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## OPERATIONS AND PLACE SHAPING BOARD AGENDA

**Membership:** Councillor Lloyd (Chairman)

Councillors Carpenter, Guest, Howard, Jenner, Milne, Raines, Robinson, Satchwell and Francis

**Meeting:** Operations and Place Shaping Board

**Date:** Monday 28 October 2019

**Time:** 5.30 pm

**Venue:** Hollybank Room, Public Service Plaza, Civic Centre Road,  
Havant, Hants PO9 2AX

The business to be transacted is set out below:

David Brown  
Monitoring Officer

18 October 2019

Contact Officer: Holly Weaver 02392446233  
Email: [holly.weaver@havant.gov.uk](mailto:holly.weaver@havant.gov.uk)

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### PART 1 (Items Open for public attendance)

**1 Apologies**

To receive and record apologies for absence.

**2 Minutes**

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To approve the minutes of the meeting of the Operations and Place Shaping Board held on 27 August 2019.

**3 Matters Arising**

**4      **Declarations of Interest****

To receive and record any declarations of Interests from members present in respect of any of the various matters on the agenda for this meeting.

**5      **Nutrient Neutral Development****

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With regard to Questions 13 and 14 there may be a need to exclude the Press and Public under Paragraph 5 of Schedule 12A of the Local Government Act 1972 (legal advice).

## **GENERAL INFORMATION**

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### **Public Attendance and Participation**

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### **Disabled Access**

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### **Emergency Procedure**

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PLEASE EVACUATE THE BUILDING IMMEDIATELY.

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

### **No Smoking Policy**

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### PROTOCOL AT MEETINGS – RULES OF DEBATE

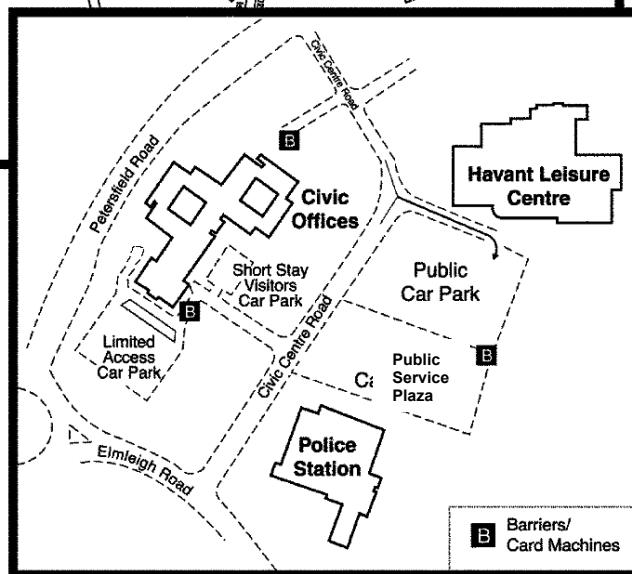
#### Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman
- Councillors may only take part in the debate if they are present at the meeting: video conferencing is not permissible
- A member of the Committee may not ask a standing deputy to take their place in the Committee for part of the meeting
- The report or matter submitted for discussion by the Committee may be debated prior to a motion being proposed and seconded. Recommendations included in a report **shall not** be regarded as a motion or amendment unless a motion or amendment to accept these recommendations has been moved and seconded by members of the Committee
- Motions and amendments must relate to items on the agenda or accepted by the meeting as urgent business
- Motions and amendments must be moved and seconded before they may be debated
- There may only be one motion on the table at any one time;
- There may only be one amendment on the table at any one time;
- Any amendment to the motion can be moved provided it is (in the opinion of the Chairman) relevant to the matter under discussion. The amendment can be a direct negative of the motion.
- The mover with the agreement of the seconder may withdraw or alter an amendment or motion at any time
- Once duly moved, an amendment shall be debated along with the original motion.
- If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion on which any further amendment may be moved.
- If an amendment is rejected different amendments may be proposed on the original motion or substantive motion.
- If an amendment is lost, other amendments may be moved to the original motion or substantive motion
- If an amendment is lost and there are no further amendments, a vote will be taken on the original motion or the substantive motion
- If no amendments are moved to the original motion or substantive motion, a vote will be taken on the motion or substantive motion
- If a motion or substantive motion is lost, other motions may be moved

#### Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;

- Councillors may not vote unless they are present for the full duration of the item;
- An amendment must be voted on before the motion
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A Councillor may request that his/her vote be recorded in the minutes



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