

City of Portsmouth MEMBERS' INFORMATION SERVICE

NO 48

DATE: FRIDAY 30 NOVEMBER 2012

The Members' Information Service produced in the Customer, Community & Democratic Services Unit by Joanne Wildsmith has been prepared in three parts -

Part 1 - Decisions by the Cabinet and individual Cabinet Members, subject to Councillors' right to have the matter called in for scrutiny.

Part 2 - Proposals from Managers which they would like to implement subject to Councillors' right to have the matter referred to the relevant Cabinet Member or Regulatory Committee; and

Part 3 - Items of general information and news.

Part 1 - Decisions by the Cabinet

The following decisions have been taken by the Cabinet (or individual Cabinet Members), and will be implemented unless the call-in procedure is activated. Rule 15 of the Policy and Review Panels Procedure Rules requires a call-in notice to be signed by any 5 members of the Council. The call-in request must be made to JOANNE WILDSMITH (Local Democracy Officer) and must be received by not later than 5 pm on the date shown in the item.

If you want to know more about a proposal, please contact the officer indicated. You can also see the report on the Council's web site at www.portsmouth.gov.uk

	WARD	DECISION	OFFICER CONTACT
1		<p>The Cabinet Member for Resources' held his Decision Meeting - 29 November</p> <p>The Cabinet Member for Resources, Councillor Hugh Mason, received and noted information on the following item:</p> <p>Monitoring of the Second Quarter 2012/13 Revenue Cash Limits and Capital Programme Decisions were not taken on this item and it is not therefore subject to call-in.</p> <p>The Cabinet Member for Resources made the following decisions:</p> <ul style="list-style-type: none"> • Twinning Matters <ol style="list-style-type: none"> (1) To formally approve a grant of £550 to Caen Committee to promote the attendance of 2 French veterans and interpreter from Caen City Council to attend the "D" Day Ceremony on 6 June 2013. (2) To formally approve a grant of £33.57 to reimburse costs incurred by Portsmouth's official delegate for token gifts from Portsmouth. (3) To formally approve a grant of up to £100 to send a token seasonal gift of a Portsmouth 2013 calendar to all Portsmouth's Twinned and Sister linked cities, to be sent with Christmas cards from the Lord Mayor and Leader of the Council. • Information Services Business Plan 2012 - 2013 <p>DECISION: The Cabinet Member for Resources approved the main objectives set out in this business plan.</p> <ul style="list-style-type: none"> • Financial Services Business Plan 2012/13 to 2014/15 • DECISION: The Cabinet Member for Resources approved the plan. <p>Call-in date – Friday 7 December</p>	<p>Vicki Plytas Customer, Community & Democratic Services Tel: 9283 4058</p>
2		<p>Cabinet Member for Environment & Community Safety meeting – 28 November</p> <p>Councillor Eleanor Scott took the following decisions:</p> <p>Guildhall Walk Special Policy Area Report</p> <p>DECISIONS</p> <ol style="list-style-type: none"> 1. Noted the reduction in violent crime that has been achieved within the Guildhall Walk Special Policy Area. 	<p>Jane Di Dino Customer, Community & Democratic Services Tel: 9283 4060</p>

	WARD	DECISION	OFFICER CONTACT
	Contd/...	<p>2. Noted that thanks had been formally sent to the pubs and clubs, Hampshire Constabulary and other agencies for their collective efforts in improving this area.</p> <p>Appointment to the Portchester Crematorium Joint Committee</p> <p>DECISION Appointed Councillor Jason Fazackarley to the Portchester Crematorium Joint Committee.</p> <p>Green Neighbours</p> <p>DECISION Noted the progress update of the Green Neighbours community project.</p> <p>Purple Flag</p> <p>DECISIONS</p> <ol style="list-style-type: none"> 1. Noted the progress achieved in addressing the findings of the Purple Flag self-assessment. 2. Noted the areas that have been highlighted for further development. 3. Progress this for further development by chairing a briefing session with relevant officers including the Chief Executive, Strategic Directors and opposition spokespersons. <p>Garden Waste</p> <p>DECISIONS</p> <ol style="list-style-type: none"> 1. Gave approval for the Head of Transport and Environment to enter into negotiations with the relevant contractor to provide, on behalf of Portsmouth City Council a Green Waste Club to Portsmouth residents commencing in Spring 2013. 2. Agreed that the supply of single use plastic garden refuse sacks for garden waste (which is subsequently disposed of via the incinerator) be withdrawn to coincide with the introduction of a Green Waste Club which will take waste for composting and improve recycling rates. 3. Agreed that the current Garden Waste 'Drop Off' scheme will not restart in 2013, but that the free drop off service at the Household Waste Recycling Centre will continue. 4. Agreed that the promotion of home composting continue as a method of minimising the amount of waste entering the system. <p>Call-in date – Friday 7 December</p>	

Part 2 - Proposals from Managers for Implementation

The following proposals have been brought forward. The Managers indicated will exercise their powers to approve the proposal unless a Councillor requests the item be referred for decision to the relevant Cabinet Member or Regulatory Committee. **Your request must be made to JOANNE WILDSMITH (Local Democracy Officer) and must be received by not later than 5 pm on Friday 7 December 2012.**
An email or handwritten letter will suffice.

If you want to know more about a proposal, please contact the Officer indicated.

PORTFOLIO: CULTURE, LEISURE & SPORT

	WARD	SUBJECT AND PROPOSAL	OFFICER CONTACT
3		<p>Fees and Charges for 2013 – Contracted Sports and Leisure Facilities</p> <p>Proposal: that the fees and charges for contracted sports and leisure facilities be approved for 2013 as set out below:</p> <p>Fees and charges for contracted sports and leisure facilities are reviewed annually, the last price increase being 1st January 2012.</p> <p>In line with contractual arrangements revised maximum prices for the following sports and leisure facilities will be introduced to take effect from 1st January 2013.</p> <p>In accordance with delegations to officers the revised maximum prices for the following contracted sports and leisure facilities: Eastney Swimming Pool, Charter Community Sports Centre, Portsmouth Indoor Tennis Centre, Southsea Tennis facilities and city wide outdoor bowls facilities will be increased in line with RPI(X) inflation at 2.9%.</p> <p>Prices for Wimbledon Park will be increased on the 1st December (this year only), as part of the re-negotiation of the fee for the future management of the site.</p> <p>It is proposed that the revised maximum prices for activities at the Mountbatten and Gym Centre be increased over and above the contractual rate of RPI(X). An analysis has been carried out on each of the activities offered and an appropriate price increase suggested. The average overall price increase will be 4.7%. Under the terms of the contract an income benchmarking exercise will be carried out in 2014. Early indications are that there will be a financial risk to the Council as a result of this which will be partly mitigated by these price increases.</p> <p>Leisure Card and Senior prices have been increased below the rate of inflation to protect these groups where price is often a barrier to participation.</p> <p>All proposed fees are subject to roundings to the nearest 5p.</p> <p>Copies of the schedule of revised charges for these contracted sports and leisure facilities have been placed in the Members' Rooms.</p>	<p>Mark Woolnough Recreation Contracts & Facilities Manager Tel: 9283 4035</p>

	WARD	SUBJECT AND PROPOSAL	OFFICER CONTACT
4		<p>Commercial Port - Annual Review of Dues, Rates and Charges</p> <p>Proposal: that the Schedule of Dues, Rates and Charges for the Commercial Port, which have been reviewed for 2013/2014 be approved and implemented with effect from 1 April 2013.</p> <p>The proposed Dues, Rates and Charges are the current charges adjusted and rounded to the nearest convenient unit of charge.</p> <p>A copy of the proposed Dues, Rates and Charges booklet and a full report are available in the Members' Room.</p>	<p>Julie Shotbolt Senior Port Accountant Tel: 9285 5916</p>

COMMITTEE: LICENSING

	WARD	SUBJECT AND PROPOSAL	OFFICER CONTACT
5		<p>Review of Licensing Fees</p> <p>Proposal: to approve increases to licensing fees where the Licensing Authority has discretion to set reasonable fees to cover the cost of the administration of the licensing function.</p> <p>It has always been the policy of the Licensing Committee to recover, where possible, the cost of undertaking the various licensing functions although for some licences/permits, no fee is payable or the licensing fees are controlled centrally by the Government. In these cases the Council cannot vary the fees to take into account local administrative on-costs.</p> <p>In 2008 the Licensing Committee resolved that these fees are to be reviewed on an annual basis to take into account inflationary and other increased costs. The proposed increase to licence fees is necessary in order to cover the on-costs for employees, supplies and services, agency and other contracted services so that the licensing budget meets the cash limit requirement as set down in the Council's budget and will also ensure that full cost recovery is achieved, where possible, in relation to the cost of the provision of the various licensing functions.</p> <p>Proposed New Fees (Note: * indicates that the proposed fee is subject to formal statutory consultation)</p>	<p>Nickii Humphreys Licensing Manager Tel: 9283 4604</p>

WARD	SUBJECT AND PROPOSAL	OFFICER CONTACT										
Contd/...	Licence Type:											
	Private Hire and Hackney Carriage Licences: Private Hire Operators:											
	Grant or renewal	<table border="0"> <tr> <td></td> <td style="text-align: right;">Existing Fee:</td> <td style="text-align: right;">Proposed Fee:</td> </tr> <tr> <td></td> <td style="text-align: right;">£</td> <td style="text-align: right;">£</td> </tr> <tr> <td></td> <td style="text-align: right;">366.00</td> <td style="text-align: right;">377.00*</td> </tr> </table>		Existing Fee:	Proposed Fee:		£	£		366.00	377.00*	
		Existing Fee:	Proposed Fee:									
		£	£									
		366.00	377.00*									
	Private Hire Vehicles:											
	Grant or renewal	146.00	150.00*									
	Grant or renewal LPG vehicles	135.00	139.00*									
	Grant – January only	73.00	75.00*									
	Renewal – Extension of licence period	239.00	246.00*									
	Car to Car Transfer	122.00	126.00									
	Car to Car Transfer – Administration Fee	25.00	26.00									
	Temporary Car to Car Transfer	62.00	64.00									
	Vehicle Re-Test fee	48.00	49.00									
	Private Hire and Hackney Carriage Drivers:											
	Grant or renewal	68.00	70.00									
	Replacement	12.00	13.00									
	CRB Administration Fee	10.00	11.00									
	Geography Test – Per attempt	11.00	12.00									
	Drugs Test	43.00	44.00									
	Hackney Carriage Vehicles:											
	Grant or renewal	152.00	157.00*									
	Grant or renewal LPG vehicles	140.00	144.00*									
	Renewal – Extension of licence period	268.00	276.00*									
	Car to Car Transfer	128.00	132.00									
	Car to Car Transfer – Administration Fee	26.00	27.00									
	Temporary Car to Car Transfer	64.00	66.00									
Vehicle Re-Test fee	50.00	52.00										

WARD	SUBJECT AND PROPOSAL	OFFICER CONTACT		
Contd/...	Licence Type: <div style="float: right; text-align: right;"> Existing Fee: £ </div> <div style="float: right; text-align: right;"> Proposed Fee: £ </div>			
	Introduction of additional fees for Hackney Carriage and Private Hire Vehicles:			
	Section 49 Transfer of Ownership Notice		-	45.00
	Certificate of Compliance – Duplicate Copy		-	10.00
	Other Licensing Fees:			
	Street Trading Consents		1590.00	1685.00
	Motor Salvage Operators		74.00	78.00
	Amenities on the Highway:			
	(Goods:)			
	Grant		197.00	209.00
	Renewal		111.00	118.00
	Variation		51.00	54.00
	(Tables and Chairs:)			
	Initial Application Fee		84.00	89.00
	Additional fee and subsequent renewal:			
	Up to 5 sq m		160.00	170.00
	5 sq m to 10 sq m		319.00	338.00
	10 sq m to 15 sq m		478.00	509.00
	15 sq m to 20 sq m		637.00	675.00
	Greater than 20 sq m		796.00	844.00

WARD	SUBJECT AND PROPOSAL			OFFICER CONTACT	
Contd/...	Licence Type:		Existing Fee:	Proposed Fee:	
			£	£	
	Sex Establishments:				
	Grant		12000.00	12000.00	
	Renewal		4000.00	4000.00	
Transfer		1000.00	1000.00		
Variation		NIL	1000.00		

PLANNING APPLICATIONS TO BE DETERMINED BY HEAD OF PLANNING SERVICES

The Head of Planning Services will exercise his powers to determine the following applications in accordance with the proposed decision for each application unless a Councillor requests the application be referred for decision to Committee.

Your request should be made to the **Assistant Head of Planning Services** by telephoning **Julie Watson** (☎023 9283 4826 or 023 9283 4339 answerphone) and must be received by not later than **5 pm on Friday 7 December 2012**. You can also make contact by letter or by e-mail to - planningreps@portsmouthcc.gov.uk - If you wish to know more about a particular application, please contact the Case Officer indicated.

Item No	Application No Ward	Location Description of Development	Planning Officer's Comments	Case Officer Proposed Decision
6	12/00948/ PLAREG Cosham	62D Havant Road Portsmouth PO6 2QZ Conversion to form single flat	<p>One objection received on the grounds that the proposal will be (a) next to the pavement on Park Lane, (b) contribute to traffic volume, (c) adjacent to a street light, (d) contribute to parking problems on Park Lane, and (e) the proposal represents an over intensive use of the site.</p> <p>The flat to which this application relates is accessed via the rear of the property at first floor level, from Park Lane. This is not considered to result in any issues with regard to the obstruction of the pavement on Park Lane. With regard to the development causing parking problems and contributing to volume of traffic, the proposal is to be allocated its own parking space at the front of the property from one of seven existing spaces. The addition of an extra vehicle is not considered to be a harmful addition to the existing volume of traffic. The proposal relates to a one bedroom flat, located on the first floor. The flat is not considered to represent an over intensive use of the site as the addition of one or two additional tenants would not have a harmful impact on the occupiers of the other tenants and businesses at the site. The flat itself is of a size considered to provide an acceptable standard of living to those who occupy it. The proximity of the street light is not considered to have a detrimental impact on the amenities of those occupying the proposal in terms of light pollution.</p>	<p>Peter George</p> <p>Tel: 023 9283 4326</p> <p>Conditional Permission</p>

Item No	Application No Ward	Location Description of Development	Planning Officer's Comments	Case Officer Proposed Decision
7	12/01159/PLA REG Drayton & Farlington	36 Augustine Road Portsmouth PO6 1HZ Retention of up to 2.3m high boundary fencing	<p>An objection comment has been received from No. 38 Augustine Road stating that the retention of the fence will cause a loss of outlook, loss of the sea views from the granny annexe, loss of daylight and the reduction in value of the objector's house. A further objection from the same contributor has been received regarding the wording and photographs used in the planning application.</p> <p>Permission is sought for the retention of a fence in the rear garden of 36 Augustine Road. The fence is located along the northern boundary shared with 38 Augustine Road. By the nature of the north-south slope of Augustine Road, No. 36 is lower than No. 38, and the height of the fence has taken this into account. The submitted drawings and site visits show that the fence is of standard wooden construction and measures approximately 2.3 metres high and extends approximately 25 metres along the northern boundary. Visually, the fence is considered to be acceptable in terms of materials and design. Furthermore, the fence is not considered to result in a significant loss of amenity to neighbouring properties and is of an acceptable height in relation to the recipient dwellinghouse and the adjoining properties. The concerns raised regarding the loss of property value, loss of the sea view and the wording used by the applicant in the planning application would not be material to the consideration of the application.</p>	<p>James Roberts Tel: 023 9283 4344</p> <p>Conditional Permission</p>

	WARD		OFFICER CONTACT
8		<p>The Second Phase of Transformation Works in Ground Floor Reception</p> <p>Phase 2 of the improvements to ground floor reception at the civic offices is about to start. The changes are part of the council’s transformation programme which sees us achieving savings by working more efficiently and effectively and also part of our commitment to improve service for customers. On 15 December hoardings will be put up on the left hand side and works should be complete by spring.</p> <p>This should result in improvements for customers visiting the Civic Offices, cutting queue times, making reception a more welcoming area and making visits go as smoothly and as efficiently as possible. To do this we are changing the layout, adding more seating, more self service points, and a new queue management and triage system to greet and filter customers according to their needs.</p> <p>We will endeavour to keep services running as fully as possible for customers, however there will be some temporary changes while the works are happening. Our City Helpdesk will continue to provide help and assistance to customers. They will temporarily be located in the waiting area to the right of the main entrance. A Licensing desk will also still be available in reception to deal with customer applications and enquiries. Housing Benefit and Housing Options will not be affected by the works, normal service will continue. Customers will also still be able to apply for Concessionary Fares at the Civic Offices.</p> <p>Customers paying less than £50, or paying by a card or cheque, will still be able to make payments in the Civic Offices. People making larger cash payments (over £50) will be asked to go to the Parking Office, to the rear of the Civic Offices on Alec Rose Lane.</p> <p>We will be encouraging customers to use our online payment system, and will be encouraging civic staff to use other entrances to try to ease congestion. It is important that external visitors are booked in via the visitor booking system.</p> <p>These changes to the ground floor reception support transformation by:</p> <ul style="list-style-type: none"> • Improving customer service • Increasing customer self serve • Making better use of our buildings and office space • Reducing the amount of energy we use 	<p>Louise Wilders Head of Customer, Community & Democratic Services Tel: 9268 8545</p>

	WARD		OFFICER CONTACT
9	Hilsea	<p>109-111 Hartley Road Portsmouth PO2 9HX - Appeal Ref No: 12/00516/FUL Date Lodged: 26TH November 2012</p> <p>An appeal has been lodged against the refusal for the conversion of 111 Hartley Road to form 2 flats; external alterations to include construction of ground floor rear extensions to both properties and single garage to rear and formation of vehicle hardstanding to front of property.</p> <p>The appeal is being dealt with by the written representation procedure.</p>	<p>Gary Christie Planning Services Tel: 9268 8592</p>
10		<p>Employment Committee - Cancellation</p> <p>The meeting of Employment Committee that had been scheduled for Thursday 6 December has been cancelled owing to lack of urgent business. The next scheduled meeting will be held on Tuesday 15 January 2013 at 12.15pm.</p>	<p>Vicki Plytas Customer, Community & Democratic Services Tel: 9283 4058</p>
11		<p>Traffic, Environment & Community Safety Scrutiny Panel</p> <p>The panel met on 27 November to continue its review into air quality in Portsmouth. The next meeting will be held on 18 December at 4pm.</p>	<p>Jane Di Dino Customer, Community & Democratic Services Tel: 9283 4060</p>
12		<p>Twinning Advisory Group - 28 November</p> <p>The Twinning Advisory Group considered the following items:</p> <ul style="list-style-type: none"> • Updates from the twinning representatives • Three grant proposals for submission to Resources portfolio 	<p>Peter Smith-Parkyn Customer, Community & Democratic Services Tel: 9268 8361</p>
13		<p>Planning Committee – Wednesday 5 December 2012 at 3.00pm in the Executive Meeting Room, Floor 3 of the Guildhall, Portsmouth</p> <p>The committee will consider the following items:</p> <ul style="list-style-type: none"> • Enforcement appeal decision at 18 Poynings Place, Portsmouth 	<p>Lucy Wingham Customer, Community & Democratic Services Tel: 9283 4662</p>

	WARD		OFFICER CONTACT
	Contd/...	<ul style="list-style-type: none"> • Planning applications: <ul style="list-style-type: none"> ○ 12/00863/FUL – Coffee Van Site, Eastney Esplanade, Southsea – Construction of single storey building with decking to form coffee shop (Class A3) ○ 12/00475/FUL – Days Window & Door Services Ltd, 58A Havant Road, Portsmouth – Construction of part two-storey part single-storey rear extension to form additional office space (following removal of the existing ground floor rear extension) ○ 12/01077/FUL – 14 Chesterfield House, 28-29 Western Parade, Southsea – Change of use of dwelling house (Class C3) to purposes falling within Class C3 (dwelling house) or Class C4 (house in multiple occupation) ○ 12/01087/FUL – 5 Thicket House, 94 Elm Grove, Southsea – Change of use from dwelling house (Class C3) to purposes falling within Class C3 (dwelling house) or Class C4 (house in multiple occupation) (resubmission of 12/00468/FUL) ○ 12/01130/FUL – 55 Edmund Road, Southsea – Change of use from house in multiple occupation (Class C4) to purposes falling within Class C4 (house in multiple occupation) or Class C3 (dwelling house) ○ 12/00804/FUL – 13A Taswell Road, Southsea – Change of use from dwelling house (Class C3) to purposes falling within Class C3 (dwelling house) or Class C4 (house in multiple occupation) ○ 12/01041/FUL – Construction Site (mixed), 22 Middle Street, Southsea – Construction of 8-storey building to form 98 bed halls of residence for student use (Class C1) with two commercial units at ground floor level for use as shops within Class A1 or offices/light industrial within use Class B1 ○ 12/01083/FUL – Site of former Railway PH, 119 High Street, Cosham – Construction of part 5, part 4, part 3 and part 2-storey building to provide 20 flats and shop units to the ground floor fronting High Street (resubmission of 11/00829/FUL) ○ 12/01033/FUL – Units E1-E6 Airport Service Road, Portsmouth – Rationalisation of car parking and access, provision of garden centre enclosure up to 4m high, renewal of external cladding to the building and the creation of additional floors pace at mezzanine level within the retained building for use for non food retail purposes (following demolition of unit E2/E5) ○ 12/01082/FUL – 56 Tredegar Road, Southsea – Change of use from dwelling house (Class C3) to purposes falling within Class C3 (dwelling house) or Class C4 (house in multiple occupation) 	

	WARD		OFFICER CONTACT
14		<p>Shadow Health and Wellbeing Board Friday 7 December 2012 to meet no earlier than 9.30am in Conference Room A, Civic Offices, Portsmouth (but please note there will be a joint informal meeting with the Public Service Board that will start at 9.00am)</p> <p>Please note that the formal meeting will be preceded at 9am by a joint informal meeting with the Public Service Board and members of the public are invited to attend the informal meeting as observers in addition to the formal meeting. The Shadow Health and Wellbeing Board will meet at the conclusion of the joint informal meeting but will start no earlier than 9.30am.</p> <p>The following items are on the agenda for the formal meeting</p> <ul style="list-style-type: none"> • Healthwatch – an update report on the work undertaken locally • Joint Strategic Needs Assessment (JSNA) Annual Summary <p>The formal meeting will be followed by a workshop on the Joint Strategic Needs Assessment, scheduled to end at 12 noon.</p>	<p>Vicki Plytas Customer, Community & Democratic Services Tel: 9283 4058</p>
15		<p>Special Cabinet – Monday 10 December at 12 noon in the Executive Meeting Room, Guildhall</p> <p>The Cabinet is due to be considering the following reports:</p> <ul style="list-style-type: none"> • Social Work Matters – Re-shaping Children’s Social Care & Safeguarding • Children's Centres • PCC Revenue Budget 2013-14 	<p>Joanne Wildsmith, Customer, Community & Democratic Services Tel: 9283 4057</p>

	WARD		OFFICER CONTACT
16		<p>The Health Overview & Scrutiny Panel – 29 November</p> <p>The panel met on 29 November and resolved that:</p> <ol style="list-style-type: none"> 1. The update on the review of vascular services be noted. 2. The results of the recent patients' survey regarding their attendance at the Emergency Department, Queen Alexandra Hospital be sent to members. 3. The chair write to Hampshire's Health Overview & Scrutiny Panel and Health & Wellbeing Board regarding community nurse services in Hampshire. 4. Choose Well information be circulated to all councils. 5. An update on the National Commissioning Board Local Area Team for Wessex be brought to a future meeting. 6. Southampton, Hampshire, Isle of Wight and Portsmouth PCT Cluster's update be noted. 7. Portsmouth Hospitals' NHS Trust's update be noted. 8. The Caring for the Future report be noted. 	<p>Jane Di Dino Customer, Community & Democratic Services Tel: 9283 4060</p>