

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



**Havant**  
BOROUGH COUNCIL

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

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 9 December 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:

Nick Leach  
Monitoring Officer

1 December 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 Declarations of Interests**

To receive any declarations of interests from Members.

**3 Minutes**

1 - 4

To confirm the minutes of the last meeting held on 14 October 2015.

**4 Matters Arising**

**5 Mayor's Report**

**5 - 6**

**6 Public Questions Under Standing Order 13.4(f)**

To receive questions from, and provide answers to, the public, provided they have been submitted in accordance with the requirements of Standing Order 13.4(f).

**7 Cabinet/Board/Committee Recommendations**

To consider the following recommended minutes from the Cabinet and any of the Boards or Committees (electronic links to committee reports are included).

- (A) Recommendation from the Cabinet meeting held on 18 November 2015 relating to the Council Tax Support Scheme 2016-17 (minute 201/11/2015 refers):

<http://havant.moderngov.co.uk/documents/g9609/Public%20reports%20pack%2018th-Nov-2015%2014.00%20Cabinet.pdf?T=10>

RECOMMENDED to full Council that the following be approved:

- (1) that the 2015/16 Council Tax Support Scheme is retained for 2016/17 but with the following amendments:
  - (i) the Allowances and Premiums used in determining entitlement or working age claims are changed as set out in paragraph 5.3 of the Cabinet report; and
  - (ii) the Non-Dependant deductions used in determining entitlement for working age claims are changed as set out in paragraph 5.4 of the Cabinet report;
- (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) Recommendation from the Licensing Committee held on 16 September 2015 relating to proposed charges for Private Hire Vehicle Operator Licensing (minute 19/09/2015 refers):

<http://havant.moderngov.co.uk/documents/s13444/Charges%20for%20Private%20Hire%20Vehicle%20Operator%20Licensing.pdf>

RECOMMENDED to full Council that, there having been no representations in response to the consultation, the new charges be approved for implementation.

- (C) Recommendation from the Licensing Committee held on 16 September 2015 relating to the charges for Taxi and Private Hire Licensing (minute 20/09/2015 refers):

<http://havant.moderngov.co.uk/documents/s13445/Charges%20for%20Taxi%20and%20Private%20Hire%20Licensing.pdf>

RECOMMENDED to full Council that, there having been no representations received in response to the consultation, the new charges be approved and implemented for the financial year commencing 1 April 2016.

- (D) To consider any recommendations to full Council arising from the meeting of the Governance and Audit Committee held on 2 December 2015.

- |           |   |               |
|-----------|---|---------------|
| <b>8</b>  | <b>Leader's Report</b>  | <b>7 - 8</b>  |
| <b>9</b>  | <b>Cabinet Lead Reports</b>   | <b>9 - 30</b> |
| <b>10</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>11</b> | <b>Questions Under Standing Order 23</b>  |               |
|           | To receive questions from Councillors in accordance with the requirements of Standing Order 23.4(a).  |               |
| <b>12</b> | <b>Urgent Questions Under Standing Order 23</b>   |               |
|           | To receive any urgent questions from Councillors submitted in accordance with the requirements of Standing Order 23.4(b).   |               |
| <b>13</b> | <b>Notices of Motion</b>  |               |
|           | To receive the following Notices of Motion submitted in accordance with Standing Order 14.1:  |               |
|           | <b>(A) Motion proposed by Councillor Leah Turner and seconded Councillor Mike Fairhurst:</b>  |               |
|           | "On the occasion of the 70 <sup>th</sup> anniversary of the end of the Second World War, and subject to listed building consent, this Council agrees to add to the Council's war memorial the |               |

names of those members of the Armed Services from the Borough of Havant who died in the service of this nation from 1945 to 2015.”

(B) **Motion proposed by Councillor Terry Hart and seconded by Councillor Beryl Francis:**

In the light of the; APSE Deconstruction Report, Version 2 received by the Section 151 Officer from UNISON Regional Organiser; that this Council refer the ‘5 Council’s Joint Procurement’ back to the Cabinet for further clarification to Scrutiny and Council on how procedures, consultation, decisions and action by all councils involved in the joint procurement. In particular legality of decisions, transparency and recording lawfully for public access has been made.

That the following key issues be addressed within that clarification:

1. Firstly, key or delegated decisions do not appear to have been taken or recorded lawfully. We understand that a project board has been formed and that this may contain both members and officers. We understand that this board cannot lawfully exercise delegated powers or make collective decisions.
  - i) Confirm on what basis this board was formed and;
  - ii) what decisions this board has taken;
  - iii) Where these decisions are minuted and published and the legal basis for delegation of functions to this board?;
  - iv) Can you also confirm when the key or delegated decisions were recorded and what status in law these have?
2. We understand that an inter-authority agreement has been made by the Council.
  - i) Can you confirm when the Cabinet agreed to this and;
  - ii) Where the decision is minuted?
  - iii) Also what liabilities the Council has committed to?
3. There appears to be a conflict of opinion in relation to the inter authority agreement. It is not clear whether each client would be responsible for delivering its own obligations (as stated within the consultants’ report) or whether at the end of the procurement process the authorities will jointly enter into the contracts with the successful supplier (as stated within the OJEU notice).

Can you clarify this point and confirm whether the authorities will enter into contracts on a purely joint basis or whether they will administer their own elements of the contracts?

4. We understand that some level of consultation took place from 9 February 2015 to 9 March 2015 and a report was published on 23 March 2015. Please can you confirm how and when the Council has administered a public consultation on the proposals?
5. If the consultation period that I have stated within point 4 is correct, the decision to go to tender had already been made in December 2014 and the OJEU notice was then published on 16 March 2015.
  - i) Can you therefore state who considered the results of the consultation and;
  - ii) if they were elected members, when they considered the results?
  - iii) Also what measures to ensure the concerns raised were addressed and;
  - iv) who took the decision to proceed with the formal procurement process?
6. For the purpose of deciding how to fulfil the Best Value duty an authority must consult:
  - a) representatives of persons liable to pay any tax, precept or levy to or in respect of the authority;
  - b) representatives of persons liable to pay non-domestic rates in respect of any area within which the authority carries out functions;
  - c) representatives of persons who use or are likely to use services provided by the authority, and;
  - d) representatives of persons appearing to the authority to have an interest in any area within which the authority carries out functions

Can you confirm how the above duties have been fulfilled?

7. The Public Services (Social Value) Act 2012 requires the authority to consider:
  - a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and
  - b) how, in conducting the process of procurement, it might act with a view to securing that improvement

The above considerations should have occurred before the commencement of procurement. Can you provide evidence that the Council has complied with this?

8. Can you confirm that the Council has met its obligation under the Equalities Act 2010, to 'have due regard' to the duties with regard to people with protected characteristics?
9. We understand that the Risk Assessment produced by Mendip District Council contains the same data as Havant

Borough Council. Please can you confirm which Council produced the Risk Assessment and how it was undertaken?

Review the business case for jointly procuring services and the minutes of project board.

**14 Calendar of Meetings 2016-17 31 - 32**

The Council is requested to approve the draft Calendar of Meetings for 2016-17.

**15 Acceptance of Minutes 33 - 66**

To receive the following minutes of Committees held since the last meeting of the Council:

Governance and Audit Committee – 23 September 2015  
Joint West of Waterlooville Major Development Area Planning Committee – 15 October 2015  
Development Management Committee – 15 October 2015  
Joint Human Resources Committee – 21 October 2015  
Scrutiny Board – 10 November 2015  
Cabinet – 18 November 2015

**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.

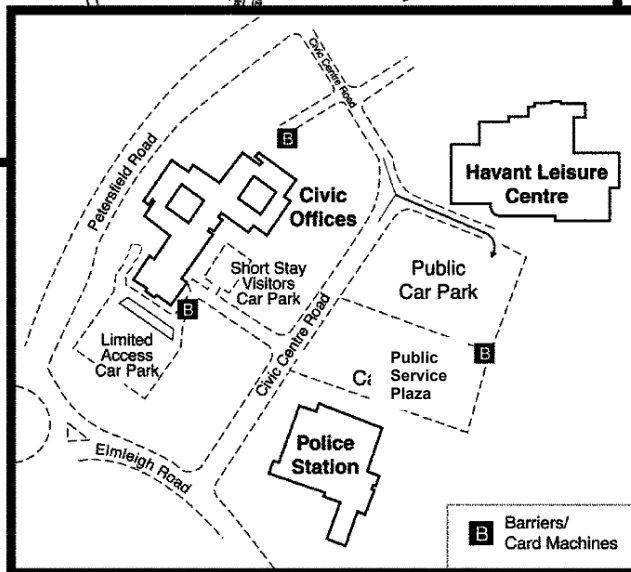
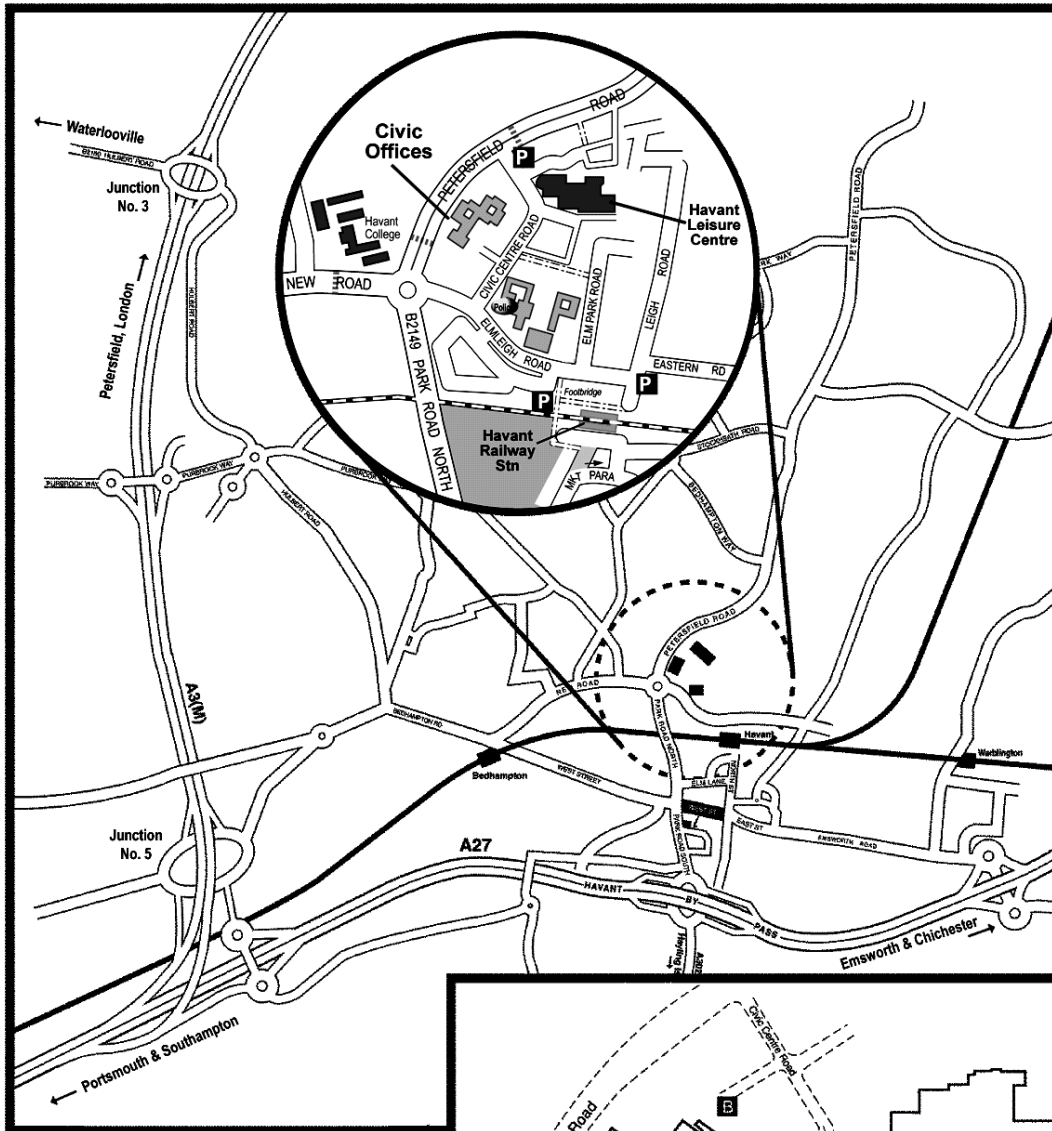
DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

### **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
- 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 14 October 2015

Present

Councillor Turner (Mayor)

Councillors Mrs Blackett, Briggs, Branson, Brown, Buckley, Cheshire, Cousins, Fairhurst, Francis, 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

### **29 Apologies for Absence**

Apologies for absence were received from Councillors Edwards, Gibb-Gray and Weeks.

### **30 Minutes**

The minutes of the meetings of the Council held on 22 July and 2 September 2015 were agreed as a correct record.

### **31 Matters Arising**

There were no matters arising from the minutes.

### **32 Declarations of Interests**

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

### **33 Mayor's Report**

The Mayor's report was circulated with the agenda and the Mayor advised of a minor amendment confirming the date of the Halloween Quiz as 30 October.

### **34 Leader's Report**

The Leader provided an update on the ongoing discussions surrounding the Hampshire and Isle of Wight Devolution proposal, confirming that the Borough Council was fully engaged and its interests represented at all levels of the negotiations.

The Leader also confirmed that, in addition to the existing channels of communication for keeping Councillors informed on matters coming forward for Cabinet consideration, relevant ward Councillors would also be given an opportunity to comment on Cabinet reports with specific ward-related implications.

### **35 Cabinet Lead Reports**

The Mayor invited the Cabinet Leads to provide updates on their reports to Council since publication.

Councillor Briggs reported that the planning application for 40 new beach huts referred to in his report had been withdrawn following a number of objections and comments expressing concern about the proposal. The Mayor took the opportunity to thank Councillor Briggs for this decision.

Councillor Briggs also reported that the business case for the proposed Joint Venture Company for Operational Services was being taken forward with a start date of April 2016.

In Councillor Weeks' absence, Councillor Shimbart provided an update to her report in relation to the delivery of 9 affordable homes on the former Brewmaster site in Hart Plain Avenue by March 2016.

### **36 Cabinet/Board/Committee Recommendations**

- (A) Councillor David Smith presented a recommendation to Council arising from the Licensing Committee meeting held on 16 September 2015, in relation to Charges for Combined Hackney Carriage/Private Hire Driver Licensing (Licensing Committee minute 18/09/2015 refers); Proposed by Councillor David Smith and seconded by Councillor Gerald Shimbart, it was:

RESOLVED that the charges set out in Appendix A to the report to the Licensing Committee be approved.

- (B) Councillor Guest presented a recommendation to Council arising from the Cabinet meeting held on 7 October 2015 in relation to the draft Enforcement Plan. Proposed by Councillor Guest and seconded by Councillor Cheshire, it was:

RESOLVED that the Enforcement Plan be approved and adopted.

- (C) Councillor Wilson presented a recommendation to Council arising from the Cabinet meeting held on 7 October 2015 in relation to the draft Councillor Competency Framework. Proposed by Councillor Wilson and seconded by Councillor Buckley, it was:

RESOLVED that the Councillor Competency Framework be approved and implemented, to ensure that there is a clear understanding of what is expected of Councillors in their role.

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

Questions to the Leader and Cabinet Leads were taken and responses given. In the absence of Councillor Weeks, questions in relation to her report were noted for responses to be circulated after the meeting.

There were no questions for the Committee Chairmen.

### **38 Questions**

In response to Councillor Cousins, Councillor Briggs provided an update on the current scheme for green waste collection and provided details of the income received through textile collections and litter fines.

In response to Councillor Cousins, the Leader confirmed that information on appointments to outside organisations was available to Councillors through the Council's intranet.

### **39 Urgent Questions**

There were no urgent questions.

### **40 Acceptance of Minutes**

The minutes of meetings held since the last meeting of the Council, with the exception of the meeting of the Governance and Audit Committee on 23 September which would be taken to the next meeting of the Council, were received.

### **41 Appointment of Returning Officer and Electoral Registration Officer**

The Mayor had agreed to this matter coming forward as an urgent item in view of the need to make these statutory appointments. Proposed by Councillor Mrs Blackett and seconded by Councillor Gerald Shimbart, it was:

RESOLVED that Mr Nick Leach be appointed as the Council's Returning Officer and Electoral Registration Officer.

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

**This page is intentionally left blank**

# Agenda Item 5

## Mayor's Report for Council 9/12/15

By the time this report is read by my fellow Councillors, Andy and I will have attended in excess of 200 engagements so far in our Mayoral year. Looking at cost and relevance, we have refused a few out of the area with no visible benefit to us as a Borough and some have been completed on our behalf by the Deputy Mayor, Faith Ponsonby. They have been a great pleasure and honour for us to attend, and we hope that our being at their event has added to its success.

As Andy Cousins, my Consort and Partner will be at Council this evening, (we are attending a function after our Christmas drinks with our colleagues), I must publicly thank him for his unfailing support and obvious enjoyment of this year. I will however save his many amusing stories for the end of the year!

We are constantly amazed at the range of invitations that the Mayor's Office receives. We have not however felt able to support other Borough's Charitable fundraising or asked them to support ours, feeling that this was beyond the scope of the modern Mayor's duties.

The three other Harbour Mayors will be attending the Christmas Charity Ball at Lakeside on Tuesday 22/12/15, but as my personal guests, to reciprocate for invitations we have already enjoyed.

Thank you to all those Councillor's who have already booked seats/tables at Lakeside. Still room left! We are expecting a great night.

The Mayor of Havant's Community Chest is proving successful, we have held two charity meetings so far with our friends from the Havant and Hayling Island Lions Clubs. In a change from previous years, as funds are raised, they are then distributed to good causes. We saw no point in holding onto money that is needed now in our Community.

If any member feels a good cause in their ward could benefit in a small way from our help, please ask Anne Thurlow for a form to apply. Our smallest grant has been £100 and the largest, probably a one off, £1,500. The average is more likely to be between £100 and £500.

Any Charity, Community Group or good cause with our Borough can apply.

The Mayor of Havant's Blog continues to be looked at by both new and existing visitors, supplemented by Facebook and Twitter. We hope that our residents enjoy seeing what their Mayor does during the year. Some of the comments that come through as spam, are very interesting though! Good job I'm broad minded.

Next year we already have two important Civic events in the diary.

The annual Holocaust Memorial Service on 27/1/16 will be attended by Walter Kammerling. Walter, born in Austria in 1923 is a Holocaust Survivor. He will be speaking to us of his and his families experiences. This will be a very moving occasion I am sure.

In the Spring , we expect there will be a service at St Faith's War Memorial, where we hope the names of those service people lost in war or conflict since the end of WW2 will be added by way of a new plaque and blessed by Rev Tom Kennar. These names will be of people from throughout the Havant Borough.

**This page is intentionally left blank**



## **Cabinet Lead Reports – Full Council 09<sup>th</sup> December 2015**

### **Councilor Mike Cheshire: Leader's Report**

#### **Corporate Strategy, Finance.**

---

#### **Finance**

The Budget process currently is on track with all Departments looking at their requirements for the next financial year. Once again, Havant BC is adopting a “zero based budgeting” approach, which means that each budget line has been re-evaluated thoroughly, starting from a zero base. The latest stage has been for the Joint Executive Board to consider the current budget position following the initial budget forecast submissions from Service Managers and their teams, and to formulate a strategy for the delivery of a balanced budget for the 2016/17 financial year. It is anticipated that this work will continue throughout December.

The new Civica financial system is now nearly 2 months into its implementation process, with income and payments now being processed through this system. Customer payment via direct debit is currently in ‘phase 2’ of the project. It is expected that this phase of the project will commence early in 2016, however as Havant Borough Council currently use Capita for all income processing it is likely we would need to work in partnership to roll out this functionality.

All services that have been affected by this change have been working with finance to ensure that the migration process runs smoothly. So far, apart from a few days’ worth of minor slippage, the Civica roll out has taken place as per the agreed implementation timetable.”

#### **Corporate Strategy**

I have nothing significant to report other than we are moving in the direction that the agreed Corporate Strategy requires us to.

#### **Combined Authority (CA)**

Members will be aware of the CA communication updates which have been sent to you and are available in the Member’s coffee room. More recently however, the Hampshire and IOW Devolution Prospectus “challenge session” with the Secretary of State highlighted a number of issues that require further work. The two main issues are – Housing numbers within the CA and Governance of the CA. The Hampshire and IOW CA have offered some 80,000 homes to be built by 2024, but explained that this was a very

ambitious and stretching target, and at the very limits of what the market could physically deliver. The Government feels we could offer more, but has not defined what “more” is. This has resulted in the Leaders of the CA forming a Housing Working Group to ascertain what else could be offered up.

On this issue of Governance, the Secretary of State said that our bid was the least ambitious amongst the other 38 proposals that have been received. The concept of a directly elected Mayor was mentioned, but it was accepted that this model of Governance was not really appropriate for County areas. As a result, a Governance Working Group was established to formulate another offering; I am part of this Working Group.

## **Cabinet Lead Reports – Full Council 9<sup>th</sup> December 2015**

### **Councillor Tony Briggs: Cabinet Lead for Environmental Services**

---

#### **Waste & Recycling Strategy & Management**

We commenced delivery of the Christmas collection calendars on Monday 30<sup>th</sup> November for a 2 week period, and these bin hangers will all be delivered by the end of this week. In addition to this, collection details for 2016 have already been included within the latest edition of 'Serving You' following public requests for this information to be published in the Council's magazine which details all next year's refuse and recycling collections.

The number of new build properties within the Borough are increasing and coming online for our collection crews. We are managing to absorb this additional work within the existing workforce using capacity available throughout the teams responsible for undertaking collections.

#### **Proposed Joint Venture Company (JVC)**

The project team are continuing to work on the Business Case. This will be reviewed by Scrutiny early in January 2016, prior to Cabinet and Council considering this important issue on 20<sup>th</sup> January 2016.

A presentation for Council Members and Officers was given by Norse just prior to this meeting where they outlined the 5-Year marketing strategy for the new Joint Venture Company, which more than doubles the turnover within the first 5 years.

The name for the new Joint Venture Company is to be Norse South East.

#### **Vehicle Workshop and Fleet Management,**

A review of the vehicle fleet has been carried in the last 6 weeks. Working with line managers this has resulted in identifying vehicles that are now surplus to requirement.

Surplus vehicles and equipment have been removed from the fleet and sent to auction, and this will have no impact on service delivery.

The workshop have commenced the winter maintenance and servicing of all open space and verge grass cutting equipment. This will be completed in good time ahead of 2016/17 season

### **Open Spaces (including Recreation and Cemeteries)**

Due to an extended period of warm weather we have continued to undertake grass cutting at strategic locations within the Borough i.e. busy thoroughfares, Roundabouts and the Petersfield Road central reservations etc.

The testing of memorials within the council cemeteries is an ongoing process, however it had been identified that some of the very old memorials were loose and as such the team have been focussing their attention on the older memorials. If deemed necessary follow action is taken to secure or make safe the memorial.

### **Street Care and Beachlands.**

We have had another successful season undertaking leaf clearance, utilising our resources to attend to the hot spots identified within the Borough. By adopting the strategy of using front line personnel in conjunction with our large and small mechanical sweepers, we have within a very short period of time dealt with the challenge.

Work is underway to improve the way that services are delivered on the beach by incorporating the teams based at Beachlands with those at the depot, still maintaining an on-site service. This work includes litter picking, litter bin emptying, beach hut maintenance and public toilet cleaning. There will be a continued team presence of these services at Beachlands seven days per week.

## **Cabinet Lead Reports – 9 December 2015**

### **Councillor Mike Fairhurst - Cabinet Lead for Marketing and Development**

---

#### **Customer Insight**

##### **Face to face services:**

A review of the Plaza atrium space has been carried out to ensure access to our services is as easy as possible. As a result we now have new signage showing all the services at the Plaza rather than just those of HBC (Havant Borough Council).

The review also showed that the leaflet racks were not being fully filled by our partners, and what is there is often poor quality. So the free standing racks have gone and there are more wall mounted leaflet holders.

##### **Communications**

On Wednesday 18<sup>th</sup> November the Council took part in #OurDay on twitter, which is a yearly tweetathon (if anybody doesn't understand this piece of jargon please feel free to ask) for local government to show what it does in a typical day, <http://www.local.gov.uk/our-day>. Our tweets included:

- #OurDay Preparing several sports pitches, including one for a rugby game at Hooks Lane.
- A few vehicles serviced in our workshop 3 taxis for safety plate tests, 2 refuse vehicles, street sweeping truck, 4 big lawn mowers #OurDay
- An autumnal day in one of our cemeteries #OurDay

#### **Change and Transforming Services - Service Futures**

Service Futures continues to be our way to organise and report on the key projects which will delivery the Council's Corporate Strategy. The most significant areas of work from August to November have been:

- the development of Personalisation,
- the Norse Joint Venture Company and other projects in Operational Services,
- the 5 Councils procurement, and
- a project to transform ways of working in the Planning Service.

**This page is intentionally left blank**

## **Cabinet Lead Reports – Full Council 9 December 2015**

### **Councillor David Guest: Cabinet Lead for Economy and Planning**

---

#### **Planning & Housing Development**

##### **Major Developments – Progress Update**

###### **Market Parade, Havant**

The outline application for 130 flats and ground commercial uses in a tower block is progressing and will be considered relative to proposals in the emerging Local Development Order (LDO). As this proposal would mark a significant change to Havant Town Centre it is likely to be brought to DMC for decision.

Initial ideas emerging from the LDO work is to create frontage to Havant Park, changing the focus of the Market Parade area and making better use of the very attractive town park. Public consultation on the LDO is programmed for February.

Havant Railway footbridge roof is currently being repaired and as a short term improvement. Hampshire County Council has commissioned a study into options for the full replacement of the bridge and an Expression of Interest has been submitted to the Solent Local Enterprise Partnership Growth Fund for future financing of the bridge.

###### **Dunsbury Hill Business Gateway**

Infrastructure works adjacent to the A3M are progressing at pace as is the associated ASDA roundabout works. Reserve Matters application for Fat Face's new 18,037 SqM (194,000sqft) facility is progressing well. Securing the expansion of a major employer in the borough at this strategic site will be a boost to the long term prosperity of the area. The facility is scheduled for completion in August 2017 and will bring 100 new jobs. Portsmouth CC is also in discussion with other potential occupiers.

###### **Waterlooville Town Centre**

The continuing success of the Wellington Retail Park is impacting on the High Street town centre with challenges of getting the footfall between the two areas and the Dukes Walk retail area and the new homes in the MDA. Section 106 monies (£1.19m) are due to be paid by the MDA developers for works to integrate the MDA with the town centre after the completion of the 1550<sup>th</sup> dwelling. Whilst this work is likely to be some years away, it is important to engage with all the interested parties as soon as possible in order to make the necessary improvements. A Council funded master plan is being considered as a way to drive the changes that will be needed.

## **Commercial Developments**

Retail development on Solent Road is progressing with Next due to open in April and M&S in May. An Expression of Interest has been submitted to the Solent LEP for Local Growth Fund money for new highway infrastructure to support business development at Brockhampton West on Harts Farm Way. Hampshire CC is undertaking another study to try and find solutions to the congestion in the Southmoor Lane - Harts Farm Way area.

## **Housebuilding**

Members will all be able to see new housing being developed throughout the borough giving a clear indication of developer and home buyers confidence in the area. Current major applications at Station Road, Hayling Island for 75 homes and employment units and 43 homes at Meadowlands in Hart Plain are progressing well.

Developers are reporting issues with skilled labour, with demand exceeding supply. As the need to deliver more and more homes continues to be a national and local priority the need for more labour will be an issue and the Council's focus on apprentices, training and skills plans and work with local colleges will be beneficial.

## **Planning Policy and Urban Design**

### **Partnership for Urban South Hampshire – Spatial Strategy Update**

The evidence base work being undertaken by consultants (GL Hearn) indicates that there will be a need for more housing to be identified up to 2036. The updated Spatial Strategy that would set out indicative housing targets for the PUSH area is now programmed for consultation in June 2016. This is a delayed timescale. Whilst it would have been better for Havant to progress its Local Plan update alongside the PUSH strategy we will nevertheless need to press ahead otherwise speculative applications become more likely and the Council's ability to plan those decreases without an up to date Local Plan. Again I would encourage councillors to become involved in the Local Plan review as this will have a major impact on us all.

## **Prosperity Havant**

The Prosperity Havant agenda is gaining momentum with Havant being represented at the MIPIM UK property investment exhibition in October as part a Solent-wide partnership. This highly successful national event generated hundreds of investment leads which we are currently in process of following up.

A key partner in the Prosperity Havant work is Portsmouth CC and our relationship with the city council is developing positively with regular meetings being set up with my opposite number there to discuss mutually beneficial opportunities.



## **Skills**

I am monitoring the Prosperity Havant agenda as its success will generate infrastructure demands and demands for a skilled workforce. As we are seeing in the building trades, an available workforce is critical to success. Whilst the Borough Council is not directly involved in education and training we need to use our influence to support those bodies that do so that our workforce is adaptable to the future needs of the economy. This will be fundamental to Prosperity Havant alongside the availability of great development investments.

## **LEP engagement**

The council continues to work to raise the profile of the areas key investment opportunities with Solent Local Enterprise Partnership. Initial expressions of interest have been submitted for funding from the next round of the Local Growth Fund for enabling infrastructure to support delivery of Brockhampton West and for Havant footbridge. If shortlisted, we will be invited to submit full business cases for each project in the New Year.

## **Planning Training for Councillors**

Councillor training on urban design principles was provided by officers from Eastleigh BC on 17th November. A simple urban design checklist is being produced to help raise design and quality in development proposals. It is intended to create an online training facility alongside this for councillors and officers. This will complement the 'How Planning Works' and 'Planning Decisions and Probity' courses which have recently been created.

An online training programme, including the conditions training, is currently being developed for DMC members and other Councillors interested in planning or who would want to be trained for DMC.

## **Coastal Management & Climate Change**

### Beach Management Activities 2015

This autumn, the East Solent Coastal Partnership (ESCP) successfully supervised a beach management operation, placing c. 6,273m<sup>3</sup> of beach material on to the Eastoke Frontage. Beach materials were dredged from the approach channel to Chichester Harbour and recycled back to the Eastoke Frontage. This operation not only increased the depth of the approach channel, managing the navigational risk to Local Mariners, it also increased the volume of material on the beach, maintaining the standard of protection, creating a double benefit to the local Mariners and Residents of Eastoke. This project was delivered by ESCP working closely with the Chichester Harbour Conservancy. This is a great example of a win-win project, with 100% of the cost, including ESCP officer time, being recovered via EA flood defence grant in aid providing multiple benefits. We will continue to monitor the beach

profile during the winter months, specifically in the lead up to and post stormy conditions.

We are in the process of updating our Beach Management Plan Environmental Impact Assessment for the next phase of our beach management programme. We are continuing to engage with the Hayling Island Golf Club with regard to integrating them into the plan, mitigating the risk of erosion in front of their eastern frontage whilst using the shingle accretion at Gunner Point as a source for recycling (another win-win situation).

The EA Grant funding allocation this year is a total £288k, and with an internal carry over of £24.3k from the 2014/15 grant fund, giving a total budget of £312.3k for 2015/16 to continue to provide flood risk management to the residents of Eastoke.

### **Timber Maintenance Repairs, South Hayling Frontage (Timber Groynes & Coast Guard Sloping Timber Revetment)**

The ESCP successfully appointed J T Mackley who have been onsite since 2<sup>nd</sup> November 2015 and are due to complete onsite on 27<sup>th</sup> November 2015. The works were appointed through our Minor Work Framework for repairs to the timber groyne structures along the Eastoke Frontage. Works have also been carried out on the Coast Guard Revetment, repairing damage from recent stormy weathers and to steps over the timber splash wall at Eastoke Corner Carpark. The works have included repairing and replacing missing groynes planks and piles and also repairing the planking on the revetment. This is to ensure these structures remain effective at managing the natural movement of beach material. All of the above structures, specifically the West Beach Revetment, Coast Guard Revetment and Timber Splash wall are showing signs of deterioration. ESCP will continue regular monitoring to inform the recommendation for maintenance for these structures.

### **Eastoke Flood Boards**

During storm periods waves can overtop the beach crest at Eastoke and seawater can reach the promenade. During larger storm events the water levels can fill the promenade and lead to flood risk to properties if not properly managed. To manage this risk a series of Storm boards are installed each winter season to minimise flooding in storm events.

Flood boards at 9 locations between Eastoke Corner Car Park and the Bosmere Road Beach Access have been deployed. Beach levels and wave overtopping levels will continue to be monitored over the winter storm period by our Coastal Incident Officers to manage flood risk. These boards are due to come out in Spring 2016.

## **Solent Bird Movement and Coastal Network Studies**

The Solent Bird Studies is a collaborative project arising from a need to understand how birds may be affected by future coastal defence work across the Solent. The project has two main parts. Part 1 is the roost network study which aims to understand the importance of the network of high tide roost sites and inland feeding areas within the Solent. Part 2 is the bird movement study which seeks to identify sites in the Solent of importance for feeding and roosting, and the links between these sites. Both studies will help guide decision makers on whether the loss or change of use of any one area would negatively affect the network of sites.

To-date the project has gone from strength to strength. The project has released an innovative smartphone app and website which embraces Citizen Science and allows the public and experts alike to submit sightings of protected species around the Solent. This along with analysis of existing data will guide the project. The approach is supported by an expert panel who are steering the project team. In just two months, more than 2,300 bird records have been submitted by over 100 app users, capturing 50 different species. The project team are also undertaking detailed site surveys of key areas identified in the Shoreline Management Plan. The project has received a lot of support in the media with local environmentalist Chris Packham supporting the project on social media and an interview about the project on BBC Radio Solent. The project has also featured in magazines and local newspapers.

Completion of the project is scheduled for April 2017 with the outputs of interest to the Environment Agency, Natural England and local authorities across the Solent. Another example of how the ESCP is leading the way in working with the environment while protecting our communities from flooding and erosion.

## **Building Control**

### **North Street Wall, Emsworth**

Efforts by the Council to design a suitable replacement for the dangerous retaining wall on North Street, secure planning consent and then procure works to build a new wall, resulted in tenders received in the region of £97,000.

Discussions with the highway authority regarding contributory funding for replacement of the wall have not been met favourably and therefore, at Cabinet briefing, it was decided that this option was not possible.

It was agreed that the Council is prepared to facilitate removal of the existing wall and build a new wall provided that the costs of this work and future

contingent liabilities are met and adopted by the adjacent householders whose land is offered support by the wall.

The Council has written to the householders to request that they seek agreement with their neighbours to elect legal representation to enable discussions to continue towards early resolution of the matter with the Council. In the meantime the wall remains in position and the footpath fenced off to ensure that should it collapse, no pedestrians are injured.

## **Economic Development and Business Support,**

### **Digital business skills programme**

This training programme that is designed to assist businesses in areas including e-commerce, social media and digital marketing was very well received by the 15 businesses attending;

*'I just wanted to let you know how amazing it was for Havant Borough Council to fund the marketing workshops I have been attending. I have learnt so much that I can put into action immediately and I have absolutely no doubt that the knowledge that has been shared over the past three weeks will have a positive impact on my business.'*

*'Please thank everyone involved in making the workshops happen. Several people have asked me whether HBC will run them again and if so how they could take part. I hope for the sake of other small businesses that HBC can find the money for future workshops - they were so worthwhile. Many thanks again' - Phoebe @ Mill Pond Cakes.*

### **Business start up programme**

Our business start up programme which provides £1000 grants and business planning advice is progressing well. Twenty four businesses have attended business planning workshops at South Downs College with nine business plans submitted to date and five approved to receive the £1000 grant.

### **Shop front improvement scheme**

HBC continues to encourage local property owners in our town centres to improve the visual appearance of their shop fronts. The scheme is progressing well with a positive response rate of approx. 65%. The scheme has made a considerable difference to some prominent buildings in the town centres.

### **Small Business Saturday**

On Saturday 5<sup>th</sup> December, all council car parks will have FREE parking for up to 3 hours to support this event to promote small business and the benefits

of shopping locally. Posters have been produced and distributed to independent shops to display in their window. Two press adverts placed in two Portsmouth News Christmas supplements will be issued in November.

### **Business breakfast**

On 30th October, a Business Breakfast was hosted by HBC and attended by Alan Mak as keynote speaker. Alan gave his full support for the Prosperity Havant agenda and underlined the importance of skills, employability and apprenticeships. The event was very well received with further contributions from developer's investors and a local business P and I Generators who are expanding into new premises in the borough.

### **Tourism and Special Events.**

#### **National Watersports Festival**

The National Watersports Festival took place at Hayling Island over the weekend of the 4th– 6th September. Attendance over the weekend was approximately 6000 visitors and competitors. HBC ran taster sessions in several water sport disciplines, 120 local residents were able to take advantage of this opportunity. Businesses on the island confirmed they had a successful weekend.

#### **Virgin Kite Surf Armada**

The Virgin Kite Surf Armada was held on the weekend of 16th–18th October and saw approximately 3000 visitors over the weekend enjoy the exhibitors, clinics and talks from some of the countries elite kite surfers. While the weather conditions prevented the world record attempt, the event was very successful and further underlines Hayling as a national watersports destination.

#### **National Great British Food Fortnight Awards**

Emsworth came second at these awards this year (they won last year) which was a fantastic result for a small town competing against larger towns and cities from across the country.

**This page is intentionally left blank**

## Cabinet Lead Reports – Council December 9<sup>th</sup> 2015

### Councillor Yvonne Weeks: Cabinet Lead for Communities

---

#### Housing Enabling,

Affordable Housing Development Update

Development so far this financial year:

	Affordable Rent	Shared Ownership	Help to Buy	<i>Totals</i>
Q1(Apr-June)	20	20	39	<i>79</i>
Q2(July-Sept)	21	4	9	<i>34</i>
<i>Totals</i>	<i>41</i>	<i>24</i>	<i>48</i>	<i>113</i>

#### **Target for 2015/2016 200 units**

Q3 (end of December 2015) anticipated:

16 Affordable Rent

7 Shared Ownership

#### **Q4 (end March 2016) anticipated:**

50 Affordable Rent

19 Shared Ownership

These additional completions will give a 2015/2016 total of **205**.

Help to Buy completions data from the DCLG for Q2 will not be available until mid December 2015. Due to these figures being released almost 3 months after the periods to which they refer revisions to future quarterly figures are unavoidable.

#### **Developments recently completed:**

- Scratchface Lane (Guinness Partnership)
- Wellington Park Phases 3&4 (Radian)
- Cooper Grange (Guinness Partnership)

#### **Developments currently under construction:**

- **Pipits Mews, Barncroft Way, Havant.**  
5 Affordable Rent units and 5 Shared Ownership units constructed by Bellway for Aster Communities. Final completion before March 2016.
- **Halyards, Goldring Close, Hayling Island**  
25 Affordable Rent units, 14 Shared Ownership units constructed by Bellway for Aster Communities. Final completions February 2017.
- **325 Milton Road, Cowplain**  
25 Affordable Rent units, constructed by Foreman Homes for Stonewater HA. Final completion anticipated February 2016.
- **One Eight Zero, Bedhampton**  
7 Affordable Rent units and 7 Shared Ownership units constructed by David Wilson Homes for First Wessex HA. Final completions anticipated before March 2016.

- **Ranelagh Road Phase 2, Havant**  
12 Affordable Rent units and 12 Shared Ownership units constructed by Foreman Homes for Radian HA. Final completions expected throughout 2016.
- **St. Andrews House, West Street, Havant**  
8 Affordable Rent units and 16 Rent to Buy units (a first for HBC) constructed by Balfour Beatty for Radian HA. Completions expected throughout 2016.
- **Berewood Phase 2**  
98 Affordable units split equally between Social Rent, Affordable Rent, Grainger Lets and Shared Ownership, constructed by Redrow Homes for Grainger Trust. Final completions expected to 2017.

## **Pipeline developments:**

- Wellington Park Phase 5, Waterlooville- 41 affordable units. Permitted.
- Station Road, Hayling Island. Full application submitted.
- 9-11 St Georges Walk, Waterlooville, 14 affordable units. Permitted
- Former Wessex site, New Lane, Havant, 39 affordable units. Pre-application stage.
- Land North of Barton Road. Permitted.
- Land South of Bartons Road. Pre-application stage
- Oak Park Wellbeing Campus. Full application submitted.
- Padnell Grange. Pre-application stage.
- Woodcroft Farm. Permitted

## **B&B Accommodation**

We currently have 9 in B&B (four are singles 3 male and one female) The rest are families but this changes weekly. We are looking for alternatives for them but struggling with the vacancies in the private sector.

## **Community Development**

### **Community**

The Hayling Island Community Centre Association have completed Stage 3 of the Big Lottery application for 'The Hub' project and are hopeful that final monies will be awarded in December 2015. This grant will cover the majority of the costs for the new extension. The total cost of this project is £590,946, £499,946 being Lottery funding. The centre has raised a further £60,000 and £31,000 has been awarded through a development grant.

The Central Havant Network will now be chaired by Councillor Pike with support from the Community Team to co-ordinate meetings. Attendees felt they were a valuable opportunity to develop close relationships with local partners, services and community groups working in the Havant area.

The HBC Waterlooville Community Development Facebook page has over 3,000 followers and has proved to be a very effective way of communicating information to residents ([www.facebook.com/communitywaterlooville](http://www.facebook.com/communitywaterlooville)). The community Twitter account has been adapted to cover the whole of Havant borough. ([www.twitter.com/communityHBC](http://www.twitter.com/communityHBC))

The Community Development Network continues to meet quarterly, members who work in a community focused role use this network to improve communication, share resources, reduce duplication and offer 'added value' to projects and services.



The Leigh Park Network meetings continue to be a useful way for local agencies to network, with 37 attendees at the November meeting.

The 'Leigh Park What's On' Facebook page run by the Community Team is another useful way to disseminate information locally

Extensive research into a Youth Mayor Scheme took place over recent months. It was evident that similar schemes have a support network in place to maintain this type of initiative. Havant Borough Council no longer employs a Youth Officer or co-ordinates a Youth Council, and without this resource are unable to adopt the scheme. HBC will continue to build upon the links with the Sea Cadets promoting the positive role they play in the community

Havant Youth Conference 2016 will take place on 4th March 2016 at the Plaza. The event will focus on 'life skills' and include topics such as budgeting, internet safety, substance misuse, healthy lifestyles and democracy for pupils in school years nine and ten (ages 14 & 15). There will be inspirational guest speakers as well as a Councillor question and answer session. Last year's event was a huge success, with over eighty pupils from all senior schools across the borough attending.

### **Events**

The Electric Blanket Testing event was held in October in partnership with Hampshire Fire and Rescue Service at Havant Fire Station. 60 blankets were tested in total and residents were informed about other relevant services to access.

The Waterlooville Community Forum Events Team organised a Christmas event and light switch on in the Town Centre on Saturday 22nd November which was a great success..

The Christmas Grotto will be held at Waterlooville Library opens on 12th December – 24th December.

Monthly bandstand performances continue to take place in the Town Centre and are proving to be popular with local shoppers. The group continue to work and develop relationships with local businesses, with the aim of building a sense of community and increasing footfall to the area.

Thursday 26<sup>th</sup> November, saw The Lantern Procession, switch on of Christmas trees lights and grotto opening in Leigh Park shopping centre which was very well received by residents and traders alike.

HBC have recently recruited a Community Officer (Events) post who will coordinate the community events administration process as well as HBC run events. The post holder will start in mid December.

### **Health and Wellbeing**

The Public Health funded project, previously titled TARGET, is now titled 'Make a Change'. All marketing materials has been designed to reflect this campaign to increase participation in sustainable activity, still targeted at Lone Parents and Older People.

There will be a Make a Change Partner / Provider Event on November 26<sup>th</sup> to inform about the project and ask for buy in from attendees. With 25 partners attending,

The Ping Pong sessions have been a great success at Springwood Community Centre with numbers continuing to increase." A Better Balance for Life Workshop" was recently held at Cowplain Borrow Centre. 15 attended and as a result a class has now been set up at Springwood Community Centre alongside the Ping Pong and will start in late November 2015.

The British Cycling programme Breeze has taken off in the Havant area, with a monthly ride planned in.

Rounder's for women in Leigh Park has started and over the winter sessions will be hosted at Park Community School. Healthy Eating and Nutrition workshops are to be set up in partnership with Hampshire Fire & Rescue Service in both Havant and Waterlooville.

The Couch to 5K beginners running programme has finished for 2015, with over 200 participants taking part this year. Seven courses are planned for 2016 and participants can also access a regular running session in Emsworth formed out of the scheme.

### **Leisure Infrastructure**

Our Leisure Officer continues to develop the sport and leisure facility improvement project at Front Lawn recreation Ground, Leigh Park. The planning application has now been submitted with a target date for decision in January. A funding application for £265,000 has been submitted to Sport England to help achieve the shortfall in funding for the project. This funding process is on going and a decision will be due in April 2016. Our Leisure Officer continues to work with colleagues in procurement to develop a structure for the operation and management of the site.

Our Leisure Officer has been working with Havant Junior Squash Club to identify suitable facilities for the continuation of their operation following their move from Havant Rugby Club.

An initial trial agreement is now in place at Havant Leisure Centre to develop squash in Havant and grow the junior offer.

Havant Borough Council has recently recruited a Community Officer (Leisure & Sport). This role will support the work of the Senior Leisure Officer, to improve existing and develop new sport and leisure facilities and to work with partners to improve access to sport & leisure opportunities across the borough.

### **Art and Culture**

The Hayling Billy Heritage Project has been selected as one of the Heritage Lottery funded projects forming part of a showcase for local MP Alan Mak. Officers from the Heritage Lottery Fund, alongside members of the Partnership, will be spending time with the MP and meeting with volunteers who have been involved.

So far the project team have successfully carried out resurfacing to a section of the Billy Line, the restoration of the last remaining signal, established a volunteer conservation group and completed an oral history project. Interpretation boards and leisure trail are currently being designed along with an education pack to support the new website. A celebration of the project will be held in the Spring 2016

The West of Waterlooville Art Advisory Panel are working with Future City and Wayward, a London-based collective of art, landscape and architecture professionals on an exciting public art commission which will form the gateway to the new Berewood Development in Waterlooville. Funded by planning contributions from developer Grainger PLC, the programme will feature a living sculpture made of steel and growing oak trees and will form a centrepiece of the Berewood development. Wayward will work in close collaboration with local residents, schools, arts and heritage organisations and amenity groups, with a view to completing installation by the end of 2016.

Wayward's proposal, 'Grow, Grow, Grow Your Boat', is an adventurous project that explores the maritime history of the ancient woodland of the Forest of Bere that surrounds the development. The proposal draws from the integral role of the forest's oak trees in shipbuilding from the 16th to 18th centuries and ties this history to forest schools, natural play, living architecture and sustainable water systems. Place-making and public art agency Futurecity are curating and managing the project on behalf of the West of Waterlooville Arts Advisory Panel, which includes elected district and parish councillors as well as technical officers from each Council.

The Spring Arts & Heritage Centre In 2014/15 151,800 visitors come to their building – an increase of 16% on the previous year. In that year they ran events and projects in 11 of Havant Borough's 14 wards.

Their focus continues to be on presenting high quality cultural events both in the building and across the Borough. In addition to their regular programme of live events, workshops and exhibitions they have run and managed projects including:

### **Dr Longitude's Marvellous Imaginary Menagerie**

In the summer The Spring managed four free outdoor performances of Dr Longitude's Marvellous Imaginary Menagerie. These took place in Hayling Park and at Staunton Country Park. Over two days over 1000 people saw the shows and took part in the accompanying free activities, which included circus skills workshops and face painting. At each event there was a really positive festival atmosphere and we were delighted to see some local Councillors, the police and other partners come along.

This project was funded by Arts Council, England and the Foyle Foundation.

### **Pop Up Flashback Library Tour**

In November the Spring toured a professional theatre show about reading and poetry to Waterloo Library, Hayling Island Library, Leigh Park Library and Emsworth Community Centre. Included in this tour was a special performance at Hayling Island Library for Mengham Infant School. Over the week of the tour over 120 people saw the show.

This project was funded by Arts Council, England and the Foyle Foundation.

### **Partnership with Park Community School**

The Spring are working in partnership with Park Community School and have now held two near sell-out events in their new theatre space. They are planning further work with them in the next year as this is a great way of helping them develop the use of their space and gives The Spring a chance to reach more audiences.

### **E-safety Project**

The Spring have just received some funding to run a project that uses drama and film to educate children about the importance of e-safety. As part of the Local Children's Partnership for our area they know that this is a big concern to teachers and that there have been some really concerning issues around e-safety within the Borough.

The project will take place with children in the summer term and has been funded by the Police Crime Commissioner.

### **Other work with Schools**

Since September 2015 they have

- Started a new music and drama project with Horndean Technology College. They are running workshops in the schools which will lead to 15 young people achieving their Arts Awards and performing at The Spring before the start of a professional theatre production
- Organised a free poetry and performance workshop at Park Community School

In Spring 2016 we will be

- Working with Park Community School, Purbrook Park School and St Peter's Primary on a transition project that sees children in years 6 & 7 create street theatre performances inspired by Shakespeare
- Offering two free workshops to schools (one drama and citizenship and the one dance)
- Presenting two performances for primary schools

From January to April 2016 The Spring will be trailing a new scheme that will see them provide free transport to some of their events. They want to encourage older and isolated people to come to their venue, so will be arranging free taxi collections from local libraries for 8 events. They are currently recruiting volunteers to travel in the taxis with the audience members.

### **Family Festival 201**

Following on from their successful Family Festival in 2015 they are planning another one for February 2016. They will hold free events in two Borough locations (they hope these will be Wecock Farm and Bedhampton, but this will depend on funding) and will distribute free craft packs for families to undertake at home. Everyone who comes to the free events or who takes a craft pack will receive a discount for a professional theatre performance at The Spring.

The theme of the festival is 'My Pet Monster and Me' and throughout half term they will use this theme for an interactive family trail throughout the museum. As part of this they have arranged for the Hayling Swamp Cat to join their museum collection permanently.

### **Making Space**

Making Space - Outreach & Special Projects to date have involved 706 people in 69 events and workshops and worked with 54 makers and artists and created 10 volunteering opportunities.

Make your Mark – with vulnerable and at risk young people is nearing its end now, The group held its last creative session with an end of project exhibition which contributed to their Explore Arts Award. These young people are from varied backgrounds and all have had the opportunity to progress their creative skills. The sessions has raised the young people confidence levels and new friendships have been gained.

Reach Out programme for young people with additional educational needs

Reach Out has been progressing very well The Summer School Sessions were all fully booked.

Two more workshops during half term, both workshops were lead by Making Space tenants.

The young people had a go at gilding and creating a 3D painted canvas both tenant and participants enjoyed their selves immensely.

Another session has been booked for December 12<sup>th</sup>.

Studio Vacancy - One artist has vacated her studio and Making Space has 4 applications for the studio space.

Cllr Yvonne Weeks

## **Cabinet Lead Reports – Full Council 9 December 2015**

### **Councillor Michael Wilson: Cabinet Lead for Governance, Logistics and HR**

---

#### **Legal Services**

The Legal Services business case was initially brought before Cabinet to consider the implications for setting up a wholly owned Local Authority company to deliver legal services in the first instance. Cabinet agreed, in principle, to support the business case to allow further work to be undertaken to assess the feasibility of providing legal services to external clients.

The expectation was that legal services would be offered to other public sector clients, quasi public sector bodies such as further education colleges, and small and medium sized businesses. The possibility to incorporate other back office services was also considered. Cabinet agreed to invest £125,000 based on anticipated expenditure and projected revenue which would lead to the entire sum being repaid to the Council in less than 4 years.

After considering the 2014 (and older) marketing and benchmarking data it is clear that whilst the market is growing for the top 200 companies, the remaining 98% (where Luminas would enter the market) face a hostile environment, with strong competition.

The average billable hourly rate of £135 was originally proposed for Luminas for trading with both public and private sector clients. A benchmarking exercise has been undertaken, using 2014 data. There is a range of hourly rates across various local authorities. The research demonstrates that this rate is not competitive in the public sector market.

Work will continue on recruitment, process mapping and the further implementation of the case management system in order to serve its existing clients and build resilience for the future.

On this basis, there is no justification to continue to fund the project and the decision has been taken to close the Legal Team Project.

The Legal Team will continue to build on their in-house work by undertaking additional work for external clients where possible, within the existing structure.

#### **Democratic Services**

The Democratic Services team are finalising the training and development plan for members, ready for delivery in the New Year. Shortly, members will be provided with a member development needs analysis form to complete which will allow them to illustrate their personal training needs. Members are

encouraged to complete these forms and send back to democratic services in order to allow the team to provide a more directive approach to training, by targeting the areas with highest demand. This will allow for a broader range of skills and knowledge across all Councillors, making for a more robust and able Council.

Included in the development programme will be online training courses. These will allow for a more innovative approach to training, allowing Councillors to complete courses in their own time, at their own pace while either at home, at work or on the move. One of the online courses is currently being tested, with further courses hoping to be delivered soon in the New Year.

## **Elections**

In Electoral Services we are now coming to the end of the annual canvass and are working very hard to ensure that as many people as possible are registered to vote. After the set process of delivering Household Enquiry forms to every household, followed by 2 reminders and a door knock, we sent 6800 final letters all of which have resulted in a return rate today of 93.39%. This is about 3% lower than usual but we are still receiving forms back. Having now contacted all known new electors with Individual Registration forms we are working on the 3500 non responding 'pending' electors. This will be an on-going exercise but the new Register of Electors will be published on 1<sup>st</sup> December. The work on preparing for the Local Elections and the Police and Crime Commissioner Election on May 5 2016 has also begun.

## **Revenue and Benefits**

### **Universal Credit**

The national roll-out of Universal Credit is continuing. The roll-out has been split into 4 tranches and Havant Borough will be in tranche 4 commencing in March 2016 although the exact date will not be confirmed until nearer the time.

Currently the national roll-out is limited to new claims from single claimants who would previously have claimed Jobseekers Allowance so the number of cases is expected to be low. Initial estimates from Job Centre Plus indicate that there may be around 1200 new claims in Havant Borough in the period up to 31 March 2017.

The rest of the national roll-out is dependent on the new digital IT system which is currently being tested at a handful of Job Centres. The Department for Work & Pensions is currently telling Councils that the next phase will be a natural migration for new claims for Housing Benefit and the other legacy benefits with the number of claims for these benefits progressively declining as they are replaced by Universal Credit claims. This phase is due to commence during 2017.

The final phase will be the managed migration of existing Housing Benefit and other legacy benefit claims and this is now scheduled to start in 2018 with the aim of completing most of the transition to Universal Credit by 2020-2021.

### **Facilities Management (including the Cafe)**

On Sunday 8th November, many Borough Councillors, joined the Mayor, Deputy Lieutenant of Hampshire and our Havant MP to remember those who made the ultimate sacrifice in the service of our country and to ensure that those who have served (and fallen) in the protection of our country and its values are not forgotten and, of course, also remembering those that continue to serve and protect us throughout the world.

Many uniformed organisations, veterans, voluntary groups and individuals took part in the Parade (that was lead by T S Explorer NTC) - as well as a large contingent from 16 Regiment RA. The general public came out in force to pay their respects with over 1,000 people congregating at the War Memorial.

Officers from the Borough Council work hard in the months leading up to Remembrance and on the day, in conjunction with the Royal British Legion (Havant Branch) and the Police, to ensure this important event is co-ordinated, well organised, dignified and a fitting tribute to those who have lost their lives fighting for their country. This involves ensuring that the Parade route is safe and that the war memorial and surrounding area are clean and in as pristine condition as possible for the Act of Remembrance

### **HR, Learning and Development**

The culture change programme of work remains on schedule. Workshops have been held with a variety of staff to identify the aspects of current culture which will enable or block future delivery of the corporate strategy. These workshops have proved to be helpful in identifying the types of HR/OD interventions needs for 16/17 and beyond. An overall OD plan is in the process of being developed and will be finalised January 2016.

Work continues on Phase 2 Terms and Conditions (T&C) project. The specialist reward consultant has been hired and commenced work late September. A T&C survey has been developed in conjunction with the T&C Champions and this has been distributed to staff. This survey provides staff with the opportunity to provide views on their current package and views on what a new package could look like. This information has been provided to the reward specialist to factor into the development of the new package. Financial data has been modelled on the value of the current package which has also been provided to the reward consultant.

A proposal on 'commercial thinking' has been developed to ensure that staff are equipped with the skills to think more commercially and make effective decisions. A four day programme will commence from January 2016 for Service Managers and above. A lighter touch programme will be available for middle managers and support roles within a similar timescale. It is anticipated this programme will roll into 16/17.

The pilot programme for a 360 degree feedback approach has been progressing well. Participants of the pilot scheme will shortly receive feedback on their leadership performance. A review of the pilot scheme will take place during Q4 15/16 before this scheme is rolled out to the wider leadership levels of the organisation in line with the new appraisal year for 16/17.

Another successful leadership conference has been held for staff this year. The conference focused on leadership and team work and utilised the experiences of a master speaker who had participated as a skipper in the world's toughest yacht race, the BT Global Challenge. It highlighted a number of key leadership lessons on culture, teamwork, leadership styles and communication. Attendees were challenged throughout the conference to focus on their leadership approach and how they could improve their leadership performance.

An interactive Councillor Development Brochure will be available early in the New Year on modern gov. This has been developed by the HR team in conjunction with marketing colleagues to enable Councillors to access all information related to development/training in one place. This will include the recently approved Councillor Development Strategy and Councillor Competency Framework documents.

The Council has recently participated in an OD study for shared Councils conducted by the Institute of Employment Studies (facilitated through the LGA). The aim of this study was to share case studies so OD best practice can be identified and learning can be taken from this. Initial results of the study so far would indicate that the Council has progressed well in OD terms when compared to other Councils – particularly the implementation of an integrated HR/OD strategy. The final report for this research will be available shortly.



# HAVANT BOROUGH COUNCIL CALENDAR OF MEETINGS - 2016-17

APRIL 2016				
	4	11	18	25
	5	12	19	26
	6	13	20	27
	7	14	21	28
1	8	15	22	29

MAY 2016				
BH	2	9	16	23
	3	10	17	24
	4	11	18	25
	5	12	19	26
	6	13	20	27

JUNE 2016				
	6	13	20	27
	7	14	21	28
	1	8	15	22
	2	9	16	23
	3	10	17	24

JULY 2016				
	4	11	18	25
	5	12	19	26
	6	13	20	27
	7	14	21	28
1	8	15	22	29

AUGUST 2016				
	1	8	15	22
	2	9	16	23
	3	10	17	24
	4	11	18	25
	5	12	19	26

SEPTEMBER 2016				
	5	12	19	26
	6	13	20	27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30

OCTOBER 2016				
	3	10	17	24
	4	11	18	25
	12	19	26	
	13	20	27	
	7	14	21	28

NOVEMBER 2016				
	7	14	21	28
	1	8	15	22
	2	9	16	23
	3	10	17	24
	4	11	18	25

DECEMBER 2016				
	5	12	19	26
	6	13	20	27
	7	14	21	28
	1	8	15	22
	2	9	16	23

JANUARY 2017				
	2	9	16	23
	3	10	17	24
	4	11	18	25
	5	12	19	26
	6	13	20	27

FEBRUARY 2017				
	6	13	20	27
	7	14	21	28
	1	8	15	22
	2	9	16	23
	3	10	17	24

MARCH 2017				
	6	13	20	27
	7	14	21	28
	1	8	15	22
	2	9	16	23
	3	10	17	24

APRIL 2017				
	3	10	17	24
	4	11	18	25
	5	12	19	26
	6	13	20	27
	7	14	21	28

MAY 2017				
BH	1	8	15	22
	2	9	16	23
	3	10	17	24
	4	11	18	25
	5	12	19	26

KEY				
MM	Mayor Making & Annual Council	E	Elections	
C	Council Meeting	BH	Bank Holiday	
CAB	Cabinet			
CAB-B	Cabinet Budget and Reserve Budget meeting			
SB	Scrutiny Board	SB-B	Scrutiny Board (Budget)	
DMC	Development Management Committee			
SV	Site View Working Party			
L	Licensing Committee			
JHR	Joint Human Resources Committee (H = Held at Havant / E = Held at East Hampshire)			
GA	Governance and Audit Committee			

**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 Governance & Audit Committee held on 23 September 2015

Present

Councillor Smith K (Chairman)

Councillors Hart and Perry

### **10 Apologies**

Apologies for absence were received from Councillors Pierce Jones, Pike and Rees.

### **11 Minutes**

RESOLVED that the minutes of the meeting of the Governance and Audit Committee held on 1 July 2015 be approved as a correct record.

### **12 Matters Arising**

There were no matters arising.

### **13 Declarations of Interest**

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

### **14 Chairman's Report**

The Chairman reminded members that the role of the Committee was to monitor the progress of the audit and not review the audit process.

### **15 Annual Results Report**

The Committee considered a paper presented by Helen Thompson and 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 report.

The Audit Results Report provided a summary of the preliminary audit conclusion in relation to Havant Borough Council's financial position and results for year ended 31 March 2015.

The Committee noted that there had been a change in the scope of the audit plan relating to an increase in the classification of risk associated with the cleansing of the asset risk register. Due to the additional scope of the audit the proposed final audit fee had yet to be finalised and would be reported back to the Committee in December 2015.

RESOLVED that the report be noted.

**16 Statements of Accounts 2014/15 and Letter of Representation**

The Committee received the audited Statement of Accounts 2014/15 and the Council's Letter of Representation for approval. An amendment to pages 16 and 53 of the Statement of Accounts was circulated at the meeting. The Corporate Accountancy Team Leader answered members questions in connection with the report during the course of the discussion.

RESOLVED that

- 1) The Statement of Accounts for 2014/15 be agreed and signed by the Chairman and the S151 Officer; and
- 2) The draft Letter of Representation be agreed and signed by the Chairman and the S151 Officer.

**17 Annual Governance Statement**

The Committee was provided with the Annual Governance Statement for Havant Borough Council which accompanied the 2014/15 Statement of Accounts.

The Corporate Accountancy Team Leader introduced the report and explained it covered three main areas:

- i) The governance arrangements in place for the 2014/15 financial year;
- ii) The governance arrangements which were reviewed during the year; and
- iii) The areas of governance arrangements that Havant Borough Council was currently working on.

RESOLVED that the report be noted.

**18 Local Government Ombudsman**

The Committee received the Local government Ombudsman Annual Review Letter 2015. The letter contained details of the annual summary of statistics on the complaints made to the Ombudsman about the authority.

RESOLVED that the report be noted.

**19 Monitoring Officer's Update**

A verbal update on the following three areas was provided to the Committee:

- i) Code of Conduct – Three complaints regarding Councillors had been received in 2015, none of which had resulted in any action being taken;
- ii) Training – A Code of Conduct training session had been held on 9 September which nineteen councillors had attended. The importance of ensuring all councillors had received the training was recognised and it was planned to hold an annual training session in future.
- iii) Amendments to the Constitution – The Monitoring Officer had amended Part 3 Section D of the Constitution in order to provide the Strategic Procurement Project Manager with delegated powers.

RESOLVED that the report be noted.

## **20 Internal Audit Progress Report**

Antony Harvey of the Southern Internal Audit Partnership presented the Committee with the Internal Audit Progress Report which provided an overview of internal audit activity work against assurance work completed in accordance with the approved audit plan.

A report on Depot Services (Stock Control) had concluded with a limited assurance opinion. Procedures were now being introduced to address the issues identified and good progress was being made. The Committee was reminded that it could refer the issue to the Overview and Scrutiny Board for further investigation.

In response to a question on the Legal Services Project the item would be removed from the Audit Plan as it was currently undergoing a review.

RESOLVED that the report be noted.

## **21 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 corporate risks reviewed by the Executive Board.

In response to a question over staffing levels in the Legal Team the Committee was informed that the Executive Head for Marketing and Development was reviewing the situation as a priority.

RESOLVED that the most serious corporate risks reviewed by the Joint Executive Board on 8 September 2015 be noted.

**The meeting commenced at 5.00 pm and concluded at 5.56 pm**

**This page is intentionally left blank**



**WINCHESTER CITY COUNCIL AND HAVANT BOROUGH COUNCIL**  
**JOINT WEST OF WATERLOOVILLE MAJOR DEVELOPMENT AREA PLANNING**  
**COMMITTEE**

**15 October 2015**

Attendance:

Winchester City Council:

Councillor L Ruffell (P) (Chairman)

Councillor Evans (P)

Councillor Tait (P)

Havant Borough Council:

Councillor Buckley (P)

---

1. **MINUTES**

RESOLVED:

That the minutes of the meeting of the Joint West of Waterlooville Major Development Area Planning Committee meeting held on 12 March 2015 be approved and adopted.

2. **OUTLINE APPLICATION WITH ALL MATTERS RESERVED;**  
**CONSTRUCTION OF NEW ELECTRIC SUBSTATION (OUTLINE) -**  
**LAND AT OLD PARK FARM, WIMPEY SITE, HAMBLEDON ROAD,**  
**DENMEAD**

**CASE NUMBER. 15/01255/OUT/ W19499/39**

(Report PDC1036 Item 4 and Update Sheet refers)

The application decision arising from consideration of the above Report is circulated separately and forms an appendix to the minutes.

The Committee agreed to receive the Update Sheet as an addendum to the Report.

The Head of Development Management referred Members to the Update Sheet which made reference to the consultation response received from Havant Borough Council making comments in respect of the application, as follows:-

No objection raised by officers to the principle of the provision of the substation but would request that the following matters be considered:

1. That the substation is not proposed to be sited on an intended link into the Western Open Space;
2. That the materials used match those on the adjacent development, preferably the nursing home or extra care facility; and
3. That landscaping be introduced to screen and soften the visual impact of the substation.

The Head of Development Management reported that these matters had been adequately addressed by conditions as set out in the Report.

During public participation, Lewes Price and Councillor Paula Langford-Smith representing Denmead Parish Council spoke in objection to the application and answered Members' questions thereon.

At the conclusion of debate, the Committee agreed to grant permission for the reasons (and subject to the conditions and informatives), set out in the Report and as per the Update Sheet.

**RESOLVED:**

1. That the application be permitted subject to the conditions and informatives set out in the Report and as set out in the Schedule (appended to the minutes for information).

The meeting commenced at 9.30am and concluded at 10.00am.

Chairman

## **HAVANT BOROUGH COUNCIL**

At a meeting of the Development Management Committee held on 15 October 2015

Present

Councillor Buckley (Chairman)

Councillors Hart, Heard, Keast, Satchwell, Tarrant and Patrick

### **48 Apologies for Absence**

There were no apologies for absence.

### **49 Minutes**

The Minutes of the meeting of the Development Management Committee held on 3 September 2015 were agreed as a correct record and signed by the Chairman.

### **50 Matters Arising**

There were no matters arising.

### **51 Declarations of Interest**

There were no declarations of interests.

### **52 Chairman's Report**

The Chairman reported that:

- (a) he had attended a meeting of the Joint West of Waterlooville Major Development Area Planning Committee that morning to determine an outline application for the construction of a new electric substation to serve the recently approved extra care and nursing homes on the Wimpey site: the application was granted permission.
- (b) an application for the development of Market Parade, Havant had been validated, and
- (c) he would be attending a RTPI conference in November.

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

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

### **54 Deputations**

The Committee received the following deputations/representations:

- (1) Ms Aston (objector) - Application Number APP/15/00930 – 48 Hart Plain Avenue, Waterlooville (Minute 55)
- (2) Mr Pickup (applicant's agent) – Application Number APP/15/00930 – 48 Hart Plain Avenue, Waterlooville (Minute 55)
- (3) Councillor G Shimbart (ward councillor) – Application Number APP/15/00930 – 48 Hart Plain Avenue, Waterlooville (Minute 55 )
- (4) Mr Lowes (applicant's agent) – Application Number APP/15/00770 – E Block, Former BAE Systems, Elletra Avenue, Waterlooville (Minute 56)

**55 APP/15/00930 - 48 Hart Plain Avenue, Waterlooville, PO8 8RX**

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

Proposal: Proposed new single chalet bungalow to be constructed in the rear garden of No 48 Hart Plain Avenue. Replacement garage to be constructed at the front of the existing dwelling.

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 gave details of additional representations received since the agenda was published.

The Committee was addressed by the following deputees:

- (1) Ms Aston, who considered that the amendments to the scheme did not overcome the previous reasons for refusal, objected to the proposal for the following reasons:
  - (a) the proposed development would exacerbate the existing drainage problems in the area;
  - (b) the proposal was out of character with the area;
  - (c) the proposed development by reason of its size and height in relation to the proposed garden plot, would be overbearing and result in an excessive building bulk adjacent to 3 Glenmore Gardens;
  - (d) the design was unsympathetic with dwellings in Glenmore Gardens, Hart Plain Avenue and Silvester Road;

- (e) the close proximity of the development to 3 Glenmore Gardens would have a have an adverse impact on the amenities and living conditions of the occupiers of 3 Glenmore Gardens; and
  - (f) the proposal would adversely affect wildlife habitats.
- (2) Mr Pickup, the applicant's agent, who supported the application for the following reasons:
- (g) the proposal had been amended to overcome the reasons given by the Inspector for dismissing an appeal against the refusal of Application APP/14/01078 for 2 dwellings;
  - (h) the relationship with neighbouring properties had been improved with: a reduction in the number of properties; a greater separation distance from the shared boundary and 3 Glenmore Gardens; an increase in the size of gardens on the application site; and a change to the elevation of the proposed dwelling facing 3 Glenmore Gardens;
  - (i) it was intended that the trees of value would be retained: trees lost to this development would be of little or no amenity value as viewed from offsite and of limited useful life expectancy;
  - (j) the applicant was not required to fully resolve the existing drainage problems in the locality; and
  - (k) the applicant would welcome any suggestions to encourage wildlife on the application site.
- (3) Councillor G Shimbart raised the following issues:
- (l) the changes did not sufficiently overcome the objections to the previous scheme and the occupiers of neighbouring properties in Glenmore Gardens, Hart Plain Avenue and Silvester Road would be adversely affected;
  - (m) the ecology and biodiversity surveys submitted appeared to be out of date;
  - (n) the development would exacerbate the existing drainage problem in the area; and
  - (o) the report did not accurately report the number of objections received.

Councillor Shimbart requested that if the Committee intended to grant permission, it consider amending condition 11 to impose a height limit for the first floor window in the eastern elevation.

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

- (1) representations had been received from Hart Plain Avenue (4), Silvester Road (1) and Glenmore Gardens (3);
- (2) although the Council would not encourage garages in front of the building line, the siting of the garage in this case was considered appropriate: this view was supported by the Inspector at the appeal;
- (3) the garage was not included in the reasons for refusal of the previous scheme; and
- (4) it would be difficult to enforce a condition requiring the maintenance of the hedges to provide a vision splay at the proposed access: the Development Engineer had raised no objections to the access arrangements.

The Committee discussed this application in detail together with the views raised by the deputees. The Committee noted that the financial contribution required in respect of the Solent Recreation Mitigation Project had been secured.

RESOLVED that Application APP/15/00930 be granted permission subject to the following 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:

Location and Block Plans drwg.no 14A\_067 001 rev D received 27 August 2015

Site Analysis drwg.no 14A\_067 002 rev A received 27 August 2015

Existing and Proposed Site Plans drwg.no 14A\_067 004 rev E received 27 August 2015

Proposed Layout drwg.no 14A\_067 006 rev E received 27 August 2015

Proposed Ground Floor Layout drwg.no 14A\_067 007 rev E received 27 August 2015

Proposed First Floor Layout drwg.no 14A\_067 008 rev E received 27 August 2015

Comparison Site Sections drwg.no 14A\_067 009 rev A received 27 August 2015

Proposed Elevation drwg.no 14A\_067 010 rev E received 27 August 2015

Proposed Replacement Garage Elevations drwg.no 14A\_067 012 rev A received 27 August 2015

Site Sections AA & BB as Proposed drwg.no 14A\_067 011 rev B received 27 August 2015

John Shutler Tree Services Arboricultural Report dated 26 August 2015

Reason: - To ensure provision of a satisfactory development.

- 3 No development hereby permitted nor any related site clearance shall 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 in strict accordance with the approved details.

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.

- 4 Measures shall be undertaken to prevent damage to existing trees throughout implementation of the development hereby approved, in accordance with the Arboricultural Report prepared by John Shutler Tree Services on 26 August 2015 and received by the Local Planning Authority on 27 August 2015. All such measures shall be undertaken and fully adhered to at all times whilst such implementation is in progress. Any such tree which is nevertheless seriously damaged during that implementation shall be replaced within 6 months of the occurrence of such damage by another of the same species in the same position and of not less than Extra Heavy Standard when planted.

Reason: To safeguard the continued health and presence of such existing vegetation and protect the amenities of the locality and having due regard to policies CS16 and DM8 of the Havant Borough Core Strategy 2011 which form part of the Local Development Framework and National Planning Policy Framework, March 2012.

- 5 Notwithstanding the requirements of Condition 6, a detailed Method Statement relating to Oak Tree 1 (as identified within the Arboricultural Report), inclusive of protection measures for encasing the trunk during construction works to protect it (boxed hoarding) and a schedule of arboricultural expert site supervision and monitoring when the access is being formed, shall be submitted to and approved by the Local Planning Authority prior to the commencement of the development hereby approved. All approved measures shall be undertaken and fully

adhered to at all times whilst development implementation is in progress. If the tree is nevertheless seriously damaged during development, it shall be replaced within 6 months of the occurrence of such damage by another of the same species in the same position and of not less than Extra Heavy Standard when planted.

Reason: To safeguard the continued health and presence of such existing vegetation and protect the amenities of the locality and having due regard to policies CS16 and DM8 of the Havant Borough Core Strategy 2011 which form part of the Local Development Framework and National Planning Policy Framework, March 2012.

- 6 Measures shall be undertaken to prevent harm to biodiversity throughout implementation and occupation of the development hereby approved, in accordance with the Ecological Appraisal prepared by The Ecology Co-Op Environmental Consultants on 18 September 2014 and received by the Local Planning Authority on 27 August 2015. All such measures shall be undertaken and fully adhered to at all times whilst such implementation and occupation is in progress.

Reason: To safeguard the continued health and presence of fauna and protect the amenities of the locality and having due regard to policies CS16 and DM8 of the Havant Borough Core Strategy 2011 which form part of the Local Development Framework and National Planning Policy Framework, March 2012.

- 7 Unless otherwise agreed in writing with the Local Planning Authority, the dwelling and garage hereby permitted shall be constructed in accordance with the external facing and roofing materials as detailed within the submitted plans.

Reason: To ensure the appearance of the development is satisfactory and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 8 The development shall be constructed in accordance with the hard and soft landscaping specifications as detailed within the submitted plans. The development hereby permitted shall not be brought into use until the implementation of all such hardsurfacing and soft landscaping has been completed in full accordance with that specification.

Reason: To ensure the appearance of the development is satisfactory and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 9 The development hereby permitted shall not be brought into use until the means of enclosure of the site has been installed and completed in



full accordance with the specifications as detailed within the submitted plans.

Reason: To ensure the appearance of the development is satisfactory and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 10 The development shall not be brought into use until the parking spaces and turning area shown on the approved drawings have been provided within the curtilage of the site and thereafter all of those spaces shall be 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.

- 11 The window at 1st floor level in the eastern elevation of the dwelling hereby approved shall:-
- (i) consist of at least two lights divided horizontally with only the top and middle lights capable of being opened, and shall be maintained in that condition at all times;
  - 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.

**56 APP/15/00770 - E Block, Former BAE Systems, Elettra Avenue, Waterlooville, PO7 7XS**

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

Proposal: Use of the E Block building for leisure (class D2) and/or non food retails (class A1) purposes with associated car parking and other works.

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 amended the recommendation set out in the report in relation to the landscaping scheme.

The Committee was addressed by the Mr Lowes, the applicant's agent, who supported the application for the following reasons:

- (1) the proposals were in accordance with the Allocations Plan and supported by officers from this Council and Hampshire County Council; and
- (2) the requirements for the Section 106 agreement were being dealt with by the applicant

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

- (1) it was not within the remit of the Council to choose the developer for this site;
- (2) the development of the site as a whole was being controlled through the Allocations Plan;
- (3) it was still possible that Block E would provide a leisure use: the adjoining Major Development Area was growing and could reach a point where businesses would be interested in providing a leisure use on this site;
- (4) it was understood that the site was still leased to BAE: it was not known when this expired;
- (5) the Lidl site was not part of this application; the Lydl application complied with the Allocations Plan;
- (6) landscaping would be controlled by a condition; and
- (7) although not part of the application, it was proposed that the footpath/cycle link to the MDA would be linked to the Lidl application.

The Committee discussed this application in detail together with the views raised by the deputees. It was

RESOLVED that Application APP/15/00770 be granted permission subject to:

- (A) The completion of a legal agreement under Section 106 of the Town and Country Planning Act 1990 incorporating the following terms:
  - Travel Plan: To include implementation, monitoring and commitment to pay a monitoring fee and commuted sum to Hampshire County Council.
  - Employment and Skills Plan.

(B) The following conditions, and any others that are considered necessary (subject to such changes as the Executive Head of Planning and Economy may determine):

- 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:

Leisure and Retail Statement ref JAL/286/36/1 dated 8 July 2015

Site Location Plan drwg.no 286/36/1\_SLP05 received 27 July 2015

Transport Assessment prepared by David Tucker Associates received 27 July 2015

Proposed Mezzanine layout received 27 July 2015

Proposed Ground Floor layout received 27 July 2015

Existing Ground Floor layout received 27 July 2015

Existing Mezzanine layout received 27 July 2015

Proposed Block Plan drwg.no STP-WA-H PL 24 received 27 July 2015

Additional Traffic Information Summary of Junction Performance received 18 September 2015

Preliminary Risk Assessment for Land Contamination received 17 September 2015

Ground Investigation Report produced December 2012 received 17 September 2015

SuDS Assessment Robert Clark Associates received 17 September 2015

Reason: - To ensure provision of a satisfactory development.

- 3 Use Class A1 floorspace within this development shall only be used for the sale of DIY products (including materials and accessories), home improvement products, carpets and floor coverings, fabric, furniture, soft and hard furnishings, floor coverings, household goods, homewares, decorative products, glassware, cookware, kitchen utensils, white and electrical goods, automotive and cycle parts, pet food, garden tools, arts and crafts materials, variety retailing, tents, camping, caravanning, leisure and outdoor activity equipment, or related accessories for all of the aforementioned or the provision of ancillary café facilities, unless otherwise agreed with the Local Planning Authority.

Reason: In the interests of the viability and vitality of Waterlooville town centre in particular and having due regard to policy CS4 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 4 The use of E Block for leisure and/or non food retail uses shall not commence until a plans specifying the proposed layout for all open parts of the site proposed to be hardsurfaced have been submitted to and approved in writing by the Local Planning Authority. Such plans shall include, a specification of the materials to be used, the space for the loading, unloading and parking of vehicles and cycles and for the servicing of the building. The building shall not be brought into the use(s) hereby permitted until the site has been surfaced and marked out in accordance with the approved details. Such areas shall thereafter be retained and used solely for those purposes.

Reason: In the interests of the amenities of the locality and highway safety and having due regard to policies CS16, DM13 and DM8 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 5 The use of E Block for leisure and/or non food retail uses shall not commence until a detailed soft landscaping scheme for all open parts of the site not proposed to be hardsurfaced has been submitted to and approved in writing by the Local Planning Authority. Such scheme shall specify the proposed finished ground levels in relation to the existing levels, the distribution and species of ground cover to be planted, the positions, species and planting sizes of the trees and shrubs to be planted and/or retained, and timing provisions for completion of the implementation of all such landscaping works.

The implementation of all such approved landscaping shall be completed in full accordance with such approved timing provisions. Any tree or shrub planted or retained as part of such approved landscaping scheme which dies or is otherwise removed within the first 5 years shall be replaced with another of the same species and size in the same position during the first available planting season.

Reason: To ensure the appearance of the development is satisfactory and having due regard to policies CS16 and DM8 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 6 The use of E Block for leisure and/or non food retail uses shall not commence until a detailed acoustic report has been

submitted and approved by the Local Planning Authority. The detailed report shall assess the final use and layout of the building and noise impact of the proposed business activities and include any proposals relating to the installation of fixed noise making equipment e.g. refrigeration units, air conditioning, extract ventilation equipment, and so forth.

Reason: In the interests of protecting local residents from unreasonable noise levels which would be detrimental to the wider character of the area, and having due regard to Policies CS16 and DM10 of the Havant Borough Core Strategy 2011 which forms part of the Local Development Framework and the National Planning Policy Framework, March 2012.

- 7 No development shall commence on site until the following details have been submitted to and approved in writing by the Local Planning Authority in relation to site accesses:
- a) A specification of the type of construction for the roads and footpaths including all relevant horizontal cross sections and longitudinal sections showing the existing and proposed levels together with details of street lighting and the method of disposing of surface water; and
  - b) A programme for making up the roads and footpaths.

The development shall be carried out in accordance with the approved details before any part of the development is occupied unless otherwise first agreed in writing by the Local Planning Authority

Reason – To ensure that the roads and footpaths are constructed to a satisfactory standard and having due regard to policies CS20 and CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 9 In the event that soil or groundwater is encountered during groundwork that is suspected of being contaminated (including discolouration, oils, sheens that are oily, metallic or brightly coloured, foul or solvent odours, or deposits & inclusions comprising obvious waste materials), or if groundwork staff report acute symptoms (skin, eye or respiratory) suspected of being related to soil quality; works in affected areas of the site shall cease until a scheme to deal with the risks associated with the suspected contamination has been submitted to and approved in writing by the Local Planning Authority.

The scheme may comprise separate reports as appropriate, but unless specifically excluded in writing by the Local Planning Authority, shall include;

- 1) A site investigation in the vicinity of the suspected contamination, of a scale sufficient to characterise its nature, and likely origin, extent & mobility
- 2) An appropriate assessment of the risks to all receptors that may be affected, including those off site.
- 3) Where the Risk Assessment (2) identifies potentially unacceptable risks, a Remediation Strategy that includes;
  - appropriately considered remedial objectives, and;
  - clearly defined proposals for the remediation &/or mitigation of identified risks, having due regard to sustainability
- 4) Where a remediation strategy (3) identifies actions required to remediate contamination or mitigate risks associated with the presence of contamination, a Verification Report that includes;
  - Photographic documentation of any relevant physical works, sampling/monitoring results, and any other technical or statistical information as may be required to demonstrate that Remediation Strategy objectives have been met, and where necessary;
  - Further plans for monitoring, provision for maintenance of barriers or other structures required for remediation or risk mitigation, and any relevant trigger values and contingency actions as may be required to address the identified risks (a “long-term monitoring and maintenance plan”).

All assessments, works, monitoring & other actions required by (1)-(4) above shall be undertaken by competent persons, and the scheme shall be implemented as approved.

Reason: Having due regard to policies DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and DM17 of the Havant Borough Local Plan (Allocations) 2014, there is a low probability of the presence of contamination associated with previous R&D activities at the site that could, if present, pose a significant risk to surface waters.

.....

**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 21 October 2015

Present

Councillor East Hampshire District Councillor Ken Carter (Chairman)

Councillors: Mrs Blackett, Hart, Patrick, Onslow, Thomas and Shimbart

**6 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Buckley, Noble, Saunders and Satchwell.

**7 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed Angela Sturgess, Human Resources Advisor and Michelle Wakefield, Human Resources Business Partner to the meeting.

**8 MINUTES**

The Minutes of the meeting of the Joint Human Resources Committee held on 3 June 2015 were agreed as a correct record and signed by the Chairman.

**9 COUNCILLOR DEVELOPMENT STRATEGY**

The Committee considered a report providing details of a Councillor Development Strategy which had been developed specifically for each Council. The strategies aimed to provide a clear framework for Councillor development based on individual and organisational needs.

It was noted that Havant Borough Council had adopted its Councillor Development Strategy: the strategy for East Hampshire District Council would be considered by Cabinet on 5 November 2015.

It was reported that an interactive brochure was being prepared which would enable Councillors to readily access the various documents relating to the strategies/councillor development.

The Committee also received details of the Elearning Courses proposed to be offered to Councillors under these strategies and considered the best way to role out these strategies to Councillors.

RESOLVED that:

- (a) the content of the report, and the Councillor Development Strategies be noted together with the proposed addition of Role Descriptions for the Chairman and members of the Joint Human Resources Committee;
- (b) two joint training sessions be held to promote the Council Development Strategies: one session to be held during normal working hours and the other during the evening; and
- (c) Elearning courses for Councillors to be tested by Cabinet Leads/Portfolio Holders and members of the Joint Human Resources Committee.

## **10 COUNCILLOR COMPETENCY FRAMEWORK**

The Committee considered a report setting out Councillor Competency Frameworks which had been developed specifically for each Council.

It was noted that Havant Borough Council had adopted its Councillor Competency Framework: the framework for East Hampshire District Council would be considered by Cabinet on 5 November 2015.

The Committee considered the best way to role out the frameworks to Councillors.

RESOLVED that:

- (a) the content of the report, and the Councillor Competency Frameworks be noted;
- (b) two joint training sessions on the Councillor Competency Frameworks be held at the same time as the sessions to promote the Councillor Development Strategies (Minute 9/10/2015).

## **11 SHARED PARENTAL LEAVE**

The Committee considered a report setting out the proposed Parental Leave Procedure for East Hampshire District Council and Havant Borough Council.

RESOLVED that the Shared Parental Leave Procedure as submitted be approved.

## **12 INDUCTION AND PROBATION**

*Joint Human Resources Committee (21.10.15)*

The Committee considered a report setting out the proposed Induction and Probation Procedures for East Hampshire District Council and Havant Borough Council.

The Committee considered that the procedures should be amended to ensure fixed term positions and secondments were subject to a probation period within six months of commencing the position.

RESOLVED that the Induction and Probation Procedures as submitted be approved subject to the following amendment:

Paragraph 5.1 be amended to read:

“All employees will be subject to a probation period in a new role as follows;

- Permanent positions – 6 months
- Fixed term positions and secondments – equivalent to one quarter of the contract length or 6 months whichever is the shorter”

**The meeting commenced at 4.00 pm and concluded at 5.04 pm**

.....

**Chairman**

**This page is intentionally left blank**

## **HAVANT BOROUGH COUNCIL**

At a meeting of the Scrutiny Board held on 10 November 2015

Present

Councillor Branson (Chairman)

Councillors Cousins, Keast (Vice-Chairman), Lenaghan, Mackey, Perry, Shimbart, Smith K, Tarrant, Bains (Standing Deputy), Cresswell (Standing Deputy), Hughes (Standing Deputy) and Ponsonby

### **23 Apologies**

Apologies were received from Cllr Heard and Cllr Wade.

### **24 Minutes**

RESOLVED that the minutes of the Scrutiny Board meeting held on 21 July 2015 be agreed as a correct record.

### **25 Matters Arising**

There were none.

### **26 Declarations of Interests**

There were no declarations of interest.

### **27 Chairman's Report**

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

### **28 Councillor Lone Working Procedure**

The Board considered a report from the Environmental Services Scrutiny and Policy Development Panel setting out the panel's findings in connection with its investigation into the Councillor Lone Working Procedure.

The Panel members were invited to the witness table to present the report and answer any questions from the Scrutiny Board.

The Panel outlined that the Councillor Lone Working Procedure was a method of keeping Councillors protected while working with constituents in the Borough. It adopted a common sense approach and encouraged members to be vigilant and responsible when working alone or visiting residents in the Borough and to report any issues they encountered whenever possible. Members commented that reporting any issues should extend to any behaviour that could be deemed inappropriate and ensure this information was shared with other ward members.

A question was raised over whether it would be prudent to meet with residents in neutral, public places, such as libraries, community centres or the plaza. The Board agreed this would be a preferred method of meeting with members of the public.

Members asked whether or not Havant Borough Council held an incident log regarding members of the public. Sara Bryan, acting Solicitor to the Council, advised a log was held by Cheryl Lincoln, Governance and Information Manager. The Board was advised that although this list could not be circulated for legal reasons, members were welcome to ask if a resident they would be seeing appeared on the list.

RECOMMENDED to Cabinet that:

1. The draft Councillor Lone Working Procedure be circulated to all members and included in the Councillor Induction Pack, subject to the following amendments:
2. Under Part 4 of the procedure, add 'report inappropriate behaviour'
3. Under Part 4 of the procedure, add 'where possible meet at a neutral venue'
4. Under Part 4 of the procedure, add 'share information with ward Councillors.'

## **29 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 matter for inclusion in the Board's work programme.

Scrutiny Leads were asked to give a brief update on any progress with their respective Scrutiny Projects and the Chairman asked the Scrutiny Leads to provide any further updates in writing, so they could be circulated to all members of the Council. The Board was reminded and encouraged to approach any Scrutiny Lead regarding any scrutiny project they wished to pursue.

RESOLVED that a review of public conveniences in the borough be included on the Work Programme

**30 Delivering Differently - Future Service Delivery of Operational Services - Outline Business Case for JVC**

The Board resolved to co-opt Cllr Gary Hughes onto the Board for the item.

The Board discussed the Outline Business Case in detail and asked questions of the Lead Officers and the Portfolio holder regarding its content, as set out in the restricted minute.

RESOLVED that:

1. The Board Noted the Report
2. A Scrutiny Panel meeting be held in January 2016 to discuss the Full Business Case
3. An Extraordinary Scrutiny Board Meeting be held in January 2016 to scrutinised the Full Business Case.

**The meeting commenced at 5.00 pm and concluded at 6.45 pm**

.....  
**Chairman**

**This page is intentionally left blank**



## **HAVANT BOROUGH COUNCIL**

At a meeting of the Cabinet held on 18 November 2015

Present

Councillor Cheshire (Chairman)

Councillors Wilson, Fairhurst, Guest and Weeks

### **194 Apologies for Absence**

Apologies for absence were received from Councillor Briggs.

### **195 Minutes**

The minutes of the meeting of the Cabinet held on 7 October 2015 were agreed as a correct record.

### **196 Matters Arising**

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

### **197 Declarations of Interests**

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

### **198 Chairman's Report**

There were no matters the Chairman wished to report.

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

RESOLVED that the following delegated decisions be noted:

- (1) Spending of s106 Funds Collected for a Specific Purpose (Under Planning Application APP/10/00793);
- (2) Proposed Traffic Regulation Order – Reduction in Speed from 40mph to 30mph in Copse Lane and St Peters Road, Hayling Island; and
- (3) Proposed Traffic Regulation Order – Purbrook.

### **200 Havant Energy Strategy**

This item was withdrawn prior to the meeting.

## **201 Council Tax Support Scheme 2016-17**

Councillor Wilson presented a report seeking agreement for the 2016-17 Council Tax Support Scheme.

RECOMMENDED to full Council that the following be approved:

- 1) that the 2015/16 Council Tax Support Scheme is retained for 2016/17 but with the following amendments:
  - (i) the Allowances and Premiums used in determining entitlement for working age claims are changed as set out in paragraph 5.3 of this report; and
  - (ii) the Non-Dependant deductions used in determining entitlement for working age claims are changed as set out in paragraph 5.4 of this report.
- 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).

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

RESOLVED that the press and the public be excluded from the meeting during the consideration of the following items as:-

- (i) 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 that item there would be disclosure to them of exempt information as specified in paragraph 3 of Part I of Schedule 12A (as amended) to the Local Government Act 1972; and
- (ii) in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The report to be considered was exempt under Paragraph 3 – Information relating to the financial affairs or business affairs of any particular person (including the Authority holding that information).

## **203 Cabinet Lead Decisions - Exempt**

Cabinet was requested to note a delegated exempt decision taken by the Cabinet Lead for Economy, Planning and the Built Environment. During the course of the discussion it was agreed that the Ward Councillors be given an opportunity to keep abreast of progress.

RESOLVED that the exempt delegated Decision in respect of the Hayling Seaside Railway Lease be noted.

**The meeting commenced at 2.00 pm and concluded at 2.20 pm**

.....

**Chairman**

**This page is intentionally left blank**