of the Boards or Committees.	
	<b>1. Council Tax Support Scheme</b>	
	<b>Cabinet - 14 December 2022</b>	
	Council be recommended:	
	1) that the 2022/23 Council Tax Support Scheme is retained for 2023/24 but with the following amendments:	
	(i) the allowances and premiums used in determining entitlement for working age claims are uplifted in line with the figures applied by the Department for Works and Pensions, (DWP), for the Housing Benefit Scheme in 2023/24;	
	(ii) the non-dependant deductions used in determining entitlement for working age claims are adapted in line with the rates as set by the Department of Levelling Up, Housing and Communities for non-dependant pension age claims;	
	(iii) the Council continues to facilitate a Council Tax Support Hardship Fund	
	2) that the necessary amendments are made to the Council Tax Support Scheme document and that it is then published in accordance with Local Government Finance Act 1992 Section 13A(2)	
	<b>2. 2022-23 Q2 Budget Monitoring And Performance Report</b>	
	<b>Cabinet - 14 December 2023</b>	

Council be recommended to approve the following additions to the 2022/23 to 2025/26 revenue and Capital Programme and to put in place necessary delegations for spend:

- a. Receipt of £1.65m Brownfield Grant to proceed with the demolition of Bulbeck Road car park;
- b. Receipt of £0.085m in relation to Springwood play park, funded by Department for Levelling Up, Housing and Communities and;
- c. Receipt of £0.1m in relation to Changing Places Toilets funded by Department for Levelling Up, Housing and Communities
- d. Receipt of the UK Shared Prosperity Fund (UKSPF) allocation for 2022/23 of £0.025M capital and £0.077 revenue funding and to note indicative allocations for 2023/24 funding of £0.203m and £0.695m, a total of £1m funding over the next three years.
- e. Delegate to the Economic Development and Regeneration to drawdown the funds in consultation with s151
- f. The revised 2022/23 to 2025/26 capital programme is detailed in Appendix C
- g. For a capital sum of up to £30k to support a county council led project in relation to Langstone seawall, only west of wade lane, once approved by Hampshire County council and all relevant stakeholders. For delegated authority to the Executive Head of Coastal Partnership to agree the spend.

### **3. Appointment of Head of Paid Service**

#### **Human Resources Committee – 06 December 2022**

Full Council appoint Steve Jorden as Chief Executive Officer & Head of Paid Service for Havant Borough Council.

### **4. Designation of Monitoring Officer**

#### **Human Resources Committee – 20 December 2022**

Full Council designate Joanne McIntosh, Chief Legal Officer, as Monitoring Officer for Havant Borough Council In accordance with Section 5 of the Local Government and Housing Act 1989.

### **5. Designation of Section 151 Officer**

#### **Human Resources Committee – 21 December 2022**

Full Council designate Steven Pink, Chief Finance Officer, as Statutory Finance Officer, or Section 151 Officer, in accordance with Section 151 of the Local Government Act 1972.

## **6. The Future Information Computer Technology (ICT) Infrastructure and Security Provision Options Paper**

[Cabinet on Wednesday, 18th January, 2023](#)

Recommendation to Follow.

- |           |   |                  |
|-----------|---|------------------|
| <b>7</b>  | <b>Leader's Report</b>  | <b>65 - 68</b>   |
| <b>8</b>  | <b>Cabinet Lead Reports</b>   | <b>69 - 102</b>  |
| <b>9</b>  | <b>Cabinet Leads and Chairmen's Question Time</b>   |                  |
|           | (i) the Leader and Cabinet Leads to answer questions on matters within their respective reports.  |                  |
|           | (ii) Chairmen to answer questions on minutes since the last Council meeting   |                  |
| <b>10</b> | <b>Questions Under Standing Order 27.4.1</b>  |                  |
|           | To receive questions from Councillors in accordance with the requirements of Standing Order 27.4.1.   |                  |
| <b>11</b> | <b>Urgent Questions Under Standing Order 27.4.2</b>   |                  |
|           | To receive urgent questions from Councillors submitted in accordance with the requirements of Standing Order 27.4.2.  |                  |
| <b>12</b> | <b>Appointments</b>   | <b>103 - 112</b> |
| <b>13</b> | <b>Acceptance of Minutes</b>  |                  |
|           | The Council to receive the minutes of Committees:   |                  |
|           | <ul style="list-style-type: none"><li>• <a href="#"><u>Human Resources Committee on Wednesday, 5th October, 2022</u></a></li><li>• <a href="#"><u>Planning Policy Committee on Thursday, 27th October, 2022</u></a></li><li>• <a href="#"><u>Cabinet on Wednesday, 2nd November, 2022</u></a></li><li>• <a href="#"><u>Standards Committee on Thursday, 3rd November, 2022</u></a></li><li>• <a href="#"><u>Planning Policy Committee on Wednesday, 9th November, 2022</u></a></li><li>• <a href="#"><u>Overview and Scrutiny Committee on Wednesday, 30th November, 2022</u></a></li><li>• <a href="#"><u>Planning Committee on Thursday, 1st December, 2022</u></a></li><li>• <a href="#"><u>Human Resources Committee on Tuesday, 6th December, 2022</u></a></li><li>• <a href="#"><u>Standards Committee on Wednesday, 7th December, 2022</u></a></li><li>• <a href="#"><u>Human Resources Committee on Monday, 12th December, 2022</u></a></li></ul> |                  |

- [Human Resources Committee on Tuesday, 13th December, 2022](#)
- [Cabinet on Wednesday, 14th December, 2022](#)
- [Planning Committee on Thursday, 15th December, 2022](#)
- [Human Resources Committee on Tuesday, 20th December, 2022](#)
- [Human Resources Committee on Wednesday, 21st December, 2022](#)

## **PART 2 (Confidential items - closed to the public)**

### **14 Exclusion of the Press and Public**

The Council is asked to consider whether to pass a resolution excluding the public from the meeting during consideration of the following items as:

- (a) It is likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in Part 1 of Schedule 12A (as amended) to the Local Government Act 1972; and
- (b) In all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item 6.7  
Paragraph 3

## GENERAL INFORMATION

**IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231**

### Internet

This agenda and its accompanying reports can also be found on the Havant Borough Council website: [www.havant.gov.uk](http://www.havant.gov.uk)

### Public Attendance and Participation

Members of the public are welcome to attend the Public Service Plaza and observe the meetings. We also endeavour to broadcast the meeting and make the recording available on the Council website for up to 6 months.

An address made by a member of the public may only be presented if a summary of the text has been received by the Democratic Services Team Leader no later than 12 noon three working days before the meeting. The speech shall reflect the summary provided.

The Monitoring Officer may rule out of order any address that:

- a is vexatious, derogatory, defamatory, frivolous or offensive;
- b concerns a Council employment or staffing matter or sensitive personal information about a Councillor;
- c is unrelated to functions of the Committee; or
- d has been previously considered in the last 6 months.

Questions from members of the public will only be permitted where they have been received by the Democratic Services Team Leader no later than 12 noon three working days before the meeting.

An answer to a question submitted by a member of the public may take the form of:

- 1 a direct oral answer;
- 2 where the desired information is contained in a publication of the Council or other published work, a reference to that publication; or
- 3 where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

### Disabled Access

The Public Service Plaza has full access and facilities for the disabled.

### Emergency Procedure

Please ensure that you are familiar with the location of all emergency exits which are clearly marked. In the unlikely event of an emergency an alarm will sound.

**PLEASE EVACUATE THE BUILDING IMMEDIATELY.**

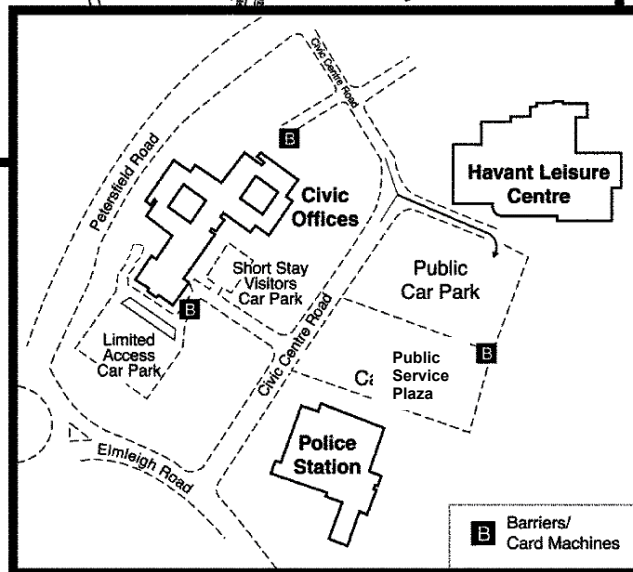
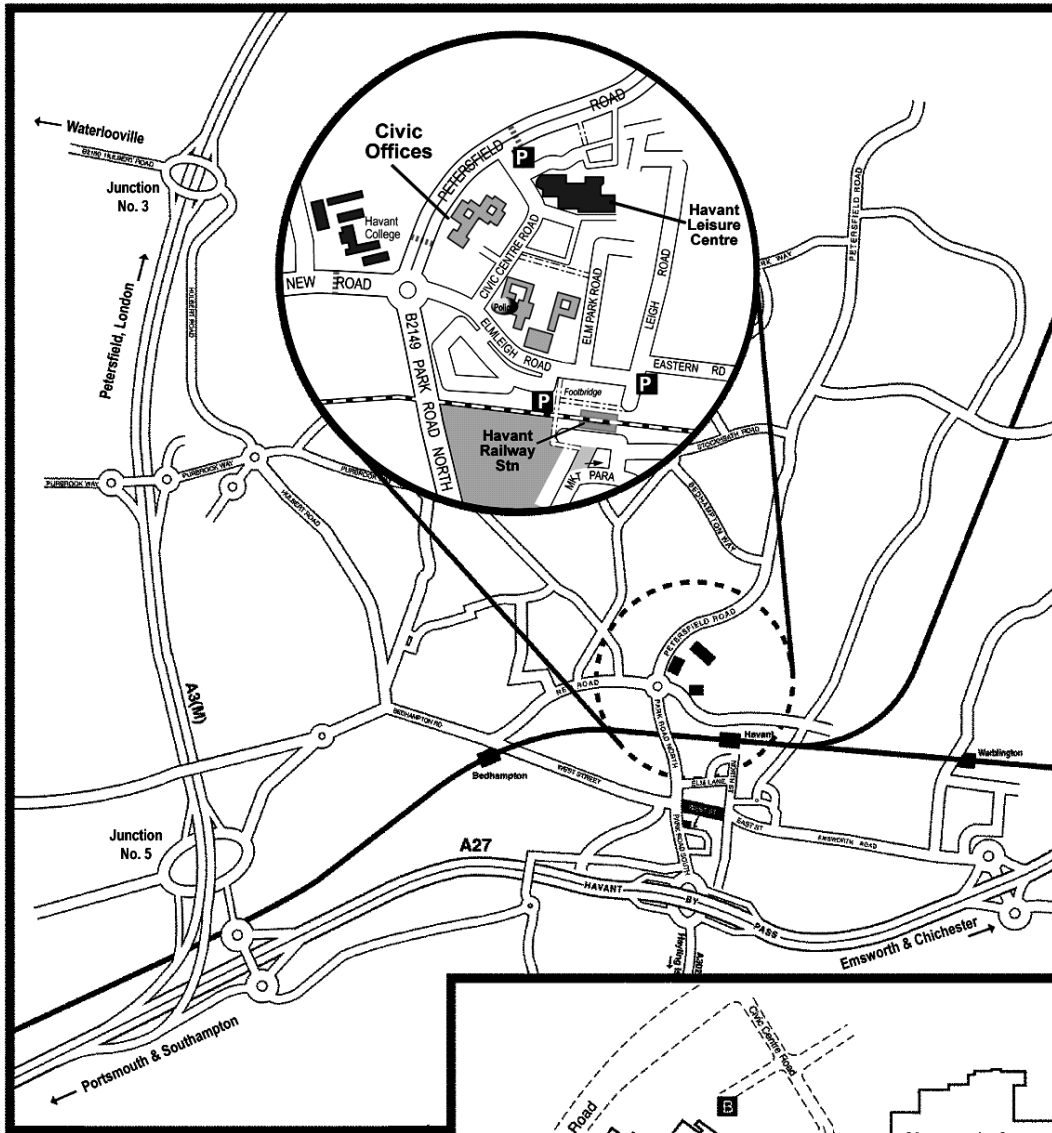
DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

**No Smoking Policy**

The Public Service Plaza operates a strict No Smoking policy in all of its offices, corridors, meeting rooms and toilets.

**Parking**

Pay and display car parking is available in the Leisure Centre car park opposite the Plaza.



**Havant**  
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# Havant

## BOROUGH COUNCIL

### PROTOCOL AT COUNCIL MEETING – AT A GLANCE

#### Sit or Stand?

Stand to address the Council/Mayor at all times

#### Rules of Debate

- always address each other as “Councillor ...”
- a motion or amendment has to be proposed and seconded
- once an amendment has been proposed and seconded, it becomes the subject of the debate until it is either accepted or rejected by a vote
- a seconder can choose to make their speech at a later time
- only one Councillor to stand at any one time
- speeches will not exceed 5 minutes (the Council can resolve to allow additional time, which will not exceed a further 3 minutes)
- a Councillor proposing the adoption of a Committee/Board minute has sufficient time to propose and unlimited time to reply to debate
- a Councillor can only speak again on an amendment, to move a further amendment, on a point of order or personal explanation.

#### Questions and Motions

- Motions must be submitted in writing (or by email) to the Democratic Services Team Leader 6 working days prior to the Council meeting
- Councillors may ask questions, without notice, of the Leader and Cabinet Leads in respect of the Cabinet Lead reports submitted to Council
- Councillors may ask questions of the Leader, Cabinet Leads and Committee Chairmen, on any matter affect the Borough or its residents, providing that:
  - 48 hours written notice is given; or
  - 2 hours written notice in relation to urgent matters

#### Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Mayor
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes



## **HAVANT BOROUGH COUNCIL**

At a meeting of the Council held on 16 November 2022

Present

Councillor Patrick (Mayor)

Councillors Bains, Bowdell, Crellin, Denton, Fairhurst, Guest, Diamond, Hughes, Inkster, Keast, Kennett, Linger, Lloyd, Munday, Patel, Pike, Raines (Deputy Mayor), Rennie, Redsull, Richardson, Satchwell, Seal, Mrs Shimbart, Stone, Thain-Smith, Tindall and Wade

### **41 Appointment of Honorary Alderman**

The Council considered a report recommending conferral of the title of Honorary Alderman upon former Councillor Tony Briggs.

PROPOSED by Councillor Alex Rennie and seconded by Councillor David Keast, it was:

RESOLVED that

- (a) the title of Honorary Alderman be conferred upon former Councillor Tony Briggs, who had rendered eminent service to the Council over and above a Councillor's normal duties; and
- (b) the Democratic Services Manager, in consultation with the Mayor, be instructed to make all further arrangements necessary with a view to the presentation, in accordance with adopted practice, of an appropriate framed scroll and Civic Buffet on a date to be decided.

**The meeting commenced at 4.40 pm and concluded at 4.58 pm**

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**Chairman**

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## **HAVANT BOROUGH COUNCIL**

At a meeting of the Council held on 16 November 2022

Present

Councillor Patrick (Mayor)

Councillors Raines (Deputy Mayor), Bains, Bowdell, Crellin, Denton, Fairhurst, Diamond, Hughes, Inkster, Keast, Kennett, Linger, Lloyd, Milne, Munday, Patel, Pike, Redsull, Rennie, Richardson, Satchwell, Sceal, Mrs Shimbart, Stone, Thain-Smith, Tindall, Wade and Wilson

### **42 Apologies for Absence**

Apologies of absence were received from Councillors Bowerman, Robinson, Scannell, Turner and Weeks.

### **43 Declarations of Interests**

There were no declarations of interest from any of the members present.

### **44 Confirmation of Previous Minutes**

Proposed by Councillor Bowdell and seconded by Councillor Stone it was

RESOLVED that the minutes of the previous meetings of the Council held on 21 September 2022 be approved as a correct record.

### **45 Mayor's Report**

The Mayor did not wish to add anything to her published report and there were no questions from members in relation to the Mayor's published report.

### **46 Public Speaking under Standing Orders 27.5 & 28**

There were no questions or requests to address Council from members of the public received under the provisions of these Standing Orders.

### **47 Cabinet/Board/Committee Recommendations**

**(1) Medium Term Finance Strategy 2022-2026 Refresh**

Councillor Denton introduced this item and recommendation to Council arising from the meeting of Cabinet held on 02 November 2022, seeking adoption of the updated MTFS 2022-2026.

Proposed by Councillor Denton, seconded by Councillor Hughes, it was

RESOLVED that Council adopt the updated Medium Term Financial Strategy 2022-2026

**(2) Coastal Service – Constitution Changes in relation to undertaking work for third parties**

Councillor Wilson introduced this item and recommendations to Council arising from the meeting of the Standards Committee held on 03 November 2022.

Proposed by Councillor Wilson, seconded by Councillor Satchwell, it was

RESOLVED that Council agree:

- a The value contained within Financial Procedure Rule G143 in Part 3 Section G be raised to £250K; and
- b To make amendments to the Constitution relating to the use of electronic signatures, as per the wording set out in paragraph 3.2.4.

**(3) Revised Position Statement and Mitigation Plan for Nutrient Neutral Development**

Councillor Patel introduced this item and recommendations to Council arising from the meeting of the Planning Policy Committee held on 27 October 2022.

Proposed by Councillor Patel, seconded by Councillor Lloyd, it was

RESOLVED that Council:

- a Note the current position regarding the availability of mitigation in the Solent and the progress being made to achieve a healthy market for mitigation
- b. Approve the updated Position Statement and Mitigation Plan for Nutrient Neutral Development (appendix 1) for publication and use in development management decisions;
- c. Delegate authority to the Cabinet Lead for Local Plan, Environment and Water Quality in consultation with the Monitoring Officer and Section

151 Officer to secure and purchase any future phases of the Council's mitigation scheme at Warblington Farm;

- d. Note the cash flow analysis which shows there would need to be an increase to the price of the mitigation in order for the scheme to be financially sustainable (Appendix C)
- e. Delegate authority to the Cabinet Lead for Local Plan, Environment and Water Quality<sup>1</sup>, in consultation with the Monitoring Officer and Section 151 Officer to secure and purchase blocks of mitigation from third party providers;
- f. Delegate authority to the Planning Policy Manager, in consultation with the Cabinet Lead for Local Plan, Environment and Water Quality<sup>1</sup>, to make any necessary amendments to the Position Statement and Mitigation Plan on Nutrient Neutral Development Plan after publication. These shall include any necessary factual updates (including inflation increases to the cost of mitigation), corrections of minor errors, and typographical errors. These shall also include any necessary changes to reflect emerging best practice, standing advice, policy or case law.

**(4) Proposed Consultancy Review of Southern Water Data and Information Provided for Planning Purposes**

Councillor Patel introduced this item and recommendations to Council arising from the meeting of the Planning Policy Committee held on 09 November 2022.

Proposed by Councillor Patel, seconded by Councillor Redsull, and following a vote in which there was one abstention, it was

RESOLVED that Council:

- a Approve the procurement of consultancy advice to review the data and information provided by Southern Water for planning purposes;
- b Note that costs will be met from the planning policy budget and will feed into the 2023/24 budget setting process; and
- c Delegates authority to the Cabinet Lead for Local Plan, Environment and Water Quality, Cabinet Lead for Finance and Section 151 officer to approve the commissioning of the consultants if the final procurement represents value for money for the authority.

**48 Boundary Review**

Proposed by Councillor Rennie, seconded by Councillor Diamond and following a vote in which there were 2 abstentions, it was

RESOLVED that Council noted the final recommendations from the Local Government Boundary Commission Review for the new electoral arrangements for Havant Borough Council. These propose that:

- a. Havant should have 36 councillors, a decrease of 2;
- b. Havant should have 12 wards. The boundaries of all but 3 of the existing wards should change; and
- c. 36 Councillors should represent 12 three-councillor wards across the Borough.

#### **49 Leader's Report**

There was nothing further that the Leader wished to add to his published report.

#### **50 Cabinet Lead Reports**

There were no further matters that the Cabinet Leads wished to add to their published reports.

#### **51 Cabinet Leads and Chairmen's Question Time**

The Cabinet Leads took questions from Councillors on their published reports and the Committee Chairmen on their respective minutes.

In the absence of Councillor Robinson, Councillor Munday submitted a written question, which read "I note that of the 33 affordable homes built in the second quarter, none were for single bedroom flats yet our current housing waiting list stands at above 1,800 of which nearly half are people looking for single occupancy housing. Is there any way we can address this imbalance?"

Councillor Robinson provided a written response to Councillor Munday, which read "During Quarter 2 there were no one bedroomed units released. However, VIVID, our only provider; at the moment, forecast 23 to be released in their forward development programmes on the Colt site and 40 acres; they come in phases.

When a community is being developed it is imperative that there is a balance to aid sustainable communities. Housebuilders are aware of the planning requirements and will look to deliver a policy compliant development which includes the correct percentage of affordable homes, with an acceptable housing mix that will meet the needs of the borough.

The Housing Delivery Position Statement states that new developments must: Provide a range of dwelling types and sizes to meet local need, including 35% of the overall housing mix as two bedroom homes unless locally identified need evidence indicates an alternative approach should be taken."

#### **52 Questions Under Standing Order 27.4.1**



There were no questions from Members under the provision of this standing order.

**53 Urgent Questions Under Standing Order 27.4.2**

There were no questions from Members under the provision of this standing order.

**54 Committee Appointments**

Proposed by Councillor Kennett and seconded by Councillor Milne it was

RESOLVED that Council approve:

- 1 the appointment of Councillors to those Committees, Boards and panels as set out in Parts A and B;
- 2 the appointment of Chairs and Vice-Chairs (as appropriate) to those Committees as set out in Parts A and B; and
- 3 all such appointments to remain in place until the next Annual Council meeting 2023

**55 Acceptance of Minutes**

Proposed by Councillor Keast and seconded by Councillor Diamond, it was

RESOLVED that the minutes of Committees held since the last meeting of Council be received.

**The meeting commenced at 4.48 pm and concluded at 5.50 pm**

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**Chairman**

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## Mayoral report for Full Council 18<sup>th</sup> January 2023

The Mayor's Facebook page currently has 691 likes and is followed by 843 people.

I must begin with two events that I managed somehow to overlook in September which were both on the same day, so I will put that right straight away.

The first was the New Forest Harley Davidson Group who took over Lakeside on Hayling Island for the weekend of September 24<sup>th</sup>. The last time I was Mayor in 2019/20 I rode on the back of a Harley along Hayling seafront which was great fun. It was not to be this year, but it was nevertheless great fun to see all the amazing bikes.



The second event in the afternoon was the Havant Climate Change Fair which was held in Havant Park and was extremely interesting. I was very pleased to hear that they had had a very good turnout of visitors and there were wildlife stands that had some wonderful information for children regarding our seashore.

So, back to November. It has been very quiet as often happens before the run up to Christmas. On Nov 6th I attended Hart District Council's Civic Service.

### **9<sup>th</sup> November – New Forest Civic Day**

I attended the New Forest Civic Day. We were taken to see the most wonderful riding school for disabled or handicapped young adults tucked away in the woods. It is a residential school where they teach some normal lessons, but most of the education is centred around how you look after the animals and this is a language that young adults who have social or educational needs can understand more easily than they can accept being told what to do by adults. It was wonderful to see how they all connected with the horses.

### **11<sup>th</sup> November – Armistice day Service**

On Friday 11th November it was Armistice Day and my consort and I attended the Emsworth Memorial Gardens for a service of remembrance. It is always a very special time of the year for me, when I remember service personnel whom I have known and lost and in particular my beloved father who was an army doctor who served in Burma in the second World War, and whose brother was murdered by the Japanese when he was a prisoner of war. We must never forget the tremendous sacrifices they made for our freedom. I was extremely lucky to have a milliner who has a studio at Making Space in Leigh Park, Julian Jeffrey, make a hairpiece for me for the occasion and I was delighted with it. My thanks go to Julian for his artistry.





### **13<sup>th</sup> November – Remembrance Sunday**

On Sunday 13<sup>th</sup>, Remembrance Sunday, I once again, very proudly, marched through Havant with pipers, band, Members of the Royal Artillery from Thorney Island, and in the company of Major General James Balfour, one of the Deputy Lord Lieutenants of Hampshire. There were also a great number of the youth organisations and my Mayors Cadets were in attendance. The streets were lined with people and there was a very good turnout. Following a service at the war memorial and the laying of wreaths, we proceeded into the church for a further service where I read one of the lessons along with MP Alan Mak and General Balfour. Following the service, we all walked back to the Royal British Legion Club where I had the opportunity of talking to many members of the army and the British Legion. It was a wonderful gathering.

### **25<sup>th</sup> November – White Ribbon Day**

On November 25<sup>th</sup> I raised a flag at the Plaza to celebrate White Ribbon day. This is to highlight abuse and violence against women and girls and asks men to pledge to put an end to all such behaviour.

### **29<sup>th</sup> November – Visit to the Mayor's Parlour by pupils from Glenwood School**

Today, my final engagement for November was a very special one. I met 11 young people from Glenwood Secondary School in Emsworth, who came to find out all about the role of a Mayor and the Mayoralty's history. It was a great pleasure to meet them all and I look forward to visiting their school in the near future.

Here we are, nearly Christmas, and it seems to have happened so quickly!

### **1<sup>st</sup> December – Havant Light Opera Performance**

On December 1<sup>st</sup>, I went to a performance of the Havant Light Opera and a Christmas version of Trial by Jury. It was a really fun evening with lots of Christmas jollity and humour.

### **2<sup>nd</sup> December – Emsworth Christmas Lights Switch-on**

On a very cold evening we went to Emsworth to turn on the Christmas lights, see Santa Claus and listen to some of the schools singing their lovely Christmas songs.

### 3<sup>rd</sup> December – Mengham Road Christmas Street Party

On Saturday 3<sup>rd</sup> we went and turned on the lights at Mengham and enjoy their street party. Both events were very well attended and it was lovely to meet and speak to so many people.



### 3<sup>rd</sup> December – Emsworth Concert Band

On Saturday evening I attended a concert by the Emsworth Concert Band at Emsworth Baptist Church. They are one of my favourite bands and I came away feeling thoroughly uplifted. I would like to thank the band and their conductor Sgt. Andy Hall for the wonderful music, and the pleasure they give to so many people.

#### **4<sup>th</sup> December – Havant Veterans Support Hub Breakfast Club**

On Sunday, James and I attended the Havant Veterans Support Hub Breakfast Club and met some of the volunteers and veterans. This is such a great service for our veterans who often feel lonely and isolated.



#### **6<sup>th</sup> December – At Home Christmas Drinks Reception**

On Tuesday 6<sup>th</sup> we attended Christmas Drinks with the Mayor of Chichester at the Assembly Rooms in North Street. The rooms really are lovely and it was a great place to meet up with other Mayors and dignitaries.

#### **9<sup>th</sup> December – Prospect School Christmas Fayre**

James and I very much enjoyed a visit to Prospect School in Havant for their first ever Christmas Fair. We had a wonderful time and the school is doing such an amazing job. Thank you to the staff, parents and children for all the hard work they clearly put in to make the occasion such a success.

#### **12<sup>th</sup> December – Honey Day Care Service Christmas Coffee Morning and Cowplain School Performance of “We Will Rock You”**

James and I attended the Honey Day Care Bereavement Group at their coffee morning at St Georges Church in Waterlooville, and in the evening, I was invited to the Cowplain School performance of We Will Rock You. It was a great evening in spite of the problems with main characters being off with a

virus and players having to read from scripts because so many of the cast were ill and unable to take part. The audience were obviously suffering as well with coughing being the main problem.

### 13<sup>th</sup> December – Basingstoke and Dean Civic Afternoon

The following afternoon James and I were guests of the Mayor of Basingstoke and Dean at their Civic afternoon at Whitchurch Silk Mill. What a fabulous experience and I would encourage anyone who wants a really interesting afternoon out to go to this beautiful museum.



In the pictures that follow, the little white egg shape that James is holding is a silk cocoon which in spite of its size, holds a mile of silk thread! The red silk being woven on the loom is for the scarf for King Charles' Coronation.





#### 14<sup>th</sup> December – Home Instead Havant Christmas Lunch

The following day I joined the volunteers and clients for a Christmas lunch at the Wheelwrights in Havant. It was a joyous event and lovely to see so many elderly residents enjoying themselves.



Mayor of Havant Cllr Diana Patrick

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NON-EXEMPT

## HAVANT BOROUGH COUNCIL

CABINET

14 December 2022

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### **COUNCIL TAX SUPPORT SCHEME 2023/24 TO APPROVE**

Portfolio Holder: Cllr Tony Denton

Key Decision: No

Report Number: HBC/105/2022

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#### **1.0 Purpose of Report**

1.1 To recommend to Council the Council Tax Support Scheme for 2023/24

#### **2.0 Recommendation**

2.1 That Cabinet recommend to Council the following:

- 1) that the 2022/23 Council Tax Support Scheme is retained for 2023/24 but with the following amendments:
  - (i) the allowances and premiums used in determining entitlement for working age claims are uplifted in line with the figures applied by the Department for Works and Pensions, (DWP), for the Housing Benefit Scheme in 2023/24;
  - (ii) the non-dependant deductions used in determining entitlement for working age claims are adapted in line with the rates as set by the Department of Levelling Up, Housing and Communities for non-dependant pension age claims;
  - (iii) the Council continues to facilitate a Council Tax Support Hardship Fund
- 2) that the necessary amendments are made to the Council Tax Support Scheme document and that it is then published in accordance with Local Government Finance Act 1992 Section 13A(2)

#### **3.0 Executive Summary**

3.1 The localised Council Tax Support scheme was introduced by the Local Government Finance Act 2012 to replace the national Council Tax Benefit Scheme from 1/4/2013

3.2 The legislation imposes a duty on each Council to adopt a scheme by 11 March each year to apply for the forthcoming financial year

- 3.3 This report puts forward a recommended approach for 2023/24 which is largely the same that was approved for 2022/23.

#### **.4.0 Havant Borough Council's current scheme**

- 4.1 HBC's current scheme is based on the Department of Levelling Up, Housing and Communities, (DLUC), default scheme, (which mirrored the former council tax benefit scheme), but with a reduced maximum amount of support available for certain working age households.
- 4.2 The scheme requires a minimum payment of 8.5% of the council tax liability from all working age households apart from those in receipt of disability related incomes. For these households, the scheme offers a slightly reduced level of support compared to the former council tax benefit scheme.
- 4.3 Since April 2022, following the COVID pandemic and related additional help through government funding, we saw a return to a reducing caseload both in working age and pensioners. However, we are fully aware with the cost-of living crisis worsening and the unprecedented times ahead, we are contemplating an increase in caseload, due to businesses failing and unemployment levels expected to rise.

#### **Council Tax support scheme caseload and expenditure**

	<b>Cases as at 31 March</b>	<b>Amount of benefit paid</b>	<b>Note</b>
2012/13	11,118	£9,174,118	last year of council tax benefit
2013/14	10,569	£8,632,007	
2014/15	10,059	£8,207,832	
2015/16	9,788	£7,916,713	
2016/17	9,654	£8,013,050	
2017/18	9,298	£8,341,559	
2018/19	9,123	£8,392,266	
2019/20	8883	£8,463,841	
2020/21	8856	£8,812,938	
2021/22	8731	£9,105,459	
2022/23	8451	£9,054,597	As at 31/08/22
2023/24	8516.est	£9,326,235	Estimated cost for the year

#### **5.0 2022/23 scheme and Hardship Fund**

- 5.1 The estimated cost of retaining the current scheme for 2023/24 is £9,326,235. This estimate assumes that the current caseload pattern continues for the remainder of 2022/23 and through 2023/24. The estimate also takes account of the possibility that the relevant precepting authorities will levy the same increase in their Council Tax precept from 1 April 2023 as was levied in 1 April 2022.

- 5.2 Uprating is the process under which various elements, (Personal Allowances, Premiums and Non-Dependant deductions), are altered to reflect inflation and changes to the level of pensions and other benefits.
- 5.3 **Personal Allowances and Premiums** – the arrangements for pensioners within our scheme are prescribed by the DLUC and they will be advising Councils of the new figures that must be included in our scheme for 2023/24. However, for working age claims it is for the Council to decide. The Personal Allowances and Premiums in our current scheme match those that are used to calculate Housing Benefit for working age claimants. To retain this consistency with the Housing Benefit scheme, it is recommended that the Council adopts the same figures that the Department for Work and Pensions, (DWP), will be specifying for the Housing Benefit scheme for 2023/24. The DWP will advise councils of these in due course.
- 5.4 **Non-dependant deductions** – our current Council Tax Support scheme includes the same levels for non-dependant deductions for both pension age and working age claims. DLUC will be prescribing the revised non dependant deduction levels for pension age claims and, to retain consistency, it is recommended that the revised figures set for pension age claims for 2023/24 are also adopted for working age claims for 2023/24. DLUC will advise councils of the amounts in due course
- 5.5 It is proposed that the Council continues to facilitate a Council Tax Support Hardship Fund to support the most vulnerable Council Tax Support customers to:
- (ii) Allow a short period of time to adjust to unforeseen short-term financial circumstances whilst the applicant seeks alternative solutions.
  - (iii) Support the applicant in managing their finances
  - (iii) Help the applicant through personal circumstances and difficult events that affect their finances
  - (iV) Prevent exceptional hardship
  - (iV) Support those who are trying to help themselves financially

The expected cost of this fund will be circa £5,000

## **6.0 Background and relationship to Corporate Strategy, Climate & Environment Strategy and/or Business Plans**

- 6.1 The Council Tax Support scheme provides financial assistance to those on low incomes. The proposed scheme retains comparable levels to last year, is consistent with National guidance and helps to support the most vulnerable members of our communities.

## **7.0 Resource Implications**

- 7.1 *Financial Implications:*

Considering the assumptions as detailed in this report, the estimated cost of retaining the current Council Tax Support Scheme for 2023/24 is £9,326,235. Retaining the current scheme would require no increase in staffing or other administration costs

**Section 151 Officer comments**

Date: 5 December 2023

The base revenue budget for 2023/24 will be set on the assumption that the Council Tax Support Scheme, as detailed in this report, is approved by Council.

Budget allowance will also be made for the Council Tax Support Hardship Fund for 2023/24

**7.2. Human Resources Implications:**

There are no direct Human Resource implications arising from this report as existing staff are already in place to administer this scheme.

**7.3 Legal Implications:**

The Council has a statutory duty to operate a Council Tax Support scheme. Any changes to the current scheme for 2023/24 must be adopted by full Council by 11/03/2023.

**Monitoring Officer comments**

Date: 13.12.22

The Cabinet may authorise public consultation on policies within the Budget and Policy Framework (Constitution Part 2 Section D paragraph 12.1.2). The Cabinet is separately responsible for developing and reviewing Council policy (paragraph 10.3), Making, or revising the Council Tax Support Scheme is a Council function (Part 2 Section 1.1.10).

Accordingly, Full Council will in due course determine whether any changes to the Scheme will be made following and after consultation with the public and precepting authorities, as considered appropriate.

**8 Risks:**

A full Customer Impact Assessment of the proposed 2013/14 scheme was completed during 2012. The proposed scheme for 2023/24 differs only marginally from the 2013/14 scheme.

If the increase in caseload expected is greater than that used in the above calculations it will lead to an increase in the cost of the scheme. This is difficult to predict in the current economic climate as it is expected that due to the cost-of-living crisis worsening and the unprecedented times ahead, businesses may fail and an increase in unemployment is expected.

The Council will keep caseload and demand for this scheme under regular review and will report back through Cabinet and Council as part of routine budget monitoring.

## **9 Communications and Consultation:**

Hampshire County Council will be advised of the proposed scheme for 2023/24 on behalf of the major precepting authorities. As the proposed scheme for 2023/24 retains comparable levels of support to those in the 2022/23 scheme, it is considered unnecessary to undertake any further public consultation.

Consultation has taken place with:

Portfolio Holder

Revenues and Benefits Contract Manager (Client)

Director of Corporate Services

Monitoring Officer

Head of Housing and Communities

Hampshire County Council will be made aware of the proposed scheme.

### **Appendices:**

None

### **Background Papers:**

2022/23 Council Tax Support Scheme: [Havant S13A 202223 Scheme Final](#)

Agreed and signed off by:

Portfolio Holder: Cllr Tony Denton

Monitoring Officer: Mark Watkins, Chief Legal Officer

Section 151 Officer: Malcolm Coe, Chief Finance Officer

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NON-EXEMPT

# HAVANT BOROUGH COUNCIL

CABINET

14 December 2022

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## 2022-23 Q2 BUDGET MONITORING AND PERFORMANCE REPORT

### FOR RECOMMENDATION TO FULL COUNCIL

Portfolio Holder: Cllr Tony Denton

Key Decision: No

Report Number: HBC/106/22

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#### 1. Purpose

- 1.1. This paper is submitted to Cabinet to note the financial and performance position of the Council as at quarter two of the 2022/23 financial year and to recommend to Full Council the additions to the budget as a result of recent successful funding bids.

#### 2. Recommendation

- 2.1. Cabinet are required to note:

- A. The revenue forecast outturn for 2022/23 (Appendix A)
- B. The summary performance information (Appendix B)

Cabinet are asked to recommend to Council the approval of the following additions to the 2022/23 to 2025/26 Capital Programme and 2022/23 revenue budget and to put in place necessary delegations for spend:

- C. Receipt of £1.65m Brownfield Grant to proceed with the demolition of Bulbeck Road car park;
- D. Receipt of £0.085m in relation to Springwood play park, funded by Department for Levelling Up, Housing and Communities;
- E. Receipt of £0.1m in relation to Changing Places Toilets funded by Department for Levelling Up, Housing and Communities

- F. Receipt of the UK Shared Prosperity Fund (UKSPF) allocation for 2022/23 of £0.025M capital and £0.077 revenue funding and to note indicative allocations for 2023/24 funding of £0.203m and £0.695m, a total of £1m funding over the next three years; and
- G. Delegate to the Regeneration & Economic Development Manager to drawdown the funds in consultation with s151.
- H. The revised 2022/23 to 2025/26 capital programme is detailed in Appendix C

### 3. Executive Summary

#### *Revenue Forecast outturn*

- 3.1. The Quarter Two forecast outturn shows an estimated balanced position at the year end. This is an improvement of the position as reported at Q1, where there was a forecasted deficit of £0.175m.

	<b>FULL YEAR BUDGET (£M)</b>	<b>Q1 FORECAST (£M)</b>	<b>Q2 FORECAST (£M)</b>	<b>Q2 VARIANCE TO BUDGET (£M)</b>
Net cost of service	15.032	15.207	15.329	0.297
Funding	15.032	15.032	15.032	0
Salary underspend	n/a	n/a	(0.297)	(0.297)
Net (surplus)/deficit	0	0.175	0	0

- 3.2. Further detail against individual service areas is contained within Appendix A.

#### *Significant variances*

- 3.3. The below provides some details on significance variances within the service areas. There are no variances to report within Coastal Partners, Regeneration & Communities and Management Team budgets.

#### Commercial

- 3.4. Waste service – there is a current projected overspend in the service of £0.350m as a result of the additional costs that have arisen from the recently agreed driver and loader pay increases which amount to £0.314m. In addition, within this service there is an additional cost of £0.036m with respect to glass round collections.

#### Internal Services

- 3.5. Finance (Treasury Management) – there is a projected increase in income within Treasury Management of £0.238M as a result of increased investment activity and improved returns as a result of higher interest rates.
- 3.6. Facilities – there is a forecast decrease in income within the Plaza from lease income, external room bookings and catering as well as printer contributions which totals £0.055m. Projected income has yet to improve to pre-pandemic levels.
- 3.7. Overall the increased income from Treasury Management and decreased income from Facilities results in an forecast surplus within the area of £0.183M.

#### Place

- 3.8. Planning – there is a projected decrease in Planning fee income of £0.080m. Fee income is dependent on planning applications received and the current forecast is lower than the budget set. Fee income will continue to be closely monitored over the coming months.

#### Corporate

- 3.9. As a result of additional External Audit costs there is a forecast overspend of £0.050M. External audit scopes, and related fees, are increasing in all public sector organisations with an anticipated steep increase expected from 2023/24 upon the letting of a new 5 year audit contract.

#### Staffing

- 3.10. A review of staffing budgets has indicated a forecasted underspend of £0.297M at year end. Staffing budgets are being closely monitored with the underspend being driven by vacancies and delays in appointing to new structures across several

service areas. The impact of the forecast underspend in staffing budgets mitigates the forecasted service overspends as detailed above.

### **Capital**

3.11. The Council approved its 2022/23 Capital budget in February 2022. During the last few months, we have been successful in attracting three new grants to the Borough being:

(a) £1.65m for the demolition of Bulbeck Road multi-storey car park in order to prepare the site for the potential development of housing. This funding has been provided through the Brownfield Grant allocation with the requirement of having to formally let the demolition contract by 31 March 2023. The majority of spend will be incurred within the 2023/24 financial year and;

(b) £0.085m for new capital spend on Springwood Play park funded by Department for Levelling Up, Housing & Communities from the Levelling up Parks Fund;

(c) £0.1m in relation to Changing Places Toilets funded by Department for Levelling Up, Housing and Communities

### **UK Shared Prosperity Fund (UKSPF)**

3.12. The UKSPF was launched in April 2022 with an allocation to Havant Borough Council of £1m. Local Authorities were asked to submit Investment Plans for the allocated funds and these Investment Plans have now been reviewed and it was confirmed on 5 December 2022 that the full £1m would be allocated to Havant Borough Council over the period of 2022-2025. The allocation for 2022-23 is broken down between capital (£0.025M) and revenue (£0.076M).

- 3.13. The Cabinet is asked to recommend these additions (capital and UKSPF) to Council for formal approval. The revised capital programme up to 2025/26 is detailed in Appendix C.

### **Performance**

- 3.14. A summary of the quarter's key performance indicators is included at Appendix B.

## **4. Background and relationship to Corporate Strategy, Climate & Environment Strategy and/or Business Plans**

- 4.1. Members will be aware that Havant BC has been facing considerable pressures over the past few years on their revenue budget. This has been managed to date by prudent financial management with year on year efficiency savings. Following the work of the Budget Working Group the rebased budget provides a strong foundation and the current revenue forecast confirms that the budget set is realistic and achievable.

- 4.2. On performance, work is currently underway to review and update all key performance indicators to provide a full overview of service performance across the organisation. The current key performance indicators reported have been in place for a number of years and cover a range of services.

- 4.3. Overall metrics across the majority of services are strong and performing within target. Whilst there are some areas of concern, these are being addressed at service level. Full details of the performance indicators currently being reported are included at Appendix B.

## **5. Options considered**

- 5.1. None.

## **6. Resource Implications**

- 6.1. *Financial Implications* – Finance continues to monitor budgets regularly so that any issues are quickly highlighted and mitigations put in place if required.

**Section 151 Officer comments**

Date: 5 December 2022

The Council approved a revised 2022/23 revenue base budget in September 2022. There are a few significant variations detailed in this report which reflect changes that have been identified over the last couple of months.

A revised Medium Term Financial Strategy, (MTFS), was approved by Council in November 2022. This will be kept under regular review with further updates being detailed as an Appendix in future budget monitoring reports.

- 6.2. *Human Resources Implications:*

In re-setting the 2022/23 revenue budget, relevant allocations were made across all service areas to ensure that staffing budget provision matched with proposed and approved organisational structures.

- 6.3. *Information Governance Implications* - none

- 6.4. *Other resource implications* – none

**7. Legal Implications**

- 7.1. None.

**Monitoring Officer comments**

Date: 13/12/2022

This paper is submitted to Cabinet to provide a strategic overview of performance for Q2 2022/23 and, in part, relates to priorities in the Council's Corporate Strategy. Monthly updated reports are taken to Management Team and Cabinet Briefing; whole performance reports more formally to Cabinet for noting and for recommendation to full Council as and when appropriate and required.

**8. Risks**

8.1. Budgets and performance will continue to be routinely monitored to ensure that any risk to delivery are highlighted early and mitigations agreed. A revised budget risk register was presented as part of the revised MTFS that was approved in November 2022. We will continue to closely monitor, and report any changes, against this register.

## **9. Climate & Environment Implications**

9.1. Revenue budget has remained in place in order to continue work on delivering the Havant Borough Council Climate and Environment Strategy and action plan.

## **10. Consultation**

10.1. The information has been shared with Management Team and discussed with individual Executive Heads and relevant budget holders.

## **11. Communication**

11.1. Information on performance is provided on the Council website.

## **12. Appendices**

Appendix A – Detailed service level financial forecast breakdown

Appendix B - Q2 Performance summary

Appendix C – Revised Capital Programme 2022/23 to 2025/26

## **13. Background papers**

None

Agreed and signed off by:

Portfolio Holder: Cllr Tony Denton

Monitoring Officer: Mark Watkins, Chief Legal Officer

Section 151 Officer: Malcolm Coe, Chief Finance Officer

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<b>HAVANT BOROUGH COUNCIL</b>							
<b>SERVICE</b>	<b>REBASED FULL YEAR BUDGET (£m)</b>	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>QTR 2 FULL YEAR FORECAST (£m)</b>	<b>QTR 2 FY VARIANCE TO BUDGET (£m)</b>	<b>QTR 1 FULL YEAR FORECAST (£m)</b>	<b>QTR 1 FY VARIANCE TO BUDGET (£m)</b>
Civil Engineering & Landscaping Team	0.292	(0.515)	0.807	0.292		0.292	0.000
Coastal Partners	0.112	(3.887)	3.999	0.112		0.112	0.000
<b>HEAD OF COASTAL PARTNERSHIPS</b>	<b>0.404</b>	<b>(4.402)</b>	<b>4.806</b>	<b>0.404</b>	<b>0.000</b>	<b>0.404</b>	<b>0.000</b>
5 Councils Contract	2.318	(1.086)	3.405	2.318		2.318	0.000
Housing Benefit (5 councils & staff excl Capi)	(0.155)	(24.112)	23.957	(0.155)		(0.155)	0.000
Digital	1.528	0.000	1.528	1.528		1.528	0.000
Environmental Services	4.330	(2.509)	6.840	4.680	0.350	4.505	0.175
Procurement	0.144	0.000	0.144	0.144		0.144	0.000
Property	(0.972)	(3.044)	2.071	(0.972)		(0.972)	0.000
<b>HEAD OF COMMERCIAL SERVICES</b>	<b>7.192</b>	<b>(30.752)</b>	<b>37.944</b>	<b>7.542</b>	<b>0.350</b>	<b>7.367</b>	<b>0.175</b>
Corporate Support	0.168	0.000	0.168	0.168		0.168	0.000
Democratic	0.546	0.000	0.546	0.546		0.546	0.000
Elections	0.316	(0.001)	0.317	0.316		0.316	0.000
Emergency Planning	0.068	0.000	0.068	0.068		0.068	0.000
Facilities	0.430	(0.081)	0.510	0.485	0.055	0.430	0.000
Finance	0.654	(0.368)	1.022	0.416	(0.238)	0.654	0.000
Human Resources	0.297	0.000	0.297	0.297		0.297	0.000
Legal	0.473	0.000	0.473	0.473		0.473	0.000
Mayoral	0.101	0.000	0.101	0.101		0.101	0.000
Strategy Unit	0.833	(0.082)	0.915	0.833		0.833	0.000
<b>HEAD OF INTERNAL SERVICES</b>	<b>3.887</b>	<b>(0.532)</b>	<b>4.419</b>	<b>3.704</b>	<b>(0.183)</b>	<b>3.887</b>	<b>0.000</b>
Building Control	0.067	(0.289)	0.356	0.067		0.067	0.000
Climate	0.040	0.000	0.040	0.040		0.040	0.000
Environmental Health	1.072	(0.070)	1.142	1.072		1.072	0.000
Licensing	(0.018)	(0.293)	0.275	(0.018)		(0.018)	0.000
Planning	0.524	(2.178)	2.701	0.604	0.080	0.524	0.000
<b>Head of Place</b>	<b>1.685</b>	<b>(2.830)</b>	<b>4.515</b>	<b>1.765</b>	<b>0.080</b>	<b>1.685</b>	<b>0.000</b>
Communities	0.607	(0.289)	0.896	0.607		0.607	0.000
Enforcement	0.441	(0.063)	0.504	0.441		0.441	0.000
Housing	0.827	(1.805)	2.632	0.827		0.827	0.000
Parking	(1.766)	(2.625)	0.859	(1.766)		(1.766)	0.000
Regeneration & Economic	0.419	(0.010)	0.429	0.419		0.419	0.000
<b>Head of Regeneration &amp; Communities</b>	<b>0.529</b>	<b>(4.792)</b>	<b>5.320</b>	<b>0.529</b>	<b>0.000</b>	<b>0.529</b>	<b>0.000</b>
Executive Office	0.989	0.000	0.989	0.989		0.989	0.000
<b>Management Team</b>	<b>0.989</b>	<b>0.000</b>	<b>0.989</b>	<b>0.989</b>	<b>0.000</b>	<b>0.989</b>	<b>0.000</b>
<b>TOTAL COST OF SERVICES</b>	<b>14.686</b>	<b>(43.307)</b>	<b>57.993</b>	<b>14.933</b>	<b>0.247</b>	<b>14.861</b>	<b>0.175</b>
Audit & Insurance costs	0.346	0.000	0.346	0.396	0.050	0.346	0.000
Salary Inflation	0.000	0.000	0.000	0.000		0.000	0.000
Inflation and contract uplift costs	0.000	0.000	0.000	0.000		0.000	0.000
<b>NET COST OF SERVICES</b>	<b>15.032</b>	<b>(43.307)</b>	<b>58.339</b>	<b>15.329</b>	<b>0.297</b>	<b>15.207</b>	<b>0.175</b>
<b>FUNDED BY:</b>							
Business Rates Retention	(4.789)			(4.789)		(4.789)	0.000
Business Rates s31 Grants	0.000			0.000		0.000	0.000
Levy Payment on account	0.000			0.000		0.000	0.000
Business Rates deficit	3.711			3.711		3.711	0.000
Council Tax Demand on the Collection Fund	(9.168)			(9.168)		(9.168)	0.000
Council Tax Surplus	(0.066)			(0.066)		(0.066)	0.000
New Homes Bonus Grant	(0.474)			(0.474)		(0.474)	0.000
Lower Tier Services Grant	(0.150)			(0.150)		(0.150)	0.000
New Service Grant	(0.231)			(0.231)		(0.231)	0.000
Other Grants	(0.155)			(0.155)		(0.155)	0.000
Collection Fund surplus/deficit	0.000			0.000		0.000	0.000
Contributions to/(from) Earmarked Reserves	0.000			0.000		0.000	0.000
s31 Earmarked Reserve	(3.711)			(3.711)		(3.711)	0
<b>FUNDING</b>	<b>(15.032)</b>			<b>(15.032)</b>		<b>(15.032)</b>	<b>0.000</b>
<b>(SURPLUS) / DEFICIT (Before Salary &amp; Agency Forecast Underspend)</b>				<b>0.297</b>		<b>0.175</b>	<b>0.175</b>
<b>Salary &amp; Agency Forecast Underspend</b>				<b>(0.297)</b>		<b>0.000</b>	<b>0.000</b>

## Staffing budget analysis

HAVANT BOROUGH COUNCIL							
SERVICE	FULL YEAR BUDGET (£m)	Q2 HALF YEAR BUDGET (£m)	Q2 ACTUAL	Q2 VARIANCE TO BUDGET		QTR 2 FULL YEAR FORECAST (£m)	QTR 2 FY VARIANCE TO BUDGET (£m)
HEAD OF COASTAL PARTNERSHIPS	2.883	1.441	1.441	0.000		2.882	(0.001)
HEAD OF COMMERCIAL SERVICES	1.088	0.544	0.364	(0.180)		0.728	(0.360)
HEAD OF INTERNAL SERVICES	2.042	1.021	1.066	0.045		2.133	0.091
HEAD OF PLACE	2.085	1.043	0.927	(0.116)		1.853	(0.232)
HEAD OF REGENERATION & COMMUNITIES	1.523	0.762	0.601	(0.161)		1.202	(0.322)
MANAGEMENT TEAM	0.730	0.365	0.386	0.021		0.773	0.043
TOTAL COST OF SERVICES	10.351	5.176	4.785	(0.390)		9.571	(0.780)
Add : FY Salary Inflation						0.513	0.513
Add: Professional Agency Staff						0.568	0.568
Less : FY Professional Agency and Agency Staff funded from Transformation Reserve						(0.598)	(0.598)
FULL YEAR FORECAST	10.351					10.054	(0.297)

# Performance report

Q2 2022-23



# Finance overview

	FULL YEAR BUDGET (£M)	QTR1 FORECAST (£M)	QTR2 FORECAST (£M)	QTR2 VARIANCE TO BUDGET (£M)
Net cost of service	15.032	15.207	15.329	0.297
Funding	15.032	15.032	15.032	0
Salary underspend	n/a	n/a	(0.297)	(0.297)
Net (surplus)/deficit	0	0.175	0	0

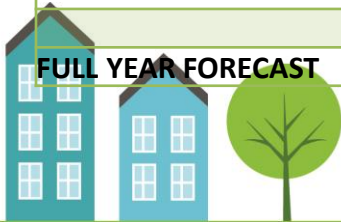


# Service detail

AREA	FY BUDGET (£M)	Q1 FORECAST (£M)	Q2 FORECAST (£M)	Q2 VARIANCE BUDGET (£M)	COMMENTS
Coastal	0.404	0.404	0.404	0	No variance
Commercial	7.192	7.367	7.542	0.350	Additional costs arise from £0.314 to cover recently agreed driver pay rises and £0.036 for additional glass round costs
Internal Services	3.887	3.887	3.704	(0.183)	£0.238 expected additional income from continuation of cash investment  £0.055 loss of income from:- lease income, printer contributions, external room booking and catering
Planning Fee	1.685	1.685	1.765	0.080	Downturn of planning fee income
Regeneration & Communities	0.529	0.529	0.529	0	No variance
Management Team	0.989	0.989	0.989	0	No variance
Corporate	0.346	0.346	0.396	0.050	Additional External Audit costs
<b>TOTAL</b>	<b>15.032</b>	<b>15.027</b>	<b>15.329</b>	<b>0.297</b>	

# Staffing budget analysis

SERVICE	FYBUDGET (£m)	Q2 HALF YEAR BUDGET (£m)	Q2 ACTUAL	Q2 VARIANCE TO BUDGET	QTR 2 FULL YEAR FORECAST (£m)	QTR 2 FY VARIANCE TO BUDGET (£m)
Coastal	2.883	1.441	1.441	0.000	2.882	(0.001)
Commercial	1.088	0.544	0.364	(0.180)	0.728	(0.360)
Internal Services	2.042	1.021	1.066	0.045	2.133	0.091
Place	2.085	1.043	0.927	(0.116)	1.853	(0.232)
Regeneration & Communities	1.523	0.762	0.601	(0.161)	1.202	(0.322)
Management Team	0.730	0.365	0.386	0.021	0.773	0.043
<b>TOTAL COST OF SERVICES</b>	<b>10.351</b>	<b>5.176</b>	<b>4.785</b>	<b>(0.390)</b>	<b>9.571</b>	<b>(0.780)</b>
<b>Add : FY Salary Inflation</b>					<b>0.513</b>	<b>0.513</b>
<b>Add: Professional Agency Staff</b>					<b>0.568</b>	<b>0.568</b>
<b>Less : FY Professional Agency and Agency Staff funded from Transformation Reserve</b>					<b>(0.598)</b>	<b>(0.598)</b>
<b>FULL YEAR FORECAST</b>	<b>10.351</b>				<b>10.054</b>	<b>(0.297)</b>



# Performance overview

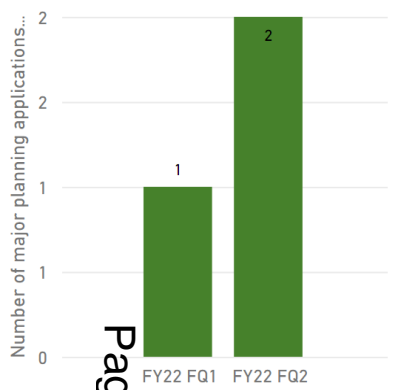
- Reviewing all key performance indicators (KPIs) with a view to updating and ensuring that all metrics provide a full overview of service and performance.
- Current KPIs are those which have been in place for a number of years and cover:
  - Regulatory (Planning & Building Control)
  - Property
  - Housing
  - Customer Service
  - Revenue & Benefits
  - Complaints
  - Information Requests
- Metrics across majority of services are strong and performing within target
- Complaints performance has been an issue, but is being addressed and the number of outstanding complaints are declining



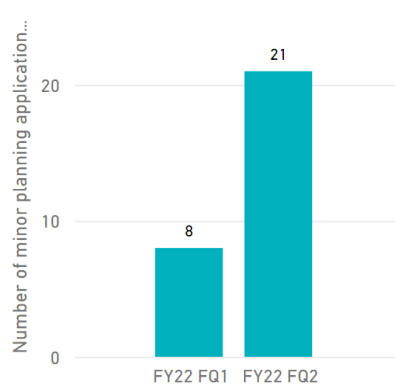


Find out more about the planning service

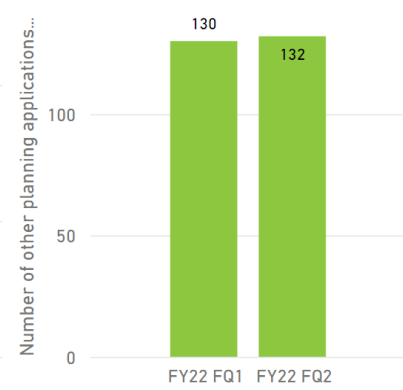
### Major planning applications decided



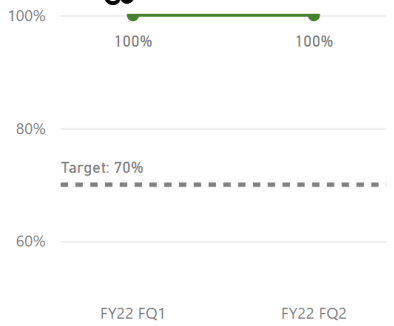
### Minor planning applications decided



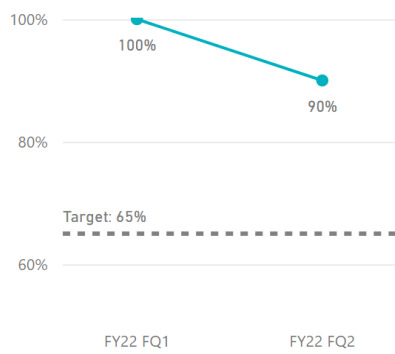
### Other planning applications decided



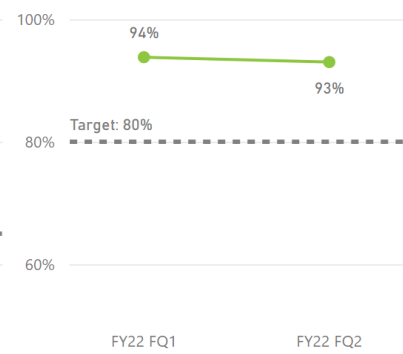
### Major planning applications - % decided within 13 weeks or agreed time extension



### Minor planning applications - % decided within 8 weeks or agreed extension



### Other planning applications - % decided within 8 weeks or agreed extension



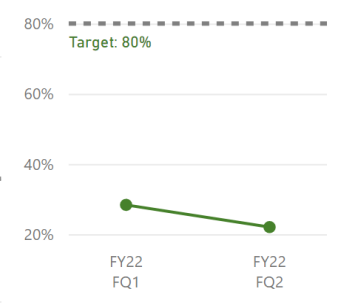
### Planning appeals

- Q2 major planning applications appeals: 0
- Q2 minor and other application appeals: 1 (which was allowed)

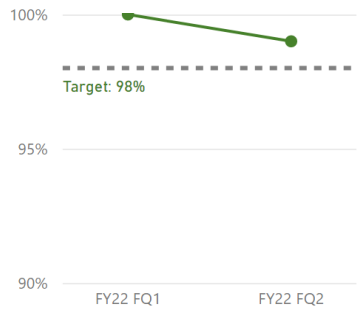
A review of all Planning metrics is being conducted with view to providing updated metrics during the next reporting period.

Current metrics reflect historical national metrics with all above target other than the discharge of conditions which has historically been below target due to resourcing the service.

### Discharge of condition applications - % decided within 8 weeks



### All applications - % decided within 26 weeks





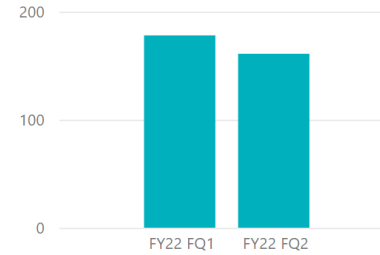


# Operational performance - Building Control

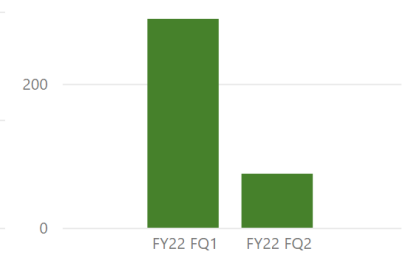
Find out more about building regulations

- Building Control metrics all above target, continuing strong trend from Q1

Number of Building Regulations projects commenced under the Council's control

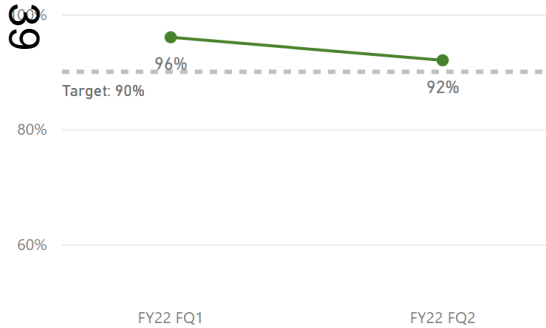


Number of Building Regulations projects completed under the Council's control

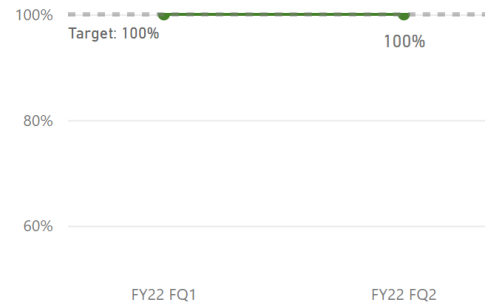


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All Plans applications checked within 15 days (%)



Full Plans applications decided within statutory time limit (%)



Number of claims submitted against the Council for Building Control negligence / non-compliance that the Council was unsuccessful in defending

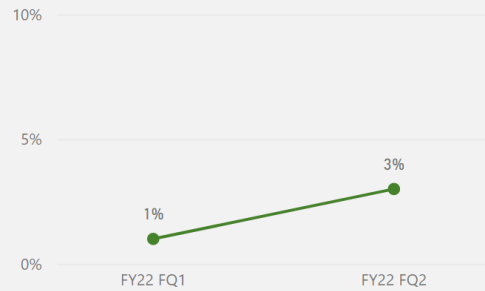
0 ✓

Target: 0

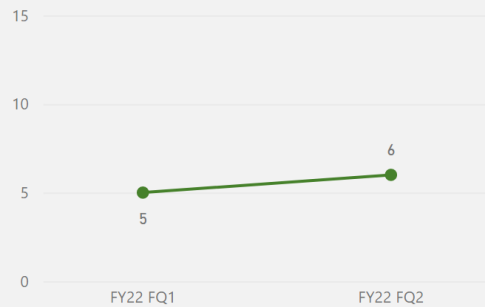
# Operational performance - Property (Estates)

## Vacancy rate across investment portfolio

Empty commercial property - % based on available floorspace



Empty commercial property - number of vacant/to let units

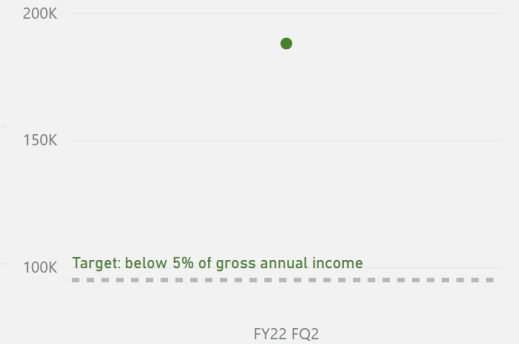


## Rent debt across investment portfolio

Property debt - rent arrears for all tenanted commercial property - average across quarter (£)



Property debt - rent arrears over 90 days (aged debts) for all tenanted commercial property at end of quarter (£)



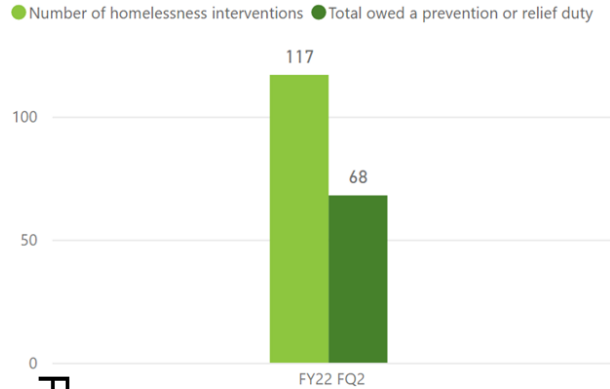
Indicators and targets are based on industry standard metrics.

- Slight increase in empty space commercial portfolio and rent arrears over 90 days is above target. However, property income is on target to achieve its budget for the year

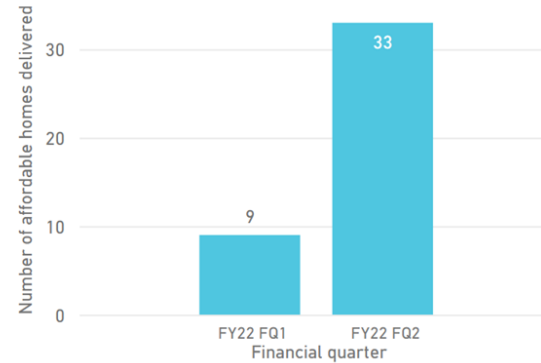
Find out more about our property portfolio

# Operational performance - Housing

## Number of homelessness interventions and acceptances



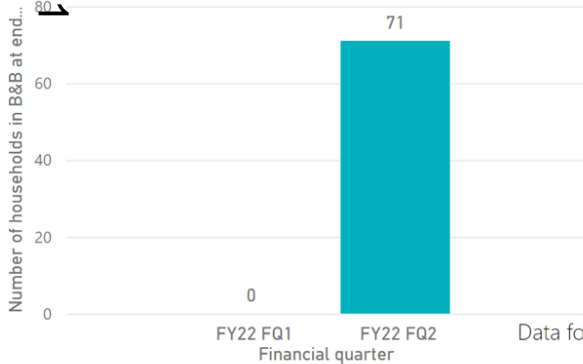
## New affordable homes in the borough



[View more data about housing in the borough](#)

[Find out more about the council's housing service](#)

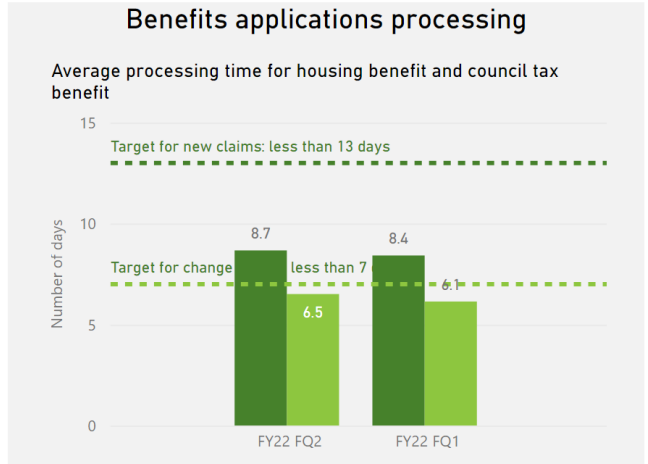
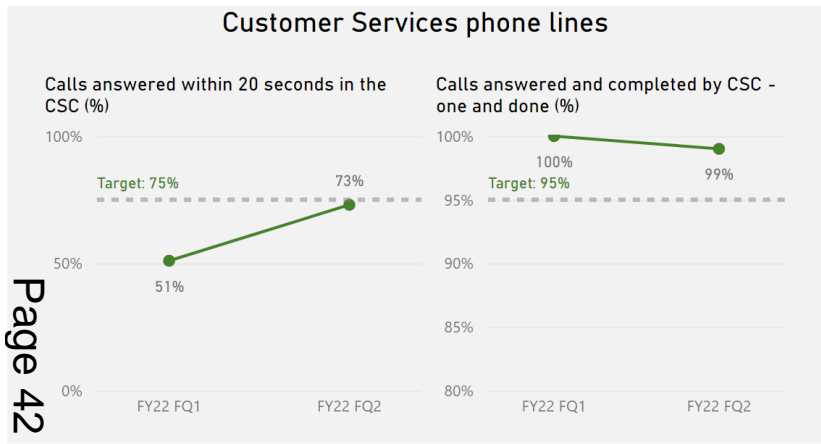
## Households in temporary accommodation (B&B) at end of quarter



- Continued pressures within the housing service. Focus on reducing numbers in B&B to reduce overall cost to council

Further metrics are currently under development

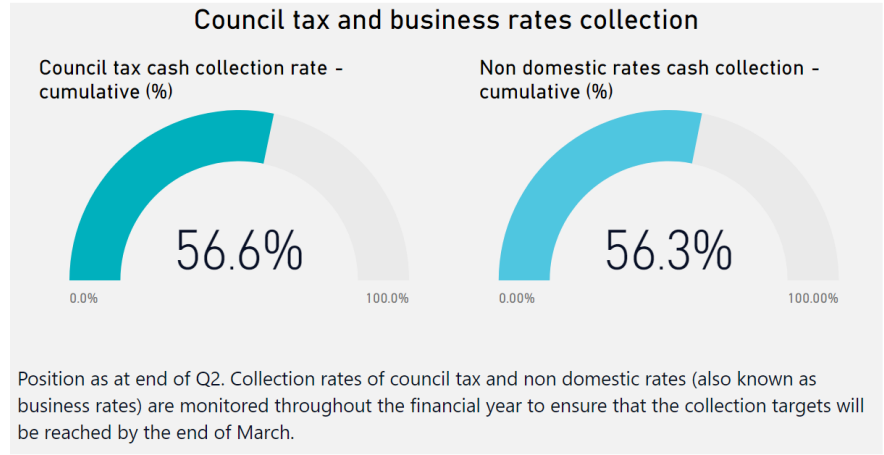
Both services are provided by Capita via the 5 Councils Contract.



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Customer satisfaction data will be added here when available

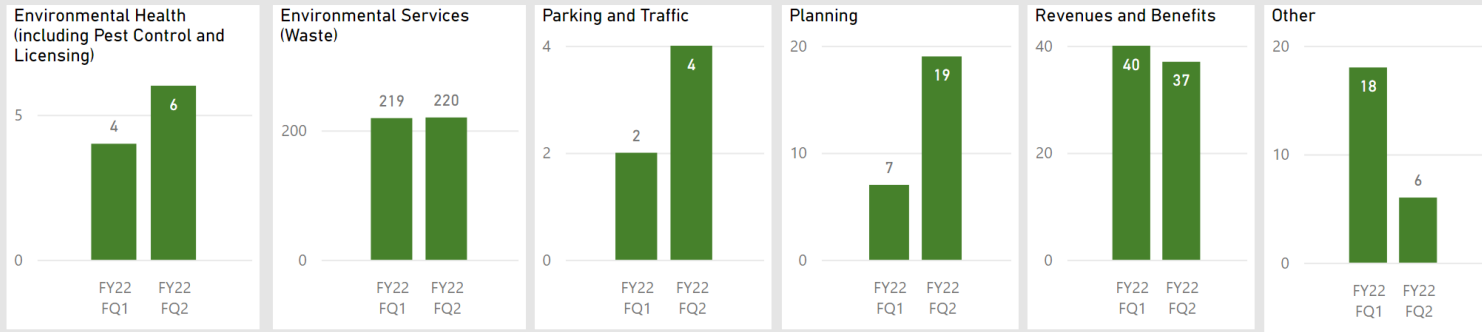
Complaints



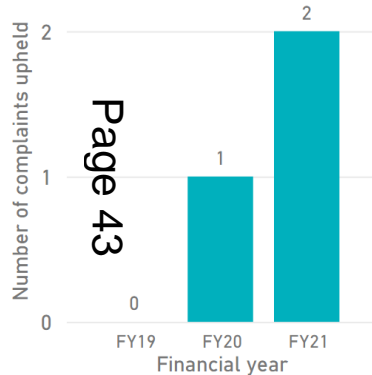
# Complaints

Find out more about our Complaints Policy and Procedure

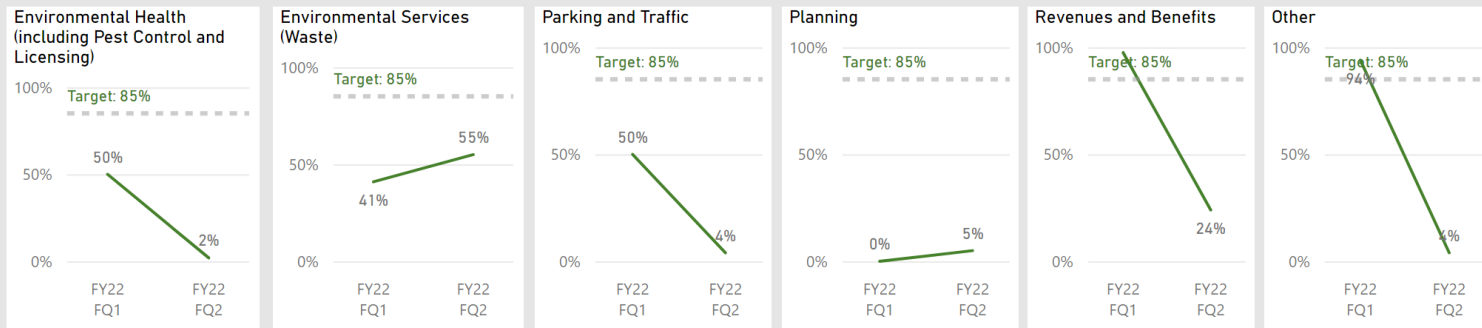
## Number of complaints received



## Number of Local Government Ombudsman complaints upheld



## % of complaints completed within 10 days



Customers who have been through Stage 1 and 2 of our Complaints Policy may refer their complaint to the Local Government Ombudsman for independent review if they are not satisfied with the council's response. Complaints are classified as upheld where the Ombudsman finds that the council was at fault.

- Complaints answered within target has fallen for the majority of services. However, overall the number of outstanding complaints has reduced over the quarter



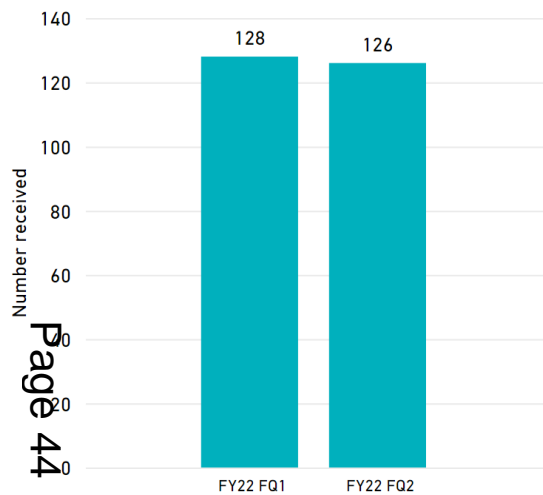
# Information requests

Find out more about access to information

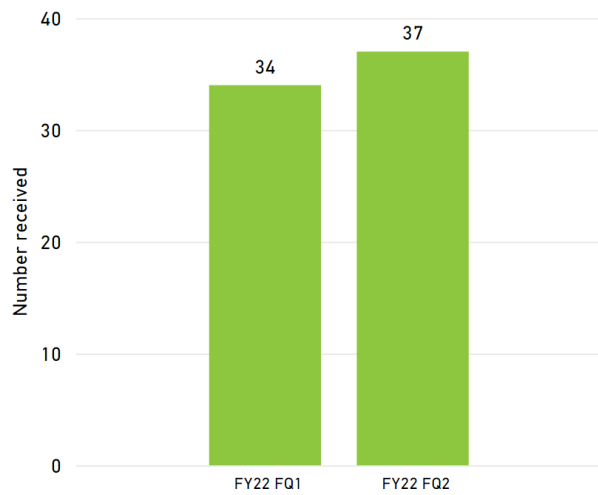
Reset filters



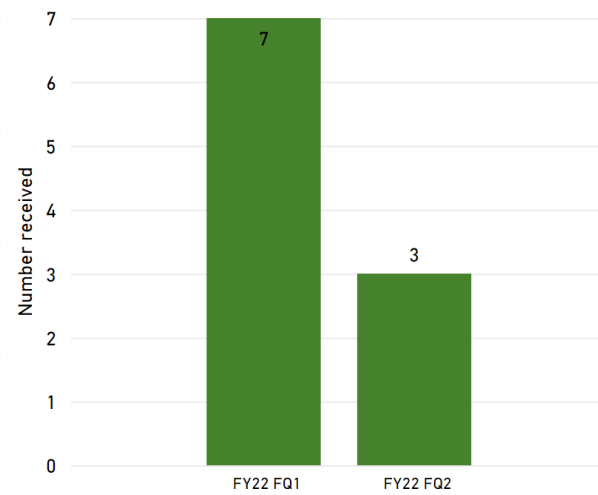
### Freedom of Information requests



### Environmental Information Regulations requests



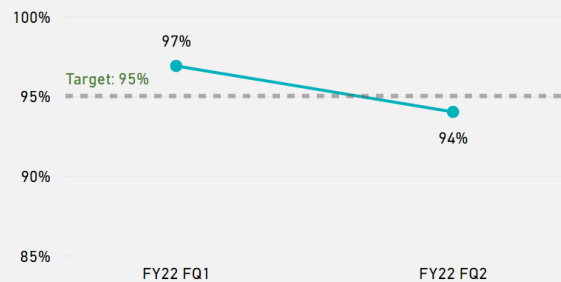
### Subject Access Requests



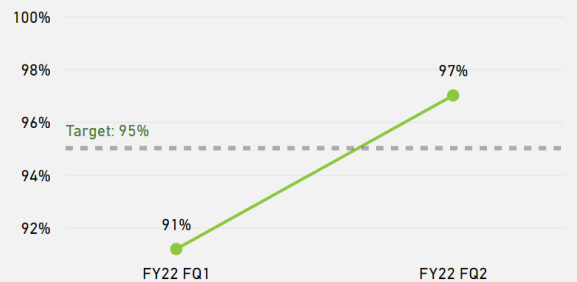
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## % of requests completed within the statutory timeframe

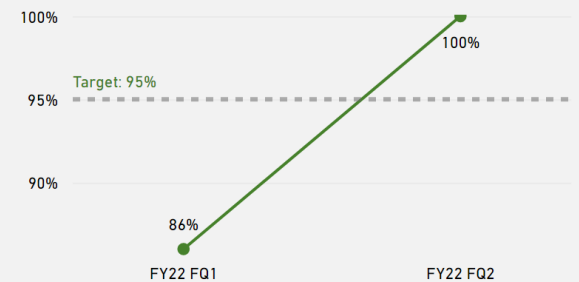
### Freedom of Information requests



### Environmental Information Regulations requests



### Subject Access Requests

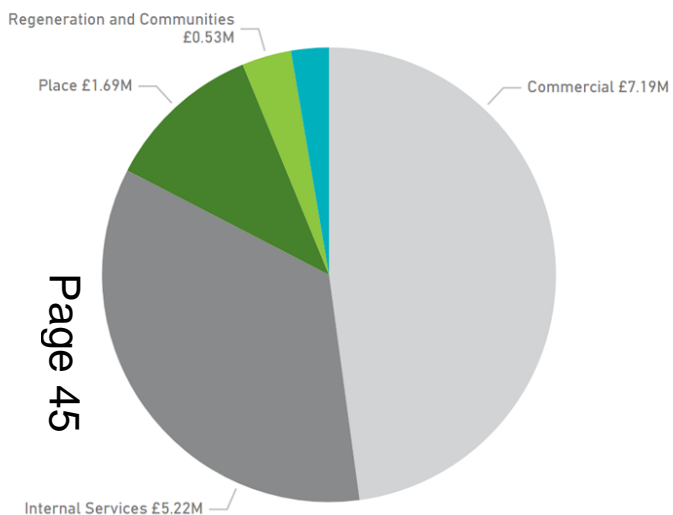


# Quarterly monitoring of spend against budget



Spending against our annual budget is reported on a quarterly basis. Due to the way that large payments are scheduled, particularly for our major contracts, it may appear from this summary that services have overspent, which may not be accurate.

### Total budget for 2022-23, by service area

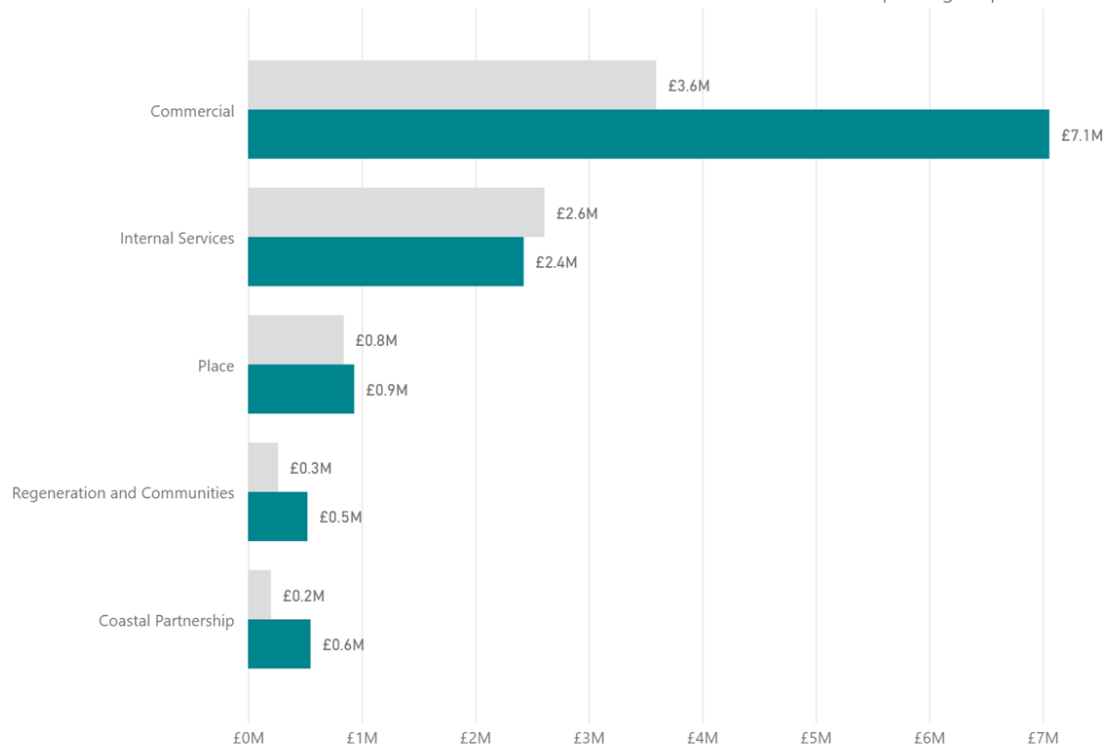


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[Find out more about our 2022-23 budget](#)

### Spend against budget as at end of Q2

● Current Budget to Period ● Actuals Year to Date



Overspend on actuals reflect need to amend the profiling of spend



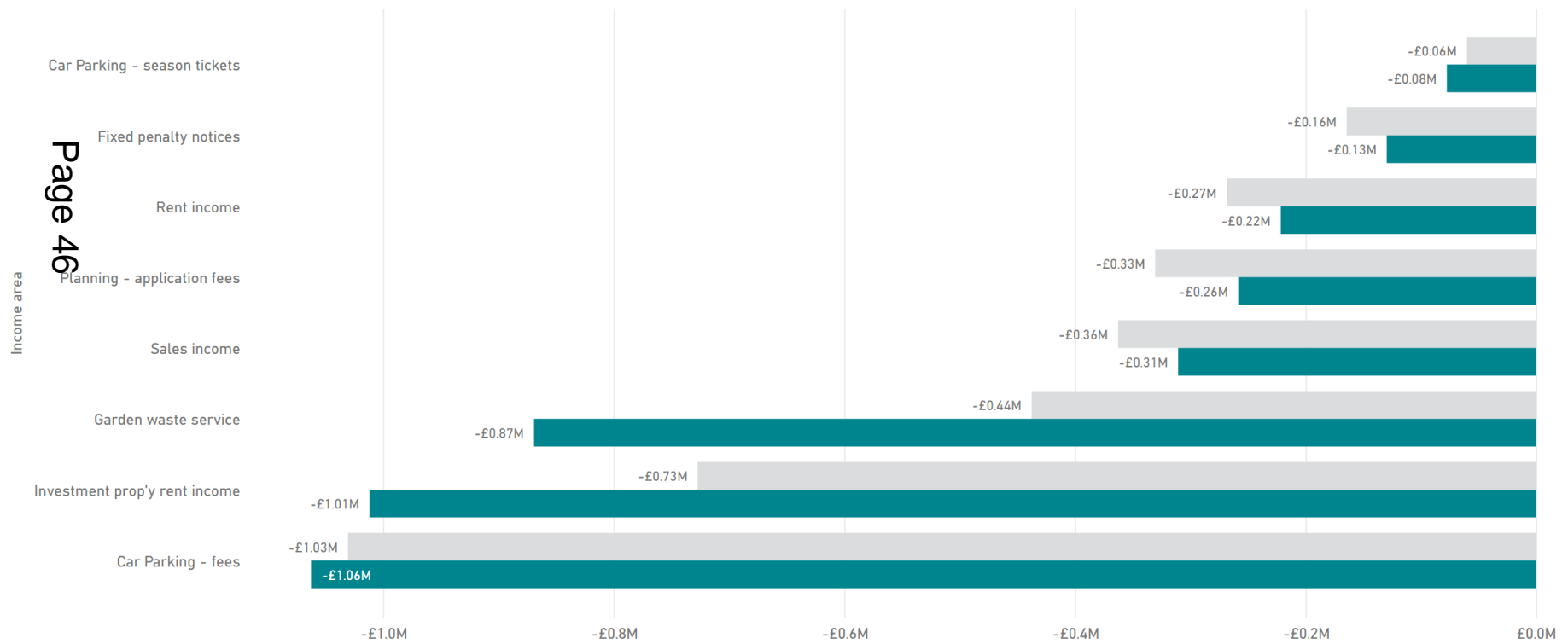
# Key income streams



All councils have had to find new income streams in the last few years as a result of decreasing funding from central government. The graph below shows some of our key income streams and the amount received against the budgeted amount for the financial period.

### Income received against budgeted income as at end of Q2

● Current Budget to Period ● Actuals Year to Date





		5 YEAR CAPITAL PROGRAMME						
Havant Borough Council		2022/23 Approved Budget £'000	2022/23 Revised Budget £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Capital Programme Summary	Project Officer							
Project	Project Officer	2022/23 Approved Budget £'000	2022/23 Revised Budget £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
<b>Housing</b>								
Disabled Facilities Grants		1,628	1,628	1,628	1,628	1,628	1,628	1,628
<b>IT Equipment</b>								
Asset Maintenance Management System		60	60					
<b>Vehicles and Equipment</b>								
Refurbishment of HBC equipped play areas		140	140					
<b>Land and Buildings</b>								
Nutrient Neutrality Mitigation		250	250					
Warblington Bridge		300	300	2,475				
Hayling Island Skate Park		150	150					
Hayling Island Beach Management Activities		500	500	425				
Hayling Island Strategy		292	292					
Langstone FCERM		337	337	2,293	2,300			
UKSPF		-	25	80	390			
Changing Places				100				
Springwood Play Area			85					
Bulbeck Road				1,650				
<b>Grand Totals</b>		<b>3,657</b>	<b>3,767</b>	<b>8,651</b>	<b>4,318</b>	<b>1,628</b>	<b>1,628</b>	<b>1,628</b>
<b>Projected Capital Financing</b>								
REFCUS (Revenue funded as Capital under Statute)		1,628	1,628	1,628	1,628	1,628	1,628	1,628
External Grants & Contributions		1,899	2,009	7,023	2,690			
Use of Specific Reserves		130	130					
Use of Capital Receipts								
Borrowing Requirement								
Revenue Funding								
<b>Total Projected Funding</b>		<b>3,657</b>	<b>3,767</b>	<b>8,651</b>	<b>4,318</b>	<b>1,628</b>	<b>1,628</b>	<b>1,628</b>
<b>Variance</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**NON EXEMPT**

## **HAVANT BOROUGH COUNCIL**

---

**FULL COUNCIL**

**DATE 18<sup>th</sup> January 2023**

**Appointment of Head of Paid Service**

**Recommendation from HR Committee**

**FOR DECISION**

**Key Decision: No**

**Report : HBC/110/2023**

---

### **1.0 Purpose of Report**

1.1 To approve appointment to the post of Chief Executive and Head of Paid Service.

### **2.0 Recommendation**

2.1 That:

a) Full Council appoint Steve Jorden as Chief Executive Officer & Head of Paid Service for Havant Borough Council.

### **3.0 Executive Summary**

3.1 This paper provides context and supporting information in regard to Full Council approval of the HR Committee's recommendation, made on 6th December 2022, regarding the appointment of a Chief Executive Officer and Head of Paid Service.

3.2 Following an extensive search and selection process, the recommendation of the HR Committee was that Full Council appoint Steve Jorden as Chief Executive Officer, and Head of Paid Service, for Havant Borough Council.

### **4.0 Additional Budgetary Implications**

4.1 None to note. The post for Head of Paid Service and Chief Executive Officer is in the agreed budget. The appointment is being made in accordance with relevant provisions of the senior management pay policy.

## **5.0 Background**

- 5.1 There is a statutory requirement contained within s4 of the Local Government and Housing Act 1989 for the Council to have a Head of Paid Service. The Constitution requires that statutory officers are appointed by full Council, Committee's role will be to make a recommendation to Council on appointment.
- 5.2 Following Council's resolution of 26th January 2022 to agree to withdraw from the Joint Management Team Agreement with East Hampshire District Council, interim management arrangements were put in place. As part of this, the Council went on to then appoint (on an interim basis) an officer as interim Chief Executive Officer & Head of Paid Service pending recruitment to that role on a permanent basis.
- 5.3 Following a national advertising campaign, completed by Tile Hill, working in partnership with the Council, four candidates were shortlisted from sixteen applicants for the Chief Executive Officer position. This was based on the requirements for the role contained in the job description and process set out at HR Committee on 20th July 2022.
- 5.4 The four shortlisted candidates participated in a series of supporting selection activities on 6<sup>th</sup> December 2022. These included exercises involving key stakeholders, staff, and Councillors. The final consideration was then completed by the HR Committee on 6<sup>th</sup> December 2022. The clear recommendation from the Committee was for appointment of the named candidate to the role of Head of Paid Service and Chief Executive Officer. This has been endorsed by the Leader of the Council.

## **6.0 Options Considered**

- 6.1 Not applicable. It is a statutory requirement to for the Council to have a party appointed to this role.

## **7.0 Resource Implications**

- 7.1 *Financial Implications:* The interim post of Head of Paid Service has been part funded to date through the Council's Transition Budget. On-going costs will now be met from established base revenue budgets.

### **S151 Officer Comments**

Relevant base budget has been set aside to fund the cost of the permanent Head of Paid Service. The salary agreed with the successful candidate is within the approved banding for HBC Senior Officer's pay

28<sup>th</sup> December 2022

7.2 *Human Resources:* This process has been completed in accordance with the Constitution of Council. Following ratification, appointment will progress in accordance with agreed policy and processes.

7.3 *Information Governance:* No implications.

7.4 *Climate and the Environment:* No implications.

## **8.0 Legal Implications**

8.1 The Council's general power to appoint staff is set out in Section 112 Local Government Act 1972.

### **Monitoring Officer comments**

There is a statutory requirement contained within s4 of the Local Government and Housing Act 1989 for the Council to have a Head of Paid Service.

As the Constitution requires that statutory officers are appointed by full Council, Committee's role will be to make a recommendation to Council on appointment

*23<sup>rd</sup> December 2022*

## **9.0 Risks**

9.1 None to report, in regard to approval of the recommendation.

## **10.0 Consultation**

10.1 The recruitment and selection process has allowed for participation of the following parties, to support the consideration and determination of the HR Committee:

Key external stakeholders

Staff

Cabinet

The decision is subject to ratification by Full Council.

## **11.0 Communication**

11.1 Staff have been advised of the name and details of the proposed appointee, but all other matters have been rendered subject to ratification by Full Council. This includes any external communication on the appointment which may be considered.

## **12.0 Appendices**

- 12.1 Appendix 1, supplied, which is the CV for the recommended appointee.
- 12.2 Appendix 2, supplied, which is the role profile for the role of Chief Executive Officer and Head of Paid Service.

**Contact Officer:** Mark Watkins  
**Job Title:** Interim Monitoring Officer  
**E-Mail:** mark.watkins@havant.gov.uk

## **JOB DESCRIPTION – CHIEF EXECUTIVE**

### **Job Purpose**

Lead and manage the corporate direction of the Council through strategic leadership and vision, enabling the Council to deliver on its political priorities and corporate strategy to enhance the lives of residents, businesses and visitors of Havant.

This is a Chief Officer role reporting to the Leader, Cabinet and Council. The postholder chairs the Management Team.

### **Leadership Accountabilities**

1. Delivery of the Council's Corporate Strategy
2. Appointed as the Head of Paid Service
3. Appointed as the Electoral Registration and Returning Officer
4. Leading stakeholder engagement with the community, Government agencies, businesses and other public bodies

### **Direct Accountabilities**

Lead the management team in the planning, development, co-ordination and implementation of the Council's policies, objectives and priorities;

Ensure an effective financial and corporate governance framework, upholding the highest standards of conduct and modelling the Council's values and behaviours

Develop and promote a culture for change that facilitates new ways of working, minimising bureaucracy to ensure efficient decision making

Lead the development and maintenance of sound working relationships with elected councillors and work with the Council's partners to be an ambassador of the Council's objectives.

To ensure that policies and practices are developed and implemented that sustain the standards of the Council as a 'good employer' including the effective leadership, development and motivation of all staff.

To attend Council, Cabinet and strategic committee meetings, corporate management team meetings; meetings of outside groups and organisations; and other meetings as required.

Tasks and responsibilities are unpredictable and varied. The post holder is expected to work in a flexible way and will be expected to continually develop in the role.

### **Behaviours & Skills**

The Chief Executive is expected to:

- Lead the management team to collaborate proactively and productively and work effectively with Councillors
- Demonstrate 'whole organisation' thinking in the delivery of shared and direct accountabilities
- Identify and create opportunities for agile practices in all areas to progress the Council's efficiency agenda and reduce bureaucracy
- Display a 'commercial' awareness in planning and decision-making, encouraging others to do the same
- Communicate compellingly verbally and in writing
- Demonstrate strong political awareness, stakeholder relationship management and cultural sensitivity
- Manage people well to encourage optimum engagement and performance
- Be skilled at managing conflict and achieving resolution
- Show a commitment to customer excellence

### **Service Specific**

This postholder is expected to bring:

- Significant experience of successful leadership within a public authority, delivering tangible benefits and outcomes for communities.
- Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets, applying rigorous monitoring and control procedures and maximisation of available grants.
- A record of success in communication and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests.
- Evidence of championing successful change management within a complex and demanding environment; developing, leading and implementing strategies and change programmes to secure continuous service improvement, successful outcomes and significant operational and service changes.
- Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media.
- A track record of working effectively within a political environment, providing clear and balanced advice and guidance on strategic issues to achieve service objectives.
- Ability to develop effective working relationships with the local community; focussing on their needs whilst being able to develop practical and creative solutions to service and corporate problems.
- Ability to promote the Council, its reputation and status at a regional and national level.
- A track record of having achieved personal professional and organisational goals over the course of their career





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**NON EXEMPT**

## **HAVANT BOROUGH COUNCIL**

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**FULL COUNCIL**

**DATE 18<sup>th</sup> January 2023**

**Designation of the Monitoring Officer**

**Recommendation from HR Committee**

**FOR DECISION**

**Key Decision: No**

**Report: HBC/111/2023**

---

### **1.0 Purpose of Report**

- 1.1 To designate an officer of the council to the statutory post of Monitoring Officer.

### **2.0 Recommendation**

- 2.1 That:

- a) Full Council designate Joanne McIntosh, Chief Legal Officer, as Monitoring Officer for Havant Borough Council in accordance with Section 5 of the Local Government and Housing Act 1989.

### **3.0 Executive Summary**

- 3.1 This paper provides context and supporting information in regard to Full Council ratification of the HR Committee's recommendation, made on 20th December 2022, regarding the appointment of the Chief Legal officer, therefore Monitoring Officer, for the Authority.

- 3.2 Following an extensive search and selection process, the recommendation of the HR Committee was that Full Council appoint Joanne McIntosh as the Chief Legal Officer, and Monitoring Officer, for Havant Borough Council.

### **4.0 Additional Budgetary Implications**

- 4.1 None to note. The post for the Monitoring Officer and Chief Legal Officer is in the agreed budget. The appointment is being made in accordance with relevant provisions of the senior management pay policy.

## 5.0 Background

- 5.1 At Havant Borough Council, the council's most senior legal adviser is usually designated as the authority's monitoring officer pursuant to s5 of the Local Government and Housing Act 1989 and is therefore a statutory officer of the council. The Constitution requires that statutory officers are appointed by Full Council.
- 5.2 Following Council's resolution of 26th January 2022 to agree to withdraw from the Joint Management Team Agreement with East Hampshire District Council, interim management arrangements were put in place. As part of this, Council went on to then designate (on an interim basis) an officer to the statutory role of Monitoring Officer pending recruitment to that role on a permanent basis.
- 5.3 Following a national advertising campaign, completed by Tile Hill, working in partnership with the Council, four candidates were shortlisted from nine applicants for the Monitoring Officer / Chief Legal Officer position based on the requirements for the role contained in the job description and process set out at HR Committee on 20th July 2022.
- 5.4 Three shortlisted candidates were considered by the HR Committee, in a meeting convened 20<sup>th</sup> December 2022; one withdrew. The clear recommendation from the Committee was for appointment of the named candidate to the role of Chief Legal Officer and Monitoring Officer.

## 6 Options Considered

- 6.1 Not applicable. It is a statutory requirement to for the Council to have a party appointed to this role.

## 7 Resource Implications

- 7.1 *Financial Implications:* The interim post of Statutory Legal Officer has been part funded to date through the Council's Transition Budget. On-going costs will now be met from established base revenue budgets.

### **Chief Finance, (Section 151), Officer comments**

Relevant base budget has been set aside to fund the cost of the permanent Statutory Legal Officer. The salary agreed with the successful candidate is within the approved banding for HBC Senior Officer's pay

28<sup>th</sup> December 2022

7.2 *Human Resources*: This process has been completed in accordance with the Constitution of Council, and in accordance with appropriate recruitment and selection processes. Following ratification, appointment will progress in accordance with agreed policy and practice.

7.3 *Information Governance*: No material implications to report.

7.4 *Climate and the Environment*: No implications.

## **8 Legal Implications**

8.1 The Council's general power to appoint staff is set out in Section 112 Local Government Act 1972.

### **Monitoring Officer comments**

At Havant Borough Council, the council's most senior legal adviser is usually designated as the authority's monitoring officer pursuant to s5 of the Local Government and Housing Act 1989 and is therefore a statutory officer of the council.

As the Constitution requires that statutory officers are appointed by full Council, Committee's role will be to make a recommendation to Council on appointment

23rd December 2022

## **9.0 Risks**

9.1 None to report, with regards to approval of the recommendation.

## **10.0 Consultation**

10.1 No issues or elements to report.

## **11.0 Communication**

11.1 Communication on the appointment is subject to Full Council ratification of the appointment decision.

## **12.0 Appendices**

12.1 None.

**Contact Officer:** Kim Sawyer  
**Job Title:** Interim Head of Paid Service  
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**NON EXEMPT**

## **HAVANT BOROUGH COUNCIL**

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**FULL COUNCIL**

**DATE 18<sup>th</sup> January 2023**

**Designation of Section 151 Officer**

**Recommendation from HR Committee**

**FOR DECISION**

**Key Decision: No**

**Report: HBC/112/2023**

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### **1.0 Purpose of Report**

1.1 To designate an officer of the council to the statutory post of Section 151 Officer.

### **2.0 Recommendation**

2.1 That:

- a) Full Council designate Steven Pink, Chief Finance Officer, as Statutory Finance Officer, or Section 151 Officer, in accordance with Section 151 of the Local Government Act 1972

### **3.0 Executive Summary**

3.1 This paper provides context and supporting information in regard to Full Council ratification of the HR Committee's recommendation, made on 21st December 2022, regarding the appointment of the Chief Finance Officer, and therefore Section 151 Officer, for Havant Borough Council.

3.2 Following an extensive search and selection process, the recommendation of the HR Committee was that Steven Pink be appointed as the Chief Finance Officer, and therefore Section 151 Officer, for Havant Borough Council.

### **4.0 Additional Budgetary Implications**

4.1 None to note. The post for the Section 151 Officer and Chief Finance Officer is in the agreed budget. The appointment is being made in accordance with relevant provisions of the senior management pay policy.

## **5.0 Background**

- 5.1 At Havant Borough Council, the Chief Finance Officer is usually designated as the authority's "s.151 Officer" pursuant to Section 151 of the Local Government Act 1972 and is therefore a statutory officer of the council. The Constitution requires that statutory officers are appointed by Full Council.
- 5.2 Following Council's resolution of 26th January 2022 to agree to withdraw from the Joint Management Team Agreement with East Hampshire District Council, interim management arrangements were put in place. As part of this, the Council went on to then appoint (on an interim basis) an officer as interim Section 151 Officer and Chief Finance Officer, pending recruitment to that role on a permanent basis.
- 5.3 Following a national advertising campaign, completed by Tile Hill, working in partnership with the Council, three candidates were shortlisted from nine applicants for the Section 151 Officer (Chief Finance Officer) position based on the requirements for the role contained in the job description and process set out at HR Committee on 20th July 2022.
- 5.4 The three shortlisted candidates were then considered by the HR Committee, in a meeting convened 21st December 2022. The clear recommendation from the Committee was for appointment of the named candidate to the role Chief Finance Officer, and Section 151 Officer.

## **6.0 Options Considered**

- 6.1 Not applicable. It is a statutory requirement to for the Council to have a party appointed to this role.

## **7.0 Resource Implications**

- 7.1 *Financial Implications:* The interim post of Statutory Finance, (Section 151), Officer has been part funded to date through the Council's Transition Budget. On-going costs will now be met from established base revenue budgets.

### **S151 Officer Comments**

Relevant base budget has been set aside to fund the cost of the permanent Statutory Finance (Section 151) Officer. The salary agreed with the successful candidate is within the approved banding for HBC Senior Officer's pay

*28<sup>th</sup> December 2022*



7.2 *Human Resources*: This process has been completed in accordance with the Constitution of Council. Following ratification, appointment will progress in accordance with agreed policy and processes.

7.3 *Information Governance*: No material implications to report.

7.4 *Climate and the Environment*: No implications.

## **8 Legal Implications**

8.1 The Council's general power to appoint staff is set out in Section 112 Local Government Act 1972.

### **Monitoring Officer comments**

At Havant Borough Council, the Chief Finance Officer is usually designated as the authority's "s.151 Officer" pursuant to Section 151 of the Local Government Act 1972 and is therefore a statutory officer of the council.

As the Constitution requires that statutory officers are appointed by full Council, Committee's role will be to make a recommendation to Council on appointment.

*23<sup>rd</sup> December 2022*

## **9.0 Risks**

9.1 None to report, with regards to approval of the recommendation.

## **10.0 Consultation**

10.1 No issues or elements to report.

## **11.0 Communication**

11.1 Communication on the appointment is subject to Full Council ratification of the appointment decision.

## **12.0 Appendices**

12.1 None.

**Contact Officer:** Kim Sawyer  
**Job Title:** Interim Head of Paid Service  
**E-Mail:** kim.sawyer@havant.gov.uk

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## **Leader of the Council – Councillor Alex Rennie**

### **Policy development**

Following approval of the Corporate Strategy at Full Council on 21 September 2022, a period of engagement took place over October and November, with Members, staff, and residents. During November three informal drop-in sessions were held across the borough in Havant Town Centre, Waterlooville, and Hayling Island. At the same time our online platform, Citizenlab, was open for residents to provide comments on the new strategy.

Following the period of engagement, an updated Corporate Strategy, setting out the upcoming priorities for 23/24 and the results of the engagement exercise, will come forward to Cabinet and Full Council in February 2023.

We continue to closely monitor the latest developments in central government policy to ensure we can effectively implement any opportunities that arise. At the end of the December, central government published the Local Government Financial Settlement 2023/24 which confirms funding for the year ahead. We are currently finalising our budget, which will be brought forward for members to review in February, based on the funding settlement and our corporate priorities as set out in our Corporate Strategy

### **Council performance against corporate strategy**

With the new Corporate Strategy in place, we are currently reviewing performance reporting to ensure that our key priorities are reported in an effective and timely way. During the last month, Cabinet have been working to finalise our key priority initiatives for 2023/24, which will form the basis of our reporting in terms of progress against the three themes in our strategy of wellbeing, pride in place and growth.

We are currently collecting data for our Quarter 3 monitoring which will be reported to Cabinet in due course. Our performance for internal and customer-focussed services remains generally on track. We are taking forward a review of our performance measures in Planning and Waste to ensure they provide a thorough overview of performance in these areas. During the last quarter, we have been focussed on complaints resolution and at the end of the quarter our outstanding complaints stood at 33, a significant reduction against the 166 outstanding complaints that were recorded in early October.

## **1. Funding**

### **1.1) LUF 2 – Havant town Centre**

We had expected to hear whether our bid was successful or not by the end of December 2022. Latest information from Ministers is it will not be announced until the end of January 2023. Government also announced that the funding would be increased from £1.7bn to £2.1bn which is potentially positive for the number of submissions that will be supported.

### **1.2) Brownfield Land Release Fund 2 (BFLR2)**

Brownfield Land Release funding of £1.65m has been secured for the demolition of Bulbeck Road Car Park in order to help address viability issues in bringing the site forward for residential development. Procurement of a demolition company is out to tender with submissions required by the 16<sup>th</sup> Jan 2023 to enable a demolition contract to be let before the end of March 2023 (this being a condition of the funding received).

## **2. Regeneration**

### **2.1) Waterlooville Town Centre**

Following the public consultation on the Local Plan and engagement with local Councillors and interested staff, officers are now developing a programme of work to support the future regeneration of the town centre. This will include commissioning further stakeholder engagement with town centre interests and additional technical work (footfall, vacancy and car park usage data) that will both inform development of a masterplan. Shorter term improvements will also be taken forward where possible, such as the introduction of CCTV to address public concerns about safety and behaviour. The Council is to recruit a Waterlooville Regeneration / Town Centre Officer to provide capacity to take this important work forward over the next couple of years. The job description has been developed, signed off and been evaluated and the role will be advertised very soon and hopefully filled by March / April 2023

### **2.2) The Plaza and Civic Centre Havant**

- Officers have now been in good dialogue with other public sector organisations occupying adjacent premises regarding the wider Civic Centre / Plaza regeneration: the police, DWP and HMCTS (magistrates court).
- HBC has now signed an MoU to work with London Continental Railways (LCR) on taking forward regeneration plans for the area. LCR is a public corporation owned by the Department for Transport established to bring forward regeneration and development proposals in the public interest.
- Following the signing of the MoU, LCR have secured internal approval to spend some staff time and fund consultant, or other costs, if required, up to £35,000

to assist in further analysis and development of options for the Plaza / Civic Centre area.

- A second MOU is being explored between the potential stakeholders with an interest in the area adjacent to the station (including Market Parade):
  - Network Rail Infrastructure Ltd.
  - First MTR South Western Trains Ltd.
  - London & Continental Railways Ltd. and
  - Havant Borough Council.

### 2.3) Hayling Island

At a meeting with Cabinet prior to Christmas, the HBC Corporate Strategy was discussed, and it was agreed to first project as part of the Hayling Island Ambition Statement was to be Chichester Avenue car park. Discussions with Councillor Satchwell and Councillor Pike are to take place to work up the objectives and specification for taking this forward.

### 3. Housing & Property Company

- Alan Downton has concluded discussions with each individual Cabinet member regarding the above.
- An initial analysis undertaken by Richard Bayley and Pinsent Masons has identified that HBC should look to actively participate in the delivery of its future regeneration opportunities through the use of its land interests. This analysis is consistent with the recently approved Corporate Strategy as well as the Regeneration & Economic Strategy (2022-2036).
- The focus of the operating model should be regeneration through public private partnerships where HBC can exert control and influence, especially in the quality of development delivered through its land interests as well as, potentially, through the ability to on-lend into the operating model from Public Works Loan Board finance. This accords with the Housing Development Strategy presentation by the Interim Chief Executive to Cabinet in September 2022.
- A formal business case is in the process of being prepared, including an analysis of the options available to HBC, for decision by the Cabinet before the end of March 2023. This process also includes a series of conversations with potential public and private sector partners which have already commenced.

### Community Safety

The **Partnership Action Group** meeting consisting of Police, Council, Schools, Health and voluntary sector agencies including MOTIV8, YServices and Stop Domestic Abuse chaired by HBC Neighbourhood Quality Team meets monthly to coordinate operational service delivery across the Borough on current issues. In November the following areas were identified for attention

ASB in Havant Town Centre

ASB in Mengham town centre inc. damage to Public Toilets, Hayling beachfront.

ASB in Holst Way and Newlease Coppice

ASB in Waterlooville Town Centre.

Graffiti. Across the Borough.

Flytipping in Greywell area

Plans have been put in place for targeted outreach work and partnership patrols in the areas of ASB and clearance of Graffiti and Flytips.

### **Violence against women and girls**

The Safer Streets 4 initiative was launched at Havant with participation in White Ribbon Day. A flag was raised by the Mayor and displays utilised at the Plaza supported by a social media campaign to raise awareness of Domestic Abuse.

### **Planning Enforcement**

The team have been undertaking a review of all existing cases including a number of legacy matters that originated during the pandemic with a focus on criminal matters relating to heritage and listed properties and tree preservation orders and have been successful in reducing the current caseload from over 300 at its peak to some 90 current investigations with formal action pending in some twenty cases.

# Cabinet Lead Reports

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## **Cabinet Lead for Environmental Services – Councillor Lulu Bowerman**

### **Delivery of environmental and amenity services under Norse contract**

#### **Customer Service**

There has been further significant progress towards delivering services which are reliable and to a high standard. Our partners at Norse have been focusing on improving day to day management controls, leading to reduced missed bin collections and high standards of service delivery in street cleaning, grounds maintenance etc. This has enabled the Council's Client Liaison Team to resolve the backlog of complaints from over 200, ensuring that the handful received each week are resolved within policy timescales.

I would like to acknowledge the excellent work carried out by the team on Hayling Island, who cover a wide range of street cleansing and maintenance tasks throughout the year. The team worked diligently to clear up the detritus and damage caused by the severe weather and flooding in November; working closely with the Council's Coastal and Property teams. This reflects a constructive and flexible approach to challenges which cannot be delivered through traditional commercial contract provision – the partnership and collaboration between Norse and our other partners is proving to be invaluable.

#### **Garden Waste Rounds Re-balancing**

Garden waste rounds have been rebalanced during December, ensuring that collections can be completed on the scheduled day. This required a change of collection day for around 8,000 households and was implemented successfully by Norse and the Council's liaison team.

Industrial action by Royal Mail staff resulted in some residents receiving letters after their scheduled collections, however Norse were proactive and resolved issues as they were identified. The option of a third garden waste round is currently being investigated to establish if the additional demand is likely to be adequate to cover the operating costs.

#### **Separation of the HBC/EHDC waste collection contracts**

The most significant current work stream is the separation of Havant and East Hants contracts, which is requiring extensive work by the Council's legal, finance and contract liaison teams. It is anticipated that the contract novation will be completed in January 2023. However the process of splitting assets, liabilities, and the TUPE arrangements for transferring staff are all complex.

#### **Environment Act**

The services are faced with significant new issues which will impact from early 2023 and over the coming years. Developments in national policy are addressing the challenges of climate change and resource use and will have wide ranging impacts

on how waste and recycling is collected and processed. The Environment Act 2021 is enabling legislation which sets out a framework for government to direct councils to improve recycling services, such as introducing food waste collections and separating recycling into different containers to improve material quality. This will have environmental benefits but will require additional resources to deliver and it is not yet clear how this will be funded and when changes will become mandatory.

A recent change as from 1 January this year is a national requirement that upholstered seating is treated separately from other waste and incinerated safely to stop persistent organic pollutants (POPS) from entering the environment. Some items of upholstered furniture such as dining chairs, armchairs and sofas are likely to contain pollutants which stay intact and do not break down. We are required by law to ensure these items are diverted from landfill, separated from other waste and disposed of carefully at one of our energy recovery facilities.

We have put in place the necessary arrangements and included information on our website. Norse have been proactive on this and they are satisfied that HBC/Norse are compliant.

### **Service reviews and Improvements**

A review of all aspects of allotments and how to improve the service provision is scheduled to take place. In addition, further improvements will be considered on Hayling Island seafront, for example through better litter provision during the summer season. Norse has recently invested in a waste compactor located at the seafront office, increasing capacity to store waste on the island during busy weekends. Plans are also in place to set out more mobile waste bins in peak periods.

### **Future Challenges**

Challenges for the next few months include a review of glass recycling banks to ensure that residents have good access and that the service can be delivered reliably within current resources. Further improvements in processes for handling customer complaints and reporting service issues are ongoing, working closely with Capita and Norse to ensure householders can access up to date information about problems with services, for example during adverse weather.

## **Cabinet Lead for Finance – Councillor Tony Denton (Jan 2023)**

### **Revenue**

As previously reported, we have re-aligned the 2022/23 revenue budget to match with the new organisational structure for Havant BC, and re-set the five-year medium term financial strategy, (MTFS), as reported to Cabinet in November 2022. Although budgets now accurately reflect the actual service, and staffing commitments, of the Council, financial pressures will remain particularly around:

- (a) The impact of the rising cost of living on the housing/homelessness budget and
- (b) Continued pressures on the front-line costs of delivering waste collection and street scene services through the Norse SE contract

We will keep these, and other significant budget variations, under constant review and update the MTFS on a quarterly basis to ensure that our medium-term budget is as accurate and transparent as possible.

Our revenue budget for 2023/24 was clarified in the Government's Settlement which was received in late December 2023. Overall, the figures for next year are slightly better than anticipated. However, much of the financial benefit appears to be temporary in nature and hence we need to be careful not to commit long term spend without the clarity of sustainable on-going resources. Government has raised the Council Tax cap to 3% for next year and the Council will need to decide whether to increase the current assumption of a 2% uplift for 2023/24 when in sets the revenue budget in February 2023. The following one-off grants were confirmed in the Settlement for Havant BC:

- New Homes Bonus: £405k;
- Service Grant: £130k;
- Core Spending Power Grant: £300k;
- Local Council Tax Support Scheme Grant: £151k

We will need to prioritise relevant spend against these funding allocations over the coming months.

### **Capital**

£1.6m of Brownfield Grant funding was confirmed in November 2022 to fund the demolition of Bulbeck Road car park with the potential to develop a new viable housing scheme on the site. We also had confirmation of £1m UK Shared Prosperity Fund grant but we still await the outcome of a £20m Levelling Up Fund bid which aims to repurpose, and regenerate, the Meridian Centre in the heart of Havant.

In addition, in late December, we were informed that we have a notional £460k of Local Housing Fund capital that we can bid for with respect to providing further housing in the Borough. Bid submissions have to be made before the end of January 2023.

## **Treasury**

We are currently revising our Treasury Management Strategy as part of the pack of 2023/24 budget papers. The new strategy will reflect the advice of our Treasury Management advisors, ArlingClose, who were appointed in June 2022.

The performance of our Treasury investments, (of cash balances held), is now strong with a base income target of £750k being proposed from 2023/24 onwards. This compares to annual income of circa £35k which was being generated up to 2021/22. We are confident that we will over-achieve against the new £750k income target for next financial year due to three 12 month 'forward deals' which were made at the peak of interest rates in October 2022.

The surplus Treasury Management benefit along with the Settlement confirmation of one-off grants for 2023/24 will further strengthen the Council's financial position.

## **Finance Capacity**

We have been successful over recent months in attracting some excellent Senior Finance Officer talent to Havant. Wayne Layton has now joined us, from Portsmouth City Council, as Head of Corporate Finance and Kimberley Churchill, from Fareham, as Principal Accountant.

In December 2022, the HR Committee appointed Steven Pink as the new Chief Finance, (Section 151), Officer who will start with us in April 2023. Malcom Coe will step down as the Council's interim Chief Finance Officer in mid-February 2023 and we thank him for all of his efforts in helping us to stabilise our finances over the last 10 months.

## **Mayoralty**

Since the last update, the team have continued putting plans in place for events, both official engagements for the Mayor to attend in the Borough, and those that are being arranged directly, where there is a need to support national and Civic event(s).

In an Extraordinary Council Meeting held on 16th November 2022, Members agreed a proposal to confer the title of Honorary Alderman upon Councillor Tony Briggs. The team are now working closely with Tony on the formal ceremony. A date of 20th

January 2023, at 7.00pm, has been confirmed and will be hosted by the Mayor. The event will be attended by Councillors and Tony's family and friends.

In addition, the team are supporting Councillor Leah Turner with the annual Holocaust Service on 27th January 2023. As a Council, we will also work with other organisations to promote and organise the event. The service will be held at Havant Cemetery, Eastern Road, Havant at 11.00am.

As mentioned in the last report in November 2022, the Council held the national services and parades in the Borough for Remembrance Sunday. The numbers of those attending events were very high, both for the parades and the Church services and it was a very proud moment for the Borough. Some very positive feedback was received from those attending, on how well the events went, how clean the areas were and the effectiveness of the safety measures. This remains a testament to all those who support these events.

As a final note, officers continue to work with the Mayor, Deputy Mayor, and Portfolio Holder to update and give the assurance that the budgets against the mayoralty for facilities support and other associated budget lines remain on track. There are no areas of concern that need to be raised at this time. Work is underway to review the mayoral provision, to ensure this vital function remains well supported, going forward.

### **Corporate governance**

Information governance and audit information form part of regular reporting via the Corporate Performance Dashboard. The Quarter 3 picture, which will cover areas such as complaints, Freedom of Information Requests, Subject Access Requests and progress against audit actions, is being collated now and will be reported to Cabinet Briefing and the Audit and Finance Committee.

More widely, the Joint Management Agreement with East Hampshire ended on 16th December 2022. In terms of governance, key work areas have included:

- Securing agreements in relation to services which, for the time being, continue to be provided either by East Hampshire for Havant Borough Council, or vice-versa, or continue to be shared.
- Ensuring both technical and governance mechanisms for data segregation and, where necessary, explicit agreements to share data.

These requirements have been addressed via joint working between transition teams and liaison with staff and services.

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## **Cabinet Lead for Local Plan, Environment and Water Quality – Councillor Elizabeth Lloyd**

### **Planning Policy**

Consultation took place on the Building a Better Future Plan, Havant's new Local Plan, from 3<sup>rd</sup> October to 14<sup>th</sup> November 2022.

Officers are preparing to report back to the Planning Policy Committee shortly regarding this consultation. This will include details of the issues which were raised through the main consultation alongside the sites which were submitted through the Call for Sites.

This report will also consider whether any updates are needed to the Local Development Scheme, the timetable for the Local Plan's production.

### **Water Quality**

Following the decision of the last Full Council, procurement is underway to bring on board consultants to independently review the information and data provided to the Council to support our Local Plan's Infrastructure Delivery Plan together with any planning applications not supported by the development plan. In pushing forward with this piece of work, the Council is also working with other local authorities affected by this issue, through a Stakeholder Group and my thanks go to Wealden District Council for coordinating this.

We also continue to engage with Southern Water regarding the proposals for a Water Recycling Plant, linked to Budds Farm Wastewater Treatment Works. This would be classed as a Nationally Significant Infrastructure Project and will be determined through a Development Consent Order. As a result, the Council will not be the consenting authority for any scheme. However, this scheme has the potential to significantly impact on the Borough and beyond and as a result, the Council will continue to engage with this emerging project. Most recently, in order to learn more about the scheme, I attended a site visit to Budds Farm to see a pilot project of a wastewater recycling plant which has been set up by Southern Water.

### **Climate Change and the Environment**

Arguably the most pressing concern facing the UK at this time is the inflation in the cost of energy. In a borough with an higher than average levels of deprivation and ill health, the increases in the cost of energy could drive many households further into poverty.

Addressing the energy efficiency of the Borough's homes is critical in the long term, to addressing the causes of climate change, to meet net zero and reduce long-term temperature rises. In the short term, this can have a direct and meaningful impact on

the bills that residents will face. As such, ensuring that residents have access to energy efficiency improvements is a key priority.

Havant Borough Council is part of the Warmer Homes, a consortium of local authorities, led by Portsmouth City Council. Through this scheme, eligible households can get access to energy efficiency upgrades, renewable energy and heating system improvements.

I was delighted to host a meeting convened by the Havant Climate Alliance, which brought together volunteers and professionals from the wider voluntary sector in the Borough. This meeting enabled information sharing which in turn further spreads the word about how residents can sign up for grants through the scheme they can trust, which uses contractors - for energy efficiency works in people's homes - who have been appointed by the consortium lead at Portsmouth City Council. Confidence in such schemes is paramount in today's environment of scams.

Further information can be found at [www.warmerhomes.org.uk](http://www.warmerhomes.org.uk). Any households who consider they could be eligible can apply either online or by calling for free on 0800 038 5737. The present scheme runs out on 31<sup>st</sup> March 2023 so if you have any queries from residents, please encourage them to apply as soon as possible. A press release was issued on 19.12.22 and there will be reminders through our communication channels.

I would like to thank the Havant Climate Alliance for the work they do in the Borough and for their continuous engagement with me.



## **Cabinet Lead for Levelling-Up – Councillor Tim Pike**

### **Link Up Leigh Park Programme**

#### Youth Engagement Survey – Phase 1

A pilot youth engagement survey, which launched in October 2022, came to a close on 16<sup>th</sup> December for interim review. This survey was developed with HBC Insights team for the dual purpose of informing the Local Plan and Corporate Strategy reporting, as well as to provide insight into priorities of young people living in the Borough to help shape the creation of initiatives for the Link Up Leigh Park programme. A full report will be written in early 2023 but below are the headlines of the *interim report*:

- 107 respondents with 61% aged 16-18 years old.
- In terms of physical activity, results indicated respondents were less likely to meet the average recommended guidance, and less than the Sport England national average of 150+ minutes a week.
- Access to local GPs was high (70%), but access to mental health services was significantly lower (35%).
- Combining first and second priorities, young people responded with the following top 5 priorities:
  - 53% said mental health support, 51% said access to training and education, 43% said enough local jobs, 36% said places to go and hang out with friends and 34% said getting on the property ladder.

A second phase of the survey will commence on the 16<sup>th</sup> January with more focus on outreach activity to groups of young people less likely to engage and participate as most of the Phase 1 respondents were local college students. The vision is to take learning from both phases to develop future youth engagement programmes and a Youth Forum for the Borough.

### **Link Up Apprenticeship Event**

On 29<sup>th</sup> November, the LULP programme partnered with the Link Up Youth Hub to host a pilot apprenticeship event at Leigh Park Library. During the event, 60 borough residents were in attendance with 71% from the Leigh Park postcode. There were 3 training providers, 7 employers and 1 career support advice service in attendance to showcase the opportunities available.

In terms of attendees, there were 10 young people accessing the Youth Hub service that came along, 3 of them with their CVs. In addition, an estimated 30 pupils (Years 10 and 11) from Park Community School joined the event.

### **Link Up Leigh Park 121 Youth Support Worker**

Link Up Leigh Park are working in partnership with Motiv8 and the Link Up Youth Hub to provide 121 support to 16-24-year-olds accessing the hub service. The Motiv8 support worker started at the beginning of December 2022 and is currently working with 8 young people residing in the Leigh Park postcode. A pilot initiative for a 6-month period to begin with, the support worker will be helping to reduce barriers that young people are facing to access employment, training, and education.

The support worker programme will aim to be of 8 weeks duration for every young person participating. Much of the work so far has focused on relationship building and goal setting to tackle both physical and mental health barriers and how this crosses over with developing skill and confidence to take steps toward employment, training and education.

### **Youth Hub**

Link Up Youth Hub has relocated to Front Lawn Community Hub based in Leigh Park, every Monday to Friday, supported in partnership by Hampshire FA and the Link Up Leigh Park programme.

Since its launch at the beginning of September, 91 Young People have been referred to the Youth Hub from the Job Centre and 12 young people have self-referred into the Youth Hub for support. 40 young people are receiving intensive support through the Havant Borough Council Youth Hub provision. This means they receive 1+ hours support per week with employability skills and referrals to partners. To date, 24 young people have been supported into paid employment. Roles include health care support workers, retail assistants, administrative assistants, and education.

10 young people are currently on a pathway to achieve an apprenticeship with local businesses across Havant and Portsmouth.

Across January 9 partners will be visiting the hub to provide wraparound support for young people including our partnership with Southern Health to remove health barriers, a bespoke employment course with Community First running from the hub location and our Link Up Leigh Park partnership funded Motiv8 support worker, who currently works with 9 young people from across the Leigh Park area.

### **Havant Business Partnership**

A meeting of the Havant Business Partnership is being arranged for the 26<sup>th</sup> January. As previously this involves close joint working with Havant & South Downs College because of the shared importance of business engagement across economic development, skills and employment agendas. This is a great opportunity to update the business community on the work of the Council and issues of wider relevance such as the Freeport and to hear directly from businesses about their successes and challenges.

## **Havant Town Centre**

Brownfield Land Release funding of £1.2m has been secured for the demolition of Bulbeck Road Car Park in order to help address viability issues in bringing the site forward for residential development. Tenders for the work are currently being requested with a view to entering into a demolition contract before the end of March 2023 (this being a condition of the funding received).

Havant is one of the town centres that has been selected to receive fully funded support from the High Streets Task Force (HSTF). In the first instance this involves a diagnostic site visit and stakeholder workshop which would then be followed by tailored advice and support to meet particular local needs. The HSTF have now confirmed that they are looking to start this work in February 2023.

## **Capita – Digital and Customer Services**

### **Digital**

- The team have completed the separation of HBC infrastructure, access, and data on time.
- The separation of digital services from EHDC has been completed successfully.
- The new Intranet and Councillor hubs are working well. Democratic Services and Communications teams are able to update the content.
- The new room booking system that went live in October is working very well.
- The digital transfer of Legal data to Southampton City Council is complete and working well.
- The current Infrastructure and Security contract with Capita ends in September 2025. The strategy for procuring the future service is currently being considered by Cabinet this month.
- The team will go out for a new print provision contract in January, seeking to reduce costs and environmental impact.
- Work is underway to support services in looking at approaches to Case Management and Software as a Service (SaaS) to support the move to a new infrastructure and security solution prior to September 2025.

### **Customer Services**

- Work with Capita on improving Customer Services continues.
  - Customer Services – Havant have seen a sharp improvement in ‘% calls answered within 20 seconds’ as we address Waste issues and call volumes fall.
  - Land Charges - we are achieving all monthly performance levels.
  - Revs & Bens

- Benefits performance against the monthly trajectory continues to look positive.
  - Collection Rates are ahead of the same point last year, however, this is starting to slow which is not unexpected due to the difficult economic conditions.
  - 'Call answered within 20 sec' is very poor due to more complex calls.
  - The Royal Mail (RM) strikes have had an impact on the R&B Team and the situation is expected to deteriorate further in the New Year. Incoming post levels have fluctuated dramatically on a daily basis due to strike days and backlogs of post. The amount of damaged mail received has increased.
- We are in the process of recruiting a new Contract Manager to cover Customer Services, Revenues and Benefits, Revenues Recovery, GIS and Street, Name and Numbering.
  - We are working with Hampshire County Council to deliver the Department for Work and Pensions 'Household Support Scheme (3rd tranche)'. Although this is considered an extension to the previous two DWP household support fund schemes, it is a new fund and subject to its own conditions.

This consists of two areas for those receiving benefits. Help towards rent costs and food vouchers. The team are currently confirming the fund levels with County and setting up the schemes to live as soon as possible.

The Household Support Fund is there to support those in exceptional cases of genuine emergency where existing support from housing benefit, Universal Credit (housing element) and where discretionary housing payments do not meet the exceptional need.

The scheme also supports households who are in receipt of council tax support and or housing benefit with food vouchers. These are a one-off voucher that can be used in community pantries or supermarkets to help with the rising cost of living, freeing up money for other bills. Recipients do not need to apply for the food vouchers as we will be writing directly to eligible recipients. We will be working with a third party to deliver this scheme. The vouchers will be made available in the following two ways:

- Working age recipients will receive a letter with a QR code to claim the voucher online (an offline option can be made available in exceptional circumstances)
- Pensionable age recipients will receive a letter with a physical voucher. The nearest supermarket has been pre-selected, prior to issue, based on postcode.

- We are expecting details shortly from the Department for Business, Energy and Industrial Strategy (BEIS) on the '**EBSS Alternative Funding Scheme**'. The scheme aims to support household dwellings that are not already benefitting from the Energy Bills Support Scheme (EBSS). Applications will be made centrally on gov.uk. A national call centre will be in place for general queries and those who need to access assisted digital support. BEIS will conduct verification checks. Verified applicants will be passed to the Council who will confirm the address, payment details and ensure EBSS payments have not already been received. Councils will then make the payment and report back to BEIS. New Burdens funding will be available to cover the Council's costs.

### **Civil Engineering and Landscape Team**

#### **Warblington Footbridge Feasibility – HBC CIL Funded**

NR and its design contractors have proposed three options for the footbridge along with the standard design from the earlier work. All costs have increased since the previous stage and the funding gap is now larger.

#### **Bushy Lease Cycle Route – HBC CIL Funded**

We are still awaiting the bat survey. However, the Arboricultural Impact Assessment (AIA) has now been completed. The report shows the proposed route would have a minimal impact on trees along the route. We have identified an area suitable for mitigation for loss of the trees that will be felled to create the widened path and crossing of the river. Following the receipt of the AIA a pre-application enquiry to Planning has now been made.

#### **Hobby Close, Waterlooville – drainage: CIL neighbourhood fund & WeBig Local**

L&S Waste has been appointed as the contractor, but due to the need to obtain approval for pre-start planning conditions the works on site have been re-arranged to start in spring 2023 for 10 weeks, to avoid working in the wet (and muddy) season.

#### **Scratchface Lane, Bedhampton recreation ground**

We are working on a 'General Enquiry' Planning Application document for a revised scheme incorporating elements of biodiversity net gain including wetlands and increased landscaping, to be potentially implemented in 2023.

#### **Transforming Cities Fund – HCC / DfT Funded**

##### **TCF Elmleigh Road:**

Tender documents have been prepared but their issue has been delayed whilst the Department for Transport reviews the entire TCF programme. The Civic Centre east car park would be used as the site compound with a rental agreement required – this is being co-ordinated with Property colleagues. If the DfT approve the continuance of

the programme, tenders would probably not be issued until February, with construction starting in late spring / early summer 2023.

**TCF Leigh Park Local Access Zone:**

Works completed – minor landscaping to finalise

**TCF Havant Local Access Zone:**

Works completed at Centenary Gardens and on the station forecourt – road marking work to be carried out in the station car park in January 2023 subject to agreement with Network Rail to temporarily close it for 2 days.

**TCF Bedhampton Road:** Scheme has been successfully tendered, road space has been booked and works are due to commence on site week commencing 24 January 2023.

**Rusty Cutter Link Road congestion scheme – HBC CIL Funded**

An application for funding as a Designated Fund scheme through National Highways is being progressed, with no objection in principle reported; if this is successful it would be possible to carry out both the carriageway widening and creating the cycle track, at the same time. However only National Highways officers can apply for the DF funding, so CELT will be liaising with them to progress any design with the CIL funding in this scenario being match funding to any DF award.

**England Coast Path – NE/HCC funded with CIL NP contribution**

CELT has been engaged to design work at the shoreline end of Warblington Road (at Nore Barn Woods) to ensure improved access on the ECP where it crosses the stream from Maisemore Gardens. Work is under way to deliver a designed scheme in January which will raise the level of the footpath over the culverted stream enough to provide dry shod passage on all but the most extreme tides. Natural England is client, working through HCC. CIL Neighbourhood portion funding of £46k for the 'Solent Way Upgrade Project' was awarded in 2017 and will be used for part of the implementation cost, as the Solent Way will be subsumed into the ECP when opened.

**Emsworth Town Centre Accessibility - HCC Funded**

Emsworth Town Centre Accessibility comprises 3 schemes: 1. Havant Road (Improving accessibility for cyclists), 2. Victoria Road (Safer routes to school) and 3. Bridge Road (Improving accessibility for pedestrians). Design on the Havant Road scheme has been completed and the plans passed to HCC for implementation as a maintenance project timed for Q3 2022 (revoking the TRO for the mandatory cycle lane is required). Consultation process may take up to 6 months. Design of the Victoria Road scheme has been approved in-house and the drawings have been forwarded to the client for approval. We have responded to queries from the Safety Audit team and are awaiting their report. A BT pole will need to be moved and this

has been ordered. Design on the Bridge Road scheme is nearly complete with two options now submitted to HCC client for comment and preference.

### **Local Walking and Cycling Infrastructure Plan (LCWIP) – HCC Funded**

Following approval and publication of the LCWIP document by HCC (covering 'primary' and 'secondary' routes), contact has been made with officers in HBC and HCC with a view to organising a stakeholders' meeting in early 2023 to discuss Havant's priorities for the 'tertiary' level of routes.

### **Milton Road Bus layby and Elettra Avenue HBC CIL Funded**

**Milton Road:** Minor changes to the design are being made following Asset Management comments.

**Elettra Avenue:** Drawings have now been approved by HCC Asset Management. Implementation of this design is now in the hands of HCC to undertake negotiations with the local developers over additional financial contributions. If successful, this would allow more of the CIL funding to be spent on Milton Road including upgrading the link into Hambledon Road spur (south).

### **Hambledon Road – HBC CIL & WCC Funded**

Topographic survey has been carried out on an addition to the design near the borough boundary with WCC. The design is expected to be completed by March 2023.

### **Havant Rugby Football Club – HBC CIL Funded**

Funding resolved, finalising Design. To be on site by end of February 2023.

### **Emsworth, The Promenade - HBC Funded**

Works completed, an additional pot hole was repaired at the same time. Now looking to undertake core samples in the New Year details to follow.

### **Havant Park Sculpture**

Chainsaw artist is on site creating the artwork following installation of the base.

### **Eastoke Corner Performance Shelter**

Completed

### **South Street Emsworth Car Park Wall**

Working on design to bring for initial review before commissioning repair.

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## **Cabinet Lead Report – 18<sup>th</sup> January 2023**

### **Councillor Gwen Robinson - Cabinet Lead for Affordable Housing, Communities and CIL**

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#### **Community Relations, including sport, leisure and play parks**

##### **Youth Justice Football Project**

Officers have secured £20,000 funding from the Youth Justice Sport Fund, for local partners to deliver a physical activity project beginning in January 2023. This is designed to target individuals aged 10 to 17 who have been identified as at risk of entering the criminal justice system. Key aims of the project include the promotion of prosocial behaviours, reduction in anti-social activity and to foster partnership working between the sport and criminal justice sectors.

The project consists of core sport provision which is weekly football coaching sessions delivered at Front Lawn Community Hub by Pompey in the Community. In addition, Motive8, a local youth charity, will be providing weekly mentoring and personal development workshops at the site to fulfil the Sportplus requirements of the scheme. Local youth services including the Youth Crime Prevention unit, Y-Services, Early Help Hub, Park Community College, Local Children's Partnership and the Wave have been engaged to provide formal and informal referrals.

##### **Get up and go**

Officers have been mapping the existing physical activity offer within the borough, to identify gaps in provision for those people living with health conditions and who may face barriers in accessing physical activity in their community. The programme of activities to fill this gap is now being developed with existing and new delivery partners. The project aims to have a soft re-launch in Spring 2023, with an enhanced timetable of new activities, from walking sports to condition specific exercise classes. The scheme remains funded through the Hampshire County Council get going again fund.

##### **Play Area Refurbishments – Bidbury Mead, Front Lawn Rec**

Officers have published tender documents for both play refurbishment sites at Front Lawn and Bidbury Mead, the procurement process closes on the 27<sup>th</sup> January. Officers will evaluate all submissions and look to appoint a contractor shortly after that date.

Specifications for both sites were informed by resident engagement undertaken working alongside the Insight Team using the Citizen Lab System.

Works are anticipated to be completed at both sites by Spring 2023.

Both sites have an available budget of up to £115,000, fully funded by CIL neighbourhood portion.

### **Springwood Avenue – Levelling up Parks Fund**

Resident engagement for the play area closed in December and the results are now being used to inform the specification to be used in tendering for a design and build play contractor. The tender will open in early 2023.

Officers from CELT have provided draft designs on a community orchard and allotment scheme and community officers are working with the Stakes Environmental Group to ensure this meets local need, whilst also providing support for the group to become constituted with Community First, allowing them to take responsibility for the orchard and allotments upon completion through a management plan which will be developed with the Property team.

Community officers have also secured an additional £10,000 funding from Guinness Partnership towards the project, to supplement the £85,000 DLUHC investment.

### **Emsworth Recreation Ground Pavilion Refurbishment**

Officers have secured an additional £80,000 of CIL neighbourhood funding towards the project to refurbish the tired and dated sports changing pavilion at Emsworth Rec, with a welcoming and inviting facility that will support user clubs to increase cricket and football participation.

Secured funding for the project now totals £204,000.

This funding allows officers to work to lever in further external grant funding towards the project and enable progression to the build phase. The current total project cost is estimated at £400,000.

Officers continue to work through the design phase, working with PDP architects and associated consultants, to provide the final technical design which will enable applications for building regulations. A fit for purpose specification will also be created to allow the procurement of a construction contractor once the full project funding is secured.

### **Play Investment 2022/2023**

Officers have appointed contractors to undertake play improvement works at both Hollybank play area and Westbrook play area.

Works at Hollybank will replace the existing wooden play boat with like for like provision, the existing wooden boat has failed and is becoming unsafe.

Works at Westbrook will replace the safety surfacing, the existing carpet surfacing is damaged beyond reasonable repair. Therefore, wetpour safety surfacing will be installed across the site.

Works are expected to take place Spring 2023, once dates are given officers will provide an update.

### **Havant Community Lottery**

The Havant Lottery currently has 106 registered Good Causes, 692 players are purchasing tickets and £196,711 has been raised for local Good Causes since 2018.

50% of every ticket sold goes directly to groups who have registered with the Lottery, players can choose which group or project they wish to support, from a range of local schools, scouts and guides, music and art groups, sports and activity clubs, youth organisations, support services and many more.

A further 10% goes into a Community Fund through which local groups can apply for small grants to support their work. The Community fund is open twice a year – spring and autumn; registered Good Causes can apply for up to £2,000 to support their projects and activities. Applying for funds is simple and managed through an application form process, a panel of Councillors and community members assess each application and decide which Good Cause are awarded funds.

In November we received 13 grant applications, the panel have awarded £14,546 to the following Good Causes:

- Off The Record - Youth Counselling - £1,950
- Final Straw Foundation - Warm spaces - £800
- Langstone Pilot Gig Rowing Club - Training, travel, equipment, and maintenance - £2,000
- Hampshire Home Start - Warm space - £1,941
- WAVE - Hayling - Warm Hub - £1,941
- Foodbank PO9 - Food, heaters and craft materials - £1,200
- Trosnant School - Climbing frame - £2,000
- Hayling Island Community Centre, Warm Hub - £2,000
- PAWARA (Purbrook and Widley Area Resident Association) - Tools and equipment - £414
- Havant Borough Tree Wardens - Fruit trees - £300

Sadly, there was not enough money available to fund 3 projects; the next funding round opens in April 2023

## **Armed Forces**

In November, Havant Borough Council launched an Armed Forces Stakeholder group, this group aims to share best practice, build relationships with key partners, work in partnership on funding application/projects, and reduce duplication.

The first meeting was well attended, key topics included Housing, Veteran support - Health and Wellbeing (suicide and mental health), finance, signposting and also improving our web page. This group will meet face to face twice a year, relevant updates and information will be emailed to the group in-between these meetings. There are 49 interested members on the mailing list.

## **Ukraine Projects**

A Christmas family drop-in session for Ukrainian refugees and hosts living in the Borough of Havant took place early December to offer further support. Following on from the positive feedback we received from the first drop-in session held in October, we invited Ukrainian families and UK hosts back to the Plaza, 36 people attended (5 children and 31 adults).

Free face to face advice and support was available from the Community and Housing team, Job Centre, Health service, Citizens' Advice, Community First, Rural Refugee Network and Havant and East Hants MIND. The next drop-in session is planned for Tuesday 7<sup>th</sup> February, 11am – 2pm at the Plaza (Hollybank room).

There are currently 58 Ukraine families (111 people in total) living in the Havant Borough area.

Along with the successful drop-ins, Officers have also provided 3 Bulletins direct to the Ukrainian community in Havant and from December these publications will be/have been fully translated into Ukraine and Russian. Funding for this has come from HCC.

HBC is the lead organisation in a monthly Ukrainian support meeting. This is to bring together those working, in the Borough, with Ukrainian families and hosts. This is very well attended and the Social prescribers have started to attend now as it gives them a lot of information for those who are joining their Dr's practices.

## **Christmas**

Officers have worked with a new company this year, The Christmas Decorators, who installed the lights around Havant, Leigh Park, Waterlooville, and Hayling Island. Emsworth were provided with some new lights but installed them themselves. There were the normal issues with the lights not working, being stolen and battery damage. Officers are continuing to work with the Christmas Decorators to iron out these problems for next year.

Officers will be meeting soon to put plans in place early in the year to ensure smooth delivery next year

In 2022, three Christmas events took place: Waterlooville, Hayling Island and Emsworth.

### **Events**

There have been about 65 events throughout the year, (slightly lower than pre-covid figures), however Officers are expecting a larger number this year with the Coronation. The team will also have to consider a new process for Road Closures and closer working with Licencing. The priority for Officers this year, along with the increased number of events, will be to get paperwork for events updated to enable smoother process. The webpages will be updated with the costs and timescales for paperwork to be received by the Council and this will be strict and adhered to.

### **Warm Hubs**

Officers from the Community Team, alongside those in Comms (website and media), have set up the cost-of-living page on Havant Borough website. The information has been collated from the Community and will continue to be added to. Officers will be contacting those who are reporting being Warm Hubs to ascertain the success of the provision. This information has also been collated via our community news bulletin and What's On in Havant Facebook page.

### **Tree Sculpture Havant Park**

Officers liaised with Bosmere School to create a design for the fallen tree in Havant Park. The school has visited it several times to see the tree sculptor in action. This work will continue into 2023 as the actual sculpture is created. Once this is done (probably in the Summer), the Team will make sure suitable comms takes place.

### **Communities Involvement on New Developments**

Work continues to support 5 major new developments across the Borough.

Castle Avenue, Warblington, is now complete other than the S278 works, (an S278 agreement allows developers to enter into a legal agreement with the Council to make alterations and improvements to a public highway, as part of a planning application)

Bartons Road has completed ground works and highway access but is yet to start building houses on site; the reserve matters application was recently agreed at committee.

Lower Road, Sinah Lane and Forty Acres continue with their build. Currently, Lower Road has 44 dwellings in build out of the proposed 50 with 5 first occupancies moving in before Christmas.

Sinah Lane has 70 dwellings in build out of 195 with the first occupancy expected towards the end of February.

At Forty Acres, 50 dwellings are currently occupied out of 320.

### **Affordable Housing delivery**

Q3 has seen a confirmed additional 24 affordable new homes across 3 sites in the borough, Castle Avenue - Denvilles, Forty Acres - Bedhampton, and Woodcroft Farm - Catherington Park in the Wecock area of Cowplain. All have been delivered by VIVID housing Association.

Bedroom size	Shared Ownership	Social Rent	Affordable Rent	<b>TOTAL</b>
1BF			10	<b>10</b>
2BF			4	<b>4</b>
2BH	2		4	<b>6</b>
3BH	4			<b>4</b>
<b>TOTAL</b>	<b>6</b>		<b>18</b>	<b>24</b>

This takes our current total for 22/23 (Q's 1, 2, and 3) to 63 new dwellings

VIVID are forecasting a further 156 potential completions in Q4, which includes 94 new homes on the delayed Colt site. The development in Havant has suffered from ongoing delays, most recently the requirement to get the NHBC 10 Year warranty signed off, plus ongoing Highway issues. VIVID hope the first of the new homes to be ready for letting in or around 01/03/2023.

### **Brent House**

This new project was able to welcome it's first residents just before Christmas, and 6 single people were nominated, accepted, and moved into this temporary accommodation in the centre of Leigh Park. Work is ongoing by Two Saints to have all other rooms/flats completed to allow the scheme to be fully operational in the next few weeks.

### **Housing Association Liaison**

Regular meetings are scheduled in at Senior level with The Guinness Partnership as the organisation that we transferred our stock to under Large Scale Voluntary Transfer (LSVT).

The latest meeting was held on 01/11/2022 and subjects discussed included:

1. Housing Support Grant spending opportunities.
2. Housing First Pilot
3. Update on incoming regs for fitting of smoke and CO detectors & discussion on the challenging timescales on these.
4. Vacant property & the lack of information from Guinness when advertising properties through Hampshire Home Choice.
5. What support does TGP offer their tenants re rent arrears, cost of living rises etc

All meetings for 2023 are now scheduled in with the first being on 24/02/2023

### **Hampshire Home Choice (HHC)**

Current active applications to Havant Borough Council through Hampshire Home Choice:

	Band 1	Band 2	Band 3	Band 4	Total
1		90	700	50	840
2	2	30	547	12	591
3	2	19	343	5	369
4		9	57	2	68
5			2		2
Total	4	148	1649	69	1870

### **Allocation of neighbourhood Community Infrastructure Levy to projects and other developer contributions expenditure**

#### **Community Infrastructure Levy (CIL)**

Our public facing Exacom System (which we use to monitor Developer Contributions) provides up-to-date information on CIL and S106 income and expenditure and can be viewed via this link: <https://pfm.exacom.co.uk/havant/>. We are however pleased to report on the following spends:

#### **Neighbourhood CIL**

Since the 27 October 2022, we are pleased to confirm the following CIL spend is either complete or in process of being completed (data collected 19 December 2022):

Exacom Project Ref.	Name/Description	Amount
201	Widbrook Utd - Bartons Green Store Room Doors	£2,050

### S106

Since the 27 October 2022, we are pleased to confirm the following S106 spend is either complete or in process of being completed (data collected 19 December 2022):

App No	Exacom Project Ref.	Site	Amount
07/71455/002	218	Hayling Island Beach Volleyball Court	£9,490

The Council is required to produce an Infrastructure Funding Statement for 1 April 2021 to 31 March 2022, to comply with the Community Infrastructure Levy Regulations, which came into force 1 September 2019. This document has been published on our website during December and is available to view from this page: [www.havant.gov.uk/community-infrastructure-levy-cil/cil-and-s106-monitoring](http://www.havant.gov.uk/community-infrastructure-levy-cil/cil-and-s106-monitoring)



## **Cabinet Lead Reports – Full Council January 2023**

**Councillor Clare Satchwell**

### **Cabinet Lead for Planning, Hayling Seafront Strategy and Coastal Management**

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#### **Development Management**

##### Workload

*The Planner* publication has reported that, following a strong start in the first quarter of the year, application submissions have continued to fall below the levels of 2021 – with an 8 per cent reduction in submissions nationally in November compared with 2021.

##### Casework

A large number of significant planning applications remain under active consideration by the team, including a number of cases where technical issues and/or S106 negotiations are prolonging the time being taken to reach a decision. These include Camp Down, Purbrook (hybrid application for up to 780 dwellings, community/nursery facility, retail unit and public open space); land west of Coldharbour Farm Road, Emsworth (44 dwellings); Cabbagefield Row, Leigh Park (150 dwellings); Land north of Long Copse Lane, Emsworth (210 dwellings); Land east of St George's Avenue, Havant (184 dwellings); Southleigh Park House, Havant (reserved matters application for 70 dwellings); Southmere Field, Havant (65 dwellings); Rook Farm, Hayling Island (300 dwellings); Land rear of Fathoms Reach, Hayling Island (51 dwellings); South Downs College, Purbrook (102 dwellings); Land north of The Oysters, Hayling Island (29 dwellings); Land south of Saltmarsh Lane, Hayling Island (60 dwellings); Land at Kingscroft Farm, Havant (140 dwellings); and Former Dairy Crest Depot, Leigh Park (74 dwellings).

An appeal against non-determination has been lodged in respect of the outline application for up to 43 dwellings on Land at Lower Road, Bedhampton.

##### Delegated decisions

Prior to the Christmas break, delegated permissions were able to be issued for major developments in respect of 108-110 Elm Grove, Hayling Island (revised designs for a 3 storey, sheltered housing building consisting of 43No apartments); and Dunsbury Park, Havant (Phase 5 development consisting of 3 No. storage and distribution units).

## **Planning Committee**

The reserved matters application for 70 dwellings on land west of Havant Crematorium, Havant was considered by the Committee at its meeting on 15<sup>th</sup> December. A resolution was secured to grant permission subject to amendments to an existing S106 Agreement being completed.

It is intended that the outline planning application for Langstone Technology Park, Havant (redevelopment of site with new employment floorspace) be considered by the Committee in January 2023.

## **Coastal Management**

### **South Hayling Beach Management Activities (BMA) (2017-2024)**

Beach management works commenced on 11<sup>th</sup> November 2022, following a delayed start date due to the weather conditions. During the works with the Sospan Dau dredger, 12,870m<sup>3</sup> shingle was dredged from Chichester Harbour Approach Channel and deposited on the beach at Eastoke. This was then moved around and profiled on the beach by Ovenden Earthmoving Co Ltd.

Towards the end of these planned works a storm event affected the Eastoke frontage (24<sup>th</sup> November 22), which removed large quantities of the shingle material which had recently been placed on the beach.

Due to the impact of this storm, emergency works were undertaken, starting on 1<sup>st</sup> December 2022 to rebuild the beach in front of the residential properties. Works concluded on the 13<sup>th</sup> December, with material being sourced from Gunner Point – working with the agreement of Hayling Golf Club under our existing Memorandum of Understanding.

These works are funded by the Environment Agency Grant in Aid funding. A claim will also be made to the Environment Agency to cover the cost of the emergency works currently on site.

### **West Beach – Scoping and Regeneration**

Monitoring continues, as previously updated there is some change identified to the eastern end of West Beach which happened over the past winter. An at-risk beach hut has been relocated by Norse. The current position of the beach crest lies within the estimated initial cutback risk zone area identified prior to the structures being removed. It is expected that over time, under average wave and weather conditions the beach crest will continue to roll back into the 'rebound zone'. Analysis of the crest position continues following a recent crest survey and monitoring of the poor condition breastwork for damage.

With the emerging coastal strategy policy and renewed interest in coastal management at West Beach, an internal workshop is proposed to review the wider council ambitions for this frontage and priorities.

### **Hayling Island Coastal Management Strategy**

The engagement period for the draft coastal management strategy continues to run until the end of December 2022. All engagement material is available on the Coastal Partners webpage. Exhibition posters are currently set up in the Plaza Foyer with the opportunity for people to view.

The current Project Manager is due to leave Coastal Partners in January 2023. The project is currently being transitioned over to a new Project Manager to deliver the remainder of the project.

### **Langstone Flood and Coastal Erosion Risk Management (FCERM) Scheme – Detailed Design**

The Project Team continue to work collaboratively with AECOM and our other Consultants as the project progresses through Detailed Design. The 80% detailed design submission by AECOM has been received and internal Coastal Partner's review comments on the design have been issued to the Design Consultant. These comments are being incorporated and responded to by AECOM. On receipt of the 80% detailed design, it has been deemed necessary to carry out further assessment and refinement of certain aspects of the design, to provide an affordable and deliverable scheme. One area in particular is Frontage 2 along the Billy Line.

The project delivery cost estimates now reflect the increase in material prices and inflation the construction industry is currently experiencing. These costs have been updated based on the 80% design cost estimate by the Cost Consultant. Actions from a cost and risk reduction workshop will continue to be implemented by the Designer, ECI Contractor and Cost Consultant as the design progresses to 100% detail.

The project team continue to seek sources of additional funding for the scheme, these include an application which has been made to the Environment Agency for the Frequently Flooded Communities Allowance for £2.5million. Assessments for potential inflation uplift with funding from the EA are currently being investigated by the Project Team.

Due to the re-assessment and refinement of various design items as part of the 80% detailed design, the Stakeholder Working group, originally programmed for November 2022, has been postponed to the New Year with a date to be confirmed.

### **Broadmarsh Coastal Park, Flood and Coastal Erosion Risk Management (FCERM) Feasibility Study**

Following a meeting with colleagues from the planning and CIL team, details of the project costs and funding to take the project forwards have been shared. Ongoing monitoring continues of this key sea defence infrastructure to check for storm damage. A new project manager has been appointed to support the next project stage.

### **Warblington Seawall Repairs**

There is no change currently with the Warblington seawall repairs, following a report of erosion of land from the farmer at Warblington. An inspection was carried out during early January 2022, and it was established that the seawall fronting the farmland had become undermined due to lowering beach levels, and a small void has formed on the face of the structure. Discussions are ongoing regarding the environmental impact of repairs to the structure, and applications for consents for work will be considered over the coming months.

### **Wade Lane Seawall Failure**

A second councillor working group meeting was held 18/11/2022 with all the interested parties working to help facilitate a solution here. Coastal Partners have commenced an assessment of temporary repair solutions, to enable liaison with key bodies and groups to review both short and long-term solution for the Wade Lane section of the Solent Way.

A topographic survey has been undertaken to inform future options and to monitor for change following the wall failure. The site was inspected following high tides in November and no significant change was observed. An initial review of ecological aspects has started and is awaiting a more detailed Ecological Survey by CHC, who are also investigating foreshore clearance.

### **Coastal Environmental Initiatives**

The Coastal Environment team are actively working across several initiatives that aim to protect and improve the natural coastal environment within the Havant Borough, such as:

- **Hayling Island Coastal Management Strategy – additional studies:** The team are investigating priority intertidal habitat creation opportunities on Hayling Island. Since initial discussions with landowners of potential sites, we are now considering potential payment opportunities / options that could meet multiple objectives. If successful, this could lead to the creation of new intertidal habitats to replace those that have been lost within the harbours through climate change, including saltmarsh, mudflats, and coastal grazing marsh.
- **Langstone FCERM scheme – Saltmarsh Feasibility Study:** Funded by the Environment Agency's (EA) Water Environment Improvement Fund (WEIF), we are currently working with our consultants to investigate the

feasibility of using Beneficial use of Dredged Sediments (BuDS) techniques to improve the degraded saltmarsh habitat fronting Langstone village. We have lined up some funding sources for this, including £85k from the Blue Marine Endangered Landscape programme, and £344k has been allocated via the Environment Agency's Environmental Statutory Allowance (subject to final approvals). In the New Year, we will be reviewing options to confirm whether this initiative is viable at this location.

- **Chichester Harbour Protection and Recovery of Nature (CHaPRoN), Southern Water Summit and linked initiatives:** CHaPRoN has a vision of 'working together for the protection and recovery of nature', focussed on Chichester Harbour. Coastal Partners are represented on the CHaPRoN Steering Group / Coastal Resilience working group. Since our last update, a new website has been published, providing further details on the partnership, with HBC identified as a key partner – [www.chapron.org.uk](http://www.chapron.org.uk)

Alongside Chichester District Council, we have applied for funding to produce a strategic environmental management plan for the whole of Chichester Harbour. Funding from the Environment Agency's Environmental Statutory Allowance has now been allocated to this, but we need to prepare and submit a business case, to unlock this funding, which will be a focus within 2023.

We are being approached frequently by CHaPRoN partners to discuss failing defences (mostly of private ownership) around the Harbour and how these should be addressed going forward, with consideration requiring a balance of risk vs. environmental harm or opportunity. This again highlights the need for a harbour wide management plan, to set a clear and planned direction, rather than ad hoc, piecemeal advice.

- **Regional Habitat Compensation Programme (RHCP):** Nationally, the RHCP is on track to deliver its legal requirements, but progress needs to be increased. Within our region, it has highlighted the need to submit a funding application for a Solent wide coastal grazing marsh study (prioritising opportunities to create this habitat, which is critically important to the harbour's bird networks). Setting a scope for this study and identifying funding will be a priority within 2023, as the Solent's FCERM programme relies on successful delivery of the RHCP.

## **Communications**

### **Cabinet Lead Report for Comms, December 2022**

December was a very busy month for communications activity within the Authority. Key campaigns and communications coverage have included:

- Launch of the Youth survey
- Promotion of the Springwood Play Area
- Promotion of the Waste Prevention Community Grant Fund
- Launch of the Veterans' survey

- Promotion of the opening of the Plaza café
- Promotion to create the awareness of online scams
- Promotion of the Warmer Homes fund
- Creating awareness of the council's services during the festive period re: Xmas bin collections and opening hours
- Promotion of change of bin collections
- Promotion of Ukrainian family drop in session
- Promotion of Havant Borough Community Lottery
- Promotion of Link Up Leigh Park and Link Up Hub Apprenticeship events
- Responses to press queries
- We have also issued news bulletins for the Link Up Hub, Weekly Planning Applications, Business bulletins, Serving You online and Community News.
- "Warn and Inform" notices

## **HBC Website and social media update**

### **Website information**

#### **Users**

1st December to 31st December 2022 – 26,149

#### **Content**

1st December to 31st December 2022 – bin collections, home page, refuse collections, council tax, contact us, planning applications, recycling, paying your council tax

#### **Most searched for item on the website**

1st December to 31st December 2022 – council tax, bin collections, household support fund, jobs, Christmas bin collection, tip, bin collection dates and meeting

#### **Devices**

1st December to 31st December 2022 – Mobile – 64%, desktop – 30%, tablet – 5%.

## **Social media**

The last month has been very busy on our social media channels, as we have been pushing out content about various surveys such as the Youth survey and the Veterans' survey. We have also promoted consultations such as The Springwood Play Area and grants such as the Warmer Homes fund and the Waste Prevention Community Grant Fund. Our focus at the end of the year was to make sure our residents were aware of the change for the bin collection dates over the Xmas period as well as our opening hours.

### **Facebook**

Gained 64 new followers

Reached 7,927 people

### **Twitter**

Posted 46 times

## **LinkedIn**

Our page reach was 939

We have 30 new followers

## **Tiktok**

This is a fair new platform we are using as a council. We have posted videos about:

- Christmas gifts from staff and councillors to SDAS – seen by more than 870 people
- Youth survey – seen by more than 260 people
- Christmas message from the Leader of the Council – seen by more than 835 people
- Christmas bin changes – seen by more than 325 people
- Christmas opening hours of the Plaza – seen by more than 230 people
- Return to usual bin collection days – seen by more than 1015 people.

We continue to review our channels and work to ensure content is specific to each.

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# **Committee Appointments for 2022/2023**

**Council January 2023**

## PART A

### Proposed Leader and Cabinet (Max of 10)

Position	Councillor
<b>Leader of the Council</b> <i>Cabinet Lead for Community Safety and Transformation</i>	Alex Rennie
<i>Deputy Leader of the Council,</i> <b>Cabinet Lead for Affordable Housing, Communities and CIL</b>	Gwen Robinson
<b>Cabinet Lead for Environmental Services</b>	Lulu Bowerman
<b>Cabinet Lead for Finance</b>	Tony Denton
<b>Cabinet Lead for Local Plan, Environment and Water Quality</b>	Elizabeth Lloyd
<b>Cabinet Lead for Levelling-Up</b>	Tim Pike
<b>Cabinet Lead for Planning, Hayling Seafront Strategy and Coastal Management (Coastal Partners)</b>	Clare Satchwell

#### **Assistant Cabinet Leads**

**Imogen Payter** – Community Safety, Events and External Engagement

**Richard Stone** - Planning and Coastal Management Issues

## **PART B**

### **Committee Appointments**

#### **Audit and Finance Committee (8)**

7 Conservative / 1 Independent

<b>Group</b>	<b>Name</b>
<b><u>Conservative (7)</u></b>	Mark Inkster (C)
	Caren Diamond
	David Guest
	Gary Hughes
	Brenda Linger (VC)
	Husky Patel
	Peter Wade
<b><u>Independent (1)</u></b>	Tom Moutray (Ind)

#### **Planning Committee (7)**

6 Conservative / 1 Labour

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative (6)</u></b>	Pam Crellin (C)
	Liz Fairhurst (VC)
	Brenda Linger
	Sarah Milne
	Yvonne Weeks
	Neil Bowdell
<b><u>Independent (1)</u></b>	Tom Moutray (Ind)

## **Planning Policy Committee (10)**

9 Conservative / 1 Labour

<b>Group</b>	<b>Name</b>
<b><u>Conservative (9)</u></b>	Husky Patel (C)
	Neil Bowdell
	David Guest (VC)
	Richard Kennett
	Brenda Linger
	Sarah Milne
	Carly Scannell
	Richard Stone
	Kris Tindall
<b><u>Independent (1)</u></b>	Amy Redsull (Lab)

## **Licensing Committee (15)**

14 Conservative / 1 Independent

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative (15)</u></b>	Leah Turner (C)
	David Guest
	Gary Hughes
	Mark Inkster
	David Jenner
	David Keast
	Sarah Milne
	Diana Patrick (VC)
	Julie Richardson
	Mike Sceal
	Elaine Shimbart
	Peter Wade
	Yvonne Weeks
	Michael Wilson
<b><u>Independent (1)</u></b>	Vacant (Lab)

### **Licensing Sub-Committee Chairmen (5)**

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative (5)</u></b>	David Keast
	Sarah Milne
	Diana Patrick
	Leah Turner
	Yvonne Weeks

### **Overview and Scrutiny Committee (14)**

\*Either the Chairman or Vice Chairman must be a member of a minority party or an independent

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative (13)</u></b>	David Keast (C)
	Neil Bowdell
	David Jenner
	Richard Kennett
	Rosy Raines
	Julie Richardson
	Carly Scannell
	Mike Sceal
	Kris Tindall
	Leah Turner
	<i>Peter Wade</i>
	Yvonne Weeks
	Michael Wilson
<b><u>Independent (1)</u></b>	Phil Munday (Lab) (VC)

### **Standards Committee (8)**

Vice Chairman to be appointed by the Standards Committee, but must be from a different political group from the Chairman

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative (7)</u></b>	Michael Wilson (C)
	Pam Crellin
	Rosy Raines
	Imogen Payter
	Elaine Shimbart
	Leah Turner
	Peter Wade
<b><u>Independent (1)</u></b>	Amy Redsull (Lab) (VC)

### **Human Resources Committee (6)**

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative (6)</u></b>	Caren Diamond (C)
	Pam Crellin (VC)
	Liz Fairhurst
	Imogen Payter
	Julie Richardson
	Yvonne Weeks

### **Joint West of Waterlooville Major Development Area Planning Committee (4 including Chairman of the Development Management Committee)**

<b>Group</b>	<b>Appointments – Must be members of the Planning Committee (4)</b>
<b><u>Conservative</u></b>	Pam Crellin (Chairman of Planning Committee) Liz Fairhurst Sarah Milne <i>Neill Bowdell</i>

## **PART C**

### **Standing Deputies**

<b><u>Body</u></b>	<b><u>Cons</u></b>
Planning Committee	Julie Richardson Carly Scannell
Human Resources Committee	Sarah Milne Richard Kennett
Joint West of Waterlooville Major Development Area Planning Committee	Brenda Linger

## **PART D**

### **SUNDRY APPOINTMENTS**

#### **Langstone Harbour Board**

*(Chair / Vice-Chair rotated every 3 years between HBC and PCC)*

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative (6)</u></b>	Pam Crellin Brenda Linger (VC until 2023) Elizabeth Lloyd Julie Richardson Clare Satchwell Kris Tindall
<b><u>Deputies (2)</u></b>	Richard Stone Rosy Raines

#### **Chichester Harbour Conservancy**

	<b>Appointed Councillors</b>
<b><u>Conservative (2)</u></b>	Lulu Bowerman Mark Inkster
<b><u>Deputies (2)</u></b>	Richard Kennett Imogen Payter

#### **Police and Crime Panel**

	<b>Appointed Councillors</b>
<b><u>Conservative (1)</u></b>	<i>Gwen Robinson</i>
<b><u>Deputy (1)</u></b>	Imogen Payter



## 5 Councils

### 5 Councils Joint Committee

Lulu Bowerman

Tim Pike

### Climate Change Champion (Appointed 18 Jan 2023)

<b>Group</b>	<b>Appointment</b>
<b><u>Conservative</u></b>	<i>Elizabeth Lloyd</i>

### Councillor Development Panel

<b>Group</b>	<b>Appointments</b>
<b><u>Conservative</u></b>	Lulu Bowerman (C) Pam Crellin Caren Diamond David Keast Diana Patrick
<b><u>Independent</u></b>	Phillip Munday Amy Redsull

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