

Council



Listening Learning Leading

Contact Officer: Steven Corrigan

Tel: 01235 422526

E-mail: steven.corrigan@southoxon.gov.uk

Textphone: 18001 01235 422526

Date: 10 July 2019

Website: www.southoxon.gov.uk

Summons to attend a meeting of Council

to be held on

THURSDAY 18 JULY 2019 AT 7.00 PM

at

**THE FOUNTAIN CONFERENCE CENTRE, HOWBERY PARK, CROWMARSH
GIFFORD**

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A handwritten signature in black ink that reads 'M Reed'.

MARGARET REED
Head of Legal and Democratic

Note: Please remember to sign the attendance register.

Agenda

Map

A map showing the location of Howbery Park is attached, as is a plan showing the location of the Fountain Conference Centre on the Howbery Park site.

1 Apologies for absence

To record apologies for absence.

2 Minutes (Pages 12 - 21)

To adopt and sign as a correct record the Council minutes of the annual meeting held on 16 May 2019 - attached.

3 Declarations of disclosable pecuniary interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4 Urgent business and chairman's announcements

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chairman.

5 Public participation

To receive any questions or statements from members of the public that have registered to speak.

6 Petitions

To receive any petitions from the public.

7 Goring Neighbourhood Plan (Pages 22 - 26)

At its meeting on 10 July 2019, Cabinet will consider the head of planning's report on the Goring Neighbourhood Development Plan.

A copy of the report is attached. Cabinet's recommendations will be circulated to all councillors.

8 South Oxfordshire Emerging Local Plan

At its meeting on 10 July 2019, Cabinet will consider a report on the South Oxfordshire Emerging Local Plan.

The report of the head of planning was circulated to all councillors and is available on the [council's website](#).

Cabinet's recommendations will be circulated to all councillors.

Scrutiny Committee, at its meeting held on 3 July 2019, agreed to recommend to Council that time is set aside at its meeting on 18 July for a confidential session to consider the legal advice on the Emerging Local Plan 2034 and the legal advice be included in the agenda pack. This will be circulated separately to all councillors.

9 Appointment of substitute members to the Thames Valley Police and Crime Panel

At the annual meeting of Council Councillor David Rouane was appointed as the council's representative on the Thames Valley Police and Crime Panel. At its annual meeting the Thames Valley Police and Crime Panel agreed to change the membership rules of the panel to enable all 18 Thames Valley local authorities to appoint a named substitute member to the panel.

The appointed substitute will receive notification of meetings and agenda, and could attend meetings of the Panel, in the absence of the appointed member.

Council is invited to appoint a substitute member.

10 Joint Health Overview and Scrutiny Committee

Council is invited to appoint a representative and a named substitute to the Oxfordshire Joint Health Overview and Scrutiny Committee.

RECOMMENDATION: to appoint Councillor David Bretherton as the council's representative on the Joint Health Overview and Scrutiny Committee and Councillor Anne-Marie Simpson as substitute.

11 Establishment of a Climate Emergency Advisory Committee (Pages 27 - 36)

To consider the report of the head of legal and democratic on the establishment of a Climate Emergency Advisory Committee – **report attached**.

12 Report of the leader of the council

To receive any updates from the leader of the council.

13 Questions on notice

To receive questions from councillors in accordance with Council procedure rule 33.

1. Question from Councillor Mocky Khan to Councillor David Rouane, Cabinet member for housing and environment:

One of the key frustrations of residents is inappropriate and illegal parking. This is certainly the case for Didcot and other parts of South Oxfordshire. Didcot Town council passed a motion on Civil Parking Enforcement on 30 July 2018 and this council did too, on 19 July 2018. Can the Cabinet Member, please give an update on where we are on this? What actions have taken place, if any? Also, how can we accelerate this? Residents want and need an update.

2. Question from Councillor Jane Murphy to Councillor Sue Cooper, Leader of the council

Over the last year good governance has been a key priority for the council. Can the leader confirm that this is still as important to the administration and she is doing all she can to continue to lead this forward?

3. Question from Councillor Ken Arlett to Councillor David Rouane, Cabinet member for housing and environment

Henley has a limit of three hours parking with no return. Shop and office workers should be using the long stay car parks in Henley. When will South Oxfordshire District Council's car parks have machines that stop people feeding them or insist that the car park attendants ticket cars which extend their visits beyond three hours?

4. Question from Councillor Ken Arlett to Councillor David Rouane, Cabinet member for housing and environment

When is decriminalised parking enforcement going to happen and is Oxfordshire County Council in agreement?

5. Question from Councillor Ken Arlett to Councillor David Rouane, Cabinet member for housing and environment

In 1992 and 2016 plans were drawn up for another floor on the Kings Road Car Park, for some reason nothing happened, why? We now have another 12 shops being built next to the Kings Road car park but no extra spaces, why? South Oxfordshire District Council draw over £700,000 from their three main car parks in Henley and has some £6 million of CIL money for infrastructure. Now has to be the time to build the extra 95 spaces that were proposed in the 2016 drawings. When can this be started?

6. Question from Councillor Ken Arlett to Councillor Sue Cooper, Leader of the council

Is it now not time to allow the local ward councillors to take part in the debate and vote on applications in their ward at Planning Committee meetings? This works in other district councils. Can you confirm that this will be considered as part of the forthcoming review of the constitution?

7. Question from Councillor Ken Arlett to Councillor Robin Bennett, Cabinet member for economic development and regeneration

The Market Place Mews development is having a drastic effect on trade in the town due to only one entrance being used. There is no good reason why the other entrance cannot be reopened. Can this entrance be reopened?

8. Question from Councillor Ken Arlett to Councillor Leigh Rawlins, Cabinet member for planning

If Cabinet recommends option three to withdraw the Local Plan, what effect will this

have on neighbourhood plans and the four major towns?

9. Question from Councillor Ken Arlett to Councillor Leigh Rawlins, Cabinet member for planning

Where can Henley Town Council use the £800,000 for affordable housing from the McCarthy and Stone Development in Reading Road, Henley? At what date does this cease if it is not used?

10. Question from Councillor Stefan Gawrysiak to Councillor David Rouane, Cabinet member for housing and environment

South Oxfordshire District Council draw £700,000 of income from the Henley car parks. In the Greys Road Car Park, we have smelly stinking toilets that were due for refurbishment in 2012. Can we have a commitment for £100,000 of spend for this renovation or a date for this to be done?

11. Question from Councillor Stefan Gawrysiak to Councillor Leigh Rawlins, Cabinet member for planning

If the South Oxfordshire Local Plan is withdrawn and rewritten can I have a cost estimate of the amount of money, staff costs and time that it would take for the rewrite and submission?

12. Question from Councillor Ian White to Councillor to Councillor David Rouane, Cabinet member for housing and environment

The new low energy light bulbs are a great benefit in respect of reduced energy consumption, but their manufacture involves the use of chemicals that should be recycled. At present, the requirement is for these bulbs to be taken to the County Council's recycling centres for disposal and it is highly likely that residents are unaware of this requirement, disposing of their failed bulbs in the grey bins.

Will the Cabinet member consider a campaign to increase awareness of the need to recycle these light bulbs? Can the Administration look at more viable options for their collection, either at the kerb side or by arranging collection points with parish councils, as driving to the recycling centres to dispose of a few bulbs would be wasteful of energy, result in additional pollution and be unlikely to inspire co-operation from most residents?

13. Question from Councillor Lynn Lloyd to Councillor Maggie Filipova-Rivers, Cabinet member for community services

In previous years, South Oxfordshire District Council has supported its communities by way of Capital, Revenue and Councillor Grant Schemes, and funding was included in the 2019-2020 Budget inherited by the new Administration. Can the Cabinet member for community services confirm that this funding will continue for the current year?

14. Question from Councillor Lynn Lloyd to Councillor Andrea Powell, Cabinet member for corporate services

Can the Cabinet member for corporate services please confirm that the project to build the Council Offices at Crowmarsh is still on track?

15. Question from Councillor Celia Wilson to Councillor Leigh Rawlins, Cabinet member for planning

How do you propose that the interests of settlements of all sizes in South Oxfordshire may be championed against any speculative development which

benefits the developer rather than the community?

a) immediately?

and

b) in the wake of any delay introduced into the planning process by forthcoming decisions of South Oxfordshire District Council regarding the Emerging Local Plan 2034?

16. Question from Councillor David Bartholomew to Councillor David Turner, Cabinet member for finance

Now that he has been in post for two months could the Cabinet Member for Finance please confirm what steps he is taking to produce a balanced budget for 2020/21 without having to draw on reserves?

17. Question from Councillor Ian Snowdon to Councillor Sue Cooper, Leader of the council and Cabinet member for Didcot Town

Can the leader confirm that she intends to continue to encourage the extremely good working relationship that South Oxfordshire District Council has built up with Homes England in the last year and in particular with regards Didcot Garden Town?

18. Question from Councillor Anna Badcock to Councillor Sue Cooper, Leader of the council

What measures will the leader bring in to improve Air Quality Management Areas in South Oxfordshire and in what timescale?

14 Motions on notice

To consider motions from councillors in accordance with Council procedure rule 38.

(1) Motion to be proposed by Councillor Sue Cooper, seconded by Councillor Maggie Filipova-Rivers

Council notes the economic and environmental importance of rail transport in this area and authorises the leader of the council to write to the Secretary of State for Transport to request the acceleration of the delivery of rail projects of importance to South Oxfordshire. These include:

- Improvements necessary to Oxford City Station
- Reopening of Grove Station
- Upgrading of the route between Didcot and Oxford
- Reopening of the Cowley Branch line
- And any other initiatives which come forward in the current Oxfordshire Rail Connectivity Study

(2) Motion to be proposed by Councillor Robin Bennett, seconded by Councillor Kellie Hinton

Council notes that, increasingly, the only type of housing in our area that is genuinely affordable to young families, key workers, and the under-40s in general is social rent housing.

Council asks officers to prepare a report for Cabinet on ways to use council powers and resources to deliver more high-quality, environmentally sustainable, and genuinely affordable housing, at social rent or similar cost. This should include ways to keep such properties genuinely affordable in the long term and ways to release and access low-cost suitable land for projects such as – but not limited to - self-build, housing co-ops and community land trusts, as well as projects owned, let or operated by the council itself.

(3) Motion to be proposed by Councillor Robin Bennett, seconded by Councillor Alexandrine Kantor

Council notes that the UK Government, in tandem with the National Infrastructure Commission, has proposed the construction of a motorway-style **expressway between Oxford and Cambridge**. This new road will have significant adverse impacts on Oxfordshire: it will create a major source of air and noise pollution, destroy farmland and habitats, increase CO2 emissions - incompatible with the recent Climate Emergency declared by this council in April 2019 and bring more traffic onto the county's existing roads.

Actual and proposed consultation on the Expressway, and indeed on the Ox-Cam Arc proposal and associated major housing growth across the region, has been **wholly inadequate** and a proper Strategic Environmental Assessment should have taken place before this project left the drawing board. Instead, it has become the basis for regional planning with little democratic legitimacy.

Whilst this council supports partnership working and strategic planning and practical links with authorities across the region, it does not support the addition of a major road such as the Expressway in a time of climate emergency – as declared by this council on 11 April 2019.

Highways England's own analysis of the Expressway shows a benefit:cost ratio (BCR) in the range of 1.1 – 1.3, far lower than most other road schemes analysed by the Department for Transport in 2015, (2:1).

The Oxford 2050 plan process has thus far welcomed the perceived benefits of the Oxford-Cambridge Expressway. It is also mentioned as a factor in a wide range of council documents and plans, including LP2034. **This council asks that its new position on the Expressway is taken into account in all council documents that refer to it.**

The Expressway would cause major harm to the quality of life of residents if it passes through the district; **this council wishes to withdraw any assumed consent**, including any possibility that roads such as the HIF-funded Thames crossing, or the Stadhampton or Watlington bypasses, could later be used or expanded to form part of the Expressway or act as feeder roads for it.

This council fully supports an upgrade in the East-West rail route, with full electrification, as part of the Ox-Cam arc discussions. Such an upgrade must include inter-modal centres, along it and at both ends, to enable maximum use of rail for freight. Any road upgrades necessary to support the East-West rail route should connect to that route and be proportionate to the primacy of rail freight.

Council therefore resolves to:

- Oppose the Expressway project in all forms, including expansion of existing

or new roads in the district to form part of it.

- Support fully-electrified East-West Rail, including freight capacity and connections, and better public transport and active travel connections.
- Update all council documents to reflect this new position on the Expressway and related Arc development proposals.
- Continue to support partnership working, especially with regard to landscape-scale conservation and nature recovery networks.

(4) Motion to be proposed by Councillor Jo Robb, seconded by Councillor Mocky Khan

Council notes that the Oxfordshire Pension Fund, of which it is an employer, has more than £132m of workers' money – around 6% of its portfolio funds - invested in fossil fuel companies. These companies – which the London Stock Exchange now terms “non-renewables,” are the primary drivers of the climate crisis threatening our planet.

The Intergovernmental Panel on Climate Change last year warned that to avoid the most catastrophic consequences of warming, carbon emissions must fall to zero by 2050. Last month, the UK Parliament imposed a binding target of net zero by 2050 and in April, this Council declared a Climate Emergency.

Lloyds of London and Bank of England Governor Mark Carney have both warned that legislation necessary to limit warming combined with the development of renewables would likely result in the rapid “stranding” of fossil fuel assets, requiring large-scale asset write-downs. Fossil fuel companies face the additional peril of a potential wave of third-party liability claims brought by the victims of climate change including sovereign states.

A growing number of pension and investment funds have already announced plans to fully or partially divest from fossil fuels. Southwark Council, Islington Council, SOAS, the United Reform Church, The Church of England and the National Trust have already made significant divestment moves. Globally, the divestment movement has seen more than £6.3trillion leave the fossil fuel industry.

As a result, the fossil fuel industry is facing unprecedented financial, legal and regulatory headwinds.

The Oxfordshire Pension Fund has defended its continued investment in fossil fuels, arguing that to divest would mean losing its influence. This position is untenable. The very raison d'être of fossil fuel companies is the extraction and sale of carbon intensive energy. To the extent these companies are being stewarded towards renewable energy, this transition is happening too slowly. Research by Transition Pathway Initiative, an industry body, found that **none of the ten largest publicly listed oil and gas producers are on track to achieve net zero emissions by 2050**. None are on track to be aligned with 2 degrees or less of warming by 2050.

The message of divestment is not that fossil fuel companies are evil. But their business threatens our planet and its most vulnerable inhabitants through droughts, heat waves, crop failures, floods, and rising sea levels.

As one of the Oxfordshire LGPS employers, South Oxfordshire District Council calls on

the Oxfordshire Pension Fund Committee to act in line with South Oxfordshire and the UK's declaration of Climate Emergency and in prudent exercise of its fiduciary duties by divesting its investment in an industry whose long-term risk profile in the current political and environmental climate is unacceptably high.

Council:

- 1) calls on the Oxfordshire Pension Fund to follow the lead of Councils, sovereign wealth funds and other pension and investment funds around the world to divest from non-renewable energy companies whose main purpose is the exploration and/or extraction of fossil fuels;
- 2) calls on the Oxfordshire Pension Fund to explore reinvestment of its funds into appropriate renewable energy companies at the earliest opportunity;
- 3) asks the Oxfordshire Pension Fund to acknowledge that shareholder engagement has failed to bring about the pace of change required to limit catastrophic global warming.

15 Exclusion of the public

To consider whether to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraphs 1-7 Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

MARGARET REED

Head of Legal and Democratic



Birmingham airport


B4009 Watlington
M40 J6

A4074 Oxford


A4130 Didcot




Sat Nav: OX10 8BA

Brightwell

Benson

Wallingford

Centre for Ecology & Hydrology
South Oxfordshire District Council

Crowmarsh Gifford

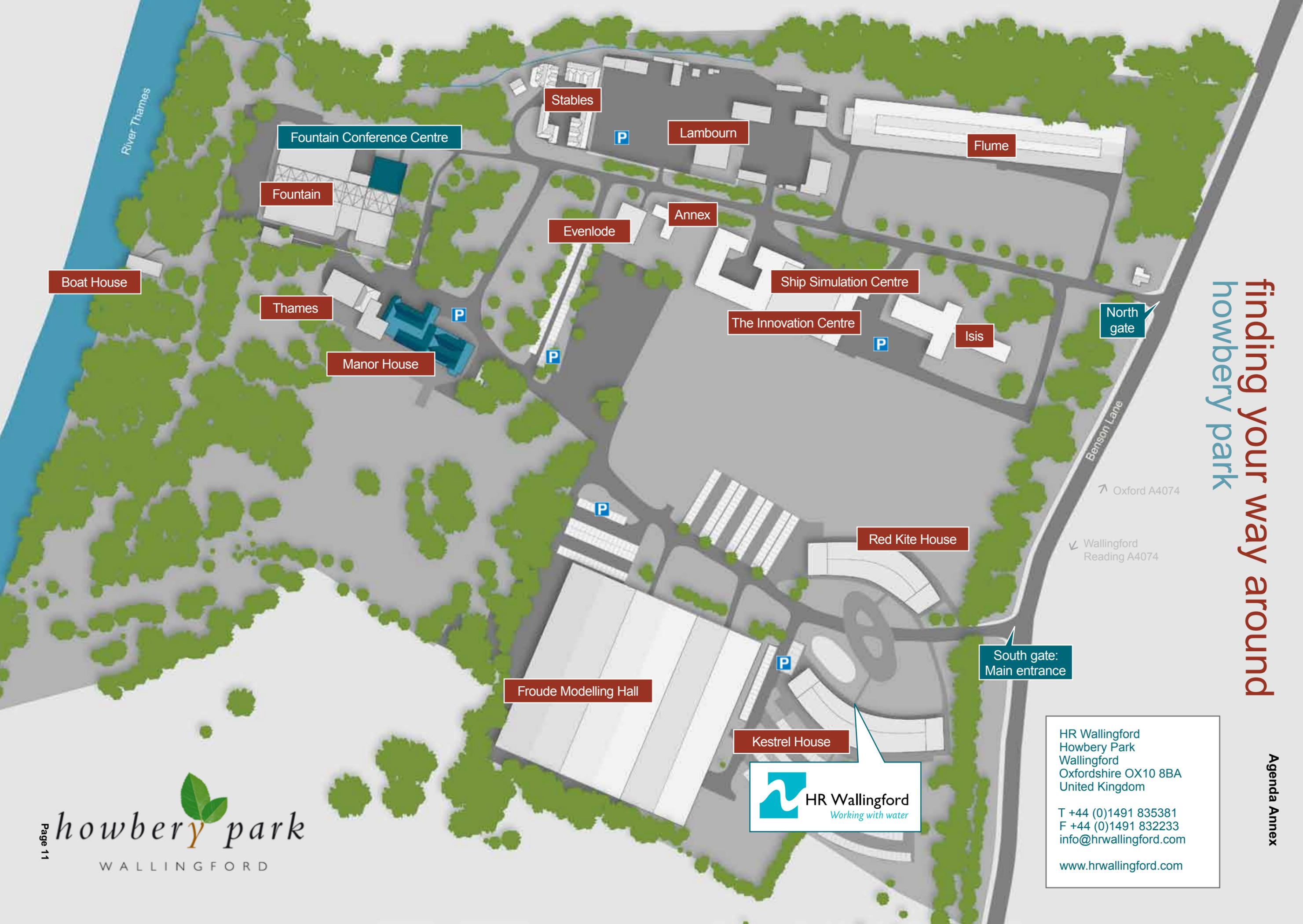
A4130 Henley
M40 J4 

A4074 Reading


London Heathrow


Agenda Annex

finding your way around
howbery park



North gate

South gate:
Main entrance

↑ Oxford A4074

↓ Wallingford Reading A4074

HR Wallingford
Howbery Park
Wallingford
Oxfordshire OX10 8BA
United Kingdom

T +44 (0)1491 835381
F +44 (0)1491 832233
info@hrwallingford.com

www.hrwallingford.com



Minutes

OF THE ANNUAL MEETING OF THE

Council



Listening Learning Leading

HELD ON THURSDAY 16 MAY 2019 AT 6.00 PM

THE FOUNTAIN CONFERENCE CENTRE, HOWBERY PARK, CROWMARSH
GIFFORD

Present:

Lorraine Hillier (Chairman) – in the chair for the election of chairman

Ken Arlett, Pieter-Paul Barker, David Bartholomew, Robin Bennett, David Bretherton, Sam Casey-Rerhaye, Sue Cooper, Peter Dragonetti, Maggie Filipova-Rivers, Stefan Gawrysiak, Victoria Haval, Simon Hewerdine, Kellie Hinton, Alexandrine Kantor, Mocky Khan, George Levy, Lynn Lloyd, Axel Macdonald, Jane Murphy, Caroline Newton, Andrea Powell, Leigh Rawlins, Jo Robb, Sue Roberts, David Rouane, Anne-Marie Simpson, Ian Snowdon, Alan Thompson, David Turner, Ian White and Celia Wilson

Apologies:

Anna Badcock, Elizabeth Gillespie, Sarah Gray and Kate Gregory tendered apologies.

Officers: Steven Corrigan, Karen Dodd, Margaret Reed and Mark Stone

1 Election of chairman

The outgoing chairman, Councillor Lorraine Hillier, reviewed her year as chairman of the council, thanked councillors, the vice-chairman, her mother, her sister as escort and officers for their assistance and support during the year.

Councillors Sue Cooper and Jane Murphy paid tribute to Lorraine Hillier in recognition of her work as chairman of the council during the past year.

Councillor David Bretherton and Councillor Alan Thompson were nominated as chairman for the 2019/20 municipal year.

RESOLVED: to elect Councillor David Bretherton as chairman of the council for the 2019/20 municipal year, until the next annual meeting of the Council in May 2020.

Councillor Lorraine Hillier presented Councillor David Bretherton with the chain of office.

Councillor David Bretherton signed his declaration of acceptance of office, presented Councillor Lorraine Hillier with the past chairman's badge, his wife with the escort's badge

and made an acceptance speech. He advised that he will provide details of his chosen charities in due course.

Councillor David Bretherton in the chair.

2 Appointment of vice-chairman

Councillor Elizabeth Gillespie and Councillor Alan Thompson were nominated as vice-chairman.

RESOLVED: to appoint Councillor Elizabeth Gillespie as vice-chairman of the council for the ensuing year.

3 Minutes

RESOLVED: to approve the minutes of the meeting held on 11 April 2019 as a correct record and agree that the Chairman sign them as such.

4 Declarations of disclosable pecuniary interest

None.

5 Urgent business and chairman's announcements

The Chairman provided housekeeping information and invited councillors and officers to join him for a buffet following the meeting.

6 Public participation

None.

7 Election of leader of the council

RESOLVED: to elect Sue Cooper as leader of the council for a four year period ending on the day of the next post election annual meeting in 2023.

Councillor Cooper appointed David Turner as the deputy leader of the council and Pieter-Paul Barker, Robin Bennett, Maggie Filipova-Rivers, Andrea Powell, Leigh Rawlins, Sue Roberts and David Rouane as Cabinet members with portfolios as follows:

- Sue Cooper: Leader, Legal and Democratic, and Didcot Garden Town
- David Turner: Deputy Leader and Finance
- Sue Roberts: Climate and ecological crisis response, and support for the Leader
- Pieter-Paul Barker: Partnership and Insight
- Robin Bennett: Economic Development and Regeneration
- Maggie Filipova-Rivers: Community Services
- Andrea Powell: Corporate Services

- Leigh Rawlins: Planning
- David Rouane: Housing and Environment

The Leader’s scheme of delegation is appended to these minutes.

8 Appointments to committees, panels and joint committees for 2019/20

Council considered the report of the head of legal and democratic on the appointment of those committees and joint committees which are required to be politically balanced together with the Community Grants Panel, the Licensing Acts Committee and appointments to joint bodies.

The chairman referred to the following recommendation tabled at the meeting covering these appointments and to reflect the allocation of the vacant committee positions.

RECOMMENDATIONS: to

1. appoint the committees and panels for the 2019/20 year and allocate seats to each political group as set out in the schedule circulated at the meeting;
2. appoint councillors and substitutes to sit on the committees and panels as set out in the schedule circulated at the meeting;
3. appoint councillors to the Community Grants Panel as set out in the schedule circulated at the meeting;
4. appoint councillors to the Licensing Acts Committee as set out in the schedule circulated at the meeting;
5. appoint chairmen and vice-chairmen as set out in the schedule circulated at the meeting;
6. appoint a council representative and a substitute on the Oxfordshire Joint Health Overview and Scrutiny Committee;
7. appoint David Rouane as the council’s representative on the Thames Valley Police and Crime Panel;
8. appoint two Liberal Democrat and one Green to the Oxfordshire Growth Board Scrutiny Panel (group leaders to notify the head of legal and democratic of the appointments);
9. authorise the head of legal and democratic to make appointments to any vacant committee or panel seat and substitute positions in accordance with the wishes of the relevant group leader.

RESOLVED: to

1. appoint the following committees, joint committees and panels for the 2019/20 year and to appoint the membership, substitutes and chairmen as indicated to sit on them:

Planning Committee, 11 Members				
Conservative (3)	Green (2)	Henley Residents (1)	Labour (1)	Liberal Democrat (4)
Lorraine Hillier	Peter Dragonetti	Ken Arlett	Celia Wilson	David Bretherton

Planning Committee, 11 Members				
Conservative (3)	Green (2)	Henley Residents (1)	Labour (1)	Liberal Democrat (4)
	(Vice-Chairman)			
Ian Snowdon (Chairman)	Jo Robb			Alexandrine Kantor
Ian White				Kate Gregory
				George Levy
Preferred substitutes				
Conservative (3)	Green (3)	Henley Residents (2)	Labour (2)	Liberal Democrat (4)
Jane Murphy	Sam Casey-Rerhaye	Stefan Gawrysiak	Mocky Khan	Anne-Marie Simpson
Caroline Newton		Kellie Hinton	Axel Macdonald	Sarah Gray
Alan Thompson				Victoria Haval
				Vacancy

Scrutiny Committee, 9 Members					
Conservative (2)	Green (1)	Henley Residents (1)	Labour (1)	Liberal Democrat (3)	Non-group councillor
Anna Badcock	Sam Casey-Rerhaye	Stefan Gawrysiak	Mocky Khan (Vice-Chairman)	Alexandrine Kantor	Simon Hewerdine
Ian White (Chairman)				George Levy	
				Anne-Marie Simpson	

Scrutiny Committee, 9 Members					
Preferred substitutes					
Conservative (3)	Green (3)	Henley Residents (2)	Labour (2)	Liberal Democrat (3)	
Lorraine Hillier	Peter Dragonetti	Ken Arlett	Axel Macdonald	David Bretherton	
Ian Snowdon	Jo Robb	Kellie Hinton	Celia Wilson	Victoria Haval	
Alan Thompson				Kate Gregory	

Joint Scrutiny Committee, 5 Members			
Conservative (1)	Green (1)	Henley Residents (1)	Liberal Democrat (2)
Ian White (Co-chairman)	Sam Casey-Rerhaye	Stefan Gawrysiak	Alexandrine Kantor
			George Levy
Preferred substitutes			
Conservative (3)	Green (3)	Henley Residents (2)	Liberal Democrat (3)
Anna Badcock	Peter Dragonetti	Ken Arlett	David Bretherton
Caroline Newton	Jo Robb	Kellie Hinton	Victoria Haval
Alan Thompson			Anne-Marie Simpson

Joint Audit and Governance, 4 Members			
Conservative (1)	Green (1)	Labour (1)	Liberal Democrat (1)
Jane Murphy	Peter Dragonetti	Mocky Khan (Co-Chairman)	George Levy
Preferred substitutes			
Conservative (3)	Green (3)	Labour (2)	Liberal Democrat (3)
David Bartholomew	Sam Casey-Rerhaye	Axel Macdonald	Sarah Gray
Alan Thompson	Jo Robb	Celia Wilson	Victoria Haval
Ian White	Vacancy		Anne-Marie Simpson

Community Governance and Electoral Issues Committee, 6 Members			
Conservative (2)	Green (1)	Labour (1)	Liberal Democrat (2)
David Bartholomew	Peter Dragonetti	Mocky Khan	Maggie Filipova-Rivers
Lynn Lloyd			David Turner
Conservative (3)	Green	Labour (2)	Liberal Democrat (3)
Anna Badcock	Sam Casey-Rerhaye	Axel Macdonald	Peter-Paul Barker
Lorraine Hillier	Jo Robb	Celia Wilson	Sue Cooper
Ian Snowdon			George Levy

Joint Staff Committee, 3 Members	
Conservative (1)	Liberal Democrat (2)
Jane Murphy	Sue Cooper
	David Turner
Substitutes	
The Leader may be substituted by another Cabinet member. Other members of the Committee may be substituted by any member of that Council's political group (executive or non-executive).	

General Licensing Committee, 12 Members					
Conservative (3)	Green (2)	Henley Residents (1)	Labour (1)	Liberal Democrat (4)	Non-group councillor
Lorraine Hillier	Peter Dragonetti	Kellie Hinton	Axel Macdonald	Victoria Haval	Elizabeth Gillespie
Alan Thompson	Jo Robb			Alexandrine Kantor	
Ian Snowdon				Leigh Rawlins (Vice-Chairman)	
				Anne-Marie Simpson (Chairman)	
No substitutes					

Licensing Acts Committee, 12 Members					
Conservative (3)	Green (2)	Henley Residents	Labour (1)	Liberal Democrat (4)	Non-group councillor

Licensing Acts Committee, 12 Members					
		(1)			
Lorraine Hillier	Peter Dragonetti	Kellie Hinton	Axel Macdonald	Victoria Haval	Elizabeth Gillespie
Alan Thompson	Jo Robb			Alexandrine Kantor	
Ian Snowdon				Leigh Rawlins (Vice-Chairman)	
				Anne-Marie Simpson (Chairman)	
No substitutes					

Appeals Panel, 5 Members			
Conservative (1)	Green (1)	Henley Residents (1)	Liberal Democrat (2)
Lorraine Hillier	Jo Robb	Stefan Gawrysiak	Alexandrine Kantor
			Anne-Marie Simpson
Preferred substitutes			
Conservative (3)	Green (3)	Henley Residents (2)	Liberal Democrat (3)
Lynn Lloyd	Sam Casey-Rerhaye	Ken Arlett	Sarah Gray
Caroline Newton	Peter Dragonetti	Kellie Hinton	Kate Gregory
Ian Snowdon			George Levy

Community Grants Panel, 9 Members					
Conservative (2)	Green (1)	Henley Residents (1)	Labour (1)	Liberal Democrat (3)	Non group councillor (1)
Lynn Lloyd	Jo Robb	Kellie Hinton	Axel Macdonald	Sarah Gray (Chair)	Simon Hewerdine
Ian Snowdon				Kate Gregory	
				Anne-Marie Simpson	
Substitutes					
Conservative (3)	Green (3)	Henley Residents (2)	Labour (2)	Liberal Democrat (3)	

Lorraine Hillier	Sam Casey-Rerhaye	Ken Arlett	Mocky Khan	Vacancy	
Caroline Newton	Peter Dragonetti	Stefan Gawrysiak	Celia Wilson	Vacancy	
Alan Thompson				Vacancy	

2. appoint David Rouane as the council’s representative on the Thames Valley Police and Crime Panel;
3. appoint two Liberal Democrat and one Green to the Oxfordshire Growth Board Scrutiny Panel (group leaders to notify the head of legal and democratic of the appointments);
4. authorise the head of legal and democratic to make appointments to any vacant committee or panel seat and substitute positions in accordance with the wishes of the relevant group leader.

9 Report of the leader of the council

Councillor Sue Cooper, Leader of the council, addressed Council. The text of her report is available on the council’s [website](#).

The meeting closed at 6.35pm

Chairman

Date

South Oxfordshire District Council only

SCHEME OF DELEGATION OF THE LEADER OF THE COUNCIL TO CABINET MEMBERS AND OFFICERS

Introduction

1. The Local Government Act 2000 provides that the leader may discharge any executive functions or may arrange for the discharge of any of those functions by the cabinet, by another member of the cabinet, by a committee of the cabinet or by an officer of the council.
2. This scheme of delegation to cabinet members and to officers is made pursuant to the Local Government Act 2000 and was approved by the leader of the council on 16 May 2019 and came into force immediately. This scheme replaces all previous schemes.
3. The scheme may be amended by the leader of the council at any time during the year. The scheme is subject to the general terms and conditions described below.

Terms and conditions

4. Any decision taken by a cabinet member under this scheme of delegation shall only be taken having regard to any advice from the head of service responsible for the relevant function associated with the decision.
5. Any decision which could attract to the council adverse legal consequences shall be taken after consultation with the monitoring officer.
6. Any decision which could attract adverse financial implications shall be taken after consultation with the chief finance (section 151) officer.
7. Where functions may be discharged by a cabinet member under this scheme of delegation the cabinet member may arrange for the discharge of any of those functions by an officer of the council.
8. Any cabinet member exercising any delegated powers under this scheme also has the power to do anything which is calculated to facilitate or is conducive or incidental to the exercise of such delegated powers.
9. Once a cabinet member has exercised any delegated power under this scheme, he or she shall make a record of the decision which shall include the views of any officer consulted on the issue. The record of the decision shall be forwarded by the cabinet member or officer immediately to democratic services.

Responsibility for executive functions

10. The following cabinet members are responsible and are delegated authority to take decisions in respect of the functions and projects set out below until they are amended or withdrawn by the leader in writing.

Councillor Sue Cooper: Leader, legal and democratic, and Didcot Garden Town
Councillor David Turner: Deputy leader and finance
Councillor Sue Roberts: Climate and ecological crisis response, and support for the leader
Councillor Pieter-Paul Barker: Partnership and insight
Councillor Robin Bennett: Economic development and regeneration
Councillor Maggie Filipova-Rivers: Community services
Councillor Andrea Powell: Corporate services and communications
Councillor Leigh Rawlins: Planning
Councillor David Rouane: Housing and environment

11. I delegate authority to the chief executive to discharge all executive functions and to request any member of the cabinet to act on behalf of the leader in the leader's and deputy leader's absence.

Executive joint committee/partnership appointments

12. I appoint members to the following:

Health and Wellbeing Board – Councillor Maggie Filipova-Rivers
Oxfordshire Growth Board – Councillor Sue Cooper, with all other cabinet members as substitutes
Five Councils' Partnership Corporate Services Joint Committee – Councillor Sue Cooper, with all other cabinet members as substitutes
Safer Oxfordshire Partnership Oversight Committee – Councillor David Rouane
South and Vale Community Safety Partnership – Councillor David Rouane

Scrap Metal Sub-Committee

13. I establish a Scrap Metal Sub-Committee (known as a Panel) comprising any three members of the Cabinet, to include the Cabinet member for environmental health if he/she is available, to consider contested applications and authorise the head of legal and democratic to invite an appropriate panel to conduct a scheduled hearing.

Councillor Sue Cooper, Leader of South Oxfordshire District Council
16 May 2019

Cabinet Report



Listening Learning Leading

Report of Head of Planning

Author: Ricardo Rios

Telephone: 01235 422600

Textphone: 18001 01235 422600

E-mail: Ricardo.Rios@southandvale.gov.uk

Wards affected: Goring

Cabinet member responsible: Cllr. Leigh Rawlins

Tel: 01491 832690

E-mail: Leigh.Rawlins@southoxon.gov.uk

To: CABINET

Date: 10 July 2019

Making the Goring Neighbourhood Development Plan

That Cabinet recommends to Council:

1. To make the Goring Neighbourhood Development Plan so that it continues to be part of the council's development plan.
2. To delegate to the Head of Planning, in agreement with the Qualifying Body, the correction of any spelling, grammatical, typographical or factual errors together with any improvements from a presentational perspective.

Purpose of Report

1. To update the Cabinet on progress of the Goring Neighbourhood Development Plan and to present the relevant considerations in relation to whether this plan should be made (formally adopted).

Corporate Objectives

2. Strongly supporting the development of neighbourhood plans for our towns and villages.

Background

3. Goring on Thames Parish Council successfully applied for the entire parish area to be designated as a Neighbourhood Area under the Neighbourhood Planning (General) Regulations (2012).
4. The preparation of the plan was led by the parish council ('the qualifying body') and a group of volunteers from the local community.
5. Following the formal submission of the Goring Neighbourhood Development Plan (the Plan) to the council, the council publicised the Plan and invited comments from the public and stakeholders.
6. The council appointed Mr Timothy Jones (Barrister, Fellow of the Chartered Institute of Arbitrators, Independent Examiner) to examine the Plan. Examiners are tasked with reviewing whether a neighbourhood plan meets the basic conditions required by legislation and whether it should proceed to referendum. The examiner's report concluded that the Plan meets the basic conditions, and that subject to the modifications proposed in the report, the Plan should proceed to referendum.
7. Some of the modifications proposed by the examiner were minor in nature; factual updates, re-wording and restructuring for clarity and to ensure the basic conditions are met. More significant modifications recommended by the examiner include:
 - a) The addition of a reserve site (**GNP8** - Gatehampton Road - reserved for 10 to 16 new dwellings should the four allocated sites not provide approximately 94 new dwellings). This modification will help ensure the specified housing requirement can be met over the plan period.
 - b) Re-wording of Policy 2 (Infill) to ensure the policy does not unintentionally promote development in inappropriate locations. The limitation of the scale of infill development proposed in the submitted plan was removed to ensure the Plan would meet basic conditions.
8. In addition to accepting the examiner's recommendations, the council exercised its power to make modifications to correct errors and ensure the Plan meets Basic Conditions. The modifications were largely minor in nature; factual updates, re-wording and restructuring of the Plan. More significant modifications relate to factual corrections in response to updated Environment Agency's flood map concerning Site GNP3 allocated for residential development under Policy 7. Within this context, requirement five of Policy 7 was modified in response to the updated flood map, and to ensure the policy wording provides the clarity required in the National Planning Policy Framework.
9. Having considered the examiner's recommendations and reasons for them the Cabinet Member for Planning decided on 1 May 2019:
 1. To accept all modifications recommended by the Examiner;
 2. to determine that the Goring Neighbourhood Development Plan, as modified, meets the basic conditions, is compatible with the Convention rights, complies with the definition of a neighbourhood development plan (NDP) and the provisions that can be made by a NDP; and

3. to take all appropriate actions to progress the Goring Neighbourhood Development Plan to referendum.
10. The modifications to the plan were made and the referendum version of the Plan was published on 30 May 2019 alongside the decision statements required under Regulation 18(2)(a) of the Neighbourhood Planning (General) Regulations (2012).

Options

11. The council's options are limited by statute. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 sets out that the council must make a neighbourhood plan if more than half of those voting at the referendum have voted in favour of the plan being used to help decide planning applications in the plan area.
12. The only circumstance where the district council should not make this decision is where the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).
13. Section 3 of the Neighbourhood Planning Act 2017, which came into force on 19 July 2017, amends section 38 of the Planning and Compulsory Purchase Act 2004 to ensure that neighbourhood plans have full legal effect once they have passed their local referenda. In the very limited circumstances that the council might decide not to make the neighbourhood development plan, it will cease to be part of the development plan for the area.
14. The council's decision on 1 May 2019 (referred to in paragraph 8), published in the decision statement issued on 30 May 2019 (referred to in paragraph 9), confirmed that the Goring Neighbourhood Development Plan, as modified by the Examiner's recommendations, would not breach, and be otherwise incompatible with EU obligations or human rights legislation.
15. The council is satisfied that the Plan will not breach or be otherwise incompatible with EU obligations, including the following Directives: the Strategic Environmental Assessment Directive (2001/42/EC); the Environmental Impact Assessment Directive (2011/92/EU); the Habitats Directive (92/43/EEC); the Wild Birds Directive (2009/147/EC); the Waste Framework Directive (2008/98/EC); the Air Quality Directive (2008/50/EC); and the Water Framework Directive (2000/60/EC). In addition, no issue arises in respect of equality under general principles of EU law or any EU equality directive. In order to comply with the basic condition on the European Union legislation the Qualifying Body has prepared a Basic Conditions Statement and a Sustainability Appraisal Report. The Sustainability Appraisal prepared by the Qualifying Body incorporates a Strategic Environmental Assessment. The Sustainability Appraisal sets out a non-technical summary in Section 1, Section 2 sets out the purpose and process, Section 3 details the sustainability context for Goring, Section 4 gives a plan overview, Section 5 identifies the sustainability objectives, Section 6 details the assessment of reasonable alternatives, Section 7 provides an assessment of plan sustainability objectives against plan policies, and Section 8 sets out the monitoring, review and delivery.
16. The council is satisfied that the Plan will not give rise to significant environmental effects on European sites. The council appointed consultants from LUC (Environmental Planning, Design and Management) to carry out a Habitats Regulations Screening

Assessment (HRA) of the Plan. The HRA Screening was originally published in April 2018, however it was later updated to ensure compliance with the ruling from the the Court of Justice of the European Union 'People over Wind, Peter Sweetman v Coillte Teoranta (Case C-323/17)' which ruled that Article 6(3) of the Habitats Directive should be interpreted as meaning that mitigation measures should be assessed as part of an Appropriate Assessment and should not be taken into account at the screening stage. The revised Screening Assessment (July 2018) concluded that the Plan will not have any likely significant effects on the integrity of European sites either alone or in combination with other plans or projects. Natural England confirmed on 22 August 2018 that they agree with the conclusions of the revised screening assessment.

17. The council is satisfied that the Plan is in all respects fully compatible with Convention rights contained in the Human Rights Act 1988. There has been full and adequate opportunity for all interested parties to take part in the preparation of the Plan and to make their comments known.
18. Therefore, if the majority of those voting have voted in favour of the Goring Neighbourhood Plan being used to help decide planning applications in the plan area, to not make the plan would be in breach of these statutory provisions.

Referendum

19. A referendum relating to the adoption of the Goring Neighbourhood Development Plan was held on Thursday 4 July 2019.
20. The question which was asked in the Referendum was: *"Do you want South Oxfordshire District Council to use the Neighbourhood Plan for Goring to help it decide planning applications in the neighbourhood area?"*
21. The result was as follows:
 - a. Yes = 835 votes (62.7%)
 - b. No = 492 votes (37.3%)
 - c. Turnout = 49.6%
22. The majority of local electors who voted have voted in favour of the plan; therefore, the Goring Neighbourhood Plan has become part of the council's development plan.
23. As the plan was approved at the local referendum and the council is satisfied it would not breach and be otherwise incompatible with EU obligations or human rights legislation, the council is required make the Goring Neighbourhood Development Plan so that it continues to be part of the council's development plan.

Financial Implications

24. Government funding is available to local authorities to help them meet the cost of their neighbourhood planning responsibilities. A total of £20,000 can be claimed for each neighbourhood planning area. The council becomes eligible to apply to receive this single payment once a date is set for the referendum, after a successful examination. The Government grant funds the process of progressing neighbourhood plans through the formal stages, including the referendum. Any costs incurred in the formal stages in excess of £20,000 is borne by the council. Staffing costs associated with supporting community groups and progressing neighbourhood plans through the formal stages are funded by the council.

Legal Implications

25. The decision to make the Goring Neighbourhood Plan is a legal requirement in the Planning and Compulsory Purchase Act 2004. The only circumstance where the district council should not make this decision is where the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998). There is a requirement that the district council will publish a formal decision statement as required under the Neighbourhood Planning (General) Regulations 2012.
26. It is not considered that the Goring Neighbourhood Development Plan would breach, or would otherwise be incompatible with, any such obligation or rights. Therefore, the council should now proceed to make the plan.

Risks

27. The council is required to comply with the statutory requirements (to consider whether the Goring Neighbourhood Development Plan should be made following successful local referendum), which this recommendation seeks to achieve. In view of the considerations referred to elsewhere in this report, as the majority of those voting have voted in favour of the plan at its local referendum, a decision not to make the Plan would place the council at risk of a legal challenge.

Conclusion

28. On the 1 May 2019, the council decided:
1. To accept all modifications recommended by the Examiner;
 2. to determine that the Goring Neighbourhood Development Plan, as modified, meets the basic conditions, is compatible with the Convention rights, complies with the definition of a neighbourhood development plan (NDP) and the provisions that can be made by a NDP; and
 3. to take all appropriate actions to progress the Goring Neighbourhood Development Plan to referendum.
29. The local referendum was held on 4 July 2019 to meet the requirements of The Localism Act 2011 and The Neighbourhood Planning (Referendums) Regulations 2012.
30. As the majority of those voting have voted in favour of the Plan being used to help decide planning applications in the plan area, it is recommended that the Goring Neighbourhood Development Plan is made.

Council report



Report of Head of Legal and Democratic

Author: Steven Corrigan, Democratic Services Manager

Tel: 01235 422526

E-mail: steven.corrigan@southandvale.gov.uk

To: COUNCIL

DATE: 18 July 2019

Establishment of a Climate Emergency Advisory Committee

Recommendations

That Council:

1. establishes a Climate Emergency Advisory Committee with the terms of reference and procedure rules set out in Appendix A to this report;
2. allocates seats to each political group and appoints councillors and substitutes to sit on it in accordance with paragraphs seven and eight of this report and as set out in the schedule circulated at the meeting;
3. appoints a chair and vice-chair as set out in the schedule circulated at the meeting;
4. authorises the head of legal and democratic to incorporate the terms of reference and procedure rules set out in Appendix A to this report into the council's constitution and to make any consequential changes to the constitution to reflect the decision of Council.

Purpose of report

1. This report invites Council to consider whether to establish a Climate Emergency Advisory Committee and, if so, to allocate seats to each political group, appoint councillors and substitutes to sit on it and appoint a chair and vice-chair. It also asks Council to agree the necessary changes to the council's constitution.

Background

2. At its meeting on 11 April 2019, Council supported a 'Climate Emergency' motion as set out below:

"That Council notes that:

a) the recent 2018 Intergovernmental Panel on Climate Change (IPCC) report states that we have just 12 years to act on climate change if global temperature rises are to be kept within the recommended 1.5 degrees Celsius;

b) all governments (national, regional and local) have a duty to limit the negative impacts on climate breakdown, and local governments that recognise this should not wait for their national governments to change their policies. UK county, district and city councils need to commit to aggressive reduction targets and carbon neutrality as quickly as possible;

c) districts are well placed to lead the world in reducing carbon emissions, as their responsibility for planning policies opens up a range of sustainable transport, buildings and energy opportunities;

d) Council has already shown foresight when it comes to addressing the issue of Climate Change, having signed the Nottingham Declaration on Climate Change in 2007. Between 2008 and 2013, this council collaborated with the Carbon Trust, to produce a Carbon Management Plan which set out how the council planned to reduce energy and fuel use in its own buildings and vehicles. All of this has led to a 28% drop in greenhouse gas emissions up to 2018;

e) notes that work has commenced on a review of the council's Carbon Management Plan in collaboration with the Oxfordshire Energy Strategy, with the aim of bringing a report to Cabinet as soon as possible, and no later than Autumn 2019, the review to come forward to include the feasibility of adopting an early carbon neutral target for South Oxfordshire.

In light of the above, the Council therefore agrees to:

1. Join other councils in declaring a Climate Emergency.
2. Ask the leader to write to the Secretary of State to seek confirmation of the Government's intention to work with local government on climate change strategies.
3. Ask that as officers, as per the council's policies, are currently reviewing policy and strategies, that specific consideration be given to how policies, and our related decisions and actions, affect our contribution to climate change, and where necessary, update these policies to reduce our impact wherever possible. As far as possible, the reporting templates for Council, Cabinet and committees to be amended to include an 'Environmental Impact' section.
4. Ask officers to provide the cost and availability of the most appropriate training options for members and officers about how to promote carbon neutral policies for future consideration by Cabinet.
5. Request the Cabinet member for environment to bring to council a report on the activities of the Oxfordshire Environmental Partnership, of which South Oxfordshire is a member.
6. Continue the positive collaborative work with partners across the district, county and wider region to deliver widespread carbon reductions."

3. In light of the adoption of the above motion, the Leader has indicated a wish to establish a Climate Emergency Advisory Committee to ensure the council is addressing climate emergency issues.

Terms of reference of the advisory committee

4. The advisory committee would be established by Council but would advise the Cabinet and have no delegated decision making powers. The committee would meet in public and would be subject to the statutory requirements for publication of agenda, reports and minutes. The proposed terms of reference and procedure rules are set out in Appendix A to this report.

Political balance

5. Unlike ordinary committees an advisory committee is not subject to the political balance rules. However, officers recommend that proportionality is applied as far as reasonably practicable to the advisory committee. The entitlement of political groups to seats on committees is as follows:

Conservative	9	(25%)
Green	6	(16.7%)
Henley Residents Group	3	(8.3%)
Labour	3	(8.3%)
Liberal Democrat	13	(36.1%)
Non-group councillors	2	(5.6%)

6. The non-group councillors are not automatically entitled to a seat.

Composition of the committee

7. Based on a committee of 11 the entitlement to seats is as follows:

Conservative	3 seats
Green	2 seat
Henley Residents Group	1 seat
Labour	1 seat
Liberal Democrat	4 seats

Substitutes

8. Officers propose that each political group is entitled to the same number of preferred substitutes as the number of ordinary seats it holds on the committee,

and up to a maximum of three preferred substitutes where it has fewer than three members on the committee.

Eligibility to sit on committees and panels.

9. In accordance with the council's constitution the Chair or Vice Chair of Council may not be chair or Vice Chair of the committee.

Appointments

10. Officers will invite group leaders to submit the names of councillors they wish to sit on the committee. A table of nominations will be circulated at the meeting.

Financial implications

11. It is proposed that the committee will be serviced within existing officer resources and it will therefore need to plan its work programme accordingly.
12. Chairing a new committee would not attract a special responsibility allowance under the current councillors' allowances scheme. Council can only change the scheme on the recommendation of an independent remuneration panel. Officers plan to convene the panel later in the year to review the scheme and to make recommendations to Council in advance of next year's budget setting. This role would be included within that review.
13. The financial implications of any recommendations made by the committee will be reported to the Cabinet when it considers them.

Legal implications

14. These are set out in the body of the report and in the terms of reference and procedure rules set out in Appendix A to this report.

Conclusion

15. The Leader has indicated a wish for Council to appoint a Climate Emergency Advisory Committee. Council is invited to establish the committee with the terms of reference and procedure rules set out in Appendix A to this report, to allocate seats to political groups in the same proportion as they hold on the council and appoint councillors and preferred substitutes to the committee. Council is also invited to delegate authority to the head of legal and democratic to incorporate the terms of reference and procedure rules into the council's constitution and to make any consequential changes to the constitution to reflect the decision of Council.

Background Papers: None.

Climate Emergency Advisory Committee procedure rules (South only)

Purpose of the committee

1. The committee is an advisory committee with no delegated decision making.
2. To advise Cabinet on matters relating to the climate emergency and ecological response including, but not limited to:
 - Providing community leadership on the climate emergency and sustainability, facilitating and engaging public sector partners, businesses, community groups and the public.
 - Advising on how the council can contribute to the delivery of
 - national legally-binding targets on the climate emergency
 - countywide targets on the climate emergency through the Oxfordshire Environment Partnership (OEP)
 - the council's own targets on the climate emergency
 - the Oxfordshire Energy Strategy Delivery Plan
 - Reviewing and making recommendations on ways in which the council can reduce damage to the global and local environment through its policies and practices.
 - Reviewing the internal operations of the council with a view to promoting sustainability, adopting best practice and strengthening the council's environmental performance.
 - Making recommendations on bids for external funding relating to the climate emergency.

Membership

3. The committee will comprise 11 councillors appointed annually by Council and will be politically balanced. The Council will appoint substitutes with an equivalent political balance. The chair or the vice-chair of Council shall not act as chair or vice-chair of the committee.

Time and place of meetings

4. The time and place of meetings will be notified in the agenda for each meeting. The committee meetings will take place in accordance with an agreed programme. In addition, extra meetings may be scheduled as required.

Notice of, and agenda for, meetings

5. The head of legal and democratic will give notice to the public of the time and place of any meeting. At least five clear working days before a meeting, the head of legal and democratic will publish the agenda on the council's website and make it available for public inspection at the council's offices, except where the matter under consideration contains confidential or exempt information. The agenda will set out the date, time and location of the meeting, and will specify the business to be transacted. The agenda may contain reports about matters for the committee's consideration. Where not all reports are available with the agenda they will be published as soon as they become available. Committee agendas will also be available for six years after a meeting.

Chairing meetings

6. The chair (or vice-chair in their absence), appointed by Annual Council each year, or by the committee if a vacancy arises, will preside over meetings and lead and guide the work of the committee.

Substitutes

7. The council will appoint the same number of preferred substitutes in respect of each political group as that group holds ordinary seats on the committee. Each political group will be entitled to up to a maximum of three named substitutes where it has fewer than three members on the committee. A political group need not appoint to all available substitute places.
8. Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting. These powers and duties will only be attained by the substitute members from the start until the close of the meeting at which they are substituting.
9. Substitute members may attend meetings:
 - to take the place of the ordinary member for whom they are the substitute;
 - where the ordinary member will be absent for the whole of the meeting; and
 - after notifying the head of legal and democratic before the start of the meeting.
10. Where possible, absent members must be substituted by a preferred substitute who has been named, but where this is not possible any member of the same political group may act as a substitutes.

Quorum

11. A quarter of the members of the committee must be present for a legally valid committee meeting to be held. During any meeting, if the chair counts the number of councillors present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the chair. If he/she does not fix a date, the remaining business will be considered at the next meeting.
12. If there is no quorum at the published start time for the meeting, a period of 15 minutes will be allowed. If there remains no quorum at the expiry of this period, the meeting shall be declared null and void. The business will be considered at a time and date fixed by the chair. If he/she does not fix a date, the remaining business will be considered at the next meeting.

Duration of meetings

13. No meeting shall exceed two and a half hours in duration unless the committee, prior to the expiry of the period, vote for the meeting to continue for a further period not exceeding 30 minutes. Remaining business will be considered at the next meeting.

Meeting procedure

14. The committee shall consider the following business:
 - (a) To receive any apologies and notifications of substitutes;
 - (b) Declarations of disclosable pecuniary interests and other interests;
 - (c) Minutes of the previous meeting; and
 - (d) The business otherwise set out on the agenda for the meeting.

Voting

MAJORITY

15. Any matter will be decided by a simple majority of those councillors voting and present in the room at the time the question was put.

CHAIR'S CASTING VOTE

16. If there are equal numbers of votes for and against, the chair will have a second or casting vote. There will be no restriction on how the chair chooses to exercise a casting vote. If the chair does not exercise his/her casting vote, the motion being considered will be deemed to be lost.

SHOW OF HANDS

17. Unless a recorded vote is requested under rule 18, the chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

RECORDED VOTE

18. If three councillors present at the meeting request it, the names of those voting for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. If a recorded vote is requested, the vote shall be taken alphabetically.

RIGHT TO REQUIRE AN INDIVIDUAL VOTE TO BE RECORDED

19. Where any councillor requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

Attendance by others

20. The committee or the chair of the committee may invite people to address them, discuss issues and/or answer questions. They may for example wish to hear from residents, stakeholders and councillors and officers and may invite such people to attend.

Public participation

21. The public may address a committee meeting by asking a question, making a statement or presenting a petition. Every question, statement or petition must relate to an agenda item for that meeting. Public questions, statements or petitions will only be accepted at a special meeting of the committee if they relate to the item due to be discussed at that meeting.
22. An application to speak must be made in writing or by email to democratic services democratic.services@southandvale.gov.uk by 5.00 pm on the last working day before the day of the meeting. Persons who have registered to speak may appoint someone to speak on their behalf provided that written authority from the person who has registered to speak is given to democratic services before the meeting commences.
23. The public address session will be limited to 15 minutes. No address shall exceed three minutes. Where the number of speakers exceeds the time available, each speaker's time will be reduced.
24. Questions or statements will be considered by the meeting in the order that they are registered with democratic services. Where multiple questions or statements are received from different people on the same subject, the chair may group these together. There is no provision to ask a supplementary question.

25. If an answer cannot be given to a question at a meeting, a written answer will be provided.
26. The chair of the meeting may suspend the operation of speaking rules at any time if he/she considers it necessary for the purpose of maintaining order.

Minutes

27. The chair will sign the minutes of the proceedings at the next suitable meeting. The chair will move that the minutes of the previous meeting be signed as a correct record. Only the accuracy of the minutes may be discussed.

Record of attendance

28. All councillors present must sign the attendance list provided at the meeting.

Exclusion of the public

29. The public and press may only be excluded from attending a committee meeting for the consideration of confidential or exempt business or under rule 34 and 35 (disturbance by the public).

Councillors' conduct

30. If more than one councillor speaks, the chair will ask one to speak. Other councillors must remain silent whilst a councillor is speaking unless they wish to make a point of order or a point of personal explanation.

CHAIR SPEAKING

31. When the chair speaks during a debate, any councillor speaking at the time must stop.

COUNCILLOR NOT TO BE HEARD FURTHER

32. If a councillor persistently disregards the ruling of the chair by behaving improperly or offensively or deliberately obstructs business, the chair may move that the councillor be not heard further. If seconded, the motion will be voted on without discussion.

COUNCILLOR TO LEAVE THE MEETING

33. If the councillor continues to behave improperly after such a motion is carried, the chair may move that either the councillor leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

GENERAL DISTURBANCE

34. If there is a general disturbance making orderly business impossible, the chair may adjourn the meeting for as long as he/she thinks necessary.

Disturbance by the public

REMOVAL OF MEMBER OF THE PUBLIC

35. If a member of the public interrupts the meeting, the chair will invite the person to stop. If they continue to interrupt, the chair will order their removal from the meeting room.

CLEARANCE OF PART OF MEETING ROOM

36. If there is a general disturbance in any part of the meeting room open to the public, the chair may call for that part to be cleared and if necessary adjourn the meeting for as long as he/she thinks necessary.

Attendance by other district councillors at meetings

37. Any councillor may attend a meeting of the committee. With the consent of the chair he/she may speak, but not vote, on any item on the agenda for the meeting.