

COUNCIL MEETING

Date: 9 January 2012

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors:-

Sylvia Hughes	(Chairman of the Council)
Clive Wood	(Vice-Chairman of the Council)
Steven North	(Leader of the Council)
Philip Hardcastle	(Deputy Leader of the Council)

Peter Baden
David Bateman
Tony Boto
David Brackenbury
Wendy Brackenbury
Pauline Bradberry
Mike Finch
Richard Gell
Roger Glithero
Glenvil Greenwood-Smith
Glenn Harwood MBE
Marika Hillson
Marian Hollomon
Sylvia Hobbs
Sue Homer
Dudley Hughes

Barbara Jenney
David Jenney
Richard Lewis
Andy Mercer
Gill Mercer
Bob Nightingale
Brian Northall
Sarah Peacock
Ron Pinnock
David Read
Rupert Reichhold
Phillip Stearn
Peter Wathen
Pam Whiting
Colin Wright

Also Present: Graham Blagden (Chairman of the Standards Board)

328. APOLOGIES FOR ABSENCE

Councillors John Farrar, Anna Sauntson, Jeremy Taylor and Robin Underwood sent their apologies.

329. MINUTES

The minutes of the meeting held on 10 October 2011 and the Extraordinary meeting held on 29 November 2011 were approved and signed by the Chairman.

330. DECLARATIONS OF INTEREST

Councillors Roger Glithero, Philip Hardcastle, Sylvia Hughes, Richard Lewis, Andy Mercer and Brian Northall, and Graham Blagden declared a personal and prejudicial interest in item 11 (Treasury Management Strategy 2011/12) insofar as it related to Barclays Bank Ltd. as they had money invested with, or had shares in, the bank.

They left the room for the main part of the discussion and the voting on this item and the chair was taken by the Vice-Chairman.

331. ANNOUNCEMENTS BY THE CHAIRMAN AND CHIEF EXECUTIVE

The Chairman reported as follows:-

“We have, as Chairman and Consort, to date represented East Northamptonshire Council at over 70 events which have take place both inside the district and more broadly in the county.

Since the Council between 10 October and Christmas there was naturally an emphasis on sporting achievements and festive activities. The outstanding performances of our young people are always a joy and there have been County wide sports awards, Northamptonshire Community Foundation 10th Anniversary Awards, Northamptonshire Young Leaders and Youth Club awards and of course the astonishing performances of our young musicians in their Youth Concert. Here, we are ranked among the best in Europe.

Achievement in our district schools has also been acknowledged; we went to Latham’s C of E Primary School in Brigstock which has achieved recognition of an ‘outstanding’ OFSTED. Only 6% of junior schools in the UK attain this grade, so well done to all the staff and the head teacher.

As previously mentioned, one of the high points of the Chairman’s role is the privilege of visiting so many of our exquisite churches in this county; this quarter being no exception, the NCC civic service was held at the historic round Church of the Holy Sepulchre in Northampton and we also visited Daventry Parish Church and Thrapston Parish Church.

As part of the festive activities we were very pleased to be invited to the Rushden and Raunds Lights ‘switch on’ as well as the Raunds Town Council Coffee Morning. As music is central to the spirit of Christmas we attended Manor School Christmas Concert, the Serve sponsored ‘Sing for Serve’ in Park Road Baptist Church in Rushden as well as the Rotary Carol Service at the beautiful Irthlingborough Parish church. Our final event before the holiday was an exquisite ‘Baroque Christmas by Candlelight’ performance sponsored by the Oundle Music Trust.

The Chairman’s charity event in aid of the charity Rushden MIND, Dr Busker, raised £1,500. Thank you to all of you who supported the event; it was a great success.

We are promoting the Volunteer Awards and the International Women’s day event on 9 March. But the number one focus is our next event which is the Valentine event of the year. It is on Saturday 11 February at Brigstock Village Hall. Please shake out of the moth balls from your wedding outfits of the past. The charity for which we are fundraising is Life Education Centres; you have already had an opportunity at a previous meeting to visit the trailer which promotes healthy lifestyles and especially the avoidance of using illegal drugs.

My Civic service is to be held in the fine Anglo Saxon Church in Brigstock at 3:00 pm on 26 February when the Bishop of Brixworth will be conducting the service.

I do hope you can support both of these events.

Finally, I would like to welcome our new Member Services Officer, David Pope, to his first council meeting.”

The Chief Executive referred to the member briefing issued on 5 January on the Nene Centre Roof. Members had also raised a number of questions on this issue. He would be responding to these questions and would circulate the responses to all members. He also referred to the briefing which had been given by Councillor David Jenney to members at the Conservative group meeting and advised that Councillor Jenney would be pleased to talk to any members of the council who had further questions or concerns. Further formal member briefings would be issued as matters progressed.

332. LEADER'S ADDRESS

The Leader of the Council addressed the meeting as follows:-

“Good evening Chairman and members and a happy new year.

This is going to be a very difficult year. I reported in my address in May and in previous Leader's statements that we have a massive cut in Government funding - £1.8 million over the two year settlement. It's right that the Government deals with the national debt, including local government. But we have been hit harder than most. Over many years we have outsourced a lot, waste collection and grounds maintenance to name just two. We have also probably more shared services than anybody else locally. Many other councils have not done this.

We have been doing things right to find savings, and been ahead of the game. For two years the budget review group made huge savings of nearly £3 million, along with ongoing savings through the new waste contract. This year we have an underspend on the capital programme and are nearly on the revenue budget. However, this is not enough. One of the corporate priorities is financial stability and as you are aware we cannot continue with the capital programme and also fund the revenue balance from reserves. I hope you all found the recent workshop informative and have given some thought to the decisions we will need to make.

Finally, we must continue improving the lives of residents. We must continue with regeneration, better infrastructure and better quality housing.”

333. REPORTS OF COMMITTEES

(a) Development Control Committee – 19 October, 9 November, 30 November and 21 December 2011

The reports of the above committee, presented by the chairman, Councillor Pauline Bradberry, were received.

(b) Policy & Resources Committee – 7 November and 5 December 2011

The reports of the above committee, presented by the chairman, Councillor Richard Lewis, were received.

In connection with minute 281 (Response to DCLG consultation – Technical Reforms of Council Tax) Councillor Andy Mercer asked that a response be provided to the question he asked at the meeting on 5 December. (Note – this had been sent by e-mail before Christmas but would be sent to other members of the committee).

Reference was made to minute 278 (Minutes of Sub-Committees and Working Parties) and the resolution in minute 7.4 of the Personnel Sub-Committee meeting on 29 November 2011. In view of the absence of Councillor Jeremy Taylor, it was felt that the Policy & Resources Committee should consider the appointment of a replacement member and Councillors Dudley Hughes and Marika Hillson expressed an interest in serving. The Chairman of the Committee would consider the matter.

RESOLVED:

That the recommendations in the following minutes be approved:

245 Review of Development Control documentation

That the Protocol for involving members in pre-application advice, and the changes to Part 5.4 of the constitution, as set out in appendix 1 and 2 to these minutes at pages 376 to 381 (and incorporating the changes identified at the meeting) be approved.

(Reason: The new Protocol is required to reflect a new process. Revisions to the existing documents are required to ensure that they align with this new Protocol and also reflect current practice and priorities. However, as changes to the constitution are also required, that decision needs to be made by full council.)

280 Council Tax Base

That the Council determine a tax base of 30,700 for 2012/13, as set out in Appendices 1 and 2 at pages 457 to 458

(Reason: To provide a base on which to calculate the council tax for 2012/13).

291 Changes to the Constitution

That the changes to the various parts of the constitution, as shown in bold italics in Appendix 4 to these minutes at pages 467 to 468, be approved, with the exception of the changes to part 4.7 of the constitution (see minute 337 post).

(Reason – to ensure that the constitution is kept up to date and reflects wishes expressed by members)

(c) Planning Policy Committee – 21 November and 12 December 2011

The reports of the above committee were presented by the chairman, Councillor David Brackenbury and received. He commented on the work of the committee during the last cycle.

Councillor Wathen asked whether Town and Parish councils had been consulted on the proposals relating to the Community Infrastructure Levy. It was agreed that a written response should be given.

(d) East Northamptonshire Standards Board – 7 December 2011

The chairman, Graham Blagden, presented the report of the above meeting and commented on the Board's work during the current meetings cycle. He reported further on minute 301. The new standards arrangements under the Localism Act 2011 would now take effect from 1 July 2012.

RESOLVED:

That the recommendation in minute 301, as set out below, be approved:

301 The Implications of the Localism Act for Standards Arrangements at East Northamptonshire Council

That the approach suggested in the previous paragraph be adopted to enable the council to decide on how it will comply with the new duties and implement the Standards provisions of the Localism Act 2011.

(Reason – to plan for the implementation of the standards provisions of the Localism Act)

(e) Scrutiny Committee – 14 December 2011

The report of the above committee, presented by the chairman, Councillor Phillip Stearn, was received. Councillor Wright asked that his name be added to the minutes as being present at the meeting.

334. OTHER REPORTS

(a) From Representatives on Outside Bodies

Councillor Richard Lewis reported on the work of Rushden MIND.

(b) Licensing (Taxi & Miscellaneous) Panel

The minutes of the Licensing (Taxi & Miscellaneous) Panel held on 12 October 2011 were received.

335. MOTIONS

There were no motions.

336. QUESTIONS

There were no questions.

337. CHANGES TO THE CONSTITUTION IN RELATION TO CHIEF OFFICERS' APPOINTMENT AND TERMINATION

The Monitoring Officer referred to minute 291 of the Policy & Resources Committee (5

December 2012) and minute 318 of the Scrutiny Committee (14 December 2011) and the discussion which had taken place at both committees in relation to changes to the constitution.

Council was now asked to consider appropriate changes to part 4.7 of the constitution (Officer Employment Procedure Rules). Three options were put forward. Members were also asked to consider additional changes to the constitution to clarify the role of council in relation to the termination of chief officer appointments. In view of the complexities and implications of such changes, it was proposed that the matter be considered by the Personnel Sub-Committee.

RESOLVED:

- (1) That part 4.7 of the constitution be amended by bold italics shown in appendix 1 to these minutes at page 538.

(Reason – To approve flexibility for the appointment of interim or acting Chief Officers in some circumstances)

- (2) That the Personnel Sub-Committee be asked to consider developing any appropriate additional changes to the constitution to clarify the role of council in relation to the termination of Chief Officer appointments and report thereon to the Policy and Resources Committee and then full council.

(Reason – To enable full consideration to be given to the employment legislation or reputational implications of any proposed changes to the constitution)

338. TREASURY MANAGEMENT STRATEGY 2011/12

Councillor Clive Wood, Vice-Chairman, in the chair.

The Chief Finance Officer & Section 151 Officer reported on the need to amend the council's Treasury Management Strategy following the decision by rating agencies on 16 December 2011 to downgrade the credit rating of the council's banker (Barclays Bank). Barclays Bank no longer met the credit criteria for investments set by the council. The treasury management team had now withdrawn the majority of the cash investments from Barclays and reinvested this with an institution that met the council's criteria for investments.

It was prudent to maintain a minimum balance of cash with Barclays to ensure the payment obligations of the council - such as payments to suppliers and staff - were met as they fell due.

The addition of a new paragraph in Appendix D was therefore proposed in the council's Treasury Management Strategy and it was noted that a Strategy for 2012/13 would be issued for approval by council in February 2012.

RESOLVED:

That the Treasury Management Strategy 2011/12 be amended by the addition of the double-bordered box in paragraph 5 shown in appendix 2 to these minutes on page 540.

(Reason – to ensure that the council is governed by an up to date Treasury Management Strategy following the downgrading of the credit rating of Barclays Bank)

339. COMMITTEE MEMBERSHIP

The Leader of the Council reported on the need to make a change in committee memberships in view of the absence of Councillor Taylor for several months.

RESOLVED:

That the following temporary change to the committee membership be made:-

Development Control

Councillor Philip Hardcastle in place of Councillor Jeremy Taylor.

Chairman

Amendments to Part 4.7 of the Constitution

- Add to the end of paragraph 2

Where a permanent appointment is not to be made via the route described above, the appointment will be made by recommendation to a meeting of full council.

- Insert new paragraph 9 (and renumber all existing subsequent paragraphs)

9. Any changes to the agreed arrangements for Chief Officers should be reported by the Monitoring Officer to all Members as quickly as possible (and at the latest within three working days)

Changes to the Council's Treasury Management Strategy 2011/12

Extract from Treasury Management Strategy 2011/12 - Appendix D

CRITERIA TO BE USED FOR CREATING/ MANAGING APPROVED COUNTERPARTY LISTS/LIMITS

1. The Chief Financial Officer will formulate suitable criteria for assessing and monitoring the credit risk of investment counterparties and shall construct a lending list comprising time, type, sector and specific counterparty limits.
2. Treasury management staff will add or delete counterparties to/from the approved counterparty list in line with the policy on criteria for selection of counterparties.
3. The Council will use credit criteria in order to select creditworthy counterparties for placing investments with and will take advice as appropriate from the Council's external Treasury Advisors.
4. Credit ratings will be used as supplied from one or more of the following credit rating agencies: -

Fitch
Standard & Poor's
Moody's Investors Services

5. Selection criteria for approved investment counterparties.

Tier 1 Institutions

All Local Authorities and Public Bodies

UK Banks and UK Building Societies which have received a long term credit rating score of AA-/Aa3 or greater and a short term credit rating score of A-1+/F1+/P-1 or greater and have access to the Bank of England Credit Guarantee Scheme. Foreign Banks in specific countries which have received a long term credit rating score of AA-/Aa3 or greater and a short term credit rating score of A-1+/F1+/P-1 or greater.

Tier 2 Institutions

UK and Designated Foreign Banks and UK Building Societies which have received a long term credit rating score of "A+" or greater and a short term credit rating score of A-1/F1/P-1 or greater.

Money Market Funds (MMF)

Funds valued on a Constant Net Asset Value (CNAV) basis with an AAmmf, Aaa/MR1 or AAAM rating from Fitch, Moody's or Standard and Poor.

Authority's Banker

The Authority banks with Barclays Bank. If their credit rating does not meet the minimum credit criteria specified in this Investment Strategy, Barclays Bank will continue to be used for the short term liquidity requirements (overnight and weekend investments) only to ensure business continuity arrangements are maintained.

6. Investment limits for each tier of counterparty

	Max % of portfolio for each counterparty	Max % of portfolio for tier group
Tier 1 & 2	20	100
MMF	20	40

The limits for each counterparty include any group or subsidiary companies as well. The maximum of portfolio relates to the total of all institutions within any particular tier.

In addition to the above the following criteria should be applied for investments exceeding 1 year.

For Investments up to 5 years:

Tier 1 institutions (as defined above) which also have an Individual rating of B or better and a support/legal rating of 1 or 2, a maximum exposure of £5 million in total per institution.

For Investments up to 2 years:

As above, plus other institutions which have an AA- long term rating or better AND F1+ short term rating AND Individual rating of B AND support rating of 2 or better. I would suggest a maximum exposure (if not covered by above) of £4 million. Although this is not a great deal different to above, it does allow some 2nd tier institutions to be considered.

- 7) The maximum period for investments will be 5 years.
- 8) The maximum value for any one investment transaction will be £5 million.
- 9) The maximum level of investment with any one group of counterparties will be 25% of the total portfolio.
- 10) That a Country limit of 30% for Non-UK Banks of the portfolio be applied.

POLICY & RESOURCES COMMITTEE

Date: 16 January 2012

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:-

Richard Lewis	(Chairman)
Glenvil Greenwood-Smith	(Vice-Chairman)
Steven North	(Leader of the Council)

David Brackenbury	Glenn Harwood
Wendy Brackenbury	Dudley Hughes
Roger Glithero	Andy Mercer
John Farrar	Rupert Reichhold
Richard Gell	

340. MINUTES

The minutes of the meeting held on 5 December 2011 were approved and signed by the chairman.

341. DECLARATIONS OF INTEREST

Councillor John Farrar declared a personal interest in item 9 (Village Hall Grant Application Easton-on-the-Hill) as he is chairman of Spire Homes, a potential funder to Easton-on-the-Hill Village Hall Management Committee.

342. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions.

343. APOLOGIES FOR ABSENCE

Councillors Philip Hardcastle, Sue Homer and Jeremy Taylor sent their apologies.

344. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

Members received and noted the minutes of the following meetings:-

- Personnel Sub-Committee – 19 December 2011
- Finance Working Party – 11 January 2012 (see pages 546 to 549)

The Interim S151 Officer drew attention to minute 4.1 of the Finance Working Party and reported that the Treasury Management Strategy would, in future, be determined by full council, with changes being proposed to the Constitution to facilitate this.

345. HOUSING POLICY WORKING PARTY

The Housing Strategy Manager submitted a report seeking the creation of, and nomination of members to, a Housing Policy Working Party, which would address the following issues:-

- Reform of Allocations, Tenure and Homelessness Legislation
- Production of a Tenancy Strategy

together with the impact on financing and the effect of housing benefit changes and the possible implications for planning policy aspirations towards the provision of new affordable housing in developments. The Working Party would report back to the committee (and Planning Policy Committee where appropriate) with recommendations.

RESOLVED:

- (1) That a Housing Policy Working Party be created, with the Terms of Reference set out in Appendix 1 to these minutes at page 545.
- (2) That Councillors John Farrar, Glenvil Greenwood Smith and Rupert Reichhold be appointed to serve on the Working Party.

(Reason: To agree the mechanism for addressing housing matters in the Localism Act 2011).

346. NORTHAMPTONSHIRE HEALTH & WELLBEING DECLARATION

The committee was asked to sign up to a revised Declaration of Health and Wellbeing as a means of promoting the healthier element of the emerging vision for Northamptonshire.

The declaration aimed to drive the ambition that Northamptonshire should become the "Fittest County in the Country". It was proposed that the council would

- Work with partners and within the council to tackle the key priorities of smoking, obesity, physical activity, alcohol and mental wellbeing
- Improve the wellbeing of residents by promoting the benefits of wellbeing through engagement in their community, such as volunteering
- Promote the image and reputation of the county as a healthy place to live and work and offer a good quality of life
- Improve health and workplace outcomes by supporting 'Health, Work and Wellbeing' across the public and private sector
- Improve the life chances of children by ensuring they achieve a positive start in life
- Tackle the broader determinants of health such as education, employment, housing, environment and crime in such a way as to impact positively on health and wellbeing.

Members noted an Initial Equalities Impact Assessment showed that adoption of the declaration would have a positive impact on disability and age groups. It was emphasised that adoption of the Declaration would not involve any additional expenditure.

RESOLVED:

That the council sign up to the revised Declaration of Health and Wellbeing but will not allocate any additional budget in pursuit of the Declaration aims.

(Reason – To recognise the new approach being advocated within the Health and Social Care Bill and contribute towards council corporate outcomes)

347. HOMELESSNESS GRANT 2011/12

Members considered an application from the homelessness grant allocation for the Empty Homes Project which had started in March 2011 and covered both East Northamptonshire and Corby and had been funded by the Department of Communities and Local Government. Since then, 44 empty properties in the District had been returned to use and this earned the council New Homes Bonus funding.

An allocation of £4,000 from the Homelessness Grant during 2011/12 would enable the project to continue until the end of March 2012. A further £6,000 from this year's provision was also requested to extend the project into 2012/13.

RESOLVED:

That the release of funds from the homelessness grant allocation 2011/12 for the Empty Homes Project of £4,000 during 2011/12 and £6,000 in 2012/13 be approved.

(Reason – To deliver the Empty Homes Project and enable officers to administer the homelessness grant 2011/12)

348. VILLAGE HALL GRANT APPLICATION – EASTON-ON-THE-HILL

An application for a grant of £15,302 for essential roof repairs at Easton-on-the-Hill Village Hall was considered.

The committee received details of the approaches by the applicants to secure funding from other bodies to secure the remainder of the cost of the project (£33,302).

RESOLVED:

That the Easton-on-the-Hill Village Hall Management Committee be given a grant of up to £15,302 for essential repairs to the roof of the village hall.

(Reason – To support the continued development of a village facility for local activities and events).

349. CHANGES TO THE CONSTITUTION

The Executive Director withdrew this item. The proposed changes would be included in a report to the committee in February 2012.

350. SCHEME OF DELEGATION – UPDATE

Members were informed of the need to update the council's Scheme of Delegation to Officers (Part 3 of the Constitution) to take account of the following legislation:-

- Sunbeds (Regulation) Act 2010
- Trade in Animals and Related Products Regulations 2011.

R18. RESOLVED TO RECOMMEND:

(1) That the council take on responsibility for enforcing the provisions of The Sunbeds (Regulation) Act 2010 and the Trade in Animals and Related Products Regulations 2011.

(2) That the following officers be authorised to act in relation to the Sunbeds (Regulation) Act 2010:-

Licensing Enforcement Officer
Commercial Health Officer
Environmental Health Officers
Student Environmental Health Officer (authority to enter premises only)
Senior Environmental Health Officer
Commercial Health Manager
Environmental Protection Officers
Environmental Protection Manager.

(3) That the following officers be authorised to act in relation to the Sunbeds (Regulation) Act 2010:-

Julia Smith
Amy White
Amanda Robinson
Chris Jordan
Racheal Phillips.

(Reason: To ensure officers have the appropriate delegation to act under new legislation)

Chairman

Housing Policy Working Party

Terms of Reference

1. Membership

Members: tbc. (*experience in the following areas would be useful*):

- RSL/Register Provider management
- Working with groups at high risk of homelessness or in receipt of housing benefit
- Services delivered under the Housing Contract
- Council Finances

Key/Lead Officers: Executive Director
 Head of Planning Services
 Head of Customer and Community Services
 Environmental Protection Manager
 Housing Strategy Manager

There may be a need to involve other officers as and when required, such as representatives from Finance or Planning Services.

2. Terms of Reference

- To establish the full impact of the changes to housing benefit for housing applicants.
- To develop and agree the principles for the new Tenancy Strategy for presentation to P&R, to include:
 - => Establishing preferred tenancy types and affordable housing products.
 - => Establishing 'affordability' levels for housing applicants
 - => Agreeing the content of the new Policy
- To develop and agree the principles for the new Housing Allocation Policy for presentation to P&R, to include:
 - => Assessing the options provided in the Localism Act and considering whether to take them forward.
 - => Agreeing the content of the new Policy
- To develop and agree the principles for the new Housing Strategy for presentation to P&R, taking into account the Government's new Housing Strategy.
- To develop and present to Planning Policy any consequent changes on the mix and level of affordable housing required across the District



Personnel Sub-Committee

Minutes of meeting held on 19 December 2011
at 11.30am in the Members Room,
East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero (Chairman)
Steven North
Jeremy Taylor

David Oliver
Katy Everitt
Aime Armstrong

Chief Executive (DO)
Head of Resources and Organisational Development (KE)
Human Resources Manager (AA)

Minutes:

Sharon Prior

Executive Support Officer (SP)

Action

1.0 MINUTES

1.1 The minutes of the meeting held on 29 November 2011 were approved subject to the deletion of "2 August 2011" in minute 1.1 and the substitution of "17 November 2011". The minutes were then signed by the Chairman.

2.0 APOLOGIES

2.1 Councillors Wendy Brackenbury and Philip Hardcastle sent their apologies.

3.0 DECLARATIONS OF INTEREST/QUESTIONS

3.1 Katy Everitt declared a personal interest in item 5 (Appointment of a Head of Finance) but remained in the meeting for the discussion and voting thereon.

KO

4.0 EXCLUSION OF PUBLIC AND PRESS

4.1 **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraph 2 of part 1 of schedule 12A of the Local Government Act 1972, may be disclosed.

5.0 APPOINTMENT OF A HEAD OF FINANCE

5.1 Further to minute 10.3 of the last meeting, DO presented a report on the proposed Job Description and Person Specification for the post of Head of Finance, and the process for filling the post. Councillor Taylor drew attention to a number of amendments to both the Job Description and

AA

Person Specification, which were agreed. AA would amend the documents accordingly. Councillor North requested reference to a "Lead Officer for Audit & Risk Management Committee" be removed from the Job Description, as this Committee no longer existed, and it be replaced with wording to include "effective working with Members on audit and risk management"; DO/KE/AA would agree appropriate wording.

- 5.2 Following the provisions of the constitution, it was proposed that the Chief Executive and Executive Director prepare a shortlist of candidates for approval by the Chairman and Vice-Chairman of the Sub-Committee and invite the candidates to attend a selection day. Members of the Sub-Committee would conduct an interview on the selection day and recommend to council who should be appointed. If either the Chairman or Vice-Chairman was unavailable, a further member of the Sub-Committee would be chosen to assist in this process.

RESOLVED:

- | | |
|---|------------------------|
| <p>(1) That the Job Description and Person Specification be agreed, subject to amendments outlined.</p> | <p>DO/KE/AA</p> |
| <p>(2) That recruitment commence to the Head of Finance post in January 2012 and that the selection follow the process set out above, with interviews potentially being held end-February/early March 2012.</p> | <p>AA</p> |

Chairman



Finance Working Party

Minutes of a meeting held on Wednesday 11 January 2012 at 7.30 pm, CHG2, East Northamptonshire House, Thrapston

Present:

Councillors: Steven North (Chairman)
David Brackenbury
Roger Glithero JP
Richard Lewis
Glenvil Greenwood-Smith
Philip Hardcastle

Officers: David Oliver (DO)
Sharn Matthews (SM)
Glenn Hammons - (GH) CFO
David Pope (DP) minutes

Action

1.0 MINUTES

1.1 The minutes of the meeting held on 16 November 2011 were received and approved.

2.0 APOLOGIES

2.1 There were no apologies.

3.0 DECLARATIONS OF INTEREST

3.1 There were no declarations.

4.0 TREASURY MANAGEMENT STRATEGY - 2011/12 PROGRESS REPORT

4.1 GH submitted a report to advise Members of the progress made on the implementation of the Council's Treasury Management Strategy 2011/12. It was noted that the report covered treasury management activities for the period up to 31 December 2011, and the likely financial outturn to March 2012.

It was further noted that opportunities to invest had become increasingly limited. Recently-matured funds had been invested with Local Authorities which offered lower financial returns but were considered to be safe havens for Council funds. Investing through Money Market Portal was also being considered as it offered security and diversified investment whilst offering potentially better interest rates than monies invested with Local Authorities.

5.0 COSY NOOK, THRAPSTON

5.1 Further to minute 8.1 of the previous meeting, Members were informed of the progress made in progressing the actions recommended and approved by the Policy and Resources Committee regarding the Cosy Nook site. Members requested that the Executive Director examine rental options available to the Council.

SM

With regards to the land at Manor Close, having received information from the Executive Director about the price being sought by Northamptonshire County Council, Members asked that the Executive Director have further discussions with the County Council before reporting back to the working party.

SM

6.0 RUSHDEN PUBLIC REALM IMPROVEMENTS

6.1 DO announced that the final meeting of Rushden Regeneration Project Board had taken place. It was noted that the project was officially finished, and the estimated underspend of around £170k had been confirmed. A small follow up project relating to signage and bollards had still to be carried out. This project is currently unfunded and Rushden Town Council was taking the lead.

DEVELOPMENT CONTROL COMMITTEE

Date: 18 January 2012

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Pauline Bradberry JP (Chairman)
Gill Mercer (Vice Chairman)

Peter Baden
Wendy Brackenbury
Roger Glithero
Glenn Harwood
Dudley Hughes
Barbara Jenney
Andy Mercer

Bob Nightingale
Brian Northall
Ron Pinnock
Anna Sauntson
Phillip Stearn
Robin Underwood
Peter Wathen

351. MINUTES

The minutes of the meeting held on 21 December 2011 were approved and signed by the chairman.

352. APOLOGIES FOR ABSENCE

Councillors Philip Hardcastle and Marika Hillson sent their apologies.

353. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations of Interest

Councillors Andy and Gill Mercer declared a personal and prejudicial interest in application EN/11/01880/RWL - New Barn, Church Farm Barns, Rushden Road, Newton Bromswold - as they both knew the applicant. They took no part in the consideration and voting on this item.

Councillors Barbara Jenney, Andy and Gill Mercer, Ron Pinnock, Anna Sauntson and Robin Underwood declared a personal interest in application EN/11/01213/FUL Leigh House, Portland Road, Rushden as they knew the person the building was named after.

(b) Informal Site Visits

No site visits were declared.

354. PUBLIC SPEAKERS

The following people spoke on the items as indicated: -

- (i) Duncan McCann on EN/11/01298/FUL 74 Benefield Road, Oundle (Objector on behalf of Lytham Park Residents Committee)
- (ii) Theresa Farrelley on EN/11/01298/FUL 74 Benefield Road, Oundle (applicant)
- (iii) Cllr David Bateman on EN/11/01298/FUL 74 Benefield Road, Oundle (ward member)
- (iv) Mrs Sher George on EN/11/01213/FUL Leigh House Portland Road Rushden (objector)
- (v) Steve Gray EN/11/01739/FUL Land and tracks between Courtwood and Raunds Road Stanwick (objector)
- (vi) Councillor Colin Wright on EN/11/01964/OUT62 Highfield Road, Rushden (ward member supporting the applicant).
- (vii) Mr Peter Mommersteeg on Item 6 Windfarm, Chelveston (on behalf of Preserve and Yelden Parish Council).

355. PLANNING APPLICATIONS

The committee considered the planning applications report, with updated information on some of the applications and representations made by public speakers at the meeting. The full decision on the applications is included (on the page indicated) in the appendix to these minutes.

(i) EN/10/01753/OUT R P C Containers Ltd., Grove Street, Raunds (page 556)

An update report set out the issues raised by Raunds Town councillors at a meeting held on 12 January 2012. As a result of this meeting the officers proposed that:

- The percentage of shared ownership would be 70% and rented 30%, rather than 50:50 initially envisaged. The terms of the section 106 agreement would be changed
- Whilst it would not be possible for the open space maintenance financial contribution and off site contributions to be put into an account at the start of the development, a threshold would be set for the off-site contribution to be paid to the Town Council at an early stage of the development – to be covered by a clause in the s106 agreement. The agreement would contain a clause to ensure that, should the developer opt to engage a private company to maintain the open space, the standard of maintenance would not be less than that offered by the Town Council
- Some flexibility be included in the s106 agreement to cover the possible willingness of the developer to pay the requested sum of £1214 per annum for the open space maintenance for the wider area
- An opening would be left for a footpath link to Darsdale Farm and would be covered by a new condition 39 (see below) and a clause included in the s106 agreement to construct a footpath link, if it was found to be feasible
- An informative would be added to encourage the applicant to provide a quality office building with emphasis on the use of materials and design
- It would be unreasonable to expect the developers to make a contribution of £16,539 towards the improvement of Saxon Hall as the amounts towards community infrastructure were already set out in the viability appraisal.
- A sum of £1200 would be included in the s106 agreement as a contribution towards footpath diversions but the developers were unwilling to provide a further contribution of £22,800 for resurfacing the remainder of footpath UG18
- Conditions 5, 11 and 31 to be amended and new conditions 37, 38, 39 and 40 relating to office building, housing mix, opening to allow link to Darsdale Farm, and waste audit.

The committee was anxious to ensure that the section 106 agreement was signed as quickly as possible. Councillor Dudley Hughes expressed concern that Raunds Town Council had not been asked initially to consider possible financial contributions under the s106 agreement for community facilities. Whilst the Town Council was now asking for £16,539 towards improvements at Saxon Hall, the developers felt that in view of the viability appraisal they could only consider making a contribution if other contributions were to be reduced elsewhere. Members felt that this should be examined further and recognised that other financial contributions may have to be adjusted or deleted.

It was agreed to **grant** the application subject to the completion of a legal agreement to be signed within 6 months to secure S106 contributions being delegated to the Head of Planning Services, in consultation with the Chairman and Ward Members, and subject to conditions in the planning application report, as amended by the update report and the outcome of the discussion at the meeting on the need for financial contributions to include provision for improvements to the Saxon Hall.

(ii) EN/11/01298/FUL 74a Benefield Road, Oundle (page 556)

An update report set out additional representations from Councillors Rupert Reichhold and David Bateman and a local resident, together with the officers' responses, and further information on parking spaces and the tenure split of affordable units.

Members were concerned about the lack of open space on the application site, the high density of 59 dwellings per hectare, and the design and layout of the proposed block in the north east of the site.

The committee **agreed** to **defer** the application to allow the Head of Planning Services, in consultation with the Chairman of the committee and the ward members, to discuss, with the applicant, changes to meet the concerns expressed by members and report back to the committee.

(iii) EN/11/01213/FUL Leigh House, Portland Road, Rushden (page 556)

The committee **agreed** to **grant** the application subject to the conditions in the planning applications report, but with an amendment to the reason for condition 7.

(iv) EN/11/01526/OUT Land Adjacent 93 Kimbolton Road, Higham Ferrers (page 559)

An update report was received, detailing the outcome of discussions with the Highways Authority. As a result, changes were proposed to conditions 7 and 14. Comments from the council's Senior Planning Policy Officer were also tabled, supporting the principle of development.

Members asked that proposed condition 12 be changed to make it clear that the ventilation was designed to protect the dwelling from potential noise from the A6. Concerns were expressed that the application site was more appropriate for a single dwelling.

The committee **agreed** to **grant** the application subject to the conditions in the planning applications report, with amended conditions 7, 12 and 14. However the Head of Planning Services was asked to encourage the applicant, at the reserved matters stage, to submit proposals for one dwelling only.

(v) EN/11/01681/VAR 35 Grove Street, Raunds (page 561)

Members were reluctant to see the removal of condition 10 but the Solicitor to the Council advised that the condition had been imposed to reduce overlooking and reminded members that condition 23 required obscure glazing of windows to flats 8 and 9.

It was therefore **agreed** that delegated authority be given to the Head of Planning Services, in consultation with the Chairman and Vice Chairman of the committee and the ward member be authorised to **grant** permission to remove condition 10 attached to planning permission ref EN/10/01138/FUL subject to no substantive/new comments being received before the expiration of the period of objection on 24 January 2012 and subject to the imposition of a condition itemising the relevant plan numbers.

(vi) EN/11/01739/FUL Land And Tracks Between Courtwood and Raunds Road Stanwick (page 561)

Members received an update covering the following:-

- Receipt of an amended plan to clarify the location of the proposed car park (the Highways Authority had no objections)
- An change to condition 16 to include reference to the amended plan
- Addition of a condition 17 to control the type of gate installed at the pedestrian entrance off Raunds Road,

It was **agreed** that the application be **granted** subject to conditions in the planning applications report, as amended by the update report.

(vii) EN/11/01798/EXT Thornhaugh Quarry, Near Wansford Peterborough (page 564)

Members received an update report indicating that the Routing Agreement would be available for scrutiny by the Highways Authority.

It was **agreed** that **no objection** be raised, subject to the provisos set out in the planning applications report.

(viii) EN/11/01880/RWL New Barn, Church Farm Barns, Rushden Road, Newton Bromswold (page 564)

An update sheet was received covering a letter of objection from the occupant of Church Walk House, Newton Bromswold, together with the Officers' responses.

It was **agreed** that the replacement planning application be **granted** subject to conditions set out in the planning applications report.

(ix) EN/11/01964/OUT 62 Highfield Road Rushden (page 565)

Members were advised that Rushden Town Council had no objection to the proposal subject to the entrance sight line being acceptable to the Highways Agency.

Whilst some members felt that the application should be permitted, It was **agreed** that planning permission be **refused** for the reasons detailed in the report.

(x) EN/11/01995/LBC and EN/11/02029/FUL The Talbot Hotel, 7 New Street, Oundle (pages 565 to 566)

An update report was received, amending the recommendation for both applications and recording responses from Oundle Town Council, English Heritage, ENC Senior Conservation Officer, NCC Archaeologist, Police Crime Prevention Officer and the Ramblers Association.

It was **agreed** that, subjective to no substantive new comments being received before the expiration of the consultation period on 29 January 2012, authority be delegated to the Head of Planning Services, in consultation with the Chairman of the committee and the ward member, to **grant** listed building consent and planning permission subject to conditions in the planning application report.

356. PROCEDURE RULE 8 - CONTINUATION OF MEETING

During the consideration of the above item, the meeting having lasted for 2 hours, it was

RESOLVED:

That the remaining business on the agenda be completed.

357. DEVELOPMENT OF WINDFARM, CHELVESTON RENEWABLE ENERGY PARK - APPLICATION EN/10/00415/FUL

Members were reminded that the above application had been refused at the meeting on 16 February 2011 (minute 398 refers). An appeal had been lodged against the refusal and would be heard at a public inquiry starting on 6 March 2012. The application site extended into Bedfordshire Borough.

The first reason for refusal referred to the impact on heritage assets within specified settlements and the council's advocate had asked that the specific assets be identified to reduce the risk of a claim for costs being made against the council.

Members received an update report with (a) details of representations made on behalf of Preserve and Yelden Parish Council, seeking the inclusion of the castle and motte and bailey in Yelden in the list of specific Heritage Assets, and (b) the officers' wish that the Church of All Saints, Wildacre and Hillstone Cottage, Hargrave, should be added to the list.

The committee was advised that it would not be appropriate to add the castle and motte and bailey, Yelden to the list as Bedford Borough Council had not refused its application on the grounds of the impact that the windfarm would have on this scheduled ancient monument. The council's advocate had taken the view that inclusion could increase the risk of a claim being made for costs. After considering the report of the council's expert witness, it was

RESOLVED:

That the specific Heritage Assets the committee was concerned about in the first reason for refusal of application EN/10/00415/FUL be identified as -

- The Cottage, Chelveston
- Church of St John the Baptist, Duchy Farmhouse, Manor Farmhouse, Barn at Manor Farm and Poplar Farmhouse (including associated farmbuildings) in Caldecott
- Church of St Peter, Newton Bromswold
- Church of St Mary the Virgin, Yelden
- Church of All Saints, Wildacre and Hillstone Cottage, Hargrave.

(Reason: Clarity regarding which Heritage Assets are adversely affected is required to ensure that this Council's case at the forthcoming Public Inquiry is as robust as possible.)

358. APPEAL DECISION MONITORING REPORT

Members noted the council's planning appeal decisions from 12 November to 23 December 2011.

Chairman

List Of Applications Determined By DEVELOPMENT CONTROL COMMITTEE - 18 January 2012

EN/10/01753/OUT

Date received	Date valid	Overall Expiry	Ward
23 September 2010	2 November 2010	1 February 2011	Raunds Saxon

Applicant **RPC Group PLC - Mr R Tomson**

Agent **Pegasus Planning Group - Mr G Lees**

Location **R P C Containers Ltd, Grove Street, Raunds, Wellingborough.**

Proposal **Outline: Residential development of up to fifty eight (58) dwellings and three storey office with associated landscaping and open space (all matters reserved).**

Decision Grant as per report subject to further discussion between the Head of Planning Services, Chairman of DC Committee and Ward Members to agree the detail of the S106 agreement, in particular, how contributions to community facilities could be sought.

Case Officer **Amie Baxter**

EN/11/01298/FUL

Date received	Date valid Parish	Overall Expiry	Ward
15 August 2011	22 August 2011	21 November 2011	Oundle Oundle

Applicant **Ms Theresa Farrelly**

Location **74 Benefield Road Oundle Northamptonshire PE8 4EZ**

Proposal **Erection of 23 dwellings and associated garages, parking and open space**

Decision: Deferred to allow for discussions on a reduction in the number of dwellings, the provision of additional open space and the reorientation of plots 42-45 inclusive.

EN/11/01213/FUL

Date received	Date valid	Overall Expiry	Ward
4 August 2011	5 September 2011	31 October 2011	Rushden Hayden

Applicant **Mr Andy Griffiths**

Agent **Mr Chris Rogers**

Location **Leigh House, Portland Road, Rushden, Northamptonshire.**

Proposal **Demolition of existing commercial premises and construction of 5 No 2 bed 2 storey houses.**

Decision Application Permitted

Conditions/Reasons:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: Statutory requirement under provision of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. No development shall commence until samples of the materials to be used in the construction of external surfaces of the buildings hereby permitted have been submitted to and approved in writing by the local planning authority and the development shall be carried out and in accordance with the approved details.

Reason: In the interests of visual amenity.

3. No development shall take place until there has been submitted to and approved in writing by the local planning authority a plan indicating the positions, design and type of boundary treatment to be erected or retained. The boundary treatment along the western boundary shall be a 1.8 metre high hit and miss fencing. The approved internal boundary treatment shall be completed before first occupation of the dwelling to which it relates.

Reason: To ensure an acceptable form of development.

4. No development shall take place until a scheme of hard and soft landscaping has been submitted to and approved in writing by the local planning authority. All hard and soft landscaping works shall be carried out in accordance with the scheme as may be agreed and the works shall be carried out prior to the occupation of any dwelling. If within a period of five years from the date of planting, any trees or plants or any replacement planting is removed, uprooted, destroyed or dies (or becomes, in the opinion of the local planning authority, seriously damaged or defective) replacement trees and plants of the same species and size as that originally planted shall be planted in the next planting season, in the same place, unless the local planning authority gives its written consent to any variation.

Reason: To ensure a satisfactory form of development.

5. No development shall commence until a scheme for offsite highway improvement works comprising of:

- a) Hard surface materials to form vehicle access points and parking areas.
- b) Provision of pedestrian splays of 2.4m x 2.4m shall be provided on each side of the vehicular access. These measurements are taken along and to the rear of the highway boundary within the curtilage of the site. The areas of land forward of these splays shall be reduced to and maintained at a height not exceeding 0.6m above carriageway level.
- c) Means of drainage to prevent the discharge of surface water onto the highway.
- d) Maximum gradient shall be 1:15 from the highway boundary.
- e) Street lighting.
- f) The access shall be a minimum width of 4.5 metres for the first 10 metres back from the highway.
- g) No gates shall be provided within the first 5 metres of the proposed access road (measured from the back of the highway)

The development shall be completed in accordance with the approved details and prior to the occupation of the first dwelling house.

Reason: To ensure a satisfactory development and in the interests of highway safety.

6. Before any work is commenced on the development the subject of this permission, details of the slab levels of the proposed buildings in relation to the adjacent dwellings and the public highway shall have been submitted to and approved by the local planning authority, and the development shall thereafter be carried out in accordance with the approved details.

Reason: To ensure a satisfactory form of development.

7. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending or re-enacting that Order with or without modification), there shall be no development within any class of Part 1 to Part 4 inclusive of Schedule 2 to that Order without the prior written approval of the local planning authority.

Reason: To prevent overdevelopment of the site.

8. Prior to the commencement of development approved by this planning permission (or such other date or stage in development as may be agreed in writing with the Local Planning Authority), the following components of a scheme to deal with the risks associated with contamination of the site shall each be submitted to and approved in writing by the Local Planning Authority:

- 1) A preliminary risk assessment which has identified:
all previous uses potential contaminants associated with those uses a conceptual model of the site indicating sources, pathways and receptors potentially unacceptable risks arising from contamination of the site.
- 2) A site investigation scheme based on 1) to provide information for a detailed assessment of the risk to all receptors that may be effected, including those offsite.
- 3) The site investigation results and the detailed risk assessment (2) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how these are to be undertaken.
- 4) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in (3) are complete and identify any requirements for longer term monitoring of pollutant linkages, maintenance arrangements and contingency action.

Any changes to these components will need to be approved in writing by the Local Planning Authority.

Reason: To prevent pollution to the water environment and the risk of contamination elsewhere.

9. Notwithstanding the submitted details and before commencement of the development hereby permitted, a site waste management plan, shall be submitted to and approved in writing by the Local Planning Authority to demonstrate that the development would meet the requirements Policy CS7 of the Northamptonshire Minerals and Waste Development Framework Core Spatial Strategy and the Site Waste Management Plans Regulations 2008. The development shall be implemented in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that the development is sustainable in accordance with national government advice contained in PPS1, Policy 14 of the adopted North Northamptonshire Core Spatial Strategy, Policy CS7 of the Northamptonshire Minerals and Waste Development Framework Core Spatial Strategy and the Site Waste Management Plans Regulations 2008.

10. Notwithstanding the submitted details, all bedroom windows hereby permitted shall be glazed using a minimum specification of 17db Rtra and all living areas must be glazed using a minimum specification of 23db Rtra and maintained and retained in this manner in perpetuity, unless otherwise agreed in writing by the local planning authority. Any additional ventilation methods installed must not compromise the acoustic performance of the glazing in any manner.

Reason: To achieve a reasonable standard of living.

11. Notwithstanding the submitted information, an electronically operated security gate shall be installed along the access road into the site in a manner which would prevent access to members of the public. The gate shall be a minimum of 1.8 metres high and details as to the positioning and design shall have been submitted to and approved in writing by the local planning authority, prior to the commencement of development. The gates shall then be installed in accordance with the approved details and maintained and retained in perpetuity, unless otherwise agreed in writing by the local planning authority.

Reason: In the interest of Crime and Disorder

12. The development hereby permitted shall be carried out strictly in accordance with the approved plans: AJA2275PA300, AJA2275PA200, AJA2275PA001, AJA2275PA100, received by the Local Planning Authority on 05/09/11, 04/08/11 and 24/11/11 unless otherwise agreed in writing by the local planning authority.

Reason: In order to clarify the terms of the planning permission and to ensure that the development is carried out as permitted.

Date received Date valid Overall Expiry Ward
22 September 2011 29 September 2011 24 November 2011 Higham Ferrers Lancaster

Applicant **The Duchy Of Lancaster**

Agent **Smiths Gore Peterborough - Justine Bailey**

Location **Land Adjacent, 93 Kimbolton Road, Higham Ferrers, Northamptonshire.**

Proposal **Outline: Residential development of up to two dwellings**

Decision Application Permitted

Conditions/Reasons:

1. Approval of the details of the siting, layout and appearance of the dwelling, the landscaping of the site and the access to the site (hereinafter called "the reserved matters") shall be obtained from the local planning authority in writing before the development is commenced.
Reason: The application is in outline only and the reserved matters referred to will require full consideration by the Local Planning Authority.
2. Application for the approval of the reserved matters must be made not later than the expiration of three years beginning with the date of this permission.
Reason: Statutory requirement under section 51 of the Planning and Compulsory Purchase Act 2004.
3. The development to which this permission relates shall be begun before the expiration of two years from the date of approval of the last of the reserved matters to be approved.
Reason: Statutory requirement under section 51 of the Planning and Compulsory Purchase Act 2004.
4. The details required to be submitted by condition No. 1 shall include the provision of boundary screening to the site. This shall include details indicating the positions, height, design, materials and type of boundary treatment to be erected. This boundary screening shall then be provided in accordance with the details so approved before the development is brought into use and shall be retained thereafter in perpetuity, unless otherwise agreed in writing by the local planning authority.
Reason: To ensure adequate standards of privacy for neighbours and occupiers and to safeguard the amenity of the area.
5. The details to be submitted for approval in writing by the local planning authority in accordance with condition 1 above shall include drawings showing the slab levels of the building in relation to the existing and proposed levels of the site and the surrounding land. The buildings shall thereafter be constructed in accordance with the details so approved in writing by the local planning authority, unless otherwise agreed in writing by the local planning authority.
Reason: For the avoidance of doubt and to ensure a satisfactory form of development in relation to neighbouring land and buildings and the street scene.
6. Notwithstanding the submitted details, the details to be submitted for approval in writing by the local planning authority in accordance with condition 1 above shall include a scheme of landscaping for the site. The development shall thereafter be implemented strictly in accordance with the approved details in the first planting season following the occupation of the development.
Reason: To ensure a reasonable standard of development and to avoid detriment to the visual amenity of the area.
7. Notwithstanding the submitted details, the details to be submitted for approval in writing by the local planning authority in accordance with condition 1 above shall include pedestrian visibility splays of 2 metres x 2 metres shall be provided on each side of the vehicular accesses serving the dwellings. The areas of land between the required sight lines and the highway carriageway shall be cleared, levelled and retained at a height not exceeding 0.6 metres above the carriageway and driveway levels.
Reason: In the interest of highway safety.

8. Notwithstanding the submitted details, the details to be submitted for approval in writing by the local planning authority in accordance with condition 1 above, shall include details of the proposed hard surfacing for the vehicular accesses serving each dwelling. The development shall thereafter be carried out in accordance with the approved details and retained in perpetuity.
Reason: In the interests of highway safety.
9. Notwithstanding the submitted details, the details to be submitted for approval in writing by the local planning authority in accordance with condition 1 above, shall include a vehicular access to serve the development, which measures a minimum width of 3 metres per single dwelling and 4.5 metres for a multiple access, for the first 10 metres from the highway boundary. The development shall thereafter be carried out in accordance with the approved details and retained in perpetuity.
Reason: In the interests of highway safety.
10. No gates, barrier or means of enclosure shall be erected within 5.5 metres of the highway boundary. Any such feature erected beyond that distance should be hung to open inwards away from the highway.
Reason: In the interests of highway safety.
11. The details to be submitted for approval in writing by the local planning authority in accordance with condition 1 above shall include details and samples of the external roofing and facing materials to be used for the construction of the dwelling/s and garage/s shall have been submitted to and approved in writing by the local planning authority. The development shall thereafter be implemented in accordance with the approved detail, unless otherwise agreed in writing by the local planning authority.
Reason: To achieve a satisfactory appearance for the development.
12. Prior to the commencement of development, details of proposed ventilation, including manufacturer's details and acoustic specification, shall be submitted to and approved in writing by the local planning authority. The development shall thereafter be carried out in accordance with the approved details and retained in perpetuity.
Reason: In the interests of residential amenity and to ensure that satisfactory ventilation can be provided to the dwellings without the need to open windows and suffer noise.
13. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending or re-enacting that Order with or without modification), no windows shall be inserted in the west elevation of the development hereby approved without the prior written approval of the local planning authority.
Reason: To protect the amenity of adjacent occupiers.
14. The details required to be submitted by condition 1 above shall include details of the proposed parking and turning facilities for the development hereby permitted and shall show that a vehicle can enter and exit the site in a forward gear. The development shall thereafter be carried out in accordance with the approved details and retained in perpetuity.
Reason: In the interests of highway safety.
15. Notwithstanding the requirements of conditions 4, 5, 6, 7, 8, 9, 10, 11, 12 and 15, the development shall be carried out in accordance with the drawings received by the Local Planning Authority on 22 September 2011 and 31 October 2011, drawing numbers: 1116/1a Site plan, 1116/2b sketch plan A and 1116/3b sketch plan B, unless otherwise agreed in writing by the Local Planning Authority.
Reason: In order to clarify the terms of the planning permission and to ensure that the development is carried out as permitted.

Date received Date valid Overall Expiry Ward
17 October 2011 26 October 2011 25 January 2012 Raunds Saxon

Applicant **Mr P Hughes**

Agent **Kingswood Design Ltd**

Location **35 Grove Street, Raunds, Wellingborough, Northamptonshire.**

Proposal **Removal of condition 10 (trees) - EN/10/01138/FUL dated 1.9.11 - Residential development of fourteen flats**

Decision Application Permitted

Conditions/Reasons:

1. Condition 10 is hereby removed subject to development being carried out strictly in accordance with the following plans:

10915 R2 received by the Local Planning Authority on 18.06.2010, 1122-PL-011 C received by the Local Planning Authority on 18.08.2010 and 1122-PL-010 B and 1122-PL-012 B received by the Local Planning Authority on 17.12.10 unless otherwise agreed in writing by the local planning authority.

Reason: To ensure development proceeds in accordance with the approved plans, in the interest of visual and residential amenity.

Date received Date valid Overall Expiry Ward
26 October 2011 2 December 2011 27 January 2012 Stanwick

Applicant **Mrs J Hodgson**

Agent **David Cosby Ltd. - Mr David Cosby**

Location **Land And Tracks Between Courtwood And, Raunds Road, Stanwick, Northamptonshire.**

Proposal **New vehicle access from Raunds Road, creation of car park and change of use of agricultural land to a playing field, allotment and pocket park, including butterfly mounds, wildlife ponds and storage unit**

Decision Application Permitted

Conditions/Reasons:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: Statutory requirement under provision of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Prior to the commencement of development, details of any external lighting for the development hereby approved shall be submitted to and approved in writing by the Local Planning Authority. This information shall include a layout plan with beam orientation and a schedule of equipment in the design (luminaire type; mounting height; aiming angles, luminaire profiles and a Lighting Contour map). The approved lighting scheme shall be installed, maintained and operated in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interests of residential and visual amenity and to minimise opportunities for crime and fear of crime.

3. Before commencement of the development hereby permitted, details to show the retention of the two public access points along the south side of the development, including their exact locations and physical condition, shall be submitted to and approved in writing by the Local Planning Authority. The two public access points shall thereafter be retained in accordance with the approved details, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure a satisfactory form of development and to minimise opportunities for crime and fear of crime.

4. In accordance with the submitted details, the storage container shall be dark green in colour, unless otherwise agreed in writing by the Local Planning Authority. Before commencement of development, details of a scheme to ensure security of the storage container following consultation with Northamptonshire Police shall be submitted to and be agreed in writing by the Local Planning Authority. The scheme shall thereafter be implemented in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To minimise opportunities for crime and fear of crime.

5. The vehicular access shall have a gradient not exceeding 1 in 15 for a distance of 5.0 metres back from the correct level at the highway boundary. Before the development hereby permitted is first brought into use, this area shall be paved with a hard bound surface for a minimum of 5.0 metres back from the highway boundary and be thereafter retained.

Reason: In the interest of highway safety.

6. In accordance with the details provided within the submitted Design and Access Statement, the car park shall be constructed from hard core, membrane and gravel surface, unless otherwise agreed in writing by the Local Planning Authority. The parking facilities and vehicular access shall be provided before the first use of the development, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interest of highway safety, visual amenity and in the interest of the character and appearance of the site.

7. Notwithstanding the submitted details, visibility splays of 2.4m x 43.0m shall be provided on both sides of the vehicular access hereby permitted. The areas of land between the required sight lines and the highway carriageway shall be cleared, levelled and retained at a height not exceeding 0.6 metres above the carriageway and driveway levels.

Reason: In the interest of highway safety.

8. Notwithstanding the submitted details and notwithstanding the provisions of the Town and County Planning (General Permitted Development) Order 1995 (or any Order amending or re-enacting that Order with or without modification), the gates to be installed at the entrance of the car park or other form of barrier provided at the access point shall be positioned at least 5.0 metres back from the highway boundary and shall be hung to open inwards only.

Reason: In the interest of highway safety.

9. All planting, seeding, turfing and other landscaping details shown on drawing number: 1106/02D (received by the Local Planning Authority on 26 October 2011) and provided in document titled: Stanwick Pocket Park Draft 3b Management Plan dated August 2011 (received by the Local Planning Authority on 19 December 2011), shall be carried out in the first planting season following the first use of the playing field and pocket park hereby approved or completion of the development, whichever ever is the sooner, unless otherwise agreed in writing by the Local Planning Authority. Any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure a reasonable standard of development and to avoid detriment to the visual amenity of the area.

10. Notwithstanding the submitted details, details of the provision of planting to be located between the proposed car park, storage container and the north west boundary of the site to Raunds Road shall be submitted to and approved in writing by the Local Planning Authority. Planting shall thereafter be provided and retained in accordance with the details so approved in the first planting season following the first use of the development or completion of the development, whichever is sooner, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure a reasonable standard of development and to avoid detriment to the visual amenity of the area.

11. Notwithstanding the submitted details, this decision does not relate to the post and four rail fence proposed along the northwest boundary of the site to Raunds Road. Prior to commencement of development, details of an alternative form of treatment for the north western boundary of the site shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interest of the character and appearance of the site and to avoid detriment to the visual amenity of the area.

12. Prior to commencement of development, details of any fencing or other boundary treatment for the allotments hereby permitted shall be submitted to and approved in writing by the Local Planning Authority. The fencing/boundary treatment shall thereafter be provided and retained in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interest of the character and appearance of the site and to avoid detriment to the visual amenity of the area.

13. Development shall proceed in accordance with the recommendations and mitigation measures detailed in Sections 5 and 7 of the submitted Ecology Report (dated October 2011) received by the Local Planning Authority on 26 October 2011 and Site Assessment prepared by RSK dated 17 November 2011, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To minimise the impact of the proposed development on local wildlife and to ensure the development accords with PPS9.

14. Remediation for potential land contamination shall be carried out and validated in accordance with the Site Assessment submitted by RSK dated 17 November 2011 ref: 301001/L03/kb (received by the Local Planning Authority on 26 October 2011), unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure all contamination within the site is dealt with in the interest of public health.

15. If, during development, contamination not previously considered is identified, then the LPA shall be notified immediately and no further work (unless otherwise agreed in writing with the Local Planning Authority) shall be carried out until a method statement detailing a scheme for dealing with the suspect contamination has been submitted to and agreed in writing with the Local Planning Authority. Reason: To ensure all contamination within the site is dealt with in the interest of public health.

16. The development hereby permitted shall be carried out strictly in accordance with the approved plans; plans received by the Local Planning Authority on 26 October 2011, drawing numbers: 1106/01, 1106/02D, 1106/03, 1106/05, 1106/06; and drawing number: 1106/04 B received on 4 January 2012.

Reason: In order to clarify the terms of the planning permission and to ensure that the development is carried out as permitted.

17. Notwithstanding the 'kissing gates' shown on the submitted drawings, the pedestrian access on the northern boundary adjacent to Raunds Road shall be accessible to pedestrian and wheelchair users and full details of this access shall be submitted to and approved in writing by the Local Planning Authority prior to commencement of development. The access shall thereafter be provided in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure the site is accessible for pedestrians and wheelchair users.

Date received	Date valid	Overall Expiry	Ward
3 November 2011	3 November 2011	29 December 2011	

Applicant **Peterborough City Council**

Location **Thornhaugh Quarry, Near Wansford, Peterborough,**

Proposal **Importation of inert material for recycling and infill to achieve a beneficial restoration to agricultural land**

Decision Query/Consultation Answered

Conditions/Reasons:

1. East Northamptonshire Council raises no objection to the proposed development, subject to the following:
 - A routing agreement is formed which prevents the use of local roads through the villages of East Northamptonshire for HGV movements,
 - Assurance that both the local highways authority and the Highways Agency are satisfied with the proposed development.
 - Conditions are used to limit dust escaping from the site
 - Conditions are used to ensure that noise emitted from the site is periodically measured.

Date received	Date valid	Overall Expiry	Ward
15 November 2011	29 November 2011	24 January 2012	Higham Ferrers Lancaster

Applicant **M Hollyman**

Location **New Barn, Church Farm Barns, Rushden Road, Newton Bromswold.**

Proposal **Replacement of extant planning permission 08/00962/FUL - Single storey side extension dated 29.01.09**

Decision Application Permitted

Conditions/Reasons:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.
Reason: Statutory requirement under provision of Section 51 of the Planning and Compulsory Purchase Act 2004.
2. The development the subject of this planning permission shall be carried out using external materials matching exactly those of the existing building, unless otherwise agreed in writing by the Local Planning Authority.
Reason: To achieve a satisfactory elevational appearance for the development.
3. Prior to the commencement of the development hereby permitted, investigations shall be carried out to assess whether the existing foul water and surface water drainage system can deal with the waste and drainage water resulting from the development. This shall include details relating to the discharge of any final effluent and if relevant permeability tests, and this information shall be submitted to and be agreed in writing by the Local Planning Authority. If it is concluded that the existing system is inadequate, details of an alternative foul and surface water drainage system shall be submitted to and be approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the details so approved.

Reason: To safeguard public health, to prevent the potential for flooding on the site and elsewhere, and to safeguard the amenity of adjacent occupiers.

4. The development hereby permitted shall be carried out strictly in accordance with the approved plans; plan received by the Local Planning Authority on 6 June 2008, drawing number: 11-08-01; plan received on 12 January 2009 drawing number 11-08-04 C; and plan received on 15 January 2009, drawing number: 11-08-06.

Reason: In order to clarify the terms of the planning permission and to ensure that the development is carried out as permitted.

EN/11/01964/OUT

Date received	Date valid	Overall Expiry	Ward
30 November 2011	30 November 2011	25 January 2012	Rushden Pemberton

Applicant **Mr S Hajduk**

Agent **Sidey Design Architecture - Mr Jon Sidey**

Location **62 Highfield Road, Rushden, Northamptonshire, NN10 9QJ.**

Proposal **Residential development of 3 No terraced two-bedroom dwellings**

Decision Application Refused

Conditions/Reasons:

1. By reason of their siting, it is considered that the proposed dwellings would appear out of character with the prevailing built form and would therefore be contrary to Policy 13 (h) of the North Northamptonshire Core Spatial Strategy, Policy 2 of the East Midlands Regional Plan and the guidance contained within PPS1 and PPS3.

EN/11/01995/LBC

Date received	Date valid	Overall Expiry	Ward
8 December 2011	14 December 2011	8 February 2012	Oundle

Applicant **Bulldog Pub Company Ltd**

Agent **Simon Hill**

Location **The Talbot Hotel, 7 New Street, Oundle, Peterborough.**

Proposal **Building 13: Removal of existing floor/ceiling between ground and first floor to create a double height room; creation of a 'hanging' corridor; infill of external windows to existing first floor; increase height of permitted glazed doors by insertion of glazed panels and formation of new leaded canopy over. Building 1: Insertion of set of timber panel doors for fire protection to the Queen Mary staircase (Amendments to previously approved applications 10/01551/FUL and 10/01552/LBC dated 10/02/2011)**

Decision Application Permitted

Conditions/Reasons:

1. The development hereby permitted shall begin not later than three years from the date of this decision. Reason: Statutory requirement under provision of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. All proposed external pipework, including all rainwater goods, soil and overflow pipes, shall be of cast iron or cast aluminium and painted black, and shall thereafter be retained and maintained in perpetuity.

Reason: In the interests of preserving the historic character, fabric and appearance of the grade I listed building and its setting.

3. Notwithstanding the details already submitted, prior to the commencement of works, drawings at a scale of no less than 1:20 for the internal fire doors shall be submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details. Reason: In the interests of preserving the historic character, fabric and appearance of the grade I listed building and its setting.

4. The development hereby permitted shall be carried out strictly in accordance with the approved plans; AL(2-)139 and AL(2-)140 received 8 December 2011, 11058/S/G22/B13 received 13 December 2011, and AC(32)10 received 14 December 2011.

Reason: In order to clarify the terms of the consent and to ensure that the development is carried out as permitted.

EN/11/02029/FUL

Date received	Date valid	Overall Expiry	Ward
13 December 2011	19 December 2011	13 February 2012	Oundle

Applicant **Bulldog Pub Company Ltd**

Agent **Simon Hill - Horsley Townsend Architects Ltd**

Location **The Talbot Hotel, 7 New Street, Oundle, Peterborough.**

Proposal **Building 13: infill of external windows to existing first floor; increase height of permitted glazed doors by insertion of glazed panels and formation of new leaded canopy over. (Amendments to previously approved applications 10/01551/FUL and 10/01552/LBC dated 10/02/2011)**

Decision Application Permitted

Conditions/Reasons:

1. The development hereby permitted shall begin not later than three years from the date of this decision. Reason: Statutory requirement under provision of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. All proposed external pipework, including all rainwater goods, soil and overflow pipes, shall be of cast iron or cast aluminium and painted black, and shall thereafter be retained and maintained in perpetuity.

Reason: In the interests of preserving the historic character, fabric and appearance of the grade I listed building and its setting.

3. The development hereby permitted shall be carried out strictly in accordance with the approved plans; AL(2-)139 and AL(2-)140 received 8 December 2011, and 11058/S/G22/B13 received 13 December 2011.

Reason: In order to clarify the terms of the consent and to ensure that the development is carried out as permitted.

PLANNING POLICY COMMITTEE

Date: 23 January 2012

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: - David Brackenbury (Chairman)
Tony Boto (Vice Chair)

David Bateman
Pauline Bradberry
Mike Finch
Philip Hardcastle
Sylvia Hobbs
Marian Hollomon

David Jenney
Eloise Lucille
Bob Nightingale
Stephen North
David Read
Pam Whiting

359. MINUTES

The minutes of the meeting held on 12 December 2011 were approved and signed by the chairman.

360. APOLOGIES FOR ABSENCE

Councillor Glenvil Greenwood-Smith sent his apologies.

361. DECLARATIONS OF INTEREST AND QUESTIONS

There were no declarations of interest and no questions.

362. NORTHAMPTONSHIRE TRANSPORTATION PLAN CONSULTATION

The Committee considered a report from the Planning Policy and Conservation Manager which proposed a response to the Northamptonshire Transportation Plan Consultation. Members noted that the consultation had commenced on 28 November 2011 for a period of 8 weeks until 20 January 2012. It was further noted that the County Council had agreed to extend the consultation deadline to enable the East Northamptonshire Council Planning Policy Committee to provide its response.

A series of questions were provided within the consultation document to guide the response and these were provided in Appendix 2 to the report, with the proposed response. The committee was invited to comment on this proposed response, and was also given the opportunity to ask questions of the officers.

Following discussion, Members asked that the following additional points be included as part of the response :-

- Additional emphasis was needed regarding the need to dual the A45 and improve all road links to the A14.
- Further emphasis was required for better public transport provision and the pressing need for faster, more direct bus services, from East Northamptonshire to access Northampton.
- Support the Infrastructure Deficit Plan, page 13 and welcome Priority 3, page 18 to enable 100% countywide access to superfast broadband - additional attempts should be made to secure funding and assistance in order to facilitate the arrival of countywide superfast broadband; especially in rural areas.
- generally is that Page 9 RD2 trunking the A605 is most important; and RD4 dualling the A45 is a must to at least Thrapston.
- The perception of the document everything stops at Rushden. Further reference needs to be made to the rest of East Northamptonshire. There is a need for greater recognition of the amount of growth within East Northamptonshire that has taken place, is the subject of current applications or future plans needs to be fully factored in.

Not relevant for the consultation response, but as a general point raised, it was also noted that within the Document, the vision extract from the West Northamptonshire Joint Core Strategy was very town-specific. It was hoped that the current review of the North Northamptonshire Joint Core Strategy could emulate this.

RESOLVED:

That the consultation response presented by the officers be approved, subject to the additional points listed above.

(Reason - to improve transport with East Northamptonshire and across the County)

363. ANNUAL MONITORING REPORT

The Committee received an update from the Planning Policy and Conservation Manager regarding the previously presented Annual Monitoring Report (AMR) put forward at the meeting of the Committee on 12 December 2011 (minute number 308).

At that meeting Members had identified correlation discrepancies in supplied figures and had requested these be checked and amended if required. It was noted that these amendments had since been made and that a further alteration had been identified by officers relating to a site referred to as "Raunds North (Additional Barwood's Land)".

Members were informed that following a meeting between officers and NNJPU a new approach had been adopted to ensure a consistent AMR approach across North Northamptonshire and changes were highlighted to members. A revised deliverable housing land supply figure of 4.12 years was provided to the meeting as a result of the changes

Members were also advised about 2 amendments to the report: paragraph 2.4 should read Raunds – 4 sites and paragraph 9.1 the AMR has yet to be submitted.

Members were given the opportunity to ask questions of the officers and were asked to note the changes and amendments made.

Following extensive discussion it was

RESOLVED:

That the report be noted, including the recommendation to leave out unallocated greenfield sites listed in Appendix 1.

364. FOUR TOWNS PLAN, NEIGHBOURHOOD PLANS AND MASTERPLANS - UPDATE

The Planning Policy and Conservation Manager reported on the progress with the Four Towns Plan, as well as updates on progress with Neighbourhood Plans and Masterplans. Members noted that the North Northamptonshire Core Spatial Strategy was under review and consultants had started on the Level 2 Strategic Flood Risk Assessment (SFRA), following completion of Level 1 in 2011. Members were advised that to assist with the ongoing work, two temporary Planning Policy posts had been filled. A verbal update to the report was given that these two officers would be joining the Council in February 2012. Members commented that these appointments would be of great assistance.

Members were updated on current progress; Irthlingborough's Masterplan work was ongoing, Oundle 2020 Group were making good progress on their town design statement which was at an early drafting stage and a meeting was due with Raunds to discuss their progress. Officers had also been out to Stanwick to discuss neighbourhood and parish plans. It was

RESOLVED:

That the progress report be noted, while members appreciated that this item would feature on future agendas.

(Reason - to provide an update on progress for the Four Town Plan and in addition, to provide Members with updates on Neighbourhood Plan and Masterplan work)

Chairman

EAST NORTHAMPTONSHIRE STANDARDS BOARD

Date: 1 February 2012

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Graham Blagden (Chairman)

East Northamptonshire Councillors: Glenvil Greenwood-Smith
Barbara Jenney
Brian Northall

Town and Parish Councillors: Don Campbell
Prudence Goss
Arthur Whittaker

Independent Members: Hilary Daniels
Graham Matthews

365. MINUTES

The minutes of the meeting held on 7 December 2011 were approved and signed by the chairman.

366. APOLOGIES FOR ABSENCE

There were no apologies.

367. DECLARATIONS OF INTEREST

No interests were declared.

368. ACTIVITY REPORT OF THE MONITORING OFFICER

A report was received on ethical matters dealt with by the Monitoring Officer since the last meeting. It was noted that 5 enquiries had been recorded from parish and town council clerks and councillors, district councillors and the general public, mainly seeking advice on personal and prejudicial interests.

Members were informed that the government's intended start date for the new standards arrangements would be 1 July 2012. It was noted that Standards for England had effectively ceased activities on 31 January 2012. The Monitoring Officer stated that there was currently no transition in place between old and new systems, so any new complaints would need to be resolved by 1 July, under the old code. It was hoped that no complaint would arrive of a seriousness to require referral to Standards for England in the interim period.

Regarding the existing complaint against an East Northamptonshire councillor, it was noted that this action had now concluded. A further complaint that had been received against a Parish Councillor had been considered at an Assessment Sub-Committee immediately prior to the meeting and the response generated would be conveyed to the councillor concerned in the near future.

It was noted that the Chair and Vice Chair of the Standards Board, together with the Monitoring Officer, met the Leader of the Council, and the Leaders of the Independent and Labour groups to discuss the future of the Standards Committee. All expressed support for the Standards Board Working Party to continue its work on developing future standards arrangements for this council. This approach was then formally endorsed by the Council at its meeting on 9 January.

A workshop to discuss possible future Standards arrangements would be held on 27 February 2012 for all Town and Parish Councillors. The workshop would explore Localism Act requirements, proposals for East Northamptonshire Council in terms of its arrangements and give consideration as to how these proposals might be of assistance to Town and Parish Councils in the District.

369. PROPOSALS FOR EAST NORTHAMPTONSHIRE COUNCIL'S ARRANGEMENTS FOR STANDARDS

The board received and considered a report from the Monitoring Officer which presented the findings of the Standards Board Working Party relating to the key issues faced by the council concerning the Standards aspects of the Localism Act 2011.

The Monitoring Officer provided an outline of the current proposals and advised the committee that its comments would be forwarded to the Scrutiny Committee on 6 February followed by Policy and Resources Committee on 13 February. Once all three committees' views had been collated, details would be fed back to the Town and Parish Workshop on 27 February.

Members were asked for their comments on various issues in the report relating to the advancement of ENC's standards arrangements. Responses included:

- The new Standards Committee should comprise a combination of town and parish and district councillors and the mix of members should be as diverse as possible.
- Various amendments were made to the wording and content of the draft Code of Conduct. It was also agreed by the board that signing the council's constitution would also be an acceptance of the code of conduct.
- The board agreed that the council's constitution be amended to reflect the need of a councillor with a relevant "Disclosable Pecuniary interest" to withdraw from a meeting room should the situation arise.
- Regarding independent members, the board was happy to recruit two persons; one active and one as reserve. There should also be a requirement for independent persons to either reside, or work at a place of business within the district boundaries.
- The board was happy for the Monitoring Officer to have delegated power to deal with initial complaints.

- The granting of dispensations should also be left to the Monitoring Officer who would work up a draft set of arrangements to be presented to the board at a later date.

It was agreed that a revised and amended version of the draft Code of Conduct would be supplied to Scrutiny Committee for its views.

Chairman

SCRUTINY COMMITTEE

Date: 6 February 2012

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors: - **Phil Stearn (Chairman)**
Sarah Peacock (Vice Chairman)

Peter Baden
Marika Hillson
Gill Mercer
Brian Northall
David Read

Peter Wathen
Pam Whiting
Clive Wood
Colin Wright

Also present: Keith Osborne - Deputy Monitoring Officer

370. MINUTES

The minutes of the meeting held on 14 December 2011 were approved and signed by the chairman.

371. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Sylvia Hobbs and Councillor Michael Finch. Apologies were also received from the Monitoring Officer, Sharn Matthews.

372. DECLARATIONS OF INTEREST & QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

The were no declarations of interest and no questions received.

373. CHANGES TO THE CONSTITUTION

The Deputy Monitoring Officer presented a report seeking Member endorsement of proposed changes to the council's constitution in order to provide greater clarity and remove some redundant paragraphs.

Proposed changes were presented relating to the following areas of the constitution:

- Policy and Budgetary Framework
- Deputy Chief Finance Officer
- Scrutiny Call-in timetable
- Scheme of Delegation
- Mid-year appointment of Deputy Leader, Chairman or Vice Chairman
- Removal of duplicate wording
- Public Speaking at Policy and Resources Committee.

Members were given the opportunity to discuss the proposals and ask questions of the Deputy Monitoring Officer. Members requested the circulation of documents relating to the Community Strategy and the council's disciplinary policy subsequent to the meeting.

It was

UNANIMOUSLY RESOLVED:

That the Committee endorses all of the recommendations in the report, subject to the requested documents being circulated.

(Reason – to ensure that the council's constitution is responsive to the changing working environment).

374. FUTURE STANDARDS ARRANGEMENTS AT EAST NORTHAMPTONSHIRE COUNCIL

The Deputy Monitoring Officer presented a report which detailed the findings of the Standards Board Working Party in relation to key issues faced by the council in relation to its future arrangements for standards as required by the Localism Act.

It was noted by members that the issues had already been considered by the Standards Board at its meeting on 1 February 2012. A revised Code of Conduct was circulated to members which incorporated changes that had been made at that meeting. Members were advised that their comments and those recorded at the forthcoming Policy and Resources Committee would be forwarded to a Town and Parish Council Workshop to take place on 27 February 2012.

Recommendations requested from the members were:

- The form of Standards Committee desired
- Draft Code of Conduct and the concept of councillors signing to abide by the constitution
- Withdrawal from debate if councillors have a Disclosable Pecuniary Interest (DPI)
- Recruitment and remuneration of the Independent Person(s)
- Delegation to the Monitoring Officer regarding the handling of initial complaints
- Granting of dispensations.

Members had an extensive discussion regarding the composition of a new Standards Committee. They considered the two options available to them; an ENC only committee or a Joint Committee which would feature members from town and parish councils.

All other recommendations contained within the report were fully supported by the committee, although Councillor Mercer requested that the wording of the DPI recommendation regarding councillor withdrawal be amended to "meeting" or "room" to clarify the point.

It was

RESOLVED:

- (1) That the committee, favours the stand alone ENC option for the form of the new Standards Committee, although it recognises that town and parish councils may require some assistance from the Monitoring Officer in implementing the new arrangements.
- (2) All other recommendations contained in the report were unanimously agreed by the committee.

Chairman

DEVELOPMENT CONTROL COMMITTEE

Date: 8 February 2012

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Gill Mercer (Vice Chairman)

Peter Baden
Roger Glithero
Glenn Harwood
Marika Hillson
Dudley Hughes
Barbara Jenney
Andy Mercer

Bob Nightingale
Brian Northall
Ron Pinnock
Anna Sauntson
Phillip Stearn
Robin Underwood
Peter Wathen

375. MINUTES

The minutes of the meeting held on 18 January 2012 were approved and signed by the chairman.

376. APOLOGIES FOR ABSENCE

Councillors Pauline Bradberry (Chairman), Philip Hardcastle and Wendy Brackenbury sent their apologies.

377. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations of Interest

Councillors Andy and Gill Mercer, Ron Pinnock, Robin Underwood and Barbara Jenney declared a personal interest in application EN/11/00805/OUT as they all knew the speaker, Councillor Bert Jackson.

Councillor Dudley Hughes declared a personal interest in application EN/11/00805/OUT as he knew a resident who owned a property which backs on to the proposed site.

Councillor Anna Sauntson declared a personal interest in application EN/11/00805/OUT as she knew both speakers on the application.

Councillors Andy and Gill Mercer, Ron Pinnock and Robin Underwood declared a personal interest in application EN/11/01298/FUL as they both knew the speaker, Barry Morrison.

Councillor Bob Nightingale declared a personal and prejudicial interest in application EN/11/01586/FUL and EN/11/01/01933/EXT as he knew the applicants' family. He left the room for the discussion and voting on these items.

(b) Informal Site Visits

No site visits were declared.

378. PUBLIC SPEAKERS

The following people spoke on the items as indicated: -

- (i) John Farmery on EN/11/00805/OUT Land between A6 Higham Ferrers Bypass and Station Road Higham Ferrers (Objector)
- (ii) Councillor Bert Jackson on EN/11/00805/OUT Land between A6 Higham Ferrers Bypass and Station Road Higham Ferrers (on behalf of Higham Ferrers Town Council)
- (iii) Aaron Peate on EN/11/01023/OUT Land at Goulsbra Road Rushden (Agent for the applicant)
- (iv) Mr Herrod on EN/11/01298/FUL 74 Benefield Road Oundle (Applicant)
- (v) B Morrison on EN/11/01298/FUL 74 Benefield Road Oundle (Objector)
- (vi) Councillor Pam Whiting on EN/11/01586/FUL & EN/11/01933/EXT The Pastures, 11 Church Lane, Newton Bromswold (Ward member supporting applicant)
- (vii) Mrs Clare Grant on EN/11/01586/FUL & EN/11/01933/EXT The Pastures, 11 Church Lane, Newton Bromswold (Applicant)
- (viii) Fiona Turner on EN/11/01586/FUL & EN/11/01933/EXT The Pastures, 11 Church Lane, Newton Bromswold (on behalf of Newton Bromswold Parish meeting)
- (ix) Janet Jones on EN/11/02050/FUL Land off Polopit Titchmarsh (Objector)
- (x) Lorna Dodge on EN/11/01826/FUL 7 Well Lane Barnwell (Applicant)

379. PLANNING APPLICATIONS

The committee considered the planning applications report, with updated information on some of the applications and representations made by public speakers at the meeting. The full decision on the applications is included (on the page indicated) in the appendix to these minutes.

(i) EN/11/00805/OUT Land between A6 Higham Ferrers Bypass and Station Road, Higham Ferrers (page 580)

An update report was received, detailing the outcome of discussions between the applicant and officers. As a result, changes were proposed to conditions 2, 13 and 14. An update on contributions was provided, specifically mentioning:

- Community facilities
- Public open space
- Health
- Schools.

The response by the applicant to Higham Ferrers Town Council's request for additional S106 contributions for community facilities was provided.

Members expressed their concerns on various aspects of the application, specifically density, lack of private amenity space, design and layout of the site and flats over garages. The committee asked for clarification on education capacity at local schools, as figures provided by the County Council were at odds with members' own knowledge.

The committee **agreed** to **defer** the application to allow officers to enter into negotiations with the applicant on the following issues:

- Number of dwellings / density of development

- The cramped form and layout
- The removal of flats over garages
- Removal of rear garage courts
- The lack of private amenity space in particular for the flats
- The location of the LAP/LEAP
- Increased S106 contributions (highways)
- Liaison with NCC/Head teachers on secondary school places.
- Code for Sustainable Homes level to be established.

Officers would investigate whether the affordable dwellings could be allocated to Higham residents.

(iii) EN/11/01023/OUT Land South of Goulsbra Road, Rushden (page 580)

An update was provided which gave clarification on a number of issues surrounding the application. The response of the applicant to Rushden Town Council's request for £10,000 towards community facilities for improvements at Jubilee Park was noted. A condition was added (as condition 31) regarding provision of fire hydrants to serve the development.

The committee **agreed** to **grant** the application subject to a S106 agreement as set out in the planning application report with the addition of a condition relating to ransom strips. The S106 agreement would also specify that the transport contribution is to be used in Rushden.

(iv) EN/11/01298/FUL 74 Benefield Road, Oundle (page 585)

An update report set out a reduction in the proposed number of units on the site and an amended housing mix alongside the re-orientation of four units to reflect previous concerns raised by members. Revised education contributions and library contributions were detailed alongside the views of neighbouring residents who had been reconsulted on the amended scheme.

Members voiced their displeasure and disappointment with the comments and attitude of the applicant who advised the committee that the developer was unwilling to make any further amendments to the application and that if the proposal before the committee was rejected, the original application would simply be resubmitted and taken as far as appeal if necessary.

The committee **agreed** to **grant** the application subject to conditions set out in the planning applications report.

(v) EN/11/01586/FUL & EN/11/01933/EXT The Pastures, 11 Church Lane, Newton Bromswold, Rushden (page 588)

The committee agreed to deal with both applications at the same time as they related to the same property.

An update explained the reasoning behind the applications appearing before the committee, i.e. that the applications proposed a new dwelling in the open countryside. It was further noted that additional information had been received which showed that the site originally accommodated a number of dwellings. The officer response to this information was provided.

The committee **agreed** to **grant** application **EN/11/01586/FUL**, contrary to the recommendation in the planning applications report. Conditions were delegated to the Head of Planning Services, in consultation with the Chair, Vice Chairman and Ward Member.

Regarding application **EN/11/01933/EXT**, the committee offered **no objection**, contrary to the recommendation in the planning application report.

(v) EN/11/01339/FUL Willowbrook Cottage, Brigstock Road, Sudborough (page 589)

An update confirmed that Sudborough Council had no further comments to add to those already made in respect of the application.

The committee **agreed** to **grant** the application subject to conditions set out in the planning applications report, but with a note to officers that careful consideration be given to the colour of the roof tiles.

(vi) EN/11/02050/FUL Land off Polopit, Titchmarsh (page 590)

The committee **agreed** to **grant** the application subject to conditions set out in the planning applications report, but with an amendment to condition 13 to include reference to the tree protection plan.

(vii) EN/11/01826/FUL 7 Well Lane, Barnwell (page 592)

The committee **agreed** to **grant** the application subject to conditions set out in the planning applications report.

Chairman

List Of Applications Determined By DEVELOPMENT CONTROL COMMITTEE - 8 February 2012

EN/11/00805/OUT

Date received	Date valid	Overall Expiry	Ward
20 May 2011	14 June 2011	13 September 2011	Higham Ferrers Lancaster

Applicant **Duchy Of Lancaster - Mr N Dart**

Agent **DLP Planning - Mr James Croucher**

Location **Land Between A6 Higham Ferrers Bypass And, Station Road, Higham Ferrers, Northamptonshire.**

Proposal **Outline: erection of up to one hundred and fifteen new dwellings with access, parking, landscaping, balancing pond, open space and associated works (all matters reserved except access)**

Decision Application deferred to allow officers to enter into negotiations with the applicant on the following issues:

- Number of dwellings/density of development
- The cramped form and layout
- The removal of flats over garages
- Removal of rear garage courts
- The lack of private amenity space in particular for the flats
- The location of the LAP/LEAP
- Increased S106 contributions (highways)
- Liaison with NCC/Head Teachers on secondary school places
- Code for Sustainable Homes level to be established

EN/11/01023/OUT

Date received	Date valid	Overall Expiry	Ward
4 July 2011	5 July 2011	4 October 2011	Rushden Bates

Applicant **Wereldhave UK Ltd**

Agent **Indigo Planning Ltd - Mr A Peate**

Location **Land South of, Goulsbra Road, Rushden, Northamptonshire.**

Proposal **Erection of up to seventy three (73) dwellings with open space and associated works**

Decision **Grant permission subject to a S106 Agreement**

Conditions/Reasons:

1. Approval of details of the access, layout, siting, scale and appearance of the dwellings and the landscaping of the site (hereinafter called "the reserved matters") shall be obtained from the Local Planning Authority in writing before the development is commenced.
Reason: The application is in outline only and the reserved matters referred to will require full consideration by the Local Planning Authority.
2. Application for the approval of the reserved matters must be made not later than the expiration of three years beginning with the date of this permission.

Reason: Statutory requirement under section 51 of the Planning and Compulsory Purchase Act 2004.

3. The development to which this permission relates shall be begun before the expiration of two years from the date of approval of the last of the reserved matters to be approved.

Reason: Statutory requirement under section 51 of the Planning and Compulsory Purchase Act 2004.

4. The layout details to be submitted for approval by the Local Planning Authority relating to condition 1 above shall be in accordance with the principles shown on the submitted illustrative layout plan (drawing number: 3983-P-02 Revision E, received by the Local Planning Authority on 13 October 2011) and the design principles set out on pages 32-33 of the submitted Design and Access Statement, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure a satisfactory layout for the development and to ensure the proposal meets the objectives set in PPS1, PPS3, Policy 13 of the North Northamptonshire Core Spatial Strategy 2008 and Design SPD 2009.

5. In accordance with the principles laid out within the submitted Design and Access Statement, the dwellings hereby permitted shall consist mainly of two storeys in height and shall not exceed two and a half storeys in height and shall follow the maximum scale parameters stated.

Reason: In the interest of visual amenity, residential amenity and to ensure the dwellings would not detract from the landscape.

6. In accordance with the details provided in the submitted Design and Access Statement, a variety of dwelling types and styles shall be provided.

Reasons: In order to meet the objectives of PPS3, Saved Policy H4 of the East Northamptonshire Adopted Local Plan 1996 and Objective 10 and Policy 15 of the North Northamptonshire Core Spatial Strategy 2008.

7. Prior to the commencement of the development hereby permitted, details and samples of the external materials to be used for the construction of the dwelling and garage shall have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be implemented in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To achieve a satisfactory appearance for the development.

8. The details to be submitted for approval in writing by the Local Planning Authority relating to condition 1 above shall include a comprehensive landscaping scheme for the site. The scheme shall follow the principles set out on the submitted illustrative layout (drawing number: 3983-P-02 Revision E, received by the Local Planning Authority on 13 October 2011) and Design and Access Statement. The planting proposals shall include native species and shall an implementation schedule. Landscaping shall thereafter be provided in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure a reasonable standard of development and visual amenity for the area.

9. Any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damage or diseased, shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure a reasonable standard of development and to avoid detriment to the visual amenity of the area.

10. Prior to commencement of the development, a Landscape Management Plan for the development site shall be submitted to and approved in writing by the Local Planning Authority. Details of the body/bodies responsible for the ongoing implementation of the said Landscape Management Plan and evidence of approvals of the adopting authority(s) shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development. Landscape management shall be carried out in accordance with the Landscape Management Plan so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In order to ensure the long-term maintenance of the onsite open space in the interests of its visual appearance and the amenity of its users.

11. Prior to the commencement of the development hereby permitted, details of the provision of screening to all boundaries of the site, gardens of the individual properties, and public open space areas, shall be submitted to and approved in writing by the Local Planning Authority. This shall include details indicating the positions, height, design, materials and type of boundary treatment to be erected. This boundary screening shall then be provided in accordance with the details so approved prior to the first occupation of the dwellings and shall thereafter be retained in perpetuity, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure adequate standards of privacy for neighbours and occupiers and to safeguard the amenity of the area.

12. Details of any works to relevel and regrade the site shall be submitted to and approved in writing prior to the commencement of development. The details shall include existing and proposed contour lines and spot level heights and shall be sufficient to identify completed onsite gradients and levels in relation to existing adjacent development and public highways. Development shall be completed in accordance with the approved details.

Reason: In the interests of visual amenity and to ensure a satisfactory form of development in relation to neighbouring land and buildings.

13. Prior to the commencement of development details of the proposed finished floor level of the buildings hereby approved shall be submitted to and approved in writing by the local planning authority. The details shall include spot level measurements as existing and where appropriate the foundation levels of adjacent buildings sufficient for the local planning authority to be able to properly assess and determine the finished height of the completed development.

Reason: In the interests of visual amenity and to ensure a satisfactory form of development in relation to neighbouring land and buildings.

14. Works that cause noise to be audible at the site boundary shall not take place outside of the following times: Monday to Friday 08:00am to 18:00pm, Saturdays 08:30am to 13:30pm and at no time on Sundays or Public/Bank Holidays, unless otherwise agreed in writing by the Local Planning Authority. This includes deliveries to the site and any work undertaken by contractors and sub contractors.

Reason: To ensure noisy operations are not undertaken during noise sensitive times, in the interests of the residential amenity of the existing nearby dwellings.

15. Notwithstanding the submitted details and prior to commencement of the development hereby permitted, the following access details shall be submitted to and approved in writing by the Local Planning Authority:

- 1) Hard surface materials to form the estate roads;
- 2) Means of drainage;
- 3) Maximum gradient from the highway boundary and within the promoted estate street in the positive and negative direction within the scope of the Northamptonshire County Council design specifications.

The submitted details shall illustrate residential estate roads which are to Northamptonshire County Council's adoptable standard, unless otherwise agreed in writing by the Local Planning Authority. All works, including hard surfacing shall be completed in accordance with the details so approved, in accordance with a timetable to be agreed in writing by the Local Planning Authority prior to commencement of development.

Reason: In the interest of highway safety.

16. No development approved by this planning permission shall commence until:

a) A site investigation has been designed for the site to investigate landfill gas. This should be submitted to, and approved in writing by the LPA prior to that investigation being carried out on the site. The investigation must be comprehensive enough to enable a risk assessment to be undertaken relating to human health and structures that may be affected.

b) The site investigation has been undertaken in accordance with details approved by the LPA and a risk assessment has been undertaken.

c) A Method Statement detailing the remediation requirements, including measures to minimise the impact on human health and structures has been submitted to the LPA. This should be approved by the LPA prior to that remediation being carried out on the site.

d) The development shall be carried out in accordance with the approved Method Statement.

This must be conducted in accordance with DEFRA and the Environment Agency's 'Model procedures for the Management of Land Contamination, CLR11'.

Reason: To ensure the site is protected from landfill gas.

17.If, during development, contamination not previously considered is identified, then the Local Planning Authority shall be notified immediately and no further work shall be carried out until a method statement detailing a scheme for dealing with the suspect contamination has been submitted to and agreed in writing with the Local Planning Authority.

Reason: To ensure all contamination within the site is dealt with.

18.No development shall commence until a detailed mitigation and monitoring strategy for Great Crested Newts has been submitted to and approved in writing by the Local Planning Authority. The mitigation and monitoring strategy shall thereafter be implemented in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In order to safeguard protected species which may inhabit the site and to ensure the development accords with PPS9.

19.Development shall proceed in accordance with the recommendations detailed in Section 4 of the submitted Ecology Appraisal (dated 30 June 2011) received by the Local Planning Authority on 4 July 2011, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To minimise the impact of the proposed development on local wildlife and to ensure the development accords with PPS9.

20.Development shall proceed in accordance with the protection, mitigation and enhancement measures detailed in Section 6 of the submitted GCN Report and Mitigation Strategy (dated 30 June 2011) received by the Local Planning Authority on 4 July 2011, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To minimise the impact of the proposed development on local wildlife and to ensure the development accords with PPS9.

21.No development shall commence until a surface water strategy has been submitted to and approved in writing by the Local Planning Authority. The surface water strategy shall include a scheme for the provision, implementation, ownership and maintenance of the surface water drainage for the site based on sustainable drainage principles. Surface water run-off rates shall not exceed 3.2 l/s/ha (Q1), 8.8 l/s/h (Q30) and 13.1 l/s/h (Q100) and attenuation shall be provided up to the 1% rainfall event with an allowance for climate change. The surface water strategy shall thereafter be implemented in accordance with the details so approved prior to the first occupation of the dwellings, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interest of public amenity, to prevent flooding by ensuring the satisfactory storage and disposal of surface water from the site and to ensure future maintenance of the surface water drainage system.

22.Before any work is commenced on the development the subject of this permission, details of the provision of foul water drainage installations to serve the development shall have been submitted to and be approved by the Local Planning Authority. The development shall thereafter be implemented in accordance with the approved details before the development is first brought into use, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To safeguard public health and in the interest of residential amenity.

23.Prior to commencement of development, a Site Waste Management Plan, shall be submitted to and approved in writing by the Local Planning Authority to demonstrate that the development would meet the requirements Policy CS7 of the Northamptonshire Minerals and Waste Development Framework Core Spatial Strategy and the Site Waste Management Plans Regulations 2008. The development shall be implemented in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that the development is sustainable in accordance with national government advice contained in PPS1, Policy 14 of the adopted North Northamptonshire Core Spatial Strategy, Policy CS7 of the Northamptonshire Minerals and Waste Development Framework Core Spatial Strategy and the Site Waste Management Plans Regulations 2008.

24.The layout details to be submitted for approval by the Local Planning Authority relating to condition 1 above, shall include a waste audit and shall include details to show vehicle turning circles, road widths and surfacing.

The development shall thereafter be carried out in accordance with the detail so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that the development could be accessed for waste collection, in the interest of amenity and to ensure an appropriate standard of development.

25.No development shall commence until details of the treatment for the high voltage overhead network, including evidence of supporting consultation with Western Power Distribution, has been submitted to and approved in writing by the Local Planning Authority. Works to the high voltage overhead network shall thereafter be carried out in accordance with the details so approved and prior to the commencement of development, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure satisfactory treatment of the existing overhead network.

26.In accordance with the submitted details, the dwellings hereby permitted shall achieve Level 3 of the Code for Sustainable Homes. A copy of the Interim Design Stage Assessment Certificate shall be submitted to be approved in writing by the Local Planning Authority to demonstrate that the Code Level 3 will be achieved. Within 5 months of completion a copy of the Final Certificate to demonstrate that Code Level 3 has been achieved shall be submitted to and be approved in writing by the Local Planning Authority, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that the development is sustainable in accordance with national government advice contained in PPS1 and Policy 14 of the adopted North Northamptonshire Core Spatial Strategy.

27.At least 10% of the energy supply of the development shall be secured from decentralised and renewable or low-carbon energy sources (as described in the glossary of Planning Policy Statement: Planning and Climate Change (December 2007)). Prior to the commencement of development, details and a timetable of how this is to be achieved, including details of physical works on site, shall be submitted to and be approved in writing by the Local Planning Authority. The details so approved shall be implemented in accordance with the approved timetable and retained as operational thereafter, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that the development is sustainable in accordance with national government advice contained in PPS1 and Policy 14 of the adopted North Northamptonshire Core Spatial Strategy.

28.Details of the arrangements for provision of public bins, bin storage for the dwellings, and other street furniture, shall be submitted to and approved in writing by the Local Planning Authority, prior to commencement of development. The development shall thereafter be carried out in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interests of amenity and ensuring an appropriate standard of development.

29.Details of a scheme of lighting for the development hereby approved, including for the children's play area and wider open space areas, shall be submitted to and approved in writing by the Local Planning Authority, prior to the commencement of development. This shall include full details of the type of lighting, number, exact location and level and type of illumination. The scheme shall thereafter be implemented in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interest of preventing crime, anti-social behaviour and reducing the fear of crime, in accordance with Policy 13 of the adopted North Northamptonshire Core Spatial Strategy and in the interest of residential amenity.

30.This permission relates to the following drawings: drawings received by the Local Planning Authority on 13 October 2011, drawing number: 3983-P-02 Revision E; 3983-P-01 Revision E received on 4 July 2011; and 00390006/SLP received on 4 July 2011.

Reason: In order to clarify this permission.

31.Prior to the commencement of the development hereby permitted, details of the provision of fire hydrants shall be submitted to and approved in writing by the Local Planning Authority. The fire hydrants shall thereafter be implemented in accordance with the details so approved, prior to the first occupation of the dwellings, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that satisfactory provision of fire hydrants is provided for the development.

Date received	Date valid	Overall Expiry	Ward
15 August 2011	22 August 2011	21 November 2011	Oundle

Applicant **Ms Theresa Farrelly**

Location **74 Benefield Road, Oundle, Northamptonshire, PE8 4EZ.**

Proposal **Erection of 23 dwellings and associated garages, parking and open space**

Decision Grant permission subject to S106 Agreement

Conditions/Reasons:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: Statutory requirement under provision of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Prior to the commencement of development, a schedule and samples of all external materials to be used within the development including facing, roofing and fenestration shall have been submitted to and approved in writing by the local planning authority. sample panel of the proposed elevation materials shall be constructed on site for the perusal of a representative from the local planning authority. The development shall thereafter be carried out in accordance with the approved details. The elevations of Plots 30-40 shall be carried out using natural stone, unless otherwise agreed in writing by the local planning authority.

Reason: To achieve a satisfactory elevational appearance for the development.

3. No development shall take place until there has been submitted to and be approved in writing by the Local Planning Authority a comprehensive scheme of landscaping for the site, which shall be implemented strictly in accordance with the approved details in the first planting season following the occupation of the development, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure a reasonable standard of development and to avoid detriment to the visual amenity of the area.

4. All planting, seeding and turfing comprised in the approved details of landscaping shall be carried out in the first planting season following the occupation of the building(s) or the completion of the development, whichever is the sooner. Any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure a reasonable standard of development and to avoid detriment to the visual amenity of the area.

5. Notwithstanding the submitted details and before commencement of development hereby permitted, a sustainable strategy satisfying the requirements of Policy 14 of the North Northamptonshire Core Spatial Strategy shall be submitted to and be agreed in writing by the Local Planning Authority and the development shall be implemented in accordance with the details so approved, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that the development is sustainable in accordance with national government advice contained in PPS1 and Policy 14 of the adopted North Northamptonshire Core Spatial Strategy.

6. No development shall take place on the development hereby approved until a detailed mitigation and monitoring strategy for bats (in relation to the existing dwelling at 76a Benefield Road which is to be demolished) has been submitted to and approved in writing by the local planning authority.

Reason: In the interest of protecting a protected species.

7. No development shall take place until there has been submitted to and approved in writing by the local planning authority a plan indicating the positions, design and type of boundary treatment to be erected or retained. The approved boundary treatment shall be completed before first occupation of the dwelling to which it relates.
Reason: To ensure an acceptable form of development.
8. Before any work is commenced on the development the subject of this permission, details of the slab levels of the proposed buildings in relation to the adjacent dwellings and the public highway shall have been submitted to and approved by the local planning authority, and the development shall thereafter be carried out in accordance with the approved details.
Reason: To ensure a satisfactory form of development.
9. Prior to the commencement of development, a construction management plan shall be submitted to and approved in writing by the local planning authority. The plan shall include details of the wheel washing facilities for the site during the construction phase. The construction phase shall thereafter be carried out in accordance with the approved scheme
Reason: To ensure the orderly development of the site in the interests of the amenity of nearby residential occupiers.
10. Prior to the commencement of development, details of all proposed surfacing materials, means of drainage to prevent the discharge of water to the public highway shall have been submitted to and approved in writing by the local planning authority. The development shall thereafter be carried out in accordance with these approved details.
Reason: In the interests of highway safety.
11. Prior to the commencement of development a method statement that includes details of measures to minimise dust during construction works shall be submitted to and approved in writing by the local planning authority.
Reason: In the interests of the residential amenity of the existing nearby dwellings.
12. Prior to the commencement of development, details of all proposed surfacing materials, means of drainage to prevent the discharge of water to the public highway shall have been submitted to and approved in writing by the local planning authority. The development shall thereafter be carried out in accordance with these approved details.
Reason: In the interests of highway safety.
13. Notwithstanding the submitted details, pedestrian visibility splays of 2.4m x 2.4m shall be provided on both sides of all individual vehicular access to each dwelling hereby approved. The areas of land between the required sight lines and the carriageway shall be cleared, levelled and retained at a height not exceeding 0.6 metres above the carriageway and driveway levels.

Reason: In the interest of highway safety.
14. The vehicular access shall have a gradient not exceeding 1 in 15 for a distance of 5.0 metres back from the correct level at the highway boundary. Prior to the first occupation of the development hereby permitted this area shall be paved with a hard bound surface for a minimum of 5.0 metres back from the highway boundary and be thereafter retained.
Reason: In the interest of highway safety.
15. Details of all external lighting shall be submitted to and approved in writing by the local planning authority prior to the commencement of development. The external lighting shall be installed in accordance with the approved details prior to the first occupation of any of the dwellings hereby permitted.
Reason: In the interests of crime prevention, the safety of the users of the parking area and to prevent any nuisance for surrounding occupiers.
16. Before any work is commenced on the development the subject of this permission, details of the provision of foul water and surface water drainage installations to serve the development shall have been submitted to and approved by the Local Planning Authority. The development shall thereafter be implemented in accordance with the approved details before the development is brought into use, unless otherwise agreed in writing by the Local Planning Authority.
Reason: To safeguard public health, in the interest of residential amenity and in the interest of highway safety.

17. All works which cause any noise that is audible at the boundary of the site, or at any such other place as may be agreed with the Local Planning Authority, shall be carried out only between the hours of 7:30am and 5:30pm Monday to Fridays, 8:00am and 1:00pm on Saturdays and at no time on Sundays and Bank Holidays.
Reason: In the interest of residential and local amenity.
18. No development shall take place on the residential development hereby approved before a schedule of demolition has been submitted to and approved in writing by the local planning authority. The demolition shall then be carried out in accordance with the approved details, unless otherwise agreed in writing by the local planning authority.
Reason: In the interest of residential amenity.
19. Notwithstanding the submitted details, a Tree Protection Plan for the onsite trees shall be submitted to and approved in writing by the local planning authority prior to the commencement of development and shall be in accordance with BS5837:2005. The development shall thereafter be carried out in accordance with these details.
Reason: To ensure the protection of trees on the site and within the neighbouring garden.
20. Notwithstanding the submitted details, an Arboricultural Method Statement shall be submitted to and approved in writing by the local planning authority prior to the commencement of the development. This statement shall be in accordance with BS5837:2005. The development shall thereafter be carried out in accordance with these details.
Reason: To ensure the protection of trees on the site and within the neighbouring garden.
21. The development hereby permitted shall not be commenced until details of a comprehensive contaminated land investigation has been submitted to and approved by the Local Planning Authority (LPA) and until the scope of works approved therein have been implemented. The assessment shall include all of the following measures unless the LPA dispenses with any such requirements in writing:
- a) A Phase I desk study carried out to identify and evaluate all potential sources of contamination and the impacts on land and/or controlled waters, relevant to the site. The desk study shall establish a conceptual model of the site and identify all plausible pollutant linkages. Furthermore, the assessment shall set objectives for intrusive site investigation works/ Quantitative Risk Assessment (or state if none required). Two full copies of the desk study and a non-technical summary shall be submitted to the LPA without delay upon completion.
 - b) A site investigation shall be carried out to fully and effectively characterise the nature and extent of any land contamination and/or pollution of controlled waters. It shall specifically include a risk assessment that adopts the Source-Pathway-Receptor principle and takes into account the sites existing status and proposed new use. Two full copies of the site investigation and findings shall be forwarded to the LPA.
- Reason: To ensure potential risks arising from previous site uses have been fully assessed.
22. Notwithstanding the submitted details and before commencement of the development hereby permitted, a site waste management plan, shall be submitted to and approved in writing by the Local Planning Authority to demonstrate that the development would meet the requirements Policy CS7 of the Northamptonshire Minerals and Waste Development Framework Core Spatial Strategy and the Site Waste Management Plans Regulations 2008. The development shall be implemented in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.
Reason: To ensure that the development is sustainable in accordance with national government advice contained in PPS1, Policy 14 of the adopted North Northamptonshire Core Spatial Strategy, Policy CS7 of the Northamptonshire Minerals and Waste Development Framework Core Spatial Strategy and the Site Waste Management Plans Regulations 2008.
23. No building works which comprise the erection of a building required to be served by water services shall commence until details of a scheme, including phasing and future management and maintenance arrangements, for the provision of mains foul water drainage has been submitted to and approved in writing by the local planning authority. The works shall be implemented prior to the occupation of any buildings within the relevant phases of the development.
Reason: To prevent flooding, pollution and detriment to public amenity and biodiversity through provision of suitable water infrastructure, irrespective of the provisions of Sections 94,98 and 106 of the Water Industry Act 1991.

24. The works hereby permitted shall be carried out strictly in accordance with the approved plans (OUND2/02/200 Rev B, OUND2/02/205, OUND2/02/210, OUND2/02/215, OUND2/02/216, OUND2/02/220, OUND2/02/230, OUND2/02/200, SD5/1, SD5/2, OUND2/1BAPT/TYPE A PL 01, OUND2/1BAPT/TYPE A PL 02 Rev B1, OUND2/AF05/TYPE B PL 01, OUND2/AF05/TYPE B2PL 01, OUND2/A208/TYPE C PL 01, OUND2/A305/TYPE D PL 01, OUND2/A431/TYPE E PL 01, OUND2/A457/TYPE F PL 01, OUND2/A551/TYPE G PL 01, OUND2/C5002TYPE H PL 01, OUND2/S351/TYPE J PL 01, OUND2/S241/TYPE K PL 01, AGT2 Elevs rev B, AGT2 Plans rev A, OUND/05/650 Rev A, OUND/1/102, OUND-03-118

OUND-03-119, received on 01.08.2001, 15.08.2011, 11.10.2011 AND 06.12.11) unless otherwise agreed in writing by the local planning authority.

Reason: In order to clarify the terms of the planning permission and to ensure that the development is carried out as permitted.

EN/11/01586/FUL

Date received	Date valid	Overall Expiry	Ward
4 October 2011	7 November 2011	2 January 2012	Higham Ferrers Lancaster

Applicant **Mr And Mrs G Grant**

Agent **Sidey Design Architecture - Mr Jon Sidey**

Location **The Pastures, 11 Church Lane, Newton Bromswold, Rushden.**

Proposal **Two-storey detached dwelling and associated access (cross boundary application with Bedford Borough Council)**

Decision Permission granted with conditions to be agreed by the Head of Planning Services, in consultation with the local Ward Member and Chairman and Vice Chairman of DC Committee.

EN/11/01933/EXT

Date received	Date valid	Overall Expiry	Ward
24 November 2011	24 November 2011	15 December 2011	Higham Ferrers Lancaster

Applicant **Mr & Mrs G Grant**

Agent **Bedford Borough Council - Gideon Richards**

Location **The Pastures, 11 Church Lane, Newton Bromswold, Rushden.**

Proposal **Erection of two storey detached dwelling with associated access (cross boundary application with East Northamptonshire Council)**

Decision No Objection (Consultation Response)

Conditions/Reasons:

Date received Date valid Overall Expiry Ward
20 December 2011 20 December 2011 14 February 2012 Barnwell

Applicant **Mr A J And C E Boddington**

Location **14 Lowick Lane, Aldwinkle, Kettering, Northamptonshire.**

Proposal **Outline: 3 No. two storey detached dwellings with new access and associated works (some matters reserved)**

Decision Application Withdrawn/Declined

Date received Date valid Overall Expiry Ward
19 August 2011 30 August 2011 25 October 2011 Lyveden

Applicant **Mr John Hefford**

Agent **Jefferson Sheard Architects - Peter Hand**

Location **Willowbrook Cottage, Brigstock Road, Sudborough, Northamptonshire.**

Proposal **Proposed demolition of existing dormer 2 bedroom bungalow and rebuild of new 4 bedroom house with attached garage.**

Decision Application Permitted

Conditions/Reasons:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.
Reason: Statutory requirement under provision of Section 51 of the Planning and Compulsory Purchase Act 2004.
2. Notwithstanding the submitted details and prior to the commencement of development, full details/samples of all external materials to be used for the development hereby permitted shall be submitted to and approved in writing by the local planning authority and the development shall thereafter be carried out in accordance with the approved details.
Reason: To achieve a satisfactory elevational appearance for the development.
3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2008 (or any order amending that order with or without modification), no extensions or other alterations under Classes A to F shall be undertaken without the prior written approval of the Local Planning Authority.
Reason: To safeguard the amenity of the area.
4. Notwithstanding the submitted details, full details of the method of the treatment of the external boundaries of the site shall be submitted to and approved in writing by the Local Planning Authority, implemented prior to the occupation of the building hereby permitted and retained thereafter.
Reason: To ensure that the boundaries of the site are properly treated so as to secure a satisfactory standard of development.
5. The garage and parking area hereby approved shall be provided and permanently retained for the parking of vehicles of residents/occupiers of the approved dwelling, prior to occupation, shall not be used for any other purpose and shall thereafter be retained in perpetuity.
Reason: In the interests of highway safety.

6. Before any work is commenced on the development the subject of this permission, details of the ground floor levels of the existing and proposed building shall have been submitted to and approved in writing by the Local Planning Authority, and the development shall thereafter be carried out in accordance with the approved details.

Reason: In the interests of visual amenity.

7. The workshop shall be used only for purposes incidental to and in connection with the use of the site as a dwellinghouse and no trade or business shall be carried out therefrom.

Reason: To clarify the terms of this planning permission and to ensure that the development is used for residential purposes only.

8. The development hereby permitted shall be carried out strictly in accordance with the approved plans received by the Local Planning Authority on 19 August 2011 and 20 December 2011, drawing numbers: 2001 Survey as existing, plans and elevations, 7001 Proposed plans and elevations, 1500 Site plan and 3 Site location plan at a scale of 1:2500, unless otherwise agreed in writing by the local planning authority.

Reason: In order to clarify the terms of the planning permission and to ensure that the development is carried out as permitted.

9. Notwithstanding the submitted information, prior to the commencement of development, a detailed mitigation strategy for bats, shall be submitted to and agreed in writing by the Local Planning Authority. The development shall thereafter be carried out in accordance with the approved details.

Reason: In the interests of protected species.

10. Prior to the demolition or decommissioning of any buildings or associated infrastructure which forms part of the development a demolition management plan shall be submitted to and approved in writing by the LPA. The demolition management plan shall include and specify the provision to be made for the following:

1. Measures to control the emission of dust and dirt during demolition.
2. Control of noise emanating from the site during the demolition period.
3. Hours of demolition work for the development.
4. Details of measures to prevent mud and other such material migrating onto the highway from vehicles.

The approved demolition management plan shall be adhered to throughout the demolition period and the approved measures shall be retained for the duration of the demolition works.

Reason: In the interests of residential amenity, highway safety and visual amenity in accordance with policy 13 and 16 of the North Northamptonshire Core Spatial Strategy (2008).

EN/11/02050/FUL

Date received	Date valid	Overall Expiry	Ward
16 December 2011	16 December 2011	10 February 2012	Barnwell

Applicant **Mr And Mrs Rolfe**

Agent **Terrence Hodgkins**

Location **Land Off, Polopit, Titchmarsh, Kettering.**

Proposal **Dwelling and garage and conservatory added to EN/11/00999/FUL dated 18.10.11**

Decision Application Permitted

Conditions/Reasons:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: Statutory requirement under provision of Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Before any work is commenced on the development hereby permitted, a sample of the proposed facing and roofing materials for the building shall have been submitted to and approved in writing by the local planning authority and the development shall thereafter be carried out in accordance with the approved details.
Reason: To achieve a satisfactory elevational appearance for the development.
3. Notwithstanding the submitted details, prior to the commencement of development details of the means of drainage to prevent the unregulated discharge of surface water onto the highway shall have been submitted to and approved by the local planning authority. These facilities shall then be provided in accordance with the approved details before the first occupation of the development.
Reason in the interests of highway safety.
4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any order amending or re-enacting that order with or without modification), no additional windows shall be inserted within the north or east elevation of the building.
Reason: In order to safeguard neighbouring amenity.
5. Unless otherwise agreed in writing, the dwelling hereby approved shall be constructed strictly in accordance with the levels details shown on drawing 1192.21.01, received by the local planning authority on 16/12/11.
Reason: In order to safeguard neighbouring amenity.
6. The garage and driveway hereby approved shall be provided and permanently retained for the parking of vehicles of residents/occupiers of the approved dwelling, prior to occupation, and shall not be used for any other purpose and retained in perpetuity.
Reason: In the interests of highway safety.
7. Notwithstanding the submitted details and prior to the commencement of development hereby permitted, details of provisions for waste reduction and recycling, water efficiency and recycling and techniques of sustainable construction to be used for the construction of the buildings hereby permitted, shall be submitted to and approved in writing by the local planning authority, and the development shall be implemented in accordance with the approved details unless otherwise agreed in writing by the local planning authority.
Reason: To ensure that the development is sustainable in accordance with national government advice contained in PPS1 and Policy 14 of the adopted North Northamptonshire Core Spatial Strategy.
8. Prior to the commencement of development, details of the proposed boundary treatments for the site shall have been submitted to and approved in writing by the local planning authority and the development shall thereafter be carried out in accordance with the approved details.
Reason: To ensure an acceptable elevational appearance and to protect neighbouring amenity
9. An appraisal of remedial options and proposal of the preferred option to deal with land contamination and or pollution of controlled waters affecting the site shall be submitted to and approved by the local planning authority. No works, other than investigative works, shall be carried out on the site prior to receipt and written approval of the preferred remedial option by the local planning authority. This must be conducted in accordance with DEFRA and the Environment Agency's Model procedures for the Management of Land Contamination, CLR11.
Reason: To ensure the proposed remediation plan is appropriate.
10. Remediation of the site shall be carried out in accordance with the approved remedial option. No deviation shall be made from this scheme without the express written agreement of the local planning authority.
Reason: To ensure site remediation is carried out to the agreed protocol.
11. On completion of remediation, two copies of a closure report shall be submitted to the local planning authority. The report shall provide verification that the required works regarding contamination have been carried out in accordance with the approved Method Statement(s). Post remediation sampling and monitoring results shall be included in the closure report.
Reason: To provide verification that the required remediation has been carried out to the required standards.

12.If, during development, contamination not previously considered is identified, then the local planning authority shall be notified immediately and no further work shall be carried out until a method statement detailing a scheme for dealing with the suspect contamination has been submitted to and agreed in writing with the local planning authority.

Reason: To ensure all contamination within the site is dealt with.

13.The development hereby permitted shall be carried out strictly in accordance with the approved plans: Location and plans 1192.21.01, 1192.22.01, 1192.20.02 received by the Local Planning Authority on 16.12.11 unless otherwise agreed in writing by the local planning authority.

Reason: In order to clarify the terms of the planning permission and to ensure that the development is carried out as permitted

EN/11/01826/FUL

Date received	Date valid	Overall Expiry	Ward
9 November 2011	25 November 2011	20 January 2012	Barnwell

Applicant **Lorna Dodge**

Location **7 Well Lane, Barnwell, Northamptonshire, PE8 5PF.**

Proposal **Addition of one velux window in relation to approved application
EN/10/01447/FUL**

Decision Application Permitted

Conditions/Reasons:

1. The development hereby permitted shall be retained strictly in accordance with the approved plans (1, 2 and 3, received by the Local Planning Authority on 9th May 2011), unless otherwise agreed in writing by the local planning authority.

Reason: In order to clarify the terms of the planning permission and to ensure that the development is carried out and retained as permitted.

POLICY & RESOURCES COMMITTEE

Date: 13 February 2012

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:-

Richard Lewis	(Chairman)
Glenvil Greenwood-Smith	(Vice-Chairman)
Steven North	(Leader of the Council)

Wendy Brackenbury	Sue Homer
Roger Glithero	Dudley Hughes
John Farrar	Andy Mercer
Richard Gell	Rupert Reichhold
Glenn Harwood	

380. PUBLIC SPEAKERS

The following person had indicated her wish to speak on the item indicated:-

Mrs Dawn Girardi item 11 (Release of Restrictive Covenant 15 Mallard Close, Higham Ferrers)

Mrs Gilardi, as owner of 15 Mallard Close, urged the committee to approve her request and felt that the circumstances were different from the earlier case affecting another property in Mallard Close. This had been considered by the committee in November 2011.

381. MINUTES

The minutes of the meeting held on 16 January 2012 were approved and signed by the chairman.

382. DECLARATIONS OF INTEREST

Councillor Richard Gell declared a personal and prejudicial interest in item 5 (b) (Funding for Higham Ferrers and Thrapston Masterplans) because he is a Higham Ferrers Town Councillor. He left the room during the discussion and voting on this item.

He also declared a personal interest in item 11 (Release of Restrictive Covenant) as he knows the Girardi family. Although he remained in the room during the discussion, he did not vote on the issue.

383. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions.

384. APOLOGIES FOR ABSENCE

Councillors David Brackenbury, Philip Hardcastle and Jeremy Taylor sent their apologies.

385. CHANGE IN ORDER OF PROCEEDINGS

RESOLVED:

- (1) That item 11 (Release of Restrictive Covenant) be taken next in the proceedings.
- (2) That item 10 (b) (Minutes of the Waste & Recycling Working party) be taken before consideration of the Finance Working Party minutes.

386. EXCLUSION OF THE PUBLIC

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraphs 1 and 3 of part 1 of schedule 12A of the Local Government Act 1972, may be disclosed.

387. RELEASE OF RESTRICTIVE COVENANT – 15 MALLARD CLOSE, HIGHAM FERRERS

The committee considered a report from the council's Solicitor asking it to approve the release of a restrictive covenant on the above property which prevented more than one dwelling from being constructed at the property. Further information and preliminary valuation advice was submitted in relation to the compensation that would be payable. The council had the benefit of the restrictive covenant as the land had been sold in 1965 by Higham Ferrers Borough Council.

The committee was told that full planning permission had been granted in 2011 for a 2 storey 4 bed roomed house in the garden of the property. The Solicitor to the Council reminded the committee that a similar request for the release of a covenant affecting No. 7 Mallard Close had been considered on 7 November 2011 (minute 251 refers) and refused. He advised however, that each case should be considered on its merits.

Members took the view that the circumstances of this case were different to the earlier request for No. 7 Mallard Close. The reasons for refusing that request were not applicable to No. 15 and, provided that only one further dwelling was erected on the site, Members were minded to allow the request.

RESOLVED:

That the request for the release of the restrictive covenant on 15 Mallard Close, Higham Ferrers be granted, on the condition that the current site should only accommodate a maximum of 2 dwellings (i.e one further than the current dwelling) and that the Solicitor to the Council be authorised to act upon the valuation advice received, negotiate compensation in the best interests of the council and complete the necessary deed of release.

(Reason: The request is granted because the committee does not consider the proposed second dwelling would represent overdevelopment of this particular plot; it would be consistent with providing a balance of housing sizes in Higham Ferrers; the site is not a gateway site and has a suitable turning space at the end of the Close which would aid vehicular access and egress)

388. FUNDING FOR PLANS

(a) Oundle and Raunds Masterplans

The Head of Planning Services reported that up to £20k each for Oundle and Raunds Masterplans was not ring fenced and it was not currently planned to be spent in the current financial year. It was anticipated that money would be spent on the examination and referendum aspects of Neighbourhood Plans and neither of the two Town Councils had yet reached this point in the process.

It was noted that In addition to significant staff input into the development of these two plans to date, the council had incurred costs in supporting the Raunds Masterplan, which would underpin that Neighbourhood Plan (£50k), and in supporting the work of the Oundle 2020 Group in terms of commissioning a traffic management report from consultants and supporting public consultation (£20k).

It was suggested that the total budget of £40k be rolled over to 2012/13 to be used for examination and referendum if required. Should the money not be used for this purpose then a final decision on its use could be made at the end of 2012/13. .

RESOLVED:

That the funding of £40,000 for the Oundle and Raunds Masterplans be rolled forward.

(Reason: To enable future financial support to be provided to the development of Neighbourhood Plans for Raunds and Oundle)

(b) Higham Ferrers and Thrapston Master Plans

Members received an update on the revised approach and resultant changes to the funding profile for the Higham Ferrers Master Plan and were asked to approve the release of a maximum of £50,000 to enable consultants to be commissioned to undertake a master planning exercise for Thrapston. Both Master Plans would explore community priorities for the future improvement and development of the respective town.

Officers' attempts to secure external funding for Higham Ferrers had proved unsuccessful. In addition, work did not start as expected in the summer of 2011 due to capacity issues at

Higham Ferrers as a result of the retirement of their clerk. Following his replacement by a Clerk with experience of producing similar Community Plans, and further conversations with officers, Higham Town Council now wished to follow the example of Oundle Town Council and manage the production of its Master Plan. Higham Town Council has requested financial support of £2000 and £16,510 in 2011/12 and 2012/13 respectively to undertake certain aspects of the work, including a specialist transport and parking study (similar to that carried out in Oundle), meeting consultation costs and a contribution to back-filling of the Clerk's role to enable her to project manage the post. It was noted that if additional monies were required at a later stage to complete the Master plan, further reports would be presented to this Committee.

After several meetings with officers and careful consideration of its capacity, Thrapston Town Council had requested funding of £50,000 to enable consultants to carry out a master plan for the town. If successful, a brief would be developed jointly with the Town Council in the next few weeks with an aim to appointing the consultants in April and completing the work in 2012/13.

R.19 RESOLVED TO RECOMMEND:

- (1) That the revised request from Higham Ferrers Town Council for funding to enable it to prepare a Master Plan for the town be noted and that funding of £2,000 in 2011/12 and £16,510 in 2012/13 be released.
- (2) That funding of up to £50,000 be released for the preparation of a Master Plan for Thrapston in 2012/13.

(Reason – Development of these plans will provide timely information to inform the review of the local planning framework.)

389. WASTE & RECYCLING WORKING PARTY

Members received and considered the minutes of the meeting of the working party held on 11 January 2012 (see pages 703 to 705).

Members congratulated the Waste Management Team and the new contractors for their efforts in encouraging the public to reduce the amount of residual waste.

RESOLVED:

That the recommendation contained in minute 6.3 of the minutes of the Waste and Recycling Working Party, as set out below, be approved.

That the introduction of a garden waste collection service as set out in paragraph 6.2 of the minutes of the Waste and Recycling Working Party be agreed and that charges for the service be included in the corporate fees submitted to the Finance Working Party

(Reason: To ensure residents are aware of the service to be provided by Kier from 1 April 2012)

390. BUDGET 2012/13

The Committee received and considered -

- The minutes of the Finance Working Party held on 2 February 2012
- The revised report on the Medium Term Financial Strategy following consideration by that Working Party

and considered the recommendations submitted by the Working Party (see pages 645 to 702). The recommendation in minute 6.6 (Medium Term Financial Strategy and Budget 2010/13) was taken with the report on that item.

That report included the following issues:-

- Draft Revenue Budget 2012/13;
- Draft Capital Programme
- Key Risks and Assumptions (Employee Borrowing and Other Costs; Investment Income; Council Tax Base; Council Tax increase; Council Tax Benefit; New Homes Bonus; Core Government Funding)
- Reserves & Balances Strategy
- Draft Treasury Management Strategy 2012/13

The Interim Chief Finance Officer (CFO) drew attention to the section of the report dealing with the minimum level of reserves. Having considered the risks facing the Council in the short, medium and long term it was proposed to change the minimum level of reserves as follows:

- An underlying minimum level of £1m for the long term, and
- In the short to medium term to raise the minimum level to £2m to reflect the uncertainties currently facing the Council. These uncertainties included Nene Centre Roof, the delivery of a cost reduction programme to ensure on-going revenue spending was sustainable, and changes to Government policy which could significantly impact on the Council's funding position (e.g. re-localisation of business rates, localisation of council tax discounts, council tax benefits and universal credit).

The Interim CFO also suggested that changes should be made to Appendix D of the Draft Treasury Management Strategy (the criteria for assessing the suitability of investment counterparties) to include the maximum investment limit for each counterparty for the following investment categories money market funds, local authorities and debt management office at £3m. Members agreed that the adjustments should be made.

At the conclusion of the consideration of this item, Members congratulated the Chief Executive and Interim CFO on the way the budget had been handled this year.

RESOLVED:

That the recommendations in the following minutes of the Finance Working Party, as set out below, be approved:

7.1 - Fees and Charges 2012/13

That the fees and charges for 2012/13 (outlined in Appendix A of the Working Party minutes) be approved, subject to clarification that it is the first course of treatment for rat infestations that is free.

(Reason - to set levels of charges to enable income to be secured in 2012/13)

8.1 Asset Management Update

That the release for sale of all identified sites at maximum value be approved.

(Reason - to generate income to be used to finance the capital budget)

It was further

R.20 RESOLVED TO RECOMMEND:

- (1) That the recommendation in minute 6.6 of the Finance Working Party (Medium Term Financial Strategy and Budget 2012/13) as set out below, be approved:-

That, subject to the addition of agreement of a minimum level of resources at £2 million, the contents of the report (**shown as Appendix 1**) be approved.

(Reason - To agree the parameters of the Budget 2012/13 and the vision up to 2016 to enable the council to make decisions on 29 February)

- (2) That, specifically, the following aspects be approved:-

- Draft Medium Term Financial Plan (**Appendix 1.1**)
- Draft Revenue Budget 2012/13 (**Appendix 1.2**)
- Council Tax increase for 2012/13 of 3.5% (subject to confirmation of the regulation for triggering a referendum by Government)
- Levels of reserves, including the minimum level of £2m
- Draft Capital Programme for 2012/13-2021/22 (subject to the ongoing reviews of certain schemes within that programme) (**Appendix 1.3**)
- The Treasury Management Strategy Statement (TMSS) **Appendix 1.4** and Investment Strategy from 2012/13 to 2015/16, and specifically that: -
 - the prudential Indicators in Annexe A of the TMSS be approved;
 - the council's MRP Strategy in section 5 of the TMSS be agreed;
 - the types of investment the council can use, as set out in Annexe C of the TMSS,
 - the criteria for assessing the suitability of investment counterparties in Annexe D of the TMSS (as amended at the meeting) be agreed; and
 - the affordable borrowing limit be agreed

(see pages.602 to 639)

(Reason - to ensure the Council complies with its constitution in setting its Budget).

391. CHANGES TO THE CONSTITUTION

Further to minute 349 of the last meeting, the Monitoring Officer submitted a report putting forward further changes to the constitution to provide greater clarity and remove some redundant paragraphs.

The Scrutiny Committee, on 6 February, had considered this report, and endorsed the proposals.

The proposals related to deletions and additions under the following parts of the constitution:-

- Article 4.1 - paragraph 4.02
- Articles 5 and 6 - Mid-year appointment of Deputy Leader, Chairman or Vice Chairman
- Part 4.1 - Council Procedure Rules - paragraphs 9 and 23
- Part 4.5 - Financial Procedure Rules - paragraphs 3.2.3, 3.2.4, 5.7.3 and 3.8.6
- Part 7 - Management Structure
- Part 4.4 - Scrutiny Procedure Rules (Call In)
- Part 3.2 - Scheme of Delegation.

The following additional changes were proposed by Members:-

- Part 4.5 - Deputy Finance Officer and Deputy Monitoring Officer - add need for full council to be notified of appointments
- Part 3.2 - Delegation Scheme - Power 36A - to be subject to consultation with Chairman or Vice Chairman of the Development Control Committee.

R.21 RESOLVED TO RECOMMEND:

That the changes to the constitution set out in bold type and scored text in Appendix 2 to these minutes at pages 640 to 642 (as amended at the meeting) be approved and that the Monitoring Officer be authorised to make any consequential changes as a result (renumbering of paragraphs, cross referencing and other associated documentation such as Committee Terms of Reference).

(Reason – to ensure that the council’s constitution is responsive to the changing working environment).

392. CALENDAR OF MEETINGS 2012/13

A draft timetable for meetings in 2012/13 was submitted. Members made some adjustments and felt strongly that, unless there were exceptional circumstances, full council should be recommended to retain a start time of 7.30pm for all evening committees because of the difficulty of members attending for an earlier start.

It was

RESOLVED:

That the draft timetable as amended at the meeting and set out in Appendix 3 to these minutes on pages 643 to 644 be endorsed for submission to the Annual Meeting of Council in May 2012.

393. PROPOSALS FOR EAST NORTHAMPTONSHIRE COUNCIL'S ARRANGEMENTS FOR STANDARDS

The Monitoring Officer reported on the consideration given by the Standards Working Group to the arrangements to be introduced on 1 July 2012 as a result of the changes contained in the Localism Act 2011.

The Standards Board had endorsed these proposals at its meeting on 1 February (after making some changes to the draft Code) and the Scrutiny Committee had endorsed all but the proposal for a joint Standards Committee with Town and Parish Councils, at its meeting on 6 February. However, the Scrutiny Committee had not ruled out the concept of working with parish and town councils. Feedback from all three committees, plus any amendments required by the draft regulations (which should be available by then), would be fed into a Town and Parish Council Workshop on 27 February for their comments.

The Standards Board Working Party would meet again in late February/early March to propose any final revisions as a result of this consultation. The revised proposals would then be presented to Standards Board on 14 March and thence to Policy and Resources Committee on 2 April and Scrutiny Committee on 4 April, before being finally agreed at council on 23 April together with the necessary constitutional changes.

The committee commented on the following findings of the Standards Working Group:-

- The form of Standards Committee. There were mixed views as to which was favoured at this stage although it was appreciated that some parishes would need guidance. As a principle it was felt that those serving on any ENC Committee should be democratically elected and not co-opted. However the view was expressed that only councillors from the relevant tier should be involved in assessing any complaints.
- Declarations of Interest and Withdrawal from room. There was support for councillors with an interest moving to the back of the meeting room but not leaving the room.
- Dealing with Complaints - (a) The principle of delegation to the Monitoring Officer for receipt of complaints was supported but it was felt that the Chairman of the Standards Committee should also be consulted at the initial assessment stage.
(b) It was noted that the process should include an appeal mechanism against decisions.
- Code of Conduct. Suggested amendments put forward for paragraphs 1.4, 1.8 (a), 1.8 (c), 1.8 (d) and 1.8 (e).

All the other proposals were endorsed by the committee and the Monitoring Officer invited councillors to forward any further comments to her.

RESOLVED:

That subject to the comments outlined above, the proposals submitted by the Standards Board be endorsed at this stage, prior to the views being expressed by town and parish councils and there will be further consideration of this issue in the next cycle of meetings, culminating in recommendations to the council meeting on 23 April.

394. CONTINUATION OF MEETING - COUNCIL PROCEDURE RULE 8

During the discussion on the above item, the meeting having lasted for 2 hours, it was

RESOLVED:

That the remaining business of the meeting be completed.

395. MINUTES OF PERSONNEL SUB-COMMITTEE

Members received the minutes of the meeting of the Personnel Sub-Committee on 31 January 2012 (see pages 706 to 710)

Chairman



Policy & Resources Committee – 13 February 2012

Medium Term Financial Strategy

Purpose of report

The purpose of this report is to set out the Council's Medium Term Financial Strategy (MTFS) 2012-16 and outline the draft Revenue Budget 2012/13, Capital Programme 2012/22 and Annual Treasury Management Strategy 2012/13 for consideration

Attachment(s)

Appendix 1.1 - MTFS 2012/13 – 2015/16

Appendix 1.2 - Draft Revenue Budget Proposals 2012/13

Appendix 1.3 - Draft Capital programme 2012/13 – 2021/22

Appendix 1.4 - Draft Annual Treasury Management Strategy 2012/13

1.0 Background

1.1 This report encompasses the Medium Term Financial Strategy 2012/13 to 2015/16, Draft Revenue Budget 2012/13 and Draft Capital Programme 2012/21 to provide an overarching view of the Council's financial position. It contains minor amendments to the report considered by Finance Working Party on 2 February as a result of comments made at that meeting.

1.2 Medium Term Financial Strategy

Each year the Council reviews and considers its financial position and develops a model for forecasting the likely position over the medium term of 4 years. The resulting documents are referred to as the Medium Term Financial Strategy (MTFS). This is an important part of the framework for future budget setting decisions. The process identifies the costs of providing existing services as well as any additional services or enhancements the Council deems as priorities. From these figures, the affordability of these plans can be assessed with reference to the likely impact they will have on taxation levels and the levels of reserves and balances.

1.3 The MTFS includes our capital spending plans as these have a direct and sometimes significant impact on our revenue expenditure. The process for proposing new capital schemes as well as reviewing existing budget provision will be the same as for revenue budgets.

1.4 The MTFS also includes:

- known and/or estimated receipts from central government in the form of core funding, through Revenue Support Grant and our share of the distributed NNDR pot, and grants such as New Homes Bonus;
- estimated income from Council Tax, based on our estimated Council Tax base and assumptions as to the level of Council Tax increases over the period; and
- the balancing figure of transfers to or from the Council's revenue reserves.

1.5 The overall purpose of the MTFS is to enable the Council to manage its future finances and ensure that its plans are sustainable. This is becoming increasingly difficult because

of the severity of government spending cuts, recent freezes of Council Tax, high levels of inflation and some significant uncertainties over future costs and income. This report explores some of these details and sets out the MTFs based on a set of assumptions about those key variables.

- 1.6 Following the reports to the Finance Working Party on 16 November 2011 setting out the historical budget position of ongoing deficits and the extremely uncertain financial position over the next few years, two workshops were held with Members, on 19 December 2011 and 19 January 2012, to establish their views on the options in respect of:
- The capital programme, and how to fund it
 - Use of New Homes Bonus
 - Council Tax
 - Revenue spending

- 1.7 This report sets out the draft revenue and capital budgets for 2012/13 based on various assumptions and on the steer given at the workshop on 19 January.

- 1.8 The Council will approve its revenue and capital budgets for 2012/13 and set the Council Tax for the year at its meeting on 29 February 2012.

- 1.9 The process for approving the budget is started by the Finance Working Party, which proposes the budget requirement to the Policy and Resources Committee. In proposing the budget the Working Party also effectively proposes the necessary level of Council Tax increase to fund it. Policy and Resources Committee is required to approve the budget and recommend it to Council for final approval and the level of council tax to be set.

2.0 Context

- 2.1 The Corporate Plan includes an aspiration for the Council's budget to break even in 2012/13. The changing economic context in which the council operates has not made this possible.

- 2.2 Since April 2009, it has been clear that significant efficiencies and cost reductions needed to be made in anticipation of cuts to government funding. The process initiated in 2009 and carried on ever since has been very successful. Savings estimated at nearly £3.0m have been achieved such that, even allowing for inflation running at around 5% in the last year, the net cost of services has decreased by nearly £1.7m, from £11.7m in 2009/10 to an estimated £10.0m in 2012/13.

- 2.3 Unfortunately, those savings have been offset by cuts in government funding over that period, from £6.5m in 2009/10 (£7.1m including Housing & Planning Delivery Grant) to £5.1m in 2012/13 (£6.0m including New Homes Bonus).

- 2.4 At the workshop on 19 January 2012 Members gave a steer as to how the deficit would be tackled in the medium-term. These decisions have been factored into the MTFs projections.

3.0 Medium Term Financial Strategy (MTFS) 2012/13 to 2015/16

- 3.1 The MTFs set out the direction of travel for the Council's financial position over the next four years. The starting point for the MTFs is the draft budget for 2012/13, which includes a number of assumptions about the position in that year. There are then a further number of assumptions that need to be made in calculating the numbers for future years. There are always risks in making assumptions, and there are currently significant uncertainties,

given the fragility of the economy and the political decisions that will need to be taken by the coalition government, that make financial planning beyond 2012/13 extremely difficult. These are set out in section 4 below.

- 3.2 The Council has some critical decisions to take about its future financial position during the process of setting its Budget for 2012/13 to ensure its future financial viability as a going concern in the long term. The two specific challenges that must be addressed are:
- How to finance its capital programme over the period of the MTFS and beyond. The Council's capital reserves are due to become fully depleted in 2012/13. If the Council were to continue its current strategy of funding the existing capital programme from reserves, by using the remaining capital reserves and then using revenue reserves, it would have negative reserves during 2013/14. The Council cannot have negative reserves so action needs to be taken to address this.
 - How to ensure revenue spending is financed by sustainable sources of income. For the past few years the Council's revenue spend has been funded by an increasing contribution from reserves to balance the budget. As reserves are a one-off funding source this is not a prudent or sustainable position for the medium term, particularly when the main funding source, Government funding, is reducing. The Council needs to reduce its on-going revenue spend in line with the resources it has available.

- 3.3 In addition to the above challenges, the financial strategy needs to free up a proportion of the New Homes Bonus funding from Government to re-invest in local communities, keep any borrowing that is required to finance capital investment to a minimum, and ensure the Council has a minimum level of reserves which is commensurate with the risks it faces over the medium term.

- 3.4 The Council's financial strategy for the medium term needs to:

"Ensure the financial position is stable and sustainable with resources focussed on its priorities"

The MTFS and Budget 2012/13 set out in this report have been developed to counter the financial challenges identified above.

- 3.5 Developing a Stable and Sustainable MTFS

The key to developing and delivering a stable and sustainable MTFS has been to engage with all members to ensure the best interests of the Council are taken into account when the Budget is set by Council on 29 February 2012. This engagement has been through two Member Workshops held on 19 December 2011 and 19 January 2012. The 1st workshop was used to raise awareness of the financial position facing the Council. The 2nd workshop set out the strategic financial choices open to members, and they made some "decisions in principle". The output from these workshops has been the driver behind the MTFS and draft Budget 2012/13 presented in this report.

- 3.6 MTFS 2012/13 to 2015/16

The MTFS that is presented in this report ensures that the financial position of the Council over the medium term will be both stable and sustainable, with its resources focussed on priorities. The key headlines of the MTFS are as follows:

- Capital Programme - the Council will invest up to £12m over the next 10 years, and the programme is fully funded.
- Revenue Budget - the Council will spend around £10m a year and will make savings or generate new income streams of £2.3m (of which £1.7m has already been identified) over the next four years to ensure it is efficient. The reliance on one-off

funding from reserves will reduce over the MTFS period with a small surplus anticipated in 2015/16.

- Community Projects - the Council will set aside over £2m of New Homes Bonus over the next four years to fund investment in community projects and economic growth.
- Reserves - a minimum level of reserves of £2m will be established to ensure the Council can meet any unforeseen costs in the long term, and to manage the shorter-term risks of Government policy changes and delivering the challenging actions required to achieve a stable and sustainable financial position over the next four years. Once the shorter term risks have been managed and mitigated the minimum level can reduce to £1m.

The MTFS for the 4 years from 2012/13 to 2015/16, based on these assumptions, is set out in Appendix 1.

3.7 Delivering the MTFS

The MTFS requires a number of key deliverables to be achieved and implemented in order to achieve a stable and sustainable financial position for the Council. Key deliverables include implementing savings plans, identifying further savings, selling assets and determining which community projects the Council should invest in. All of these will need to be managed against a backdrop of further significant change to the Local Government sector. The Council will need to ensure project teams are established, that these teams are resourced to the right level and that members take future decisions that support the aim of maintaining a financially stable and sustainable Council.

4.0 **Key Risks and assumptions**

4.1 **Employee costs**

4.1.1 Following two years of pay freezes, it has been assumed in the draft revenue budget that a further freeze will be implemented for 2012/13. The Chancellor announced in his recent budget speech a cumulative limit of 2% on public sector pay increases for the two years 2012/13 and 2012/14. Beyond then, there is likely to be continued tension between the unions and the employers, and the level of future pay rises is unpredictable. The MTFS assumes a freeze in 2012/13 and increases of 2% per annum thereafter. This approach has yet to be agreed with unions and employees.

4.1.2 In recent years, employer contributions to pension costs have increased significantly in order to ensure that the scheme remains fully funded. It remains to be seen what impact the government's proposed changes to the scheme will have.

4.2 **Other costs**

4.2.1 We have historically applied a range of inflation rates, generally from 2% to 4%, across cost categories such as transport, energy, contracts and general supplies. Inflation is currently running well ahead of these levels, which has meant greater variations than usual between our estimates and the actual costs incurred. We have assumed inflation levels as set out in existing contracts or up to 2%.

4.3 **Borrowing Costs**

4.3.1 The Council currently does not have any borrowing. However, to fund a capital investment programme which enables the Council to maintain its assets to provide its services, and to improve its assets to generate additional revenue savings, limited borrowing is likely to be required. The borrowing is anticipated to be temporary (1-2 years) as the Council seeks to realise the value of surplus buildings and land holdings to fund its capital spending over

the medium term.

4.4 Investment income

4.4.1 The current low level of interest rates has resulted in significant reductions in our investment income. In fact, had interest rates remained at 2009 levels, we would be close to a balanced budget in 2012/13. Even a small increase in the base rate would result in a significant increase in income, although our spending over the years has resulted in a significant reduction in the amount of funds available to invest. We have assumed investment returns of 1% in 2012/13, increasing to 3% by 2015/16 as the economic position improves. It should be noted there are significant risks in estimating the rate at which the economic position will improve, and we have taken a relatively cautious view.

4.5 Council Tax base

4.5.1 The current rate of housing growth is much lower than the pre-recession rate. This makes it difficult to predict with confidence what the Council Tax base will be in future. This has a more significant impact now that it did in previous years because it not only affects the income we get from Council Tax but also the level of New Homes Bonus we receive. We have assumed increases in the base of 200 houses in 2012/13 and each subsequent year of the MTFS.

4.6 Council Tax increases

4.6.1 Council Tax has remained unchanged for two consecutive years. The Government provided financial compensation to the Council in return for a Council Tax freeze in 2011/12. This sum is £90k per year, and will be paid to us each year for the four years to 2014/15, although recently the Secretary of State for Communities & Local Government has suggested that it could continue beyond this time. The Government has made a similar offer for 2012/13, but the £90k would only be paid for one year.

4.6.2 Given the Council's current comparatively very low level of Council Tax, Members took the view at the workshop that it should be increased, but not by a significant amount. It is therefore assumed in the MTFS that we will increase Council Tax by 3.5% each year of the MTFS. This equates to the maximum amount currently permitted by the government without needing to undertake a referendum. Clearly, this assumption will need to be revisited in future years if the government changes the level above which a referendum is required.

4.6.3 This level of increase will raise around an extra £500k a year by 2015/16. This equates to an increase in the Band D tax of less than £5 a year.

4.7 Council Tax Benefit

4.7.1 The government is currently consulting on proposals to localise Council Tax Benefit (CTB). It has been described as the biggest change to the local taxation system since the introduction of the Community Charge. Included in the proposals is a 10% cut to the current level of total CTB subsidy, which would amount to about £460k for this Council. In addition, there is a requirement for councils to protect benefit payments to pensioners and to vulnerable groups (not yet defined). The likely impact of this would be that the Council would need to either:

- find the £460k cut from elsewhere in order to maintain the current level of payments to all current recipients;
- cut benefit to unprotected groups (the 'working poor') by around 23% in order to try

and match total CTB payments to the reduced level of subsidy receivable. This would be likely to result in much higher levels of bad debts; or

- something in between.

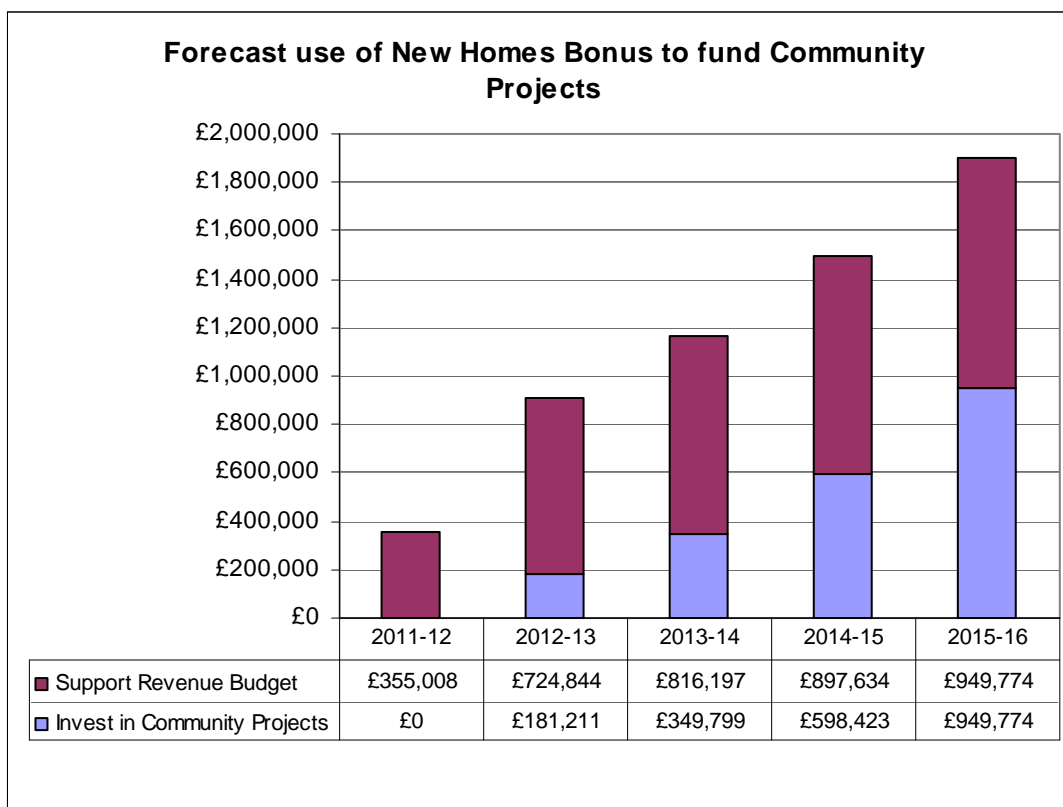
4.7.2 Because of the degree of uncertainty about the impact of this change, and the need for the Council to determine a policy in relation to it, the MTFS does not make any allowance for it. It should be noted that this is a key vulnerability in the projections because it is highly likely that there will be some negative impact as a result of the change to CTB, although it is not possible at the moment to quantify what that might be.

4.8 **New Homes Bonus (NHB)**

4.8.1 NHB was introduced in 2011/12 following the withdrawal of Housing & Planning Delivery Grant during 2010/11. It is based on the number of properties added to the Council Tax base in the year to 31 October, either as new homes or empty homes brought back into use. For 2011/12, the Council received NHB of £355k in respect of new homes for the year to 31 October 2010. NHB for each new home is payable for six years, so it will grow incrementally each year as additional properties are added to the Council Tax base. Note that NHB is not ring-fenced and can be used as general revenue income.

4.8.2 NHB for 2012/13 will be £906k, and the amounts for future years will depend on completions each year. As set out in section 4.5 above, there is great uncertainty as to how fast the housing market will recover and therefore what level of NHB we will receive in future years, but the level of NHB receivable in the future has been based on the estimated increase in Council tax base. (this includes an estimated 20 empty homes being brought back into use each year)

4.8.3 The minutes of the Finance Working Party (3 February 2011) recorded the intention to set aside 50% of the NHB grant towards investment in infrastructure for sustainable development. Given the Council's ongoing budget deficit and the views expressed by Members at the 19 January 2012 workshop about balancing the desire for future infrastructure investment with the need to maintain adequate levels of service delivery, it has been assumed that the level of NHB set aside for community projects over the period of the MTFS increases steadily from 20% in 2012/13 to 50% in 2015/16. The graph below sets out the forecast level of NHB over the MTFS and identifies the amount set aside for community projects:



4.8.4 The monies set aside for Community Projects will be targeted into those areas of the District where development has taken place and will also be used to promote economic growth across the District. A further report will be brought to Finance Working Party and Policy & Resources Committee later in 2012 on how the NHB could be allocated.

4.8.5 The initial announcement from the government only identified how NHB would be funded for the first two years of the scheme. There is a significant risk, given the lack of growth in the national economy, that core funding (Revenue Support Grant and NNDR reallocation) will be reduced in future to allow the government to afford to continue the scheme. This risk is reflected in the assumptions on core funding levels set out in section 4.9 below.

4.9 Core Government Funding

4.9.1 The large reductions in Revenue Support Grant (RSG) and NNDR in 2011/12 and 2012/13 reflected the savings required over the life of the 2010 Spending Review (SR10).

4.9.2 However, while those cuts were 'front-loaded', the economic situation continues to be very difficult and the government needs to find a way of funding NHB in future years. It is therefore likely that the RSG will be reduced further in 2013/14 and 2014/15. In his Autumn Statement in 2011 the Chancellor announced he expected the public sector funding position seen in SR10 to continue for 2015/16. The MTFS assumes reductions of 5% in each year of the MTFS from the previous year's figure, with grant remaining constant in cash terms thereafter.

4.9.3 It should be noted that the government is undertaking a review of the formula and methodology for pooling and re-distributing business rates. It is not known what the impact of these changes may be. Initial guidance indicates that councils will be no worse off in the

short term, but the details are far from clear and the Council cannot assume that it will benefit from this just because this is a growth area.

5.0 Draft Revenue Budget 2012/13

5.1 The draft revenue budget for 2012/13 is set out in summary in Appendix 1.1, and detailed proposals for service budgets are set out in detail in Appendix 1.2.

5.2 The continued excellent efforts of Heads of Service and their teams to reduce spending has reduced budgeted total service expenditure by almost £0.8m compared to the forecast outturn for 2011/12 (including one-off items and the exceptional costs of planning appeals in the year). Following Members' steer to use 80% of New Homes Bonus to support spending in 2012/13, and to increase Council Tax by 3.5%, the projected deficit for next year is less than £550k, compared to over £1m in 2011/12.

5.3 Draft Revenue Budget 2012/13

5.3.1 The Council plans to have a total net spend on its services of £9,974k and a Budget Requirement of £9,633k in 2012/13. A summary of the draft revenue budget for 2012/13 is set out below:

Revised Budget 2011/12 £		Draft Budget 2012/13 £
543,240	Central Services to the Public	424,380
4,292,050	Cultural, Environmental and Planning Services	3,720,530
4,640,830	Departmental Central Support Services	4,540,440
195,990	Housing Services	183,770
61,440	Highways Roads & Transport Services	66,430
437,850	Corporate and Democratic Core	432,570
586,030	Non-Distributable Costs	606,020
10,757,430	Total Net Service Expenditure	9,974,140
-1,070,803	Amount to be met from Reserves	-545,399
0	Community Projects	181,211
-135,000	Interest Received & Paid	23,160
9,551,627	Budget Requirement	9,633,112

Appendix 1 shows how the draft revenue budget is financed.

5.3.2 The total service net expenditure in the draft revenue budget for 2012/13 is £783k lower than the revised budget approved for 2011/12. This is due to the following changes:

	£k
Revised Revenue Budget Net Service Expenditure 2011/12	10,757
Service Pressures & Budget Increases	325
Savings & Additional Income (excl. Government Funding & Council Tax)	(1,108)
Draft Revenue Budget Net Service Expenditure	9,974

A full analysis of the changes is shown in Appendix 1.2.

5.3.3 The impact of achieving £1,108k of savings has led to the Council reducing its use of reserves to finance the budget to £545k, compared to the budgeted £1,071k in 2011/12. This is part of a strategy over the period of the MTFs to ensure the Council's finances are stable and sustainable. Over the period of the MTFs the contribution from reserves to

fund the revenue budget will continue to reduce and is planned to be a small surplus in 2015/16.

5.4 Government Funding

- 5.4.1 The **Formula Grant** settlement announced in January 2012 saw the Council's Revenue Support Grant and NNDR grant for 2012/13 reduce by £641k compared to that for 2011/12, from £5.473m to £4.832m. This equates to an 11.7% reduction, and a cumulative reduction of £1.828m (27.5%) since 2010/11.
- 5.4.2 The Council received £355k in **New Homes Bonus** in 2011/12 and we have been advised that we will receive £906k next year. Of this, 20% (£181k) has been set aside for investment in community projects and the balance (£725k) is being used to help balance the budget.

5.5 Council Tax

- 5.5.1 Members carefully considered at each of the budget workshops what level of Council Tax rise would be appropriate for 2012/13 and beyond. In particular they noted:
- The Council's current level of tax relative to that of other District Councils – 187th out of 201 (in the bottom 7%) nationally, and the lowest in Northamptonshire.
 - The financial impact of various levels of Council Tax increase on both the Council and its taxpayers.
 - The government's offer of a one-off £90k payment in exchange for a freeze in 2012/13.
- 5.5.2 The consensus at the 19 January workshop was that an increase up to the maximum amount that the Government considers not to be excessive (i.e. an increase of no more than 3.5%) was:
- justified in order to help maintain services in the face of significant cuts in government funding
 - reasonable for taxpayers, despite the current economic circumstances, because of the very small impact it would have on the overall bill.

It was noted that a proposed increase above 3.5% would trigger a referendum.

- 5.5.3 Subsequent to the workshops a number of councils across the country have indicated publicly they are also considering such an increase in council tax. The Government has responded to this by reiterating to councils they should take up the Government's offer of the council tax freeze grant and that any small breach of an increase over the 3.5% will result in a referendum being triggered. The Government has not put this change into statute and has not provided complete clarity of how the maximum level of council tax will be calculated without triggering a referendum. These are expected to happen over the coming weeks. As such, an increase in Council Tax of 3.5% would present a risk if the Government amended the level of council tax increase that triggered a referendum and/or for a technical reason the council miscalculated its council tax increase.
- 5.5.4 A 3.5% Council Tax rise would result in a Band D Council Tax bill of £123.65, an increase of just £4.18 for the year compared to 2011/12. It is estimated that this new level of Council Tax will raise a total of £3,796,100 from local tax payers.

6.0 **Draft Capital Programme 2012/13 to 2020/21**

- 6.1 The Capital Programme agreed by Council in February 2011, which was due to cost £16m

over the next 10 years, is no longer affordable. As such there has been a major review of the Council's capital investment plans. The main aim of the Draft Capital Programme 2012-21 is to set out a programme which is affordable, ensures business continuity for the Council's services and enables investment in Council priorities. To achieve these, often competing, objectives, the Council's capital spending is divided into three areas:

- A draft capital programme which ensures business continuity and has a clear plan for how it will be financed.
- A series of capital investment schemes which were previously in the capital programme but are currently being reviewed before a decision is made on whether to include them in the capital programme.
- The scope for potential future capital investment to invest in community projects and economic growth.

6.2 Draft Capital Programme 2012/13 - 2020/21

6.2.1 The draft programme is focussed on maintaining business continuity, meeting statutory obligations and investing in assets to improve revenue income streams. The main schemes and how they are funded is shown in the table below:

	2012/13 £	2013/14 to 2021/22 £
Improving Services:		
• Investment in Pemberton Centre to improve leisure services and generate additional income sources	1,500,000	0
• Disabled Facilities Grants (statutory obligation)	400,000	3,600,000
Maintaining Business Continuity:		
• Business systems & technology	476,500	3,645,000
• Properties	30,000	225,000
Schemes subject to review:		
• Nene Centre Roof	1,100,000	0
• Investment in Nene Centre to improve leisure services and generate additional income	350,000	350,000
• Replacement of 'company cars'	121,140	336,420
Other schemes (incl. wheelie bin replacement)	16,600	163,000
Rescheduling of capital projects from 2011/12	167,690	0
Budget 2012/13 and future programme	4,161,930	8,319,420
Funded by:		
Capital Reserves	1,353,650	0
Proceeds from Sale of Assets	860,000	3,830,540
Government Grant (Disabled Facilities Grant)	170,000	1,530,000
External Contributions	1,100,000	0
Borrowing	678,280	2,958,880
Total Funding	4,161,930	8,319,420

The draft Capital programme is set out in Appendix 1.3.

6.2.2 The draft Capital programme will be funded by the use of the remaining capital reserves in 2012/13, government grants and proceeds from the sale of council property & land assets. To manage the risk of timing difference between capital expenditure being incurred and receipts from assets sales being received the Council will use temporary borrowing to finance the programme during the next 5 years. Once receipts from assets have been realised their first use will be to repay existing borrowing rather than undertake further capital investment projects. For the period beyond 5 years there are insufficient capital

receipts (based on existing surplus sites) to finance the capital programme, it is therefore assumed this will be funded from permanent borrowing until further asset sales can be identified.

6.3 Potential Capital Schemes Currently Under Review and Awaiting Further Decision

6.3.1 There are currently three capital investment schemes under review to ensure they meet the Council's objectives, and awaiting further decisions before they proceed. These schemes are:

- Nene Centre roof repairs
- Investment in Nene Centre to improve leisure services and generate additional income
- Purchase of 'company cars'

6.3.2 When the reviews of these schemes are complete, and a clear sustainable funding source is identified, these will be incorporated fully (rather than provisionally) into the capital programme.

6.4 Investment in Community Projects & Economic Growth

6.4.1 As noted in paragraph 4.8.3 of this report, an increasing proportion of the New Homes Bonus will be set aside to be re-invested back into the community and to promote further economic growth. Over the period of the MTFs over £2m will be available for such projects. Some of these projects will be capital in nature and will be added to the capital programme during the financial year through the existing decision-making framework.

6.4.2 In addition to the community project monies set aside the Council is actively seeking further external funding from Government, developers and other organisations to invest in economic growth in the District. To enable this to happen, members are encouraged to establish a prioritised list of schemes to support growth in the area.

7.0 Draft Annual Treasury Management Strategy 2012/13

7.1 The CIPFA Code of Practice on Treasury Management, adopted by the council in April 2002, requires the preparation of an annual Treasury Management Strategy Statement (TMSS). The 2003 Prudential Code for Capital Finance in Local Authorities introduced new requirements on how capital spending plans should be considered and approved and the development of an integrated treasury management strategy

7.2 The Prudential Code requires the Council to set a number of Prudential Indicators, which replace the borrowing/variable interest limits previously determined as part of the Strategy Statement and also extend the period covered from one to three years. The report incorporates the Indicators which should be considered when determining the council's Treasury Management Strategy for the next four financial years.

7.3 The Treasury Management Strategy from 2012/13 to 2015/16 needs to consider the following four matters:

- The institutions the council will invest money with
- The types of investment instruments that will be used
- The limits that are placed on either the institution or the instrument used
- The underlying economic environment that will affect the types of investment the council will use and the duration of these investments.

7.4 The format and content of the TMSS is determined by the CIPFA Code of Practice on Treasury Management.

- 7.5 The Council's Draft Treasury Management Strategy is set out in Appendix 1.4. The main changes to the Strategy include:
- A borrowing strategy to finance the capital programme.
 - The recommendation of an Affordable Borrowing Limit, which the Council will need to approve in order to fund its capital investment programme.
 - Strengthening of the investment strategy to reflect the macro economic risks facing the Council, including continuation of investments with UK banks if the country's sovereign rating reduces from its current AAA status.

8.0 Reserves and Balances Strategy

8.1 Historically the Council has used its reserves to fund the Council's capital and revenue spending. This is not sustainable on an ongoing basis, and the aim should be to achieve a balanced budget (i.e. no draw on reserves) over the period of the MTFS.

8.2 Minimum Level of Reserves

8.2.1 There is a regulatory requirement to set a minimum level of reserves. Members agreed in December 2009 to set this minimum as £1.7 million. It was also decided to limit the draw on all revenue reserves over a four year period to a maximum of £2 million.

8.2.2 Having considered the risks facing the Council in the short, medium and long term its is proposed to change the minimum level of reserves as follows:

- An underlying minimum level of £1m for the long term, and
- In the short to medium term to raise the minimum level to £2m to reflect the uncertainties current facing the Council. These uncertainties include Nene Centre Roof, the delivery of a cost reduction programme to ensure on-going revenue spending is sustainable, changes to Government policy which could significantly impact on the Council's funding position (e.g. re-localisation of business rates, localisation of council tax discounts, council tax benefits and universal credit)

8.3 The table below sets out the Council's forecast reserves position:

	Forecast position as at				
	31/3/2012 £000	31/3/2013 £000	31/3/2014 £000	31/3/2015 £000	31/3/2016 £000
Underlying minimum level of reserves	1,711	1,000	1,000	1,000	1,000
Enhanced minimum level of reserves	0	1,000	1,000	1,000	1,000
Total minimum level of reserves	1,711	2,000	2,000	2,000	2,000
Earmarked reserves	201	201	201	201	201
Revenue Reserves	3,060	2,226	1,882	1,763	1,768
Capital Reserves	1,354	0	0	0	640
Total Reserves	6,326	4,427	4,083	3,964	4,609

9.0 Equality and Diversity Implications

9.1 There are no equality and diversity implications arising from this report. Separate assessments will be produced as savings plans are developed over the period of the MTFS to deliver the savings yet to be identified.

10.0 Legal Implications

10.1 There are no legal implications arising from the report.

11.0 Risk Management

11.1 The risk register includes the corporate risk of “failure to develop and deliver sustainable budgets (Risk 257)”. The purpose of the MTFs is to ensure that this risk is anticipated and addressed.

11.2 The risks associated with the assumptions made in the MTFs are set out in section 4.

12.0 Financial Implications

12.1 The report is of a financial nature and the implications are set out within the report.

13.0 Corporate Outcomes

13.1 The Corporate Outcomes that the MTFs seeks to help deliver are:

- Good Quality of Life
- Good Value for Money
- Effective Management
- High Quality Service Delivery
- Strong Community Leadership

14.0 Recommendations

14.1 Policy and Resources Committee is recommended to propose the contents of this report to Council on 29th February 2012 as part of the budget setting process. Specifically the Working Party is recommended to propose to Council that the following be approved / agreed:

- Draft Medium Term Financial Plan
- Draft Revenue Budget 2012/13
- Council Tax increase for 2012/13 of 3.5% (subject to confirmation of the regulation for triggering a referendum by Government)
- Levels of reserves, including the minimum level of £2m
- Draft Capital Programme for 2012/13-2021/22 (subject to the ongoing reviews of certain schemes within that programme)
- The Treasury Management Strategy Statement (TMSS) and Investment Strategy from 2012/13 to 2015/16, and specifically that: -
 - the prudential Indicators in Annexe .A of the TMSS be approved;
 - the council’s MRP Strategy in section 5 of the TMSS be agreed;
 - the types of investment the council can use, as set out in Annexe C of the TMSS, be approved;
 - the criteria for assessing the suitability of investment counterparties in Annexe D of the TMSS be agreed; and
 - the affordable borrowing limit be agreed

(Reason:). To ensure the Council complies with its constitution in setting its Budget.

Person originating report: Glenn Hammons, Interim Chief Finance Officer

Date: 3 February 2012

2011-12 Revised Budget £	2011-12 Forecast Outturn £		2012-13 Draft Budget £	2013-14 Indicative Budget £	2014-15 Indicative Budget £	2015-16 Indicative Budget £
543,240	415,945	Central Services to the Public	424,380	432,170	430,460	438,360
4,292,050	4,412,457	Cultural, Environmental and Planning Services	3,720,530	3,326,639	3,319,746	3,317,408
4,640,830	4,472,515	Departmental Central Support Services	4,540,440	4,629,880	4,721,105	4,814,155
195,990	156,059	Housing Services	183,770	205,740	228,140	250,980
61,440	54,559	Highways Roads & Transport Services	66,430	67,660	68,910	70,190
437,850	440,090	Corporate and Democratic Core	432,570	435,360	438,210	441,120
586,030	618,370	Non-Distributable Costs	606,020	760,620	651,430	662,450
10,757,430	10,569,995	Total Service Expenditure	9,974,140	9,858,069	9,858,001	9,994,663
Other Expenditure/Adjustments						
(1,070,803)	(883,368)	Amount to be met from reserves	(545,399)	(343,441)	(119,493)	4,750
0	0	Community Projects (New Homes Bonus)	181,211	349,799	598,423	949,774
0	0	Savings options to be determined	0	(200,000)	(400,000)	(650,000)
(135,000)	(135,000)	Net Interest Received / Paid	23,160	161,999	162,719	74,323
(1,205,803)	(1,018,368)	Total Other Adjustments	(341,028)	(31,642)	241,649	378,847
9,551,627	9,551,627	Total Budget Requirement	9,633,112	9,826,427	10,099,650	10,373,510
Sources of Funding						
(5,473,493)	(5,473,493)	Revenue Support Grant/NNDR	(4,831,611)	(4,590,030)	(4,360,529)	(4,142,502)
35,701	35,701	Transfer From Collection Fund	38,850	20,000	10,000	0
(355,008)	(355,008)	New Homes Bonus	(906,055)	(1,165,996)	(1,496,057)	(1,899,548)
		Council Tax Freeze Grant 2011/12	(91,096)	(91,096)	(91,096)	0
(114,992)	(114,992)	Other income grants	(47,100)	(44,745)	(42,508)	(40,382)
(5,907,792)	(5,907,792)	Total Funding	(5,837,012)	(5,871,868)	(5,980,190)	(6,082,433)
3,643,835	3,643,835	Amount to be met from Council Tax	3,796,100	3,954,559	4,119,460	4,291,077
30,500	30,500	Council Tax Base	30,700	30,900	31,100	31,300
119.47	119.47	Equivalent Band D Tax	123.65	127.98	132.46	137.10
		% change in Council Tax	3.50%	3.50%	3.50%	3.50%

Revenue Budget 2012-13 to 2015-16
List of Proposed Changes from Revised Revenue Budget 2011-12

App

Directorate	Description Summary of Proposal	Detailed Description of Proposal	2012-13 £
ALL	Pay & Inflation	Staffing increments as per contractual commitments.	57,030
HCS	Other Staffing Changes	Removal of Hben visiting policy and procedure and associated staffing costs.	-20,440
HCS	Community Planning ad hoc grants	Transfer from ABI budget (was £20k) as projects cease, to deliver new CD strategy and community plans. Strategy, but not budget, approved at Dec P&R. Members wanted to await the budget setting process.	15,000
HCS	Changes to housing benefits levels	These budgets are based on Est.for Hben for 12/13. This includes a reductions in Gov grant for HBEN by £25k, likelihood of increased claims and reduction in recovery of Hben overpayments. The £41,270 represents the difference between an original est. of £-466,040 to a revised est £-424,770.	41,270
HCS	Discretionary Business Rate Relief	Additional Discretionary Business Rate Relief.	10,100
HCS	Media and Comms decrease in contract payments	Reduction in customer surveys, focus groups and panel.	-10,000
HCS	Area based initiatives increase in grant	Removal as project finishes but plan to transfer £15k to Community plans as per CD strategy (see Community Planning above).	-20,000
HCS	Crime and disorder decrease in contract payments	Reduction in % of contingency budget for repairs and renewals for CCTV as budget consistently underspends.	-17,000
HCS	Pemberton Centre - additional income	Additional income arising from investment in improved leisure facilities at Pemberton Centre in line with business case approved by P&R Committee on 29 September 2011.	0
HCS	Other budget variances less than £10k each	Decrease in various small budgets for stationary, subscriptions, equipment etc.	-26,840
HEH	Other Staffing Changes	£38k+ transitional salary savings during the year. Includes Safety Officer Post (in year vacancy saving £27k) and change to standby payments as a result of policy change (£14k).	12,925
HEH	Refuse collection decrease in waste contract mobilisation	Budget created in 11/12 utilising various operational efficiency savings across ES and was used to pay for the implementation costs associated with the new waste contract. With a successful roll out this budget is no longer required.	-27,000
HEH	Recycling increase in waste management charge	Index linked increases to waste contract costs.	29,000
HEH	Increase in recycling contributions	Improved performance and diversion of waste from landfill will result in the increase of recycling credits received from NCC.	-179,000
HEH	Street cleaning in waste management charges	Index linked increases to waste contract costs.	34,000
HEH	Central Admin Unit decrease in income	Contractual requirements to recover costs only. Reduction in support service charges to the CAU resulting from support services savings passed on to partners by way of reduced charges.	18,000
HEH	Other budget variances less than £10k each	Includes reduction to training budget (£2k) and reduction of contribution to NWP (£5k).	-99,130
HIT	Other Staffing Changes	Significant savings from the removal of a post, maternity leave and the reduction in grades of another post taken mid year - increase shown is due to figure being based on current budget against next year's which includes the return of the person on maternity.	6,985
HIT	IT support (ENC only) decrease licences etc	Reduction in number of licenses for some systems due to reduction in staff. Changes to MSA (12.5K), removal of Portal. Includes additional license costs for 4Risk as budget not transferred from Finance Manager.	-73,000
HIT	Other budget variances less than £10k each	Changed Internet suppliers that are shared with CBC and BCW. Reduction in staff training. Reduction in printer consumables.	-18,450
HOR	Other Staffing Changes	HR Admin Officer - redundancy of this post. Payroll Officer introduction of shared service. HR Adviser regraded to Grade 6 (previously Grade 7). Policy and Performance Manager reduced hours (from 37 to 30).	-51,978
HOR	Decrease in income Rushden Centre	Withdrawal of tenants and therefore loss of income. Change of provider of housing services (Spire Homes) - new provider did not require accommodation. Also withdrawal of Contactlaw who moved to alternative premises. Difficult location to re-let.	45,500
HOR	Decrease in Short Courses/advertising	Alternative training methods have been utilised, all non-qualification training budgets are centralised with approval process in place with increased monitoring by HR. Also, the Council now employs fewer staff.	-21,000
HOR	Decrease in Encor shared services	Post has been held vacant and review has been undertaken which will realise savings.	-46,000
HOR	Public conveniences decrease waste manage charges/utilities	Transfer of all public conveniences to Town Council's with effect from 1 January 2012.	-105,600
HOR	Decrease in rental income Rushden Depot	Change of waste provider who did not require the accommodation.	35,500
HOR	Elections supplies and services decreased	Election budget reduced as no local elections in 2012/13. £20,000 budget retained per annum to build up a reserve to contribute towards costs of next local elections in 2015.	-120,000
HOR	Electoral registration	Cost of postal vote refresh (a new annual process) was not taken into account in the budget set.	2,590
HOR	Electricity/Water and Gas supply to Rushden Depot and Recycling Centre and Oundle Recycling Centre	Connection charges for water, electricity and gas - no usage. Assumes no sale before 2015.	810
HOR	Non distributed costs retirements Increase	Strain on the pension fund - employer contributions levels set by NCC.	20,000
HOR	Other budget variances less than £10k each	Reduction in staff advertising, medical fees , subscriptions, electricity, stationary, printoroom supplies, travel expenses.	15,430
HPS	Other Staffing Changes	Staffing Changes as a result of the restructure of Economic Development.	-27,912
HPS	Homelessness Admin decrease for one off contract work	One off Solicitors costs savings of £20k (only required in 11/12) On going revenue savings of £17,500 due to reduction in cost of new Housing Contract.	-38,000
HPS	Planning increase in planning fees	Anticipated increase in fee income on the basis of levels of activity and anticipated out turn for 11/12.	-25,000
HPS	Planning increase pre app fees	Fee charging regime introduced from October 11. Additional income anticipated in future years on basis of initial income levels so far in 11/12.	-15,000
HPS	JPU Fees / Cessation of Future NNDC funding	Continuation of payment for work of the JPU:- base budget lower than required for 11/12 by £25k which was funded by under spend on NNDC. £50k was in the budget for NNDC for both 11/12 and 12/13 -only £27k was required. As NNDC will not be funded next year this results in an overall saving of £25k.	-25,000
HPS	LDF decrease in consultancy budget for 12/13	One off consultancy budget for 11/12 agreed to be spread over 2 years to support costs of temporary senior and planning policy officer posts. Additional budget will be required in 13/14 for the Four Towns Plan examination costs.	-76,000
HPS	Building Control Decrease in fee income	Reduction in fee income anticipated based upon current levels of activity and likely 11/12 out turn.	14,000
HPS	Economic development decrease in grants	Cessation of Grants to NEL, Welland and for Business Support activities following restructure of Economic Development.	-19,000
HPS	Master plans decrease for on off projects	One off contributions in 11/12 of £50k for the Irthingborough Master plan and £20k for the Oundle 2020 visioning work no longer required in future years. However budget for HF and Thrapston will be required 2012/13 - of up to £100k which reduces saving in that year and possibly part of 2013/14.	-70,000
HPS	Other budget variances less than £10k each	Reductions in budgets for books and publications, hospitality, advertising and subscriptions.	-9,250
ED2	Pay & Inflation	Staffing increments as per contractual commitments. Maybe requirement for review in 2013/14	0
ED2	Other budget variances less than £10k each	Reduction in budgets for conferences (following demise of Standards for England), books and hospitality.	-830
			-783,290

EXPENDITURE SUMMARY	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £
Housing Projects	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Leisure and Tourism Projects	3,034,000	350,000	-	-	-	-	-	-	-	-
Environment Projects	34,350	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Central Services Projects	1,840	-	-	-	-	-	-	-	-	-
Vehicle Replacement	137,740	115,340	81,080	70,160	103,040	-	16,600	16,600	16,600	-
Essential Property Maintenance	30,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Corporate Systems	524,000	380,000	370,000	460,000	470,000	520,000	260,000	235,000	500,000	450,000
Total	4,161,930	1,270,340	886,080	965,160	1,008,040	955,000	711,600	686,600	951,600	885,000
Less: Schemes subject to review	(1,801,140)	(678,740)	(294,480)	(300,160)	(333,040)	(230,000)	(230,000)	(230,000)	(230,000)	(230,000)
Total	2,360,790	591,600	591,600	665,000	675,000	725,000	481,600	456,600	721,600	655,000

Housing Projects	Responsible Officer	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
		Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £
Disabled Facilities Grants	Mike Deacon	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Total		400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000

Leisure and Tourism Projects	Responsible Officer	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
		Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £
The Pemberton Centre Rushden	Katy Everitt	6,000									
Improvements to Pemberton Centre	Lisa Hyde	1,500,000									
Nene Community Centre - Roof (subject to review)	Katy Everitt	1,100,000									
Improvements to Nene Centre (subject to review)	Lisa Hyde	350,000	350,000								
Splash Pool	Katy Everitt	46,500									
Stanwick Lakes - Infrastructure	Lisa Hyde	31,500									
Total		3,034,000	350,000	-	-	-	-	-	-	-	-

Environment Projects	Responsible Officer	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
		Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £
Environmental Improvements	Lisa Hyde	20,000									
District Car Parks	Katy Everitt	11,950									
Replacement of Wheelie Bins	Mike Deacon			10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Road Adoption Kingsmead Kings Cliffe	Katy Everitt	2,400									
Total		34,350	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000

Central Services Projects	Responsible Officer	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
		Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £
Colour Printer	Katy Everitt	1,840									
Total		1,840	-	-	-	-	-	-	-	-	-

Vehicle Replacement	Responsible Officer	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
		Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £
Replacement Dog Warden Vans	Mike Deacon	16,600	16,600	16,600				16,600	16,600	16,600	
Purchase of Company Cars (subject to review)	Katy Everitt	121,140	98,740	64,480	70,160	103,040					
Total		137,740	115,340	81,080	70,160	103,040	-	16,600	16,600	16,600	-

Essential Property Maintenance	Responsible Officer	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
		Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £
Harringworth village drain	Katy Everitt	10,000									
Essential Property Maintenance Industrial Units	Katy Everitt		25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total		30,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000

Corporate Systems	Responsible Officer	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
		Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £	Estimate £
Service Transformation Programme	Gareth Jones			60,000						60,000	
Replacement PC'S, Monitors & Laptops	Gareth Jones	39,000	25,000	35,000	35,000	15,000	15,000	35,000	35,000	15,000	15,000
Replacement Printers & Scanners	Gareth Jones	25,000	15,000	15,000	5,000	5,000	15,000	5,000	5,000	5,000	10,000
Replacement Servers	Gareth Jones	45,000	20,000	10,000	30,000	15,000	20,000	30,000	10,000	10,000	25,000
Replacement Sun Server	Gareth Jones	-	-	-	-	30,000	-	-	-	-	30,000
UPS Equipment	Gareth Jones	20,000	-	-	-	20,000	-	-	-	20,000	-
Data Infrastructure Equipment	Gareth Jones	20,000	15,000	15,000	100,000	5,000	10,000	5,000	5,000	20,000	15,000
Licences	Gareth Jones	105,000	115,000	125,000	120,000	155,000	110,000	135,000	120,000	115,000	150,000
Storage/Replacement SAN	Gareth Jones	10,000	10,000	10,000	10,000	50,000	5,000	10,000	10,000	10,000	60,000
Council Chamber Project Screen	Gareth Jones		25,000			5,000				25,000	
Security Systems/GovConnect	Gareth Jones	10,000	10,000	10,000	10,000	30,000	10,000	10,000	10,000	10,000	10,000
ESRI - GIS Upgrade	Gareth Jones		70,000			10,000			10,000		70,000
CAPS Solutions/ERMS	Gareth Jones	200,000	20,000	10,000	40,000	10,000	10,000	20,000	10,000	200,000	10,000
Revenues and Benefits Upgrade	Gareth Jones	10,000	40,000	10,000	10,000	15,000	15,000	10,000	10,000	10,000	15,000
CRM Upgrades	Gareth Jones			70,000			300,000				
Telephone System	Gareth Jones		15,000		100,000		10,000		10,000		
Review of Licensing Unit's System	Gareth Jones										
Rushden Centre BC/DR	Gareth Jones	40,000				25,000					40,000
Replacement Finance System						80,000					
Total		524,000	380,000	370,000	460,000	470,000	520,000	260,000	235,000	500,000	450,000

**East Northamptonshire Council
Treasury Management Strategy Statement
and Investment Strategy 2012/13**

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1. **Background**

1.1 The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code") requires local authorities to set the Treasury Management Strategy Statement (TMSS) for borrowing each financial year.

1.2 CIPFA has defined Treasury Management as:

"the management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

1.3 This strategy takes into account the impact of the Council's Revenue Budget and Capital Programme and the Balance Sheet position. The Prudential Indicators and the outlook for interest rates are also considered within the strategy.

1.4. The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Treasury management risks are identified in the Council's approved Treasury Management Practices; the main risks to the Council's treasury activities are:

- Liquidity Risk (Inadequate cash resources)
- Market or Interest Rate Risk (Fluctuations in interest rate levels and thereby in the value of investments).
- Inflation Risks (Exposure to inflation)
- Credit and Counterparty Risk (Security of Investments)
- Refinancing Risks (Impact of debt maturing in future years).
- Legal & Regulatory Risk (i.e. non-compliance with statutory and regulatory requirements, risk of fraud).

1.4 The purpose of this Treasury Management Strategy Statement is to approve:

- Treasury Management Strategy for 2012-13
- Prudential Indicators – Appendix A
- MRP Strategy – Section 5
- Use of Specified and Non-Specified Investments – Appendix C
- Criteria for accepting counterparties on to the Council's approved lending list – Appendix D

2. The Treasury Position

2.1 The Council's estimated treasury position for 31/3/2012 and for the following financial years is:

	31/3/2012 Estimate £m	% Return	31/3/2013 Estimate £m	31/3/2014 Estimate £m	31/3/2015 Estimate £m	31/3/2016 Estimate £m
Investments:						
Short-term deposits	10.0	1.00	9.0	8.0	7.0	7.0
Long-term deposits						
Total Investments	10.0	1.00	9.0	8.0	7.0	7.0

2.2 The estimate for interest receipts in 2011/12 is £0.120m. The estimates for 2012/13 and subsequent years take into consideration the current portfolio and the outlook for interest rates. It should be noted that the long term deposits that bolster our investment return will mature during 2011/12 and are likely to be invested at a much lower rate. The impact on interest earned has though been reflected in our financial plans.

3. Outlook for the Economy and Interest Rates

3.1 The economic interest rate outlook provided by the Council's treasury advisor, Arlingclose Ltd, is attached at Appendix B. It is summarised below.

3.2. **Background** – the last financial year has seen little of the expected economic growth. This has led to the conventional monetary policy becoming largely redundant; the Bank of England and the US Federal Reserve have signalled their respective official interest rates are likely to be on hold through to the end of 2012.

3.3. As the prospect for economic growth is scarce the Bank of England's Monetary Policy Committee has returned to unconventional monetary policy and embarked on a further round of Quantitative Easing.

3.4. **Outlook** – The turmoil within the Eurozone and the unwillingness of its politicians to implement a credible plan to resolve it, has resulted in the fluctuation of the market confidence within the financial markets.

3.5. CPI Inflation is currently 4.2%. The Bank's Inflation Forecasts still point to a sharp downturn in CPI in 2012 as the index effects of VAT and earlier energy price shocks subside.

3.6. Business confidence has yet to recover sufficient for commitment to new capital investment and employment. Taken together the levels of unemployment remain very high.

3.7. With the fluctuation within the Financial Markets the investment rates that are available will remain static and the duration as to which a deposit is recommended to be fixed will remain short. As such, the expected level the Council can invest money at is expected to remain low.

- 3.8. Based on the above outlook for interest rates, and after taking into consideration the existing position of our portfolio, it is anticipated that the average return on the Council's funds for the next four years will be;

Year	Average Return
2011/12	1.16
2012/13	1.00
2013/14	1.50
2014/15	2.00
2015/16	3.00

4. Borrowing Requirement and Strategy

- 4.1 The Council's underlying need to borrow for capital purposes is measured by reference to its Capital Financing Requirement (CFR) – see Annexe A, section 4. The CFR represents the cumulative capital expenditure of the local authority that has not been financed (the underlying need to borrow). To ensure that this expenditure will ultimately be financed, local authorities are required to make a Minimum Revenue Provision for Debt Redemption (MRP) from within the Revenue budget each year.
- 4.2 Capital expenditure not financed from internal resources (i.e. Capital Receipts, Capital Grants and Contributions, Revenue or Reserves) will produce an increase in the CFR and subject to the nature of the borrowing, will in turn produce an increased requirement to charge MRP in the Revenue Account.
- 4.3 Physical external borrowing may be greater or less than the CFR, but in accordance with the Prudential Code, the Council will ensure that net external borrowing does not, except in the short term, exceed the CFR in the preceding year plus the estimates of any additional CFR for the current and next two financial years.
- 4.4 To fund its capital investment program the Council intends to use short term temporary borrowing to bridge the timing of costs being incurred and capital receipts being realised. The Council's strategy is to maintain maximum control over its borrowing activities as well as flexibility on its loans portfolio. Capital expenditure levels, market conditions and interest rate levels will be monitored during the year in order to minimise borrowing costs over the medium to longer term. A prudent and pragmatic approach to borrowing will be maintained to minimise borrowing costs without compromising the longer-term stability of the portfolio, consistent with the Council's Prudential Indicators.
- 4.5 As indicated in Annexe A, Section 3 the Authority has a gross borrowing requirement of £1.97m in 2012/13. However, the Authority will adopt a flexible approach to borrowing in consultation with its treasury management advisers, Arlingclose Ltd. The following issues will be considered prior to undertaking any external borrowing:
- Affordability;
 - Maturity profile of debt;
 - Interest rate and refinancing risk;
 - Borrowing source

4.6 Sources of Borrowing and Portfolio Implications

In conjunction with advice from its treasury advisor, Arlingclose, the Council will keep under review the following borrowing options:

- PWLB loans
- Borrowing from other local authorities
- Borrowing from money markets
- Local authority stock issues
- Local authority bills
- Structured finance

The cost of carry (which is the financial cost of borrowing, including interest costs, brokers fees and marginal revenue provision) has resulted in an increased reliance upon shorter dated and variable rate borrowing. This type of borrowing injects volatility into the debt portfolio in terms of interest rate risk but is counterbalanced by its affordability and alignment of borrowing costs with investment returns.

The Authority's exposure to shorter dated borrowing is kept under regular review by reference to the difference between variable rate and longer term borrowing costs. A narrowing of 0.5% will result in an immediate and formal review of the borrowing strategy to determine whether the exposure to shorter dated and variable rates is maintained or altered.

4.7 Debt Rescheduling

A debt portfolio can be restructured by prematurely repaying loans and refinancing them on similar or different terms to achieve a reduction in risk and/or savings in interest costs.

The lower interest rate environment and changes in the rules regarding the premature repayment of PWLB loans has adversely affected the scope to undertaken meaningful debt restructuring although occasional opportunities arise. The rationale for undertaking any debt rescheduling would be on one or more of the following:

- Savings in risk adjusted interest costs
- Rebalancing the interest rate structure of the debt portfolio
- Changing the maturity profile of the debt portfolio

5. Annual MRP Statement

5.1 East Northamptonshire Council will in accordance with the main recommendations contained within the guidance issued by the Secretary of State, under section 21(1A) of the Local Government Act 2003, assess their MRP for 2012/13.

5.2 Expenditure reflected within the debt liability at 31 March 2013 will under delegated powers be subject to MRP under option 3, which will be charged over a period which is reasonably commensurate with the estimated useful life applicable to the nature of the expenditure, using the equal annual instalment method. For example, capital expenditure on a new building or on the refurbishment or enhancement of a building will be related to the estimated life of that building. Under this option no

MRP charge is required until the financial year after that in which an item of capital expenditure is fully incurred or in case of a new asset comes into service.

- 5.3. The Council has decided that it would be prudent not to charge MRP in relation to the Nene Centre Roof, for which short-term borrowing is likely to be paid for by monies arising from legal action. This will be reviewed on an annual basis.
- 5.4. The Council has decided that it would be prudent not to charge MRP in relation to capital expenditure, for which short-term borrowing will be funded from the sale of land and properties in the next 2-3 years. This will be reviewed on an annual basis.
- 5.4. Estimated life periods will be determined under delegate powers. To the extent that expenditure is not on the creation of an asset and is of a type that is subject to estimated life periods that are referred to in the guidance, these period will generally be adopted by the Council. However, the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances where the recommendations of the guidance would not be appropriate.
- 5.5. The Council's CFR at 31 March 2013 is estimated to be £nil and therefore is no requirement to charge MRP in 2012/13.

6. Investment Policy and Strategy

6.1. Background

- 6.1.1. Guidance from the then CLG on Local Government Investments in England requires that an Annual Investment Strategy (AIS) be set. The Guidance permits the Treasury Management Strategy Statement (TMSS) and the AIS to be combined into one document.

6.2. Investment Policy

- 6.2.1. The Council's general policy objective is to invest its surplus funds prudently. Due to the ongoing uncertainty in the banking sector which has seen institutions fold, it is now felt more appropriate to focus on the safe return of the sum invested. As such the Council's investment priorities in priority order are:

- security of the invested capital;
- liquidity of the invested capital;
- the return received from the investment.

The speculative procedure of borrowing purely in order to invest is unlawful and will not be used.

- 6.2.2. Investments are categorised as 'Specified' or 'Non Specified' investments based on the criteria in the ODPM Guidance. Potential instruments for the Council's use within its investment strategy are contained in Annexe C.
- 6.2.3. The Council will maintain a counterparty list based on its criteria and monitor and update the credit standing of the institutions on a regular basis. Annexe D sets out the Council's policy for determining which counter parties to invest with and this list will be restricted by any advice given from the Council's Treasury Advisors or gained from any other source.

6.3. Investment Strategy

- 6.3.1. The Council's investment strategy for 2012/13 will be based solely on the priorities listed in 6.2.1 above.
- 6.3.2. The return on the Council's investment will be a tertiary consideration after preservation of capital and the liquidity of our monies. The Council will endeavour to seek the best possible returns through the pro-active management of its cash balances, however, it is anticipated that the opportunities in the current environment will be limited.
- 6.3.3. The Chief Finance Officer under delegated powers, will undertake the most appropriate form of investments in keeping with the investment objectives, income and risk management requirements and Prudential Indicators.

6.4 Investments managed in-house

- 6.4.1 The Council's existing investments are a combination of short-term investments (i.e. with maturities of three months or less), money market funds and call accounts, and reflect previous treasury management strategies and decisions. The mix of investments enables the Council to maintain an appropriate level of liquidity and enables it to mitigate re-investment risk (the risk that a large proportion of maturing investments are reinvested when interest rates are at a cyclical low).
- 6.4.2. The Council's shorter term cashflow investments are made with reference to the outlook for the UK Bank Rate and money market rates. For these monies, the Council will mainly utilise Money Market Funds, Call Accounts and term deposits.
- 6.4.3. As and when appropriate a proportion of the Council's in-house core balances can be invested with a longer-term strategic focus, within the limits the Council has set for Non-Specified Investments:
- Investments in longer-term deposits and in bonds to provide certainty of investment income over the life of the instrument.
 - Callable deposits where a higher return is intended to compensate for the uncertainty of the deposit running to maturity.
 - The associated increase in credit risk from a longer-term investment is managed by using counterparties meeting the Council's longer-term credit criteria.
- 6.4.4. The Council's existing fixed-term investments are :
- £3m Lancashire County Council – fixed to 14th June 2012 at 0.40%
 - £2m Salford Council – fixed to 16th March 2012 at 0.30%

6.5 Investments managed externally

- 6.5.1. The Council currently does not use any external fund managers. Any decision to do so would be subject to review by the Finance Working Party and approval by Policy & Resources Committee.

6.6 Collective Investment Schemes (Pooled Funds):

- 6.6.1. The Council has evaluated the use of Pooled Funds and determined the suitability of their use within the investment portfolio. The reasons for doing so are the

continuing importance of investment returns in the Council's overall finances as well as a recognition that investment returns from cash or near cash instruments will be lower in the future.

- 6.6.2. Pooled funds enable the Council to diversify the assets and the underlying risk in the investment portfolio and provide the potential for enhanced returns. It enables the Council to establish relatively small exposures (£1m - £2m upwards) in appropriate asset classes including those which, if used within segregated funds management mandates, would constitute capital expenditure.
- 6.6.3. The Council does not currently use this type of investment and any decision to do so in the future will only be undertaken following advice from Arlingclose.

6.7. The Use of Financial Instruments for the Management of Risks

Currently, Local Authorities' legal power to use derivative instruments remains unclear. The General Power of Competence enshrined in the Localism Bill is not sufficiently explicit. Consequently, the authority does not intend to use derivatives.

- 6.7.1. Should this position change, the Council may seek to develop a detailed and robust risk management framework governing the use of derivatives, but this change in strategy will require full Council approval.

6.8. Investments which constitute capital expenditure

- 6.8.1. Investments meeting the definition of capital expenditure will only be used by this Council following consideration and approval by the Finance Working Party and Policy & Resources Committee.

7. Balanced Budget Requirement

- 7.1. The Council complies with the provisions of Section 32 of the Local Government Finance Act 1992 to set a balanced budget.

8 Reporting on the Treasury Outturn

- 8.1. The Chief Finance Officer will report to the Finance Working Party, Policy & Resources Committee and Council an outturn report on treasury activity no later than 30 June after the financial year end. A mid year report setting out treasury activity so far that year will be submitted to these committees at the first available meeting after 30 September. Quarterly budget monitoring reports will reflect the anticipated return for the year from investments.

PRUDENTIAL INDICATORS**1. Background:**

- 1.1. There is a requirement under the Local Government Act 2003 for local authorities to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities (the "CIPFA Prudential Code") when setting and reviewing their Prudential Indicators. It should be noted that CIPFA undertook a review of the Code in early 2008 with a fully revised version being published in 2009 to incorporate changes towards implementing IFRS.

2. Net Borrowing and the Capital Financing Requirement

This is a key indicator of prudence. In order to ensure that over the medium term net borrowing will only be for capital purposes, the local authority should ensure that the net external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional increases to the capital financing requirement for the current and next two financial years.

3. Estimates of Capital Expenditure:

- 3.1 This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax.

Capital Expenditure	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
	Approved £m	Revised £m	Estimate £m	Estimate £m	Estimate £m	Estimate £m
General Fund	3.059	2.704	4.162	1.270	0.886	0.955
Total	3.059	2.704	4.162	1.270	0.886	0.955

- 3.2 Capital expenditure will be financed or funded as follows:

	Capital Financing				
	2011/12	2012/13	2013/14	2014/15	2015/16
	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000
Capital Receipts	30		860	886	955
Government	167	1,270	170		
Grants/Contributions					
Capital Receipts Reserve	2,507	923			
Total Financing	2,704	2,193	1,030	886	955
Borrowing		1,969	240		
Total Funding	0	1,969	240	0	0
Total Financing and Funding	2,704	4,162	1,270	886	955

4. Ratio of Financing Costs to Net Revenue Stream:

4.1 This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet borrowing costs. The definition of financing costs is set in the Prudential Code.

4.2 The ratio is based on costs net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
	Approved %	Revised %	Estimate %	Estimate %	Estimate %	Estimate %
General Fund	0.00	0.00	0.53	1.72	1.57	0.00
Total	0.00	0.00	0.53	1.72	1.57	0.00

5. Capital Financing Requirement:

5.1 The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and its financing. It is an aggregation of the amounts shown for Fixed and Intangible assets, the Revaluation Reserve, the Capital Adjustment Account, Government Grants Deferred and any other balances treated as capital expenditure**.

Capital Financing Requirement	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
	Approved £m	Estimate £m	Estimate £m	Estimate £m	Estimate £m	Estimate £m
General Fund	-2.401	-2.401	-0.432	-0.191	-0.405	-2.401
Total CFR	-2.401	-2.401	-0.432	-0.191	-0.405	-2.401

in line with CIPFA's guidance, any investments or other items not falling within the classification of fixed or intangible assets, but financed from capital resources must be included within the CFR for the purposes of this calculation.

5.2. In order to ensure that over the medium term net borrowing will only be for a capital purpose, the Council should make sure that net external borrowing does not, except in the short term, exceed the Capital Financing Requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

5.3. The Council's Chief Finance Officer confirms that this Council had no difficulty meeting this requirement in 2010-11 nor are difficulties envisaged for the current or future financial years.

6 Actual External Debt:

- 6.1 This indicator is obtained directly from the Council's balance sheet. It is the closing balance for actual gross borrowing plus other long-term liabilities. This Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit.

Actual External Debt as at 31/3/2012	£m
Borrowing	0.000
Other Long-term Liabilities	0.000
Total	0.000

7. Incremental Impact of Capital Investment Decisions:

- 7.1 This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax. The incremental impact is calculated by comparing the total revenue budget requirement of the current approved capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme.

Incremental Impact of Capital Investment Decisions	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
	Approved £	Revised £	Estimate £	Estimate £	Estimate £	Estimate £
Increase in Band D Council Tax	3.01	1.49	1.36	0.62	0.57	0.92

8 Authorised Limit and Operational Boundary for External Debt:

- 8.1 The Council has an integrated treasury management strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Council and not just those arising from capital spending reflected in the CFR.
- 8.2 The **Authorised Limit** sets the maximum level of external borrowing on a gross basis (i.e. not net of investments) for the Council. It is measured on a daily basis against all external borrowing items on the Balance Sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). This Prudential Indicator separately identifies borrowing from other long term liabilities such as finance leases. It is consistent with the Council's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.
- 8.3 The Authorised Limit has been set on the estimate of the most likely, prudent but not worst case scenario with sufficient headroom over and above this to allow for unusual cash movements.
- 8.4 The Authorised Limit is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

Authorised Limit for External Debt	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
	Approved £m	Revised £m	Estimate £m	Estimate £m	Estimate £m	Estimate £m
Borrowing	4.800	4.000	4.000	4.000	4.000	4.000
Other Long-term Liabilities	0.200	0.200	0.200	0.200	0.200	0.200
Total	5.000	4.200	4.200	4.200	4.200	4.200

8.5 The **Operational Boundary** links directly to the Council's estimates of the CFR and estimates of other cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario.

Operational Boundary for External Debt	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
	Approved £m	Revised £m	Estimate £m	Estimate £m	Estimate £m	Estimate £m
Borrowing	4.800	2.000	2.250	2.250	2.250	2.250
Other Long-term Liabilities	0.200	0.200	0.200	0.200	0.200	0.200
Total	5.000	2.200	2.450	2.450	2.450	2.450

9. Adoption of the CIPFA Treasury Management Code:

9.1 This indicator demonstrates that the Council has adopted the principles of best practice.

Adoption of the CIPFA Code of Practice in Treasury Management

The Council approved the adoption of the CIPFA Treasury Management Code at its meeting on 29 April 2002. The Council has incorporated the changes to the revised CIPFA Code of practice into its treasury policies, procedures and practices.

10. Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure:

10.1 These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. This Council calculates these limits on net principal outstanding sums.

	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
	Approve %	Revised %	Estimate %	Estimate %	Estimate %	Estimate %
Upper Limit for Fixed Interest Rate Exposure	100.00	100.00	100.00	100.00	100.00	100.00
Upper Limit for Variable Rate Exposure	100.00	100.00	100.00	100.00	100.00	100.00

10.2 The limits above provide the necessary flexibility within which decisions will be made for drawing down new loans on a fixed or variable rate basis; the decisions will ultimately be determined by expectations of anticipated interest rate movements as set out in the Council's treasury management strategy.

11 Maturity Structure of Fixed Rate borrowing:

11.1 This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposures to interest rate changes in any one period, in particular in the course of the next ten years.

11.2 It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment.

Maturity structure of fixed rate borrowing	Lower Limit %	Upper Limit %
under 12 months	0	100
12 months and within 24 months	0	100
24 months and within 5 years	0	100
5 years and within 10 years	0	100
10 years and above	0	100

12. Upper Limit for total principal sums invested over 364 days:

12.1 The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested. The revised limits for 2012/13 onwards also reflect the overall lower level of investments held by the Council and the need to maintain a sufficient balance for cashflow purposes.

Upper Limit for total principal sums invested over 364 days	2011-12	2011-12	2012-13	2013-14	2014-15	2014-15
	Approved £m	Revised £m	Estimate £m	Estimate £m	Estimate £m	Estimate £m
	6.000	3.000	3.000	3.000	3.000	3.000

ANNEXE B

Arlingclose's Economic & Interest Rate Forecast

	Dec-11	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14
Official Bank Rate													
Upside risk						0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk													
1-yr LIBID													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	1.75	1.75	1.75	1.75	1.75	1.80	1.85	1.95	2.00	2.10	2.20	2.30	2.40
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
5-yr gilt													
Upside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	1.25	1.30	1.35	1.40	1.50	1.60	1.70	1.80	2.00	2.10	2.30	2.40	2.50
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
10-yr gilt													
Upside risk	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	2.20	2.30	2.40	2.45	2.50	2.55	2.60	2.70	2.75	2.80	2.85	2.90	3.00
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
20-yr gilt													
Upside risk	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	3.00	3.05	3.05	3.10	3.20	3.25	3.30	3.35	3.40	3.45	3.50	3.60	3.75
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
50-yr gilt													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	3.25	3.40	3.50	3.60	3.70	3.80	3.90	4.00	4.00	4.00	4.10	4.20	4.25
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25

Specified and Non Specified Investments

Specified Investments identified for use by the Council:

Specified Investments will be those that meet the criteria in the ODPM Guidance, i.e. the investment

- is sterling denominated
- has a maximum maturity of 1 year
- meets the “high” credit criteria as determined by the Council or is made with the UK government or is made with a local authority in England, Wales and Scotland.
- the making of which is not defined as capital expenditure under section 25(1)(d) in SI 2003 No 3146 (i.e. the investment is not loan capital or share capital in a body corporate).

“Specified” Investments identified for the Council’s use are:

- Deposits in the DMO’s Debt Management Account Deposit Facility
- Deposits with UK local authorities
- Deposits with banks and building societies
- *Certificates of deposit with banks and building societies
- *Gilts : (bonds issued by the UK government)
- *Bonds issued by multilateral development banks
- Money Market Funds, i.e. ‘AAA’ liquidity funds with a 60-day Weighted Average Maturity (WAM)
- * Other Money Market Funds and Collective Investment Schemes– i.e. credit rated funds which meet the definition of a collective investment scheme as defined in SI 2004 No 534 and SI 2007 No 573.

1. * *Investments in these instruments will be on advice from the Council’s treasury advisor.*

For credit rated counterparties, the minimum criteria will be the short-term ratings assigned by one or more of the following agencies (Moody’s Investors Services, Standard & Poor’s, Fitch)

Short-term : P-1 (Moody’s) or A-1 (S&P) or F1 (Fitch)

Non-Specified Investments determined for use by the Council:

Having considered the rationale and risk associated with Non-Specified Investments, the following have been determined for the Council's use:

	In-House use	Maximum maturity	Max % of portfolio	Capital expenditure?
<ul style="list-style-type: none"> ▪ Deposits with banks and building societies ▪ Certificates of deposit with banks and building societies 	✓	<u>5 yrs</u>	<u>50%</u> in aggregate	No
Gilts and bonds <ul style="list-style-type: none"> ▪ Gilts ▪ Bonds issued by multilateral development banks ▪ Bonds issued by financial institutions guaranteed by the UK government ▪ Sterling denominated bonds by non-UK sovereign governments 	Only after specific report to Finance Working Party and agreement by P&R committee	<u>10 years</u>	<u>50%</u> in aggregate	No
Money Market Funds and Collective Investment Schemes (pooled funds which meet the definition of a collective investment scheme as defined in SI 2004 No 534 and SI 2007 No 573) but which are not credit rated	Only after specific report to Finance Working Party and agreement by P&R committee	These funds do not have a defined maturity date	<u>50%</u>	No
Bonds and debt instruments (e.g. floating rate notes) issued by corporate bodies	No	<u>10 years</u>	<u>£4m</u>	Yes
Collective Investment Schemes (Pooled funds) which do not meet the definition of collective investment schemes in SI 2004 No 534 or SI 2007 No 573	Only after specific report to Finance Working Party and agreement by P&R committee	These funds do not have a defined maturity date	<u>£4m</u>	Yes

1. In determining the period to maturity of an investment, the investment should be regarded as commencing on the date of the commitment of the investment rather than the date on which funds are paid over to the counterparty.
2. The use of the above instruments by the Council's fund manager(s) will be by reference to the fund guidelines contained in the agreement between the Council and the individual manager.

**CRITERIA TO BE USED FOR CREATING/ MANAGING APPROVED COUNTERPARTY
LISTS/LIMITS**

5. The Chief Financial Officer will formulate suitable criteria for assessing and monitoring the credit risk of investment counterparties and shall construct a lending list comprising time, type, sector and specific counterparty limits.
6. Treasury management staff will add or delete counterparties to/from the approved counterparty list in line with the policy on criteria for selection of counterparties.
7. The Council will use credit criteria in order to select creditworthy counterparties for placing investments with and will take advice as appropriate from the Council's external Treasury Advisors.
8. Credit ratings will be used as supplied from one or more of the following credit rating agencies: -
 - Fitch
 - Standard & Poor's
 - Moody's Investors Services
5. Selection criteria for approved investment counterparties.
 - Published credit ratings for financial institutions (minimum long term rating of A- or equivalent for counterparties; AA- or equivalent for non-UK sovereigns).
 - Credit Default Swaps
 - Economic fundamentals (Net Debt as a percentage of GDP)
 - Share Prices
 - Corporate Developments, news, market sentiment and momentum
 - Sovereign Rating

Authority's Banker

The Authority banks with Barclays Bank. If their credit rating does not meet the minimum credit criteria specified in this Investment Strategy, Barclays Bank will continue to be used for the short term liquidity requirements (overnight and weekend investments) only to ensure business continuity arrangements are maintained.

6. Investment limits for each tier of counterparty

Instrument	Country/ Domicile	Counterparty	Long Term Rating	Short Term Rating	Maximum Counterparty Limit £m	Maximum Group Limit (if applicable) /£m	
Term Deposits / CDs / Call Accounts	UK	Santander UK Plc (Banco Santander Group)	A+ /A1/AA-	F1/P- 1/A-1+	£3.0m		
Term Deposits / CDs / Call Accounts	UK	Bank of Scotland (Lloyds Banking Group)	A/A1/A	F1/P- 1/A-1	£2.0m	£3.0m	
Term Deposits / CDs / Call Accounts	UK	Lloyds TSB (Lloyds Banking Group)	A/A1/A	F1/P- 1/A-1	£2.0m	£3.0m	
Term Deposits / CDs / Call Accounts	UK	Barclays Bank Plc	A/Aa3/A+	F1/P- 1/A-1	£3.0m		
Term Deposits / CDs / Call Accounts	UK	Clydesdale Bank (National Australia Bank Group)	Temporarily Suspended For New Investments				
Term Deposits / CDs / Call Accounts	UK	HSBC Bank Plc	AA/AA2/AA-	F1+/P- 1/A-1+	£3.0m		
Term Deposits / CDs / Call Accounts	UK	Nationwide Building Society	A+ /A2/A+	F1/P- 1/A-1	£3.0m		
Term Deposits / CDs / Call Accounts	UK	NatWest (RBS Group)	A/A2/A	F1/P- 1/A-1	£2.0m	£3.0m	
Term Deposits / CDs / Call Accounts	UK	Royal Bank of Scotland (RBS Group)	A/A2/A	F1/P- 1/A-1	£2.0m	£3.0m	
Term Deposits / CDs / Call	UK	Standard Chartered Bank	AA- /A1/AA-	F1+/P- 1/A-1+	£3.0m		

Accounts						
Term Deposits / CDs / Call Accounts	Australia	Australia and NZ Banking Group	AA-/Aa2/AA-	F1+/P-1/A-1+	£3.0m	
Term Deposits / CDs / Call Accounts	Australia	Commonwealth Bank of Australia	AA/Aa2/AA-	F1+/P-1/A-1+	£3.0m	
Term Deposits / CDs / Call Accounts	Australia	National Australia Bank Ltd (National Australia Bank Group)	AA/Aa2/AA-	F1+/P-1/A-1+	£3.0m	
Term Deposits / CDs / Call Accounts	Australia	Westpac Banking Corp	AA/Aa2/AA-	F1+/P-1/A-1+	£3.0m	
Term Deposits / CDs / Call Accounts	Canada	Bank of Montreal	AA-/Aa2/A+	F1+/P-1/A-1	£3.0m	
Term Deposits / CDs / Call Accounts	Canada	Bank of Nova Scotia	AA-/Aa1/AA-	F1+/P-1/A-1+	£3.0m	
Term Deposits / CDs / Call Accounts	Canada	Canadian Imperial Bank of Commerce	AA-/Aa2/A+	F1+/P-1/A-1	£3.0m	
Term Deposits / CDs / Call Accounts	Canada	Royal Bank of Canada	AA/Aa1/AA-	F1+/P-1/A-1+	£3.0m	
Term Deposits / CDs / Call Accounts	Canada	Toronto-Dominion Bank	AA-/Aaa/AA-	F1+/P-1/A-1+	£3.0m	
Term Deposits / CDs / Call Accounts	Finland	Nordea Bank Finland	Temporarily Suspended For New Investments			
Term Deposits /	France	BNP Paribas	Temporarily Suspended For New Investments			

CDs / Call Accounts			
Term Deposits / CDs / Call Accounts	France	Credit Agricole CIB (Credit Agricole Group)	Temporarily Suspended For New Investments
Term Deposits / CDs / Call Accounts	France	Credit Agricole SA (Credit Agricole Group)	Temporarily Suspended For New Investments
Term Deposits / CDs / Call Accounts	France	Société Générale	Temporarily Suspended For New Investments
Term Deposits / CDs / Call Accounts	Germany	Deutsche Bank AG	Temporarily Suspended For New Investments
Term Deposits / CDs / Call Accounts	Netherlands	ING Bank NV	Temporarily Suspended For New Investments
Term Deposits / CDs / Call Accounts	Netherlands	Rabobank	Temporarily Suspended For New Investments
Term Deposits / CDs / Call Accounts	Netherlands	Bank Nederlandse Gemeenten	Temporarily Suspended For New Investments
Term Deposits / CDs / Call Accounts	Sweden	Svenska Handelsbanken	Temporarily Suspended For New Investments
Term Deposits / CDs / Call Accounts	Switzerland	Credit Suisse	Temporarily Suspended For New Investments
Term Deposits / CDs / Call Accounts	US	JP Morgan	Temporarily Suspended For New Investments

A maximum investment of £3m will apply to each counterparty in the following areas:

- Money Market Funds
 - Local Authorities
 - Debt Management Office
7. The maximum period for investments will be 1 year.
 8. The maximum value for any one investment transaction will be as shown in the table above.
 9. The maximum level of investment with any one group of counterparties will be 20% of the total portfolio.
 10. Sterling denominated only.
 11. Banks who originate from AAA sovereign rate country. The only exception to this is the UK sovereign rating is reduced below AAA. If this was the case the Council would continue to invest in UK financial institutions.

Appendix 2 of minute 391 of the Policy & Resources Committee

Proposed Changes to the Constitution (shown in bold and scored text)

Article 4.1 - paragraph 4.02

1 Add to the list:-

- **Treasury Management Policy Statement**
- **the annual Treasury Management Strategy Statement including the annual Treasury Management Indicators**
- **the mid year and year end reviews of the above**
- **the annual Prudential Indicators Report.**

2 Delete reference to “The Community Strategy”

Articles 5 and 6 - Mid-year appointment of Deputy Leader, Chairman or Vice Chairman

3 Add the following paragraphs

(a) **Article 5 - Chairing the Council**

5.04. Mid Year Changes.

A mid-year appointment may be made to the position of Chairman or Vice-Chairman at the next appropriate Council Meeting if the post-holder elected at the Annual Council is unable to complete the term of office for any reason.

(b) **Article 6 - Leader of the Council**

6.04 Deputy Leader of the Council.

The Council will, at the Annual Meeting, elect a Deputy Leader to act in the notified absence of the Leader, such notice to be given in writing by the Leader to the Chief Executive. Subject to political balance rules, the Deputy Leader shall serve as an ex officio member of the policy committees and their sub-committees (with voting rights) unless otherwise signified. **The post holder holds office until the next Annual Meeting unless that person is unable to complete the term for any reason, in which case a new Deputy Leader shall be elected at the next appropriate meeting in accordance with the above provisions.**

Part 4.1 - Council Procedure Rules - paragraphs 9 and 23

4 Amend paragraph 9 - Public Speaking

(b) **Development Control Committee and Policy and Resources Committee**

The Chairmen of these ~~Development Control~~ Committees may, as ~~it~~ they thinks fit, modify this Rule to enable speakers on ~~development control~~ issues to be heard immediately before the matter to be considered, rather than at the start of the meeting.

5 Delete paragraph 23.1

~~23.1 The Council and any policy or other committee may appoint such sub committees, boards, working parties and panels as they may consider necessary from time to time and shall specify the purpose, terms of reference and duration of such sub-committees and panels.~~

6 Amend paragraph 23.2 as follows and renumber accordingly

23.1 The Council and any policy or other committee may appoint such **sub committees, boards, working parties and panels** ~~working parties~~ as they may consider necessary from time to time and shall specify **their** purpose, terms of reference and duration. ~~of such working parties~~. Any **such** working party shall be of an advisory or deliberative nature only and shall report back to the body that appointed it, with or without recommendations, within the time set.

Part 4.5 - paragraphs 3.2.3, 3.2.4, 5.7.3 and 3.8.6

7 Delete this paragraph and paragraphs 3.2.4 and 5.7.3 be **amended** as follows (with appropriate renumbering of paragraphs)

~~3.2.3 The Committee is also responsible for proposing any changes to the Treasury Management Policy Statement (TMPS) to Council (see paragraph 5.7.5).~~

8 Renumber and amend paragraph 3.2.4

3.2.3 The Policy and Resources Committee is responsible for the implementation of the budgetary framework and the medium term financial strategy. Within the overall strategy it will agree the annual revenue budget, the capital programme, the financing of the capital programme, ~~the annual treasury management strategy statement (TMSS)~~ – on the recommendation of the Finance Working Party - and associated investment criteria, supplementary estimates, fees and charges and the level of contingencies and reserves. It will make recommendations to Council on borrowing limits, ~~changes to the Treasury Management Policy (TMPS)~~ and the council tax base.

9 Amend paragraph 5.7.3 -

5.7.3 ~~The Council The Finance Working Party and Policy and Resources Committee~~ will receive reports on ~~the its Council's~~ treasury management policies and activities including, as a minimum, an annual strategy statement in advance of the year, an annual report after its close, and a mid-year position statement in the form prescribed by best practice.

10 Delete paragraph 3.8.6 and renumber accordingly

Part 7 - Management Structure

11 Add the following

The Deputy Chief Finance Officer and the Deputy Monitoring Officer are personal appointments of the CFO and MO respectively but their appointments must be reported to full Council.

Part 4.4 - Scrutiny Procedure Rules (Call In)

12 Amend paragraph 14.2 -

14.2 A decision will come into force and may then be implemented on the expiry of five clear working days from the date of issue of the **summary of decisions** ~~the decision was made~~, unless an objection is received which requests that the decision be 'called in' in accordance with Rules 14.3 – 14.7.

Part 3.2 - Scheme of Delegation

13 Delete power 35 -

~~**35 To approve Business Development Grants within the approved scheme**~~

14 Add a new power -

36A To respond to requests from the Infrastructure Planning Commission for confirmation of the adequacy of the applicant's community consultation carried out at the pre-application stage.

**Head of Planning Services
Development Control Manager**

**(subject to consultation with the Chairman or Vice-Chairman of the
Development Control Committee)**

15 Add to the third column of power 206

206. To appoint, discipline and dismiss staff below the grade of Senior Officer and to initiate action for the discipline/dismissal of staff at/above that rank:

Chief Executive; Executive Director and Heads of Service.

**East Northamptonshire Council
Draft Calendar of Meetings - 2012/2013**

Development Control	23 May 2012	Wednesday
Policy and Resources	11 June 2012	Monday
Personnel Sub-Committee	12 June 2012	Tuesday (2pm)
Development Control	13 June 2012	Wednesday
Planning Policy	18 June 2012	Monday
Standards Board	20 June 2012	Wednesday
Finance Working Party	25 June 2012	Monday
Scrutiny	27 June 2012	Wednesday
Policy and Resources	2 July 2012	Monday
Development Control	4 July 2012	Wednesday
COUNCIL	16 JULY 2012	MONDAY

Planning Policy	23 July 2012	Monday
Personnel Sub-Committee	24 July 2012	Tuesday (2pm)
Development Control	25 July 2012	Wednesday
Policy and Resources	30 July 2012	Monday
Development Control	15 August 2012	Wednesday

Recess

Personnel Sub-Committee	4 September 2012	Tuesday (2pm)
Development Control	5 September 2012	Wednesday
Policy and Resources	10 September 2012	Monday
Finance Working Party	12 September 2012	Wednesday
Planning Policy	17 September 2012	Monday
Standards Board**	19 September 2012	Wednesday
Scrutiny	24 September 2012	Monday
Development Control	26 September 2012	Wednesday
Licensing	3 October 2012	Wednesday
Policy and Resources	8 October 2012	Monday
Personnel Sub-Committee	16 October 2012	Tuesday (2pm)
Development Control	17 October 2012	Wednesday
Planning Policy	22 October 2012	Monday
COUNCIL	29 OCTOBER 2012	MONDAY

Policy and Resources	5 November 2012	Monday
Development Control	7 November 2012	Wednesday
Finance Working Party	14 November 2012	Wednesday
Planning Policy	19 November 2012	Monday
Personnel Sub-Committee	27 November 2012	Tuesday (2pm)
Development Control	28 November 2012	Wednesday
Policy and Resources	3 December 2012	Monday
Standards Board**	5 December 2012	Wednesday
Planning Policy	10 December 2012	Monday
Scrutiny	12 December 2012	Wednesday
Development Control	19 December 2012	Wednesday
COUNCIL	7 JANUARY 2013	MONDAY

Finance Working Party	9 January 2013	Wednesday
Policy and Resources	14 January 2013	Monday
Development Control	16 January 2013	Wednesday
Planning Policy	21 January 2013	Monday
Personnel Sub-Committee	29 January 2013	Tuesday (2pm)
Standards Board**	30 January 2013	Wednesday
Finance Working Party	31 January 2013	Thursday
Scrutiny	4 February 2013	Monday
Development Control	6 February 2013	Wednesday
Policy & Resources	11 February 2013	Monday
Planning Policy	13 February 2013	Wednesday
COUNCIL*	27 FEBRUARY 2013	WEDNESDAY
Development Control*	28 February 2013	Thursday
Licensing	6 March 2013	Wednesday
Policy and Resources	11 March 2013	Monday
Standards Board**	13 March 2013	Wednesday
Planning Policy	18 March 2013	Monday
Personnel Sub-Committee	19 March 2013	Tuesday (2pm)
Development Control	20 March 2013	Wednesday
Finance Working Party	27 March 2013	Wednesday
Policy & Resources	1 April 2013	Monday
Scrutiny	3 April 2013	Wednesday
Development Control	10 April 2013	Wednesday
Planning Policy	15 April 2013	Monday
COUNCIL	22 APRIL 2013	MONDAY
Development Control	1 May 2013	Wednesday
Policy & Resources	8 May 2013	Wednesday
ANNUAL MEETING	15 MAY 2013	WEDNESDAY

Notes:

1. All meetings, unless otherwise indicated, will be held at Cedar Drive, Thrapston
2. All meetings start at 7.30 pm except where otherwise stated and are open to the public except for meetings of the Finance Working Party.

* Scheduled to fit with the Council tax billing schedule.

** Will be under new regimen for Standards so will not be Standards Board as constituted now but provides for replacement if required



Finance Working Party

Minutes of a meeting held on Thursday 2nd February 2012 at 7.30 pm, Members' Room, East Northamptonshire House, Thrapston

Present:

Councillors: Steven North (Chairman)

Roger Glithero JP
Richard Lewis

Glenvil Greenwood-Smith

Officers: David Oliver (DO)
Glenn Hammons - (GH) CFO

David Pope (DP) minutes

Action

1.0 MINUTES

1.1 The minutes of the meeting held on 11 January 2012 were received and approved.

2.0 APOLOGIES

2.1 Councillor Philip Hardcastle and Councillor David Brackenbury sent their apologies.

3.0 DECLARATIONS OF INTEREST

3.1 There were no declarations.

4.0 REVENUE BUDGET MONITORING

GH

4.1 The Working Party received the revenue budget monitoring report comparing the actual spend on revenue items against the budget for the quarter ended 31 December 2011.

4.2 The Interim Chief Finance Officer reported that the estimated outturn for the year was an under-spend of £187,000 against a revised budget of £10.75m, and advised Members of the main variations which had led to the under-spend as well as providing a detailed breakdown of service areas which were under and over budget.

4.3 Members noted a reduction in the call on reserves to a figure of £883,000, a move that was welcomed by the Working Party.

5.0 CAPITAL BUDGET MONITORING

GH

5.1 The Working Party received the capital budget monitoring report detailing capital expenditure against the approved budget for the quarter ended 31 December 2011, with updates presented to reflect recent policy decisions.

5.2 Members noted the revised capital budget figure of £3.8m as a result of the addition of finance relating to public conveniences. Savings and rescheduling of expenditure to future financial years had led to an anticipated outturn of £2.7m.

5.3 The impact on capital reserves was noted, with a forecasted figure of £1.35m to be carried forward to the new financial year. These reserves are scheduled to be used in 2012/13.

6.0 MEDIUM TERM FINANCIAL STRATEGY AND BUDGET 2012/13

GH

6.1 Members received a report from the Interim Chief Finance Officer setting out the Council's Medium Term Financial Strategy (MTFS) for 2012-16. The draft Revenue Budget for 2012/13, Capital Programme 2012-22 and Annual Treasury Management Strategy 2012/13 were also provided to members.

6.2 An overview of issues faced by the Council was provided to the Working Party, along with a summary of the key elements of the strategy. It was noted that the two major challenges faced were how to finance the capital programme over the medium term and how to ensure revenue spending was financed by sustainable income sources.

6.3 The key headlines of the MTFS were presented to the members:

- Capital Programme - the Council will invest £12m over the next 10 years, the programme is fully funded.
- Revenue Budget - the Council aims to spend £10m annually, with new income streams and savings totalling £2.3m required (£1.7m of these have already been identified).
- Community Projects - An increasing pot of money over the medium term, 20% of the New Homes Bonus to be set aside in the first year, with 50% by end of year four, totalling £2m.
- Reserves - A minimum level of £2m to be established to mitigate any potential risks arising from Government policy changes, reducing to £1m as current uncertainties are resolved.

6.4 Members were advised of a potential Council Tax increase of 3.5% for 2012/13 and annually thereafter for the duration of the MTFS. The increase was due in part to comparatively low Council Tax levels for the district as noted by members at the budget workshop held on 19 January 2012. The chosen percentage increase equated to the maximum amount permitted by the government without requiring a referendum.

6.5 GH advised members that the Draft Capital Programme 2012/13 to 2020/21 was the biggest challenge facing the council across the medium term. The previous programme agreed in February 2011 was no longer affordable and that had led to a major review of capital investment plans.

The new programme is designed to focus on affordability while maintaining business continuity and investment in Council priorities. It was noted that the programme will be funded by remaining capital reserves in 2012/13, plus proceeds from the sale of council assets and government grants. It was further noted that temporary borrowing would be required to finance the programme for the next 5 years until all asset sale receipts are realised. A permanent call on borrowing would be required during years 6-10 of the programme.

6.6 Members were then informed of changes made to the Draft Annual Treasury Management Strategy:

- A borrowing strategy to finance the capital programme
- Recommendation of Affordable Borrowing Limits
- Strengthening of the investment strategy to reflect risks and the wider economic situation with a dispensation to reflect the possibility of a reduction in UK sovereign ratings.

RESOLVED TO RECOMMEND:

That, subject to the addition of agreement of minimum level of reserves at £2m, the contents of the report be recommended to Policy & Resources Committee on 13 February 2012 for approval.

7.0 FEES AND CHARGES 2012/13

SM

7.1 Members received and considered a report which provided the proposed fees and charges for 2012/13 including the applicable percentage change from 2011/12.

RESOLVED TO RECOMMEND:

That the Fees and Charges for 2012/13 (outlined in Appendix A), be recommended to Policy & Resources Committee on 13 February 2012 for approval, subject to clarification that *it is the first course of treatment for rat infestations that is free.*

8.0 ASSET MANAGEMENT UPDATE

KE

8.1 The Working Party received a report containing details of Council-owned assets that had been identified as saleable at a recent finance workshop. The sites and buildings concerned were:

- Rushden depot, waste recycling centre and car park
- Two fields, Barrington Road/Newton Road, Rushden
- 57 Newton Road, Rushden
- Smithfield Place, Raunds
- Grazing land at Fineshade, Kings Cliffe
- Herne Park, Oundle.

RESOLVED TO RECOMMEND:

That the release for sale of all identified sites be recommended to Policy and Resources Committee on 13 February 2012 for approval.

Fees and Charges 2012/13

Charges applicable from 1 April 2012

East Northamptonshire Council

East Northamptonshire House, Cedar Drive,
Thrapston, Northamptonshire, NN14 4LZ
Tel: 01832 742000 Fax: 01832 734839
E-mail: info@east-northamptonshire.gov.uk Website: www.east-northamptonshire.gov.uk



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✪ = statutory fee

CREDIT CARD CHARGES

East Northamptonshire Council offers a convenient and secure way to pay for a number of council services on line using a debit or credit card. These services include:

Council Tax
Non Domestic Rates
Housing benefit overpayment
Planning applications
Land charges
Pest control in domestic premises
Waste management in domestic and commercial premises
Licenses

All customers who pay any council bill by credit card will incur a 1.8% handling fee. This transaction charge applies to credit card payments only, not debit card payments. Details of this charge will be displayed before you confirm acceptance of your payment and there is an option to cancel the transaction should you wish.

By applying handling fees, the council can recoup some of the transaction charges it pays to credit card companies when credit cards are used. Just like other businesses, the council needs to identify areas where it can reduce costs and this is a proven method to achieve this cost reduction.

The council won't make money from handling fees, as it will only recoup some of the charges it pays to credit card companies. The handling fee percentage will be set at a level equal to, but not exceeding, the transaction charge levied to the council by credit card companies.

When paying over the internet or by automated telephone, the payment systems will automatically identify whether a card is a credit or debit card and so know whether a handling fee should apply. You will be advised that a handling fee is due to be added before you commit to the payment, as well as the handling fee amount and total payable.

The payment systems will automatically calculate the handling fee for credit card payments using the current handling fee percentage as well as the normal payment amount.

For more information about handling fees, contact the details shown on your bill, invoice or letter.

Section 1

General Research/Written Confirmation Request Services

The Council has a policy of charging for certain categories of enquiry that require specific research, a search of East Northamptonshire Council's records and/or a site visit. Information contained within statutory registers is available for the public to view free of charge, however, where the customer requires an officer to search registers on their behalf then the following charges are levied for this service.

Any written advisory information provided is given as an informal opinion only without prejudice to any view expressed or decision made by this Council's Committee.

Set out below is a schedule of the proposed fees and charges.

Enquiry that requires specific research, a search of East Northamptonshire Council's records and/or a site visit.	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Section	Income Code
Building Control ■ ☆ – Any request for information or advice involving a site visit (including a letter etc.) per enquiry	£83.95	£16.79	£100.74	Building Control	CFE 001 9308
	£13.99	£2.80	£16.79		
Building Control File ■ – Request to extract file from archive for viewing per enquiry	£83.95	£16.79	£100.74	Building Control	CFE 001 9308
	£13.99	£2.80	£16.79		
Building Control records (prior to 1 April 2001) * ☆ ■ – Search of East Northamptonshire Council's building control records to identify building regulation approval, completion notice or other building control matter per enquiry	£83.95	£16.79	£100.74	Building Control	CFE 001 9308
	£13.99	£2.80	£16.79		

Section 1

General Research/Written Confirmation Request Services

Enquiry that requires specific research, a search of East Northamptonshire Council's records and/or a site visit.	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Section	Income Code
Conditional planning permission*☆ – Search of East Northamptonshire Council's planning records and/or a site visit to establish if condition has been complied with. per enquiry	£79.18 £13.20	£15.84 £2.64	£95.02 £15.84	Planning Services - Enforcement	CFA 002 9308
Contaminated Land* – Search of East Northamptonshire Council's records of historic land use which may have the potential for contamination Domestic searches	£61.50	£12.30	£73.80	Environmental Services	CAV 008 9684
Contaminated Land* – Commercial searches	£92.25 Hourly rate	£18.45	£110.70 Hourly rate	Environmental Services	CAV 008 9684
Note: regarding commercial searches: Please contact the Contaminated Land Officer for a quote on 01832 742037					
Planning Policy* – Specific research, search of East Northamptonshire Council's records and/or a site visit. per enquiry	£79.18 £13.20	£15.84 £2.64	£95.02 £15.84	Planning Services	CFA 003 9308
Planning enforcement matter*☆ – Search of East Northamptonshire Council's records and/or a site visit. per enquiry	£79.18 £13.20	£15.84 £2.64	£73.80 £15.84	Planning Services - Enforcement	CFA 002 9308

Section 1

General Research/Written Confirmation Request Services

Enquiry that requires specific research, a search of East Northamptonshire Council's records and/or a site visit.	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Section	Income Code
Planning history and/or use *☆ – Search of East Northamptonshire Council's records. per enquiry	£79.18 £13.20	£15.84 £2.64	£95.02 £15.84	Planning Services	CFA 002 9308
Section 106 or Section 52 Agreement *☆ – Search of East Northamptonshire Council's records and/or a site visit to establish if a 106 agreement exists/complied with. per enquiry	£79.18 £13.20	£15.84 £2.64	£95.02 £15.84	Planning Services	CFA 002 9308
Tree Preservation Order (TPO) *☆◆ – Search of East Northamptonshire Council's records to establish if a TPO is in existence. per enquiry	£79.18 £13.20	£15.84 £2.64	£95.02 £15.84	Planning Services	CFA 002 9308

■ Please note that information which does not form part of a public register will only be released to the owner of the property or another party with the owner's consent.

* Subject to copyright.

☆ Any written advisory information provided is given as an informal opinion only without prejudice to any view expressed or decision made by this Council's Committee.

◆ Exemption from Payment of Fees - The charges for services in these categories will not be made in the case of requests from Parish and Town Councils and Parish Meetings or in the case of approved student enquiries and projects at the discretion of the relevant Head of Service.

Section 2

Copy Documents/Chargeable Enquiry Request Services

The Council has a policy of charging for certain copy documents. Certain statutory documents are available free of charge, however we may require 24 hours notice to produce some of them - please enquire at the Customer Contact Centre. Set out below is a schedule of the proposed fees and charges.

Copy Documentation (to copy and forward)	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge	Section	Income Code
<u>A1 sized</u> (either non-legal document/ plan**) Per sheet	£4.77	£0.95	£5.72	All	CFA 002 9646 (Development Control documents)
<u>A2 sized</u> (either non-legal document/ plan**) Per sheet	£3.37	£0.67	£4.04	All	CFE 001 9646 (Building Control documents)
<u>A3 sized</u> (either non-legal document/ plan**) Per sheet	£2.24	£0.45	£2.69	All	
<u>A4 sized</u> (either non-legal document/ plan**) for first sheet of each document. 15p per sheet thereafter including VAT	£1.17	£0.23	£1.40	All	
Agendas – Development Control Committee	£42.00	£8.40	£50.40	Corporate Services	AKC 111 9646
Council Minutes with agendas	£39.00	£7.80	£46.80	Corporate Services	AKC 111 9646
Faxed copy of copy document per faxed page plus relevant copying fee	£1.15	£0.23	£1.38	All	Directorate cost centre
Legal notice (eg, Planning permission/decision notice, enforcement notice, TPO, 106 agreement, etc) where appropriate reference number <u>is</u> provided (per notice/certificate flat rate)	£1.44	£0.29	£1.73	Planning Services	CFA 002 9308 (Development Control)

Section 2

Copy Documents/Chargeable Enquiry Request Services

Copy Documentation (to copy and forward)	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge	Section	Income Code
Legal notice (eg, Planning permission/decision notice, enforcement notice, TPO, 106 agreement, ■building control approval notice etc) where appropriate reference number <u>is not</u> provided (per notice/certificate flat rate)	£13.20	£2.64	£15.84	Planning Services	CFA 002 9308 (Development Control) CFE 001 9308 (Building Control)
Ordnance Survey plan (6.no, A4 size) (Price for Urban or Rural unless specifically stated)	£18.77	£3.75	£22.52	ICT	AKT 002 9650
1:500					
1:1250	£23.49	£4.70	£28.19		
1:2500 (Urban)	£46.94	£9.39	£56.33		
1:2500 (Rural)	£23.49	£4.70	£28.19		
Ordnance Survey plan (6.no, A3 size) (Price for Urban or Rural unless specifically stated)	£23.49	£4.70	£28.19	ICT	AKT 002 9650
1:500					
1:1250 (Urban)	£37.53	£7.51	£45.04		
1:1250 (Rural)	£28.17	£5.63	£33.80		
1:2500 (Urban)	£117.28	£23.46	£140.74		
1:2500 (Rural)	£37.53	£7.51	£45.04		
Other Committee Agendas (combined)	£30.75	£6.15	£36.90	Corporate Services	AKC 111 9646
Other Committee Agendas (per Committee)	£30.75	£6.15	£36.90	Corporate Services	AKC 111 9646
Other Committee Agendas (up to 3 combined)	£61.50	£12.30	£73.80	Corporate Services	AKC 111 9646
Agendas – Policy and Resources Committee	£51.25	£10.25	£61.50	Corporate Services	AKC 111 9646

Section 2

Copy Documents/Chargeable Enquiry Request Services

Copy Documentation (to copy and forward)	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge	Section	Income Code
Elections Registration Letter	£15.38	N/A	£15.38	Elections	CKK 001 9292
Rural North, Oundle and Thrapston Plan Hard Copy Plus postage and Packing £4.70	£40.00	£8.00	£48.00	Planning Policy	CFA 003 9308
CD Copy Plus postage and packing £0.80	£2.00	£0.40	£2.40	Planning Policy	CFA 003 9308

■ Please note that information will only be released to the owner of the property or another party with the owner's consent.

** Subject to copyright.

Printing for Town and Parish Councils has been replaced by a design and print service. Design work only will be charged at £30.00 per hour plus VAT. A quote will be required before printing is undertaken.

Section 3

Land Charges Services

Local Land Charges – Zero Rated VAT	Current Fee 2012/13** (non-electronic)	Current Fee 2012/13** (electronic where received via NLIS)	VATable Item (Y/N)	Income Code
Official Search				
In any one part of the register	£2.00	£2.00	N/A	CKN 001 9393
In the whole of the register	£6.00	£4.00	N/A	CKN 001 9393
In addition for each parcel of land above one	£6.00	£4.00	N/A	CKN 001 9393
Supplementary Enquiries				
Part 1 Enquiries				
one parcel of land	£126.00	£100.00	N/A	CKN 001 9393
several parcels of land			N/A	CKN 001 9393
<ul style="list-style-type: none"> • first parcel of land • each additional parcel 	£126.00 £18.50	£100.00 £15.00	N/A	CKN 001 9393
Part II Enquiries				
each printed enquiry	£14.00	£12.00	N/A	CKN 001 9393
each additional enquiry	£24.00	£20.00	N/A	CKN 001 9393
Personal search (non inspection)				
In the whole of the register	£6.00	N/A	N/A	CKN 001 9393
In addition for each parcel of land above one	£6.00	N/A	N/A	CKN 001 9393
STANDARD SEARCH FEE	£132.00	£104.00	N/A	CKN 001 9393

Local Land Charges – Zero Rated VAT	Current Fee 2012/13** (non-electronic)	Current Fee 2012/13** (electronic where received via NLIS)	VATable Item (Y/N)	Income Code
Supplementary Enquiries				
Package Enquires				
Building Control	£9.00	£7.00	N/A	CKN 001 9393
Environmental Health	£9.00	£7.00	N/A	CKN 001 9393
Highways	£17.00	£17.00	N/A	CKN 001 9393
Planning	£110.00	£87.00	N/A	CKN 001 9393

⊗ *statutory fee* ** *National Land Information Service (NLIS) may also add an administrative fee for use of their service*

NB: VAT is now charged on the electronic transmission of the pricing differential.



National Land Information Service (NLIS) is a joined-up government initiative to automate the processing of local land charge searches (LLC1 and CON29)

Household Bulky Waste Collection

	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge	Income Code
Up to 7 items	£21.52	N/A	£21.52	CAA 002 9311

Ancillary Services

Item	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge	Income Code
Septic Tanks (per visit)* (VAT zero rated)				
• For the first 4,546 litres	£134.29	N/A	£134.29	N/A
• For each subsequent 4,546 litres	£89.18	N/A	£89.18	N/A

*Service carried out by Kier Environmental Services – customer makes payment directly to them.

Clinical Waste Service

Item	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
Domestic Customers	Free of charge	N/A	Free of charge	N/A
Commercial Customers (per collection)	£9.07	N/A	£9.07	CAA 006 9312
Commercial Customers (disposal charges) per unit Landfill waste	£1.19	N/A	£1.19	CAA 006 9398
Incineration Waste (sharps)	£4.23	N/A	£4.23	CAA 006 9398
Incineration Waste (sacks)	£1.87	N/A	£1.87	CAA 006 9398

Commercial Waste Service

Item	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
1 roll of 25 Sacks (For Businesses subject to collection and disposal charges)	£36.00	N/A	£36.00	CAA 009 9313
1 roll of Cardboard tape (For Businesses subject to collection and disposal charges)	£53.47	N/A	£53.47	CAA 009 9313
1 roll of 25 Sacks (For Businesses subject to collection charges only)	£26.25	N/A	£26.25	CAA 009 9313
1 roll of Cardboard tape (For Businesses subject to collection charges only)	£38.95	N/A	£38.95	CAA 009 9313

Note: Businesses subject to collection charges only are defined within The Controlled Waste Regulations 1992

Household Garden Waste Service

Item	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
Garden waste collection 240 litre x 24 collections	50.00	N/A	50.00	CAA004 9311
Garden waste collection 360 litre x 24 collections	75.00	N/A	75.00	CAA004 9311

Abandoned Vehicles ⚠

Since April 2005, East Northamptonshire Council has been a part of the County based End Of Life Vehicle Impound Scheme (E.L.V.I.S.) which tackles the problem of abandoned and untaxed vehicles. This is a County based scheme which is operated in partnership with Northamptonshire Police, Northamptonshire County Fire Service, Northamptonshire County Council, all District and Borough Councils and the Driver Vehicle Licensing Authority (DVLA). The scheme is administered by Northamptonshire Police so East Northamptonshire Council will not be processing any monies for the retrieval of vehicles. Charges made for the collection of vehicles will be paid directly to the removal contractor.

General Services

	Services	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
1	Drainage investigations	£82.40	£16.48	£98.88	CAV 002 9390
2	Stray Dogs: First time detained (plus kennelling costs) Subsequent occasions (plus kennelling costs)	£38.00 £70.00	N/A N/A	£38.00 £70.00	CAV 001 9647
3	Anti-Barking Collar per week plus £15.00 deposit	£9.69	£1.94	£11.63	CAV 001 9390
4	Health and Safety Accident Investigation Reports	£200.00	£40.00	£240.00	CAR 002 9399
5	Basic Food Hygiene Training Course (per person)	£72.00	N/A	£72.00	CAS 001 9390

A concession may be applied to customers requesting the above services if they produce evidence that they are currently in receipt of any of the following income related benefits:

- Income support
- Income based job seekers allowance (not contribution based)
- Working families tax credit
- Housing benefit
- Council tax benefit (not single occupancy discount or second home/vacant property discount)

Pest Control Services

	Services	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
6	Domestic Premises - Rats Call out and First treatment All Subsequent Treatments	Free of charge £48.85	N/A £9.77	Free of charge £58.62	CAT 001 9388
7	Domestic Premises - Mice Call out and treatment Call out only	£48.85 £13.09	£9.77 £2.62	£58.62 £15.71	CAT 001 9388
8	Domestic Premises - Cockroaches Call out and treatment Call out only	£46.23 £13.09	£9.25 £2.62	£55.48 £15.71	CAT 001 9389
9	Domestic Premises - Fleas and bedbugs Call out and treatment Call out only	£76.76 £13.09	£15.35 £2.62	£92.11 £15.71	CAT 001 9389
10	Domestic Premises - Wasps Call out and treatment Call out only	£46.23 £13.09	£9.25 £2.62	£55.48 £15.71	CAT 001 9395
11	Domestic Premises - Insect Pests including Ants, Carpet Beetles Call out and treatment Call out only	£46.23 £13.09	£9.25 £2.62	£55.48 £15.71	CAT 001 9389

A concession may be applied to customers requesting the above services if they produce evidence that they are currently in receipt of any of the following income related benefits:

- Income support
- Income based job seekers allowance (not contribution based)
- Working families tax credit
- Housing benefit
- Council tax benefit (not single occupancy discount or second home/vacant property discount)

Section 5

Environmental Services

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
12	Commercial Premises - Rats/Mice per hour plus cost of pesticide	£56.70	£11.34	£68.04	CAT 001 9390
13	Commercial Premises - Wasps per hour plus cost of pesticide	£56.70	£11.34	£68.04	CAT 001 9390
14	Commercial Premises - Fleas and bedbugs per hour plus cost of pesticide	£87.24	£17.45	£104.69	CAT 001 9390
15	Commercial Premises - Insect Pests (including cockroaches, ants and carpet beetles) per hour plus cost of pesticide	£56.70	£11.34	£68.04	CAT 001 9390
16	Fixed term pest control contracts with Commercial Premises are priced individually.				


Fixed Penalty Fines

Item		Current Charge	VAT	Current Charge (including VAT)	Income Code
17	Offences under Dog Control Orders ☼	£75.00	N/A	£75.00	CAV 001 9391
18	Environmental Protection Act 1990 – Littering ☼	£75.00	N/A	£75.00	CAB 001 9392
19	Failure to comply with waste receptacle notice ☼	£100.00	N/A	£100.00	CAA 001 9392
20	Failure to comply with Street Litter control notice ☼	£100.00	N/A	£100.00	CAB 001 9392
21	Failure to comply with litter clearing notice ☼	£100.00	N/A	£100.00	CAB 001 9392

Item		Current Charge	VAT	Current Charge (including VAT)	Income Code
22	Failure to Produce Waste documents ☼	£300.00	N/A	£300.00	CAA 001 9629
23	Failure to produce authority to transport waste ☼	£300.00	N/A	£300.00	CAA 001 9629
24	Unauthorised distribution of free printed matter ☼	£75.00	N/A	£75.00	CAB 001 9392
25	Noise from licensed premises ☼	£78.75	N/A	£78.75	CAV 005 9151
	Alarms	£105.00	N/A	£105.00	
	Licensed Premises	£525.00	N/A	£525.00	

Licensing Services – Zero rated VAT

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
26	Animal Boarding Commercial	£209.00	N/A	£209.00	CKN 002 9624
27	Animal Boarding Domestic Home	£202.00	N/A	£202.00	CKN 002 9624
28	Dangerous Wild Animals**	£187.58	N/A	£187.58	CKN 002 9628
29	Zoo Licence	£496.10	N/A	£496.10	CKN 002 9678

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
30	Dog Breeding Establishment**	£176.30	N/A	£176.30	CKN 002 9625
31	Ear Piercing, Acupuncture, Electrolysis, Skin colouring and Tattooing – Personal Premises	£48.18 £215.25	N/A N/A	£48.18 £215.25	CKN 002 9621
32	Sex Shops - Application Renewal	£1,109.05 £295.20	N/A N/A	£1,109.05 £295.20	CKN002 9677
33	Street Trading	£525.83	N/A	£525.83	CKN 002 9690
34	Pet Shops	£187.58	N/A	£187.58	CKN 002 9626
35	Riding Establishments**	£230.00	N/A	£230.00	CKN 002 9627
38	Motor Salvage Repair Registration	£151.70	N/A	£151.70	CKN 002 9622
39	Private Water Sampling	£100.00	N/A	£100.00	CAV 002 9390
40	Houses in Multiple Occupation: Mandatory Licence Application Fee per property (covers a 5 year period)  Renewal Plus CRB Fee Inspection and Report of Property for Immigration purposes	£471.50 £307.50 £44.00 £128.00	N/A N/A N/A £25.60	£471.50 £307.50 £44.00 £153.60	CDG 006 9684 CDG 006 9684 CDG 006 9601 CDG 006 9684

Section 5

Environmental Services

Services		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
44	Hackney Carriage: Vehicle Licence	£293.15	N/A	£293.15	CKN 003 9618
	Hackney Carriage: Drivers Licence (2 year licence)	£165.00	N/A	£165.00	CKN 003 9672
	plus CRB Fee	£44.00	N/A	£44.00	CKN 003 9601
45	Private Hire: Vehicle Licence	£293.15	N/A	£293.15	CKN 003 9619
	Private Hire: Driver's Licence (2 year licence)	£165.00	N/A	£165.00	CKN 003 9672
	plus CRB Fee	£44.00	N/A	£44.00	CKN 003 9601
	Private Hire: Operator's Licence (2 year licence)	£155.80	N/A	£155.80	CKN 003 9673
	plus CRB Fee	£44.00	N/A	£44.00	CKN 003 9601
46	Trailer: for Private Hire	£154.78	N/A	£154.78	CKN 003 9619
	for Hackney carriage vehicle	£154.78	N/A	£154.78	CKN 003 9618
47	Replacement Badge and Plate	£20.50	N/A	£20.50	CKN 003 9620
48	Temporary Plate Private Hire	£136.01	N/A	£136.01	CKN 003 9619
49	Temporary Plate Hackney Carriage	£136.01	N/A	£136.01	CKN 003 9619

** excludes Veterinary Inspection charge

Local Air Pollution Control (LAPC) and Local Authority Pollution Prevention and Control (LAPPC) Services✳

(Income code CAV 007 9629)

Local Air Pollution Control (LAPC) and Local Authority Pollution Prevention and Control (LAPPC) Mobile Plant Charges✳

(Income code CAV 007 9629)

Local Authority Integrated Pollution Prevention and Control (LA-IPPC) Services✳

(Income code CAV 007 9629)

These are statutory fees set by the Department for Environment, Food and Rural Affairs (Defra) but the 2009/10 fees have not yet been notified to the Council. When they are received they will be posted on the Council's website.

VAT is not applicable to any of these charges.

⊛ = statutory fee

Section 6 Planning Services – Development Control, Enforcement and Conservation

Town and Country Planning Fees

Charges for Making Planning Applications

It is necessary to pay a fee for the majority of applications for planning permission.

The details attached show only the general requirements. Should you wish to refer to the relevant statute you should obtain The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008.

The Government make adjustments periodically to adjust the scale of charges in line with inflation.

Where the regulations require a fee to be paid, that fee must be paid when the application is made. Until the correct fee has been submitted your application cannot be fully dealt with.

Cheques in payment of these fees are to be crossed and made payable to East Northamptonshire Council.

All correspondence should be addressed to Head of Planning Services, East Northamptonshire Council, East Northamptonshire House, Cedar Drive, Thrapston, Northamptonshire, NN14 4LZ. DX: 701611 Thrapston Tel: (01832) 742225 Fax: (01832) 734839
e-mail: planning@east-northamptonshire.gov.uk

Statutory Charges - Schedule of Planning Fees ✪

(Income Code CFA 002 9300)

Category of Development ✪	Fee Payable ✪
i. Operations	
1. The erection of dwellinghouses (other than development within category 6 below).	<p>(a) Where the application is for outline planning permission and</p> <ul style="list-style-type: none">(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare of the site area;(ii) the site area exceeds 2.5 hectares, £8,285 and an additional £100 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000. <p>(b) in other cases –</p> <ul style="list-style-type: none">(i) where the number of dwellinghouses to be created by the development is 50 or fewer, £335 for each dwellinghouse;(ii) where the number of dwellinghouses to be created by the development exceeds 50, £16,565, and an additional £100 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000.

Category of Development ☼	Fee Payable ☼
2. The erection of buildings (other than buildings in categories 1,3,4,5 or 7.)	<p>(a) Where the application is for outline planning permission and</p> <ul style="list-style-type: none">(i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare of the site area;(ii) the site area exceeds 2.5 hectares, £8,285, and an additional £100 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000. <p>(b) in other cases –</p> <ul style="list-style-type: none">(i) where no floor space is to be created by the development, £170;(ii) where the area of gross floor space to be created by the development does not exceed 40 square metres, £170;(iii) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, £335;(iv) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, £335 for each 75 square metres of that area;

Category of Development ☼	Fee Payable ☼
	<ul style="list-style-type: none"> (v) where the area of gross floor space to be created by the development exceeds 3750 square metres, £16,565, and an additional £100 for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £250,000.
<p>3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4):</p>	<ul style="list-style-type: none"> (a) Where the application is for outline planning permission and – <ul style="list-style-type: none"> (i) the site area does not exceed 2.5 hectares, £335 for each 0.1 hectare of the site area; (ii) the site area exceeds 2.5 hectares, £8,285, and an additional £100 for each additional 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000. (b) in other cases – <ul style="list-style-type: none"> (i) where the area of gross floor space to be created by the development does not exceed 465 square metres, £70; (ii) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £335;

Category of Development ☼	Fee Payable ☼
	<p>(iii) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, £335 for the first 540 square metres, and an additional £335 for each 75 square metres in excess of 540 square metres; and</p> <p>(iv) where the area of gross floor space to be created by the development exceeds 4215 square metres, £16,565, and an additional £1080 for each 75 square metres in excess of 4215 square metres, subject to a maximum in total of £250,000.</p>
<p>4. The erection of glasshouses on land used for the purposes of agriculture.</p>	<p>(a) where the gross floor space to be created by the development does not exceed 465 square metres, £70;</p> <p>(b) where the gross floor space to be created by the development exceeds 465 square metres, £1,870.</p>
<p>5. The erection, alteration or replacement of plant or machinery.</p>	<p>(a) where the site area does not exceed 5 hectares, £335 for each 0.1 hectare of the site area;</p> <p>(b) where the site area exceeds 5 hectares, £16,565, and an additional £100 for each 0.1 hectare in excess of 5 hectares, subject to a maximum in total of £250,000.</p>

Section 6

Planning Services – Development Control, Enforcement and Conservation

Category of Development ☼	Fee Payable ☼
6. The enlargement, improvement or other alteration of existing dwellinghouses.	(a) where the application relates to one dwellinghouse, £150;
	(b) where the application relates to 2 or more dwellinghouses, £295.
7.(a) The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse; or	£150.
7.(b) the construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£170
7.(e) Application for a new planning permission to replace an extinct planning permission.	(a) if the application is a householder application £50 (b) if the application is an application for major development £500 (c) in any other case £170

Category of Development ☼	Fee Payable ☼
8. The carrying out of any operations connected with exploratory drilling for oil or natural gas.	(a) where the site area does not exceed 7.5 hectares, £335 for each 0.1 hectares of the site area; (b) where the site area exceeds 7.5 hectares, £25,000, and an additional £100 for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £250,000.
9. The carrying out of any operations not coming within any of the above categories.	(a) in the case of operations for the winning and working of minerals – (i) where the site area does not exceed 15 hectares, £170 for each 0.1 hectare of the site area; (ii) where the site area exceeds 15 hectares, £25,315, and an additional £100 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65,000; (b) in any other case, £170 for each 0.1 hectare of the site area, subject to a maximum of £1,690.
ii. Uses of Land	
10. The change of use of a building to use as one or more separate dwellinghouses.	(a) where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses- (i) where the change of use is to use as 50 or fewer dwellinghouses, £335 for each additional dwellinghouse; (ii) where the change of use is to use as more than 50

Category of Development ☼	Fee Payable ☼
	<p>dwellinghouses £16,565, and an additional £80 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000;</p> <p>(b) in all other cases-</p> <p>(i) where the change of use is to use as 50 or fewer dwellinghouses, £335 for each dwellinghouse;</p> <p>(ii) where the change of use is to use as more than 50 dwellinghouses £16,565, and an additional £100 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £250,000.</p>
11. (a) The use of land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from land; or	where the site area does not exceed 15 hectares, £170 for each 0.1 hectare of the site area;
11. (b) for use of land for the storage of minerals in the open.	where the site area exceeds 15 hectares £25,315, and an additional £100 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65,000.
11. (e) application for non material amendment following a grant of planning permission	<p>(a) if the application is a householder application £25.</p> <p>(b) in any other case £170</p>
12. The making of a material change in the use of a building or land (other than a material change of use coming within any of the above categories).	£335
13. Prior Notification for Agricultural Buildings or works,	£70

Section 6

Planning Services – Development Control, Enforcement and Conservation

Category of Development ☼	Fee Payable ☼
demolition of dwellings or installation of telecommunications equipment.	

Scale of Fees in Respect of Applications for Consent to Display Advertisements ☼

(Income Code CFA 002 9300)

Category of Advertisement	Fee payable
1. Advertisements displayed on business premises on the forecourt of business premises or on other land within the curtilage of business premises, wholly with reference to all or any of the following: <ul style="list-style-type: none"> (a) the nature of the business or other activity carried on, on the premises, (b) the goods sold or the services provided on the premises, or (c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services. 	£95
2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	£95
3. All other advertisements.	£335

NOTES

1. The above scale of fees is operative in respect of applications received by the local planning authority.
2. Where fees are based on site or floor area and this is not an exact multiple of the specified fee area, the fees are calculated on the next full increment.

Section 6

Planning Services – Development Control, Enforcement and Conservation

Scale of Fees for Public Path Orders (Income Code AKC 120 9390)

Content of Order	Fee payable
1. Where Order relates to the creation, diversion or stopping-up of one public path.	£400 - £1,000 (dependent upon the complexity) plus advert costs
2. For each additional public path created, diverted or stopped-up within the same Order.	£75

Applications made under the High Hedges Regulations

(Income Code CFA 002 9300)

Application	Fee payable
1. Provision for Local Authority to determine complaints by owners/occupiers of domestic property adversely affected by evergreen hedges over 2 metres high.	£375 (payable by complainant)

Scale of Fees for Discharge of Conditions (Income Code CFA002 9300)

Content of Order	Fee payable
1. Fee for the discharge of planning conditions for householders	£25.00
2. Fee for the discharge of planning conditions for non householders	£85.00

Pre application Advice Charges

Category of Development	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
The erection of 1-4 dwelling houses	£108.00	£21.60	£129.60	CFA002/9305
The erection of 5-9 dwelling houses	£129.00	£25.80	£154.80	CFA002/9305
The erection of 10 or more dwelling houses or development involving more than 1000 square metres floor space	10% of the normal planning application fee.	Yes		CFA002/9305
Business and commercial developments involving less than 1000 square metres floor space	£86.00	£17.20	£103.20	CFA002/9305
Developments involving the change of use of land where there is no increase in floor space	£86.00	£17.20	£103.20	CFA002/9305
All advertisements	£65.00	£13.00	£78.00	CFA002/9305
Agricultural development	£86.00	£17.20	£103.20	CFA002/9305
Agricultural development which involves the erection of a new dwelling house	£108.00	£21.60	£129.60	CFA002/9305

Notes on Calculation of Fees**1. Reserved matters (following an outline permission)**

Where an applicant has submitted earlier reserved matter applications and the total fees for these equal the fee for a full application for the entire scheme, further reserved matters applications by the same applicant on the same scheme will be charged at a flat rate, as per the fees detailed above.

2. Alternative Applications

In order not to discourage the submission of alternative proposals for the same site there is a fee concession for applications for alternative development. However, to qualify for the reduced rate each application must be submitted on the same day, or on behalf of, the same applicant. If this is the case, the highest of the fees applicable for each alternative application is charged plus a sum equal to half the rest.

3. Buildings on the Site of Demolished Buildings

Where an existing building is to be demolished and rebuilt on the same site, there is no “credit” against the fee for the new building e.g. demolition of an office block of 1,000 sq. m. and replacement by a new building of 2,000 sq. m. would require a fee for the total floor space created by the new development i.e. 2,000 sq. m.

4. Retrospective Applications

In cases where work has been carried out without planning permission and a retrospective application is made, the normal fee will be charged.

5. Advertisements

The provisions of note 4(b), (c) and (d) of Section B also apply to advertisement applications.

Where the application is for the display of more than one advertisement on the same site, only one fee is payable and that shall be the highest fee for any of the advertisements to be displayed.

Where an application is for consent to display advertisements on more than one site the fee payable shall be the aggregate of the sums payable on each site.

For applications for consent for the display of advertisements on litter bins or bus shelters within a specified area a single fee is payable in respect of all advertisements covered by the application.

6. Applications for Certificate of Lawful Use or Development

If the use or development is established (i.e. has an existing Certificate of Established Use) then half the normal fee is payable.

If an application covers items 25 and 26 in these notes the fee that must be paid is the sum of the two fees calculated for the two sections (i.e. as if an application had been made under each section separately).

Guidance Notes

Building control charges fall into different categories - plan charges, inspection charges, building notice charges and regularisation charges. **With the exception of regularisation, the charges are subject to VAT at the appropriate rate.** The four charge tables are shown overleaf.

The following notes are for guidance only and are not a substitute for the Statutory Instrument 1998 No.3129, which contains a full statement of the law.

These charges are set at levels, which are anticipated to cover the appropriate service costs

- **Full Plans** – The plan charges **must be paid** on the deposit of the plans with the Council.
- **Building Notice Charge** – This is the sum of the plan charge and the inspection charge. However in certain categories of work there is a surcharge involving 110% of the total of the plan charge and the inspection charge. (Refer to Tables) **Please note that you must send this amount with the application.**
- **Inspection Charges** – These will be payable following the first inspection of the works.
- **Regularisation Charge** - this is 135% of the total of the plan charge and inspection charge. **Please send this amount with your application. VAT does not apply to this type of application.**
- **Estimated cost** - in Table D means a reasonable estimate as would be provided by a professional builder to carry out the project but excluding professional fees and VAT
- **Exemption** - there is no charge where the application is solely for the benefit of someone with a disability. Please telephone for further information.
- **Multiple Works**- Where plans show more than one type of work (i.e. two separate extensions) the charges payable are aggregated accordingly.
- **Payments/Instalments**- Please make cheques payable to East Northamptonshire Council. It may be possible to pay by instalments. Please telephone if you need further information.
- **Electrical Works** – There is no additional charge for electrical installations carried out in conjunction with other building regulations works. The charge in Table C applies to unrelated electrical installations/alterations undertaken by electricians who are not members of a Competent Persons Scheme. (A separate guidance leaflet ‘Electrical Safety in the Home’ is available from Building Control).
- **Exempt Buildings** - A fee of £25 (including VAT) should accompany an application for registration of an exempt building.

If you have any doubt or difficulty please call the **Building Control Helpline** on **01832 742139** or email building.control@east-northamptonshire.gov.uk

We hope these notes are helpful. If you feel they are not or you require further assistance call the Building Control Manager on 01832 742122.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.

Table A STANDARD CHARGES FOR THE CREATION OF NEW HOUSING*(Income code CFE 001 9303)*

Number of dwellings	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			£	VAT £	Total £	Total £
	£	VAT £	Total £	£	VAT £	Total £				
1	133.25	26.65	159.90	399.75	79.95	479.70	586.30	117.26	1066.00	719.55
2	183.22	36.64	219.86	549.66	109.93	659.59	806.16	161.23	1465.75	989.39
3	233.19	46.64	279.83	699.56	139.91	839.47	1,026.03	205.21	1865.50	1,259.21
4	279.83	55.97	335.80	839.48	167.90	1007.38	1,231.23	246.25	2238.61	1,511.07
5	329.79	65.96	395.75	989.38	197.88	1187.26	1,451.09	290.22	2638.35	1,780.88
6 to 10	379.76	75.95	455.71	1,139.29	227.86	1367.15	1,670.96	334.19	3038.11	2,050.72
11 to 15	479.70	95.94	575.64	1,439.10	287.82	1726.92	2,110.68	422.14	3837.60	2,590.38

Number of dwellings	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			£	VAT £	Total £	Total £
	£	VAT £	Total £	£	VAT £	Total £				
16 to 20	589.63	117.93	707.56	1,768.89	353.78	2122.67	2,594.38	518.88	4717.05	3,184.00

For applications for more than 20 dwellings, please contact the Building Control Manager on 01832 742122.

Note:- For six or more dwellings or if the floor area of the dwellings exceeds 300m² the charge is individually determined.

Footnotes:

1. VAT

The above figures exclude VAT, which is charged at the prevailing rate.

2. Building Notice Charge

The increased amount reflects additional Building Control time spent.

3. Regularisation Charge

This is for retrospective approval of work which has already started/completed. (Note: In the event the work cannot be regularised, the fee is non refundable).

4. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

- Causes additional inspections to be carried out through needing closer supervision.
- Causes additional inspections by suspending progress of work and failing to notify us.

Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.

Table B ERECTION OF DOMESTIC EXTENSIONS AND CERTAIN SMALL BUILDINGS

Type of Work	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			£	VAT £	Total £	Total £
	£	VAT £	Total £	£	VAT £	Total £				
Domestic extensions (Based on floor area)										
Up to 10m2	79.95	15.99	95.94	239.85	47.97	287.82	351.78	70.36	422.14	431.73
10m2 to 40m2	89.94	17.99	107.93	269.83	53.97	323.80	395.75	79.15	474.90	485.69
40m2 to 100m2	133.25	26.65	159.90	399.75	79.95	479.70	586.30	117.26	703.56	719.55
Detached/Attached domestic buildings and garage/carports										
Detached habitable buildings	93.28	18.66	111.94	279.83	55.97	335.80	410.41	82.08	492.49	503.70
Detached non-habitable buildings	66.63	13.33	79.96	199.88	39.98	239.86	293.15	58.63	351.78	359.79
Detached/attached Garage	186.55	37.31	223.86	0.00	0.00	0.00	205.21	41.04	246.25	251.84
Detached/Attached carport	159.90	31.98	191.88	0.00	0.00	0.00	175.89	35.18	211.07	215.87

Footnotes:

1. VAT

The above figures exclude VAT, which is charged at the prevailing rate.

2. Building Notice Charge

The increased amount reflects additional Building Control time spent.

3. Regularisation Charge

This is for retrospective approval of work which has already started/completed. (Note: In the event the work cannot be regularised, the fee is non refundable).

4. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

- a) Causes additional inspections to be carried out through needing closer supervision.
- b) Causes additional inspections by suspending progress of work and failing to notify us.

For electrical work not covered under Competent Persons Scheme refer to Table C (account will be given with regard to repetitive work and a discount may be applied) and:

An hourly rate may be used for all other work not covered by a Competent Persons Scheme

Unless agreed otherwise schemes which will be exceeding one year's duration may be subject to additional charge.

Table C DOMESTIC ALTERATIONS TO A SINGLE DWELLING

Type of Work	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			£	VAT £	Total £	Total £
	£	VAT £	Total £	£	VAT £	Total £				
Loft Conversion	103.27	20.65	123.92	309.81	61.96	371.77	454.38	90.88	545.26	557.66
Garage Conversion	66.63	13.33	79.96	199.88	39.98	239.86	293.15	58.63	351.78	359.79
Conservatory conversion	66.63	13.33	79.96	199.88	39.98	239.86	293.15	58.63	351.78	359.79
Barn conversion to dwelling	113.26	22.65	135.91	339.79	67.96	407.75	498.36	99.67	598.03	611.62
Chimney removal	36.64	7.33	43.97	109.93	21.99	131.92	161.23	32.25	193.48	197.87
Load bearing wall removal	36.64	7.33	43.97	109.93	21.99	131.92	161.23	32.25	193.48	197.87
Underpinning	96.61	19.32	115.93	289.82	57.96	347.78	425.07	85.01	510.08	521.68
Re-roofing	29.98	6.00	35.98	89.94	17.99	107.93	119.93	23.99	143.92	161.91
Install bathroom or WC	49.97	9.99	59.96	149.91	29.98	179.89	219.86	43.97	263.83	269.84
Install roof light(s)	36.64	7.33	43.97	109.93	21.99	131.92	146.58	29.32	175.90	197.87
Replacement Windows	29.98	6.00	35.98	89.94	17.99	107.93	119.93	23.99	143.92	161.91
Install solar panels	43.31	8.66	51.97	129.92	25.98	155.90	173.23	34.65	207.88	233.86
Install wind turbine	43.31	8.66	51.97	129.92	25.98	155.90	173.23	34.65	207.88	233.86

Type of Work	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			£	VAT £	Total £	Total £
	£	VAT £	Total £	£	VAT £	Total £				
Thermal upgrade of walls/roof	43.31	8.66	51.97	129.92	25.98	155.90	173.23	34.65	207.88	233.86
Electrical installation work (not undertaken under a competent person scheme)	39.98	8.00	47.98	119.93	23.99	143.92	175.89	35.18	211.07	215.88

Footnotes:**1. VAT**

The above figures exclude VAT, which is charged at the prevailing rate.

2. Building Notice Charge

The increased amount reflects additional Building Control time spent.

3. Regularisation Charge

This is for retrospective approval of work which has already started/completed. (Note: In the event the work cannot be regularised, the fee is non refundable).

4. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

- a) Causes additional inspections to be carried out through needing closer supervision.
- b) Causes additional inspections by suspending progress of work and failing to notify us.

Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.

Table D ALL OTHER WORK

Estimated cost of work (excl VAT) £	Full Plans Charge						Building Notice Charge			Regularisation Charge
	Plan Charge			Inspection Charge			£	VAT £	Total £	Total £
	£	VAT £	Total £	£	VAT £	Total £				
0 to 1,000	26.65	5.33	31.98	79.95	15.99	95.94	117.26	23.45	140.71	143.91
1,001 to 5,000	49.97	9.99	59.96	149.91	29.98	179.89	219.86	43.97	263.83	269.84
5,001 to 10,000	56.63	11.33	67.96	169.89	33.98	203.87	249.18	49.84	299.02	305.80
10,001 – 20,000	76.62	15.32	91.94	229.86	45.97	275.83	337.12	67.42	404.54	413.75
20,001 to 35,000	93.28	18.66	111.94	279.83	55.97	335.80	410.41	82.08	492.49	503.70
35,001 to 50,000	106.60	21.32	127.92	319.80	63.96	383.76	469.04	93.81	562.85	575.64
50,001 – 75,000	119.93	23.99	143.92	359.78	71.96	431.74	527.67	105.53	633.20	647.61
75,001 to 100,000	169.89	33.98	203.87	509.68	101.94	611.62	747.53	149.51	897.04	917.43

Footnotes:

1. VAT

The above figures exclude VAT, which is charged at the prevailing rate.

2. Building Notice Charge

The increased amount reflects additional Building Control time spent.

3. Regularisation Charge

This is for retrospective approval of work which has already started/completed. (Note: In the event the work cannot be regularised, the fee is non refundable).

4. Extra charges

These may be made, and an invoice sent to the owner, where the Builder or Building owner:

- a) Causes additional inspections to be carried out through needing closer supervision.
- b) Causes additional inspections by suspending progress of work and failing to notify us.

Note: - For schemes exceeding £100,000 estimated contract price the charge is individually determined.

For window replacement schemes to commercial buildings the charge is individually determined.

Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.

LEGAL SERVICES

Preparation of Section 106 Agreement of the 1990 Planning Act. East Northamptonshire Council to prepare agreement.

The hourly rate is £80.00 per hour.

In cases where the Council, in its absolute discretion, elects to use external solicitors to act for it in the preparation and completion of section 106 agreements, the above rates will not apply. Instead, the applicant will need to meet the full costs of the external solicitor. The Council will act reasonably in the appointment of external solicitors to ensure that reasonable fee rates are charged for such work.

It should be noted that there may be cases where other parties, such as Northamptonshire County Council or a town council, may need to be a formal party to a section 106 agreement, or at least be consulted on in regard to the terms of such agreement. In such a case, the applicant may additionally be required to meet the legal costs of those parties.

Income Code AKC 120 9390

Service		Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
1	Council Chamber per hour	£29.42	See Note	See Note	AKA 007 9750
2	Room CHG2 per hour	£22.04	See Note	See Note	AKA 007 9750
3	Members Room per hour	£22.04	See Note	See Note	AKA 007 9750
4	Drinks Machine (up to 15 cups)	£14.66	See Note	See Note	AKA 007 9750
5	Drinks Machine (more than 15 cups)	£22.24	See Note	See Note	AKA 007 9750

Note: The addition of VAT is dependent on the use of the room.

Any enquiries for the Licensing Act 2003 should be directed to the Northamptonshire Licensing Partnership Advice Line 01832 742102.

Premises – Alcohol and Entertainment 

(CKN 004 9674 - personal) (CKN 004 9675 - premises)

1. Premises and Club application and annual fees – premises that are licensable will be allocated to a fee band according to rateable value.

Rateable Value	Band
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

2. Each band attracts a different level of application fee

Band	Fee
A	£100
B	£190
C	£315
D	£450
E	£635

3. Each band attracts a different level of annual fee – payable one year after the grant of the licence:

Band	Fee
A	£70
B	£180
C	£295
D	£320
E	£350

4. **Exceptionally Large Events** 

The Licensing Authority will also charge an additional premises fee for exceptionally large events:

Number in attendance at any one time	Additional Fee
5,000 to 9,999	£1,000
10,000 to 14,999	£2,000
15,000 to 19,999	£4,000
20,000 to 29,999	£8,000
30,000 to 39,999	£16,000
40,000 to 49,999	£24,000
50,000 to 59,999	£32,000
60,000 to 69,999	£40,000
70,000 to 79,999	£48,000
80,000 to 89,999	£56,000
90,000 and over	£64,000

Personal Licences, Temporary Events and Other Fees ⚙

The Licensing Authority will charge other fees in relation to their duties, most notably for temporary events and personal licences.

Item	Fee
Application for a grant or renewal of personal licence	£37.00
Temporary event notice	£21.00
Theft, loss etc of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc	£315.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death, etc of licence holder	£23.00
Theft, loss etc of certificate or summary	£10.50
Notification of change of name	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc of temporary event notice	£10.50
Theft, loss etc of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc, to be notified of licensing matters	£21.00

Minor variation	£89.00
DPS Community premises condition removal	£23.00

Section 10


Northamptonshire Licensing Partnership (Licensing Act 2003)

The fees detailed below are applied across Northamptonshire as a whole. The Licensing Unit (based in East Northants) administer all county wide applications.

Schedule of Fees for Gambling Act 2005 (Northamptonshire) – Premises Licence Fees (£)

Category Of premises licence	New Application	Variation	Transfer	Re-instatement	Provisional statement	Prov. Stat to full licence	Copy Licence	Notification of change	Annual Fee
Existing Casino	N/A	£740.05	£500.20	£500.20	N/A	N/A	£28.70	£56.38	£1,112.13
New Small Casino	£2,962.25	£1,481.13	£667.28	£667.28	£2,962.25	£1,112.13	£28.70	£56.38	£1,852.18
New Large Casino	£3,703.33	£1,852.18	£796.43	£796.43	£3,703.33	£1,852.18	£28.70	£56.38	£3,703.33
Regional Casino	£5,555.50	£2,777.75	£2,406.70	£2,406.70	£5,555.50	£2,962.25	£28.70	£56.38	£5,555.50
Bingo Club	£1,295.60	£646.78	£445.88	£445.88	£1,360.18	£445.88	£28.70	£56.38	£371.05
Betting Premises (Excl. tracks)	£1,1358.25	£555.55	£445.88	£445.88	£1,158.25	£445.88	£28.70	£56.38	£257.28
Tracks	£925.58	£463.30	£351.58	£351.58	£925.58	£351.58	£28.70	£56.38	£371.05
Licensed FEC	£740.05	£371.50	£351.58	£351.58	£740.05	£351.58	£28.70	£56.38	£263.43
Adult Gaming Licence	£740.05	£371.50	£371.50	£502.25	£445.88	£740.05	£28.70	£56.38	£370.03

(CKN 004 9676)

Schedule of Fees for Gambling Act 2005 (National) – Permits and Notifications (£) 

Section 10

Northamptonshire Licensing Partnership (Licensing Act 2003)

Application Type	Brand New Application	Existing Operator	Annual Fee	Variation	Transfer	Renewal	Change of Name	Copy Permit
Alcohol Licensed Premises – Gaming Machine Permit	£150.00	£100.00	£50.00	£100.00	£25.00	N/A	£25.00	£15.00
Prize Gaming Permit	£300.00	£100.00	N/A	N/A	N/A	£300.00	£25.00	£15.00
Club Machine permit	£200.00	£100.00 (or with club premises certificate)	£50.00	£100.00	N/A	£200** or £100##	N/A	£15.00
Club Gaming Permit	£200.00	£100.00 (or with club premises certificate)	£50.00	£100.00	N/A	£200** or £100##	N/A	£15.00
Unlicensed FEC	£300.00	£100.00	N/A	N/A	N/A	£300.00	£25.00	£15.00

** new ## existing

Application Type	Initial Application Fee	Renewal Fee
Small Society Lotteries	£40.00	£20.00
Notification of 2 Machines or less on Alcohol Licensed Premises	£50.00	N/A

VAT is not applicable on these charge

Section 106 Contributions

Section 106 contributions are negotiated on an individual basis. Income should be coded as follows

	GL Code		GL Code
Education Contributions Irthlingborough	BMB001/0765	Open Space Contributions Oundle	BMB009/0765
Education Contributions Oundle	BMB002/0765	Open Space Contributions Rushden	BMB010/0765
Education Contributions Rushden	BMB003/0765	Open Space Contributions Thrapston	BMB011/0765
Education Contributions Thrapston	BMB004/0765	Open Space Contributions Higham Ferrers	BMB012/0765
Education Contributions Stanwick	BMB005/0765	Open Space Contributions Villages	BMB013/0765
Education Contributions Higham Ferrers	BMB006/0765	Open Space Contributions Irthlingborough	BMB014/0765
Education Contributions Villages	BMB008/0765	Open Space Contributions Stanwick	BMB015/0765
Education Contributions Raunds	BMB017/0765	Open Space Contributions Raunds	BMB016/0765
Comm. Facilities Contributions Rushden	BMB007/0765	Affordable Housing Contribution	BMB018/0765
Comm. Facilities Contributions Higham Ferrers	BMB019/0765	Env. Improvements Irthlingborough	BMB020/0765

MINUTES

Held on:	11 January 2012
Time:	10.00am
Place:	Council Chamber, East Northamptonshire Council, Thrapston
Present:	<p>Councillors: Glenn Harwood (Chairman) (GH), David Bateman (DB), Roger Glithero (RG), Steven North (SN), Tony Boto (TB), Eloise Lucille (EL)</p> <p>Officers: Mike Deacon (MD) Head of Environmental Services, Charlotte Tompkins (Waste Manager), Zena Ireland (ZI) Administration Officer</p>

Action

1.0 MINUTES OF THE MEETING HELD ON 12 OCTOBER 2011

1.1 Councillor Glenn Harwood opened the meeting.

1.2 SN noted that the visit to the Pure Recycling Plant on 9 November was useful and interesting. MD confirmed that another visit could be arranged if there was any interest; EL, GH and TB confirmed that they would like to visit Pure.

MD/CT

1.3 GH asked CT for an update with regards to the impact of the recent windy weather conditions on the wheeled bins. CT confirmed approximately 5 compliments where crews had addressed litter created by wheeled bins blowing over.

1.4 The minutes of the meeting held on 12 October 2011 were approved as a true record by the working party.

2.0 APOLOGIES FOR ABSENCE

2.1 Councillor Richard Lewis sent his apologies. MD apologised for the lateness of some of the paperwork for the meeting; this was due to the Christmas break and work loads.

3.0 DECLARATIONS OF INTEREST

3.1 Councillors Roger Glithero, Glenn Harwood, Tony Boto and David Bateman

declared personal interests in minute 6 (Green Waste Club) because they were members of the club.

4.0 WASTE CONTRACT UPDATE

- 4.1 CT confirmed that there had been a decline in the number of missed collections reported and the levels were within the tolerance of the contract. There were now 4 street sweepers and the cleansing was back on schedule. Overall Kier were meeting targets. The next strategic meeting was arranged for February 2012.
- 4.2 The group were provided with handouts showing the breakdown of waste collection tonnages from previous years and projections for the future. There has already been a noticeable drop in the amount of waste going to landfill and the tonnages for recycling (which include dry recycling, food waste and garden waste) have nearly doubled.
- 4.3 CT stated that the Pure Recycling Plant is designed to deal with some contamination of recyclables; any plastics that can not be recycled are turned into fuel for the cement plant at Rugby.
- 4.4 The IT Routesmart system is monitoring the collection rounds, this is enabling ENC to check the capacity of the vehicles.

5.0 NORTHAMPTONSHIRE WASTE PARTNERSHIP (NWP) UPDATE

- 5.1 MD mentioned that the next NWP meeting is to be held on 19 January 2012. The partnership contribution levels have been reduced by £5,000. MD explained that the focus and direction of the partnership was to be reviewed and he would bring the report outcomes to this group.
- 5.2 MD reported that Vanessa Kelly (the Executive Officer for the NWP) attended a briefing on the proposed funding available for councils to re-introduce weekly waste collections. Further information on how to access the funding should be available in February 2012.

6.0 GREEN WASTE

- 6.1 CT confirmed that the current Green Waste Service ends on 31 March 2012 and Kier will take over the contract. The meeting looked at the report prepared by CT and discussed the proposed new system. SN suggested offering flexible payment methods for residents.
- 6.2 The options were -
- Fortnightly collection service
- 1 240 or 360 litre container (costs to residents £50 for 240 litre collection and £75 for a 360 litre collection).
 - 2 Compostable garden waste sacks. These could be pre-purchased and residents put out as many as they require.

One off collection service

- 3 1100 litre container (or multiples thereof) - ad hoc collections where customers call and order larger container and this is collected when full at an agreed point. Costs will be higher as this is a more labour intensive function.

6.3 **RESOLVED TO RECOMMEND:**

That the introduction of a garden waste collection service as set out in paragraph 6.2 above be agreed and that charges for the service be included in the corporate fees submitted to the Finance Working Party.

7.0 **COMPOSITION ANALYSIS REPORT**

- 7.1 CT explained the composition figures that have been gathered both pre and post the new waste wheeled bin scheme. Since the new scheme began in August 2011 we are collecting less residual (refuse) waste.

7.2	Food waste	27%	Breakdown of composition bin pre the new waste collection scheme
	Paper & cardboard	25%	
	Glass	8%	
	Green waste	10%	
	Plastic	12%	
	Cans	4%	
	Other material	14%	

- 7.3 CT confirmed educational work needs doing with residents with regards to recycling more paper and food.

8.0 **FOOD WASTE CONTAINERS**

- 8.1 CT went through the report and the meeting discussed the various options put forward as possible suggestions. EL asked about the delivery of the liners if the Council decided to provide them; CT confirmed that the crews would do this as part of their collection rounds.

- 8.2 EL suggested a merge of options two and three; residents being supplied with a small sample and ENC working with suppliers to increase the number of outlets selling the liners.

- 8.3 CT to investigate further and bring a report to this group in the future, which would include any potential costs and funding available. **CT**

9.0 **DATES OF FUTURE MEETINGS**

- 9.1 ZI to suggest dates for the next quarterly meeting in April 2012; the below dates were emailed to the group. **ZI**
 Thursday 19 April at 10am
 Wednesday 25 April at 2pm



Personnel Sub-Committee

Minutes of a meeting held on 31 January 2012 at 2.00 pm at East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero (Chairman)
Philip Hardcastle
Steven North

David Oliver
Aime Armstrong
Keith Osborne

Chief Executive (DO)
Human Resources Manager (AA)
Democratic Services Officer (KO)

Action

1.0 MINUTES

- 1.1 The minutes of the meeting held on 19 December 2011 were approved and signed by the Chairman.

2.0 APOLOGIES

- 3.1 Councillors Wendy Brackenbury and Jeremy Taylor sent their apologies.

3.0 DECLARATIONS OF INTEREST

- 3.1 David Oliver, Chief Executive declared a personal and prejudicial interest in item 8 (Council Car Scheme) as he was a recipient of the scheme. At the request of the Chairman, he remained in the meeting during the discussion and voting on this item. **KO**

4.0 QUESTIONS

- 4.1 There were no questions.

5.0 WORKFORCE STATISTICS

- 5.1 The sub-committee reviewed data about staff sickness, turnover and the number of staff employed.

6.0 VACANT POSTS UPDATE

- 6.1 The sub-committee received a report on:-

(a) Vacant posts

- (b) New posts created on the establishment
- (c) Posts temporarily vacant
- (d) Budget savings, and
- (e) Empty posts/hours still on establishment but with no budget.

6.2 It was suggested that all but six of the posts listed under (e) above be retained on the establishment. Recommendations were also presented on the lists for (b) and (c). It was

RESOLVED:

- (1) That posts 02/40, 02/563, 02/562(b) and 02/061 be removed from the establishment from 1 April 2012. **AA**
- (2) That all posts temporarily vacant be removed from the list from 1 April 2012 where appointments have been made. **AA**
- (3) That posts 02/044, 02/025, Administrator in ICT, 03/563, 02/552 and 02/000 be deleted from the establishment forthwith. **AA**
- (4) That, in future, the information to the sub-committee be presented in an enlarged format. **KO**

7.0 XCHANGE

7.1 The minutes of the meeting of Xchange - held on 5 January 2011 - were received. The Chairman again thanked the staff for their co-operation during the current economic situation and reiterated the need for the council to continue to support staff.

8.0 COUNCIL CAR SCHEME - REVIEW SCOPE

8.1 Further to minute 7.4 of the meeting on 29 November 2011, AA reported that the review group set up to undertake the review of the council's car scheme had met on 19 December 2011 and recommended that -

- the aims of the review should be:
 1. To ensure that the scheme is fit for purpose now and for the future.
 2. To reduce the costs of the scheme.
 3. To ensure that the scheme is seen to be fair.
- the purpose of the scheme should be should be "a cost effective way of supporting staff to undertake their roles and responsibilities"
- the current objectives (use as a recruitment tool and part of the overall remuneration package for CMT) should be reviewed and alternatives considered
- the criteria for being an essential car user should be re-examined to ensure that the right roles are included (apart from CMT the only other staff eligible to join the scheme are essential users).

8.2 Members received a list of the tasks to be undertaken as part of the review, attached as Appendix A to these minutes at pages 4 and 5, and information on the position regarding leased cars in other local authorities was tabled at the meeting. An update report would be submitted to the next meeting of the sub-committee. There would be meaningful consultation with the staff before then, and members recognised that the issue could be potentially unsettling for staff. **AA**

8.3 The sub-committee endorsed the approach being taken by the working group and **agreed** that the moratorium on ordering new cars should continue but that the affected staff should receive a note from the Chairman, on behalf of the sub-committee, explaining the position and especially the timetable for the review. **AA**

9.0 HEAD OF PLANNING SERVICES VACANCY

9.1 The Chief Executive reported that Trevor Watson, Head of Planning Services, had given his notice for the end of March. He outlined the four options that had been considered for the future of the post.

9.2 After careful consideration of these options by the Chief Executive and Executive Director, and consultation with the Leader of the Council and Chairman of the sub-committee, it had been decided to fill the post on a short term basis. Interviews would take place in the week beginning 5 March 2012, with the Chairman and Vice Chairman of the Development Control and Planning Committees being given the opportunity to meet the shortlisted candidates over lunch.

9.3 The sub-committee noted the report.

10.0 DATE OF NEXT MEETING

10.1 The sub-committee noted that the next meeting had been scheduled for Tuesday 20 March 2012 at 2pm. It was suggested that the interviews for the Head of Finance take place on the same day to enable a recommendation on the appointment to be made, as required by the constitution, to a special council meeting soon after.

Chairman

Appendix to Item 8

Project Name:	Car Scheme Review	Date:	31 Jan 2012
Project Owner:	Personnel Sub Committee (PSC)	Version No:	V1
Review Group:	Cllr Wendy Brackenbury, Cllr Jeremy Taylor, Aime Armstrong (HR Manager)	Approval:	TBC

Status	Activities / Milestones	Comments/Updates	Start Date	End Date
G	Affected staff informed that there may be a review.	Affected staff = car scheme beneficiaries and essential car users (potential beneficiaries).		23.11.11
G	Decision to undertake a review.	Review group appointed.		29.11.11
G	Affected staff informed that there will be a review.			01.12.11
G	4 pending car orders put on hold.	Staff told.		01.12.11
G	Review group meet to discuss way forward.			19.12.11
	PSC Agree scope of the review.	Paper submitted to be considered.		31.01.12
	Undertake an Equality Impact Assessment.			31.01.12
	Analyse mileage data.	No. of miles and no. of visits per person per month.	01.01.12	
	Research what other Councils are doing.	Started.	01.01.12	
	Consult with affected staff.		01.02.12	30.04.12
	Consult with UNISON and X-change.		01.02.12	30.04.12
	Consult with CMT.		01.02.12	30.04.12
	Research options.	Including salary sacrifice schemes, true leases, entitlement levels, choices of car, car pool.	01.02.12	31.05.12

Status	Activities / Milestones	Comments/Updates	Start Date	End Date
	Update paper for PSC	To be drafted by 24.02.12	TBC	20.03.12
	Analyse options.	Implications, costs and implementation of the different options.	01.04.12	31.05.12
	Options paper written.	Date will depend on PSC schedule for 12/13	TBC	TBC
	PSC to review options paper and recommend a course of action.	Date will depend on PSC schedule for 12/13	TBC	June 2012 PSC
	P&R to review PSC recommendation.	Date will depend on P&R schedule for 12/13	TBC	July 2012 P&R
	Implementation of decision.	Not needed if scheme stays the same. Timetable will depend on option chosen.	01.08.12	31.03.13 Or earlier

Key

R	Red = behind schedule
A	Amber = in progress
G	Green = completed