

HAVANT BOROUGH COUNCIL  
PUBLIC SERVICE PLAZA  
CIVIC CENTRE ROAD  
HAVANT  
HAMPSHIRE P09 2AX

Telephone: 023 9247 4174  
Fax: 023 9248 0263  
Website: [www.havant.gov.uk](http://www.havant.gov.uk)



**Havant**  
BOROUGH COUNCIL

Cleaner, Safer,  
More Prosperous

## COUNCIL AGENDA

**Membership:** Councillor Turner (Mayor)

Councillors Mrs Blackett, Briggs, Branson, Brown, Buckley, Cheshire, Cousins, Edwards, Fairhurst, Francis, Gibb-Gray, Guest, Hart, Heard, Keast, Kerrin, Lenaghan, Mackey, Perry, Pierce Jones, Ponsonby (Deputy Mayor), Sceal, Shimbart, Mrs Shimbart, Smith D, Smith K, Tarrant, Wade, Weeks, Wilson, Bains, Cresswell, Hughes, Patrick, Pike, Rees and Satchwell

**Meeting:** Council

**Date:** Wednesday 22 July 2015

**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:

Jo Barden-Hernandez  
Service Manager – Legal & Democratic Services

14 July 2015

Contact Officer: Penny Milne (023) 92446234  
Email: [penny.milne@havant.gov.uk](mailto:penny.milne@havant.gov.uk)

Page

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

#### 1 Apologies for Absence

To receive and record any apologies for absence.

#### 2 Minutes

1 - 4

To confirm the minutes of the Annual meeting of the Council held on 13 May 2015.

**3 Matters Arising**

To consider any matters arising from the last meeting.

**4 Declarations of Interests**

To receive any declarations of interests from Members.

**5 Mayor's Report**

**6 Leader's Report**

**7 New Councillors' Introductions**

**8 Notice of Motion**

To receive the following Notice of Motion received in accordance with Standing Order 14, proposed by the Leader and seconded by the Deputy Leader:

“This Council endorses, in principle, the proposal for a Hampshire-wide Combined Authority.”

**9 Cabinet Lead Reports**

Circulated Separately.

**10 Cabinet/Board/Committee Recommendations**

**(A) Codes and Protocols**

To consider the following recommendation to Council arising from the Governance and Audit Committee meeting held on 3 March 2015:

RECOMMENDED to Council that the following codes and protocols be adopted:

- Whistleblowing Policy;
- Anti Bribery Policy;
- Anti Fraud and Corruption Policy;
- Anti Fraud and Corruption Response Plan; and
- Anti Money Laundering Policy.

**(B) Pay Policy Statement**

To consider the following recommendation to Council arising from the meeting of the Cabinet held on 18 March 2015:

RECOMMENDED to full Council that the Pay Policy Statement for 2015/16 be approved and adopted.

**(C) Delivering Differently – Future Service Delivery of Operational Services**

To consider the following recommendation to Council arising from the Cabinet meeting held on 13 July 2015:

RECOMMENDED to full Council:

- a) Approval for officers to continue to explore options for increasing the efficiency and driving down costs of the current in-house core services to ensure that Operational Services are fit for commissioning, including issues outlined within the Business Plan for 2015/16.
- b) Approval for officers to formally enter into discussions with Norse Commercial Services Ltd with a view to forming a Joint Venture Company.
- c) Agreement that an outline Business Case will be submitted to Cabinet in September 2015 for approval.
- d) Agreement that additional resources up to the sum of £75k be allocated to this project to ensure delivery by February 2016.

**11 Cabinet Leads and Chairmen's Question Time**

- (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

**12 Acceptance of Minutes**

**5 - 44**

To accept the minutes of Committees held since the last meeting of the Council.

**13 Questions**

To receive any questions received in accordance with Standing Order 23.4(a).

**14 Urgent Questions**

To receive any questions submitted in accordance with Standing Order 23.4(b)

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

None.



## **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. Many of the Council's meetings allow the public to make deputations on matters included in the agenda. Rules govern this procedure and for further information please get in touch with the contact officer for this agenda.

### **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.

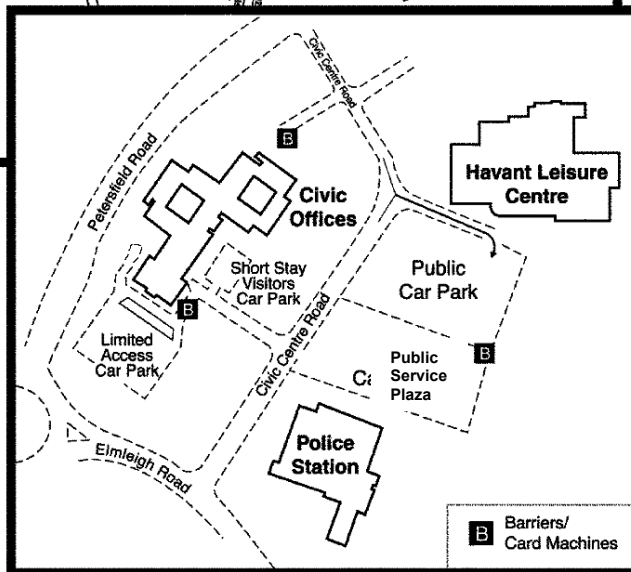
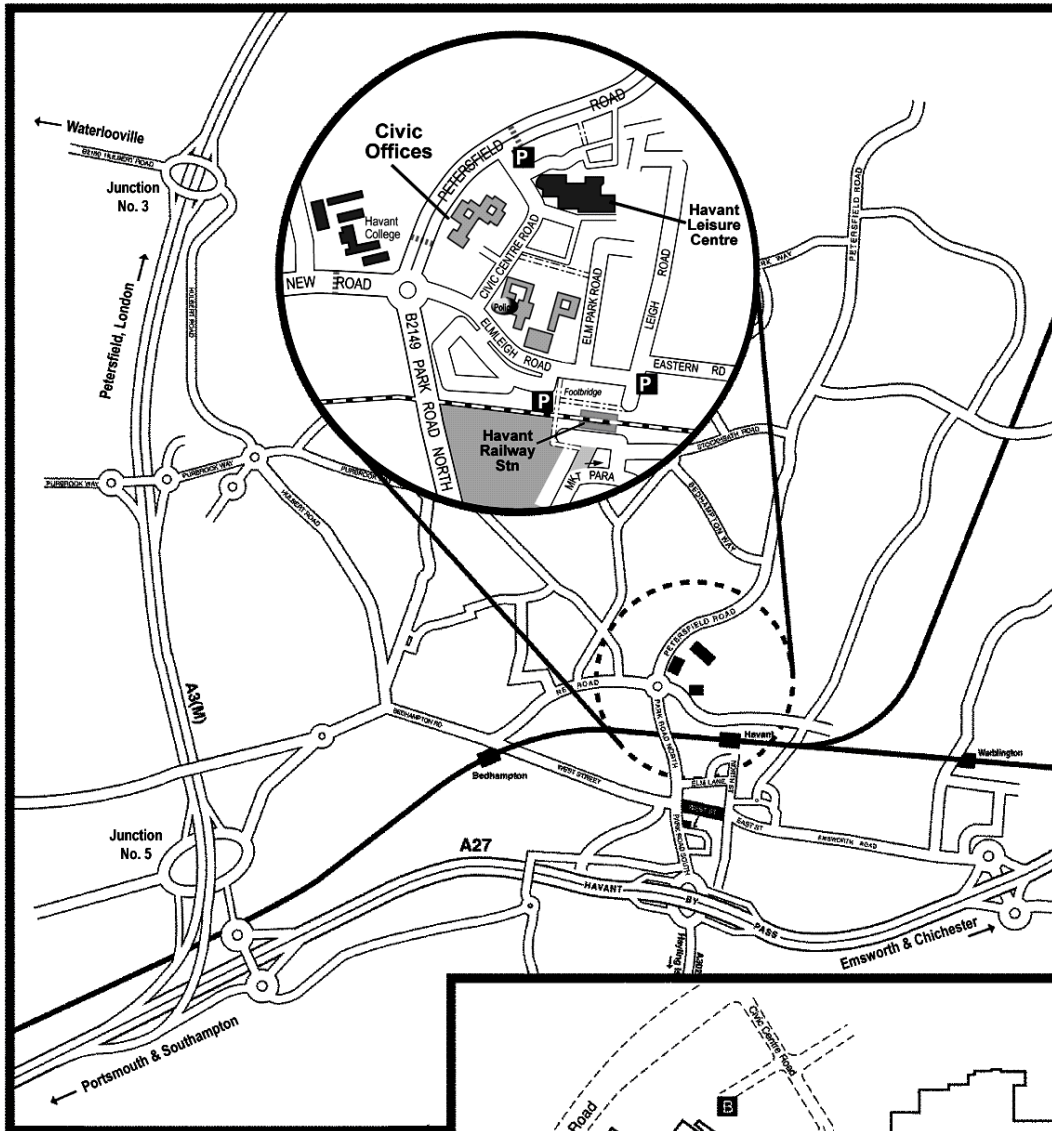
DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

### **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**  
**BOROUGH COUNCIL**  
 Civic Offices, Havant, Hants, PO9 2AX  
 Telephone (023) 9247 4174



# **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 a Motion is allowed 10 minutes to introduce and 5 minutes to reply to debate
- 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. Questions must be submitted in writing (or by email) to the Democratic Services Team Leader 2 working days prior to the Council meeting.

**This page is intentionally left blank**



## HAVANT BOROUGH COUNCIL

At a meeting of the Annual Council / Mayor Making held on 13 May 2015

Present

Councillor Turner (Chairman)

Councillors Mrs Blackett, Branson, Briggs, Buckley, Cheshire, Cousins, Edwards, Fairhurst, Francis, Gibb-Gray, Guest, Hart, Keast, Kerrin, Lenaghan, Mackey, Perry, Ponsonby (Deputy Mayor), Sceal, Shimbart, Smith D, Smith K, Tarrant, Wade, Weeks, Wilson, Bains, Cresswell, Patrick, Pike, Rees and Satchwell

### **1 To elect a Member of the Council to be Mayor of the Borough**

PROPOSED by Councillor Lenaghan and seconded by Councillor Branson, it was

RESOLVED that Councillor Leah Turner be elected Mayor of the Borough of Havant for 2015/16.

#### **The Mayor, Councillor L Turner, in the Chair**

The Mayor announced that her Charity appeal in the forthcoming year would be the Mayor of Havant's Community Chest, to benefit local charities, community groups and good causes in the Borough.

The Mayor also announced that her Chaplain in 2015/16 would be Reverend Pennie Payne.

### **2 Vote of Thanks to Last Year's Mayor and Reply**

PROPOSED by Councillor K Smith and seconded by Councillor G Shimbart, it was

RESOLVED that a vote of thanks be recorded to the past Mayor, Mrs Marjorie Smallcorn, for her service to the Council during her year of office as Mayor.

#### **Reply by the Retiring Mayor**

The Retiring Mayor, Mrs Marjorie Smallcorn, responded to the vote of thanks and congratulated the new Mayor on her election. Mrs Smallcorn took the opportunity to highlight the various charity and other events she had attended, and thanked all those who had supported her during her year of office as Mayor.

### **3 Appointment of Deputy Mayor**

PROPOSED by Councillor Cheshire and seconded by Councillor Branson, it was

RESOLVED that Councillor Faith Ponsonby be appointed as Deputy Mayor for 2015/16.

#### **4 Discharges and Appointments of Trustees**

The Council considered making such discharges and new appointment of Trustees to the Mayor of the Borough of Havant Appeal Fund Charitable Trust as was required following the election of the Mayor. PROPOSED by Councillor Cheshire and seconded by Councillor Branson, it was

RESOLVED that Councillor Leah Turner be appointed Mayor Trustee and that Mrs Marjorie Smallcorn be discharged from being Mayor Trustee and that a Memorandum of Discharge and Appointment be executed under Section 35 of the Charities Act 1960.

#### **5 Apologies for Absence**

Apologies for absence were received from Councillors R Brown, R Heard, G Hughes, V Pierce Jones and Mrs E Shimbart.

#### **6 Declarations of Interests**

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

#### **7 Minutes**

The minutes of the meeting of the Council held on 18 February 2015 were agreed as a correct record and signed by the Mayor.

#### **8 Committee Appointments**

PROPOSED by Councillor Cheshire and seconded by Councillor G Shimbart, it was

RESOLVED that

- (i) the representation of the different political groups on each of the Committees and Boards and the allocation of seats on each of those bodies to each of the political groups into which the Council is divided as set out in Appendix A to the report be noted;
- (ii) the appointments made to the Cabinet by the Leader of the Council as set out in Part A of Appendix B to the report be noted;
- (iii) notification be received from the Leader of the Council that the Cabinet, being the body which will undertake the relevant functions and powers set out in Part 3 (Responsibility for functions) of the Constitution of Havant Borough Council, will undertake all those functions and powers by acting together, save that, where Cabinet functions have been delegated to individual members of the Cabinet in accordance with the Scheme of Delegations to Portfolio Holders set out in Part 4D of the

*Annual Council / Mayor Making (13.5.15)*

Constitution and/or to officers in accordance with the Scheme of Delegations to Officers set out in Part 8 of the Constitution, those delegations will continue to have effect;

- (iv) in accordance with (i) above and the wishes of the different political groups, the following be approved:
  - a. the appointment and functions of the various Committees and Boards;
  - b. the appointment of Councillors to those Committees and Boards;
  - c. the appointment of Chairmen and Vice-Chairmen (as appropriate) to those Committees and Boards

all as set out in Parts B and C of Appendix B to the report;

- (v) the sundry appointments set out in Part D of Appendix B to the report be approved; and
- (vi) the Constitution and Terms of Reference of the West of Waterlooville Major Development Area as set out in Appendix C to the report be noted.

## **9 Recommendations to Council**

PROPOSED by Councillor Buckley and seconded by Councillor Mrs Blackett, it was

RESOLVED that

- (1) the revised terms of reference as attached to the report to the Joint Human Resources Committee on 27 March 2015 be approved, subject to the addition of 'of three Councillors ' following ' To appoint Panels' in paragraph (2)(b); and
- (2) that the Constitutions of both East Hampshire District and Havant Borough Councils be amended accordingly.

**The meeting commenced at 11.00 am and concluded at 12.27 pm**

**This page is intentionally left blank**



# Minute Volume

Cleaner, Safer,  
More Prosperous

**This page is intentionally left blank**

## HAVANT BOROUGH COUNCIL

At a meeting of the Licensing Committee held on 13 May 2015

Present

Councillor Smith D (Chairman)

Councillors Edwards, Francis, Gibb-Gray, Kerrin, Ponsonby, Sceal, Shimbart, Tarrant, Wade, Bains and Cresswell

### **1 Apologies**

Apologies for absence were received from Councillor Hughes.

### **2 Declarations of Interests**

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

### **3 Licensing Act 2003 - Appointment of Licensing Sub-Committee**

RESOLVED that:

- (1) Functions under the Licensing Act 2003 be delegated to the Licensing Sub-Committee with terms of reference as set out in paragraph 3.3 of the report; and
- (2) The following five Councillors be appointed to stand as Chairmen of the Licensing Sub-Committee on a rotating basis in 2015/16:  
Councillors Gibb-Gray, F Ponsonby, G Shimbart, D Smith and C Tarrant.

**The meeting commenced at 2.00 pm and concluded at 2.02 pm**

**This page is intentionally left blank**



## **HAVANT BOROUGH COUNCIL**

At a meeting of the Cabinet held on 20 May 2015

Present

Councillor Cheshire (Chairman)

Councillors Briggs, Fairhurst, Guest and Wilson

### **146 Apologies for Absence**

Apologies for absence were received from Councillor Weeks.

### **147 Minutes**

The minutes of the Cabinet meeting held on 18 March 2015 were agreed as a correct record.

### **148 Matters Arising**

There were no matters arising from the minutes of the last meeting.

### **149 Declarations of Interests**

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

### **150 Chairman's Report**

The Chairman took the opportunity to formally welcome Councillor Wilson as a new member of the Cabinet, with Cabinet Lead responsibility for Governance and Logistics and HR. The Chairman also conveyed his thanks to Councillor Branson for her contribution to the work of the Cabinet in her former role and to wish her well in her new position as Chairman of the Scrutiny Board.

### **151 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.**

RESOLVED that the following delegated decisions and minutes of meetings be noted:

- (1) Minutes of the Portchester Crematorium Joint Management Committee meeting held on 16 March 2015;
- (2) Delegated Decision: Contract for the Disposal of Abandoned Vehicles;
- (3) Delegated Decision: Proposed Traffic Order for Barncroft Way and Priorsdean Crescent, Havant.

### **152 Delivering Differently - Future Service Delivery of Operational Services**

Councillor Briggs presented a report setting out options for achieving further reductions in service budgets in the context of delivering Operational Services differently in the future.

Councillor Briggs outlined the significant work that had been done to date, both in delivering major savings within the current service and also in researching alternative models for delivering services going forward. Public consultations would commence shortly on the various options, to help identify the best option for both the Council and its customers and to inform decision making in due course.

An amendment to the table of advantages/disadvantages in relation to Option 4b as set out in Appendix A (page 76 in the agenda) was circulated and noted, removing references to 'no need for a fully detailed specification or OJEU process' and 'reduced technical client requirement'.

A revised recommendation was circulated and agreed as follows:

RESOLVED that:

- (1) Cabinet agree to the relevant officers researching in further detail option 2 (Outsource to a Private Contractor - PCC) and option 4 (Outsource to a Joint Venture Company - JVC) in order to inform decision making;
- (2) Prior to a formal decision being made on options at the next Cabinet meeting in June, a Public Consultation is undertaken, and these options are also considered by the Scrutiny Board on 2<sup>nd</sup> June 2015;
- (3) To assist with this decision, a presentation from a JVC contractor is to be arranged for all Members at that meeting on 2<sup>nd</sup> June;
- (4) Officers continue to explore options for increasing the efficiency and driving down costs of the current in-house core services to ensure that Operational Services are fit for commissioning, taking on board issues within the Business Plan for 2015/16, which includes some items carried over from 2014/15; and
- (5) That the officer recommendation in Appendix A be rejected in order to ensure all options remain open for public consultation.

### **153 Appointments to Outside Organisations**

The Cabinet was requested to make annual appointments to outside organisations in 2015-16 in line with the circulated schedule of nominations.

During the course of the debate, Cabinet members emphasised the need for clear terms of reference and appointment criteria for each of the organisations concerned and for the schedule of appointments to be subject to rigorous review in the forthcoming municipal year. The Leader confirmed that Councillor G Shimbart, in his new role as Chairman of the Council's Representation on Outside Organisations would be putting in place a number of initiatives to ensure that this be taken forward.

*Cabinet (20.5.15)*

RESOLVED that the nominations set out in Appendix A to the report, as amended by the published supplementary information, be approved. All such appointments to remain in effect until the first meeting of the Cabinet in the 2016/17 municipal year.

**154 Appointment of Working Parties and Panels**

The Cabinet was requested to make annual appointments to the following working parties and panels in 2015-16:

(1) Coastal Defence Panel

Councillors: Branson, Cresswell, Guest, Lenaghan, Satchwell and K Smith

(2) Local Plan Panel

Councillors: Buckley, Brown, Guest, Hart, Heard, Keast, Satchwell, Mrs E Shimbart, D Smith and Tarrant.

**The meeting commenced at 2.00 pm and concluded at 2.29 pm**

.....

**Chairman**

**This page is intentionally left blank**

## **HAVANT BOROUGH COUNCIL**

At a meeting of the Development Management Committee held on 28 May 2015

Present

Councillor Buckley (Chairman)

Councillors Brown, Heard, Mrs Shimbart (Vice-Chairman), Satchwell, Tarrant and Guest (Standing Deputy)

### **1 Apologies for Absence**

Apologies for absence were received from Councillor Keast.

### **2 Minutes**

The Minutes of the meeting of the Development Management Committee held on 21 May 2015 were agreed as a correct record and signed by the Chairman.

### **3 Matters Arising**

There were no matters arising.

### **4 Site Viewing Working Party Minutes**

The Minutes of the meeting of the Site Viewing Working Party held on 21 May 2015 were received.

### **5 Declarations of Interest**

There were no declarations of interests.

### **6 Chairman's Report**

The Chairman welcomed the new members of the Committee.

### **7 Matters to be Considered for Site Viewing and Deferment**

There were no matters to be considered for site viewing and deferment.

### **8 Appointment of Site Viewing Working Party**

The Committee considered the appointment of the Site Viewing Working Party for the ensuing year.

RESOLVED that

- (a) that the Site Viewing Working Party be constituted with the following terms of reference:

Title:	Site Viewing Working Party
Membership:	All members of the Development Management Committee
Standing Deputies:	All standing deputies of the Development Management Committee
Chairman:	Chairman of the Development Management Committee
Vice Chairman:	Vice Chairman of the Development Management Committee
Function:	To inspect sites relating to planning applications, and other matters referred to it by the Development Management Committee and officers and to inspect sites as necessary and request additional information if necessary.

- (b) members of the Development management Committee (including Standing Deputies) be appointed to the Working Party referred to in (a) above; and
- (c) members appointed to the Working Party referred to in (a) above continue to be members and constitute that Working Party until the first meeting of the Committee after the annual meeting of the Council subject to the members concerned remaining members of the Council during that time.

## 9 Deputations

The Committee received the following deputations/representations:

- (1) Mr Monk (objector) – APP/15/00228 – 41-49 Frogmore Lane, Waterlooville (Minute 121)
- (2) Mr Tutton (applicant's agent) – APP/15/00228 – 41-49 Frogmore Lane, Waterlooville (Minute 121)
- (3) Councillor Shimbart (ward councillor) – APP/15/00228 – 41 – 49 Frogmore Lane, Waterlooville (Minute 121)
- (4) Councillor Gibb-Gray (ward councillor) – APP/15/00349 and APP/15/00352 – 31 and 33 HollyBank Lane, Emsworth (Minute 123)
- (5) Councillor Mackey (ward councillor) - APP/15/00349 and APP/15/00352 – 31 and 33 HollyBank Lane, Emsworth (Minute 123)

## 10 APP/15/00228 - 41-49 Frogmore Lane, Waterlooville

(The site was viewed by the Site Viewing Working Party)

Proposal: Outline application for the construction of 4No. detached 3 bed chalet style bungalows with approval for access and layout with all other Reserved Matters.

The Committee considered the written report and recommendation of the Executive Head of Planning and Economy to grant permission.

The Committee received supplementary information, circulated prior to the meeting, which included an additional condition which sought to ensure that the foundations of the proposed development would not adversely affect the existing trees in the locality.

The Committee was advised during the meeting that the ecological issue referred to in the report had not yet been resolved.

The Committee was addressed by the following deputees:

- (1) Mr Monk, who objected on behalf of the Yoells Residents' Association and the wider community, to the proposal for the following reasons:
  - (a) the height of the proposed buildings were out of character with the locality and in particular Frogmore Lane; when assessing the impact of the proposal on the locality, the benchmark should be Yoells Crescent and Frogmore Lane and not Willowside;
  - (b) the proposal would give rise to further overlooking of adjoining properties thereby exacerbating the existing problems of overlooking and loss of privacy experienced by occupiers of adjoining properties;
  - (c) a Planning Inspector had dismissed a previous application for development of the application site;
  - (d) the proposal would exacerbate the existing overbearing development at Willowside to the detriment of the amenities and living conditions;
  - (e) the cumulative impact of this development was not sustainable by placing a strain on overstretched school and medical facilities;
  - (f) the Council had sufficient sites identified to meet its housing targets without the development of this site;
  - (g) the proposal would have a detrimental impact on wildlife living on the site

Mr Monk did not complete his presentation within the allotted time.

- (3) Mr Tutton, the applicant's agent supported the submitted report and recommendation for the following reasons:
- (h) the proposal was a sustainable development with easy access to bus services, shops and schools: the NPPF stipulated that there should be presumption in favour of sustainable development;
  - (i) the application site was comprised of underused garden land belonging to properties in Frogmore Lane. This land was therefore surplus to requirements and suitable for development;
  - (j) the proposed ridge height of the detached chalet bungalows would be lower than the ridge height of the properties in Willowside;
  - (k) the proposal met the criteria of Policy CS16 and was not out of character with the locality;
  - (l) the trees felled were of a low quality; no objections were raised by the officers;
  - (m) discussions were being held between the ecological consultations to identify a suitable translocation site for the slow worms

Mr Tutton, with reference to a recent appeal decision, reminded the Committee that if it was minded to refuse this application it should have sufficient reasons to justify such a refusal to avoid paying costs at appeal.

- (2) Councillor Shimbart supported the objections made by Mr Monk and raised the following concerns:
- (n) the proposal incorporating dormer windows would give rise to overlooking to the detriment of the living conditions and amenities of occupiers of the neighbouring properties;
  - (o) the proposal, would lead to pressure to extend the Willowside Development into the other rear gardens in Frogmore Lane to the detriment of existing residents and the character of the area; and
  - (p) this piecemeal development of the area appeared to be way of avoiding the Council's affordable housing requirements.

Councillor Shimbart reminded the Committee that it should not be influenced by threats of costs when making its decision



In response to questions raised by members of the Committee, the officers advised that:

- (1) the outstanding ecological issue related to arrangements for the translocation of existing reptile population on the site;
- (2) This was a relatively modest outline application for approval of access and layout so it was not an overriding requirement to consult with doctors in the area
- (3) the Council's policies did not take into account the cumulative impact of developments in terms of Affordable Housing provision;
- (4) It was not possible to impose a condition to prohibit applications for development of other rear gardens in Frogmore Lane.

The Chairman reminded the Committee that ownership of the land was not a material planning consideration.

The Committee discussed this application in detail together with the motion to grant permission. However, a majority of the Committee considered that the proposal was:

- (A) an undesirable form of backland development which had a an unsatisfactory access and was out of keeping with the character of the locality to the detriment of the amenities of the area and the occupiers of neighbouring property; and
- (B) an over intensive use of the site which would have an adverse effect on the amenities of occupiers of adjoining properties.

The Committee was advised, that if it was minded to refuse the application, it should also refuse on the grounds that the applicant had failed to satisfy the Council that suitable arrangements had been made for the translocation site of the existing reptile population on the site.

With regard to (A) above the Committee was advised that as the Highway Authority had not objected to the proposal it would be difficult to sustain a reason for refusal on the grounds of an inadequate access: also that the existing Willowside development would be likely to be regarded by a Planning Inspector as providing part of the context for the new development..

RESOLVED that Application APP/13/00228 be refused for the following reasons:

- 1 The proposal would result in an undesirable form of backland development out of keeping with the character of the locality and detrimental to the amenities of the area. It is therefore contrary to Policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 2 The proposal would result in backland development which is undesirable because of the unsatisfactory access and because of the adverse effect on the occupiers of neighbouring property. It is therefore contrary to Policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.
- 3 The proposed development would constitute an undesirable over-intensive use of the site which would have an adverse effect on the amenities of occupiers of adjoining properties. It is therefore contrary to Policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.
- 4 Insufficient information has been submitted to satisfy the Council that suitable arrangements had been made for the translocation site of the existing reptile population on the site: the exact wording of this reason to be determined by the Executive Head of Planning and Economy

## 11 Exclusion of Press and Public

RESOLVED that:

- (A) Subject to (B) below the public be excluded from the meeting, after the officer's presentation and deputations, during consideration of the minute headed and numbered as below because:
  - (a) it was 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 those minutes there would be disclosure to them of exempt information of the descriptions specified in paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 shown against the heading in question; and
  - (b) in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute 122      APP/15/00349 & APP/15/00352  
(Paragraphs 3 and 5)
- (B) Councillors Gibb-Gray and Creswell, in their capacity as ward councillors, be permitted to remain in the meeting after the press and public had been excluded.

## 12 APP/15/00349 - 31 Hollybank Lane, Emsworth And APP/15/00352 - 33 Hollybank lane, Emsworth

(The sites were viewed by the Site Viewing Working Party)

APP/15/00349

Proposal: Fell 1No. Oak within A2 of TPO 0088

APP/15/00352

Proposal: Fell 1No. Oak within A2 of TPO 0088

The Committee considered the written reports and recommendations of the Executive Head of Planning and Economy to grant permission for both applications.

The Committee was addressed by the following deputees:

- (1) Councillor Mackey, who objected to the proposals for the following reasons:
  - (a) it appeared that insufficient evidence had been submitted to show that the trees were causing damage to 31 Hollybank Lane; and
  - (b) other steps to resolve this issue should be explored first
- (3) Councillor Gibb-Gray, objected to the proposal for the following reasons:
  - (c) there were no environmental or arboricultural reasons for felling the trees, the subject of the application;
  - (d) the loss of these historic trees would have a detrimental effect on the character and visual amenities of Hollybank Lane;
  - (e) the trees were present when 31 Hollybank Lane was built in the 1950s: the principle of "buyer beware" should be applied to this case;
  - (l) the change in legislation made it far too easy to blame trees for damage to properties; and
  - (m) the Committee should place the health and amenity value of the trees above any potential compensation costs.

Councillor Gibb Gray also:

- (i) expressed disappointment that the press and public were being excluded from the debate and
- (ii) recommended that the Council should adopt a Tree Strategy which would save time and costs when dealing with future applications of this type.

**(in camera)**

The Committee discussed the implications of these applications in detail together with the views raised by the deputees. In the light of the professional advice given during the meeting, the Committee with great reluctance

RESOLVED that:

(A) Application APP/15/00349 be granted consent subject to the following condition:

- 1 The tree felling for which consent is hereby granted shall not commence until a detailed scheme and specification for replacement tree planting on an adjacent part of the site has been submitted to and approved in writing by the Local Planning Authority; such specification shall include details of the species and size of such replacement planting.

**Reason:** To conserve and safeguard the visual amenities of the locality

(B) Application APP/15//00352 be granted consent subject to the following condition:

- 1 The tree felling for which consent is hereby granted shall not commence until a detailed scheme and specification for replacement tree planting on an adjacent part of the site has been submitted to and approved in writing by the Local Planning Authority; such specification shall include details of the species and size of such replacement planting.

**Reason:** To conserve and safeguard the visual amenities of the locality.

**The meeting commenced at 5.00 pm and concluded at 7.18 pm**

.....  
**Chairman**

## **HAVANT BOROUGH COUNCIL**

At a meeting of the Scrutiny Board held on 2 June 2015

Present

Councillor Branson (Chairman)

Councillors Cousins, Heard, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Smith K, Tarrant, Wade and Ponsonby

### **1 Apologies**

There were no apologies for absence.

### **2 Minutes**

RESOLVED that the minutes of the meeting held on 24 February 2015 be agreed as a correct record.

### **3 Matters Arising**

There were no matters arising.

### **4 Declarations of Interests**

There were no declarations of interest.

### **5 Chairman's Report**

The Chairman welcomed members to the first meeting of the Scrutiny Board for 2015/16.

### **6 Review of CCTV**

The Board received a report from the Environmental Services Scrutiny and Policy and Development Panel setting out the Panel's findings in connection with its review of CCTV in the borough.

The Leader of the Council, the Cabinet Lead for Environmental Services and the Service Manager (Neighbourhood Quality) were invited to join the meeting for the debate on this item and answered members' questions in connection with the report.

During consideration of this matter the Board was of the opinion that details of the review were of such nature that the press and public should be excluded from the remainder of the item. It was therefore RESOLVED that:

- (A) Subject to (B) below the public be excluded from the meeting during consideration of the minute headed and numbered as below because:

- (a) it was 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 those minutes there would be disclosure to them of exempt information of the descriptions specified in paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 shown against the heading in question; and
- (b) in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute 9 Review of CCTV  
(Paragraphs 2 and 3)

- (B) All councillors present at the meeting in the public gallery be permitted to remain in the meeting after the press and public had been excluded.

During the meeting the Board considered that Councillor Ponsonby be co-opted on to the Board for this matter to enable her to make a contribution towards the debate.

RESOLVED that Councillor Ponsonby be co-opted on to the Board for this item as a non-voting member.

The Board discussed future CCTV options and the financial implications of maintaining the current system.

In view of the results of the residents survey on CCTV the members considered the possible impact removal of the service would have. It was

RECOMMENDED to Cabinet that the current CCTV system be retained in the budget for 2016/17.

## **7 Appointment of Scrutiny and Policy Development Panels**

The Board received a report inviting it to agree the scrutiny leads and board members, the membership of the five Scrutiny and Policy Development Panels and the Panels terms of reference.

RESOLVED that:

- (1) The scrutiny leads and board members as set out in Appendix B be approved;
- (2) Scrutiny and Policy Development Panels and their terms of reference as set out in Appendix A be approved;
- (3) The Scrutiny Panel membership as set out in Appendix A be approved;  
And

- (4) Councillor Faith Ponsonby be co-opted onto the Scrutiny Board as a non-voting member.

## **8 Delivering Differently - Future Service Delivery of Operational Services**

The Board received a report from the Executive Head (Environmental Services) setting out options for achieving further reductions in service budgets in the context of delivering Operational Services differently in the future.

The Environmental Services Cabinet Lead and the Operational Services Manager were invited to join the meeting for the debate on this item and answered members' questions in connection with the report.

An outline was provided on the significant work that had been done to date, both in delivering major savings within the current service and also in researching alternative models for delivering services going forward. A public consultation had commenced on the various options and was scheduled for completion on 18 June 2015. The consultation would help identify the best option for both the Council and its customers and inform decision making in due course.

Following a detailed discussion the Board agreed that further scrutiny of the proposals was required once the results of the public consultation had been obtained. The Board therefore agreed to hold an Extraordinary Scrutiny Board prior to the next Cabinet meeting.

RESOLVED that an Extraordinary Scrutiny Board be scheduled prior to the next Cabinet meeting.

## **9 Scrutiny Board Work Programme**

The Board was given an opportunity to review progress with regard to the work undertaken by the scrutiny and policy development panels since the last meeting and to identify any additional matters for inclusion in the Board's work programme.

RESOLVED that the progress to date with regard to the Board's work programme be noted and that no additional matters be selected for scrutiny/policy review at the present time.

**The meeting commenced at 6.30 pm and concluded at 8.06 pm**

.....  
**Chairman**

**This page is intentionally left blank**



## **EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL**

At a meeting of the Joint Human Resources Committee held on 3 June 2015

Present

Councillor: K Carter (Chairman)

Councillors: G Blakett (Vice-Chairman), P Buckley, T Hart, N Noble, J Onslow, D Patrick, C Satchwell and G Shimbart

### **1. Apologies for Absence**

Apologies for absence were received from Cllr I Thomas.

### **2. Chairman's Announcements**

There were no chairman's announcements.

### **3. Confirmation of Minutes**

The minutes of the meeting held on 27 March 2015 were agreed and signed as a correct record.

### **4. Organisational Development**

The committee received an introduction to the Organisational Development Programme of Work from Caroline Tickner, Service Manager Human Resources. The introduction covered the key aspects of Behaviour Change, Leadership Skills, Reward and Recognition, Culture Change and Skills Development.

The committee aired some concerns regarding staff retention, particularly in Planning Services. In reply, it was explained that Phase 2 of the Terms and Conditions Review would look at job evaluation and reward. Traditionally promotion to manager level with staff responsibility was the only way to progress, however it was appreciated that this 'hierarchal' structure did not suit everybody and that professional and technical jobs should be recognised and remunerated appropriately.

The committee emphasised the importance of a motivated workforce and welcomed the commitment for the council's to develop staff who wanted to further their career. The introduction of Annual Awards based upon performance, rather than length of service was also supported.

Councillor development was also discussed and the importance of knowing the skills sets of councillors and how they could be used to benefit their council was highlighted.

The committee RESOLVED that it be given training sessions on it's scope in light of the revised Terms of Reference and protocol and conduct at Tribunals.

**5. Appointments to the Appeals Panels**

RESOLVED that Councillors G Blackett, P Buckley, and T Hart be appointed to the Havant Borough Council Appeals Panel; and

Councillors K Carter, N Noble and J Onslow be appointed to the East Hampshire District Council Appeals Panel.

**The meeting commenced at 4.10 pm and concluded at 5.24 pm**

.....  
**Chairman**

## HAVANT BOROUGH COUNCIL

At a meeting of the Licensing Committee held on 17 June 2015

Present

Councillor Smith D (Chairman)

Councillors Bains, Cresswell, Edwards, Francis, Gibb-Gray, Hughes, Kerrin, Pike, Ponsonby, Sceal, Shimbart, Tarrant (Vice-Chairman) and Wade

### **4 Apologies**

Apologies for absence were received from Councillor Pierce Jones.

### **5 Minutes**

RESOLVED that the minutes of the meetings of the Licensing Committee held on 22 April 2015 and 13 May 2015 be approved as a correct record subject to an amendment recording Councillor Pike as having attended the meeting on 13 May 2015.

### **6 Matters Arising**

There were no matters arising.

### **7 Declarations of Interests**

Councillor Wade advised that he was acquainted with the applicant but had not formed any conclusive view on this application.

### **8 Licensing Sub-Committee**

RESOLVED that the minutes of the Licensing Sub-Committee held on 15 April 2015 be approved as a correct record.

### **9 Chairman's Report**

The Chairman welcomed new members to the Committee.

### **10 Variation to a Street Trading Consent**

The Committee was asked to consider a report from the Economic Development Officer concerning an application to vary a street trading consent to allow a mobile catering trailer to be kept on site at Waterlooville precinct overnight, seven days a week. The application had been referred to the Committee at the request of the ward Councillors'.

The Committee received a deputation from Mr Rosenthal in support of his application.

*Licensing Committee (17.6.15)*

The Committee held a detailed discussion over the application during which the following points were raised:

- Whether granting the application would set a precedent allowing other trailers to operate on the precinct. Members were assured that it was officer policy not to allow more than one trailer to operate on site;
- If consent was granted a need for emergency contact details to be visible on the mobile catering unit;
- The effect allowing the trailer to stay on site would have on the local economy;
- The health and safety implications of leaving the trailer on the precinct overnight;
- The Committee considered that permission for a trial period of three months would be appropriate in this case to enable the Council to monitor the implications of this permission;
- The Council to be informed of a nominated person, and their contact details, who could move the trailer in the event the owner was not available; and
- The owner to confirm that the trailers insurance allowed it to be left on the precinct overnight.

RESOLVED that

- (1) Mr J Rosenthal's request to keep his catering trailer on site at Waterlooville precinct overnight seven days a week be granted for a three month trial period with authority being provided to officers to extend this if there were no problems;
- (2) The street trading terms and conditions be varied in this case to allow Mr Rosenthal to leave his van on the site; and
- (3) The following conditions be included on the licence agreement:
  - (a) At the request of Havant Borough Council, Hampshire County Council or any contractor working for the aforementioned, Mr Rosenthal remove his trailer without question given appropriate notice.
  - (b) Havant Borough Council may withdraw the variation should unforeseen difficulties attributed to the permanent overnight presence of the trailer be experienced by the local authorities and Police.

- (c) The Solicitor to the Council be authorised to add any further conditions as deemed appropriate.

**The meeting commenced at 5.00 pm and concluded at 5.54 pm**

**This page is intentionally left blank**

## **HAVANT BOROUGH COUNCIL**

At a meeting of the Scrutiny Board held on 24 June 2015

Present

Councillor Branson (Chairman)

Councillors Cousins, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Smith K, Tarrant, Wade and Pike (Standing Deputy)

### **10 Apologies**

Apologies for the meeting were received from Cllrs Heard and Ponsonby.

### **11 Declarations of Interests**

There were none.

### **12 Chairman's Report**

Cllr Branson reminded the board that if any member wished to join the meeting for debate, they could be invited to join for individual items or the full meetings. Members were also reminded that any member of any panel could act as standing deputies to meetings, so long as political proportionality was maintained.

### **13 Operational Services**

The Environmental Services Scrutiny and Policy Development Panel was invited to address the board and present the findings and provide a verbal update on the work and research completed.

The panel had undertaken a detailed scrutiny on the proposal with Norse and endorsed the proposal to Cabinet.

The Chairman invited Peter Vince (Operational Services Manager), Steve Perkins (Executive Head Environmental Services) and the Cabinet Leads for Marketing and Development and Environmental Services to join the panel and answer questions from the board.

Members raised concerns over:

- Estimated savings
- Pension contributions
- Corporate strategy
- Due diligence costs
- Union involvement

The board were informed that the savings to the Council budget were estimated at 11%, whilst maintaining or improving service levels. These savings fell in line with the Council’s Corporate Strategy and the Environmental services business plan. Officers advised that Unison had been informed of the proposed JVC and felt this was a positive way forward.

The board was assured by officers there would be no reduction in frontline services in entering into a JVC.

The board held a discussion over staffing issues related to location and costs and was advised that the details of the JVC would be outlined during the due-diligence process and it was confirmed that each party would bear their own costs for their due –diligence processes.

RECOMMENDED to Cabinet that:

- (1) The Scrutiny Board endorsed the Recommendations to Cabinet as set out in 3.1 – 3.3 in the report.

**The meeting commenced at 5.00 pm and concluded at 6.08 pm**

.....

**Chairman**



**HAVANT BOROUGH COUNCIL**

At a meeting of the Development Management Committee held on 25 June 2015

Present

Councillor Buckley (Chairman)

Councillors Keast, Mrs Shimbart (Vice-Chairman), Satchwell, Tarrant, Hart (Standing Deputy) and Patrick (Standing Deputy)

**13 Apologies for Absence**

Apologies for absence were received from Councillors Brown and Heard.

**14 Minutes**

RESOLVED that:

- (1) the Minutes of the meeting of the Development Management Committee held on 28 May 2015 were agreed as a correct record and signed by the Chairman; and
- (2) the minutes of the Site Viewing Working Party held on 18 June 2015 were approved as a correct record and signed by the Chairman.

**15 Matters Arising**

There were no matters arising.

**16 Declarations of Interest**

There were no declarations of interests.

**17 Chairman's Report**

The Chairman reported that:

- (a) further to Minute 12/5/2015 the Minister of State for Housing and Planning had, in response to the Council's concerns over the financial and legal implications of applications to fell trees protected by Tree Preservation Orders, advised that the guidance had changed to reflect these concerns. The Chairman advised that it appeared that these changes did apply to appeals to the Land Tribunal and that he would raise this matter with the Minister via George Hollingbery MP;
- (b) the draft parking supplementary planning document would be issued for public consultation from 10 July to 14 August 2015; and

- (c) Heather Lealan, Development Management Officer, was after 11 years service leaving the Council. On behalf of the Council he thanked Heather for her work and support and wished her every success in the future; and
- (d) Shirley Shaw, Team Leader Shared Legal Service, was after 10 years leaving the Council to work for East Devon District Council. On behalf of the Council, he thanked Shirley for her advice and support and wished her every success in the future.

## **18 Matters to be Considered for Site Viewing and Deferment**

There were no matters to be considered for site viewing and deferment.

## **19 Deputations**

The Committee received the following deputations/representations:

- (1) Mr Palmer (objector) – APP/15/00325 – 40 Beach Road, Emsworth (Minute 20)
- (2) Mr Ashe (objector on behalf of Emsworth Residents' Association) – APP/15/00325 – 40 Beach Road, Emsworth (Minute 20)
- (3) Mr Adams (applicant) – APP/15/00325 – 40 Beach Road, Emsworth (Minute 20)
- (4) Councillor Gibb-Gray (ward councillor) – APP/15/00325 – 40 Beach Road, Emsworth (Minute 20)

## **20 APP/15/00325 - 40 Beach Road, Emsworth**

(The site was viewed by the Site Viewing Working Party)

Proposal: Alternations to the roof including increasing the size of the front and rear dormers and construction of two storey rear extension.

The Committee considered the written report and recommendation of the Executive Head of Planning and Economy to grant permission.

The Committee was addressed by the following deputees:

- (1) Mr Palmer, who advised that he was not against development of 40 Beach Road but objected to this proposal for the following reasons:
  - (i) the siting and height of the flank wall of the proposal would reduce the daylight and sunlight to the primary rooms of 38 Beach Road;

- (ii) the computer generated shadow diagrams submitted by the applicant were inaccurate: the applicant had not responded to a request for more modelling;
- (iii) during discussions with the applicant, it was understood by the objectors to the scheme that the applicant had agreed to remove all three dormers: only two dormers had been removed;

Mr Palmer requested the Committee to consider amending the scheme as follows:

- (A) the removal of the central dormer and the installation of openings in the rear of the roof line, such as velux style openings to retain the view of the back garden and at the same time not spoil the enjoyment of a garden view for any owner; and
  - (B) the imposition of a condition requiring the north flank wall to be in a white finish to reflect extra light into 38 Beach Road
- (2) Mr Ashe, on behalf of the Mr and Mrs Palmer, advised that Mr and Mrs Palmer had no objections to increasing the size of 40 Beach Road and were grateful that the applicant had removed two dormers to overcome their concerns. However, Mr and Mrs Palmer were still concerned that the proposed central dormer would significantly reduce light available to them. To overcome this concern, Mr Ashe requested the Committee to require the installation of velux windows instead of the central dormer windows:
- (3) Mr Adams, the applicant supported the application for the following reasons:
- (a) the neighbours had been fully consulted and amendments made to overcome some of these concerns;
  - (b) the concern over the rear central dormer had been referred to a consultant, who found that this dormer would not have a significant impact on light available to 38 Beach Road;
  - (c) Beach Road had an eclectic mix of properties, including houses with dormer windows. Therefore the proposal would not be out of keeping with the street scene or the area;
  - (d) the proposal would not have a detrimental impact on the amenities of neighbouring properties.
- (3) Councillor Gibb-Gray, with reference to the previous deputations, advised that although he initially had concerns over this proposal, he wished to support the revised proposal for the following reasons:

- (e) the removal of two dormer windows had overcome the main concerns about potential overbearing impact;
- (f) the proposal was well designed and would enhance the street scene and character of the area;
- (j) the proposal would make good use of underused land;
- (k) the changes were needed to accommodate the applicant's family;
- (l) the proposal would not lead to a significant loss of light to or privacy of the neighbouring properties; and

Councillor Gibb-Gray also queried the need to require the staircase/landing window to be obscured glazed and fixed shut at all times.

In response to questions raised by members of the Committee, the officers advised that:

- (1) it was recommended that the staircase/landing window be obscure glazed to avoid direct overlooking into 42 Beach Road;
- (2) it was intended that the rendering would be in white: this would be controlled by condition 5;
- (3) the forecourt was sufficient to accommodate 3 parking spaces; and
- (4) the Council would not normally use a condition to control noise arising from construction of the development as this was controlled by Environmental Health: an information would be issued advising the applicant of the practices that the Council would expect the applicant to follow to minimise disturbance to neighbours

The Committee discussed this application in detail together with the views raised by the deputees. Although one member of the Committee expressed concern that the bulk of the proposal would have a detrimental impact on the adjoining property, the majority of the Committee considered that the proposal was acceptable and would have a detrimental impact upon the character of the area or neighbouring properties

With regard to Condition 6, the majority of the Committee considered that although obscured glazing was appropriate to avoid direct overlooking, the occupiers should be able to open the window to a limited extent. It was therefore

RESOLVED that Application APP/15/00325 be granted permission subject to the following conditions together with such amendments as considered appropriate by the Executive Head of Planning and Economy to ensure that:

- (a) Condition 2 reflected the approved plans and documents received and
- (b) Condition 6 was amended to prohibit the construction of the building until details of the method of opening the staircase/landing window is submitted to and approved in writing by the Local Planning Authority

Conditions

- 1 The development hereby permitted shall be begun before the expiration of 3 years from the date on which this planning permission was granted.

Reason: To comply with Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2 The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

Design and Access Statement  
Flood Risk assessment 8th October 2012  
Site and Location Plan 1308/LP  
Car parking Plan 1308/PP  
Elevations as Existing & Proposed 1308 01A  
Floor Plans as Existing & Proposed 1308 02A  
Elevations as Existing & Proposed, sheet 2, 1308 03C  
Email from G Curtis 8th August 2013.

Reason: - To ensure provision of a satisfactory development.

- 3 Construction of the replacement dwelling shall not commence until plans and particulars specifying the finished levels (above ordnance datum) of both the ground floors of the proposed buildings and the surrounding ground levels in relation to existing ground levels have been submitted to and approved by the Local Planning Authority. The development shall thereafter be carried out strictly in accordance with the approved details.

Reason: To safeguard the amenities of the locality and occupiers of neighbouring property and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 4 Construction of the replacement dwelling shall not commence until plans and particulars specifying the alignment, type, height and, where appropriate, construction materials and design of all proposed screen walls, fences, hedges and other means of enclosure have been

submitted to and approved in writing by the Local Planning Authority. Unless agreed otherwise in writing by the Authority, the development hereby permitted shall not be brought into use prior to the completion of the installation of all screening provision as is thus approved by the Authority. At all times thereafter, all of that screening provision shall be retained in a wholly sound and effective condition.

Reason: To safeguard the amenities of the locality and occupiers of neighbouring property and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 5 Construction of the building hereby permitted shall not commence until a specification of the types and colours of all external roofing and external facing materials have been submitted to and approved in writing by the Local Planning Authority. Thereafter only such approved materials and finishes shall be used in carrying out the development.

Reason: In the interests of the amenities of the locality and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 6 The staircase/landing window in the southern elevation of the building hereby approved shall be constructed:-
- (i) to be and remain fixed shut at all times; and
  - (ii) at all times be and remain glazed entirely with obscure glass, the particular type of which glass shall provide a degree of obscuration no less obscure than that which is provided by Pilkington's Texture Glass Obscuration Level 4.

Reason: In the interests of the amenities of the occupiers of nearby properties and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 7 The development shall not be brought into use until a minimum of 3 parking spaces and 2 cycle storage spaces have been provided within the curtilage of the site and thereafter all of those spaces kept available for such purposes.

Reason: In the interests of highway safety and having due regard to policy DM13 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 8 Notwithstanding the provisions of any Town and Country Planning General Permitted Development Order 2015, no extension, building or structure permitted by Part 1, Class A of the Order shall be erected

within the curtilage of the site without the prior written approval of the Local Planning Authority.

Reason: To protect the amenities of nearby residential properties and having due regard to policy CS16 Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 9 Notwithstanding the provisions of any Town and Country Planning General Permitted Development Order, no alteration to the roof of the dwelling hereby approved permitted by Part 1, Class B of the 2015 Order shall be carried out without the prior written approval of the local planning authority.

Reason: To protect the amenities of nearby residential properties and having due regard to policy CS16 Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

**The meeting commenced at 5.00 pm and concluded at 5.55 pm**

.....  
**Chairman**

**This page is intentionally left blank**



## HAVANT BOROUGH COUNCIL

At a meeting of the Governance & Audit Committee held on 1 July 2015

Present

Councillor Smith K (Chairman)

Councillors Mackey, Hart, Perry, Pike and Rees

### **1 Apologies**

Apologies for absence were received from Councillor Pierce Jones.

### **2 Minutes**

RESOLVED that the minutes of the meeting of the Governance and Audit Committee held on 3 March 2015 be approved as a correct record.

### **3 Matters Arising**

The Committee requested an update on the planned training session on the new codes and protocols recently adopted by the Council.

It was confirmed that the Chairman had written a letter to the Leader of East Hampshire District Council expressing support for his recent meeting with Lord Bew to discuss strengthening the standards regime.

### **4 Declarations of Interest**

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

### **5 Chairman's Report**

There were no matters the Chairman wished to report to the Committee.

### **6 External Audit Papers**

The Committee considered four papers presented by Ian Young of Ernst and Young LLP who joined the meeting for the debate on this item and answered members' questions in connection with the papers.

The Audit Progress Report provided the Committee with an overview of the stage reached in the 2014/15 audit and an outline of their plans for the remainder of the year.

The Audit Plan 2014/15 provided a basis for the Committee to review the proposed audit approach and scope for the year. The areas due to be focused on were noted along with an assessment of the financial statement risks and any follow-up issues identified during the interim audit.

The Audit Fee Letter 2015/16 confirmed the audit work and associated fee proposed for the 2015/16 financial year. It was confirmed that the fee had been reduced by 25% following a tendering of contracts in March 2014. The fee had been set by the Audit Commission and agreed with the Executive Head of Governance and Logistics.

The Local Government Sector Briefing report summarised some of the current issues facing the sector. The section on accounting, auditing and governance was highlighted as being particularly relevant to the Committee.

RESOLVED that the papers be noted.

## **7 Internal Audit Report and Opinion 2014-15**

The Committee considered a paper presented by Antony Harvey of the Southern Internal Audit Partnership who joined the meeting for the debate on this item and answered members' questions.

The paper provided the Committee with the Chief Internal Auditor's opinion on the adequacy and effectiveness of the Council's framework of risk management, internal control and governance for the year ending 31 March 2015. The Committee noted the following key points:

- Internal audit was compliant with the Public Sector Internal Audit Standards during 2014/15;
- The revised internal audit plan for 2014/15 had been substantially delivered;
- The Council's framework of governance, risk management and management control was considered to be 'Adequate' and audit testing had demonstrated controls to be working in practice; and
- Where internal audit identified areas where management controls could be improved or where systems and laid down procedures were not fully followed, appropriate corrective actions and a timescale for improvement had been agreed with responsible managers.

RESOLVED that the Chief Internal Auditor's annual report and opinion for 2014/15 be approved.

## **8 Review of the Council's Statement of Arrangements for Managing Risks and Quarterly Update on Corporate Risks from the Executive Board**

The Committee noted a report from the Executive Head for Governance and Logistics providing an update on the highest corporate risks reviewed by the Executive Board, alongside the Health Check, in May. The report also provided an update on progress made following the Committee's request at the last meeting for more detail on the Council's risk register.

RESOLVED that

*Governance & Audit Committee (1.7.15)*

- (1) The Council's arrangements for the management of risk for the year 2015/16 be noted; and
- (2) The most serious corporate risks reviewed by the Joint Executive Board on 26 May 2015 be noted.

**9 Code of Conduct Complaints**

The Committee considered an update on the current situation regarding code of conduct complaints.

RESOLVED that the update be noted.

**The meeting commenced at 5.00 pm and concluded at 5.53 pm**

**This page is intentionally left blank**