

# FAREHAM

## BOROUGH COUNCIL

### COUNCIL MEETING SUMMONS

Members of Fareham Borough Council are hereby summoned to attend the annual meeting of the Council to be held on Thursday 29 May 2014. The meeting will commence at 10.30am in Ferneham Hall, Osborn Road, Fareham and will adjourn for lunch. It is intended to re-convene the meeting at 2.30pm in the Council Chamber, Civic Offices, Fareham

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The Mayor: Councillor Susan Bayford

The Deputy Mayor: Councillor David Norris

Councillor John Bryant

Councillor Marian Ellerton

Councillor Keith Evans

Councillor Michael Ford, JP

Councillor Nick Gregory

Councillor Tiffany Harper

Councillor Trevor Howard

Councillor Tim Knight

Councillor Kay Mandry

Councillor Sarah Pankhurst

Councillor David Swanbrow

Councillor Katrina Trott

Councillor Nick Walker

Councillor David Whittingham

**Those Councillors newly elected at the Borough Election on 22 May 2014**



## CITIZENS OF HONOUR

Prior to commencement of the meeting there will be a short service of prayers followed by the presentation of awards.

Citizen of Honour awards will go to Maria Lennan, Vicky Hollins, Les Ballard and Linda Phear. The Young Citizen of Honour award will go to Callum Ashworth, Brandon Draper and Harvey Young. The HMS Collingwood award will go to Leading Physical Trainer Vicky Jarvis.

### 1. Apologies for Absence - morning session

### 2. Election of Mayor

To elect the Mayor of Fareham for the municipal year 2014/15. (The order of proceedings to be observed is set out in the programme, which will be available at the meeting).

### 3. Election of Deputy Mayor

To elect the Deputy Mayor for the municipal year 2014/15 in accordance with Standing Order 2.2.

### 4. Mayor's Cadet

To present the Mayor's Cadet for 2014/15 with the badge of service.

### 5. Adjournment until 2:30pm

The meeting will re-convene in the Council Chamber, Civic Offices, Fareham.

### 6. Apologies for Absence - afternoon session

### 7. Minutes (Pages 1 - 8)

To confirm as a correct record the minutes of the Council Meeting held on 24 April 2014.

### 8. Mayor's Announcements

### 9. Declarations of Interest

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct.

### 10. Appointment of the Executive

#### (1) Executive Leader

At the annual meeting in May 2012, Councillor S D T Woodward was elected to be the Executive Leader for a term of 4 years. In accordance with Standing Order 3.1, members are asked to confirm the appointment for this next municipal year.

(2) Number of Other Executive Members

Members are reminded that following the resolution of the Council on 16 December 2010, the Executive Leader is invited to advise the Council of his appointment of two or more (but no more than nine) members to form the Executive.

(3) Election of Other Executive Members

Members are reminded that the Executive Leader is responsible for determining the areas of Executive responsibility and for allocating the portfolios to the Executive members appointed. The Executive Leader is invited to advise the Council of his appointments.

(4) Areas of Executive Responsibility

In accordance with Standing Order 5.1, the Executive Leader is invited to determine the separate areas of responsibility to be allocated to the Executive Members for the forthcoming year. Members are reminded that Appendix 5 to Part 1 of the Council's Constitution currently provides for the following areas of responsibility:-

- Leisure and Community;
- Planning and Development;
- Policy and Resources;
- Public Protection;
- Health and Housing; and
- Streetscene.

The Executive Leader is invited to confirm the areas of responsibility for 2014/15. Members are reminded that the allocation of these portfolios to the Executive Members is a matter for the Executive Leader.

**11. Appointments of Committees and Allocation of Seats** (Pages 9 - 14)

In accordance with its Standing Orders, the Council is invited to consider a report on the appointment of committees and the allocation of seats following the nominations of political groups.

**12. Community Action Teams**

The Council is reminded that it has established Community Action Teams throughout the Borough and has determined that a ward Councillor shall be appointed as Chairman of each of the CATs, except where the Mayor is appointed to be Chairman for his/her own ward area CAT. The Council is therefore invited to appoint a Chairman for each of the following:-

- Western Wards Community Action Team (comprising Locks Heath, Park Gate, Sarisbury and Warsash wards);
- Crofton Community Action Team (comprising Stubbington and Hill Head wards);

- Titchfield Community Action Team (comprising Titchfield and Titchfield Common wards); and
- Fareham Town Community Action Team (comprising Fareham East, Fareham North, Fareham North-West, Fareham South and Fareham West wards)

Having determined at item 2 to elect the Mayor of Fareham, the Council is now asked to confirm that the Chairman for Portchester Community Action Team (comprising the Portchester East and Portchester West wards) will be Councillor D J Norris for 2014/15.

### **13. Standards Arrangements - Appointment of Designated Independent Persons**

The Council is reminded that the Localism Act 2011 implemented significant changes to the Standards regime which required the Council to put in place new arrangements to deal with matters of ethics, probity and Members conduct.

At its meeting in June 2012, the Council appointed Mr David Basson and Mrs Mary Kilbride as the Council's two Designated Independent Persons for the purposes of consideration, investigation and hearing of complaints under the Members Code of Conduct as required under section 28(7) of the Localism Act 2011.

The Council is recommended to confirm Mr David Basson and Mrs Mary Kilbride as the Council's two Designated Independent Persons for this next municipal year.

### **14. Appointments to Outside Bodies (Pages 15 - 40)**

Standing Order 10 requires the Council to make appointments to outside bodies, other than appointments which are required by law to be made by the Executive. Appended to this agenda is a report scheduling the appointments to be made.

### **15. Executive Leader's Announcements**

### **16. Executive Members' Announcements**

### **17. Presentation of Petitions**

To receive any petitions presented by a member of the Council.

*Note: any petition so presented will be dealt with in accordance with the Council's petition scheme.*

### **18. Deputations**

To receive any deputations of which notice has been given.

### **19. Reports of the Executive**

To receive, consider and answer questions on reports and recommendations of the Executive.

(1) Minutes of meeting Monday, 7 April 2014 of Executive (Pages 41 - 46)

(2) Minutes of meeting Monday, 12 May 2014 of Executive (Pages 47 - 52)

*Note : the following recommendations are to be determined:*

Minute 11(1) – Community Safety Strategy – the Council is recommended to approve the Strategy.

Minute 11(2) – Food Safety Plan – the Council is recommended to approve the Plan.

## **20. Reports of Other Committees**

To receive the minutes of the following Committees and to consider and answer questions on any reports and recommendations made.

- (1) Minutes of meeting Wednesday, 23 April 2014 of Planning Committee (Pages 53 - 66)

## **21. Questions under Standing Order 17.2**

To answer questions pursuant to Standing Order 17.2 for this meeting.

## **22. Motions under Standing Order 15**

Members will be informed, prior to the meeting, of any motion duly notified in accordance with Standing Order 15 but received after print and dispatch of the agenda.

- (1) Notice of motion received 16 May 2014 by Councillor N Gregory:

I, Councillor Nick Gregory, would like this council to give consideration to this motion; my motion is to request that all members support a change in the format of the “Fareham Today” booklet that this Council finances.

I am requesting that support is given to the allocation of one page or half page in this booklet to be used to pass information on about Police activities / crime within the Borough, contact details etc.

We as a council invite local Police sergeants to our CATs meetings to feed this information across; however we also have many residents who do not attend these meetings due to illness, being housebound or disabled.

Ensuring that this council is fully meeting its commitments to equality and diversity, I feel that essential information of this sort should be promoted by us through our “Fareham Today” booklet.

This is not about money and who is paying for it, it's about our moral obligation as a council and elected Council members to do whatever we can, using whatever resources we have to ensure that our residents are empowered with good quality information to make all our communities safer.

## **23. Policy Framework**

Standing Order 9 requires the Council to establish or confirm the plans and

strategies which are to comprise the Council's overall policy framework within which the Executive will operate during the coming year. The Council's Constitution sets out the major plans and strategies reserved to the Council for approval. The Council is therefore invited to confirm the policy framework for 2014/15 as comprising those plans and strategies identified in the table below:

<b>Policy / Strategy</b>	<b>Last adopted or approved by</b>	<b>Date</b>
Sustainable Community Strategy	Council	1 February 2010
Housing Strategy	Council	22 April 2010
Food Safety Service Plan	Council	29 May 2014
Licensing Policy	Council	16 December 2010
Development Plan: <ul style="list-style-type: none"><li>• Fareham Core Strategy</li><li>• Fareham Borough Local Plan Review 2000</li></ul>	Council Planning and Transportation Committee	4 August 2011 23 March 2000
Community Safety Strategy	Council	29 May 2014
Corporate Strategy	Council	10 October 2013

#### **24. Change of date for Housing Tenancy Board meeting**

The Council is asked to approve the change of the scheduled meeting of the Housing Tenancy Board from 14<sup>th</sup> July to 28<sup>th</sup> July.

P GRIMWOOD  
Chief Executive Officer

[www.fareham.gov.uk](http://www.fareham.gov.uk)

20 May 2014

**For further information please contact:  
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