

# Minutes

## OF THE ANNUAL MEETING OF

# Council



Listening Learning Leading

HELD AT 6.00PM ON THURSDAY 12 MAY 2016

AT THE FOUNTAIN CONFERENCE CENTRE, HOWBERY PARK,  
CROWMARSH GIFFORD OX10 8BA

### Present

Margaret Turner (Chairman)

Paul Harrison, Anna Badcock, Charles Bailey, Joan Bland, Felix Bloomfield, Nigel Champken-Woods, Steve Connel, Margaret Davies, Pat Dawe, Anthony Dearlove, David Dodds, Stefan Gawrysiak, Elizabeth Gillespie, Will Hall, Tony Harbour, Lorraine Hillier, Elaine Hornsby, Sue Lawson, Lynn Lloyd, Imran Lokhon, Jeannette Matelot, Jane Murphy, Anthony Nash, Toby Newman, David Nimmo-Smith, Richard Pullen, Bill Service, Robert Simister, Alan Thompson, David Turner, John Walsh and Ian White

### Apologies:

Apologies for absence were submitted on behalf of Kevin Bulmer, John Cotton and Stephen Harrod

**Officers:** Steven Corrigan, Andrew Down and Margaret Reed

## 1 Election of chairman

Mrs Turner reviewed her year as chairman of the council, thanked councillors for all their support and her escort, vice-chairman and officers for their assistance during the year.

Mrs Murphy and Mr Turner paid tribute to Mrs Turner in recognition of her work as chairman of the council during the past year.

**RESOLVED:** to appoint Mr P Harrison as Chairman of the council for the ensuing year.

Mrs Turner presented Mr Harrison with the chain of office.

Mr Harrison read out the oath of office, signed his declaration of acceptance of office, presented Mrs Turner with the past Chairman's badge and made an acceptance speech. He provided details of his charities for the forthcoming year - Ministry Aviation Fellowship, British Heart Foundation and British Liver Trust.

Mr Harrison in the chair.

## **2 Appointment of vice-chairman**

Mrs Matelot was nominated as Vice-Chairman.

**RESOLVED:** to appoint Mrs Jeanette Matelot as Vice-Chairman of the council for the ensuing year.

The chairman presented Mrs Matleot with the vice-chairman's chain of office.

Mrs Matelot read out the oath of office, presented the escort's badge to Mr Green, signed her declaration of acceptance of office and made an acceptance speech.

## **3 Minutes of the previous meeting**

**RESOLVED:** to approve the minutes of the meeting held on 14 April 2016 as a correct record and agree that the Chairman sign them as such.

## **4 Declaration of disclosable pecuniary interest**

None.

## **5 Chairman's announcements**

The chairman provided housekeeping information.

Council agreed to suspend council procedure rule 80 insofar as it requires councillors to stand when speaking at Council meetings.

## **6 South Oxfordshire Local Plan 2032 - vision, objectives and housing supply target**

In the absence of John Cotton, Leader of the council and Cabinet member for planning policy, Elizabeth Gillespie advised that John Cotton took a decision on 3 May 2016 to provide a working assumption on housing numbers and to clarify the direction, through the vision and objectives, of the emerging Local Plan 2032. This decision would provide the basis for the next stage of public consultation on the emerging plan, known as the draft Preferred Options, which is scheduled for June 2016.

She drew councillors' attention to a briefing note, circulated prior to the meeting and attached to these minutes, which explained changes to Appendix B and paragraph 18 of the background paper to the decision made by John Cotton, Cabinet member for planning policy. These changes and the revised recommendation had been considered and agreed by John Cotton.

Council agreed to remove reference to Didcot as a market town in Appendix A.

Whilst the majority of councillors supported the revised recommendations a number expressed the view that they could not do so without details of the proposed major strategic housing allocation site for 3,500 houses referred to in Appendix B. A motion moved by David Turner and seconded by Margaret Davies, to refer the matter back to Cabinet for further consideration and inclusion of the proposed site in the document, on being put, was declared lost.

**RESOLVED:** to

1. retitle the council's emerging Local Plan as Local Plan 2032;
2. endorse the vision and objectives set out at Appendix A of the report attached to the Council agenda for the meeting on 12 May 2016 subject to the deletion of references to Didcot as a market town; and
3. endorse the housing supply target of 19,500 homes over the plan period 2011-2032 as set out in the revised Appendix B, and the distribution of housing as set out under revised paragraph 18 attached to the minutes of the Council meeting held on 12 May 2016.

**7 Appointments to committees, panels and joint committees for 2016/17**

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

**RESOLVED:** to

1. appoint the following committees, joint committees and panels for the 2016/17 year and to appoint the membership, substitutes and chairmen as indicated to sit on them:

<b>Names</b>	<b>Planning Committee, 11 Members</b>
<b>Conservative (9)</b>	<b>Opposition Forum Group (2)</b>
Joan Bland	Margaret Davies
Felix Bloomfield (Chairman)	David Turner
Anthony Dearlove	
Toby Newman	
David Nimmo-Smith	
Jeannette Matelot	
Richard Pullen	
Margaret Turner	
Ian White	
<b>SUBSTITUTES</b>	
<b>Conservative (9)</b>	<b>Opposition Forum Group (1)</b>
Charles Bailey	Stefan Gawrysiak
Paul Harrison	
Stephen Harrod	
Lorraine Hillier	
Elaine Hornsby	
Sue Lawson	
Imran Lokhon	
Vacancy	
Vacancy	

<b>Names</b>	<b>Scrutiny Committee, 9 Members</b>
<b>Conservative (8)</b>	<b>Opposition Forum Group (1)</b>
Paul Harrison	David Turner
Elaine Hornsby	
Sue Lawson	
Jeannette Matelot	
Richard Pullen (Chairman)	
Toby Newman	
John Walsh	
Ian White	
<b>SUBSTITUTES</b>	
<b>Conservative (8)</b>	<b>Opposition Forum Group (2)</b>
Joan Bland	Margaret Davies
Steve Connel	Stefan Gawrysiak
Pat Dawe	
Imran Lokhon	
Anthony Nash	
David Nimmo-Smith	
Bill Service	
Vacancy	

<b>Names</b>	<b>Joint Scrutiny Committee, 5 Members</b>
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>
David Dodds	
Richard Pullen (Co-Chairman)	
Toby Newman	
John Walsh	
Ian White	
<b>SUBSTITUTES</b>	
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>
Pat Dawe	
Sue Lawson	
Jeannette Matelot	
Bill Service	
Alan Thompson	

<b>Names</b>	<b>Corporate Services Joint Scrutiny Committee, 2 Members</b>
<b>Conservative (1)</b>	<b>Opposition Forum Group (1)</b>
VACANCY	Stefan Gawrysiak
<b>SUBSTITUTES: All other councillors from the relevant political group.</b>	

<b>Names</b>	<b>Joint Audit and Governance Committee, 4 Members</b>
<b>Conservative (4)</b>	<b>Opposition Forum Group (0))</b>
Charles Bailey	
Kevin Bulmer (Co-Chairman)	
Alan Thompson	
John Walsh	
<b>SUBSTITUTES</b>	
<b>Conservative (4)</b>	<b>Opposition Forum Group (0)</b>
David Dodds	
Paul Harrison	
Toby Newman	
Richard Pullen	

<b>Names</b>	<b>Community Governance and Electoral Issues Committee, 6 Members</b>
<b>Conservative (5)</b>	<b>Opposition Forum Group (1)</b>
Anthony Dearlove	Margaret Davies
Paul Harrison	
David Nimmo-Smith	
Bill Service	
Vacancy	
<b>SUBSTITUTES</b>	
<b>Conservative (5)</b>	<b>Opposition Forum Group (2)</b>
Charles Bailey	Stefan Gawrysiak
Felix Bloomfield	David Turner
Elaine Hornsby	
Toby Newman	
John Walsh	

<b>Names</b>	<b>Joint Staff Committee, 3 Members</b>
<b>Conservative (3)</b>	<b>Opposition Forum Group (0)</b>
John Cotton	
Lynn Lloyd	
Anthony Nash	
<b>SUBSTITUTES</b>	
<b>Conservative</b>	<b>Opposition Forum Group (0)</b>
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).	

<b>Names</b>	<b>General Licensing Committee, 12 Members</b>
<b>Conservative (11)</b>	<b>Opposition Forum Group (1)</b>
Joan Bland	Stefan Gawrysiak
Kevin Bulmer	
Nigel Champken-Woods	
Pat Dawe	
David Dodds (Chairman)	
Lorraine Hillier	
Sue Lawson	
Anthony Nash	
David Nimmo-Smith	
Bill Service	
Ian White	
<b>SUBSTITUTES</b>	
<b>Conservative (10)</b>	<b>Opposition Forum Group (2)</b>
Toby Newman	Margaret Davies
Vacancy	David Turner
Vacancy	
Vacancy	
Vacancy	
Vacancy	
Vacancy	
Vacancy	
Vacancy	
Vacancy	

<b>Names</b>	<b>Licensing Acts Committee, 12 Members</b>
<b>Conservative (11)</b>	<b>Opposition Forum Group (1)</b>
Joan Bland	Stefan Gawrysiak
Kevin Bulmer	
Nigel Champken-Woods	
Pat Dawe	
David Dodds (Chairman)	
Lorraine Hillier	
Sue Lawson	
Anthony Nash	
David Nimmo-Smith	
Bill Service	
Ian White	

<b>Names</b>	<b>Appeals Panel (NNDR and Housing), 5 Members</b>
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>
Joan Bland	
Nigel Champken-Woods	
Pat Dawe	
Jeannette Matelot	
Anthony Nash	
<b>SUBSTITUTES</b>	
<b>Conservative (5)</b>	<b>Opposition Forum Group (0)</b>
Vacancy	
Vacancy	
Vacancy	
Vacancy	
Vacancy	

<b>Names</b>	<b>Communities Capital Grant Scheme Panel, 9 Members</b>
<b>Conservative (8)</b>	<b>Opposition Forum Group (1)</b>
Pat Dawe	Stefan Gawrysiak
David Dodds (Chairman)	

Paul Harrison	
Sue Lawson	
Imran Lokhon	
Jeanette Matelot	
Anthony Nash	
Alan Thompson	
<b>SUBSTITUTES</b>	
<b>Conservative (8)</b>	<b>Opposition Forum Group (2)</b>
Joan Bland	Margaret Davies
Vacancy	David Turner
Vacancy	
Vacancy	
Vacancy	
Vacancy	
Vacancy	
Vacancy	

2. (with no councillor voting against) allocate one of the Conservative group’s seats on the Planning Committee and the Corporate Services Joint Scrutiny Committee to the Opposition Forum Group;
3. appoint Nigel Champken-Woods as the council’s representative on the Oxfordshire Joint Health Overview and Scrutiny Committee and Lorraine Hillier as substitute;
4. appoint Ian White as the council’s representative on the Thames Valley Police and Crime Panel;
5. authorise the head of legal and democratic services to make appointments to any vacant committee or panel and substitute positions in accordance with the wishes of the relevant group leader and any external appointments in consultation with the Leader of the Council;
6. authorise the head of legal and democratic services to amend the constitution as necessary to reflect the arrangements set out in this report.

**8 Local Authorities (Members' Allowances) (England) Regulations 2003 - proposal to appoint a joint Independent Remuneration Panel**

Council considered the report of the head of legal and democratic services on a proposal to appoint a joint independent remuneration panel.

**RESOLVED:** to

1. dissolve the existing independent remuneration panel with effect from the appointment of a joint independent remuneration panel;
2. appoint a joint independent remuneration panel with Vale of White Horse District Council to carry out reviews of the councillors’ allowances schemes at both councils and make recommendations on any changes to the schemes to the relevant Council;



3. make the appointment of the joint independent remuneration panel effective until May 2020, one year after the 2019 district council elections;
4. authorise the head of legal and democratic services to make appointments to the joint independent remuneration panel, and advise councillors in due course of the outcome of the appointments process.

## **9 Appointment of chief executive**

Council considered the report of the head of HR, IT and technical services and the recommendation of the joint Staff Committee on the appointment of a chief executive.

Lynn Lloyd, Chairman of the Joint Staff Committee, advised that 25 applications were received for the post of chief executive. Eight of these were selected for initial interviews with council leaders and four were then shortlisted for final interview. The final assessment took place on Tuesday 10 May with candidates seeing three different panels in the morning and having their final interviews in the afternoon. All four candidates gave a strong performance and the Joint Staff Committee reached a unanimous conclusion to offer the position to David Hill.

She thanked Andrew Down, Head of HR, IT and technical services, and Penna (HR consultants) for their work during the recruitment process.

### **RESOLVED: to**

1. appoint David Hill shared chief executive of South Oxfordshire District Council and Vale of White Horse District Council on a salary of £140,000 per annum;
2. agree that the chief executive will be employed by South Oxfordshire District Council and placed at the disposal of Vale of White Horse District Council in accordance with the existing agreement between the two councils under section 113 of the Local Government Act 1972;
3. appoint the chief executive as each council's head of paid service with effect from the commencement of his employment;
4. authorise the head of HR, IT & technical services to finalise the terms and conditions of the contract of employment of the chief executive in accordance with the recommendations of the Joint Staff Committee;
5. authorise the head of HR, IT & technical services to make any necessary amendments to the councils' published pay policy statement arising from the agreed terms and conditions of appointment of the chief executive.

## **10 Appointment of independent person to advise on code of conduct complaints**

Council considered the recommendation of the monitoring officer to appoint a person to fill the role of independent person following the resignation of Carole Burchett. The only applicant was Chris Smith, currently an Independent Person at Vale of White Horse District Council.

### **RESOLVED: to**

1. appoint Chris Smith, as an Independent Person, until 30 September 2019;
2. authorise the monitoring officer, in consultation with the Cabinet member for Legal and Democratic Services, to confirm the appointment subject to receipt of satisfactory references.

## **11 Report of the leader of council**

In the absence of the Leader of the council Jane Murphy, Deputy Leader, welcomed the appointment of the new chief executive and the potential savings arising from the anticipated management restructure.

## **12 Questions under Council procedure rule 34**

None.

## **13 Motions under Council procedure rule 41**

None.

## **14 Application for voluntary redundancy**

Council considered the confidential report of the chief executive on a request for voluntary redundancy. The report and recommendation of the Joint Staff Committee were circulated to all councillors on 11 May.

Lynn Lloyd, Chairman of the Joint Staff Committee, advised that in light of plans to implement a slimmer and flatter management structure and in the expectation that the role of strategic director is highly unlikely to remain in the revised structure, Anna Robinson had asked that she be made redundant as of 30 September. As required by the council's officer employment procedure rules, all Cabinet members had been consulted about the recommendation. No objection was received. Vale of White Horse District Council had agreed the request at its annual meeting of Council on 11 May 2016.

At the request of the chairman Council formally put on record its thanks to Anna Robinson for her hard work over the last 11 years and wished her well for the future. She had made an important contribution to South Oxfordshire in her time with the council, particularly in promoting economic growth and securing significant funds to assist in the regeneration of Didcot.

### **RESOLVED:**

To agree to the voluntary redundancy of Anna Robinson effective from 30 September 2016.

The meeting closed at 6.50 pm

Chairman

Item 7; South Oxfordshire Local Plan 2032 – vision, objectives and housing supply target.

**Changes to Appendix B and paragraph 18.**

Since writing the report officers recognise that it is important to be consistent with other published housing data and to fix a date (31 March 2016) for assessing housing completions and commitments (permissions and adopted allocations). In addition, it is necessary to clarify the balance of the Core Strategy’s larger village allocation of 1,154 houses, as some larger villages have allocated land for housing through neighbourhood plans and/or planning permission has been granted.

This has meant a recalculation of the figures in Appendix B and a clarification of the definitions set out in para.18. (revisions set out below)

The recalculations show a reduction in our identified supply (commitments i.e. planning permissions) at 31 March 2016 and an increase in the percentage of new supply to the towns, larger villages and smaller villages. Officers have also set out the balance of the undelivered larger village allocation. The overall balance of new housing supply is now +497 rather than previously stated +522 homes.

The cabinet member for planning policy has considered and agrees this revision to Appendix B and para 18. of the attached report to your council papers and recommends these changes are agreed by council at today’s meeting.

**Revised recommendation**

That Council agrees to;

- i) retitle our emerging Local Plan as Local Plan 2032,
- ii) endorse the vision and objectives set out at Appendix A of the attached report to your council papers, and
- iii) endorse the housing supply target of 19,500 homes over the plan period 2011-2032 as set out in the revised Appendix B, and the distribution of housing as set out under revised para. 18 of the attached report to your council papers.

**REVISED paragraph 18 from background report to decision by cabinet member for planning policy**

The proposed supply strategy (31 March 2016) and distribution of housing is set out on the basis of:

- a major strategic housing allocation
- 10% increase in the number of dwellings (existing (2011) plus completions and commitments) at Thame and Wallingford,
- 10% increase (based on the number of existing dwellings (2011) plus completions and commitments) in the larger villages

- the balance of the Core Strategy allocations for the Larger Villages that have not been completed or committed
- 5% increase (based on the number of existing dwellings (2011) plus completions and commitments) in the smaller villages
- redevelopment of two brownfield sites

**REVISED Appendix B –**

**DRAFT HOUSING DISTRIBUTION AT 31 MARCH 2016 – SOLP 2032**

**Housing Target**

SHMAA OAN (750) x 21 years	15,750	
Allowance for Oxford's unmet need	3,750	
<b>Total requirement</b>		<b>19,500</b>

**Less Identified Supply**

Completions 2011 - 16	2,629	
Commitments at 31.03.16	8,795	
<b>Total identified supply</b>		<b><u>11,424</u></b>
<b>Balance to be identified in SOLP 2032</b>		<b>8,076</b>

**New Supply to Meet Balance**

***10% Increase in towns and larger villages\****

Thame	594	
Wallingford	428	
Larger villages	1,759	

***Remainder of Core Strategy minimum***

***1,154 requirement carried forward\*\**** 707

***Smaller villages (+5%)\**** 785

***Major strategic housing allocation*** 3,500

***Allocation of brownfield sites***

Oxford Brookes University, Wheatley	300	
Culham No 1 Site	500	

**Total new supply in SOLP 2032** **8,573**

**Total dwelling provision balance** **+497**

\*Settlement size is calculated using the number of dwellings in the 2011 Census plus all completions and commitments between 1 April 2011 and 31 March 2016.

\*\*This is calculated by deducting the numbers for larger villages that have delivered their individual minimum requirement that was identified for them and agreed by Cabinet, 25 September 2013.