

HAVANT BOROUGH COUNCIL  
PUBLIC SERVICE PLAZA  
CIVIC CENTRE ROAD  
HAVANT  
HAMPSHIRE P09 2AX

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## COUNCIL AGENDA

**Membership:** Councillor Buckley (Mayor)

Councillors Bastin, Mrs Blackett, Bolton, Briggs, Branson, Brown, Cheshire, Collins, Cousins, Edwards, Fairhurst, Farrow, Galloway, Gibb-Gray, Guest, Hart, Heard, Hilton, Johnson, Keast, Kennedy, Lenaghan, Mackey, Pierce Jones, Ponsonby, Shimbart, Mrs Shimbart, Mrs Smallcorn (Deputy Mayor), Smith D, Smith J, Smith G, Smith K, Turner, Weeks, Wilson and Tarrant

**Meeting:** Council

**Date:** Wednesday 16 October 2013

**Time:** 5.00 pm

**Venue:** Hurstwood Room - Public Service Plaza

The business to be transacted is set out below:

Jo Barden-Hernandez  
Service Manager – Legal & Democratic Services

8 October 2013

Contact Officer: Penny Milne (023) 92446234  
Email: [penny.milne@havant.gov.uk](mailto:penny.milne@havant.gov.uk)

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### Protocol at Council Meeting - At a Glance

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

**1 Apologies for Absence**

To receive and record any apologies for absence.

**2 Minutes**

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To confirm the minutes of the meeting of the Council held on 24 July and the extraordinary meeting of the Council held on 2 October 2013.

### **3 Matters Arising**

### **4 Declarations of Interests**

To receive any declarations of interest from Members present.

### **5 Mayor's Announcements**

The Mayor to receive the Highly Commended Certificate won by Havant at the recent Hampshire Federation of Small Business Friendly Awards.

### **6 Leader's Report**

### **7 Petition to Reverse Increased Car Parking Charges**

To receive and debate (for a maximum of 15 minutes) a petition received from the Emsworth Business Association on the following matter:

***“The recently increased car parking charges in Emsworth, and other areas of Havant Borough, are damaging to business and to our local community. They exacerbate the problems of parking around local streets, motorists queuing for on-street parking spots and residents being reluctant to visit Emsworth for leisure and to shop. Ironically they also tend to reduce the revenue raised as motorists avoid using the car parks.***

***Hayling Island residents have raised a large petition against the recent increases and as a result of that petition, there was a Council debate in July on Hayling Island parking charges. We wish to raise a similar Emsworth petition to increase the pressure on Havant Borough Council and to ensure that they address Emsworth’s excessive car parking charges”***

The petition has been signed by well over the required number of 1,500 Borough residents, triggering a Council debate on the matter.

A representative of the petition organisers has been invited to present the petition to the Council (for a maximum of 5 minutes)

This item must not exceed 20 minutes’ duration (5 minutes for the introduction and 15 minutes for the debate).

### **8 Cabinet Portfolio Reports**

### **9 Cabinet/Board/Committee Recommendations**

To consider any recommended minutes from the Cabinet and any of the Boards or Committees.

**(A) Cabinet meeting held on 4 September 2013**

**Unauthorised Presence of Horses on Public Open Space**

RECOMMENDED to the Council that:

- (i) the Council adopts section 9 of the Hampshire Act 1983 in order to deal with horses, donkeys and mules present on Council owned open space without the permission of the Council;
- (ii) the Council approves a policy of seizing horses, donkeys and mules present on its land without its permission and
- (iii) the Council enters into an agreement with Eastleigh Borough Council to use their internal and external resources to assist with seizure, removal and disposal of horses, donkeys and mules present on Havant Borough Council owned open space without the permission of Havant Borough Council.

**(B) Joint Governance Committee 16 September 2013**

**Governance and Audit Committee – Terms of Reference**

RECOMMENDED to the Council that

- (i) the Joint Governance Committee be disbanded; and
- (ii) a Governance and Audit Committee be established and adopt the terms of reference as amended to a membership of seven (7) Councillors;
- (iii) the draft terms of reference for the Governance and Audit Committee as set out below be approved:

**1. Membership**

- 1.1 The Governance and Audit Committee shall consist of 7 councillors, one of whom shall be appointed annually by the Leader of the Council to be the Chairman.

**2. Quorum**

- 2.1 The committee shall be quorate where 3 councillors are present.

**3. Work Programme**

- 3.1 The Governance and Audit Committee shall act as the Audit Committee and will approve the Annual Statement of Accounts. It will also carry

out the following:

- Monitor and review the Council's Governance arrangements, including the annual Governance Statement and Local Code of Governance;
- Monitor the use (if any) of the Council's powers under the Regulation of Investigatory Powers Act 2000 (RIPA); and
- To formally review the Council's RIPA policy.

3.2 The Governance and Audit Committee will promote ethical standards within the Council by:

- Promoting and maintaining high standards of conduct by councillors and co-opted members;
- Advising the Council on the adoption or revision of the Councillor Code of Conduct;
- Advising and training councillors and co-opted members on matters relating to ethical governance;
- Receive reports from the Monitoring Officer on any matter relating to ethical standards within the Council; and
- Granting dispensations to councillors from requirements relating to disclosable pecuniary interests as set out in the Code of Conduct and as stated in Section 33 of the Localism Act 2011.

3.3 The Governance and Audit Committee will receive and monitor reports from the Local Government Ombudsman and will receive an annual review of the Ombudsman complaints.

3.4 The Governance and Audit Committee will carry out a monitoring and advisory role for matters concerning changes to the Council's Constitution, upon receiving advice on proposed changes from the Monitoring Officer.

#### **4. Agenda Items**

4.1 The Chairman shall receive prospective agenda items and it will be for the Chairman to determine the reasonable timescale in which those items can be considered by the Committee.

#### **5. Sub-Committee**

5.1 A Governance Sub-Committee will be required from time to time to deal with complaints against councillors and any breaches of the adopted Code of Conduct. The Sub-Committee will consist of 3 Governance and Audit Committee members.

## **6. Partnership**

6.1 The council works in partnership with a variety of public sector providers. East Hampshire District Council shares a management structure with the Council which may require joint governance arrangements from time to time. In the event of such need both Governance and Audit Committees will meet together for the purpose of agreeing such shared governance arrangements.

- (iv) Meetings of the Governance and Audit Committee for the remainder of the municipal year be held at 5.00pm on 20 November 2013 and 5 March 2014 respectively.

## **10 Portfolio Holders and Chairmen's Question Time**

- (i) The Leader and Portfolio Holders to answer questions on matters within their portfolio; and
- (ii) Chairmen to answer questions on minutes since the last Council meeting.

## **11 Questions**

To receive any questions submitted in accordance with Standing Order 23.4 (a).

## **12 Urgent Questions**

To receive any questions submitted in accordance with Standing Order 23.4(b).

## **13 Acceptance of Minutes**

To receive the minutes of meetings held since publication of the last Council agenda.

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## **PART 2 (Confidential items - closed to the public)**

None.

## **GENERAL INFORMATION**

**IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231**

### **Internet**

This agenda and its accompanying reports can also be found on the Havant Borough Council website: [www.havant.gov.uk](http://www.havant.gov.uk)

### **Public Attendance and Participation**

Members of the public are welcome to attend the Public Service Plaza and observe the meetings. Many of the Council's meetings allow the public to make deputations on matters included in the agenda. Rules govern this procedure and for further information please get in touch with the contact officer for this agenda.

### **Disabled Access**

The Public Service Plaza has full access and facilities for the disabled.

### **Emergency Procedure**

Please ensure that you are familiar with the location of all emergency exits which are clearly marked. In the unlikely event of an emergency an alarm will sound.

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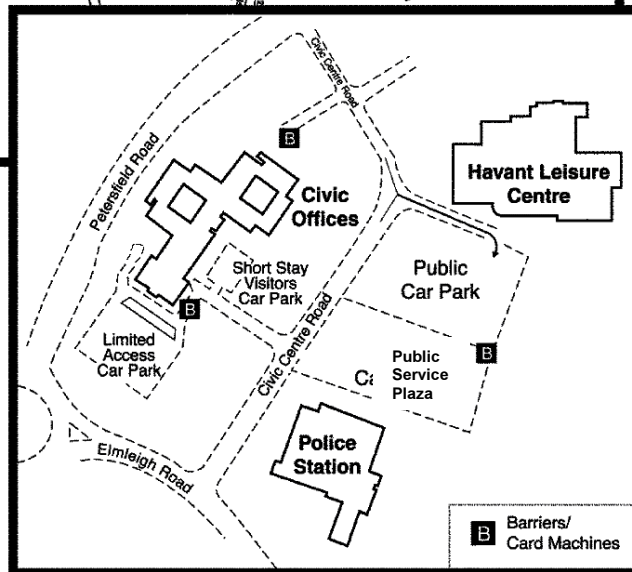
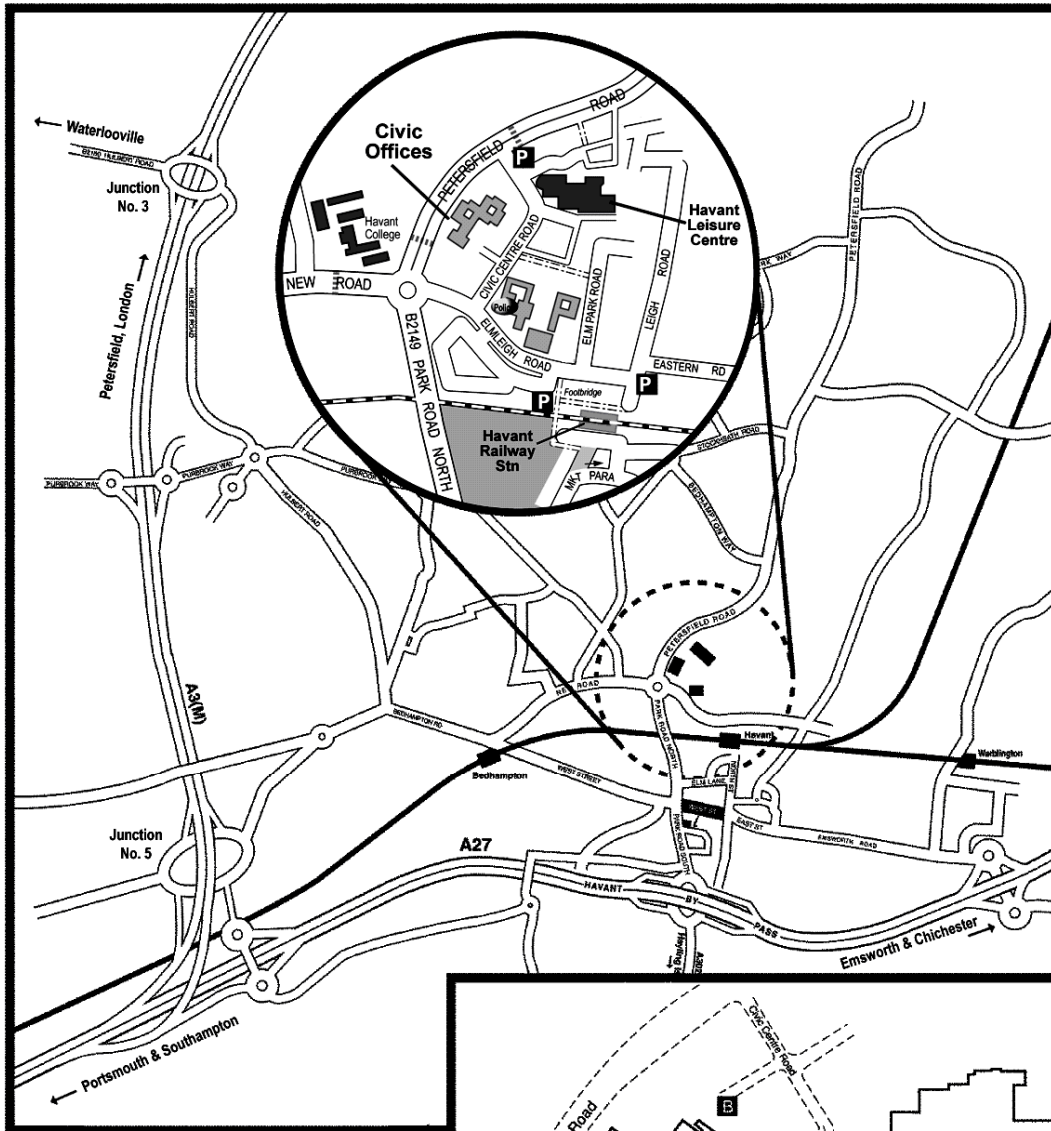
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# Havant

## BOROUGH COUNCIL

Civic Offices, Havant, Hants, PO9 2AX  
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# Havant

## BOROUGH COUNCIL

### PROTOCOL AT COUNCIL MEETING – AT A GLANCE



## **Sit or Stand?**

Stand to address the Council/Mayor at all times

## **Rules of Debate**

- always address each other as “Councillor ...”
- a motion or amendment has to be proposed and seconded
- once an amendment has been proposed and seconded, it becomes the subject of the debate until it is either accepted or rejected by a vote
- a seconder can choose to make their speech at a later time
- only one Councillor to stand at any one time
- speeches will not exceed 5 minutes (the Council can resolve to allow additional time, which will not exceed a further 3 minutes)
- a Councillor proposing a Motion is allowed 10 minutes to introduce and 5 minutes to reply to debate
- a Councillor proposing the adoption of a Committee/Board minute has sufficient time to propose and unlimited time to reply to debate
- a Councillor can only speak again on an amendment, to move a further amendment, on a point of order or personal explanation.

## **Questions and Motions**

Motions must be submitted in writing (or by email) to the Democratic Services Team Leader 6 working days prior to the Council meeting.  
Questions must be submitted in writing (or by email) to the Democratic Services Team Leader 2 working days prior to the Council meeting.