

City of Portsmouth

MEMBERS' INFORMATION SERVICE

NO 27

DATE: FRIDAY 9 JULY 2010

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 (Democratic Support 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>Cabinet Meeting – 5 July 2010</p> <p>The Cabinet made the following decisions:</p> <p>The Hard Supplementary Planning Document (SPD)</p> <p>A decision was deferred as more information had been requested before this could be considered by the Cabinet.</p>	<p>Joanne Wildsmith, Customer, Community & Democratic Services Tel: 9283 4057</p>

	WARD	DECISION	OFFICER CONTACT
1	(Cont'd)	<p>Corporate Plan 2010-13</p> <p>DECISION: That the Cabinet:</p> <ol style="list-style-type: none"> (1) Comment on the draft Corporate Plan, attached as annex 2 (2) Refer the draft Corporate Plan to Council on 20 July for approval subject to any amendments as a result of (1) above (3) Allow any minor amendments to be finalised by the Chief Executive in consultation with the Leader <p>(NB this item is referred to Council for decision and is not therefore subject to call-in)</p> <p>In-year Savings and Reduction of Government Grants 2010/11</p> <p>The Head of Financial Services' report had not been published but would be considered at the following meeting on 20 July 2010.</p> <p>NB: Call-in date Tuesday 13 July</p>	
2		<p>Cabinet Member for Resources' Decision Meeting - 8 July</p> <p>Cabinet Member, Councillor Hugh Mason made the following decisions:</p> <ul style="list-style-type: none"> • Budget Outturn 2009/10 – Revenue Cash Limits and Capital Programme <p>DECISION that the Cabinet Member notes the content of the report.</p> <ul style="list-style-type: none"> • Portsmouth Partnership Improvement Plan Voluntary and Community Sector <p>DECISIONS that:</p> <ol style="list-style-type: none"> (i) approval be given to the draft voluntary and community sector framework on behalf of PCC (appendix 1 of the report). (This will then be subject to a fuller 12 week consultation period with the wider voluntary and community sector (VCS) and brought back for final approval.) 	<p>Vicki Plytas Customer, Community & Democratic Services Tel: 9283 4058</p>

	WARD	DECISION	OFFICER CONTACT
2	(Cont'd)	<p>(ii) the paper (appendix 2) prepared by Ian Piper, Chief Executive for Community First for Portsmouth, be noted.</p> <p>(iii) The Portfolio Holder for Resources to advise of any further actions required in consultation with Mandy Lindley, Third Sector Partnerships and Commissioning Manager.</p> <ul style="list-style-type: none"> • Date of Next Meeting <p>The date of the next meeting will be re scheduled from 7 October 2010 to occur on a date after the 12 week consultation period (referred to above) has ended.</p> <p>NB: Call-in date Friday 16 July</p>	
3		<p>Cabinet Member for Environment & Community Safety's Decision Meeting - Wednesday 7 July</p> <p>Councillor Eleanor Scott made the following decisions:</p> <ul style="list-style-type: none"> • Food Service Plan 2010-11 <p>DECISION: The Cabinet Member for Environment & Community Safety recommended that the City Council formally approves the Food Service Plan for 2010/11, as attached to the report.</p> <ul style="list-style-type: none"> • Health & Safety Plan 2010-11 <p>DECISION: The health & safety service plan for 2010/11 as attached to the report was approved.</p> <ul style="list-style-type: none"> • Trading Standards Delivery Plan 2010-11 <p>DECISION: The trading standards service delivery plan for 2010/11 was approved.</p> <ul style="list-style-type: none"> • Think Family Initiative – Implementation <p>DECISION that the report be referred to the Cabinet for decision as it was also relevant to the Children's Services and Health & Social Care portfolios.</p>	<p>Karen Martin Customer, Community & Democratic Services Tel: 9283 4052</p>

	WARD	DECISION	OFFICER CONTACT
3	(Cont'd)	<ul style="list-style-type: none"> • Party by the Beach <p>DECISION that the Cabinet Member for Environment and Community Safety noted the details of the event.</p> <ul style="list-style-type: none"> • Guildhall Walk Taxi Rank Taxi Marshals <p>DECISIONS that:</p> <ul style="list-style-type: none"> • The Cabinet Member for Environment and Community Safety supported the approach taken by officers and noted that Guildhall Walk licensed premises and Hackney taxi drivers were now funding this important project. • The Council continues to work to extend the taxi marshal service to run throughout the week as necessary and as resources become available. <ul style="list-style-type: none"> • Enhanced and Improved Lighting in Guildhall Walk and the surrounding area <p>DECISIONS that:</p> <ul style="list-style-type: none"> • The spend of £37,000 to increase the lighting levels in Guildhall Walk and enhance the lighting levels in White Swan Road, Exchange Road, Alec Rose Lane and Dorothy Diamond Street was approved. • Officers produce a report for the Cabinet Member of Environment and Community Safety on the impact of the new lighting six months after implementation. <ul style="list-style-type: none"> • Alcohol Interventions Team Annual Report <p>DECISION that the Cabinet Member for Environment and Community Safety notes progress of the Alcohol Interventions Team detailed in the Annual Report.</p>	

	WARD	DECISION	OFFICER CONTACT
3	(Cont'd)	<ul style="list-style-type: none"> ● Anti-Social Behaviour Unit Evaluation Report <p>DECISION that the Cabinet Member agreed to the implementation of the courses of action listed below as budget and resources allow, in line with evolving operational requirements and efficiencies.</p> <ul style="list-style-type: none"> ● Include the Community Wardens within the ASB Unit, retaining their role and identity, to create a highly responsive team ● Review the funding of the ASB Unit in relation to the scale of the anti social behaviour in the City and the priority placed upon tackling it by the Council and residents ● Review extra support for the ASB Unit and in particular to the private sector caseworker ● Use additional police and legal support resources to cover absence when key personnel are absent ● Review support for victims and witnesses including evaluated their involvement with the ASB Unit ● Use the Safer Portsmouth Partnership researchers and other analytical tools to enable an intelligence led approach for identifying priority areas for ASB ● Explore opportunities to strengthen partnership links and in particular those tasked with tackling alcohol abuse ● Ensure that the ASB Unit utilises the Safer Portsmouth Partnership communication officers to promote positive outcomes for reducing the fear of ASB, publicise minimum standards and contribute towards the 'justice seen, justice done' ethos <ul style="list-style-type: none"> ● Terms of Reference for the Environment & Community Safety Portfolio <p>DECISION that the Terms of Reference for the Environment & Community Safety Portfolio be noted.</p> <p>NB: Call-in date Friday 16 July</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 (Democratic Support Officer) and must be received by not later than 5 pm on Friday 16 July 2010.**
An email or handwritten letter will suffice.

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

PORTFOLIO: TRAFFIC & TRANSPORTATION

FRIDAY 9 JULY 2010

	WARD	SUBJECT AND PROPOSAL	OFFICER CONTACT
4	Eastney	<p>Royal Marines Museum Pay and Display</p> <p>Proposal: To advertise a traffic regulation order to introduce pay and display parking at the Royal Marines Museum.</p> <p>The parking operations section wish to enter into an agreement with the Royal Marines Museum for the supply of parking management services. The parking operations section will supply to the museum:-</p> <p>A traffic regulation order for their car park, two pay and display machines, appropriate signage, cash collection and banking services and an enforcement service. Set up costs will be shared, 25% by the council, 75% by the museum. Once set up costs have been paid revenue from the car park will be split 25% to the council and 75% to the museum. Revenue from enforcement services will accrue 100% to the council. The council will be responsible for ensuring the parking equipment and signage remain in good working order.</p> <p>It is hoped this will help to alleviate the parking problems the museum has experienced since the reduction in parking provision on the seafront and will boost the income of the museum and the council. A full financial appraisal is available from Michael Robinson, Team Manager, Parking Operations.</p>	<p>Michael Robinson Transport & Street Management Tel: 9284 1332</p>

PORTFOLIO: TRAFFIC & TRANSPORTATION

FRIDAY 9 JULY 2010

	WARD	SUBJECT AND PROPOSAL	OFFICER CONTACT
5		<p>Pay and Display Cash Collection – Havant Borough Council</p> <p>Proposal: That the parking operations section enter into a 3 year agreement with Havant Borough Council for Portsmouth City Council to carry out the collection, counting and banking of their parking income from such places as their pay and display machines.</p> <p>This work will be done using Portsmouth City Council's existing resources.</p> <p>This activity will be charged on a basis to ensure that there is no negative impact on Portsmouth City Council's revenue budgets. These charges will be reviewed on an annual basis.</p>	<p>Michael Robinson Transport & Street Management Tel: 9284 1332</p>

PORTFOLIO: LEADER'S

FRIDAY 9 JULY 2010

	WARD	SUBJECT AND PROPOSAL	OFFICER CONTACT
6		<p>The Former Moat Club, Salisbury Road, Cosham,</p> <p>Proposal: To dispose of the freehold property at auction.</p> <p>Background:</p> <p>This property was declared surplus and AMS was given delegated the authority to dispose of it by the Cabinet on the 9 March 2009. Initial research, prior to marketing has revealed that the property is in flood zone 3 and therefore require a change of use planning application. Planning have advised that a flood risk assessment would be required with the application and that the Environment Agency would likely object to any change of use to residential use under grounds of access and egress to the site in a flood.</p> <p>Due to the costs of preparing a flood risk assessment and the remote chance of getting planning consent for residential use it is now proposed to sell this property by auction.</p> <p>Other potential uses have been fully explored including use by a local Allotment Association who were interested in a community asset transfer. After discussion with PCC's Health Pompey team the Allotment Association has decided not to pursue a community asset transfer as the property would require significant investment to bring it back into use for their purposes.</p>	<p>Samantha Cowley Asset Management Service Tel: 9283 8819</p>

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 **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 16 July 2010**. 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	Application Type Case Officer Proposed Decision
7	10/00174/FUL Cosham	<p>62C Havant Road Cosham Portsmouth</p> <p>Change of use from shop (Class A1) to cafe/sandwich shop (mixed use Class A1/A3)</p>	<p>Three letters have been received by local residents raising objection on the grounds that introducing a mixed A1/A3 use would increase demand by the public resulting in more car parking on Havant Road due to insufficient car parking on the site. An objector is concerned that the increase in opening hours would have a negative impact on the amenities of local residents in terms of noise, general disturbance and anti-social behaviour. An objector further comments that in their opinion Cosham is already well served with cafes/sandwich shops etc.</p> <p>'Doors and Glass' propose to divide the existing shop (Class A1) into two units. The floor space of the premises would not be extended. One unit is proposed to be used as a cafe/sandwich bar; for the sale of food and drink for the consumption on and off the premises.</p> <p>The premises are extremely well located in terms of its access to public transport. Considering the previous use of this site it is unlikely to have a significant impact on the surrounding highway network.</p> <p>The hours of opening would be 8-4pm Monday to Friday and 8-2pm Saturday. The premises would be closed on Sunday. These hours are consistent with the opening and closing times of other premises within the surrounding area and would prevent additional noise and general disturbance into late-night hours. The Environment and Public Protection Officer does not envisage any adverse impact upon the local residents as a result of a change of use from shop to cafe/sandwich bar.</p>	<p>Nicola Frampton</p> <p>Tel: 9283 4305</p> <p>Conditional Permission</p>

Item No	Application No Ward	Location Description of Development	Planning Officer's Comments	Application Type Case Officer Proposed Decision
8	10/00512/REM Baffins	<p>Land At 112 Copnor Road Portsmouth PO3 5AN</p> <p>Reserved Matters application for appearance and landscaping in respect of construction of 7 two-storey terraced dwelling houses approved under outline application 08/00801/FUL</p>	<p>A letter of representation has been received from a resident of Copnor Road. It reiterates previous objections to the outline permission granted for a terrace of 7 houses (on the grounds of housing density, amenity impact, parking and property value) concluding it was bad decision that will destroy amenity and the already chaotic parking situation will become unbearable; it also considers appearance and landscaping to be secondary to the essential issues in this case. Contrary to this suggestion, approval is only sought for appearance and landscaping (Reserved Matters) since access, site layout and scale were already determined as part of the existing outline permission.</p> <p>The surrounding area is characterised by a mix of 2 and 3-storey built-form. In terms of scale, the previous outline permission proposed three floors of accommodation, with the upper floor in the roof space. The submitted scheme again shows a two-storey eaves and three floors of accommodation, with upper floor bays projecting at first floor/roof level to provide rhythm and interest to the Copnor Road frontage. Roof light windows are incorporated into the rear roof slopes, which face houses fronting Coniston Avenue, to minimise overlooking. The 7 houses are in a contemporary design utilising materials common to the area, of brickwork at ground floor level and render above and concrete tile roof. The already approved site layout allows space within modest front garden areas for planting. The landscaping scheme proposes 7 trees and hedgerow planting, behind a 1m high brick wall. The rear gardens include cycle storage facilities and access paths set around small turfed areas, enclosed by an existing (retained) 1.8m brick wall. The proposed appearance and landscaping are considered sympathetic and appropriate to the site and surroundings.</p>	<p>Alan Banting</p> <p>Tel: 9283 4324</p> <p>Approve</p>

Item No	Application No Ward	Location Description of Development	Planning Officer's Comments	Application Type Case Officer Proposed Decision
9	10/00517/FULR St Jude	5 Clarence Parade Southsea Hampshire Application to extend planning permission 07/00220/FUL	<p>One letter has been submitted repeating representations made in respect of the original application, namely concerns about noise transmission, the structure of the attic space and the adequacy of the sewerage connection.</p> <p>This application seeks a new planning permission to replace an extant planning permission in order to extend the time limit for implementation. The representations were previously considered in 2007 and did not raise issues of harm to warrant refusal of planning permission. In the absence of any material change of circumstance, renewal of the previous permission for a further 3 years is considered acceptable.</p>	<p>Simon Barnett</p> <p>Tel: 9284 1281</p> <p>Conditional Permission</p>
10	10/00547/HOU Baffins	38 Sunningdale Road Portsmouth Hampshire Construction of single storey rear extension and porch to front elevation	<p>Two letters have been received from adjacent properties raising objection on the following grounds: a) extension would be out of keeping with building pattern of terrace; b) loss of light; c) moving drains may cause problems; and d) height of pitched roof may cause damp problems.</p> <p>The proposed single storey rear extension would be the full width of the house, designed with a pitched roof. The extension would be constructed of brick to match the existing with a tiled roof including three roof lights. In design terms the extension is considered to be appropriate in relation to the existing house and its surroundings. The extension would project beyond the adjacent properties by 1.3m and is not therefore considered to have any significant effect on the amenity of the adjoining occupiers in terms of loss of outlook or light. The proposed front porch would represent a subservient feature in relation to the existing house and in a wider context is not considered to visually imbalance the terraced houses. Given the number of other similar front extensions/porches within the surrounding area the proposed porch would not be out of keeping. The proposed porch is not considered to affect the occupiers of the adjoining property in terms of loss of light, outlook or privacy. The other issues raised of drainage and damp would not represent justifiable reasons to refuse permission.</p>	<p>Michelle Blaikie</p> <p>Tel: 9283 4323</p> <p>Conditional Permission</p>

Part 3 - Information and News Items

FRIDAY 9 JULY 2010

	WARD		OFFICER CONTACT
11		<p>Cabinet Member for Health and Social Care's decision meeting - 10am on Tuesday 13 July 2010 in the Executive Meeting Room, 3rd Floor, The Guildhall, Portsmouth</p> <p>Cabinet Member, Councillor Leo Madden will consider the following items:</p> <ul style="list-style-type: none"> • Variation to Section 75 Agreement Integrated Commissioning • Locally Based Hospital Unit Reprovision • Generations Together in Portsmouth programme 	<p>Karen Martin Customer, Community & Democratic Services Tel: 9283 4052</p>
12		<p>Cabinet Member for Traffic & Transportation's decision meeting - Thursday 15 July 2010 at 10.00am in the Executive Meeting Room, Guildhall, Portsmouth</p> <p>Councillor Jason Fazackarley will make decisions on the following items:</p> <ul style="list-style-type: none"> • Review of 30mph Speed limit in Stubbington Avenue and Gladys Avenue • Traffic Regulation Order: The Portsmouth City Council (Anchorage Park East) (Prohibition of Waiting) (No.3) Order 2010 • Traffic Regulation Order: The Portsmouth City Council (Cosham Ward) (Review of Parking Restrictions) (No.39) Order 2009 • Canoe Lake Car Park Extension • Traffic Regulation Order: The Portsmouth City Council (Nelson Ward) (Review of Parking Restrictions) (No.4) Order 2010 • Traffic Regulation Order: The Portsmouth City Council (Various Roads) (Prohibition of Waiting and Amendments to Prohibition and Restriction of Waiting) (No.7) Order 2010 • Traffic Regulation Order: The Portsmouth City Council (Copnor and Hilsea Wards) (Review of Parking Restrictions) (No.9) Order 2010 • Traffic Regulation Order: The Portsmouth City Council (Baffins Ward) (Review of Parking Restrictions) (No.40) Order 2009 	<p>Karen Martin Customer, Community & Democratic Services Tel: 9283 4052</p>

Part 3 - Information and News Items (cont'd)

FRIDAY 9 JULY 2010

	WARD		OFFICER CONTACT
13		<p>Standards Committee – 5 July</p> <p>The Standards Committee considered the following items:-</p> <p>Proposed amendments to the Council’s Constitution: Contract Procedure Rules incorporating draft protocol for Councillors and Officers proposing to contract with the Council</p> <p>Proposed amendments to the Council’s Constitution: Protocol for Member/Officer Relations – deferred to next meeting</p> <p>Proposed amendments to the Council’s Constitution: Employees’ Code of Conduct – deferred to next meeting</p> <p>Date of next scheduled meeting 13 September 2010</p>	<p>Vicki Plytas Customer, Community & Democratic Services Tel: 9283 4058</p>
14		<p>Licensing Sub Committee – Friday 16 July 2010 at 9.30am in the Executive Meeting Room of the Guildhall, Portsmouth.</p> <p>The committee will consider the following application:</p> <p>Licensing Act 2003 – Application for the grant of a premises licence – Castle Field, Clarence Esplanade, Portsmouth, PO5 3PA</p>	<p>Lucy Wingham Customer, Community & Democratic Services Tel: 9283 4662</p>
15		<p>Planning, Regeneration and Economic Development (PRED) – Decision Meeting – 16 July 2010 - Change in Date/Time</p> <p>The next PRED Decision meeting was originally scheduled for Friday 16 July 2010 at 10am. However this has now been moved to <u>Tuesday 20 July 2010 at 9.30am</u> (in the Executive Meeting Room, in the Guildhall).</p>	<p>Lucy Wingham Customer, Community & Democratic Services Tel: 9283 4662</p>
16		<p>Special Cabinet – 20 July – revised time</p> <p>As the Special Cabinet on Tuesday 20 July, prior to Council, will now have several items for consideration (although the Northern Quarter will no longer be on this agenda), the time of this meeting has been brought forward to a 10am start. Please note in diaries.</p>	<p>Joanne Wildsmith Customer, Community & Democratic Services Tel: 9283 4057</p>

	WARD		OFFICER CONTACT
17		<p>Charity Commission News</p> <p>Trustees of charities administered by the City Council will be interested to know that the latest issue of Charity Commission News has been published on their website at http://www.charitycommission.gov.uk/About_us/About_the_Commission/newslist.aspx. This issue includes important information on the Equality Act, expenses and managing risks to your charity. It also contains the results of our latest economic survey, alongside new guidance on environmental sustainability and the abolition of cheques.</p> <p>If trustees would like to personally receive Charity Commission News, they can sign up to receive email notifications from the Charity Commission's homepage.</p>	<p>Joanne Wildsmith Customer, Community & Democratic Services Tel: 9283 4057</p>
18		<p>Local Transport Plan 3 (LTP3) - Consultation</p> <p>Following the decision made at Special Cabinet on 28 June 2010 for approval to consult on Local Transport Plan 3, the consultation opened on 8 July 2010 and will run for a period of 12 weeks until 29 September 2010. The consultation is available online at http://www.portsmouth.gov.uk/living/17666.html and hard copies are available at the Civic Offices and libraries. A number of engagement events will be held with key stakeholders, special interest groups and residents during the consultation period.</p>	<p>Hayley Todd Transport & Street Management Tel: 9283 4672</p>
19		<p>Cabinet Member for Culture, Leisure and Sport's Special Decision Meeting - 1.30pm on 16 July 2010 in the Executive Meeting Room, 3rd Floor, The Guildhall, Portsmouth</p> <p>Councillor Lee Hunt will make decisions on the following items:</p> <ul style="list-style-type: none"> • Selection of name for the new Library and Customer Service Centre to be located in the former Woolworth's site Palmerston Road, Southsea. • Tennis provision in the City. 	<p>Karen Martin Customer, Community & Democratic Services Tel: 9283 4052</p>

Part 3 - Information and News Items (cont'd)

FRIDAY 9 JULY 2010

	WARD		OFFICER CONTACT
20	St Jude	<p>110-114 Palmerston Road Southsea PO5 3PT</p> <p>Ref No: 09/01180/ADV Decision: Dismissed Decision Date: 05/07/2010</p> <p>An appeal was lodged against the refusal of planning permission for the display of 3 illuminated fascia signs and one non illuminated panel sign (resubmission of 09/00591/ADV).</p> <p>The appeal was considered by the written representation procedure and the Inspector decided to dismiss the appeal.</p>	<p>Michelle Blaikie-Stevens Planning Service Tel: 9283 4323</p>
21	Charles Dickens	<p>Portsmouth Muslim Academy Old Commercial Road Portsmouth PO1 4QL</p> <p>Ref No: 09/00966/VOC Decision: Allowed Decision Date: 01/07/2010</p> <p>An appeal was lodged against the refusal of planning permission for the variation of condition 1 attached to planning permission 08/01797/PLAREG to enable worship between the hours 0300hrs and midnight.</p> <p>The appeal was considered by the written representation procedure and the Inspector decided to allow the appeal.</p>	<p>Jonathan McDermott Planning Service Tel: 9284 1470</p>

	WARD		OFFICER CONTACT
22		<p>Local Government Association – LGA Alerts – Information sent to Local Authorities for week commencing Monday 5 July 2010 - Checklist 25/10</p> <p>Each week the LGA sends 'LG alerts' information sheets to member authorities. The full text of all LG alerts are available to local authorities on LGAnet – the Local Government Association internet service at http://www.lga.gov.uk.</p> <p>LOCAL GOVERNMENT GROUP EVENTS</p> <p>Local enterprise partnerships – leading local economies renewal conference The government is going to give local councils, working with business, the lead role in local economic development and is inviting councils and business leaders to outline their proposals for local enterprise partnerships. This conference on 20 July 2010 at Local Government House, London will provide an opportunity to hear from government, business and other councils on their vision for local enterprise partnerships and how they will lead local economic renewal. LG Alert Reference: 67/10</p> <p>2011 Birthday Honours We have been asked by Communities and Local Government to invite you to put forward recommendations for the Queen's Birthday 2011 Honours List. It is important that the citation form be fully completed, as lack of information can prevent a name being put forward. A new form is required when re-submitting a candidate put forward in a previous round – names do not go forward automatically. LG Alert Reference: 68/10</p>	<p>Local Government Association (LGA) Email: info@lga.gov.uk Tel: 020 7664 3131 www.lga.gov.uk</p>