

## **Portfolio Holder Report – Council**

### **Cllr Briggs – Leader's Report**

#### **Future Basing South & East Hampshire**

The Cabinet and our management team have continued to work with our partners at EHDC to consider life beyond 2020 and in particular to determine the direction of travel for our Borough. This work includes a vision for the Environment, Society, Economy and our Organisation in 2020 and beyond. All Councillor colleagues will be invited to consider the work in progress during March. Watch this space for a date in your diaries. Please also put 2<sup>nd</sup> April in your diary as this all Councillor Conference will provide an exciting opportunity to consider the future basing work in the context of being community Leaders and we have an International speaker attending – Paul McGee (<http://www.thesumoguy.com>)

#### **Langstone Harbour Board**

The Board has agreed to a 50% reduction in the precept for 2013-14 and is now engaging consultants to undertake a full service review into the operation and management of Langstone Harbour. It is hoped this will lead to a more efficient and effective management of the board to meet 21<sup>st</sup> Century needs in an austere economy.

#### **City Deals**

Havant is participating as a partner of the Local Enterprise Partnership (LEP) who have submitted an expression of interest to central government for South Hampshire being designated a City Deal area. In January we received feedback from DCLG on how our bid looked including pointers on how the LEP should develop its application further. The single most important issue identified as holding back economic growth and investment in our area (to the value of £170m) is the inability of companies and Councils to deal with Government agencies. This was illustrated by a company who have paid over £3m in fees and administration costs over the last few years trying to develop an MOD site in the area. The submission was put into Government on 15<sup>th</sup> February and we expect to know the outcome by March. As part of this work I also attended a Centre for Cities reception at Parliament relating to this work.

#### **LGC Awards Presentation – Plaza**

I attended the Local Government Association offices in London at the end of January with the Chief Executive in order to give a presentation on the Plaza project. We have been shortlisted for the national 2012-13 LGC Awards under the Partnership category. This is a fantastic accolade just to get shortlisted to the final eight in the country for this award and now we await the results for the winner. These will be announced at a black tie dinner on Wednesday 13<sup>th</sup> March.

#### **Finance**

The draft budget for 2013/14 is complete and is included in tonight's agenda.

At the end of quarter three the budget performance of 2012/13 has improved and we will now deliver savings in the year. At the time of writing the final figures for quarter three are not available. I will update Councillors of the full position in the meeting.

The interim Service Manager is making considerable progress on merging the Havant team with the East Hants team and officers plan implementation for April. Recruitment to the permanent Service Manager post is underway.

### **Property Services**

#### **Plaza - Additional Space allocated to Partners**

Further space within the Plaza has now been allocated on the ground floor of Block B to colleagues from Hampshire County Council (HCC). 14 Desks have been offered to teams previously based in Tilbrook House at Petersfield. Tilbrook House is a HCC owned building that has been identified for disposal and is presently on the market. The HCC teams - East Hants South Communities Team and Havant & East Hants Community Independency Team (CIT) both work within the Adult Services group and have clear linkages to services already delivered by those in the building.

## **Portfolio Holder Report – Council**

### **Cllr Branson - Governance and Logistics**

#### **Internal Audit**

Delivery of the 2012/13 audit plan is on track to complete by the year end.

There is a recommendation on the agenda from Cabinet proposing a transfer of our internal audit function to the Southern Internal Audit Partnership from 1 April. The Southern Internal Audit Partnership is in the process of drafting our 2013/14 audit plan.

#### **Income Collection**

- Council Tax collection as at 31 December 2012 was 86.48% compared with 86.22% at the same point last year. This is an increase of 0.26%.
- Business Rates collection at the end of December 2012 was 88.70%, an increase of 0.36% compared to the 88.34% collected for the same period last year.

#### **Revenues and Benefits**

##### **Council Tax Support scheme / empty property changes**

Good progress has been made on the implementation of these changes.

In January and early February letters were sent to all owners of empty properties / second homes affected by the changes and to existing council tax benefit claimants whose benefit is expected to reduce as a consequence of the new Council Tax Support Scheme. The letters gave prior warning of the changes to those affected.

Computer software testing is being completed so that the changes will be shown on the annual Council Tax bills that will be sent out in mid March.

##### **Benefit Cap**

The introduction of a cap on the total amount of benefit that working age people can receive. The cap will be set at £500 per week for out of work couples and lone parents and £350 per week for single out of work adults. The cap will not affect working families, pensioners and those on disability benefits. It is expected that these changes could affect around 100 households in the Borough who will see reductions in their Housing Benefit.

The Government had planned for the cap to be implemented across all of England from 1 April 2013. However, in December, a change to plans was announced and the Cap will now be implemented initially in 4 London Boroughs from 1 April 2013 and then in other areas by the end of September 2013. Further details of the implementation schedule are expected over the next few months.

The Council's Housing and Benefits teams will be working with Job Centre Plus staff over the coming months to continue to raise awareness of the changes amongst those likely to be affected

### **Size criteria for social sector Housing Benefit awards**

From April 2013, there will be a size criteria for new and existing working age Housing Benefit claimants living in the social rented sector. Housing Benefit payments will be reduced by 14% where the household, using the government's formula, is considered to have one bedroom more than required and 25% where there are two or more surplus bedrooms. It is expected that this change will affect around 560 households in the Borough.

Letters have now been sent to all current housing benefit claimants likely to be affected by these changes and data has also been provided to the social landlords so they can undertake their own consultation with their tenants.

### **Legal, Democratic and Electoral**

Training has been delivered to Councillors on the ethical framework and Officer/Member relationships. The feedback forms received have been very positive.

The work on the new constitution is nearing completion and a presentation will be available in March. We would welcome feedback on the new arrangements and Councillors will be asked for their views by attendance at a number of workshops which will be set up shortly.

### **Business Continuity**

A meeting has been arranged with HCC IT on 5 February regarding the IT requirements across both Councils in the event of systems failing & which are the critical applications to restore in the event of an emergency.

Snow day – 42 Havant staff arrived for work, Customer Services 9 staff arrived, so not necessary for HBC to assist. Plans were used to contact staff to ensure they were safe & the offices were manned until the decision to close the offices at midday for HBC & EHDC staff.

## Portfolio Holder Report - Council

### Cllr Weeks – Economy & Communities

#### ECONOMIC DEVELOPMENT

##### Unemployment

Unemployment remains stable in the Havant area.

Unemployed Claimants and Residential Unemployment Rate:						December 2012	
<u>Havant</u>							
Census Area Statistic Ward	Males		Females		Total		
	Number	%	Number	%	Number	%	
Barncroft	167	9.3	55	2.9	222	6.0	
Battins	199	10.3	80	3.8	279	6.9	
Bedhampton	82	3.0	43	1.6	125	2.3	
Bondfields	171	8.3	70	3.4	241	5.8	
Cowplain	53	1.9	29	1.0	82	1.4	
Emsworth	54	2.3	44	1.7	98	2.0	
Hart Plain	133	4.8	62	2.1	195	3.4	
Hayling East	100	4.0	45	1.7	145	2.8	
Hayling West	57	2.6	31	1.3	88	1.9	
Purbrook	75	2.7	35	1.2	110	1.9	
St Faith's	80	3.2	55	2.1	135	2.6	
Stakes	156	5.0	76	2.3	232	3.7	
Warren Park	215	10.5	101	4.3	316	7.2	
Waterloo	99	3.5	39	1.4	138	2.5	
<b>Havant*</b>	<b>1,641</b>	<b>4.6</b>	<b>765</b>	<b>2.1</b>	<b>2,406</b>	<b>3.3</b>	

##### Mayors Civic Business Day

Economic Development staff are working with the Mayors office to plan a Mayors Civic Business Day to be held on 16 April 2013. The mayors of all Hampshire authorities will be invited to visit a number of Havant businesses and attend an awards ceremony for small businesses. PETA, Langstone Technology Park and Havant College are amongst the venue likely to be visited. The event will provide an opportunity to promote the Havant area to a high profile countywide audience.

##### Business start up grants

The 2012/13 grants programme is fully subscribed. The 2013/14 grants programme will open on 2 April 2013 with funding for 50 grants.

Second visits have now been carried out to the following businesses who have received £500 grants having successfully demonstrated that they have traded for 6 months.

- Builder
- Photographer
- Furniture shop
- Boat charter
- Cycle shop
- Mobile mechanic x2
- Engineering firm

## **Inward Investment**

Sainsbury's have submitted a revised planning application for their proposed supermarket at Hambledon Road, Waterlooville. Construction work is likely to start this summer and the store should be open by Spring 2014. Economic development staff will be working with the Jobcentre to ensure that workless local residents will be given pre-employment training and guaranteed interviews for the 200 posts that are likely to be created.

## **Havant Skills and Employability Partnership**

Economic Development staff are working with the Education Business Partnership (EBP) to promote work placements for local school pupils. Currently 1300 year 10 Havant pupils are placed with 453 different employers in the Havant area. Most placements take place during June/July and last for 2-3 weeks.

## **Tourism**

The Hayling Seaside Railway has been having pre planning application talks with HBC officers regarding moving the railway's depot sheds to another location

The 2013 Visitor Guide was finalised at the beginning of January and distribution OF 25,000 copies to local attractions and Tourist Information Centres has started.

TSE are revamping their marketing offer to destinations and will be distributing final details in the next two months. This is expected to offer more affordable marketing options that can be used to promote our local tourism offer.

## **Town centres**

### **Havant Borough Town Centre Vacant Units**

LOCATION	Jan. 2012	July 2012	Jan. 2013
HAVANT	29/256 (11.33%)	25/258 (9.68%)	23/257 (8.95%)
WATERLOOVILLE	18/204 (8.82%)	19/205 (9.27%)	18/205 (8.78%)
LEIGH PARK	21/99 (21.23%)	21/99 (21.23%)	21/97 (21.00%)
EMSWORTH	3/117 (2.56%)	4/119 (3.33%)	3/119 (2.52%)
TOTAL	71/676 (10.50%)	69/681 (10.13%)	64/679 (9.43%)

Economic Development staff have been working closely with the Post Office to find a site for a temporary Post Office in Waterlooville. The current Post Office is likely to be closed for a few weeks for refurbishment. The best site is in the car park adjacent to the Waterlooville Community Centre.

David Samuel Properties, the new Manchester based owners of the Greywell Precinct have announced plans to upgrade the centre. ED staff are also engaging with the new owners regarding their future investment plans for the precinct.

Over 30 Emsworth town centre businesses have launched an Emsworth loyalty card scheme for customers of local shops, pubs, restaurants, cafes and service providers for 12 months.

### **Local Economic Partnerships**

Thousands of new jobs and homes could be created in Hampshire if two councils win a joint bid for City Deal status from the government. Southampton and Portsmouth councils have made a £1.5bn bid, the only joint application to be submitted in the country. A total of 20 areas are bidding for powers, including the right to spend local tax receipts.

### **Communities**

#### **General**

#### **Community First HEH (formerly HCCS)**

Sue Spencer the Chief Executive has now retired after 29 years service. Tim Houghton is the new CEO of the merged Havant and East Hants Council of Voluntary Service.

#### **Homecheck Scheme**

The Havant Homecheck Scheme will cease with effect from 1<sup>st</sup> April 2013 due to budgetary constraints. Notice has been given to Portsmouth City Council who deliver the service on our behalf and notifications have been sent to Age Concern, all Health Visitor's and Children's Centre staff.

#### **Grants**

A 10% reduction in 2013/14 grants has been made to those organisations with a Service Level Agreement including Making Space and The Spring Arts & Heritage Centre. The two Community Association grants have not been affected at this time. A further review will be carried out regarding all grants in 2013 which may affect 2014/15 allocation.

#### **Meals on Wheels and the Meals Support Service**

The Meals on Wheels delivery service will be delivered by Apetito with effect from April 2013. This Hampshire County Council contract has resulted in savings for Havant. The one year pilot Meals Support Service (befriending scheme) will commence at the same time as the Apetito contract and is being co-ordinated by Hampshire Age Concern.

## Approved by You Grants Scheme – Round 2

Hampshire County Council has some additional funding available for this grant scheme, and the Community team will be looking to secure some money for community projects in the Borough.

### **Hayling Island**

#### Hayling Island Community Led Plan

The consultation period is complete, the results analysed and the draft action plan is currently being reviewed by members. Once the plan is launched the group will agree a new constitution, elect an executive committee and recruit new members. This may be done as part of a possible merge with Hayling Island Residents Association. The group will be contacting all residents who gave their details to be kept up to date, and organising a Launch event for partners and residents, with a press release in the Hayling Islander.

#### Hayling Island Community Centre – Sports Pavilion

The Hayling Island Community Association are being supported to develop a project plan and identify funding for an extension to the existing Community Centre building. The extension will incorporate improved, larger facilities for the Cricket and Football Club as well as a Community Café area. It is also hoped the project will include a cultural element, enabling exhibitions by local artists. Meetings have been held with Planning/Open Spaces/Sports and Estates and a project proposal has been given to local Hayling Architects to review.

#### Hayling Billy 50

The application to Heritage Lottery has been submitted and we await the outcome of that application.

### **Havant & Bedhampton**

The Havant & Bedhampton Community Network met in January 2013 and the decision was taken to split the network between Havant/St Faiths and Bedhampton. The two groups will work closely together to maintain contact and tackle issues affecting the larger area. A workshop is taking place on March 20<sup>th</sup> to plan how this will work.

### **Waterlooville**

The 'Community Development in Waterlooville' Facebook page continues to grow in popularity.

#### Waterlooville Community Forum

The Steering group are planning a 'Plenary' meeting for March/April 2013. The Waterlooville Community Planning group and the Waterlooville Events team will



give updates on the projects they are working on. Other local community groups will be invited to attend too.

The Waterlooville 'Town centre' survey is now complete. 400 surveys were printed and distributed and 235 have been completed.

#### Waterlooville Events Team

The events team organised a 'Christmas Grotto' which was located at 'Clix Stores' in London Road, Waterlooville. The Grotto was run by volunteers and attracted families with 350 children from across the Borough and as far as Petersfield visiting Santa during the week leading up to Christmas. Plans are underway for events in 2013.

#### Community Planning

A survey is still being developed as part of a wider consultation by local residents, distribution of the surveys across the five wards in Waterlooville should commence in the next four weeks.

#### Billy's lake

Saturday morning Conservation Workshops are being held at Billy's lake, this will involve all members of the community who will learn about basic habitat management, bramble clearance, bench and step making, survey work of birds, butterflies/insects and clearing dead or dying trees.

#### Big Local - £1 million Lottery grant, Wecock

An interim Steering group is currently being set up to develop a plan on how to engage with the whole community and methods of communication about 'Big Local' ensuring residents understand how to get involved. The rules around Big Local are that the final Steering group must be resident led with no agencies taking the lead or having the majority in decision-making. A Development Worker from the Lottery is working closely with the group and will be for the first 18 months. An Officer from the Communities Team will represent the Council on the Steering Group. A regular report will be produced regarding the progress of this project.

#### Junior PCSO Scheme, Woodcroft School

The Police and other partners in the area are working with 10 Students from Woodcroft Primary School. They will develop projects with the students and have litter picked and tidied the local area this week including the Wecock Skate park.

#### Linnet Close play area

Regular resident based meetings are being held to discuss and plan redeveloping the play area in Linnet Close. PCC will fund the £90,000 project.

#### Waterlooville Food bank

Living Waters Church and Waterlooville Baptist Church are running a Food Bank Scheme for the Waterlooville area with referrals increasing since the Christmas

period. Asda and PCC have been assisting as more food donations are constantly needed for this growing service. [www.waterloovillefoodbank.co.uk](http://www.waterloovillefoodbank.co.uk)  
Email [waterloovillefoodbank@gmail.com](mailto:waterloovillefoodbank@gmail.com)

## **Leigh Park**

### Leigh Park Community Led Planning Survey

The Leigh Park Community Led Planning Group (Battins & Warren Park wards) developed a joint Leigh Park survey with both Community First Panels – Barncroft & West Leigh. On Thursday 31 Jan 2013 the survey was launched at The Hub to community groups and agencies to ask them to assist with the distribution of the surveys across Leigh Park, Warren Park & West Leigh. The News were present during the launch.

Leigh Park Community Forum - have booked relevant themed guest speakers from now until June 2013. A flyer has been produced and is ready to be distributed to the wider community. The forum is also working very closely with Women's Wisdom to recruit a volunteer administrator for the Leigh Park Community Led Planning Group.

Leigh Park Community Association – Articles promoting the Leigh Park Community Forum & Leigh Park Community Led Planning have been submitted for the next bi-monthly newsletter. A networking event was held in December with a large number of community groups and service providers meeting to exchange information, good practice and partnership working ideas. The next Network Meeting is being held on Thursday 11<sup>th</sup> April 2013 in Leigh Park Community Centre from 12.30pm

## **Emsworth**

Emsworth Residents Association – held its AGM on Monday 28 Jan 2013 which highlighted their success over the past year to include a community chest grant for local community groups. The current chair person, Lorraine Clode, has stood down from this position and was re-elected to Vice President. The new chairman is now Peter Tier. The meeting was extremely busy and The News were also present due to an item from the Environment Agency and coastal flooding.

Buzz Youth Club – have introduced a Friday evening detached youth work provision to engage the hard to reach young people in the area.

## **Arts & Culture**

### The Spring

Following the departure of Amanda O'Reilly, The Spring has recruited a new Director, Sophie Fullerlove. She is keen to meet local Councillors and will be extending an invitation to you all on Monday 11<sup>th</sup> March 2013 to visit The Spring, take part in a heritage based launch event and meet some of the Trustees and staff.

A large-scale bid was submitted in January to Reaching Communities Fund (Lottery) for a project for isolated older people, the result should be known at the beginning of March.

### Making Space

Lynne Dick, the Director of Making Space is looking for a voluntary sector partner working in Leigh Park to work together to deliver a Heritage Lottery funded project.

### **Health and Wellbeing**

A Health & Wellbeing Seminar was held in January with guest speakers from NHS Hampshire and the Clinical Commissioning Group. Following on from this event, and the implementation of changes to the health system, Officers will work with partners to explore the benefits in creating joint Havant & East Hants Health & Wellbeing Board which will influence the priorities of the Clinical Commissioning Group for the area. The results of this work will be reported back to councillors.

### **Sports Development**

#### Sport and Physical Activity Alliance (SPAA)

The Havant Sport and Physical Activity Alliance (SPAA) is currently undergoing a review process to identify the key objectives that the partnership group should be working towards. As part of the review, consultants have co-ordinated partner questionnaires which will also look to see if there are any benefits in working closely with the East Hampshire Get Active Partnership (GAP). SPORTSMITH Consultants are also delivering a community sport and physical activity workshop entitled 'Inspire a Generation'. This workshop is to be held on Wednesday 27 February in the Hurstwood room at the Public Service Plaza. The aim of the workshop is to work with community groups and organisations to shape the future of Sport and Physical Activity in Havant Borough.

The Havant SPAA group have also distributed over £2,100 in community grants to sport and physical activity projects in Havant over the last six months.

#### Sports Awards

The Havant Borough Sports Awards are taking place on Thursday 28 February from 7.00pm at Park Community School. The awards are hosted by the Havant Borough Sports Association and will look to celebrate local sporting success from 2012 across 16 different categories.

Winners from each category will then be nominated for the Hampshire Sports Awards in March.

## National Watersports Festival

The Sports Development Officer has been working with the organisers of the National Watersports Festival who are keen to develop the number of watersport disciplines at the event and use a greater area or real estate on Hayling sea front. A report went to Cabinet Briefing on 6 February to look at the resource implications of releasing additional land to support the event in 2013. Both Cllr Collins, myself and our officers will be meeting with National Watersports Festival organiser.

## Facility Development

In December at Cabinet Briefing members agreed for the release of developer contributions to support the development of a new artificial turf pitch (ATP) in the Leigh Park area for football use. A report will go to Cabinet on 6<sup>th</sup> February to decide on the most appropriate host site for the facility.

## Sport England Community Access to Schools Programme

As part of Sport England's new youth strategy 2012-2017 they have developed a community access to schools programme. The programme looks to develop the usage of under utilised facilities on school sites for community sport. This is currently being piloted at Cowplain Community School and HBC are a key partner.

## **Young People**

The youth council's campaign for a safer crossing on the Langstone Road continues. The article they wrote for The News appeared in the paper just before Christmas prompting more members of the public to sign their online petition. Posters have been distributed through schools and are on the Langstone Residents Information board. They have designed the posters with a QR code which can be scanned by anyone with a smartphone, this will then take them straight to the online petition.

By invitation, Youth Council members took part in PPUDs Draft consultation workshop in December 2012.

The script for the new Heritage Trail Podcast has been completed by Youth Council members and students from Warblington School and the recording has begun. This innovative Heritage Lottery funded project will be launched on Sat 30 March. All participants and invited guests including the Mayor, Cllr Gerry Shimbart, will follow the interactive trail, complete with sound effects and discover Havant's interesting heritage and important landmarks. The mobile phone app will be available shortly afterwards.

Youth Council members have overseen a small community grant fund. Over 20 small community organisations from across the borough with a focus on provision for young people applied for funding from this modest source. Youth council members devised their own set of clear criteria and considered, scored and voted on each application. Amongst the successful applicants were Wecock and Cowplain Junior PCSO scheme, Southern Domestic Abuse Service (SDAS), 1 Hart

Plain Scouts, Leigh Park Amateur Boxing Club and CHAOS (a new day care provision in Havant for young people with a learning disability). A full list of all the successful applicants is available by request.

Youth Council members attended the Holocaust Memorial Service on Sun 27 January at Havant Cemetery.

As part of the Better Connected South Hampshire project, Hampshire County Council and South West Trains aim to develop a Station travel Plan for Havant rail station. Youth Council members have been invited to attend the Havant Railway Station Travel Plan Stakeholders workshop at The Plaza on Wed 13 February

## **Housing Services**

### Housing Development

During January 2013 a total of six units have been handed over.

- 1 Mortgage Rescue
- 4 Affordable Rent units on the Taylor Wimpey site West of Waterlooville
- 1 Shared Ownership unit on the Taylor Wimpey site West of Waterlooville

Expected units before end of financial year:

- Taylor Wimpey site, Wellington Park 11 Affordable Rent 2 bed flats- Radian, expected February 2013, nominations complete using Community Lettings Plan
- Hampshire Farm, Redlands Grove 10 Affordable rent units- First Wessex, expected handover date 19 February 2013
- Purbrook Place nine Shared Ownership flats- First Wessex, being marketed through Homes in Hants
- Taylor Wimpey site, Wellington Park six shared ownership units expected March 2013.

If all these units are handed over by expected dates then 70 new affordable units will have been delivered 2012/2013 which is 20 above the target of 50.

However delivery in this quarter is at the mercy of the weather so we should be prepared for slippage.

Future development sites:

- Mary Rose House, Woolston Road 25 affordable units, Guinness
- St Michaels Convent, Waterlooville Linden Homes, Guinness
- Wellington Park Phases 3&4, Taylor Wimpey 88 affordable units
- Cricketers Pub site, 10 affordable units
- Warblington School, Bloor Homes 24 affordable units
- Manor Farm, Denvilles 67 affordable units, planning permission pending.

### Hampshire Home Choice

The draft Allocations Policy has completed the consultation process and work will now begin on the IT changes which will be required so the new policy can be introduced.

### Tenancy Policy

The Tenancy Policy required under the Localism Act has been agreed by Cabinet and a Governance Steering group will be set up to monitor the impact of the new flexible tenancies now being used.

### The Crescent and Norfolk Mews Hayling Island

Community Safety, the Police, Housing and local Councillors have been working together to address a number of issues in this residential area. Collaborative working is having a positive result and monitoring of the situation will continue.

### Homelessness

Numbers being placed into B&B continue to rise with there currently being 2 households staying in B&B. During January a total of 6 households were placed into B&B and one of these was considered to a rough sleeper and was placed into B&B following the bitterly cold weather.

There is a National agreement whereby if the temperature falls below 0 degrees for three consecutive nights the local authority will offer temporary accommodation for that period regardless of whether they are a priority need under the homelessness legislation.

B&B is used as a last resort and placement outside the district is often a necessity as there are very few suitable establishments that can be accessed locally. Households are spending longer periods in B&B whilst enquiries are being made and alternative accommodation sourced.

During January 484 customers visited the Plaza for Housing Advice. This was over 22 working days, averaging 22 interviews per day. This is an increase of 75 in comparison to last year.

Prevention continues to be the priority. Work is done with the customer to look at alternative ways in which their Housing problem can be resolved without them having to go into B&B accommodation. The target for successful prevention interviews for this year is 600 and the Team has already completed 650 – this reflects the increase in the numbers of customers currently facing housing issues.

## Portfolio Holder Report – Council

### Cllr Cheshire – Marketing & Development

#### Marketing & The Customer

The Havant Borough Council new look website was launched on 2 January 2013. The site will continue to be developed to improve access to services. The communications team are working closely with Customer Services to take customer feedback and update the Web based on what our customers are asking for and/or telling us they want to see. Editor training is underway and the services will be able to edit their own pages in the next few weeks.

Customer Services have continued to maintain excellent service levels, and worked hard to ensure levels were as good as possible during the snow. As an example, Customer Services received the following communication from a customer via the Website facility to provide feedback:

**“I wanted to thank the staff on reception in the Havant Plaza. My car broke down in the snow this morning and they made me welcome, made me coffee & gave me access to power to charge up my phone while I waited for the AA for two hours. What great staff you have working there! THANK YOU! The Plaza is lovely by the way! I work full time so have never been there before, a lovely police woman suggested I wait there to keep safe and warm after she helped me push my car nearer to the kerb to keep the traffic moving while other drivers watched!”**

**Received Friday 18<sup>th</sup> January 1.48pm.**

#### Plaza and Café bookings/income

I am pleased to report that we are on target to achieve an income of over £11,500 with existing bookings for the Plaza Suits, either completed or expected. A final update will be provided in the final quarter. I am also pleased to report that the income generated from the Café is over £4,500, and again a full report will be provided in the final quarter of the financial year.

#### Human Resources

##### **Councillor Development**

A councillor e-learning portal is currently being trialled to establish the feasibility of rolling out this facility to all Councillors in the new financial year. A demonstration for Councillors has been arranged for 25 March, 2013.

A review of training needs for Councillors will be undertaken during Q4 2012/13 by Councillor Cheshire and Councillor Phillips in conjunction with HR and Democratic Services. This will inform the annual calendar of training for Councillors for 2013/14.

Any suggestions for training topics to Caroline Tickner (Service Manager – HR) at [caroline.tickner@havant.gov.uk](mailto:caroline.tickner@havant.gov.uk).

The Councillor Conference has been set for 2 April, 2013 with a programme of events planned for the day. The conference will be held in the Council Chamber at Chichester Council. Look out for the flyer detailing the event. This will be circulated by the end of February to all Councillors.

To maximise the new technology available the revised Councillor intranet page will not be launched until July 2013. In the meantime, Councillors are advised to continue accessing information through the Councillor dedicated pages on the intranet.

### **Human Resources (HR) Strategy & Transaction**

Work continues on the implementation of activities contained within the People Plan. Key achievements delivered during the last quarter include the delivery of the staff survey and analysis of results; delivery of pension & pre-retirement seminars and the promotion of health & wellbeing topics such as stress awareness.

A significant amount of HR advice and support has also been provided to the change programme. This has enabled Service Managers to progress with their service reviews and implement more efficient ways of working for the future. This has included Legal & Democratic Services and Planning Development.

Work is underway to streamline the HR administration processes and create synergies across the Councils' where possible to improve efficiency and effectiveness.

### **Staff Learning & Development**

A shared e-learning system has been launched with a mandatory programme of courses planned for the next 12 months. Data Protection was the first course for staff to complete during December.

Managers have received training in sickness absence over the last couple of months. This programme will continue for the remainder of this quarter.

Supervisors have been attending the leadership training programme since January, 2013. This has been well attended and well received by staff and enables a common language around performance management to be used.

### **Business Improvement**

#### **Corporate Programme Office**

The team are currently working with Joint Management Team and the Cabinet to put in place refreshed business plans for the new year. These will be in a new format, and will be approved and ready to commence by April.



Everyone has worked hard to bring the business planning process in line with the budget setting of the Council, so we can be sure we've set realistic objectives and planned to make best use of our resources.

Along with the new format for business plans, we are also introducing simpler ways of presenting performance information, working with the Overview and Scrutiny Panel Leads, the team are developing ideas, which will begin to be used from this point forwards.

## **IT Partnership**

The team will be holding **TWO IT Drop-ins** at the end of February:  
20 February – 3:30pm at the Plaza, and  
28 February – 4:30pm at East Hampshire District Council.

This is an opportunity for you to learn more about the progress of the IT Partnership, the new website and e-learning tools, and to get some one-to-one advice and support on any IT issues.

The budget setting process for 2013-14 has resulting in a significant increase in the cost of IT. The team are reviewing the different elements of IT to reduce costs overall.

## **Safer Havant Partnership**

The newly elected Police and Crime Commissioner Simon Hayes came to Havant on the 4 February. Following a visit to the Police Station, Simon was given a tour of the Plaza by Sandy Hopkins and Tony Briggs.

The next stop was a meeting with the Safer Havant Partnership strategic group members where he was given an insight into the excellent levels of Partnership working in Havant that have resulted in reduction across the board in Crime and Antisocial Behaviour reports – last year there were 1400 fewer victims than in the previous year.

A reminder to all Members that updates on work undertaken by the Partnership can be seen at [www.saferhavant.co.uk](http://www.saferhavant.co.uk)

## **Portfolio Holder Report – Council**

### **Cllr Collins - Environment & Neighbourhood Quality**

#### **Operational Services**

##### **Open Spaces including Beachlands**

The Open Spaces Team is working on three projects related to the Hermitage stream:

- With PCC to determine the future ownership, management and maintenance of open space adjacent to the stream;
- In partnership with the Environment Agency to remove the concrete lining from the stream, return it to its natural condition and re-profile the banks; and
- To re-provide allotments on and adjacent to the former allotment site off Riders Lane in conjunction with housing development.

The team is also working with a group from Wecock to improve access to Billy's Lake in Denmead by means of a path across HBC land at Borrow's Field.

RSPB, working with Havant Borough Council and the Langstone Harbour Board have successfully gained £183,500 of funding from the European Union, Heritage Lottery Fund and Veolia Environmental Trust for a three year project to restore and protect the nesting sites of Little Tern colonies around Langstone Harbour.

##### **Waste and Recycling**

Christmas/New Year period - The four day break was appreciated by frontline team members and although this resulted in the need to rearrange collection days the service was delivered successfully throughout.

Disruptions caused by snow – Many residents missed out on a collection on Friday 21 January and Monday 24 January and had to wait a further two weeks for their collection. Although customer services received a large number of calls most of the callers were sympathetic, accepting of our decision and grateful that we would collect all refuse/recycling on the next scheduled collection. There were also a number of customers that took the opportunity to register a complaint as they did not accept the reasons as to why we could not collect sooner. A consistent response was given to all. All outstanding collections have now been made.

Garden Waste Collection Service – Renewal letters have been sent out to our existing customers and those that renew before 1 March will pay a slightly cheaper 'early bird' price. To date 2,255 renewals have been made, which is almost a quarter of our existing customers. It is anticipated that this service will continue to attract new customers as has been the case year on year since the service was introduced.

## **Vehicle Maintenance Workshop**

In the last few weeks Chichester District Council has used our workshop facilities to prepare one of their refuse vehicles for its MOT, as its own workshop is currently out of use following a fire last year.

## **Environmental Health**

In conjunction with the County Council, a new contract between HBC/East Hants DC/Fareham BC and the In Touch Home Improvement Agency (HIA) has been negotiated to commence on 1 April 2013. Under the terms of the contract the HIA will provide three full time case workers to support the three district councils. One of the case workers will be co-located at the Plaza with the Disabled Facilities Grant (DFG) team to assist grant applicants with form completion, obtaining contractor's estimates, etc as well as providing extra value on behalf of the County Council, such as sign posting to other services, ensuring applicants are in receipt of the proper benefits, and seeking financial assistance from charitable sources if applicants cannot afford their financial contribution or are ineligible for DFG assistance. It is anticipated that the new arrangement will reduce the capital cost of agency support for the Council.

## **Neighbourhood Quality**

### **Community Safety including CCTV**

#### **Community Safety**

The current priority areas being tackled are:

The Seafront/Norfolk Mews area of Hayling Island where drug and alcohol related anti social behaviour is having a negative impact on residents' quality of life. The team are working with the local Councillors and Police to secure the support of Landlords in the area.

The team is also devoting considerable time to the Supporting Families initiative which aims to identify and co-ordinate support for over 60 families in the Havant area that are a drain on the public purse – the criteria for the scheme are

- Unemployment
- Poor school attendance
- Involvement in youth crime

Other criteria include

- Victims of Domestic Abuse
- Substance misuse and
- Causing Anti Social Behaviour in the Neighbourhood

## CCTV

The contracts for the provision of staffing and the maintenance of the Public Space CCTV in Havant were let in June 2012 following a full tender process. Both contracts were let on a three year fixed price term with a clause that they would be revisited annually. The contracts are due for renewal in June 2013 and a review is currently under way to ensure that the service represents value for money.

## **Environmental Quality**

The rangers continue to patrol the borough for environmental offences – these have been carried out at various times including from 5.30am and up to 11pm at night. Since April the team has issued 26 FPNs for littering offences, four for dog fouling and one for fly-posting.

The team has carried out joint patrols with Hampshire Roads Policing, PCSOs from local safer neighbourhood teams and targeted town centre patrols with the Hampshire County ACSOs. A recent joint project with Waste Management and Portsmouth City Council Housing has been giving positive results in dealing with waste issues with blocks of flats with bulk bins. The rangers continue to support the Estate Services Officers with this work.

In response to higher than average complaints along Hayling seafront, the ranger team has carried out some training with the beach patrol and will be supporting them in higher profile patrolling and working with local residents to identify dog fouling hotspots and appropriate times.

The team has been monitoring reports of small groups of caravans. So far only one group has stayed on Council land over night.

## **Transport & Implementation**

### West Beachlands Resurfacing Works (HBC Funded)

Work to resurface the toilet car park and café bench area is due to commence in early February, any remaining funds will be utilised in the repair of the road surface leading to West Beachlands.

### Eastoke to Beachlands Footpath/Cycleway (HBC Funded)

It is proposed to construct and sign a pedestrian / cycle-path from Eastoke corner to Beachlands upgrading existing paths and the route through the car parks between Eastoke and Beachlands and then on to the Inn on the Beach using the existing road. This will help to meet one of our Blue Flag aims for this year to improve sustainable transport links to the beach. It will be necessary to phase this work over the next two years as and when funding becomes available, but we plan to resurface the eastern section this year, starting with the section next to the seawall along the southern edge of Eastoke car park. The work is out to tender for return on 7 February and it is proposed to start work on 25 February for completion by Easter.

### Frendstaple Road Cycle Route (HBC Green Transport Funded)

Design on this scheme to provide a cycle route from A3 London Road to Park Lane via Highfield Avenue, The Glade and Tempest Way utilising the existing highways and footpaths wherever possible is complete. A bid to HCC to extend this project to Park Lane and Sapphire Ridge has been successful. The project has therefore been put on hold until March 2013 so as to combine the projects.

### Hambledon Parade, Waterlooville Environment Enhancement scheme (HBC S106 Funded)

Two alternative parking layouts are being explored to reduce conflict, increase parking turnover and enhance the environment in Hambledon Parade by the design team. This project is scheduled for Cabinet Briefing on 20 February 2013 and Cabinet on 20 March 2013 to allow the project to move forward to full design, tender through to implementation.

### Park Road South, Havant Enhancement (HBC / HCC S106 Funded)

Assuming Cabinet approval is given on 6 February, this project will proceed to tender, with an implementation date of May - July 2013. The project sees a new toucan crossing replacing the existing pelican crossing between McDonalds and HSBC, reconfiguration of the carriageway whilst maintaining capacity for traffic, creation of the 'missing link' of NCN22 on the west side of the road, and significant and extensive environmental enhancement works including new footway paving and bespoke fencing.

### Park Road North, Havant Enhancement (HCC Funded)

In parallel with the Park Road South scheme, this project will proceed to tender, with an implementation date of April 2013. This project sees the reconfiguration of the carriageway to improve conditions for pedestrians and cyclists whilst maintaining traffic capacity by marking the carriageway into three lanes.

### Hayling Billy Trail Phase 4 Bridge Approaches (Sustrans / HBC / HCC S106 Funded)

Following completion of works outside the Ship Inn late last year, two projects now remain to complete the unbroken cycle route between Hayling and the Mainland. The project for the section from the south end of the Bridge to the 'Texaco' garage is in design. The project for the section along the frontage of the Langstone Sailing Club HQ building has design approval, however the construction timing may now be more appropriate for the autumn due to the amount of site clearance required and the impact this may have on wildlife (subject to planning approval).

### Havant New Lane Cycleway, Havant (HCC Funded)

Construction work started on 19 November 2012 to implement an on road cycle lane the length of New Lane which includes an off road link to Crosslands Drive and a pedestrian refuge adjacent to Littlegreen Avenue. Completion of the works is expected by the end of February 2013

### Morelands School (HCC Funded Safe Routes to School)

The scheme has been split into two phases. Phase one is out to tender with a build date starting on 25 March, for two weeks. This sees the creation of a pinch point on Crookhorn Lane to improve safety for the school crossing patrol, and footway widening in front of the School grounds. In phase two, which sees improved drop-off facilities in the Golf Club car park, and the widening to shared cyclist / pedestrian status of the path linking Crookhorn Lane to Liddiards Way, discussions are ongoing with Portsmouth City Council and HCC Estates respectively.

### Footpath 88 Hayling Island – Mill Rythe / Hayling College to Tournerbury Lane (HCC Funded SRtS / Access Team)

Construction work to widen this path and to improve the quality of the surface is due to commence on 18 February and last for approximately three weeks. The footpath will be closed during the duration of the works. The local and county councillors are in agreement with the project.

### Trosnant Schools (HCC Funded Safe Routes to School)

Design work to improve safety outside Trosnant Schools is nearing completion. Safety Audit has approved the design and now looking to go out to tender by 15 February 2013 and construction is schedule to start in March 2013

### **Local Sustainable Transport Fund (LSTF)**

#### Waterlooville Town Centre Cycle Link

HCC has asked HBC to carryout a feasibility study to see how we can link the north / south cycleways with Waterlooville town centre (bus interchange). Works have started on the feasibility. Local and County Councillors will be able to have their input once the report is drafted.

#### Leigh Park (Dunsbury Way) Bus Interchange

HBC's Transport & Implementation team is working with HCC to carry out a feasibility study to improve bus interchange and the public realm in the Dunsbury Way area. This work is in an early stage but is moving forward. Portfolio and local councillors will be kept informed of projects progress.

### For Your Information - HCC Works Operation Resilience

HBC has been notified by HCC as part of the programme of works being undertaken by Operation Resilience HCC will be undertaking the following works –

- footway resurfacing, ahead of carriageway resurfacing works, on Park Road from the junction with the A3 London Road to Park Avenue. The works are programmed to start Monday 4 February 2013 and are expected to last for seven weeks, weather permitting. Upon completion of the footway works we will e-mail you again with the proposed date for the carriageway resurfacing.

- drainage improvement works, on Long Copse Lane, Emsworth from the junction with Wraysbury Park Drive to Redlands Lane. The works are programmed to start Monday 11 February 2013 and are expected to last for two weeks, weather permitting.

## **Parking and Traffic Management**

The Parking Team continue to enforce the restrictions around the Borough and are attending several school sites to assist with the safety of the children by preventing parents parking on the school markings.

The Traffic Team has worked hard and implemented several new Traffic Orders and have three awaiting decisions at Cabinet in February. These are Silvester Road, Glebe Park Avenue and The Drive.

The team has been working with HCC and the Safety Advisory Group to see what changes may be made to the Tempest Avenue site, where the unfortunate incident occurred.

## **Sustainability and Climate Change**

### Green Deal

The Government launched the long awaited Green Deal on 28 January. This is a new way to pay for energy-saving home improvements. Residents will be able to take out Green Deal finance to pay for measures such as loft, cavity or solid wall insulation, double glazing, a new boiler or even a micro-generation system such as solar panels. In summary, the Green Deal process has four steps:

1. Assessment: A Green Deal assessor or advisor will carry out a home assessment and recommend energy-saving improvements in a Green Deal advice report.
2. Finance :A Green Deal provider will then issue a quote for a Green Deal plan to pay for the improvements based on the Green Deal advice report.
3. Installation: A Green Deal installer will provide and install measures agreed under the Green Deal plan.
4. Repayment: The electricity supplier will pay back the Green Deal 'loan' through the savings made on energy bills.

Work is currently being looked at with relevant partners to see what this could mean for residents and businesses in Havant.

### The Energy Company Obligation (ECO)

The Energy Company Obligation (ECO) has also launched. One strand of the funding within the obligation covers approx 15 areas in Havant and will mean that households in these areas maybe entitled to free or heavily subsidised home improvements. We are working with Yorkshire Energy Services (the lead for Insulate Hampshire project) on these particular areas and following the same approach as Insulate Hampshire project by offering a letter drop followed by door knocking to target these homes in Havant. We have worked with Trading Standards and

residents will be offered a central number to call to confirm that the scheme they are being offered is backed by the Council. However, as this funding is limited there may be a number of other installers not within this project that may target these particular homes – we do not have any control over this although we will do as much as we can to ensure that households will use the council backed scheme. Any queries please contact Pennie Brown.



## **Portfolio Holder Report – Council**

### **Cllr Guest - Planning and Built Environment**

#### **Planning Development**

##### **Major applications**

The number of major development proposals under consideration by the service remains high as the Development Management Team continues to work closely with Planning Policy, Housing and Economic Development to deliver the Council's strategic priorities of jobs and homes for local people.

The application for a total of 191 dwellings on land at Manor Farm/Copseys Nursery, Havant is under consideration with a target Development Management Committee (DMC) date in late March/early April. The proposals have been formulated following two Development Consultation Forums and other public engagement exercises carried out by the developer.

The major housing developments at Hampshire Farm, Emsworth and Purbrook Park, Purbrook are well under way and works have recently commenced at St Michael's Convent at Waterlooville (82 dwellings). Proposals for major new retail and employment redevelopment in Solent Road, Havant have recently been approved in addition to revised proposals for a Sainsbury's store at Waterlooville with an expected completion before Christmas 2013. The proposals for major new employment at Dunsbury Hill Farm are due to be considered by the DMC in late March.

Other major applications are expected in the near future following recent Development Consultation Forums, the most recent of which was held on 17 January for redevelopment of the Portsdown Hill Retail Park.

##### **Planning appeals**

A planning appeal has been lodged against the Council's decision to serve an enforcement notice relating to a houseboat at The Kench, Hayling Island. The case raises number of legal issues as well as environmental and amenity considerations and will be considered by Public Inquiry which will be held on 5 June.

##### **Planning Legislation**

The Government has announced new Permitted Development Rights for change of use from B1 (a) office to C3 residential purposes, which will come into force in Spring 2013. On 6 September 2012 the Government announced, as part of a package of measures to support economic growth, that these Permitted Development Rights would be introduced to better enable change of use from commercial to residential purposes.

The new rights will initially be time-limited for a period of three years and at the end of that period consideration will be given to whether they should be extended indefinitely. They will be accompanied by a tightly drawn 'prior approval' process which will cover significant transport and highway impacts, and development in areas of high flood risk, land contamination and safety hazard zones. Local Council's will be given an opportunity to seek an exemption for specific parts of their locality and this issue is currently being considered by officers.

## **Building Control**

Work on the Building Control action plan (phases two and three) to create a shared service between Havant and East Hampshire is now well underway. Areas of work so far being carried out include

- Mapping of processes and procedures with a view to harmonising these between the two Councils.
- Standardising forms, standard letters and documents between the two authorities.
- A customer interaction survey to quantify the most used methods of customer interaction. This data will be used to help inform decisions about the location of the future shared service and the way that it works.
- The commencement of staff training to develop new skills in areas where there is a growing market. (Code for Sustainable Homes and Fire Risk Assessment) Later in the year once the relevant staff are qualified and the systems are in place these new services will be marketed to generate new income streams for the Council as well as providing internal expertise to the Council where it is required.

Additional services are being provided to the Coastal Team, carrying out pre-condition surveys on existing properties where the Eastoke Coastal Scheme is about to start. This work will be funded by DEFRA and will generate an additional £5-10k of income. The income is likely to be received in the 2013/14 financial year.

Building Regulations income as of Dec 2012 is £188k which is above that received the previous year (£162k) but still below budget target for this stage of the year (£216k)

## **Coastal Engineering**

- Eastoke Point Coastal Defence Works

The scheme continues to progress well and the design has now been completed. Following the Project Assessment Board meeting, the Environment Agency have now formally approved 100% Flood Defence Grant in Aid (FDGiA) funding for the £5million construction of the Scheme. Planning permission was granted for the scheme on 14 December 2012 and a joint press release with the EA was issued on 8 January 2013. Due to the

significant funds involved we need to comply with EU procurement regulations; the procurement process progresses well with pre-qualification attracting 16 submissions which have now been evaluated and short listed down to the preferred four contractors to tender. Contract and Tender documents have now been finalised and are out to tender. Local residents adjacent to the construction site have received letters detailing the works, timings and notifying them of pre-condition structural surveys and splash wall works. HBC Building Control Team will in early February begin undertaking pre-condition structural surveys of all properties at risk of experiencing vibration from the construction works. An application has been made to the MMO for a Marine Licence for the works; a decision is expected in April 2013. The project is on schedule to start construction on site in May 2013.

- South Hayling Beach Management Plan (BMP)

HBC has now received formal approval for FDGiA funding for beach management activities along the Southern Hayling frontage over the next five years. The approval was for the full £1.6million (with contingency), including a spend of £124k this financial year. The first phase of this operation will be a combination of Beach Recycling and Nourishment through material imported by road. This operation is expected to commence in late February or early March depending on the outcome of discussions with Natural England to ensure there is no detrimental impact on over-wintering birds using the Harbour.

- Portchester Castle to Emsworth Strategy

Officers are now satisfied that the Environment Agency have responded to our final comments, issues and concerns with the draft Strategy. Officers now recommend that HBC consider approving the Strategy and have therefore prepared a Cabinet Report for consideration on 20 March 2013.

- Coastal Defence Maintenance

The annual Timber Maintenance Works contract for the Southern Hayling Frontage will be let through the Minor Works Framework and is due to start on-site in March.

## **Planning Policy**

The focus on using planning policy to generate economic growth is set to continue with Planning Minister Nick Boles announcing incentives to encourage communities to accept more housing and proposing to remove the need for planning permission on industrial units so they can freely change to residential use.

The Local Plan (Allocations) Public consultation ended on 21 January 2013. Current estimates are that about 800 people and organisations have responded making about 2,000 individual points. The level of response is less than it might have been as the team has been engaging with Councillors and local communities over a long period over which sites might come forward so there have been few shocks. The

feedback from our communities is concern about infrastructure, particularly traffic and flooding and impacts on the sensitive environment for birds. Nevertheless there is recognition of the need for new homes.

The Local Plan (Allocations) will be brought back to Councillor workshops in March or April to consider the representations and whether the sites need to change when taking comments on board. It is important to maintain progress on the Local Plan otherwise developers will increasingly speculate on opportunistic sites.

Planning Policy is centrally involved in major projects at Dunsbury Hill Farm, Waterlooville and Havant Town Centre. Havant town centre is a focus for action. Regeneration of Market Parade, East Street and Solent Road are critical to the future of the town and the wider borough's prosperity and the Council needs to continue to show clear leadership in these places.

The implementation of the Community Infrastructure Levy (CIL) is now a priority for the team. As a successful Frontrunner there are challenges for the Council in taking forward this new development 'tax'. It is proposed to introduce the Charging Schedule 13 weeks after the 1 May. This will give time to let applicants know that planning applications submitted after May are likely to be subject to CIL without waiting so long that the basis of the charging schedule becomes out of date. As CIL funds start to come in during late Summer and Autumn the team will be working with Councillors to develop fair and transparent processes for spending the CIL.

Hampshire County Council as the main infrastructure provider continues to seek the lions share of the funds. The Government has also announced that 15% of the fund should go back to the local communities. The process for deciding which schemes should be funded requires more work with councillors to agree the best way of achieving a fair and transparent distribution of the funds.