

**ELM PARK & HYLANDS
AREA COMMITTEE
(Elm Park & Hylands Wards)
AGENDA**

7.30 p.m.	Wednesday, 4 July 2007	Havering Indoor Bowls Club Harrow Lodge Park Hornchurch Road Hornchurch RM11 1JU
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Members 6: Quorum 3

COUNCILLORS:

Georgina Galpin (C)

Roger Evans

Mark Gadd (VC)

David Grantham

Jeff Brace

Barry Oddy

**NB: HAVERING STREETCARE STAFF WILL BE AVAILABLE AT THE VENUE FROM
7:00pm TO RESPOND TO GENERAL QUERIES.**

For information about the meeting please contact: Andrew Beesley (01708) 432437
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Your Elm Park and Hylands Area Committee



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For details of Area Committee meetings and other Council meetings contact Democratic Services on **01708 433076** or email **committee.services@havering.gov.uk** or go to **www.havering.gov.uk** and click 'What's On'

NOTES ABOUT THE MEETING

1. HEALTH AND SAFETY

The Council is committed to protecting the health and safety of all who attend its meetings or meetings of its Committees etc.

At the beginning of the meeting, there will be an announcement about what you should do if there is an emergency during its course. For your own safety and that of others at the meeting, please comply with any instructions given to you about evacuation of the building, or any other safety related matters.

2. MOBILE COMMUNICATIONS DEVICES

Although mobile phones, pagers and other such devices are an essential part of many people's lives, their use during a meeting of the Council or one of its Committees can be disruptive and a nuisance. Everyone attending is asked therefore to ensure that any device is switched to silent operation or switched off completely.

3. CONDUCT AT THE MEETING

Although members of the public are welcome to attend meetings of the Council and its Committees, they have no right to speak at them. Seating for the public might on some occasions be limited and the Council cannot guarantee that everyone who wants to be present in the meeting room can be accommodated. At Area Committees, there is a public question time.

At all other times, the Chairman of the meeting has discretion to invite members of the public to ask questions or to respond to points raised by Members. Those who wish to do that may find it helpful to advise the Committee Officer before the meeting so that the Chairman is aware that someone wishes to ask a question.

PLEASE REMEMBER THAT THE CHAIRMAN MAY REQUIRE ANYONE WHO ACTS IN A DISRUPTIVE MANNER TO LEAVE THE MEETING AND THAT THE MEETING MAY BE ADJOURNED IF NECESSARY WHILE THAT IS ARRANGED.

If you need to leave the meeting before its end, please remember that others present have the right to listen to the proceedings without disruption. Please leave quietly and do not engage others in conversation until you have left the meeting room.

Elm Park & Hylands Area Committee, 4 July 2007**Welcome to this Area Committee Meeting....****Some Frequently Asked Questions****What is an Area Committee?**

It is a formal meeting of all of the Councillors who sit for wards within the Area. Councillors are members of the Committee automatically; they are not appointed because they belong to any particular political party or group, or indeed to none.

What can it do?

The main purpose of an Area Committee is to enable local Councillors to meet with local people to deal with matters of local concern. Committees and other meetings at the Town Hall tend to deal with matters of borough-wide concern.

How many are there?

There are nine Area Committees, between them covering the whole of the borough. They are:

Area	Constituent wards
North Romford	Havering Park and Mawneys
Harold Hill	Heaton and Gooshays
Romford	Brooklands and Romford Town
Gidea Park	Pettits and Squirrels Heath
Emerson Park and Harold Wood	Harold Wood and Emerson Park
Upminster	Upminster and Cranham
Hornchurch	Hacton and St Andrews
Elm Park and Hylands	Elm Park and Hylands
South Hornchurch and Rainham	Rainham & Wennington and South Hornchurch

Each has six Members, three from each of its constituent wards.

Where does it meet?

Each Area Committee meets four times a year at a venue within its area, which it uses regularly for its meetings. Details for the coming meeting are usually published in "Living in Havering" or can be found out by asking Democratic Services at the Town Hall.

What will be on the agenda?

Generally, Area Committee agendas comprise five parts:

- The formalities of the meeting, including minutes of the last meeting
- A "surgery" at which the public can raise issues with Committee Members, representatives of StreetCare and of other services
- Reports on highways and other environmental issues

Elm Park & Hylands Area Committee, 4 July 2007

- Information report on issues of current local concern; and
- Future business and meetings.

The precise agenda will vary from meeting to meeting, depending on what needs to be dealt with at any particular time.

A major component of the current issues is schemes for improving the use of the public highway.

Who runs the meeting?

The Committee each year elects one of its Members as Chairman and he or she will be in control. There is a Vice-Chairman who will take charge if the Chairman is absent for any reason.

A member of Democratic Services staff is also present: his or her job is to assist the Chairman with the smooth running of the meeting, to take the Committee's minutes and to deal with any issues that cannot be dealt with by any one else.

Who can attend?

By law, Area Committee meetings are open to anyone.

Who will attend?

- The Chairman, Vice-Chairman and other Members and the designated Democratic Services Officer
- Officers from StreetCare, and from other departments that have reports that the Area Committee will be dealing with
- Representatives of other official agencies, such as the police, are also often in attendance.

How can I raise an issue?

There are two ways you can raise an issue:

- *Before the meeting:* contact the Chairman, or the Democratic Services officer who deals with the Area Committee
- *At the meeting:* raise the issue during the public question time period (which usually lasts 30 minutes but, at the Chairman's discretion if there is time, can last longer)

Elm Park & Hylands Area Committee, 4 July 2007**RULES AND CONVENTIONS FOR AREA COMMITTEES**

1. Area Committee meetings will be treated as just one element of community engagement and be used as a means by which community engagement can be promoted.
2. Area Committees will be constituted under the Local Government Act 1972 and will have the purpose set out in Article 10 of Part 2 of the Constitution (as revised).
3. There will be nine Area Committees, each covering two electoral wards as set out in Article 10 of Part 2 of the Constitution (as revised).
4. Each Area Committee will decide the fixed venue where it will hold its meetings except in exceptional circumstances as determined by the Chairman. Additional meetings would ordinarily be held at the same venue.
5. Ordinary Area Committee meetings will start at 7.30pm.
6. Area Committees will meet four times a year, but will have the facility for holding special meetings. The Chairman may also arrange informal meetings of the Area Committee, alone or jointly with others, where to do so is conducive to dealing with particular items of business.
7. Area Committees should and can –
 - (a) consult the public to inform the decision makers;
 - (b) be used for the Council to inform the public;
 - (c) be used for non-Council agencies to inform or consult;
 - (d) be entitled to specifically invite appropriate people or organisations to meetings.
8. Area Committee Chairmen –
 - (a) operate under the Job Description, as agreed from time to time by the Governance Committee;
 - (b) take the role of steering committee and collective Member activity, and
 - (c) be required to report to each area committee meeting on their activities since the last meeting as well as an annual report to be submitted to the last ordinary meeting of the Committee of the Municipal Year.
9. In respect of Public Question Time -
 - (a) 30 minutes be allocated for questions from the public at each ordinary meeting, with the Chairman having discretion to modify that length of time, as the second part of the Agenda;
 - (b) Area Committee Chairman be responsible for dealing with questions and co-ordinate their replies.
10. Area Committee Members appointed to area-specific bodies on behalf of the Area Committee by the Governance Committee be required to report to the Area Committee at least once a year on their activities.
11. Area Committees shall –
 - (a) make decisions in respect of traffic matters or (the parameters to be defined) from time to time by the Governance Committee to be recommendation-makers to those taking the decisions;
 - (b) be allocated a budget of £5,000 and be delegated authority to spend on minor locally-focused environmental initiatives (on the basis of criteria established by the Governance Committee from time to time).
 - (c) be entitled to bid for an allocation from a £45,000 budget held on behalf of Cabinet, such bid to be accompanied by a business case.

AGENDA ITEMS

1. CHAIRMAN'S ANNOUNCEMENTS

The Chairman or a member of staff on their behalf will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

The Chairman will remind members of the public present, that Councillors have to make decisions on the basis of the facts before them. The Chairman will also remind members of the public that the decisions may not always be popular, but they should respect the need for Councillors to take decisions that will stand up to external scrutiny for accountability.

PART 1

2. APOLOGIES FOR ABSENCE (If any) – to receive

3. DECLARATION OF INTERESTS

Members are invited to declare any interests in any of the items on the agenda at this point of the meeting. (Members may still declare an interest in an item at any time prior to the consideration of the matter).

4. ELECTION OF CHAIRMAN

To elect the Chairman of the Area Committee for the Municipal Year 2007/08.

5. ELECTION OF VICE-CHAIRMAN

To elect the Vice-Chairman of the Area Committee for the Municipal Year 2007/08.

Elm Park & Hylands Area Committee, 4 July 2007

6. MINUTES – *To follow*

To approve as a correct record the minutes of the meeting of the Committee held on 17 April 2007, and to authorise the Chairman to sign them.

7. COMMUNITY AND POLICE CONSULTATIVE GROUP

To appoint the Area Committee's Representative on the Consultative Group.

PART 2

The time shown against this item indicates the expected duration and is given for guidance only. The meeting will close no later than 10:00pm, unless an extension is agreed at the meeting.

8. PUBLIC FORUM AND SURGERY (30 minutes)

Ward Councillors and possibly other Council services and the Local Police where the Area Chairman has arranged, will be in attendance to give the chance for residents to raise issues with staff, the Police (if present) or Members.

PART 3

9. CHAIRMAN'S REPORT

PART 4

10. LICENSING OF GAMBLING ACTIVITY

The Committee are asked to receive a presentation from the Licensing Team

11. REVIEW OF PRIMARY EDUCATION - PRESENTATION

There will be a presentation by Children's Services staff

PART 5**12. FUTURE AGENDAS**

Committee Members are invited to indicate to the Chairman items they would like to see on future agendas.

13. DATE OF NEXT MEETING

The next meeting will be held on ?? at this venue.

14. URGENT BUSINESS

Other business can be considered at the meeting if the Chairman agrees that circumstances justify consideration on grounds of urgency. The reasons why the matters were considered will be recorded in the minutes.

CHERYL COPPELL
Chief Executive