

# City of Portsmouth MEMBERS' INFORMATION SERVICE

**NO 12**

**DATE: FRIDAY 21 MARCH 2014**

The Members' Information Service produced in the Customer, Community & Democratic Services Unit 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](mailto:democratic@portsmouthcc.gov.uk) and must be received by not later than 5pm 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](http://www.portsmouth.gov.uk)

THERE ARE NO PART ONE ITEMS THIS WEEK

## **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](mailto:democratic@portsmouthcc.gov.uk) and must be received by not later than 5pm on Friday 28 March 2014.**

**An email or handwritten letter will suffice.**

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

### **PORTFOLIO: TRAFFIC & TRANSPORTATION/ RESOURCES**

**FRIDAY 21 MARCH 2014**

	<b>WARD</b>	<b>SUBJECT AND PROPOSAL</b>	<b>OFFICER CONTACT</b>												
1	All	<p><b>Transforming Bailiff Action</b>  <b>Tribunal, Courts &amp; Enforcement Act 2007 - New Legislation</b></p> <p>From 6 April 2014, new legislation will be introduced by the Ministry of Justice to replace existing regulations with a common set of rules to create a new open, transparent and sustainable process. It will ensure businesses and local authorities collect their debts fairly and that all costs charged are standardised. This includes debts for unpaid Council Tax and Non Domestic Rates and Parking Penalty Charge Notices.</p> <p>One of the main changes relates to the standardisation of fees which can be charged by Enforcement Agents (EA) (formerly known as bailiffs). Under current legislation the bailiffs' activities vary for different types of debt, fees are triggered at different points and the debtor can be charged for 'reasonable costs' incurred, which are not consistent across the bailiff industry. The new structure of fixed fees is shown in the table below.</p> <table border="1"> <thead> <tr> <th><b>Fee Stage</b></th> <th><b>Fixed Fee Payable in all cases</b></th> <th><b>Percentage fee Percentage of sum to be recovered exceeding £1,500.00</b></th> </tr> </thead> <tbody> <tr> <td>Compliance stage (Notice of Enforcement) Fee is triggered by EA sending a written Notice to the debtor</td> <td>£75.00</td> <td>0% No additional fees can be applied</td> </tr> <tr> <td>Enforcement stage (Taking Control of Goods) Fee is triggered by EA visiting the debtor's residence or place of business</td> <td>£235.00</td> <td>7.5% 0% is applied to the first £1,500, 7.5% is applied to the remaining debt (e.g. for debt of £2,000 interest will be charged on £500)</td> </tr> <tr> <td>Sale or disposal stage Fee is triggered by transport of goods under the EA's control to a place of sale</td> <td>£110.00</td> <td>7.5% 0% is applied to the first £1,500 7.5% is applied to the remaining debt (e.g. for debt of £2,000 interest will be charged on £500)</td> </tr> </tbody> </table>	<b>Fee Stage</b>	<b>Fixed Fee Payable in all cases</b>	<b>Percentage fee Percentage of sum to be recovered exceeding £1,500.00</b>	Compliance stage (Notice of Enforcement) Fee is triggered by EA sending a written Notice to the debtor	£75.00	0% No additional fees can be applied	Enforcement stage (Taking Control of Goods) Fee is triggered by EA visiting the debtor's residence or place of business	£235.00	7.5% 0% is applied to the first £1,500, 7.5% is applied to the remaining debt (e.g. for debt of £2,000 interest will be charged on £500)	Sale or disposal stage Fee is triggered by transport of goods under the EA's control to a place of sale	£110.00	7.5% 0% is applied to the first £1,500 7.5% is applied to the remaining debt (e.g. for debt of £2,000 interest will be charged on £500)	<p><b>Denise Bastow/  Julie Gregory  Tel: 9268 8297/9283 4386</b></p>
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	<b>WARD</b>	<b>SUBJECT AND PROPOSAL</b>	<b>OFFICER CONTACT</b>
	<p><b>Contd/...</b></p>	<p>As well as standardising the debt enforcement process, the legislation is intended to encourage debtors to pay or make contact earlier. The fees set are also intended to be sustainable for the services the EAs provide.</p> <p>The other main change is the ability for enforcement agents to make visits for the purpose of obtaining payment or taking control of goods, between the hours of 6am and 9pm, 7 days a week. Currently enforcement agents cannot attend on a Sunday or Bank Holiday for most debt types. It is envisaged that enforcement agents working on debts owed to Portsmouth City Council, will only visit on a Sunday/Bank Holiday in exceptional circumstances. These visits will only be authorised by the appropriate Council Officer.</p>	

## MEMBERS' INFORMATION SERVICE

### TRAFFIC REGULATION ORDER DECISION TO BE DETERMINED BY THE HEAD OF TRANSPORT & ENVIRONMENT

The Head of Transport & Environment will exercise his powers to proceed with the following Traffic Regulation Order in accordance with the proposed action unless a Councillor requests the proposal to be referred to Committee for decision.

Your request should be made to the **Head of Transport & Environment** by telephoning **Nikki Musson** (☎ 9283 4461) or **Anna Balogh** (☎ 9283 4922) and must be received by not later than 12 noon on **Friday 28 March 2014**. You can also make contact by letter, or by email to [engineers@portsmouthcc.gov.uk](mailto:engineers@portsmouthcc.gov.uk). If you wish to know more about a particular application, please contact the Case Officer indicated.

Item No	Ward	Traffic Regulation Order	Case Officer & Tel No	Head of Transport & Environment's Comments	Proposed Action
2	Nelson	THE PORTSMOUTH CITY COUNCIL (PORTSMOUTH PARK & RIDE CAR PARK) (OFF-STREET PARKING PLACES) (NO.7) ORDER 2014	Felicity Tidbury 023 9268 8261	<p>Formal public consultation has taken place on the Traffic Regulation Order relating to the operation of the new Portsmouth Park &amp; Ride car park. This is a statutory requirement that was carried out between 13 February - 6 March 2014.</p> <p>No comments were received in response to the formal public consultation.</p> <p><b>REASON FOR THE ORDER</b> To facilitate the park and ride car park at the new Tipner Interchange; to provide parking for customers using the Park &amp; Ride buses to travel into Portsmouth centre.</p>	That the Order is made as advertised and comes into operation on 3 April 2014.

## PLANNING APPLICATIONS TO BE DETERMINED BY HEAD OF PLANNING SERVICES

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 **City Development Manager** by telephoning **Julie Watson** (☎023 9283 4826 or 023 9283 4339 answerphone) and must be received by not later than **5 pm on Friday 28 March 2014**. You can also make contact by letter or by e-mail to - [planningreps@portsmouthcc.gov.uk](mailto: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
3	14/00116/HOU  St Jude	<b>64 Campbell Road Southsea Hampshire</b>  Part removal of front garden wall and widen existing gate to allow formation of dropped kerb to provide vehicular access	<p>Three representations raising objection to this application have been received from residents of Campbell Road. These are based upon the grounds that; a) the proposed dropped kerb would restrict on street parking in an area where parking provision is already limited; b) the proposed dropped kerb and associated driveway would adversely impact upon the character and appearance of the Campbell Road Conservation Area; c) the proposed driveway would result in a loss of wildlife habitats; and d) the proposed dropped kerb would lean to an increase in flood risk in this location which already suffers from flooding during periods of heavy rainfall.</p> <p>The boundary wall at this property is not an original feature. Whilst this proposal seeks to remove a 2.8m section of this boundary wall, the installation of a set of timber gates would retain an acceptable means of enclosure at this property, subsequently maintaining an appropriate boundary feature in this part of Campbell Road where boundary walls make a significant contribution to the character and appearance of the Campbell Road Conservation Area. As a result of this proposal, the remaining boundary wall would be improved through the installation of coving to the top of the wall, the installation of capping stones to the top of the brick pillars, and the application of a rendered and painted finish to match surrounding properties. These improvements would restore the existing boundary wall to a style that would be more in keeping with the character of the Campbell Road Conservation Area. Furthermore, the proposed timber gates would be of an appropriate style and scale for both the recipient property and the wider street scene. Having regard to these issues, this proposal is considered acceptable in design terms in accordance with policy PCS23 of the Portsmouth Plan.</p> <p>The proposed dropped kerb and associated driveway would result in the loss of one on street car parking space along Campbell Road. However, this proposal would also remove one car from this road. As such, this proposal is not considered to have a significant impact on car parking</p>	<p><b>Case Officer</b> <b>Proposed Decision</b> Laura Grimason  Tel: 023 9284 1470  <b>Conditional Permission</b></p>

Item No	Application No Ward Contd/...	Location Description of Development	Planning Officer's Comments	Case Officer Proposed Decision
4	14/00137/HOU  Drayton & Farlington	<b>21 Courtmount Grove Portsmouth PO6 2BH</b>  Construction of single storey rear extension	<p>availability in this location. The proposed driveway would benefit from good visibility and would be of an appropriate size to enable the safe manoeuvre of vehicles. As such, this proposal is considered acceptable in terms of highways safety.</p> <p>One letter of representation raising objection to this application has been received. This is based upon the grounds that; a) no other extensions over 2.5m in depth have been constructed in this area; b) the proposed extension would adversely impact on the sewer system serving this area; c) the proposed extension would obscure the view and result in a loss of light from the adjoining conservatory at No.21; and d) the proposed extension would be out of keeping with the surrounding area.</p> <p>The proposed extension would be constructed using materials to match those of the recipient dwelling house. It would be of a suitable style and would relate appropriately with both the recipient dwelling house and the rear of this semi-detached pair of properties. The proposed extension would be of an appropriate scale for this location. Its relatively modest scale and proposed lean to roof would ensure that it would not give rise to any adverse impacts on the residential amenities of any adjoining occupiers by virtue of loss of light, overlooking or increased sense of enclosure. As such, this proposal would be considered acceptable in design terms in accordance with policy PCS23 of the Portsmouth Plan.</p>	<p>Laura Grimason Tel: 023 9284 1470</p> <p><b>Conditional Permission</b></p>
5	14/00079/FUL  Charles Dickens	<b>Cleife Upholstery 13-15 Fratton Road Portsmouth</b>  Change of use and conversion of ground floor from Class A1 (retail) and B1(c) (light industry) to provide a mixed use Class A3/A5 restaurant/cafe/takeaway including proposed extract flue; external alterations to include new entrance door to first floor flat and installation of new shopfront	<p>One objection has been received from the occupier of a nearby property on the grounds of potential odour issues, increased noise and disturbance and illegal parking.</p> <p>The application site is location within Fratton District Centre. Policy PCS8 of the Portsmouth Plan makes provision for changes of use from shops to alternate town centre uses (such as a restaurant or takeaway) subject to at least 55% of the centre remaining as shops. The most recent monitoring shows the proportion of shop uses to be 70% which would reduce to 68.75% if the proposal were allowed. As the proportion of shop uses would remain well in excess of the policy threshold, the proposed change of use is considered acceptable in principle. The application is accompanied by details of potential odour and noise mitigation measures. It is considered that the issue of noise and smell associated with the proposed use can be controlled through the imposition of suitably worded planning conditions. The site is located at the southern end of Fratton District Centre where there is scope for on-street parking (pay and display between 8am and 6pm).</p>	<p>Simon Barnett Tel: 023 9284 1281</p> <p><b>Conditional Permission</b></p>

	WARD		OFFICER CONTACT
6		<p><b>Changes to Ground Floor Reception</b></p> <p>If you use the main entrance during opening hours, you will have noticed we continue to be extremely busy, helping customers from more and more services in one place as part of transformation.</p> <p>In order to deal with customers effectively in ground floor, we introduced a self-service queue management system. Now it has been in place for a few months, we are making some improvements. We have moved reception desk to a less prominent position, making the ticket machine easier to access, and reducing the number of people who queue unnecessarily. A second ticket machine will be added in April, along with new screens and signage.</p> <p>Our new website will also be going live in the next few weeks. Online helpers will be added to the crew in ground floor reception for a few weeks to help show customers how they can do what they need to do online, rather than calling us or popping in.</p> <p>These changes should help to reduce the numbers of customers queuing, and help us to deal with those who do need to come in more quickly.</p> <p>In the meantime, 90,000 council tax bills are being issued this month. This always creates a lot of calls and questions from our customers, and staff from revenues and benefits will be helping customer service advisors from city helpdesk in ground floor reception while there is a lot of demand.</p>	<p><b>Debbie Butler Customer, Community &amp; Democratic Services Tel: 9283 4050</b></p>
7		<p><b>The Health Overview &amp; Scrutiny Panel - 20 March.</b></p> <p>At its meeting on 20 March, the panel resolved that:</p> <ol style="list-style-type: none"> <li>1. The report on the proposed closure of the Lowry Centre be noted and a further report be brought to a future meeting on the impact if the closure if it goes ahead.</li> <li>2. The proposals for the provision of vascular surgery constitute a substantial variation in services.</li> <li>3. The Chair and Vice Chair (or if not available other members may substitute) will represent the Portsmouth HOSP on a Joint Health Overview &amp; Scrutiny Committee (HOSC) which will be convened if one or more of the other affected HOSCs (Southampton, Hampshire and the Isle of Wight) consider the proposals to be substantial in nature.</li> <li>4. NHS England (Wessex) be asked to consider initiating further discussions with NHS England (Surrey and Sussex) to consider if St Richard's Hospital should be part of a network with Portsmouth and Southampton rather than with Brighton.</li> </ol>	<p><b>Jane Di Dino Customer, Community &amp; Democratic Services Tel: 9283 4060</b></p>

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

**FRIDAY 21 MARCH 2014**

	WARD		OFFICER CONTACT
8		<p><b>Planning Committee - Wednesday 26 March 2014 at 2.00pm</b> in the Executive Meeting Room, Floor 3 of the Guildhall, Portsmouth.</p> <p>The committee will consider the following:</p> <ul style="list-style-type: none"> <li>• Planning appeal decisions relating to Fontenoy House, Grand Parade, Portsmouth and 19 Lennox Road South, Southsea.</li> <li>• Planning applications:               <ol style="list-style-type: none"> <li>1. 14/00026/FUL - 14 Bruce Road, Southsea - conversion of building to form 3 flats.</li> <li>2. 14/00051/FUL - Access way between Arethusa House and Perseus Terrace, Gunwharf Quays, Portsmouth - construction of boundary wall and anti-climb feature.</li> <li>3. 14/00182/HOU - 125 Essex Road, Southsea - construction of single storey rear extension.</li> <li>4. 13/01224/FUL - Scottish &amp; Southern Energy Depot, Lower Drayton Lane, Portsmouth - construction of 143 dwellings with associated landscaping, parking and access.</li> </ol> </li> </ul>	<p><b>Lucy Wingham</b>  <b>Customer,</b>  <b>Community &amp;</b>  <b>Democratic Services</b>  <b>Tel: 9283 4662</b></p>
9		<p><b>Housing &amp; Social Care Scrutiny Panel Meeting - Friday 28 March 2014 at 12 noon</b> in Meeting Room 6, Education Centre, E Level, QA Hospital, Portsmouth</p> <p>The panel will continue its review into Hospital Discharge Arrangements and will hear from Mr Mike Quinn, the Managing Director of Medicine for the Clinical Services Centre at QA Hospital.</p>	<p><b>Lucy Wingham</b>  <b>Customer,</b>  <b>Community &amp;</b>  <b>Democratic Services</b>  <b>Tel: 9283 4662</b></p>
10		<p><b>Resources Decision Meeting – Monday 31 March 2014 - Special at 1pm</b> in Executive Meeting Room, Floor 3, The Guildhall, Portsmouth</p> <p>The Cabinet Member for Resources will consider the following item:</p> <ul style="list-style-type: none"> <li>• Portsmouth City Council Capacity and Transition Fund</li> </ul>	<p><b>Vicki Plytas</b>  <b>Customer,</b>  <b>Community &amp;</b>  <b>Democratic Services</b>  <b>Tel: 9283 4058</b></p>
11		<p><b>Economic Development, Culture &amp; Leisure (EDCL) Scrutiny Panel - Tuesday 1 April at 6pm</b> in Conference Room B</p> <p>The EDCL panel is due to meet to sign off its report 'Pathways into Work for Young People' and witnesses who have given evidence as part of this review have been invited to attend.</p>	<p><b>Joanne Wildsmith</b>  <b>Customer,</b>  <b>Community &amp;</b>  <b>Democratic Services</b>  <b>Tel: 9283 4057</b></p>



	WARD		OFFICER CONTACT
12		<p><b>Cabinet Member for Health &amp; Social Care Decision Meeting - 27 March</b></p> <p>Councillor Leo Madden will meet on Thursday 27 March at 11am in the Executive Meeting Room, the Guildhall to consider the following items:</p> <ul style="list-style-type: none"> <li>• Update on Better Care Fund.</li> <li>• Accommodation Strategy.</li> <li>• Integrated Healthy Lifestyle Services</li> <li>• Substance Misuse Recovery Pathway</li> <li>• 2014/15 Fees and Charges for Adult Social Care Services Provided by Portsmouth City Council.</li> <li>• Integrated Commissioning Unit Progress Update</li> <li>• Dementia Action Plan.</li> </ul>	<p><b>Jane Di Dino</b>  <b>Customer,</b>  <b>Community &amp;</b>  <b>Democratic Services</b>  <b>Tel: 9283 4060</b></p>

## LICENSING ACT 2003 – APPLICATIONS RECEIVED BY THE LICENSING AUTHORITY

The Licensing Authority has received the following applications in accordance with the Licensing Act 2003. The table below outlines the premises location, a brief description of the application and the closing date by which responsible authorities or other persons may make representations.

Members should be aware that representations may only be made on the grounds of one or more of the licensing objectives. These are: “the prevention of crime and disorder”, “the prevention of public nuisance”, “public safety” and “the protection of children from harm”. Any representation must be in writing and should, where possible, include evidence to support the licensing objectives. Representations should not be frivolous or vexatious.

If you have any queries relating to any of the applications outlined below, please contact the Licensing Section,  
Telephone number: 023 9283 4607 or email: [Licensing@portsmouthcc.gov.uk](mailto:Licensing@portsmouthcc.gov.uk).

Item No	Ward	Licence No:	Premises Name and Address	Brief description of application:	Closing date for representations:
13	St Jude	14/02307/LA PREM	Jolly Sailor 54 Clarence Parade Southsea PO5 2EU	<b>Grant of a Premises Licence</b>  <b>Sale of Alcohol</b> Monday to Saturday 08:00 until 01:00 Sunday 09:00 until 23:30 <b>Regulated Entertainment</b> Monday to Saturday 08:00 until 23:59 Sunday 09:00 until 23:00 <b>Late Night Refreshment</b> Monday to Saturday 23:00 until 23:59 Sunday from 23:00 until 23:00	09 April 2014