



Notice is hereby given that a **MEETING** of the **COUNCIL OF THE BOROUGH OF GOSPORT** will be held in the **TOWN HALL, GOSPORT** on **WEDNESDAY** the **TENTH DAY** of **JULY 2013** at **5.15PM** AND ALL MEMBERS OF THE COUNCIL ARE HEREBY SUMMONED TO ATTEND TO CONSIDER AND RESOLVE THE FOLLOWING BUSINESS –

1. To receive apologies from Members for their inability to attend the Meeting.
2. Award of Honorary Freeman

To award the Freedom of the Borough to Honorary Alderman Graham Hewitt and to present Honorary Freeman Graham Hewitt with his illuminated Commemorative Scroll and robe.

3. To confirm the Minutes of the Annual and Adjourned Annual Meetings of the Council held on 15 and 16 May 2013 (copies herewith).
4. To consider any Mayor's Communications.
5. To receive Deputations in accordance with Standing Order No 3.5 and to answer Public Questions pursuant to Standing Order No 3.6, such questions to be answered orally during a time not exceeding 15 minutes.

(**NOTE:** Standing Order No 3.5 requires that notice of a Deputation should be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 8 JULY 2013** and likewise Standing Order No 3.6 requires that notice of a Public Question should be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON MONDAY, 8 JULY 2013**).

6. Questions (if any) pursuant to Standing Order No 3.4.

(**NOTE:** Members are reminded that Standing Order No 3.4 requires that Notice of Question pursuant to that Standing Order must be received by the Borough Solicitor **NOT LATER THAN 12 O'CLOCK NOON ON TUESDAY, 9 JULY 2013**)

7. To receive the following Part II minutes of the Boards of the Council:

- Community Board: 16<sup>th</sup> May and 10 June 2013
- Economic Development Board 16<sup>th</sup> May and 19 June 2013
- Policy and Organisation Board: 16<sup>th</sup> May and 26 June 2013

**IAN LYCETT**

**TOWN HALL  
GOSPORT**

2 July 2013

**FIRE PRECAUTIONS**

(To be read from the Chair if members of the public are present)

**In the event of the fire alarm being activated, please leave the Council Chamber and Public Gallery immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.**

**MEMBERS ARE REQUESTED TO NOTE THAT:**

**(1) IF THE COUNCIL WISHES TO CONTINUE ITS BUSINESS BEYOND 9.30PM THEN THE MAYOR MUST MOVE SUCH A PROPOSITION IN ACCORDANCE WITH STANDING ORDER 4.11.18**

**(2) MOBILE PHONES SHOULD BE SWITCHED OFF FOR THE DURATION OF THE MEETING**

**THE ADJOURNED ANNUAL MEETING of the COUNCIL OF THE BOROUGH OF GOSPORT was held in the Council Chamber at the TOWN HALL, GOSPORT on THURSDAY, the SIXTEENTH day of MAY 2013 at 5.00PM.**

Attendance:

The Mayor (Councillor Beavis) (P) (in the Chair);

Councillors Allen (P), Ms Ballard (P), Burgess (P), Carter C K, Carter C R (P), Chegwyn (P), Mrs Cully (P), Dickson (P), Ms Diffey (P), Edgar (P), Farr (P), Forder (P), Foster-Reed, Geddes (P), Gill (P), Hazel (P), Henshaw, Mrs Hook (P), Hook (P), Hylands (P), Jacobs (P), Jessop (P), Kimber (P), Lane (P), Langdon (P), Mrs Morgan, Murphy (P), Philpott (P), Ronayne (P), Scard (P), Mrs Searle (P), Mrs Wright (P) and Wright (P).

Also in attendance: Honorary Aldermen Foster and O'Neill.

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**APOLOGIES**

Apologies for inability to attend the meeting were submitted on behalf of Councillor Mrs Morgan, Carter CK and Honorary Alderman Train.

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**ONE MINUTE'S SILENCE**

In order to express their sympathy regarding the death of former Councillor Kay Keith, Members of the Council stood in silent tribute for one minute.

**MINUTES**

**COUNCIL RESOLVED: That the Minutes of the Extraordinary meeting of the Council held on 27 March 2013 and the Ordinary meeting of the Council held on 27 March 2013 be confirmed and signed.**

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**MAYOR'S COMMUNICATIONS**

**(A) MAYOR MAKING CEREMONY**

The Mayor thanked those Members of the Council who had attended yesterday's Mayor Making Ceremony and stated that it had proved to be a memorable day for him.

## **ELECTION OF DEPUTY MAYOR**

Councillor Hook proposed and Councillor Burgess seconded the Motion that Councillor Wayne Lee Ronayne be elected Deputy Mayor of the Borough of Gosport for the Municipal Year ending May 2014.

**COUNCIL RESOLVED:** That Councillor Wayne Lee Ronayne be elected Deputy Mayor of the Borough of Gosport for the Municipal Year ending May 2014.

The Deputy Mayor made the Statutory Declaration of Acceptance of Office and returned thanks for his election.

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## **REVIEW OF COUNCIL BOARDS AND COMMITTEES AND DETERMINATION OF ALLOCATION OF SEATS**

The Borough Solicitor had submitted a report to Members of the Council in connection with the above.

The report advised the Council that Notices had been received from three Political Groups. The report went on to state that Section 15 of the Local Government and Housing Act 1989 had been applied; requiring the Council to review the allocation of seats and when making the allocation of seats to Political Groups allocations to be made to give effect so far as reasonably practicable to the four guiding principles outlined in the report. The Council had five Boards, one Standards and Governance Committee and one Overview and Scrutiny Committee; there were 76 seats to be allocated in accordance with the proportionality rules.

**RECOMMENDED:** That the Council approve:

- (i) the allocation of seats on the Boards and Committee as set out in paragraph 3.1 of the report;

**MOTION:** That the recommendations contained in the Borough Solicitor's report be approved and adopted.

The Motion was accordingly put to the meeting and duly RESOLVED.

## **APPOINTMENT OF CHAIRMAN OF POLICY AND ORGANISATION BOARD**

**COUNCIL RESOLVED:** That Councillor Hook be appointed Chairman of the Policy and Organisation Board for the 2013/2014 Municipal Year.

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## **APPOINTMENT OF BOARDS, NOMINATED DEPUTIES FOR THE REGULATORY AND LICENSING BOARDS, OVERVIEW AND SCRUTINY COMMITTEE AND STANDARDS AND GOVERNANCE COMMITTEE AND PANELS AND OUTSIDE BODIES**

Members considered a provisional list (a copy of which is attached hereto as Appendix "C1") of appointments to vacancies listed above for the Municipal Year 2013/14.

**COUNCIL RESOLVED:** That the provisional list of appointments to vacancies listed above for the Municipal Year 2013/2014 as amended be approved and adopted.

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## **SELECTION OF NEW BOARD AND COMMITTEE MEMBERS**

It was agreed that Members elect their respective Chairmen and Vice-Chairmen of the Board and Committee Members within the Council Chamber and the Council meeting was adjourned to enable each Board and Committee to do so.

The Council meeting adjourned at 17.15pm

The Council meeting reconvened at 17.25pm and ended at 17.30pm

## APPENDIX C1

### BOARD/COMMITTEE MEMBERSHIP FOR 2013/2014 MUNICIPAL YEAR

#### **POLICY & ORGANISATION BOARD**

Councillor Burgess (Vice Chairman)  
Councillor Carter, C R  
Councillor Chegwyn  
Councillor Forder  
Councillor Hook (Chairman)  
Councillor Lane  
Councillor Langdon  
Councillor Philpott  
Councillor Ronayne  
Councillor Wright

#### **COMMUNITY BOARD**

Councillor Burgess (Chairman)  
Councillor Carter, C K  
Councillor Mrs Cully  
Councillor Edgar  
Councillor Foster-Reed  
Councillor Henshaw  
Councillor Mrs Hook  
Councillor Hylands  
Councillor Kimber (Vice Chairman)  
Councillor Mrs Morgan  
Councillor Murphy  
Councillor Mrs Wright

#### **ECONOMIC DEVELOPMENT BOARD**

Councillor Allen  
Councillor Chegwyn  
Councillor Edgar  
Councillor Forder (Vice Chairman)  
Councillor Mrs Hook  
Councillor Lane  
Councillor Langdon  
Councillor Philpott (Chairman)  
Councillor Ronayne  
Councillor Mrs Searle

#### **LICENSING BOARD**

Councillor Allen (Chairman)  
Councillor Ms Ballard  
Councillor Carter, C K  
Councillor Dickson  
Councillor Ms Diffey  
Councillor Hazel  
Councillor Jacobs  
Councillor Mrs Morgan (Chairman)  
Councillor Murphy  
Councillor Scard  
Councillor Mrs Searle  
Councillor Mrs Wright

#### **OVERVIEW & SCRUTINY COMMITTEE**

Councillor Allen  
Councillor Mrs Cully (Chairman)  
Councillor Farr (Vice Chairman)  
Councillor Foster-Reed  
Councillor Geddes  
Councillor Gill  
Councillor Hylands  
Councillor Jacobs  
Councillor Jessop  
Councillor Mrs Morgan  
Councillor Kimber  
Councillor Scard

#### **STANDARDS & GOVERNANCE COMMITTEE**

Councillor Burgess (Vice Chairman)  
Councillor Chegwyn  
Councillor Dickson  
Councillor Forder  
Councillor Henshaw  
Councillor Jacobs  
Councillor Scard (Chairman)  
Councillor Wright

**REGULATORY BOARD**

Councillor Ms Ballard  
Councillor Carter, C R  
Councillor Ms Diffey  
Councillor Farr  
Councillor Geddes  
Councillor Gill  
Councillor Hazel  
Councillor Mrs Hook (Vice Chairman)  
Councillor Jessop  
Councillor Langdon  
Councillor Ronayne (Chairman)  
Councillor Wright

**\*The Mayor (Councillor Beavis) & Chairman of the Policy & Organisation Board (Councillor Hook) are ex-officio Members of all Boards unless named in the membership of the respective Board.**

## **REGULATORY BOARD**

### **PROVISIONAL NOMINATED DEPUTIES FOR 2013/2014 MUNICIPAL YEAR**

#### **Conservative Group**

Councillor Allen  
Councillor Beavis  
Councillor Burgess  
Councillor Carter, C K  
Councillor Dickson  
Councillor Edgar  
Councillor Forder  
Councillor Henshaw  
Councillor Hook  
Councillor Jacobs  
Councillor Kimber  
Councillor Lane  
Councillor Mrs Morgan  
Councillor Murphy  
Councillor Philpott  
Councillor Scard

#### **Labour Group**

Councillor Mrs Cully  
Councillor Mrs Searle  
Councillor Mrs Wright

#### **Liberal Democrat Group**

Councillor Chegwyn  
Councillor Hylands  
Councillor Foster-Reed

## **LICENSING BOARD**

### **PROVISIONAL NOMINATED DEPUTIES FOR 2013/2014 MUNICIPAL YEAR**

#### **Conservative Group**

Councillor Beavis  
Councillor Burgess  
Councillor Carter, C R  
Councillor Edgar  
Councillor Forder  
Councillor Geddes



**Conservative Group (contd)**

Councillor Gill  
Councillor Henshaw  
Councillor Mrs Hook  
Councillor Hook  
Councillor Jessop  
Councillor Kimber  
Councillor Lane  
Councillor Langdon  
Councillor Philpott  
Councillor Ronayne

**Labour Group**

Councillor Mrs Cully  
Councillor Farr  
Councillor Mrs Searle

**Liberal Democrat Group**

Councillor Chegwyn  
Councillor Foster-Reed

**PROVISIONAL PANEL & OUTSIDE BODIES MEMBERSHIP FOR THE  
2013/2014 MUNICIPAL YEAR**

**POLICY AND ORGANISATION BOARD**

**OTHER PANELS & OUTSIDE BODIES**

**CCTV PARTNERSHIP PANEL**

Councillor Jessop

**CUSTOMER COMPLAINTS PANEL**

Panels to comprise 3 members to be selected from:

Councillors Allen, Ms Ballard, Forder, Langdon, Ronayne and Wright

**GOSPORT ROYAN TWINNING FORUM**

Deputy Mayor (Councillor Ronayne) and Councillors Carter, C R, Dickson and Philpott

**LOCAL JOINT STAFF COMMITTEE**

Councillors Burgess, Carter C R, Chegwyn , Hook and Wright

**AGE CONCERN (HANTS)**

Councillor Forder and Farr

**N.B. Councillor Forder was elected as representative.**

**CITIZENS ADVICE BUREAU**

The Mayor (Councillor Beavis)

**GOSPORT BOROUGH EDUCATIONAL TRUST**

Councillors Edgar & Forder and Borough Treasurer

**GOSPORT SOCIETY**

The Mayor (Councillor Beavis) (ex-officio) and Councillor Scard

**GOSPORT VOLUNTARY ACTION**

Councillors Mrs Cully, Forder, Mrs Hook and Hylands

## **HANTS & IOW LOCAL GOVERNMENT ASSOCIATION**

Councillors Lane & Langdon

## **HANTS SENATE**

Councillor Lane

## **HM SUBMARINE AFFRAY ADMINISTRATIVE COMMITTEE**

The Mayor (Councillor Beavis) and Councillors Burgess & Ronayne

## **LOCAL GOVERNMENT ASSOCIATION**

Councillor Hook

## **LOCAL GOVERNMENT ASSOCIATION – COASTAL ISSUES SPECIAL INTEREST GROUP (SIG)**

Councillor Kimber

## **LOCAL GOVERNMENT ASSOCIATION – FOURTH OPTION SPECIAL INTEREST GROUP (SIG)**

Councillor Lane

## **LOCAL GOVERNMENT ASSOCIATION –**

### **(a) Urban Commission**

Councillors Burgess & Lane

## **RELATE**

Councillor Mrs Hook

## **ST VINCENT CORPORATION GOVERNOR**

Councillor Forder

## **SOUTH EAST EMPLOYERS**

Councillor Carter, C R

## **SURESTART**

Councillor Mrs Morgan

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## **COMMUNITY BOARD**

## **OTHER PANELS & OUTSIDE BODIES**

### **ALLOTMENTS STAKEHOLDERS CONSULTATIVE GROUP**

Councillors Allen, Mrs Cully, Dickson and Hylands

### **COASTAL PANEL**

Councillors Burgess, Mrs Cully, Hylands and Kimber

### **GOSPORT COMMUNITY SAFETY PARTNERSHIP STRATEGIC BOARD**

Councillor Beavis (Standing Deputy: Mrs J Petty, Head of Corporate Policy and Community Safety)

### **GOSPORT OVERVIEW AND SCRUTINY COMMUNITY SAFETY PANEL**

Councillors Geddes, Hazel, Henshaw, Hylands and Mrs Searle

### **HAMPSHIRE POLICE AND CRIME PANEL**

Appointed Member: Councillor Hook  
(Deputy Member: Councillor Burgess)

### **AGAMEMNON HOUSING SOCIETY LIMITED**

Councillor Geddes

### **AIR TRAINING CORPS – 1098 (GOSPORT) SQUADRON COMMITTEE**

Councillor Carter, C K

### **ALVERSTOKE TRUST**

Honorary Alderman Hayward until February 2017 and Surgeon Captain T Hall until September 2015.

### **BRIDGEMARY, ROWNER AND WOODCOT COMMUNITY ASSOCIATION**

Councillor Geddes

### **BRUNE PARK COMMUNITY MANAGEMENT COMMITTEE**

Councillor Hazel

**FAREHAM AND GOSPORT MIND**

Councillor Mrs Wright

**FAREHAM AND GOSPORT CLINICAL COMMISSIONING GROUP**

Councillor Allen (Standing Deputy: Councillor Edgar)

**GOD'S PORT HOUSING SOCIETY**

The Mayor (Councillor Beavis)

**GOSPORT AVIATION SOCIETY**

Councillor Ronayne

**GOSPORT BOROUGH FOOTBALL CLUB**

Councillor Jacobs

**GOSPORT COMMUNITY ASSOCIATION – MANAGEMENT COMMITTEE**

Councillor Carter, C R

**GOSPORT/FAREHAM JOINT ENVIRONMENTAL HEALTH PANEL**

Councillor Burgess

**GOSPORT HEALTH & WELL BEING PARTNERSHIP**

Councillors Allen & Edgar

**MRS HAMPER FUND CHARITY**

Mr Munro and Mr Hamilton appointed until July 2016.

**SOUTH HAMPSHIRE ROAD SAFETY COUNCIL**

Councillor Scard

**HEDCA GENERAL MANAGEMENT COMMITTEE**

Councillor Mrs Hook

**HOMESTART – GOSPORT & FAREHAM MANAGEMENT COMMITTEE**

Councillor Jacobs

**JOINT AUTHORITIES GYPSIES & TRAVELLERS PANEL**

Councillors Langdon, Mrs Searle and vacancy

**LEE-ON-THE-SOLENT COMMUNITY ASSOCIATION**

Councillor Burgess

**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

Councillors Edgar and Wright  
(Standing Deputy: Councillor Carter, C R)

**PORTSMOUTH CITY COUNCIL HEALTH OVERVIEW AND SCRUTINY  
PANEL**

Councillor Edgar

**PORTSMOUTH & GOSPORT JOINT BOARD (appointed until 31  
December 2014)**

Councillors Burgess, Chegwyn, Edgar, Hook, Ronayne and Mrs Searle

**PORTSMOUTH WATER CUSTOMER FORUM**

Councillor Kimber

**PROJECT INTEGRA STRATEGIC BOARD**

Councillor Kimber (Standing Deputy: Councillor Burgess)

**SOLENT SEA RESCUE ORGANISATION**

Councillor Ronayne

**STANDING CONFERENCE ON COASTLINE PROBLEMS**

Councillor Kimber

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**ECONOMIC DEVELOPMENT BOARD**

**OTHER PANELS & OUTSIDE BODIES**

**GOSPORT MUSEUM JOINT MANAGEMENT COMMITTEE**

Councillors Farr, Mrs Hook & Kimber

**ENTERPRISE FIRST**

Councillor Edgar

**HCC TRANSPORT FOR SOUTH HAMPSHIRE JOINT COMMITTEE**

Councillor Langdon and Mr D Duckett, Transport and Traffic Liaison Officer

**PARTNERSHIP FOR URBAN SOUTH HAMPSHIRE (PUSH) JOINT COMMITTEE**

Councillor Hook  
(Standing Deputy: Councillor Lane)

**PARTNERSHIP FOR URBAN SOUTH HAMPSHIRE (PUSH) JOINT OVERVIEW AND SCRUTINY COMMITTEE**

Councillor Forder

**ROWNER COMMUNITY TRUST**

Councillor Jessop

**ROYAL NAVY SUBMARINE MUSEUM**

Councillor Ronayne

**TOURISM SOUTH EAST**

Councillor Philpott

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**REGULATORY BOARD**

**OTHER PANELS & OUTSIDE BODIES**

**GOSPORT/FAREHAM JOINT BUILDING CONTROL PANEL**

Councillor Ronayne

### GBC 'Champions'

<b><i>Champion</i></b>	<b>Name</b>
Youth (appointed by Youth Council)	Councillor Mrs Maggie Morgan
Heritage	Councillor Alan Scard
Compact	Councillor Wayne Ronayne
Procurement	Councillor Stephen Philpott
Efficiency	Councillor Mark Hook
Community Safety	Councillor John Beavis
Older Persons Champion (appointed by the Gosport Older People's Forum)	Councillor Robert Forder
Armed Forces	Councillor Derek Kimber



**THE ANNUAL MEETING** of the **COUNCIL OF THE BOROUGH OF GOSPORT**  
was held in the Ballroom of the **THORNGATE HALLS, BURY ROAD,**  
**GOSPORT** on **WEDNESDAY**, the **FIFTEENTH** day of **MAY 2013** at **11.00AM**.

Attendance:

The Mayor (Dickson) (P) (in the Chair);

Councillors Allen (P), Ms Ballard (P), Beavis (P), Burgess (P), Carter C K, Carter CR (P), Chegwyn, Mrs Cully (P), Dickson (P), Ms Diffey, Edgar (P), Farr (P), Forder (P), Foster-Reed, Geddes, Gill (P), Hazel, Henshaw, Mrs Hook (P), Hook (P), Hylands, Jacobs (P), Jessop (P), Kimber (P), Lane (P), Langdon, Mrs Morgan (P), Murphy, Philpott (P), Ronayne (P), Scard (P), Mrs Searle, Mrs Wright (P) and Wright (P).

Also in attendance: Honorary Aldermen Mrs Bailey, Flory, Foster, Hayward, Hewitt, Lucas, Miles, O'Neill, and Mrs Snaith-Tempia.

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**APOLOGIES**

Apologies for inability to attend the meeting were submitted on behalf of Councillors Ballard, Chegwyn, Hylands, Langdon, Murphy, Mrs Searle, Honorary Alderman Train and Mrs Leyland.

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**ELECTION OF MAYOR**

PROPOSED BY COUNCILLOR HOOK  
SECONDED BY COUNCILLOR BURGESS

That Councillor John William Beavis MBE be elected Mayor of the Borough of Gosport for the Municipal Year ending May 2014.

**CARRIED UNANIMOUSLY**

The Retiring Mayor thereupon vacated the Chair, which was taken by the newly elected Mayor, who made the statutory Declaration of Acceptance of Office.

**REPLY BY HIS WORSHIP THE MAYOR**

The new Mayor replied to the Council's resolution and returned thanks for his election.

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**THANKS TO RETIRING MAYOR AND MAYORESS**

PROPOSED BY COUNCILLOR BURGESS

SECONDED BY COUNCILLOR RONAYNE

That the best thanks of the Council be accorded to Councillor Richard James Dickson and Roberta Irvine for their services as Mayor and Mayoress respectively during the past Municipal Year.

**CARRIED UNANIMOUSLY**

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### **GOSPORT CITIZEN OF THE YEAR AND YOUTH AWARDS**

The Mayor awarded a Citizen of the Year Certificate and medallion to Mr Gary Francis for his eminent services to the Borough. The Mayor also awarded a Youth Award Certificate and voucher to Rebecca Kay.

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### **ADJOURNMENT OF COUNCIL**

PROPOSED BY THE MAYOR  
SECONDED BY COUNCILLOR BURGESS

That the Council do now adjourn until 5.00pm on Thursday, 16 May 2013 at the Town Hall, Gosport.

**CARRIED**

**The meeting ended at 12.30pm**

**A MEETING OF THE COMMUNITY BOARD**

**WAS HELD ON 16 MAY 2013**

The Mayor (Councillor Beavis) (ex-officio) (P), Chairman of the Policy and Organisation Board (Councillor Hook) (ex-officio) (P); Burgess (P), Carter C K, Mrs Cully (P), Edgar (P), Foster-Reed, Henshaw, Mrs Hook (P), Hylands (P), Kimber (P), Mrs Morgan , Murphy (P) and Mrs Wright (P).

**1. APOLOGIES**

Apologies for inability to attend the meeting were submitted on behalf of Councillors Carter CK, Henshaw and Mrs Morgan.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. DEPUTATIONS**

There were no deputations

**4. PUBLIC QUESTIONS**

There were no public questions.

**PART II**

**5. ELECTION OF CHAIRMAN**

RESOLVED: That Councillor Burgess be appointed as Chairman of the Community Board for the Municipal Year 2013-2014.

**6. ELECTION OF VICE-CHAIRMAN**

RESOLVED: That Councillor Kimber be appointed as Vice-Chairman of the Community Board for the Municipal Year 2013-2014.

CHAIRMAN

**A MEETING OF THE COMMUNITY BOARD**

**WAS HELD 10 JUNE 2013**

*Subject to Approval*

**PART II**

**12. ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN 2013/2014**

**Councillors Hylands and Edgar declared interests in this item, but remained in the meeting room throughout its discussion.**

Consideration was given to a report by the Community and Customer Services Manager which advised Members of the requirement of the Food Standards Agency and the Health and Safety Executive respectively that the work undertaken in the fields of Food Safety and Health and Safety at Work by and on behalf of the Council are adequately resourced and formally endorsed by the Council. The report identified the work programme of the Environmental Health (Commercial) Team for the year 2013/2014 in relation to these services to meet the above requirement and to satisfy those agencies that adequate arrangements are in place at Gosport Borough Council.

Members queried whether the Council had enough resources to fulfil their statutory requirements due to resources and staff reductions.

It was explained that for 2013/14 joint working with Fareham Borough Council meant that the use of outside contractors was not necessary and that the partnership working had shown significant improvement and efficiency whilst delivering the same quality of service.

Further to a question from a Member, it was advised that ongoing help was provided by Environmental Health to ensure Food Safety Standards were met within the Borough.

It was confirmed that all premises were inspected on a risk basis and that premises could not be re-rated for a period of three months until satisfactory proof had been demonstrated that the defects shown had been dealt with efficiently.

Members were advised that if a premise showed a significant risk which could potentially have a harmful impact to members of the public then the premises would be closed with immediate effect.

**RESOLVED:** That the Food Safety Service Plan 2013/14, as set out at Appendix A and Appendix B (the Health & Safety Service Plan 2013/14) of the report of the Community and Customer Services Manager, be approved.

**13. ENVIRONMENTAL HEALTH ENFORCEMENT POLICY**

**Councillors Hylands and Edgar declared interests in this item, but remained in the meeting room throughout its discussion.**

Consideration was given to a report by the Community and Customer Services

Community Board  
10 June 2013

Manager which presented to the Board an Environmental Health Enforcement Policy.

Members noted the proactive hard work and dedication provided by the Licensing Team (Russell Bray and Clive Tizard) to ensure all issues within the Borough were addressed.

Further to a question from a Member, it was advised that Street Scene addressed any issues that took place outside of the premises and that issues brought to the attention of Environmental Health would be addressed using proactive encouragement and liaison with the owner in respect of litter, noise disturbances and general cleanliness.

RESOLVED: That the Environmental Health Policy as contained in the report of the Community and Customer Services Manager be approved.

**14 ANY OTHER BUSINESS**

There was none.

The meeting ended at 6:30p.m.

CHAIRMAN

**A MEETING OF THE ECONOMIC DEVELOPMENT BOARD  
WAS HELD ON 16 MAY 2013**

The Mayor (Councillor Beavis) (ex-officio) (P), Chairman of the Policy and Organisation Board (Councillor Hook) (ex-officio) (P); Councillors Allen (P), Chegwyn (P), Edgar (P), Forder (P), Mrs Hook (P), Lane (P), Langdon (P), Philpott (P) Ronayne (P) and Mrs Searle (P).

**1. APOLOGIES**

There were no apologies for inability to attend the meeting.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. DEPUTATIONS**

There were no deputations.

**4. PUBLIC QUESTIONS**

There were no public questions.

**PART II**

**5. ELECTION OF CHAIRMAN**

RESOLVED: That Councillor Philpott be appointed as Chairman of the Economic Development Board for the Municipal Year 2013-14.

**6. ELECTION OF VICE-CHAIRMAN**

RESOLVED: That Councillor Forder be appointed as Vice-Chairman of the Economic Development Board for the Municipal Year 2013-14.

CHAIRMAN

**A MEETING OF THE ECONOMIC DEVELOPMENT BOARD**

**WAS HELD ON 19 JUNE 2013**

***Subject to approval***

**PART II**

**12. DRAFT DESIGN GUIDANCE SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

Consideration was given to a report of the Borough Solicitor and Deputy Chief Executive which asked the Board to consider a draft of the Design Guidance Supplementary Planning Document (SPD) for consultation purposes in order to ascertain the views of the local community and relevant organisations.

Members were advised that there were no updates to the report.

A Member drew attention to Appendix A, Page 12 of the report to which it was suggested that the font should be enlarged.

Further to a question from a Member it was confirmed that the document would support and strengthen the decision making processes of future developments proposed within the Borough and that the document would provide a comprehensive guidance to Planning Officers, Developers and Members of the Regulatory Board.

Members were advised that a copy of the Gosport Townscape document was available to view in the Members room.

RESOLVED: That the draft Design Guidance Supplementary Planning Document, as set out in Appendix A of the report, be agreed for consultation purposes.

**13. DRAFT PARKING: SUPPLEMENTARY PLANNING DOCUMENT**

Consideration was given to a report of the Borough Solicitor and Deputy Chief Executive which asked the Board to consider the draft of the Parking: Supplementary Planning Document (SPD) for consultation purposes in order to ascertain the views of the local community and relevant organisations.

Members were advised that there were no updates to the report and that the Parking Supplementary Planning Document was in conjunction with the Design Guidance Supplementary Planning Document.

Further to a question from a Member, it was confirmed that the 2002 Standards had changed and that the planning policy documents had been deleted.

It was further advised that the new standards reflected the minimum requirements for car parking access and design rather than the maximum as previously required.

Members were advised that the document emphasised the importance of providing adequate parking and appropriate design layout to new developments. It was also confirmed that if evidence showed a development did not meet the parking needs of the surrounding area and that no capacity was available for on street parking, applications may be refused at the planning consultation stage.

RESOLVED: That the draft Parking Supplementary Planning Document, as set out in Appendix A of the report, be approved for consultation purposes.

#### **14. TOWN CENTRE STREETSCAPE IMPROVEMENTS**

**Councillor Hook and Councillor Mrs Hook declared a non pecuniary interest in this item and remained in the meeting room throughout its discussion.**

Consideration was given to a report of the Chief Executive which advised Members of a successful £85,000 funding bid submitted to the Partnership for Urban South Hampshire (PUSH) to support streetscape and signage improvements in Gosport Town Centre.

Members were advised that an update to the report recommended that Members endorse the programme of proposed works detailed at Paragraph 2.1 of the report.

Members were further advised that match funding had been identified from the Wayfinding Scheme, Hampshire County Council and the DCLG funding for the Town Centre.

It was confirmed that the proposed works to the Town Centre included the removal of redundant signage, and improved awareness to business premises displaying pointing signs indicating minutes of walking distances.

Further to a question from a Member, it was suggested that further consultation was required with the contractor to discuss the details and costs of the refurbishment to the lamp post columns.

RESOLVED: That:

- a) the report be noted; and
- b) the programme of proposed works detailed at Paragraph 2.1 of the report be endorsed.

The meeting concluded at 19:00 pm

CHAIRMAN



**A MEETING OF THE POLICY AND ORGANISATION BOARD  
WAS HELD ON 16 MAY 2013**

The Mayor (Councillor Beavis) (ex-officio) (P); Councillors Allen (P), Burgess (P), Chegwyn (P), Carter CR (P), Hook (Chairman) (P), Lane (P), Langdon (P), Philpott (P), Ronayne (P) and Wright (P).

**1. APOLOGIES**

There were none.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. DEPUTATIONS**

There were no deputations.

**4. PUBLIC QUESTIONS**

There were no public questions.

**PART II**

**5. ELECTION OF VICE-CHAIRMAN**

RESOLVED: That Councillor Burgess be appointed Vice-Chairman of the Policy and Organisation Board for the Municipal Year 2013-14.

**CHAIRMAN**

**A MEETING OF THE POLICY AND ORGANISATION BOARD  
WAS HELD ON 26 JUNE 2013**

**PART II**

**12. GOSPORT VOLUNTARY ACTION**

Consideration was given to a presentation by David Miles, Chief Executive of Gosport Voluntary Action (GVA) updating the Board on the Business Plan for 2013-16. (A copy of the presentation is attached to these minutes as Appendix A).

Members acknowledged the contribution that GVA made and the work that has been involved to assist the Voluntary Sector and residents of Gosport.

Further to a question from a Member, it was confirmed that the figures for the number of volunteers placed in the volunteer centre (167) to the number of unemployed volunteers (68) were separate accounts.

Members were advised that the GVA newsletter was distributed to 300 organisations and that an alternative method to communicate the newsletter, perhaps using email was being investigated however, it was acknowledged that some groups do not have the benefit of IT access and that some people have less understanding of computers.

Mr Miles was thanked for his comprehensive presentation.

**13. MEDIUM TERM FINANCIAL STRATEGY AND CAPITAL STRATEGY**

Consideration was given to a report by the Borough Treasurer which asked Members to consider the updated Medium Term Financial and Capital Strategies.

Members were advised that the spending review had been announced today although the exact expenditure plans for 2015/16 were currently unknown and that more amendments to the strategy may be necessary as the finalised figures become clearer.

**RESOLVED:** That the Medium Term Financial Strategy and Capital Strategy, as contained in the report of the Borough Treasurer, be approved.

**14. GOSFEST (GOSPORT COMMUNITY FESTIVAL)**

**Councillor Chegwyn declared a pecuniary interest in this item and left the meeting room and took no part in discussion or the voting thereon.**

Policy and Organisation Board  
26 June 2013

Consideration was given to a report of the Chief Executive which advised Members of a request for assistance from Gosport Festivals Limited who were organising a music event for the period 23<sup>rd</sup> August – 26<sup>th</sup> August 2013.

Members were advised that Mr Cobb, Director of Gosport Festivals Limited had approached Gosport Borough Council to ask for the hiring fee and the reinstatement deposit at Walpole Park be waived.

Members were advised that Gosport Festivals Limited had indicated that any reinstatement works that were required after the event would be carried out and that a contract agreement would be in place detailing the responsibility of the reinstatement works.

It was further advised that Gosport Festival Limited were a new company formed to continue the annual event and believes that the event will attract a large footfall. It was also confirmed that Gosport Festival Limited, hoped that they would not seek support funding at next years annual event.

**RESOLVED:** That:

- a) the waiving of the hiring fee and requirement for a reinstatement deposit for Walpole Park for the period Monday 19<sup>th</sup> August 2013 to Wednesday 26<sup>th</sup> August inclusive be approved; and
- b) the Council enter into a licence agreement with Gosport Festivals Limited on terms agreed by the Chief Executive in consultation with the Borough Solicitor.

## **15 ANY OTHER BUSINESS**

### **STAFF REMUNERATION**

Consideration was given to a report proposing the Board to grant a 1% increase to staff salaries from 1<sup>st</sup> April 2013.

Members were advised that due to National negotiations Council staff had not received a pay rise in the last three years.

It was further advised that although staffing at the Town Hall had been reduced considerably, services had been maintained and capital projects delivered.

Members supported the report unanimously and praised the efforts of staff and commented on how everyone was continuing to work so hard.

**RESOLVED:** That an increase of 1% to all staff salaries from 1<sup>st</sup> April 2013 be approved.

The meeting ended at 7.07pm

**CHAIRMAN**