

City of Portsmouth MEMBERS' INFORMATION SERVICE

NO 6

DATE: FRIDAY 9 FEBRUARY 2024

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 5.00pm 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	All wards	<p>Cabinet Decision meeting - Tuesday 6 February 2024</p> <p>The Cabinet made the following decisions:</p> <p>Portsmouth Cemeteries Delivery Plan</p> <ol style="list-style-type: none"> 1. Approved that the Cemeteries Delivery Plan is distributed to key user groups for consultation. 2. Agreed that the Delivery Plan will be reviewed following receipt of any responses and brought back to Cabinet at a future date for adoption. 	<p>Anna Martyn Local Democracy Officer Tel: 023 9283 4870</p> <p>Mark Woolnough Built Environment & Recreation Manager Tel 023 9283 4035</p>

	WARD	DECISION	OFFICER CONTACT
	All wards	<p>Parks and Open Spaces Strategy Formally adopted the Parks and Open Spaces Strategy.</p>	<p>Adrian Rozier Parks Development Manager Tel 023 9283 4686</p>
	All wards	<p>Community Inclusion Grants update Noted the report which is for information only and not for call-in.</p>	<p>Lee Todd Head of Marketing, Communications & Engagement Tel 023 9283 4086</p>
	All wards	<p>UK Shared Prosperity Fund Spend (Year 2) Noted the report which is for information only and not for call-in</p>	<p>Jane Lamer Head of Economic Development & Skills Tel 07766 497459</p>
	All wards	<p>Update on the Household Support Fund and supporting residents with the cost of living</p> <ol style="list-style-type: none"> 1. Approved the plan to deliver cost of living support to residents through the service delivery outlined in Appendix 1, subject to the Council budget-setting process and any announcement from Government on HSF or other funding for local authorities to provide cost of living support. 2. Delegated to the Director of Housing, Neighbourhood and Building Services, the implementation of the plan and adjustments to the plan and spend, in the event that other funding sources become available, in agreement with the Leader and S.151 Officer. 3. Asked the Tackling Poverty Coordinator to continue to work with partner agencies and residents to ensure we have a joined up, partnership approach to cost of living support, making best use of resources across the statutory, voluntary and community sectors. 4. Noted the Leader's letters sent to the Secretaries of State at the Department for Work and Pensions and the Department for Levelling Up, Housing and Communities shown in Appendix 2, and agreed to continue to lobby Government for additional funding for Local Authorities, to enable us to provide more comprehensive local welfare provision and support to residents affected by the ongoing cost of living crisis. 5. Placed on record their thanks for the cross-directorate working group which has supported the implementation of the delivery of the Household Support Fund in 2023/24 and produced a plan to sustain a package of cost of living support throughout 2024/25. 6. Also placed on record a note of special thanks to the teams across the Council who have delivered support to residents affected by the cost of living crisis, and to the Council's Tackling Poverty Coordinator and the Household Support Fund delivery team who have administered the HSF in 2023/24. The setting up of a delivery team, designing application 	<p>Mark Sage Tackling Poverty Co- ordinator Tel 023 9283 4111</p>

	WARD	DECISION	OFFICER CONTACT
	All wards	<p>processes to deliver the grant to households throughout the city in the same financial year the grant was received is noted as exemplary work.</p> <p>Council Tax Support Fund</p> <ol style="list-style-type: none"> 1. Agreed that where funds remain available after making reductions as outlined in the core scheme's provisions, that Portsmouth City Council apply the discount as described within the core scheme to those chargepayers who become eligible for LCTS in respect of the 2023/24 financial year between 03 March 2023 and 31 March 2024. Any award will be calculated in the same way as those residents that received support from the core scheme within their 2023/24 annual bill. This will, in effect, treat all new recipients of LCTS in the same way as those that were receiving LCTS when annual council tax bills were prepared. 2. Agreed that should it become apparent that funding will be remaining above what is required for the activity detailed in 2.1, the Council will use its discretion to further support vulnerable households in receipt of LCTS where hardship has been identified through the council tax recovery process. 3. Approved the proposed policy accompanying the report. 	Chris Ward Director of Finance & Resources Tel 023 9283 4423
	All wards	<p>Council Tax Premiums on Second Homes and Empty Properties</p> <ol style="list-style-type: none"> 1. Recommended that Full Council resolves to implement a 100% premium for second homes which will be effective from 01 April 2025, the earliest opportunity for the Council to introduce this change. 2. Further recommended that Full Council resolves to implement a 100% premium for properties that have been empty and unfurnished for a period between 1 and 5 years. This will change to current policy of charging a 100% premium where a property is empty and unfurnished for period between 2 and 5 years. 	Chris Ward Director of Finance & Resources Tel 023 9283 4423
	All wards	<p>PCC Budget and Council Tax 2024/2025 and Medium Term Budget Forecast 2025/2026 to 2027</p> <p>Recommended to Council that the recommendations set out in section 3 of the report be approved.</p>	Chris Ward Director of Finance & Resources Tel 023 9283 4423
	All wards	<p>LEP Integration of Functions into Upper Tier Local Authorities</p> <ol style="list-style-type: none"> 1. Noted that subject to meeting certain conditions (see paragraph 3.3) the Government is looking to integrate a number of existing LEP functions into UTLAs. 	Paddy May Corporate Strategy Manager Tel 023 9283 4020

WARD	DECISION	OFFICER CONTACT
	<ol style="list-style-type: none"> <li data-bbox="405 140 1783 244">2. Noted that to meet the conditions, and to maintain a focus on the Solent area, Portsmouth City Council (PCC) will need to work with Southampton City Council and the Isle of Wight Council to take on these functions through the creation of a new joint UTLA Board. <li data-bbox="405 248 1783 464">3. Agreed that, subject to the three Solent UTLA area being recognised by the Government as an area for LEP integration, with appropriate due diligence, PCC should become a Member of Solent Partners (SP), a company limited by guarantee, that is a successor body to the Solent LEP, to help drive economic growth in the sub-region. This agreement to be conditional on Isle of Wight Council and Southampton City similarly agreeing to become Members of Solent Partners. <li data-bbox="405 469 1783 616">4. Agreed that PCC should not appoint a Director to the Board of Solent Partners to ensure that there is no conflict of interest with the wider governance needed for the new LEP integration arrangements. PCC will seek appropriate requirements, within the articles of Solent Partners, to ensure representatives of the three Solent ULAs are entitled to observe board meetings. <li data-bbox="405 620 1783 724">5. Noted the proposed draft governance structure attached as Appendix 1 that shows how PCC should work with partners to achieve our economic growth ambitions which will need to be outlined in an updated Solent 2050 Strategy. <li data-bbox="405 729 1783 799">6. Agreed that subject to the agreement of SCC and IOWC, PCC is confirmed as the Accountable Body for Solent Partners. <li data-bbox="405 804 1783 951">7. Agreed that PCC, as the accountable body, agrees that any existing LEP funding, disaggregated to the three Solent UTLAs can be pooled (subject to the agreement of Isle of Wight Council and Southampton City Council), for the benefit of economic growth of the region. <li data-bbox="405 956 1783 1026">8. Agreed that PCC, as one of the three UTLAs, will work with partners to develop an agreement on how Solent Partners will deliver economic growth for the functional economic area. <li data-bbox="405 1031 1783 1177">9. Agreed that delegated authority be jointly given to the Leader of the Council and the Chief Executive, in consultation with the Director of Finance and S151 officer, to agree the final details of the transfer of LEP functions to the UTLAs including future governance arrangements. <li data-bbox="405 1182 1783 1358">10. Agreed that PCC should seek to support the creation of a Solent Economic Partnership, inviting adjacent Districts and Boroughs, Hampshire County Council, and other key public sector stakeholders, to enable Local Authorities leaders and leaders within the business community to have a regular opportunity to discuss and support economic growth in the region. <li data-bbox="405 1362 1783 1461">11. Noted the intention to agree disaggregation of assets held by the LEP to the Accountable Body on behalf of the Upper Tier Local Authorities (subject to the agreement of the three Solent unitary UTLAs). 	

	WARD	DECISION	OFFICER CONTACT
	<p>St Jude, Eastney & Craneswater, Hilsea, Copnor, Baffins, Milton All wards</p>	<p>Delivery of North Portsea and Southsea Coastal Schemes Noted the report which is for information only and not for call-in.</p> <p>Corporate Parenting Strategy 2023-2026 Agreed that Portsmouth City Council adopt the Corporate Parenting Strategy.</p> <p>NB - Call in date - 5.00pm Wednesday 14 February 2024.</p>	<p>Guy Mason Project Director Tel 023 9283 4044</p> <p>Mark Jowett Head of Children We Care For Tel 023 9243 7593</p>
2		<p>Cabinet Member for Resources decision meeting held on Wednesday, 7 February 2024 in Portsmouth Guildhall.</p> <p>Monuments and Memorials Update The Cabinet Member made the following decisions: (1) Noted the authority's current provision for caring for the monuments and memorials in its ownership. (2) Approved the steps outlined in the report.</p> <p>NB - Call in date - 5.00pm Friday 16 February 2024.</p>	<p>Lisa Gallacher Local Democracy Officer Tel: 023 9283 4056</p>
3	<p>Charles Dickens</p>	<p>Cabinet Member for Transport decision meeting held on Thursday 8 February 2024 in Portsmouth Guildhall.</p> <p>The Cabinet Member approved to make permanent the Traffic Regulation Order (219/2023) for the Prohibition of Motor Vehicles on Canal Walk (between its junction with Somers Road and a point 8 metres east of Bridgeside Close) and Somers Road (between its junction with Canal Walk and a point 42 metres south of its junction with Sydenham Terrace)</p> <p>NB - Call in date - 5.00pm Friday 16 February 2024.</p>	<p>Allison Harper Local Democracy Officer Tel: 023 9268 8014</p> <p>Abi Kelly, Principal Project Manager Tel: 023 9284 1179</p>
4		<p>Cabinet Member for Children, Families and Education decision meeting held on Friday 9 February 2024 in Portsmouth Guildhall. The Cabinet Member made the following decisions on:</p>	<p>Karen Martin, Local Democracy Officer Tel: 023 9284 1704</p>

	WARD	DECISION	OFFICER CONTACT
	All wards	<p>Early Years Dedicated Schools Grant Budget 2024-25:</p> <p>1) Approved the Early Years Funding Formula for under twos, two, three and four year olds as set out in section 5, and the budget in Appendix 1 of the report.</p> <p>NB - Call in date - 5.00pm on Friday 16 February 2024.</p>	<p>Angela Mann, Finance Manager Tel: 023 9283 4507</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 5.00pm on Friday 16 February 2024.**

An email or handwritten letter will suffice.

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

PORTFOLIO: PLANNING POLICY & CITY DEVELOPMENT

	WARD	SUBJECT	OFFICER CONTACT
5	Charles Dickens	<p>Community Infrastructure Levy (CIL) - Neighbourhood spend to fund the provision of enhancement works to Cornwallis Community Orchard</p> <p>Following a proposal with full Charles Dickens ward member support, the sum of £15,000 from the Charles Dickens ward Neighbourhood CIL total is proposed to be allocated to fund the provision of enhancement works to Cornwallis Community Orchard.</p> <p>The Orchard provides a space that is fully accessible to all and offers a valuable form of localised community infrastructure such as learning about nature, growing food and providing a space that encourages the community to come together.</p> <p>The scheme will be jointly delivered by Portsmouth City Council and also the volunteers of Cornwallis Community Orchard.</p>	<p>Ian Maguire Assistant Director, Planning and Economic Growth ian.maguire@portsmouthcc.gov.uk</p> <p>Adam Breacher Planning Obligations Spend Officer Adam.breacher@portsmouthcc.gov.uk</p>

PORTFOLIO: RESOURCES

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6	All wards	<p><u>Register Office Fees 2024/25 and 2025/26</u></p> <p>Non statutory fees and charges at the Register Office are reviewed annually and with effect from 1 April 2024 the following non-statutory fees will be implemented as per the table below:</p> <ul style="list-style-type: none"> • The De-commissioned Ceremony Room Ceremonies • Approved Venues Ceremonies • Booking Fee • Renewal of Vows • Naming Ceremonies • Private Citizenship Ceremonies • Other items <p>I would like to propose charges for the next two financial years. Couples are booking their ceremony up to a year in advance and we are not able to give them the fixed fee currently. By having the next two year's fees confirmed, this will enable couples to plan their ceremony and their budget more easily. It is noted that Hampshire County Council, Southampton City Council and Bournemouth, Christchurch and Poole Council all publish the current year's and following year's fees on their websites. This will bring Portsmouth City Council in line with other local authorities.</p> <p>The charges below are in line with charges made by other Local Authorities in Hampshire.</p> <table border="1" data-bbox="383 1002 1666 1453"> <thead> <tr> <th>Private Citizenship Ceremony</th> <th>2023/24</th> <th>2024/25</th> <th>2025/26</th> </tr> </thead> <tbody> <tr> <td>Monday to Friday</td> <td>£110</td> <td>£120</td> <td>£130</td> </tr> <tr> <td>Saturday</td> <td>Not available</td> <td>£120</td> <td>£130</td> </tr> <tr> <th>Provisional Booking Fee</th> <th>2023/24</th> <th>2024/25</th> <th>2025/26</th> </tr> <tr> <td>All ceremony services (non refundable)</td> <td>£75</td> <td>£75</td> <td>£80</td> </tr> <tr> <th>De-commissioned Ceremony room</th> <th>2023/24</th> <th>2024/25</th> <th>2025/26</th> </tr> <tr> <th>Milldam House room (max 45 people)</th> <td></td> <td></td> <td></td> </tr> <tr> <td>Monday to Thursday</td> <td>£310</td> <td>£310</td> <td>£320</td> </tr> <tr> <td>Friday</td> <td>£360</td> <td>£370</td> <td>£380</td> </tr> <tr> <td>Saturday</td> <td>£410</td> <td>£420</td> <td>£430</td> </tr> </tbody> </table>	Private Citizenship Ceremony	2023/24	2024/25	2025/26	Monday to Friday	£110	£120	£130	Saturday	Not available	£120	£130	Provisional Booking Fee	2023/24	2024/25	2025/26	All ceremony services (non refundable)	£75	£75	£80	De-commissioned Ceremony room	2023/24	2024/25	2025/26	Milldam House room (max 45 people)				Monday to Thursday	£310	£310	£320	Friday	£360	£370	£380	Saturday	£410	£420	£430	<p>Lydia Mellor Registration, Events and Civic Manager: lydia.mellor@portsmouthcc.gov.uk</p>
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Approved Premises Venues	2023/24	2024/25	2025/26
09:30-17:15			
Monday to Thursday	£500	£500	£520
Friday	£530	£550	£570
Saturday	£595	£610	£620
Sunday/Bank Holiday	£695	£710	£720
17:30-19:00			
Monday to Thursday	£600	£600	£620
Friday	£630	£650	£670
Saturday	£695	£710	£720
Sunday/Bank Holiday	£895	£910	£920
19:30-21:30			
Monday to Thursday	£800	£800	£820
Friday	£830	£850	£870
Saturday	£895	£910	£920
Sunday/Bank Holiday	£995	£1010	£1020
Naming Ceremony	2023/24	2024/25	2025/26
Milldam House room (max 45 people)			
The fees below include VAT. Non-statutory ceremonies are subject to VAT			
Monday to Thursday	£372	£377	£382
Friday	£432	£437	£442
Saturday	£492	£497	£502
Renewal of Vows Ceremony	2023/24	2024/25	2025/26
Milldam House room (max 45 people)			
The fees below include VAT. Non-statutory ceremonies are subject to VAT			
Monday to Thursday	£372	£377	£382
Friday	£432	£437	£442
Saturday	£492	£497	£502
Other Items	2023/24	2024/25	2025/26
Family History Chart	£5	£10	£10
Commemorative Certificate	£10	£10	£10
Confetti	£2	£2	£2
Bubbles	£1	£1	£1

Part 3 - Information and News Items

	WARD	SUBJECT	OFFICER CONTACT
6	All wards	<p>Cabinet Member for Community Wellbeing, Health and Care decision meeting will be held on Monday 12 February at 5.00pm in the Council Chamber, Portsmouth Guildhall</p> <p>The Cabinet Member will consider the following report:</p> <ul style="list-style-type: none"> • Adult Social Care Fees and Charges 2024/2025 	<p>Anna Martyn Local Democracy Officer Tel: 023 9283 4870</p>
7	All wards	<p>The Leader (Culture, Leisure and Economic Development) decision meeting will take place on Friday 16 February at 10.00am in the Council Chamber, Portsmouth Guildhall.</p> <p>The Leader will consider the following report:</p> <ul style="list-style-type: none"> • D Day 80 Portsmouth Events and Museum Service Activities <p>Plus the following information reports:</p> <ul style="list-style-type: none"> • Economic Development and Skills Service Update 2023 • Large Scale Events • Volunteer Futures 	<p>Lisa Gallacher Local Democracy Officer Tel: 023 9283 4056</p>
8	All wards	<p>Scrutiny Management Panel held on Monday 5 February at 6.00pm in the Council Chamber, Portsmouth Guildhall.</p> <p>The Panel considered the following items:</p> <ul style="list-style-type: none"> • Update on scrutiny recommendations upheld by Cabinet in 2023 • Overview of Portsmouth City Council Budget and Council Tax 2024/25 and Medium Term Budget Forecast 2025/26 to 2027/28 • Review into the use of Systems Thinking within Portsmouth City Council 	<p>James Harris, Senior Local Democracy Officer Tel: 023 9260 6065</p>
9	St Jude's	<p>Licensing Sub Committee held on 8 February 2024.</p> <p>The Sub-Committee made the following decision:</p> <p><u>Licensing Act 2003 - Application for variation of a premises licence - Hive Cocktail Bar, 50 Osborne Road, Southsea, PO5 3LT</u></p> <p>The application was granted conditional permission.</p>	<p>Jane Di Dino Local Democracy Officer Tel: 023 9283 4060</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
- Protection of children from harm

Any representations must be in writing and should, where possible, include evidence to support the licensing objections. Representations should not be frivolous or vexatious.

If you have any queries relating to any of the applications below, please contact the licensing service at licensing@portsmouthcc.gov.uk. Please note that the Licensing Authority is unable to accept any representations which are received after the closing date.

Item No	Ward	Premises Name and Address	Brief description of application	Closing date for representations:
	St Thomas	24/01298/LAPREM ARKA Foods 68 Kensington Road Portsmouth Hants PO5 1JG	Application for the grant of a premises licence Sale by retail of Alcohol for off sales as follows Sunday-Thursday - 07:00 until 23:59 hours Friday and Saturday - 07:00 hours until 01:00 hours	29 February 2024
	St Jude	24/01357/LAPREM Cellars Micropub 61 Albert Road Southsea PO5 2SF	Application for the variation of a premises licence Change of timings for sale of alcohol and late night refreshment as follows: Alcohol: Monday to Sunday - 12 noon until 23:59 hours Late night refreshment: Monday to Sunday - 23:00 until 00:30 hours.	4 March 2024