

City of Portsmouth

MEMBERS' INFORMATION SERVICE

NO 5

DATE: FRIDAY 31 JANUARY 2020

The Members' Information Service (MIS) is produced in the Corporate Services Directorate. If you wish to be removed from the distribution list please let Democratic Services know. The MIS 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 democratic@portsmouthcc.gov.uk 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		Cabinet Meeting for Resources - 27 January 2020 The cabinet Member has made the following decisions:-	Vicki Plytas Tel: 9283 4058

	WARD	DECISION	OFFICER CONTACT
2	All Wards	International Relationship Strategy (1) Adopts this proposed International Relationship Strategy 2020 - 2025. (2) Agrees (i) that the Twinning Advisory Group is re-activated to provide effective oversight on the delivery of twinning with a meeting to be held before 31 st March 2020. (ii) that where appropriate, representatives of all the different Portsmouth twinning groups also be invited to attend Twinning Advisory Group meetings (3) that any requests for new relationships can also be established if they reflect a significant historical relationship which may already exist with the City of Portsmouth NB Call-in date - Monday 3 February 2020 Cabinet Member for Housing Decision Meeting - 27 January The Cabinet Member has made the following decisions:-	Steve Baily Director of Culture and City Development Tel: 9283 4399
	All Wards	Temporary Accommodation Placement Policy DECISIONS: The Cabinet Member for Housing (1) recognises the important role that temporary accommodation has in supporting people who are in crisis as a result of homelessness. (2) recognises that the policy formalises the working practice and ensures the fair allocation of temporary accommodation and meets its legal obligations. (3) approved the council's Temporary Accommodation Placement Policy which will be published on the council's website.	Joanne Wildsmith Democratic Services Tel: 9283 4057 Paul Fielding Assistant Director Housing and Daniel Lake NTO Manager/ Accommodation Manager Tel: 9283 4625 & 9284 1149

	WARD	DECISION	OFFICER CONTACT
		<p>Helping people secure a private rented home to reduce homelessness and housing need in Portsmouth</p> <p>DECISIONS:</p> <p>The Cabinet Member for Housing:</p> <ol style="list-style-type: none"> (1) noted the current difficulties that renters have in entering the private rented sector (PRS). (2) considered the options for providing additional support to enter the PRS. This may be either extending the range of support for those that already receive it, or new support for those that the council currently does not have a legal duty to support. Officers recommend the widening of a bond scheme and the use of a community bank to provide low cost loans. (3) Agreed to the officer's recommendation to proceed with extending the bond scheme and enabling a community bank to provide low-cost loans (Options 2 and 4). The Cabinet Member decided that the loans should be made available to residents interest-free, as outlined in option 4b. The Cabinet Member also agreed with the officer recommendations on eligibility and to adopt Scope 2, allowing those threatened with homelessness, not currently living in suitable self-contained accommodation or seeking a move into the private rented sector to benefit. (4) Delegated to the Director of Housing, Neighbourhoods and Building Services the authority to develop and operate a 12 month pilot of the chosen scheme(s) in order to fully develop a working scheme, understand the demand from residents, and expose the financial risk for the council, and that a review of the scheme's effectiveness and options for future development will be conducted and completed in the third quarter of the pilot to facilitate planning for the future. (5) Agreed that funding for the operation and any financial liability incurred by the pilot comes from the Leader's portfolio reserve, in line with the Leader's constitutional obligation to tackle poverty in the city. 	<p>Mark Sage Tackling Poverty Officer Tel: 9283 4111</p>

	WARD	DECISION	OFFICER CONTACT
		<p>Council Housing Budget 2020/21</p> <p>DECISIONS:</p> <p>The Cabinet Member for Housing approved the following:</p> <ul style="list-style-type: none"> (i) The Revised Budget as set out at Appendix 3 of the report. (ii) All rents and charges to be effective from 1st April 2020 or such other date as determined by the Director of Housing, Neighbourhood and Building Services in consultation with the Director of Finance and Resources. (iii) Dwelling Rents for 2020/21 to be set in accordance with Central Government's Social Rent Policy (rise of 2.7%). (iv) General Service charges for 2020/21 to be set at this meeting as set out in the report, and in accordance with Appendix 5. (v) Sheltered Housing Service charges for 2020/21 to be set at this meeting as set out in the report, and in accordance with Appendix 6. (vi) Laundry charges for 2020/21 to be set at this meeting as set out in the report, and in accordance with Appendix 7 (no rise). (vii) Heating charges to be set in accordance with Appendix 8 (no rise). (viii) Garages and parking site rents as shown in Appendix 9 be approved and authority to let garages at reduced rents where demand is low be delegated to the Director of Housing, Neighbourhood and Building Services in consultation with the Director of Finance and Resources. <p style="text-align: right;">/Cont'd ...</p>	<p>Wayne Layton Finance Manager Tel: 9283 4458</p>

	WARD	DECISION	OFFICER CONTACT
3		<p>(ix) Revenue Budget 2020/21 as set out in Appendix 3 be approved and authority given to the Director of Housing, Neighbourhood and Building Services in consultation with the Director of Finance and Resources to amend the budgets to reflect the latest available information prior to finalising budgets for 2020/21.</p> <p>(x) The relevant Managers be authorised to incur expenditure in 2020/21.</p> <p>(xi) The forecast Revenue Budgets for 2021/22 to 2022/23 as set out in Appendix 3 arising from the proposals contained in this report, be noted.</p> <p>NB Call-in date - Wednesday 5 February 2020</p> <p>Cabinet Member for Community Safety Decision Meeting - 28 January</p> <p>Councillor Lee Hunt, Cabinet Member made the following decisions:</p>	
	All wards	<p>Retention of additional community wardens</p> <p>DECISION</p> <p>Approved the proposal to retain the 8 additional Community Warden posts for a further extended period until 31 March 2021.</p>	<p>Jane Di Dino Tel: 9283 4060</p> <p>Colette Hill Assistant Director Neighbourhoods</p>
	All wards	<p>Health & safety service plan 2019/ 2022</p> <p>DECISIONS</p> <p>The Cabinet Member for Community Safety approved the manner in which Regulatory Services proposes to deliver its H&S responsibilities for the period 2019 - 2022 as set out in Appendix 1.</p>	<p>Richard Lee Environmental Health Manager</p>

	WARD	DECISION	OFFICER CONTACT
	All wards	Scams - three year action plan 2019/ 2022 DECISIONS: Approved the manner in which Regulatory Services delivers its scams prevention work, and agreed that the council becomes a ' <i>Friends Against Scams</i> ' Local Authority.	Richard Lee Environmental Health Manager
	All wards	Financial investigations & asset recovery DECISIONS: 1. Acknowledged the powers available to AFIs employed within Regulatory services and authorised their inclusion within the council's enforcement policy. 2. Acknowledged the benefits this work has yielded since its implementation, and approved the manner in which Regulatory Services seeks to deliver its financial investigation & asset recovery plan going forward 3. Approved the retention of the reserve account so recovered monies can be reinvested in keeping with the Home Office policy: Asset Recovery Incentivisation Scheme.	Richard Lee Environmental Health Manager
	All wards	The importance of shellfish production areas & sampling. DECISIONS: <ul style="list-style-type: none"> Acknowledged the responsibilities of RS in respect to shellfish. Recognised the importance of shellfish to the local fishing industry and to the 'health' of our harbours. Approved the manner in which shellfish sampling is to be undertaken for the next 12 months. NB Call-in date - Wednesday 5 February 2020	Richard Lee Environmental Health Manager

	WARD	DECISION	OFFICER CONTACT
4	All wards	<p>Cabinet Member for Environment & Climate Change Decision Meeting - 30 January 2020</p> <p>Councillor Dave Ashmore, Cabinet Member made the following decisions:</p> <p>Air Quality Compliance Monitoring</p> <p>DECISION</p> <p>The installation of an additional continuous air quality monitoring station and the continued deployment of diffusion tubes as set out within sections 4 to 8 and the use of alternative 'low-cost' monitoring devices as necessary as set out in section 6 were approved.</p> <p>NB Call-in date - Friday 7 February 2020</p>	<p>Jane Di Dino Tel: 9283 4060</p> <p>Richard Lee Regulatory Services Manager Tel: 9283 4857</p>
5	All Wards	<p>Cabinet Meeting for Culture & City Development</p> <p>The cabinet Member has made the following decisions:-</p> <p>Guildhall Trust Capital Release</p> <p>DECISIONS:</p> <p>The Cabinet Member for Culture & City Development agreed:</p> <p>(1) That the current obligation for the Guildhall Trust to secure match funding against the capital grant of £285,000 be removed.</p> <p>(2) That a capital allocation of £207,400 be released from this capital grant already approved for the Guildhall Trust to invest in the capital items listed in this report.</p>	<p>Lisa Gallacher Tel: 9283 4058</p> <p>Josie Dalling Business Support Manager</p>

	WARD	DECISION	OFFICER CONTACT
	All Wards	Hotwalls Studios Business Plan Update DECISIONS: The Cabinet Member for Culture & City Development: (1) Noted the work and activities of the Hotwalls Studios developed over the previous 3 years. (2) Agreed to bring a revised 6 year business plan model to the March 2020 portfolio meeting	Chrissie McQueen Hotwalls Studio Development Manager
	All Wards	Library Free Fines and Overdues DECISIONS: The Cabinet Member for Culture & City Development agreed: (1) To continue to offer free reservations of books to library members for the duration of the three year pilot period to March 2021. (2) To continue not to charge overdue fines to library members for the duration of the three year pilot period to March 2021. (3) To carry out a second evaluation of the pilot in autumn 2020 to make recommendations beyond the pilot period.	Lindy Elliott Library and Archive Services Manager
	All Wards	Parks, Seafront and Events Fees and Charges DECISION: The fees and charges were approved in accordance with the attached schedule (Appendix 1 - Schedule A)	Adrian Rozier Service Manager - Parks and Open Spaces/ Claire Looney Partnership & Commissioning Manager

	WARD	DECISION	OFFICER CONTACT
	All Wards	Revenue Grants DECISION: The Cabinet Member agreed the details of the funding levels, which will be confirmed by members at Full Council meeting in February 2020 when the council's overall revenue budget is agreed.	Claire Looney Partnership & Commissioning Manager
	All wards	Space Chase: The Summer Reading Challenge 2019 DECISIONS: The Cabinet Member for Culture & City Development: (1) Approved the continued delivery of Summer Reading Challenge Plus in 2020 following this year's successful pilot (2) Agreed that given increasing participation year on year, the Library and Archive Service explores external funding to support the purchase of additional Summer Reading Challenge materials and books for all Portsmouth libraries.	David Percival Library and Archive Services Manager
	All wards	Waterfront Garden Centre DECISION: The Cabinet Member noted the detailed working of the Waterfront Garden Centre and agreed to continue to request referrals to the service from other services within the Council. The following items are for information only: Seafront Strategy The Cabinet Member for Culture & City Development noted the report (for information only so is not subject to call-in	Catherine Burland Growing and Retail Co-ordinator Claire Looney Partnership & Commissioning Manager

	WARD	DECISION	OFFICER CONTACT
		<p>Water Safety</p> <p>The Cabinet Member for Culture & City Development noted the report (for information only so is not subject to call-in)</p> <p>Developing Watersports in Portsmouth</p> <p>The Cabinet Member for Culture & City Development noted the report (for information only so is not subject to call-in)</p> <p>Monitoring of the Second Quarter 2019-2020 Revenue Cash Limits and Capital Programme</p> <p>The Cabinet Member for Culture & City Development noted the report (for information only so is not subject to call-in).</p> <p>NB Call-in date - Friday 7 February 2020</p>	<p>Claire Looney Partnership & Commissioning Manager</p> <p>David Evans Leisure & Sports Facilities Manager</p> <p>Sue Page Finance Manager, Culture, Resources & Systems</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 democratic@portsmouthcc.gov.uk and must be received by not later than 5 pm on Friday 7 February 2020.**

An email or handwritten letter will suffice.

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

COMMITTEE: GOVERNANCE & AUDIT AND STANDARDS

FRIDAY 31 JANUARY 2020

	WARD	SUBJECT AND PROPOSAL	OFFICER CONTACT																								
6		<p>Fees – Ceremony Room Fees, Renewal of Vows, Naming Ceremonies and Provisional Bookings</p> <p>Non statutory fees and charges at the Register Office are reviewed annually and with effect from 1 April 2020 the following non-statutory fees will increase:</p> <ul style="list-style-type: none">• The De-commissioned Ceremony room• Booking Fee• Renewal of Vows• Naming Ceremonies. <p>This is in line with charges made by other Local Authorities.</p> <table><tr><td>Provisional Booking Fee</td><td>2019/20</td><td>2020/21</td></tr><tr><td>Monday to Thursday</td><td>£60</td><td>£65</td></tr></table> <table><tr><td>De-commissioned Ceremony room</td><td>2019/20</td><td>2020/21</td></tr><tr><td>Milldam House room (max 45 people)</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Monday to Thursday</td><td>£250</td><td>£270</td></tr><tr><td>Friday</td><td>£300</td><td>£320</td></tr><tr><td>Saturday</td><td>£350</td><td>£370</td></tr></table> <p>/Cont'd ...</p>	Provisional Booking Fee	2019/20	2020/21	Monday to Thursday	£60	£65	De-commissioned Ceremony room	2019/20	2020/21	Milldam House room (max 45 people)						Monday to Thursday	£250	£270	Friday	£300	£320	Saturday	£350	£370	Lorraine Porter Superintendent Registrar Tel: 92829041
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	WARD	SUBJECT AND PROPOSAL			OFFICER CONTACT		
		Naming Ceremonies		2019/20	2020/21		
		Non-refundable booking fee		£60	£65		
		The fees below include VAT as non-statutory ceremonies as Vatable					
		Milldam House room (max 45 people)					
		Monday to Thursday		£ 300	£324		
		Friday		£ 360	£384		
		Saturday		£ 420	£444		
		Sunday or Bank Holiday		Not available	Not available		
		Renewal of Vows Ceremonies		2019/20	2020/21		
		The fees below include VAT as non-statutory ceremonies as Vatable					
		Milldam House room (max 45 people)					
		Monday to Thursday		£ 300	£324		
		Friday		£ 360	£384		
		Saturday		£ 420	£444		
		Sunday or Bank Holiday		Not available	Not available		

PLANNING APPLICATIONS TO BE DETERMINED BY CITY DEVELOPMENT MANAGER

The City Development Manager will exercise her 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 Director - Planning and Economic Growth** by telephoning **the validation team (023 9283 4826 or 023 9283 4339 answerphone)** and must be received not later than **5pm on Monday 10 February 2020**. 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
7	19/01003/FUL Eastney & Craneswater	26 Waverley Road Southsea PO5 2PW Change of use from guest house (Class C1) to four self-contained apartments (Class C3)	One representation has been received raising objection on the grounds of occupation by vulnerable people. The Local Police Liaison Officer has been contacted and advised (verbally) that the proposed flats would be more favourable than the current guest house use, which is more likely to attract people vulnerable people. In light of this and other material considerations, the conversion to 2x1 and 2x2-bed dwellings is considered acceptable.	Luke Simpson Tel: 023 9268 8165 Conditional Approval
8	19/01879/FUL Drayton & Farlington	Manor House 43 Court Lane Portsmouth Installation of additional playground equipment to garden	One representation has been received. Whilst not raising objection, it requests a range of matters to be controlled by planning condition that can be summarised as: (a) hours of use not to extend beyond 10pm; (b) maintenance of shared boundary; (c) play equipment to be maintained; (d) height restriction imposed on the play equipment to prevent loss of privacy; and, (e) signs to indicate appropriate ages/ time usage/ management requirements. The Public House typically closes around 11pm, except on Fridays. The PH garden area is already used for smoking and drinking/dining and there is some existing play equipment (swing and climbing frame) installed following planning permission in 2014. There are no planning conditions restricting use of this play equipment. Limiting the period of use of the proposed new slide unit would be considered unreasonable. The maintenance of the shared boundary is a private interest matter. Maintenance of the play equipment would not be appropriate to control by condition. It is considered that installing the new slide unit would not result in any significant or greater harm than the existing arrangement.	Summer Sharpe Tel: 023 9268 8426 Conditional Permission

Part 3 - Information and News Items

FRIDAY 31 JANUARY 2020

	WARD		OFFICER CONTACT
9		<p>Cabinet - Tuesday 4 February at <u>9.30am</u> in the Executive Meeting Room</p> <p>The Cabinet will be considering the following reports:</p> <ul style="list-style-type: none"> • Enhanced Recycling Options • Play Streets - Play out Portsmouth citywide rollout • Proposed Halifax, Canada and Falkland Islands Sister City Links • Domiciliary Care in Ian Gibson Court • Adult Social Care - Care home placements • LED Adaptive Street Lighting - Proposal for Citywide Implementation • PCC Response to the declaration of a Climate Emergency • Provision of Regulatory Services at Portsmouth International Port • Treasury Management Mid Year Review 2019-20 • PCC Budget and Council Tax 2020/21 and Medium Term Budget Forecast 2021/22 to 2023/24 • Capital Programme 2019/20 to 2024/25 	<p>Joanne Wildsmith Democratic Services Tel: 9283 4057</p>
10		<p>Health & Wellbeing Board (HWB) - Wednesday 5 February at 10am in the Executive Meeting Room, Floor 3 of the Guildhall</p> <p>The HWB will be considering the following items:</p> <ul style="list-style-type: none"> • Preventing Violent Extremist Strategy • Serious Violence Problem Profile (presentation) • Homelessness Strategy 2018-23 • Special Education Needs and Disability (SEND) Strategy and Inspection Results • Energy and Water at Home - Draft Strategy • City Vision Update (information item) 	<p>Joanne Wildsmith Democratic Services Tel: 9283 4057</p>

	WARD		OFFICER CONTACT
11		Cabinet Member for Health, Wellbeing & Social Care's decision meeting - Thursday 6 February at 2 pm in the Executive Meeting Room, Floor 3 of the Guildhall Councillor Winnington will be considering the following reports: <ul style="list-style-type: none"> • Funding for Residential Rehabilitation (Social Impact Bond) • Adult Social Care Older Persons Care Strategy (information report) 	Anna Martyn Local Democracy Officer Tel: 9283 4870
12		The Health Overview and Scrutiny Panel (HOSP) - Thursday 30 January 2020 The HOSP noted updates from the following: <ul style="list-style-type: none"> • South Central Ambulance Trust • Sustainability Transformation Partnership • Southern Health NHS Foundation Trust • Southern Health NHS Foundation Trust - ECT Service • Solent NHS • Solent NHS - Jubilee House 	Anna Martyn Local Democracy Officer Tel 9283 4870
13		Review of Cemetery Fees - 2020/2021 The annual review of cemetery fees has taken place as per the Local Authority Cemeteries Order 1977. It is proposed that the current fees are increased by CPI, (1.5% December 2019) to take effect from 1 April 2020.	Gerard O'Brien Cemeteries Manager Tel: 9273 2559
14	Copnor	309 Copnor Road Portsmouth PO3 5EG Appeal Ref: APP/Z1775/W/20/3244281 Appeal Lodged: 16th January 2020 Appeal Start Date: 24th January 2020 An appeal has been lodged against the refusal of planning permission for the construction of first floor rear balcony. This appeal will be dealt with by the written representation procedure by way of the Householder Appeal Service.	Hannah Goldsmith Planning Services Tel: 9284 1048

Part 3 - Information and News Items (cont'd)**FRIDAY 31 JANUARY 2020**

	WARD		OFFICER CONTACT
15	Baffins	BP Station Eastern Road Service Station Eastern Road Portsmouth Appeal Ref: APP/Z1775/Z/20/3244689 Appeal Lodged: 13th January 2020 Appeal Start Date: 24th January 2020 An appeal has been lodged against the refusal of planning permission for display of internally illuminated LED digital screen advert. This appeal will be dealt with by the written representation procedure by way of the Commercial Appeals Service.	Hannah Goldsmith Planning Services Tel: 9284 1048