

AYLESBURY VALE DISTRICT COUNCIL

Administration

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Our Ref: WRA
Your Ref:

26 April, 2012



ANNUAL COUNCIL

A meeting of the Aylesbury Vale District Council will be held at **6.30 pm** on **9 May, 2012** in the **Oculus, The Gateway, Gatehouse Road, Aylesbury**, when your attendance is requested.

Contact Officer for meeting arrangements: Bill Ashton (01296) 585040

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**
- 4 **MINUTES**

To approve as a correct record the Minutes of the meeting held on 18 April, 2012.
(Copy attached as Appendix A).

- 5 **DECLARATIONS OF INTEREST**

Members to declare any personal or prejudicial interests.

- 6 **ANNOUNCEMENTS**

(a) **Chairman of the Council**

(b) **Leader/Cabinet Members**



INVESTOR IN PEOPLE

Administration

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COMMITTEE MEETINGS

At the conclusion of the above business the Committees of the Council (with the exception of Standards) will meet for the purposes of appointing Chairmen and Vice-Chairmen. An order of business, with Agendas for each Committee, have been circulated separately.

**MINUTES OF THE PROCEEDINGS OF A MEETING OF THE AYLESBURY
VALE DISTRICT COUNCIL**

18 April, 2012

PRESENT: Councillor D R Isham (Chairman); Councillors C Adams, M R Beall, Mrs J Blake, N C Blake, Mrs J Bloom, A G Bond, Mrs J Brandis, J W Cartwright, M P J C Cashman, Mrs S Chapple, J R Chilver, P A Cooper, M T Edmonds, P J Fealey, B Foster, Mrs D A Glover, P J C Hughes, T Hunter-Watts, T Hussain, A Huxley, S Jarvis, S Kennell, R W Khan, S Lambert, Miss P J R Lewis, T A Mills, L Monger, H J Mordue, Mrs C M Paternoster, S J Patrick, Mrs P D J Pearce, Mrs J Phipps, Mrs S F Polhill, C Poll, M J Rand, Mrs S Renshell, Miss G F Reynolds, C G Richards, Mrs F D Roberts MBE, B Roberts, Mrs B M Russel, Mrs L Smith, M Smith, Sir Beville D Stanier Bt., P Strachan, R Stuchbury, D B Thompson, B Tyndall, D A Vick, A G Ward, Mrs J Ward, M Winn and P Yerby.

APOLOGIES: Councillors S Bowles, Mrs A C Davies, A Douglas-Bate MBE, M Hawkett, Strachan and Mrs R Takodra MBE.

SILENT TRIBUTE

Prior to the commencement of the formal business of the meeting, all those present stood for a minute's silence in memory of the following former Members of the Authority and employee, all of whom had passed away recently:-

Mr William Hunter - Former Councillor for the Quinton Ward from 1991 to 1995.

Mrs Heather Howes - Former Councillor for the Brill Ward from 1995 to 1999.

Mr Bryan Round - Former Councillor for the Wingrave Ward from 1983 to 1999, and Honorary Alderman from 2003.

Mrs Winifred Carslake - Former Councillor for the Haddenham Ward from 1973 to 1987.

Mr Kenneth Roy Smith - Caretaker at the Gateway Offices from 2007 to 2012.

1. MINUTES

RESOLVED –

That the Minutes of 22 February, 2012, be approved as a correct record.

2. ANNOUNCEMENTS

(a) Chairman of the Council

(i) Events Attended by the Chairman

Members were informed that the Chairman had represented the Council at sixteen events since 2 March, 2012, including:-

- A business lunch at Aylesbury College attended by H R H the Duke of York.
- The presentation of a long service award to a Stone-with-Bishopstone and Hartwell Parish Councillor.
- Buckingham University Graduation ceremony.
- Buckingham Town Mayor's Civic Service.
- A service held at St. Mary's Church Aylesbury to mark International Women's Day.

(ii) Chairman's Reception/Opening of New Offices

Members were reminded to respond as quickly as possible to the invitation to the above event on 4 May, 2012.

(iii) Florence Nightingale Hospice

Members were invited to sponsor a run by a photographer of the Bucks Herald newspaper in aid of the Florence Nightingale Hospice, which was one of the Chairman's nominated charities.

(iv) Access Cards to Offices

New access cards for the Gateway offices were circulated to Members. The cards would also operate the print hubs and instructions on how to use them were circulated also. Members were invited to contact officers directly should they experience any particular difficulties.

(b) Leader of the Council/Cabinet Members

There were none.

3. PETITIONS/DEPUTATIONS

There were none.

4. QUESTION TIME

Members had the opportunity to ask questions of individual Cabinet Members and Committee Chairmen:-

(a) “Microbusinesses Breakfast Club”

The Cabinet Member for Economic Development indicated that he would pursue the suggested creation of a “Breakfast Club for Microbusinesses”, using the new conference facilities at the Gateway. The Cabinet Member acknowledged the fact that this would be a particularly innovative approach to supporting the needs of small businesses and would complement the general approach to economic development outlined in the Economic Development Strategy Action Plan, referred to elsewhere in these Minutes. In connection with the latter, and in response to complimentary comments about the Council’s approach to the promotion of new inward investment, the Cabinet Member also mentioned the leading role being taken by the Authority in the promotion of “Telecare”, a facility to help the disabled to remain in their own homes and thereby retain their independence.

(b) Planning Division Establishment

The Cabinet Member for Planned Development, Design and Conservation was appreciative of Members’ acknowledgement of the hard work of the Planning Division in its endeavours to meet all its obligations during a time of significant change in this particular field. The Cabinet Member indicated that whilst she did not necessarily wish to impose any additional responsibilities on officers at this busy time that might deflect them from meeting their agreed work programmes, she would pursue discussions with the Head of Planning as and when appropriate concerning the need, if any, for a review of the staffing establishment of the Division.

(c) Localised Council Tax Benefits

The Cabinet Member for Resources indicated that discussions were being pursued with Bucks County Council and the other District Councils in Bucks regarding possible options for consultation on a localised Council Tax Benefits Scheme. A report on the outcome of those discussions would be brought to Cabinet in due course. The need to introduce a localised scheme arose from the Government’s decision to reduce by approximately 10% the funding of the benefit from national resources. The Cabinet Member acknowledged that in all probability, the largest impact of any local scheme would be felt by those within the community who were in employment but on low incomes. The Council had opposed the changes during the Government consultation, but it was now clear that local authorities would be required to have a local scheme in place by April, 2013.

(d) Waterside Academy

The Cabinet Member for Economic Development reported that discussions were continuing with two potential partners regarding the establishment of this facility on the Waterside redevelopment site. It seemed highly likely that the original construction programme could not be adhered to, but the indications were that the discussions with the parties concerned would lead to a satisfactory outcome.

(e) Future Grass Cutting and Street Cleansing Arrangements

The Cabinet Member for Leisure confirmed that Bucks County Council had agreed to participate in the yearlong extension to the existing grass cutting contract. The County Council had not however reached any firm conclusion regarding its involvement or otherwise in any new combined contract. It was confirmed that, certainly in the short term, there would be no changes in the current arrangements

that Parish Councils might have for cutting grass on land in the County Council's ownership.

(f) Beech Green, Aylesbury

The Cabinet Member for Leisure confirmed that he was aware of the narrow carriageway at this location, and would ask officers to investigate the options for protecting the adjoining grassed area from encroachment by motor vehicles having regard to the land ownership issues.

(g) Wind Turbine Policy

The Cabinet Member for Strategic Planning gave a resume of the work undertaken by a cross party task and finish group, appointed by the Environment Scrutiny Committee, to develop policy recommendations for consideration by her for eventual inclusion within the Vale of Aylesbury Plan. It was acknowledged that this was a good example of how Scrutiny Committees could help shape future Council policies.

In connection with this matter, the Cabinet Member for Planned Development, Design and Conservation advised Members that an application to develop a wind farm at Quarrendon Fields had been allowed on appeal.

(h) Swan Pool, Buckingham

The Cabinet Member for Leisure reiterated the response given to a similar question at a previous Council meeting, namely, that consultations were currently taking place with users of the facility in order to assess their aspirations for the future. It would of course be necessary to develop a viable business case for any future improvements, and work on this would proceed after the completion of the Aqua Vale scheme, taking account of the consultation responses.

(i) Land Speculation

The Cabinet Member for Economic Development indicated that he had not yet had a response from the local Members of Parliament concerning the concerns raised previously by Members about an apparent increase in the incidence of land speculation by developers seeking quick financial returns, but without any apparent regard to the character of a particular area.

(j) New Homes Bonus Scheme

The Cabinet Member for Resources indicated that the deadline for the receipt of comments from Parish/Town Councils and other bodies such as the North Bucks Planning Consortium, in relation to the potential future use of New Homes Bonus Scheme funds was the end of April. Comments/views would then be collated and arrangements made for meetings with interested parties which would inform future reports to Cabinet.

(k) Drought Measures

In response to comments about the recent domestic hosepipe ban and concerns expressed in the media over water supplies generally during the recently announced "drought situation", the Cabinet Member for Strategic Planning indicated that Thames

Water was a statutory consultee in relation to planning applications and that its comments were a material consideration in the determination of such applications.

The Cabinet Member for Environment and Health confirmed that the Council would continue to promote the use of water butts as a sustainable means to irrigate gardens etc.

(l) Olympic Torch Relay (and other) Arrangements

The Cabinet Member for Leisure confirmed that the relevant Director responsible for the co-ordination of the Council's input to the Olympic Torch Relay and the Paralympic Torch Festival was Matthew Partridge. The Director was liaising with relevant parties, including the police in relation to all the health and safety aspects of these events. The concerns raised by some Members about some of the health and safety issues would be addressed by the Director in his meetings with the other agencies involved. Members were assured that the Council took its responsibilities in this particular field very seriously.

The Cabinet Member for Leisure reminded Members that the main venues for Paralympic events were in London, but that Stoke Mandeville Stadium, the internationally recognised home of sport for disabled people, would be used as a training camp by both able bodied and disabled sportsmen and women.

(m) Disabled Access to Public Buildings

The Cabinet Member for Planned Development, Design and Conservation confirmed that the Council had a statutory responsibility to ensure that all its buildings were accessible to people with mobility problems. The Cabinet Member for Community Matters reminded Members of the Council's Equalities Strategy and of the arrangements in place for assistance towards disabled adaptations in residential properties. Disability adaptations also formed part of the discussions taking place in connection with the need for an "Armed Forces Covenant".

(n) On-Street Parking Enforcement

The Cabinet Member for Civic Amenities noted a number of issues raised in connection with on-street car parking enforcement which were now the responsibility of Bucks County Council. These included the unauthorised use of residents' parking bays, the alleged lack of customer care and the fact that there appeared to be few Wardens on duty. The Cabinet Member confirmed that he had regular meetings with relevant County Members and officers and that he would raise the issues now drawn to his attention at the next appropriate meeting.

(o) Energy from Waste (EFW) Plant

The Leader of the Council explained briefly the position concerning the County Council's consideration of the planning application submitted for an EFW plant at Calvert. The Cabinet Member for Planned Development, Design and Conversation reminded Members that this Authority had objected formally to this proposal as part of its response to the Bucks Waste Core Strategy consultation.

5. ECONOMIC DEVELOPMENT STRATEGY REFRESH 2011 – 2014

Consideration was given to a report, similar to that submitted to Cabinet on 3 April, 2012, outlining the factors taken into account in refreshing the Economic Development Strategy and developing an Action Plan covering the period up to 2014.

The main drivers for the refresh were as follows:-

- The need to take account of the current national and local economic position.
- The need to focus on areas of increasing importance to the business community.
- To ensure that the Council was in the best possible position to respond to Government funding initiatives.
- To strengthen collaborative partnerships with Local Enterprise Partnerships (LEPs), developers, educational institutions, Stoke Mandeville NSIC, Silverstone and other supporting bodies.
- To ensure that the Economic Development Strategy was fully integrated with the emerging Vale of Aylesbury Plan.

The refresh had been the subject of consultation with LEPs and the business community. The matter had also been the subject of discussion by the Economy Scrutiny Committee, which had been supportive of the proposals and Action Plan. Detailed issues raised by the Committee had been taken fully into account in finalising the draft document now before Council.

During the course of the debate Members commented on a number of issues, including the following:-

- The need to delete any references that might be perceived to pre-empt the development of the Vale of Aylesbury Plan.
- The need for a positive programme to ensure that employment sites were brought on stream as a matter of priority and that the Council stood firm in resisting alternative uses unless the evidence for this was overriding.
- The need for positive and practical strategies designed to support and encourage “microbusinesses”.
- The need to give strong emphasis to the creation of employment opportunities that match the proposed housing growth within the Vale.
- The recognition that ALUTS was a disincentive to the successful delivery of economic growth within the Vale.
- The need for the dissemination of information to schools designed to encourage and promote engineering career opportunities.
- Perhaps greater recognition of the importance of high speed broadband to the successful delivery of economic growth.

- Greater recognition of the importance of improving the Vale's road infrastructure.
- A recognition that economic growth was an intrinsic element to the population growth of the Vale.
- The need to consider all the resource requirements necessary to ensure successful delivery of the Council's Economic Strategy Action Plan.
- The need to publicise more widely/effectively the support available from the Council to assist local businesses experiencing the difficulties of operating in a constrained economic environment, both locally and nationally.
- The need to recognise fully the interrelationship between town centre regeneration and economic growth.

Councillor Lambert proposed an amendment to the original proposition, moved by Councillor Edmonds and seconded by Councillor Mrs Glover (that the report recommendation be formally adopted), to the effect that the establishment of the Economic Development Team be increased to ensure the successful delivery of the Action Plan. The amendment was seconded by Councillor M Smith.

However, upon being given an undertaking by Councillor Edmonds, as Cabinet Member for Economic Development, that detailed consideration would be given to a possible increase in the establishment of the economic development delivery team within the context of the Council's aspirations as expressed within the Action Plan, the mover and seconder, with the consent of the Council, agreed to withdraw the amendment.

It was thereupon

RESOLVED –

That the Economic Development Strategy Refresh and Action Plan appended to the Council report, be approved and adopted, subject to any changes the Cabinet Member for Economic Development considered were appropriate in the light of the comments expressed at this meeting.

6. CLOUD COMPUTING STRATEGY

Council received a report explaining “cloud computing” and the rationale behind its introduction to AVDC. “Cloud computing” offered significant advantages because cost reductions could be achieved by virtue of the fact that the IT Division would not have to maintain, replace and constantly upgrade computer servers and the software that underpinned current applications. Systems would in future be acquired from the internet.

AVDC's IT Strategy had accordingly been built around “cloud computing” and a copy of the Strategy document was submitted. The IT Division had undertaken a number of “proof of concept” pilots which had demonstrated the feasibility of the Strategy.

There were some risks associated with “cloud computing”, as outlined in the Council report, but these were clearly outweighed by the benefits. The challenge was to manage those risks effectively, ensuring that suppliers had adequate security

provisions, that data was held within the EU and that suppliers were managed effectively. A similar report had been considered by Cabinet on 6th March, 2012, and the issues associated with the proposed Strategy were set out in greater detail in the Minutes of that meeting. Cabinet had commended the Strategy for approval by Council.

During the course of the discussions, Members took the opportunity to thank IT staff for their work in connection with the relocation of staff from the High Street to the new Gateway offices.

Having indicated that he intended to invite Members on a cross party basis to participate in the Information Governance Group, and to include discussions within the Group on the use of social media, it was proposed by Councillor N Blake, seconded by Councillor Bond and

RESOLVED –

(1) That the on-going work on “cloud computing” and the development of an Information Technology Strategy on which to base the future direction of IT within AVDC, be noted.

(2) That, being satisfied that the Strategy was sound and reflected the level of support required from IT to deliver the Council’s Corporate Plan, the Strategy document appended to the Council report be approved.

7. ANNUAL SCRUTINY REPORT 2011 – 2012

Council received the Annual Scrutiny Report for 2011/2012, as required by the Constitution and it was,

RESOLVED –

That the Annual Scrutiny Report for 2011/2012 be noted.

8. AYLESBURY VALE DISTRICT COUNCIL: PAY POLICY

The Localism Act had introduced responsibilities for local authorities to publish an annual pay policy statement. Such statements had to articulate an authority’s own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or chief officers) and its lowest paid employees. Accordingly, a draft policy had been prepared in accordance with Government guidance and had been considered by the General Purposes Committee on 2 April, 2011. Details of the factors taken into account in preparing the policy statement were included in the Council report and had been summarised in the Minutes of the General Purposes Committee.

It was proposed by Councillor Cartwright, seconded by Councillor Mrs J Blake and

RESOLVED –

That the Pay Policy attached as an Appendix to the report submitted be approved.

9. PAY AWARD FOR STAFF – 2012

Council received a report on discussions between the Member Pay Negotiating Team and Trades Union and employee representatives concerning the pay award for staff on Hay salary grades for the year 2012/2013 (effective from 1 April, 2012).

Having listened to the points raised by the Unions/employee representatives and taking into account the Council's overall financial position, the Member Pay Negotiating Team had agreed to recommend to Council that an award of £250 (pro rata for part time staff), be made to the lowest paid staff within the Council i.e. those staff on Grades 1 and 2. This would mean that 221 AVDC staff (43% based on the current establishment) would receive a pay award for 2012/2013.

In addition, the Pay Negotiating Team had offered to examine and make changes to the flexi-time system, which would benefit and improve the working lives of all office based staff, but would not have any direct financial cost to the Council. A written response to a number of questions posed by him in advance of the discussion, was furnished to Councillor Lambert.

In acknowledging that the Trades Unions/employee representatives had asked for a further meeting to formally conclude discussions for 2012, it was

RESOLVED –

(1) That the pay award as set out in paragraph 3.5 of the report submitted for staff on Hay salary grades SG1 and SG 2 with effect from 1 April, 2012, be approved.

(2) That the estimated cost of the award (£81,000) be funded from General Fund Working Balances, and then built into budget planning for future years.

Note:

Councillor Richards asked that his abstention from voting on this matter be recorded in the Minutes.

9. WRITTEN QUESTIONS

Written questions had been submitted by Councillor Cashman to the Cabinet Member for Strategic Planning. (The questions and the written responses are attached as an Appendix). There were no supplementary questions.

10. NOTICE OF MOTION: HOUSES IN MULTIPLE OCCUPATION (HMOs): BUCKINGHAM

The following was submitted by Councillor Stuchbury and seconded by Councillor Beall:-

“Houses in Multiple Occupation (HMOs). Council is asked to debate the on-going substantial growth of student expansion into houses in multiple occupation (HMOs) within Buckingham.

I seek to gain Council understanding and support to look long term at houses in multiple occupation in Buckingham. We as the local planning authority for Buckingham should be seen to debate this matter publicly. (Buckingham has gained

through having a university. Through placing this before Council I seek not to undermine this).

We the Councillors do though have to think long term. If Members do not debate such matters to find a common understanding of the public concerns in an open way, gaining cross party agreement and recognising how the growth of HMOs will change Buckingham and could be detrimental to the wider public within the Buckingham community, we as a Council could be seen to be out of touch.

Through high private rents and lack of public body control in these types of development and growth in HMOs in Buckingham at this time with the student lives becoming part of housing estates at night time and daily living in our community, is leading to the break down in understanding between the wider community and Buckingham University to the detriment of the town. If through debate, an understanding of this can be gained, then debate is what I seek.

To ask that HMOs form part of the Vale of Aylesbury Plan, thereby asking the Cabinet Member for Strategic Planning to bring forward a report into HMOs within Buckingham, which looks long at long term planning and growth in student population within Buckingham, then placing this Authority as the leader in understanding its own community concerns in the growth of HMOs within the wider Vale and Buckingham”.

Councillor Stuchbury explained the rationale behind the Motion. The Motion then stood referred to Cabinet on 15 May, 2012, for report back to Council on 11 July, 2012.

COUNCIL: 18 April, 2012

WRITTEN QUESTIONS

A. Question(s) submitted by Councillor Cashman to the Cabinet Member for Strategic Planning.

QUESTION(S)

“On 6 December, 2010, the Department for Communities and Local Government (DCLG) announced that: “neighbourhoods will be the building blocks of the Big Society” and that “local people – rather than town hall officials – will lead the way in shaping their community”. It also stated that some, named, councils had “already shown an interest in working with their communities”.

In the same month a letter from Greg Clark, the Minister for Planning, invited all local planning authorities (LPAs) to consider participating in a “Front Runners Scheme”. Under this scheme, grants of £20,000 were available to individual town and parish councils to help them in the preparation of a neighbourhood plan. But “to be eligible for Front Runner funding, the local authority had to apply on behalf of town and parish councils, or potential neighbourhood forums, under the Localism Act”. (Information from the DCLG).

Between December, 2010 and November, 2011, the DCLG, on five occasions, encouraged bids for five separate waves of grant applications. Aylesbury Vale District Council chose not to inform its 110+ parish and town councils of this funding opportunity. As a result, the majority of town and parish councils remained in ignorance of this potential funding, and some councils chose not to proceed further with a neighbourhood plan on the grounds of affordability. Had they been advised that they could apply for funding, they would probably have been successful, as only “a few applications” were turned down, while over 200 were approved. (Information from the DCLG)

Will you please explain:-

(a) Why, over eleven months, the Council did not advise all of the town and parish councils in the Vale of this funding opportunity?

(b) Five town and parish councils in the Vale did apply for funding and each received £20,000: Chilton, Buckingham, Great Horwood, Wing and Quainton. To avoid perceptions of the Council itself having selected favoured cases, will you confirm that these councils heard about the potential funding from sources other than the Council, its Members or officers?

(c) Had even a quarter of the District’s town and parish councils applied for this funding and, as was the case nationally, “only a few” had been unsuccessful, how does the District Council defend its failure to take advantage of an opportunity to help inject hundreds of thousands of pounds of Government money into the vale’s economy at a time when it is so desperately needed?

(d) In the light of the above, in what ways does the District Council now propose to show its commitment to localism and to partnership working with the parish and town councils of the Vale?"

RESPONSE(S)

Response to question (a)

"The front runner funding mechanism was run directly by Government and was available for all parish and town councils to apply. There was no request from Government for us to promote the opportunity; rather our role was to act as a conduit for bids (due to the funding rules the Government has to abide by). Government was clear that any bids for funding should originate from the "bottom up".

All town and parish councils were asked in late 2010 and through to early 2011 to indicate if they were considering growth in their areas (as part of the Vale of Aylesbury Plan) and/or whether they were considering developing a neighbourhood plan. Where they did, officers visited those parishes (by far the vast majority in the Vale) to talk to them about the new planning process, including neighbourhood planning.

Where a community highlighted that they wished to consider working on a neighbourhood plan, they were informed of funding available at that point. As such, those local councils were informed of the ability to bid for funding where this was appropriate, based upon their own response to questions. Communities who did not express an interest were not informed of the funding opportunity as their genuine support for a neighbourhood plan was an essential criterion to gain funding.

Local councils and local Members were also informed of the funding opportunities through Members' briefings, and through newsletters/letter over the Spring and Summer of 2011."

Response to question (b)

"The Council categorically has not chosen favoured cases. In the case of Buckingham, the Town Council had identified the opportunity themselves and approached AVDC to support a bid. In other cases, bids were in reaction to those areas expressing interest in developing a neighbourhood plan when visited by an officer. During the bidding period, a number of other bids were being considered by parishes who for a variety of reasons subsequently decided not to pursue a bid."

Response to question (c)

"This Council has one of the highest levels of successful front runner applications. It is highly unlikely that we would have successfully received significantly more than we achieved, as one of the Government's decision making criteria was the level of support already given to local councils in each district (i.e. part of the Government criteria was to spread funding across the country).

We would, of course, have supported any further applications, however no other town or parish expressed interest in making an application.

During the Summer of 2011, we also offered a more limited round of funding bids to support neighbourhood planning where approaching £8,000 was allocated across parishes and town councils to support their work with communities regarding planning."

Response to question (d)

"I can confirm that this Council will continue the good work it has been doing during the course of the past 16 months with parish and town councils throughout the Vale, namely:-

- Briefing meetings open to all local councils regarding the changes to the planning system.
- The parish and town council stakeholder forums which commit the Council to working together to develop the Vale of Aylesbury Plan and giving them influence over the outcome.
- Continuing to publish newsletters and updates on changes to the planning system and developing the Vale of Aylesbury Plan and Neighbourhood Plans.
- Providing nominated planning policy support officers to act as the first point of call for parishes considering neighbourhood plans.
- Publishing AVDC's own guidance – both on neighbourhood plans and on communicating with communities.
- Producing "fast packs" to help parishes who are considering growth to have localised evidence information regarding planning issues for their area.
- Providing face to face meetings to support parishes considering neighbourhood plans.
- Supporting wider events to help inform parishes about the new planning system (in partnership with AVALC)."

AYLESBURY VALE DISTRICT COUNCIL

Administration

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26 April, 2012

To: All Members of the Council

Dear Member,

Annual Council: 9 May, 2012

(a) Election of Chairman/Appointment of Vice Chairman

Attached is a procedural note for the election of Chairman/appointment of Vice-Chairman of the Council for the ensuing year. No doubt Group Leaders will give some thought to proposers and seconders.

(b) Election of Committee Chairmen/Vice Chairmen

Also attached is a copy of the order of business for the Committee meetings which will take place immediately after the Council meeting for the purposes of electing Chairmen/Vice Chairmen for the ensuing year.

Yours sincerely,

Bill Ashton
Democratic Services Manager

Administration

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ANNUAL COUNCIL – 9 MAY, 2012

ELECTION OF CHAIRMAN AND APPOINTMENT OF VICE-CHAIRMAN

1. The formal business of the meeting will commence with the election of the Chairman of the Council for the ensuing year. This is item 2 on the Summons.
2. The present Chairman will indicate that, as he is a candidate, he will leave the room whilst the matter is under consideration. As the Chairman leaves, accompanied by the Chief Executive, **the Head of Administration will ask all present to stand.**
3. The Chairman's Secretary, who will be in the reception area, will return the Chain of Office to the Chairman's position in the Chamber.
4. The Vice-Chairman, Councillor Rand, who will not be wearing his Chain of Office, will take the Chair. When the Chief Executive returns, he will call on Councillor who will propose the election of Councillor This will be seconded by Councillor
5. The Vice-Chairman will ask if there are any other nominations and when the Council has made its decision, the Chief Executive will proceed to the reception area and return with the Chairman.
6. **When the Chairman enters the Chamber, the Head of Administration will ask those present to stand.**
7. On arrival at the top table, the Chairman will remain standing but will ask everyone else to sit. The Chairman's Secretary will take the Chain of Office from the table and will give it to the Vice-Chairman who will present it to the Chairman. The Chairman's Secretary will assist the Vice-Chairman as necessary.
8. The Chairman will make the Declaration, sit down and sign it, which will then be countersigned by the Chief Executive and handed to the Head of Administration.
9. The Chairman will then stand and address the Council. If Councillor Isham is not re-elected, he too will be invited to address the Council.
10. During these proceedings, the Vice-Chairman's Chain of Office will be on the table occupied by the Head of Administration.
11. **The Council will then proceed with item 3 on the Summons, which is the appointment of the Vice-Chairman.**
12. The Chairman will call on Councillor who will propose the appointment of Councillor and this will be seconded by Councillor The Chairman will then ask if there are any other nominations.

13. When the Council has decided on the appointment, the Chairman's Secretary will hand the Vice-Chairman's Chain of Office to the Chairman who will present it to the Vice-Chairman.
14. The Chairman's Secretary will wait and assist the Chairman if necessary.
15. The Chief Executive will hand the Declaration of Acceptance of Office to the Vice-Chairman who will stand, read and then sign. This will be countersigned by the Chief Executive and handed back to the Head of Administration.
16. The Vice-Chairman will then address the Council. If Councillor Rand is not re-appointed Vice-Chairman, he too will be invited to address the Council.
17. The Council will then proceed with the remainder of the business as shown on the Agenda.

ANNUAL COUNCIL – 9 MAY, 2012

COMMITTEE MEETINGS – ORDER OF BUSINESS

PAGE	COMMITTEE
1.	Communities Scrutiny Committee
2.	Economy Scrutiny Committee
3.	Environment Scrutiny Committee
4.	Resources and Corporate Performance Scrutiny Committee
5.	Appeals and Complaints Committee
6.	Audit Committee
7.	Development Control Committee
8.	General Purposes Committee
9.	Licensing Committee
10.	Strategic Development Control Committee

NOTE: The Standards Committee comprises independent Members and Parish representatives with voting rights and the appointment of a Chairman and Vice-Chairman will therefore be dealt with at the first ordinary meeting of that Committee.

AYLESBURY VALE DISTRICT COUNCIL

Administration

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Our Ref: DTW
Your Ref:

26 April, 2012



COMMUNITIES SCRUTINY COMMITTEE

A meeting of the Communities Scrutiny Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**



INVESTOR IN PEOPLE

Administration

The Gateway Gatehouse Road Aylesbury Bucks HP19 8FF
Fax (01296) 488887 DX 4130 Aylesbury
www.aylesburyvaledc.gov.uk



AYLESBURY VALE DISTRICT COUNCIL

Administration

Please ask for: Derek Willmer
Direct Line: (01296) 585060
Switchboard: (01296) 585858
Minicom Line: (01296) 585055
Email: dwillmer@aylesburyvaledc.gov.uk

Our Ref: DTW
Your Ref:

26 April, 2012



ECONOMY SCRUTINY COMMITTEE

A meeting of the Economy Scrutiny Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**



INVESTOR IN PEOPLE

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AYLESBURY VALE DISTRICT COUNCIL

Administration

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Direct Line: (01296) 585043
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Minicom Line: (01296) 585055
Email: csaunders@aylesburyvaledc.gov.uk

Our Ref: CS
Your Ref:

26 April, 2012



ENVIRONMENT SCRUTINY COMMITTEE

A meeting of the Environment Scrutiny Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
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Direct Line: (01296) 585043
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Minicom Line: (01296) 585055
Email: csaunders@aylesburyvaledc.gov.uk

Our Ref: CS
Your Ref:

26 April, 2012



RESOURCES AND CORPORATE PERFORMANCE SCRUTINY COMMITTEE

A meeting of the Resources and Corporate Performance Scrutiny Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**



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AYLESBURY VALE DISTRICT COUNCIL

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Email: csaunders@aylesburyvaledc.gov.uk

Our Ref: CS
Your Ref:

26 April, 2012



APPEALS AND COMPLAINTS COMMITTEE

A meeting of the Appeals and Complaints Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**



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AYLESBURY VALE DISTRICT COUNCIL

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Our Ref: CS
Your Ref:

26 April, 2012



AUDIT COMMITTEE

A meeting of the Audit Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**



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AYLESBURY VALE DISTRICT COUNCIL

Administration

Please ask for: Pam Bibby
Direct Line: (01296) 585042
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Email: pbibby@aylesburyvaledc.gov.uk

Our Ref: PMB
Your Ref:

26 April, 2012



DEVELOPMENT CONTROL COMMITTEE

A meeting of the Development Control Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**



INVESTOR IN PEOPLE

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AYLESBURY VALE DISTRICT COUNCIL

Administration

Please ask for: Bill Ashton
Direct Line: (01296) 585040
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Minicom Line: (01296) 585055
Email: bashton@aylesburyvaledc.gov.uk

Our Ref: WRA
Your Ref:

26 April, 2012



GENERAL PURPOSES COMMITTEE

A meeting of the General Purposes Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**



INVESTOR IN PEOPLE

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AYLESBURY VALE DISTRICT COUNCIL

Administration

Please ask for: Alice Fisher
Direct Line: (01296) 585041
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Minicom Line: (01296) 585055
Email: afisher@aylesburyvaledc.gov.uk

Our Ref: AF
Your Ref:

26 April, 2012



LICENSING COMMITTEE

A meeting of the Licensing Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**



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Minicom Line: (01296) 585055
Email: dwillmer@aylesburyvaledc.gov.uk

Our Ref: DW
Your Ref:

26 April, 2012



STRATEGIC DEVELOPMENT CONTROL COMMITTEE

A meeting of the Strategic Development Control Committee will be held immediately after the Council meeting on 9 May, 2012 in **The Oculus, The Gateway, Gatehouse Road, Aylesbury** when your attendance is requested.

L White
Head of Administration

AGENDA

- 1 **APOLOGIES**
- 2 **ELECTION OF CHAIRMAN**
- 3 **APPOINTMENT OF VICE-CHAIRMAN**



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