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Date: 3 March 2022

Dear Sir or Madam

The Place Policy and Scrutiny Panel – Thursday, 10 March 2022, 2.30 pm – New Council Chamber, Town Hall

A meeting of the Place Policy and Scrutiny Panel will take place as indicated above.

The agenda is set out overleaf.

Yours faithfully

Assistant Director Legal & Governance and Monitoring Officer

To: Members of the Place Policy and Scrutiny Panel

Councillors:

John Crockford-Hawley (Chairman), Peter Crew (Vice-Chairman), Mike Bird, Gill Bute, John Cato, James Clayton, Sarah Codling, Mark Crosby, Karin Haverson, Patrick Keating, James Tonkin and Richard Westwood.

This document and associated papers can be made available in a different format on request.

Agenda

1. Election of the Vice Chairman

Endorsement of the Panel's nomination of the Vice-Chairman at the informal meeting of the Place Policy and Scrutiny Panel held on 14th July 2021.

2. Apologies for absence and notification of substitutes

3. Public Discussion (Standing Order SS09)

To receive and hear any person who wishes to address the Panel on matters which affect the District and fall within the remit of the Panel. The Chairman will select the order of the matters to be heard.

Members of the Panel may ask questions of the member of the public and a dialogue between the parties can be undertaken.

Requests to speak must be submitted in writing to the Head of Legal and Democratic Services, or the officer mentioned at the top of this agenda letter, by noon on the day before the meeting and the request must detail the subject matter of the address.

4. Declarations of Disclosable Pecuniary Interest

A Member must declare any disclosable pecuniary interest where it relates to any matter being considered at the meeting. A declaration of a disclosable pecuniary interest should indicate the interest and the agenda item to which it relates. A Member is not permitted to participate in this agenda item by law and should immediately leave the meeting before the start of any debate.

If the Member leaves the Chamber in respect of a declaration, he or she should ensure that the Chairman is aware of this before he or she leaves to enable their exit from the meeting to be recorded in the minutes in accordance with Standing Order 37.

5. Minutes (Pages 5 - 16)

5.1 Minutes of the last formal Meeting of the Panel held on 10th March 2021 – to approve as a correct record

5.2 Notes of the informal panel meetings held on 14th July 2021 and 24th November 2021 – for noting

6. Matters referred by Council, the Executive, other Committees and Panels (if any)

7. Development Programme (Pages 17 - 22)

Report of the Head of Development and Placemaking.

8. Place finance update (Pages 23 - 30)

Report of the Finance Business Partner (Place).

9. Place Panel Work Plan - March 2022 (Pages 31 - 36)

Discussion to include items listed on the Work Plan and:

- future delivery of the highways service – establishment of working group
 - bus services
 - any other items proposed by Members
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Exempt Items

Should the Place Policy and Scrutiny Panel wish to consider a matter as an Exempt Item, the following resolution should be passed -

“(1) That the press, public, and officers not required by the Members, the Chief Executive or the Director, to remain during the exempt session, be excluded from the meeting during consideration of the following item of business on the ground that its consideration will involve the disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.”

Also, if appropriate, the following resolution should be passed –

“(2) That members of the Council who are not members of the Place Policy and Scrutiny Panel be invited to remain.”

Mobile phones and other mobile devices

All persons attending the meeting are requested to ensure that these devices are switched to silent mode. The chairman may approve an exception to this request in special circumstances.

Filming and recording of meetings

The proceedings of this meeting may be recorded for broadcasting purposes.

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting, focusing only on those actively participating in the meeting and having regard to the wishes of any members of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Assistant Director Legal & Governance and Monitoring Officer's representative before the start of the meeting so that all those present may be made aware that it is happening.

Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting.

Emergency Evacuation Procedure

On hearing the alarm – (a continuous two tone siren)

Leave the room by the nearest exit door. Ensure that windows are closed.

Last person out to close the door.

Do not stop to collect personal belongings.

Do not use the lifts.

Follow the green and white exit signs and make your way to the assembly point.

Do not re-enter the building until authorised to do so by the Fire Authority.

Go to Assembly Point C – Outside the offices formerly occupied by Stephen & Co