



BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, THE BUCKINGHAM CENTRE,
VERNEY CLOSE, BUCKINGHAM MK18 1JP

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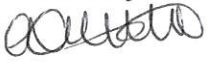
Email: office@buckingham-tc.gov.uk
www.buckingham-tc.gov.uk

Town Clerk: Mr. C. P. Wayman

14 February 2017

Councillor,

You are summoned to an Interim meeting of Buckingham Town Council to be held on **Monday 20th February 2017 at 7pm** in the Council Chamber, Cornwalls Meadow, Buckingham.


Mr. C. P. Wayman
Town Clerk

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 1.3, which will last for a maximum of 15 minutes.

AGENDA

1. **Apologies for Absence**
Members are asked to receive apologies from members.
2. **Declarations of Interest**
To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.
3. **AVDC Proposal for Modernising Local Government** **Appendix A**
Members to agree representation at forthcoming meeting.
4. **WIPAC presentation; extension to existing facilities**
To receive a presentation on plans for an extension to the factory site from Mr. Neil Sibley (Managing Director, Wipac), Mr. Philip Dobbie (Wipac) and Mr. Mark Smith (Clews Architects) **Appendix B**
5. **Government White Paper: Fixing our Broken Housing Market**
The paper is 106 pages long: <https://www.gov.uk/government/publications/fixing-our-broken-housing-market>
A suggested response for discussion and agreement is attached **Appendix C**
6. **To review and approve the Standing Orders** **Appendix D**
Members to review and approve the following amendment to Rule 3.2 of Buckingham Town Council's Standing Orders: *"The Proper Officer shall, at least three clear days before a meeting of the council, a committee or a sub-committee, serve on councillors, by delivery or post at their residences or by email, a signed summons confirming the time, place and the agenda provided that any such email contains the electronic signature and title of the Proper Officer."*
7. **Chairman's Announcements**
8. **Date of next Meetings:**
Full Council Monday 13th March 2017
Interim Council Monday 10th April 2017

To: All Councillors

From: Bell, Maria [<mailto:mbell@aylesburyvaledc.gov.uk>]

Sent: 07 February 2017 11:28

Subject: Proposal for modernising local government

To All Parishes and Town Councils

Dear Clerk

Hopefully you are aware that the District Council's in Buckinghamshire have voted in favour of a proposal for two Unitary Councils , one in the North and one in the South of the county, which has now been submitted to the Secretary of State for Communities and Local Government, Sajid Javid.

We would like to invite you and your Chairman to a meeting for Parish and Town Councils for an update on the District Council's proposal for modernising local government and give you an opportunity to ask any questions you may have. The meeting is being held on **Thursday 23rd February at 18.00 in the Diamond Room at AVDC.**

Please contact Maria Bell in Cabinet Support on 01296 585712 or mbell@aylesburyvaledc.gov.uk; to confirm your attendance. If you would like more of your members to attend please let us know and we will try to accommodate your request.

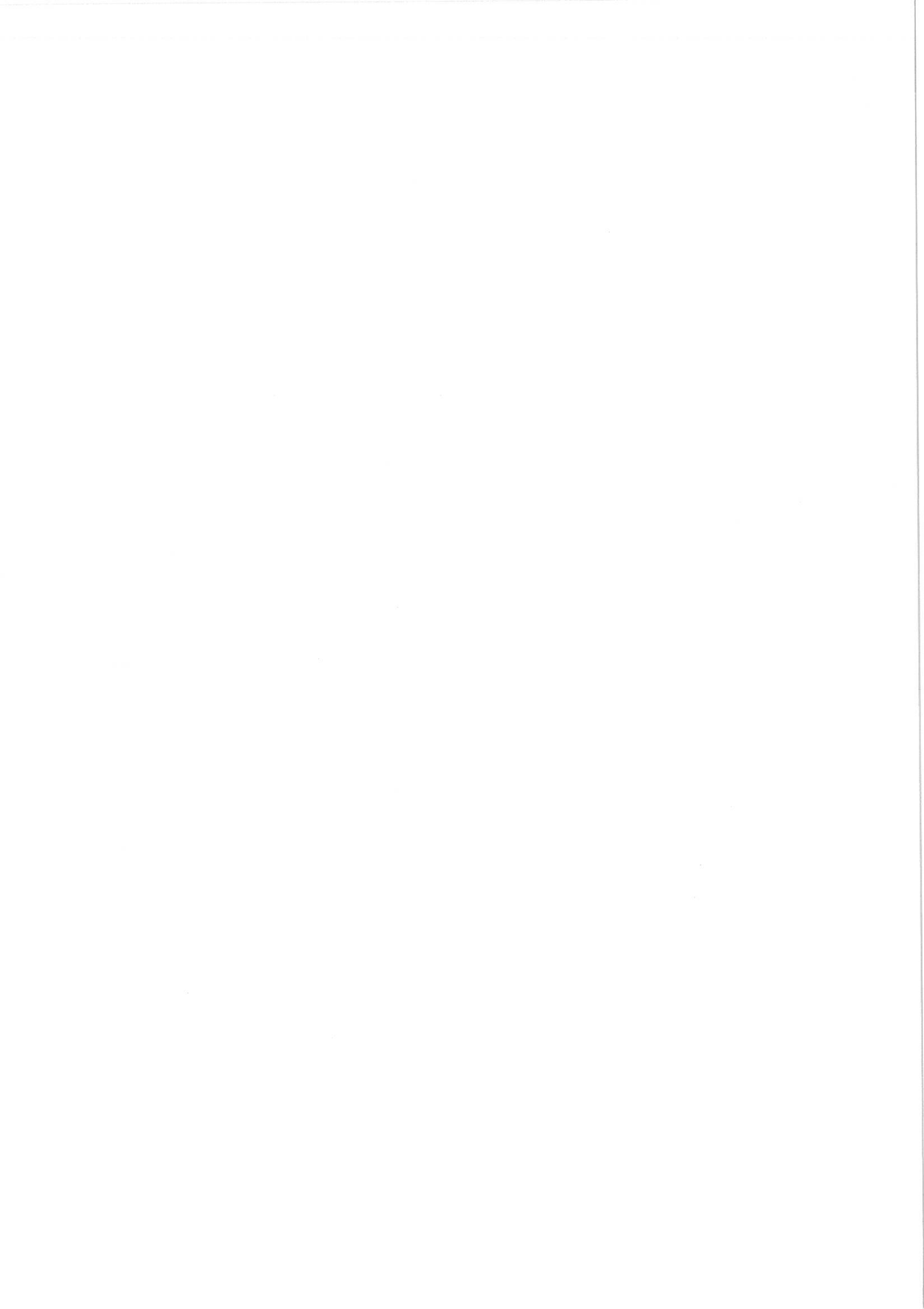
We look forward to seeing you on 23rd.

Kind regards



Sent on behalf of Councillor Neil Blake





31 January 2017



Mr C P Wayman
Town Clerk
Town Council Offices
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Verney Close
Buckingham
MK18 1JP

Wipac Ltd • London Road
Buckingham • MK18 1BH

Tel: +44 (0)1280 822 800
info@wipac.com
www.wipac.com

Dear Mr Wayman

Re: Proposed Extension to Existing Facilities - Wipac – London Road, Buckingham

As you may be aware Wipac has been located on the London Road, Buckingham for more than 50 years and has been a sizeable, local employer within the town. In the last 10 years, we have been investing significantly in manufacturing facilities and people, in order to facilitate a period of considerable sustained growth.

In 2017 alone we are looking to employ a further 10-20 additional staff and by 2020 this may increase to a further 100 People across production, design and engineering.

Our growth to date has been accommodated through the re-organisation of existing floor area as well as leasing several other industrial units within the area. However, it is clear that we are now at capacity and in order to retain the quality of design and production of our products we need to consider extending our existing facilities on the London Road.

Having had discussions with the Business Relationship Officer at Aylesbury Vale, we have now appointed Architects to develop initial ideas and to consult with the Planning Department at AVDC over viable options.

Initial feedback from AVDC has proved positive and we are now at the stage where we wish to submit a formal planning application for the preferred scheme.

Prior to making an application, however, we are keen to share our proposals with Buckingham Town Council, in recognition that we are sited within the town and are keen to support our community.

We therefore enclose a copy of our latest proposals for you to share with council members and would welcome any thoughts, prior to our making a formal application in the coming weeks.

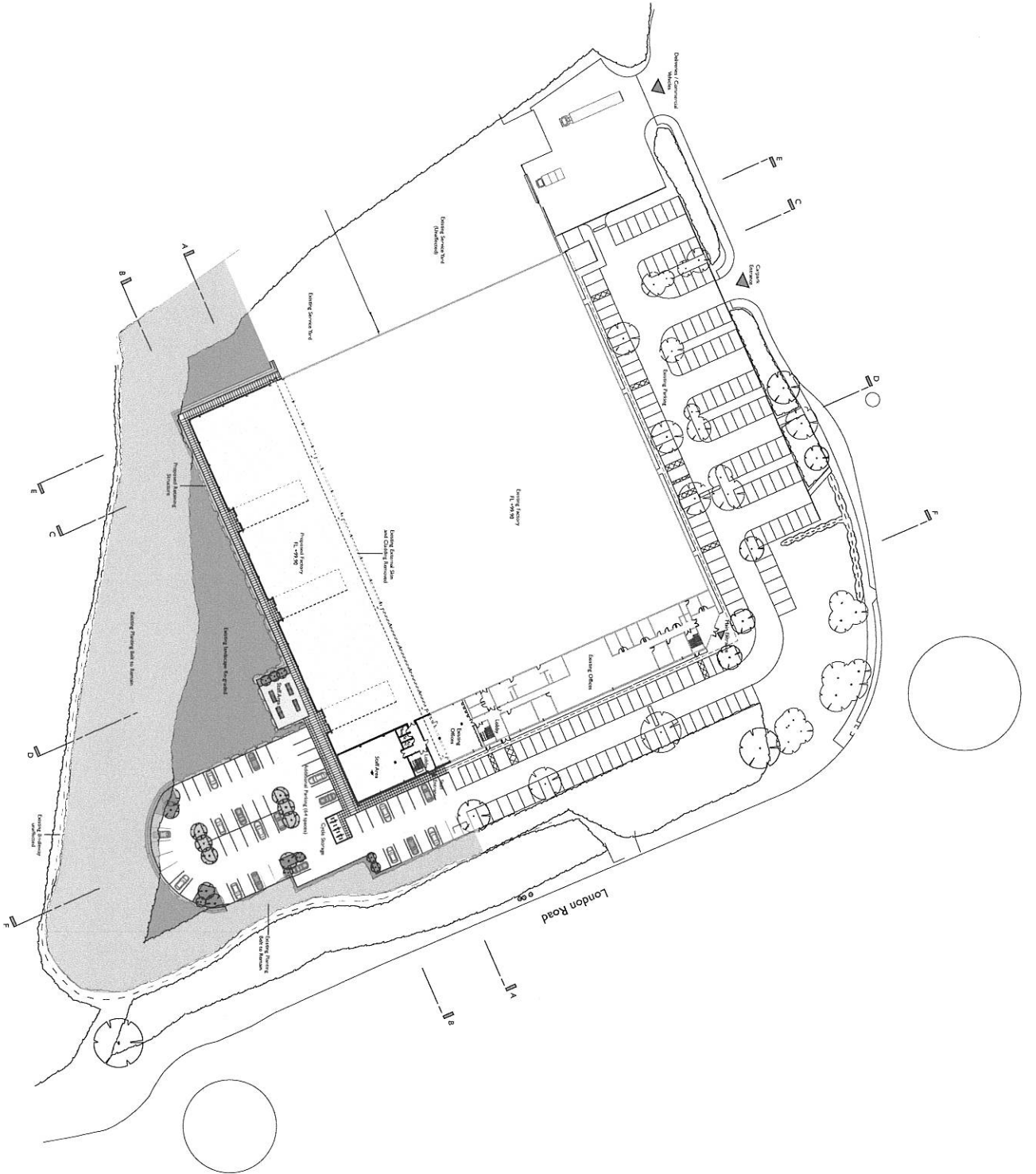
Yours sincerely
For Wipac Limited

A handwritten signature in black ink, appearing to be "NS", written over a white background.

Neil Sibley
Managing Director

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 VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY
 WORK. DIMENSIONS ARE GIVEN IN METERS UNLESS OTHERWISE
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Revision: Date: Design Development
 A Jun 2017

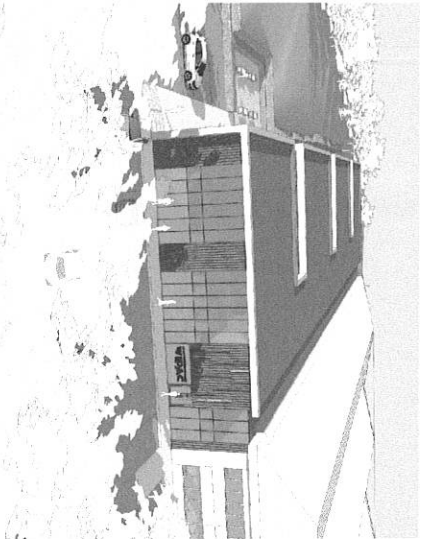
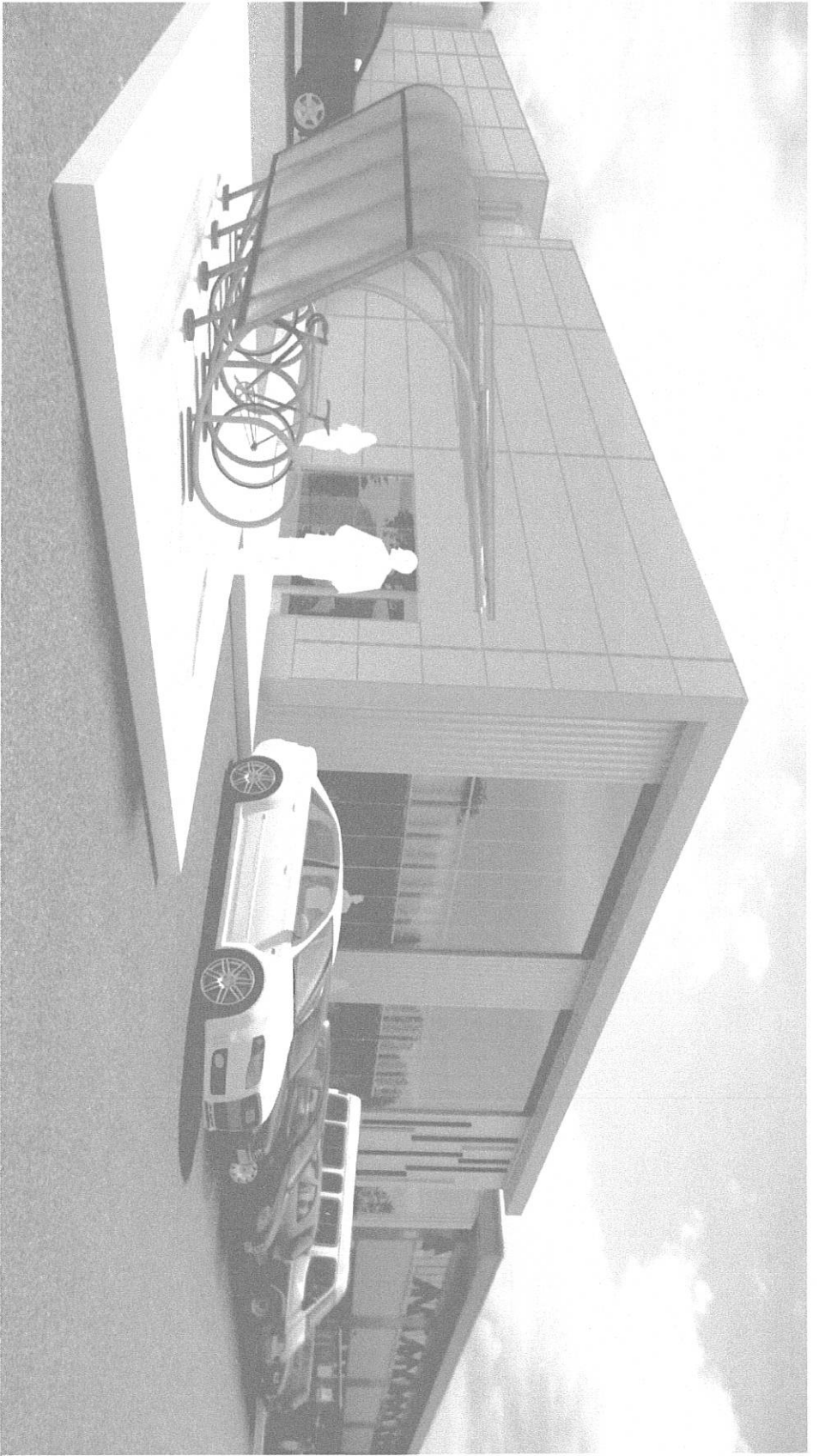


CLIENT: Wipac Ltd
 PROJECT: Extension to Existing Facilities
 TITLE: Sketch Scheme Proposals
 Proposed Site Plan



SCALE: 1:500 @ A1
 DATE: November 2016
 DRAWING NO: 16_095
 DRAWN BY: PT
 CHECKED BY: 09A

Acanthus Clew Architects
 57 Hopson Road
 Bishbury - Oxfordshire
 OX10 9BE
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 www.acanthusclew.co.uk



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 HERON, THE ARCHITECT, OFFICE AND WORK SHOPS IS THIS
 DRAWING. HERON IS THE CONSULTING ARCHITECT.

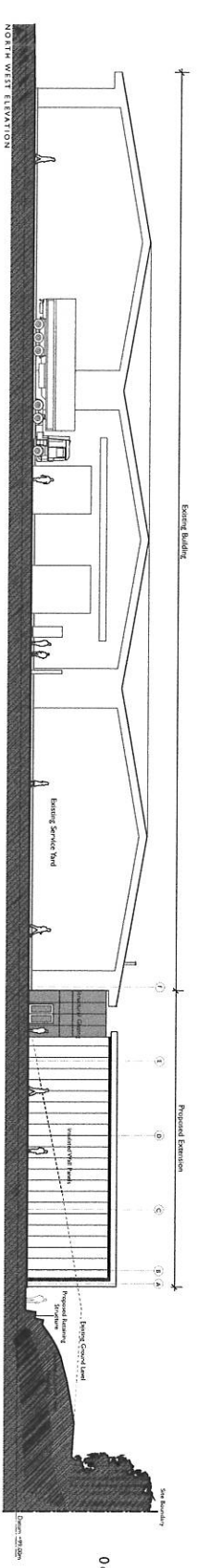
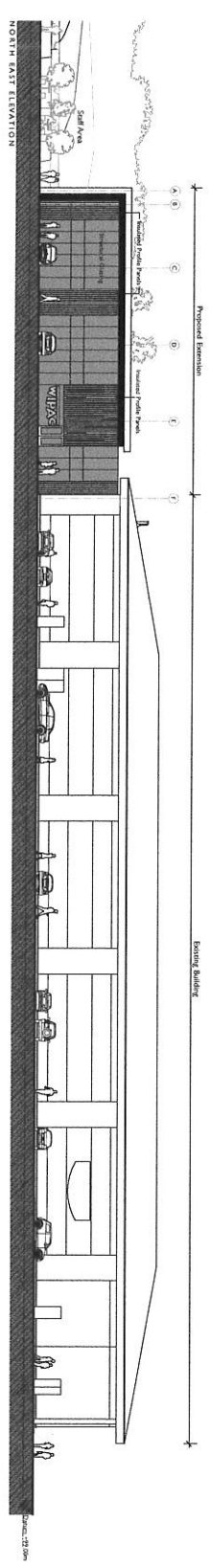
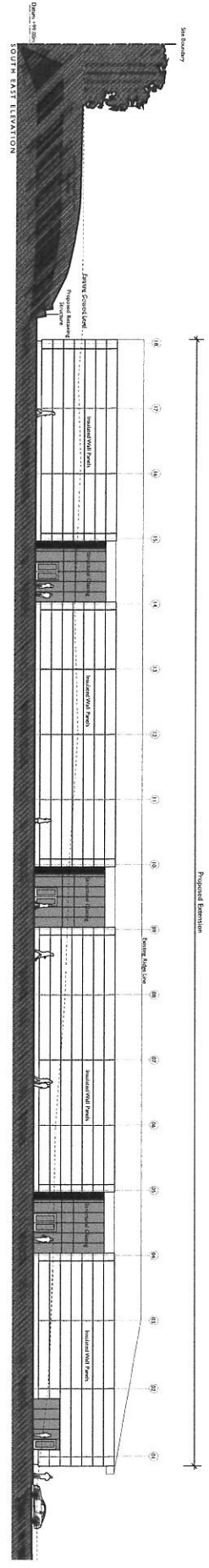
Revision Date

SCALE	C 1/4" = 1'-0"
DATE	January 2017
PROJECT	Wipac Ltd Extension to Existing Facilities
DESIGNER	Acanthus Clewys Architects
CLIENT	Wipac Ltd
PROJECT NO.	16_095
REVISION NO.	16

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Revision Date Description
 A 20/10/17 Design Development



CLIENT: Wipac Ltd
 PROJECT: Extension to Existing Facilities
 TITLE: Sketch Scheme Proposals Proposed Elevations

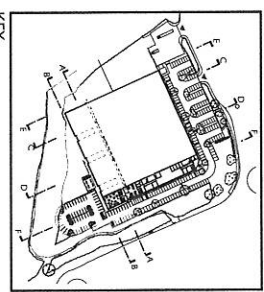
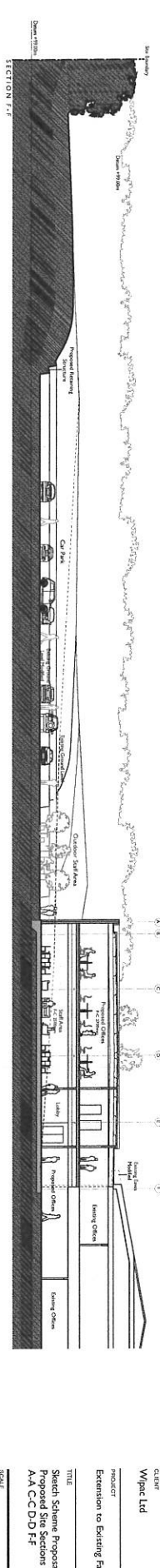
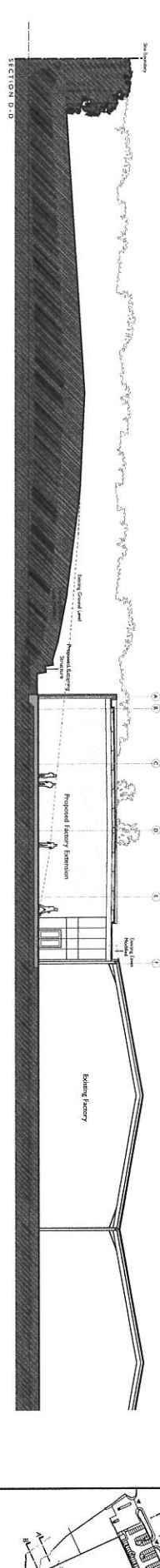
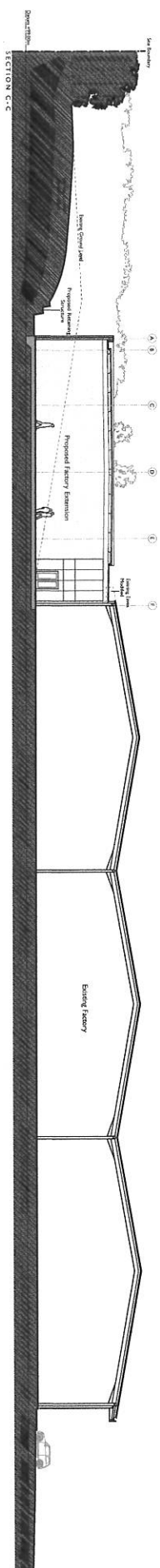
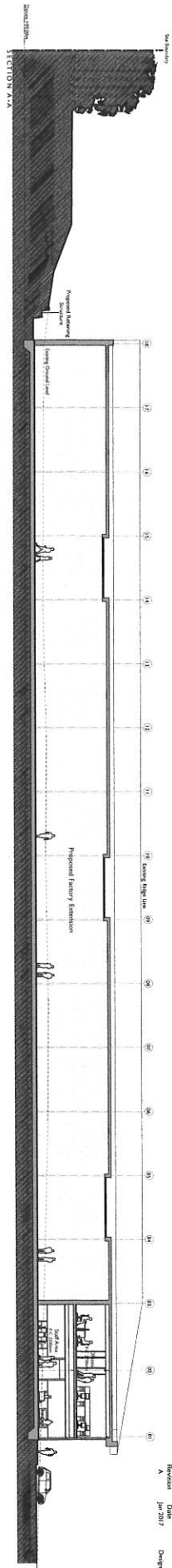
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SCALE: 1:200 @ A1
 DATE: November 2016
 DRAWN BY: J01W
 DRAWING NO: 12A

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Revised: A Date: Jun 2017
 Design Development



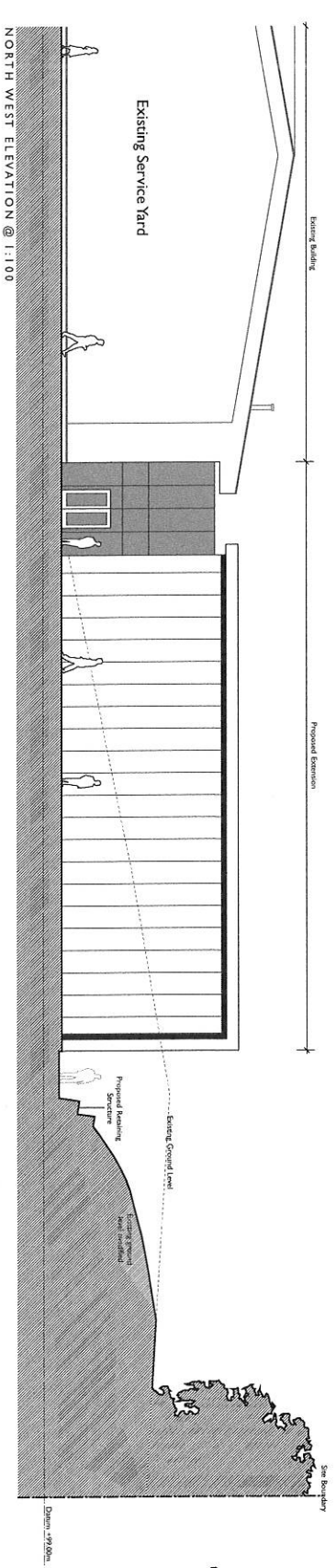
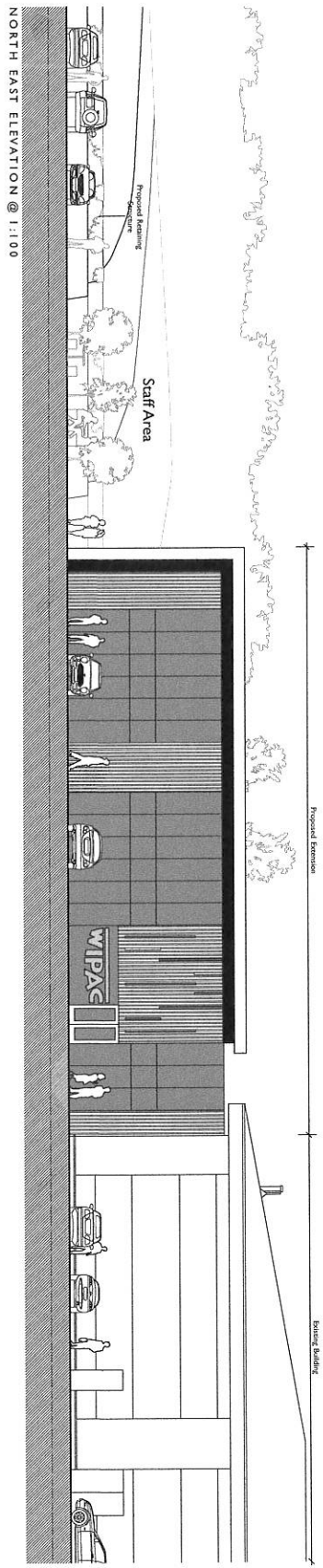
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CLIENT	Wpac Ltd
PROJECT	Extension to Existing Facilities
TITLE	Sheet Scheme Proposals Proposed Site Sections AA CC DD FF
SCALE	1:200 @ A1
DATE	November 2016
DESIGN	PT
DRAWING NO	13A

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Revision Date



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CLIENT
Wipac Ltd

PROJECT
Extension to Existing Facilities

TITLE
Sketch Scheme Proposal:
Proposed Elevations 1:100

SCALE
1:100 @ A1

DATE
November 2016

DRAWN
PT

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15

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BUCKINGHAM TOWN COUNCIL

INTERIM COUNCIL

MONDAY 20th FEBRUARY 2016

Agenda Item 5

Government White Paper on Housing: Report to Buckingham Town Council on Proposed Use in the Planning Inquiry

The White Paper can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/590464/Fixing_our_broken_housing_market_-_print_ready_version.pdf

(1) Possible Effect on Decision in this Inquiry

- (i) As there has been much discussion about both the housing numbers in BNDP & also AVDC's interim 5 year housing supply figures; as regards BNDP the developers argued that our numbers were not as rigorously tested as a Local Plan's numbers would be; and that AVDC's were yet to be so tested, and they predicted they would be found to be inadequate; the line has been taken that actually there are NO figures available to the inquiry [including the developers' submissions] that have been subjected to the tests required of a Local Plan but that BNDP has at least passed Independent Examination.

Therefore, it is interesting to note that the White Paper recognizes that such disputes over validity of numbers causes delays and they propose a standardized test. It is suggested that this is used in Inquiry Closing Statement to show support for the above argument, that different methodologies produce widely varying numbers and that planning inquiries are not the venue for deciding the validity or otherwise. The following extracts are from the White Paper:

“But at the moment, some local authorities can duck potentially difficult decisions, because they are free to come up with their own methodology for calculating ‘objectively assessed need’. So, we are going to consult on a new standard methodology for calculating ‘objectively assessed need’, and encourage councils to plan on this basis” [p.14]

&

“1.15 To incentivise authorities to get plans in place, in the absence of an up-to-date local or strategic plan we propose that by April 2018 the new methodology for calculating objectively assessed requirement would apply as the baseline for

assessing five year housing land supply and housing delivery. In specific circumstances where authorities are collaborating on ambitious proposals for new homes, the Secretary of State would be able to give additional time before this new baseline applies. We will consult on these proposals.”

This might be perhaps a target date for review of BNDP if then housing numbers will be more difficult to challenge by developers and we will no longer have shifting sands.

- (ii) Recognition of need for infrastructure as part of development planning

“Development is about far more than just building homes. Communities need roads, rail links, schools, shops, GP surgeries, parks, playgrounds and a sustainable natural environment. Without the right infrastructure, no new community will thrive – and no existing community will welcome new housing if it places further strain on already stretched local resources” [p.14]

Would support the “shape” of our planned development to allow for concentrated resources for new infrastructure to the west. Supports the relevance of the Settlement Boundary and allocated sites of HP1, and the reading of the BNDP which suggests that development outside these would not normally be supported to counter the developers’ argument that just because the site is not allocated and not within Boundary, it does not mean that it is not in “accordance” with the Plan.

- (iii) Future Growth Identified

Garden Town identified at Aylesbury at p.83

To be used to support that there is an adequate 5 year supply of housing and that there is positive sustainable development planned in the district.

- (iv) No changes proposed to the key NPPF paragraph 14 in this case as per “decision-taking”

“For decision-taking this means: a) approving development proposals that accord with the development plan without delay; and b) where the development plan is absent, silent or relevant policies are out-of-date, granting permission unless: i. specific policies in this Framework indicate development should be ; or ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.” [p.79]

Which provides essentially the same test as presently – so no need to postpone decision in anticipation of future changes.

- (v) Possible support for East/West Alignment for Housing

“National Infrastructure Commission interim report into the Cambridge – Milton Keynes – Oxford corridor In May 2016, the Government asked the National Infrastructure Commission (NIC) to make recommendations on the measures required to maximise the potential of the Cambridge – Milton Keynes – Oxford corridor as a single, knowledge-intensive cluster that competes on the global

stage, whilst protecting the area's high quality environment and securing the homes and jobs the area needs. In its interim report in November 2016, the NIC found that a shortage of housing represents a fundamental risk to the success of the area, and that in order to tackle this, the challenges of poor east-west connectivity needed to be addressed. It said that: "Investment in infrastructure, including enhanced east-west transport links, can help to address these challenges, but it must be properly aligned with a strategy for new homes and communities, not developed in isolation. This means local authorities working in partnership, and with national government, to plan places, homes and transport together. Current governance mechanisms are not sufficient to deliver the step-change in strategic leadership and collaboration needed." Recognising this opportunity to align infrastructure delivery with the housing challenge in this corridor, the Government has responded to the NIC's report by committing £137m of new or accelerated funding to support development and delivery of East-West Rail and the Cambridge-Oxford Expressway, and will continue to work with NIC and local partners on ways to secure housing delivery ahead of the NIC's final report" [p.38]

Developers are trying to show that north/south alignment is the best fit for residential planning – this would support looking at Buckingham's rapidly developing neighbours to the west and east in terms of housing supply.

(2) The need for Neighbourhood Planning

A major part of the BTC's argument at the Inquiry is that substantial weight should be given to the key central government policy of Neighbourhood Planning. The evidence of the developers on this appeared to be somewhat dismissive of the value and quality of neighbourhood planning.

It seems evident from the White Paper that the Government wishes to retain and protect NDPs:

The White Paper Appendix states:

"A.82 We also wish to provide more certainty for those neighbourhoods that have produced plans but are at risk of speculative development because the local planning authority has failed to maintain a five year land supply. Through a Written Ministerial Statement of 12 December 2016, we made clear that where communities plan for housing through a neighbourhood plan, those plans should not be deemed out-of-date unless there is a significant lack of land supply for housing in the wider local authority area."

&

"A.84 This important protection will be taken forward in the revised NPPF for those communities who are planning for the housing their communities need, but find the housing supply policies are deemed to be out-of-date through no

fault of their own. In doing so, and subject to this consultation, we are proposing that the policy is amended so that to qualify for this protection: • neighbourhoods should be able to demonstrate that their site allocations and housing supply policies will meet their share of local housing need; and the local planning authority should be able to demonstrate through the housing delivery test that, from 2020, delivery has been over 65% (25% in 2018; 45% in 2019) for the wider authority area (to ensure that delivery rates across the area as a whole are at a satisfactory level)."

Additional support is found in the White Paper as follows: NDPs have helped boost housing supply and that they help communities be supportive of sustainable development.

- (i) ***"Quite reasonably, people often have concerns about the impact new housing will have on their community. That is why it is so important that people have a say over where new homes go and what they look like through the planning process. People are more likely to support new mansion blocks or mews houses on a derelict strip of land than a new estate in countryside. Many councils work tirelessly to engage their communities on the number, design and mix of new housing in their area. But some duck difficult decisions and don't plan for the homes their area needs.***

Without an adequate plan, homes can end up being built on a speculative basis – with no co-ordination and limited buy-in from local people. The uncertainty this creates about when and where new homes will be built is both unpopular and affects the entire house building process – slowing it right down. [p.13]
[emphasis added]

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"1.41 New development affects us all, whether by providing a place to live or as something that affects the look and feel of where we live. That's why we want communities to have a more direct say over development in their area.(34) The neighbourhood planning movement has already been successful in encouraging communities to play a more active role in shaping their place, in terms of both how much and what gets built. Over 270 neighbourhood plans have come into force since 2012. Analysis suggests that giving people more control over development in their area is helping to boost housing numbers in plans. Those plans in force that plan for a housing number have on average planned for approximately 10% more homes than the number for that area set out by the relevant local planning authority.(35)"

Attached Footnotes:

(34) For example research by the Prince's Foundation has highlighted how effective community involvement is essential for creating successful places and securing public support for new development: <http://www.housing-communities.org/>

(35) DCLG (2016) Neighbourhood Planning – progress on housing delivery. Available at: <http://mycommunity.org.uk/resources/progress-on-housingdelivery-through-neighbourhood-planning/>

&

Bicester Garden City – highlighted as an example of good practice– much is made of the extensive local consultation – at p.27

If NDPs are successful in delivering sustainable development and housing numbers – this benefit of supporting neighbourhood plans and a community’s faith in its plan, should be given substantial weight in a planning judgment.

(3) Support for BNDP Policies – demonstrating that it already supports many of the aims of the White Paper.

- (i) Settlement Boundary, windfall sites and infill rather than greenfield development outside Settlement Boundary.

“1.24 We must make as much use as possible of previously-developed (‘brownfield’) land for homes – so that this resource is put to productive use, to support the regeneration of our cities, towns and villages, to support economic growth and to limit the pressure on the countryside. The Government is already pursuing a number of reforms to make this happen, as set out in the annex. 1.25 Going further, the presumption should be that brownfield land is suitable for housing unless there are clear and specific reasons to the contrary (such as high flood risk). To make this clear, we will amend the National Planning Policy Framework to indicate that great weight should be attached to the value of using suitable brownfield land within settlements for homes, following the broad support for this proposal in our consultation in December 2015.”

Our settlement boundary [HP1] and our windfall policy [HP7] both support and promote the use of brownfield sites – yet that is being challenged by developer as meaning that they are free to build outside the settlement boundary without any other justification. These policies have helped deliver 98 new homes since 2011 to date.

“1.30 Reflecting proposals set out in the Government’s previous consultation on changes to the National Planning Policy Framework,(27) we will: • amend national policy to expect local planning authorities to have policies that support the development of small ‘windfall’ sites (those not allocated in plans, but which come forward on an ad hoc basis); and • indicate that great weight should be given to using small undeveloped sites within settlements for homes, where they are suitable for residential development.(28)

We are already in compliance with first bullet point – so definitely sharing the Government's view on sustainable development!!

(ii) Use of local knowledge

“1.33 We are proposing a number of additional changes to the National Planning Policy Framework to: • give much stronger support for sites that provide affordable homes for local people;(29) • highlight the opportunities that neighbourhood plans present for identifying and allocating sites that are suitable for housing, drawing on the knowledge of local communities;”

Support not just for our requirement for affordable housing [may be able to go higher in review] but also our current point that **NP allows for LOCAL KNOWLEDGE & that perhaps should carry substantial weight as well.**

Sheena McMurtrie LL.B.; LL.M.

February 2017



Buckingham Town Council

Standing Orders

Date Agreed: 20.02.17
Minute Number:
Prepared by: Mr. C.P. Wayman
Version: 8.5

1. Meetings

- 1.1 Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- 1.2 When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
- 1.3 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- 1.4 Subject to standing order 1.3 above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda
- 1.5 The period of time which is designated for public participation in accordance with standing order 1.4 above shall not exceed 15 minutes.
- 1.6 Subject to standing order 1.5 above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- 1.7 In accordance with standing order 1.4 above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- 1.8 In accordance with standing order 1.7 above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- 1.9 A record of a public participation session at a meeting shall be included in the minutes of that meeting.

- 1.10 A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking. At committee meetings a person shall raise their hand when requesting to speak and may remain seated.
- 1.11 Any person speaking at a meeting shall address their comments to the Chairman.
- 1.12 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- 1.13 A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:
- Film, photograph or make an audio recording of a meeting;
 - Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- 1.14 In accordance with standing order 1.3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- 1.15 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman.
- 1.16 The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- 1.17 Subject to standing order 1.25 below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- 1.18 The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing order 2.8 below.*)
- 1.19 Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- 1.20 The minutes of a meeting shall record the names of councillors present.
- 1.21 If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- 1.22 The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- 1.23 An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing orders 7 and 8 below.*)
- 1.24 No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.
- 1.25 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- 1.26 Meetings shall not exceed a period of 3 hours.

2. Ordinary Council meetings

See also standing order 1 above

- 2.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- 2.2 Annual Statutory meeting; In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which new councillors elected to office. In a year which is not an election year, the annual meeting of a council shall be held on such a day in May as the council may direct.
- 2.3 In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- 2.4 The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.
- 2.5 The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- 2.6 The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual

meeting of the Council.

- 2.7 In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- 2.8 In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- 2.9 In an election year, delivery by councillors of their declarations of acceptance of office.
- 2.10 Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
- 2.11 Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting, the business of the annual meeting shall include:
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - ii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - iii. Review of the terms of reference for committees;
 - iv. Appointment of members to existing committees;
 - v. Appointment of any new committees.
 - vi. Review and adoption of appropriate standing orders and financial regulations;
 - vii. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - viii. Review of representation on or work with external bodies and arrangements for reporting back;
- 2.12 In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the Full Council meeting every seven weeks;
- 2.13 Interim Council Meetings every seven weeks between Full Council meetings for progress of urgent business and any Standing Committee recommendations.
- 2.14 The Chairman of the Council may convene an extraordinary meeting of the council at any time
- 2.15 If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the

council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

2.16 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

2.17 There will be a public session, normally lasting 15 minutes, held prior to all Council meetings except for the Annual Statutory meeting.

3. Proper Officer

3.1 The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

3.2 The Council's Proper Officer shall do the following:

3.2.1 The Proper Officer shall, at least three clear days before a meeting of the council, a committee or a sub-committee, serve on councillors, by delivery or post at their residences or by email, a signed summons confirming the time, place and the agenda provided that any such email contains the electronic signature and title of the Proper Officer." Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them.

~~Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.~~

3.2.2 Subject to standing orders 4.1 – 4.5 below, include in the agenda all motions in the order received unless a councillor has given written notice at least 4 clear days before the meeting confirming his withdrawal of it.

3.2.3 Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3.2.1] OR [3.2.2] above.

3.2.4 Make available for inspection the minutes of meetings.

3.2.5 Receive and retain copies of byelaws made by other local authorities.

3.2.6 Receive and retain declarations of acceptance of office from councillors.

- 3.2.7 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 3.2.8 Keep proper records required before and after meetings;
- 3.2.9 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- 3.2.10 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 3.2.11 Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- 3.2.12 Arrange for legal deeds to be sealed using the Council's common seal and witnessed.
(See also standing orders 14.1 and 14.2.)
- 3.2.13 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- 3.2.14 Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose. Record all consultations replied to in a book for such purposes.
- 3.2.15 Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee.
- 3.2.16 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- 3.2.17 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4. Motions requiring written notice

- 4.1 In accordance with standing order 3.2.3 above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 4 clear days before the next meeting.
- 4.2 The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4.1 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 4.3 If the Proper Officer considers the wording of a motion received in accordance with

standing order 4.1 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 4 clear days before the meeting.

- 4.4 If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- 4.5 Having consulted the Chairman or councillors pursuant to standing order 4.4 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- 4.6 Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- 4.7 Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- 4.8 Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5. Motions not requiring written notice

- 5.1 Motions in respect of the following matters may be moved without written notice.
 - 5.1.1 To appoint a person to preside at a meeting.
 - 5.1.2 To approve the absences of councillors.
 - 5.1.3 To approve the accuracy of the minutes of the previous meeting.
 - 5.1.4 To correct an inaccuracy in the minutes of the previous meeting.
 - 5.1.5 To dispose of business, if any, remaining from the last meeting.
 - 5.1.6 To alter the order of business on the agenda for reasons of urgency or expedience.
 - 5.1.7 To proceed to the next business on the agenda.
 - 5.1.8 To close or adjourn debate.
 - 5.1.9 To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 - 5.1.10 To appoint a committee or sub-committee or any councillors (including substitutes) thereto.

- 5.1.11 To receive nominations to a committee or sub-committee.
 - 5.1.12 To dissolve a committee or sub-committee.
 - 5.1.13 To note the minutes of a meeting of a committee or sub-committee.
 - 5.1.14 To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
 - 5.1.15 To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - 5.1.16 To authorise legal deeds to be sealed by the Council's common seal and witnessed.
(See *standing orders 14.1 and 14.2 below.*)
 - 5.1.17 To authorise the payment of monies up to £5,000.
 - 5.1.18 To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - 5.1.19 To extend the time limit for speeches.
 - 5.1.20 To exclude the press and public for all or part of a meeting.
 - 5.1.21 To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - 5.1.22 To give the consent of the Council if such consent is required by standing orders.
 - 5.1.23 To suspend any standing order except those which are mandatory by law.
 - 5.1.24 To adjourn the meeting.
 - 5.1.25 To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - 5.1.26 To answer questions from councillors.
- 5.2 If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6. Rules of debate

- 6.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- 6.2 Subject to standing orders 4.1 – 4.5 above, a motion shall not be considered unless it has been proposed and seconded.
- 6.3 Subject to standing order 3.2.3 above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.

- 6.4 A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- 6.5 A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- 6.6 Any amendment to a motion shall be either:
- 6.6.1 to leave out words;
 - 6.6.2 to add words;
 - 6.6.3 to leave out words and add other words.
- 6.7 A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- 6.8 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- 6.9 Subject to Standing Order 6.8 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- 6.10 Pursuant to standing order 6.8 above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- 6.11 If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- 6.12 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 6.13 The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- 6.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- 6.15 Subject to standing orders 6.13 and 6.14 above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- 6.16 During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A

Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

6.17 A point of order shall be decided by the Chairman and his decision shall be final.

6.18 With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

6.19 Subject to standing order 6.15 above, when a councillor's motion is under debate no other motion shall be moved except:

6.19.1 to amend the motion;

6.19.2 to proceed to the next business;

6.19.3 to adjourn the debate;

6.19.4 to put the motion to a vote;

6.19.5 to ask a person to be silent or for him to leave the meeting;

6.19.6 to refer a motion to a committee or sub-committee for consideration;

6.19.7 to exclude the public and press;

6.19.8 to adjourn the meeting;

6.19.9 to suspend any standing order, except those which are mandatory.

6.20 In respect of standing order 6.19.4 above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7. Code of conduct (England)

See also standing orders 1.4 – 1.10 above

7.1 All councillors shall observe the code of conduct adopted by the Council.

7.2 All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

7.3 If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7.4 below only if members of the public are

permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

- 7.4 Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

8. Questions

8.1 A councillor may seek an answer to a question concerning any business of the Council provided 3 clear days notice of the question has been given to the Proper Officer.

8.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

8.3 Every question shall be put and answered without discussion.

9. Minutes

9.1 If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

9.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5.1.4 above.

9.3 Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

9.4 If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the held on [date] in respect of were a correct record but his view was not upheld by the majority of the and the minutes are confirmed as an accurate record of the proceedings.”

9.5 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10. Disorderly conduct

10.1 No person shall obstruct the transaction of business at a meeting or behave offensively

or improperly.

- 10.2 If, in the opinion of the Chairman, there has been a breach of standing order 10.1 above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 10.3 If a resolution made in accordance with standing order 10.2 above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11. Reversing of previous resolutions

- 11.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- 11.2 When a special motion or any other motion moved pursuant to standing order 11.1 above has been disposed of, no similar motion may be moved within a further 6 months.

12. Voting on appointments

- 12.1 Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

13. Expenditure

- 13.1 Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- 13.2 The Council's financial regulations shall be reviewed once a year.
- 13.3 The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- 13.4 For any contract to be awarded by the Council for works costing over £500.00 (five hundred pounds sterling) but under £5,000.00 (five thousand pounds sterling), a minimum

of three quotations shall be obtained; and for contracts for the supply of goods, materials, services and the execution of works over £5,000.00 (five thousand pounds sterling) in value, a minimum of three closed tender bids shall be obtained.

13.5 Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time (the council must consider whether the Public Contracts regulation 2006 (SI No 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

14. Execution and sealing of legal deeds

See also standing order 5.1.16 above

14.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

14.2 In accordance with a resolution made under standing order 14.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.

15. Committees

See also standing order 1 above

15.1 The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

15.1.1 shall determine their terms of reference;

15.1.2 may permit committees to determine the dates of their meetings;

15.1.3 shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;

15.1.4 may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 3 days before the meeting that they are unable to attend;

15.1.5 an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15.1.4 above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

15.1.6 may in accordance with standing orders, dissolve a committee at any time.

16. Sub-committees

See also standing order 1 above

16.1 Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17. Extraordinary meetings

See also standing order 1 above

17.1 The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

17.2 If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

17.3 The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

17.4 If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

18. Advisory committees

See also standing order 1 above

18.1 The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

18.2 Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

19. Estimates/precepts

19.1 The Council shall approve written estimates for the coming financial year at its meeting

before the end of January.

19.2 Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

20. Canvassing of and recommendations by councillors

20.1 Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

20.2 A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

20.3 This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

21. Inspection of documents

21.1 Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

22. Unauthorised activities

22.1 Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

22.1.1 inspect any land and/or premises which the Council has a right or duty to inspect; or

22.1.2 issue orders, instructions or directions.

23. Confidential business

23.1 Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

23.2 A councillor in breach of the provisions of standing order 23.1 above may be removed

from a committee or a sub-committee by a resolution of the Council.

24. Variation, revocation and suspension of standing orders

24.1 Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

24.2 A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

25 Standing orders to be given to councillors

25.1 The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

25.2 The Chairman's decision as to the application of standing orders at meetings shall be final.

25.3 A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.