COUNCIL MEETING

Date: 7 January 2013

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors:-

Clive Wood (Chairman of the Council)
Pam Whiting (Vice-Chairman of the Council)
Glenn Harwood MBE (Deputy Leader of the Council)

Peter Baden **David Jenney Tony Boto Richard Lewis** David Brackenbury **Andy Mercer** Wendy Brackenbury **Gill Mercer** Pauline Bradberry **Bob Nightingale Derek Capp Brian Northall** Richard Gell Ron Pinnock Roger Glithero JP **David Read** Glenvil Greenwood-Smith Rupert Reichhold Marika Hillson **Anna Sauntson** Svlvia Hobbs Phillip Stearn **Marian Hollomon** Jeremy Taylor **Robin Underwood** Sue Homer

Jake Vowles

Peter Wathen

Colin Wright

326. APOLOGIES FOR ABSENCE

Councillors John Farrar, Steven North and Sarah Peacock sent their apologies.

327. JAMES KASEN - SITE SUPERVISOR

Dudley Hughes JP

Sylvia Hughes

Barbara Jenney

The Chairman referred to the recent and untimely death of James Kasen, the council's Site Supervisor. He paid tribute to James' dedicated service to the council in the finance department and latterly as Site Supervisor and referred to the heartfelt tributes that had been made by colleagues across the council. The Chairman, members and officers of the council stood in silent tribute in his memory.

328. MINUTES

The minutes of the meeting held on 29 October 2012 were approved and signed by the Chairman.

329. DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

The Vice-Chairman, Councillor Pam Whiting, and Councillor Anna Sauntson declared an interest in item 6 (Reports from the Chairmen of the Council's Committees), specifically referring to minute 290 (Funding for Higham Ferrers Neighbourhood Plan) as they were both involved with the steering group with responsibility for the development of the plans.

330. ANNOUNCEMENTS BY THE CHAIRMAN AND CHIEF EXECUTIVE

There were no announcements made by the Chairman or the Chief Executive.

331. PRESENTATION BY NHS NORTHAMPTONSHIRE - 111 SERVICE OUTLINE

Calum Dow from NHS Milton Keynes and Northamptonshire attended to provide a presentation on the launch of the NHS 111 Service in March 2013. He explained that research had made it clear that the public need more help to access healthcare, especially urgent care. The aims of NHS 111were:

- Improving the public's access to urgent healthcare services
- Increasing the national efficiency of the NHS
- Increasing public satisfaction and confidence in the NHS
- Enable the commissioning of NHS services to be more tuned to people's needs; and
- Increase the efficiency of the 999 and ambulance service

It was explained that the 111 Service was an easy to remember and free telephone number and was being launched as a national campaign. Trained telephonists would undertake a triage clinical assessment on the first call with the need for a call back, and would also be able to refer calls to other providers without the caller being re-triaged. The service would also be able to transfer clinical assessment data to other providers and book appointments where appropriate.

Mr Dow encouraged members to assist in the promotion of the new service by communicating with constituents and others and directed members to further information through the NHS Northamptonshire website. Members were also asked to review the proposal to identify areas for improvement or matters that had not been identified in the development of the service.

332. PRESENTATION BY NHS MILTON KEYNES, NORTHAMPTONSHIRE & BEDFORDSHIRE – HEALTHIER TOGETHER PROGRAMME

Ben Gowland, Chief Executive of the NHS Nene Commissioning Group, attended to provide a presentation on the Healthier Together programme. It was explained that the aims of the programme were to:

- improve health services and ensure they have a long term future in the face of considerable challenges;
- ensure services keep up with opportunities for improvement; and
- provide high quality healthcare and best outcomes for patients

The context of the challenges facing healthcare services nationally were set out and included a shortage of qualified and experienced clinicians in key area, as well as meeting

the healthcare demands of a growing and ageing population. It was noted that six clinical working groups had been established to date, with over 200 clinicians involved in driving improvements. There had also been direct contact with more than 12,000 people to raise awareness of the case for change and a number of key themes had emerged from recent engagement activity, which included a wish to see improvements around healthcare services at weekends and out-of-hours, access to expertise and the best possible treatment and support for centres of expertise, although concerns had been expressed in respect of travel.

Prior to public consultation in the summer of 2013, members felt it would be useful to organise a separate meeting for all councillors to consider and discuss the issues arising from Healthier Together. Mr Gowland agreed to attend any future meeting and the Chief Executive provided an assurance that a meeting would be organised and arrangements communicated to members in due course.

333. **LEADER'S ADDRESS**

There was no address from the Leader of the Council.

334. REPORTS OF COMMITTEES

(a) Policy and Resources Committee – 5 November and 3 December 2012

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

RESOLVED:

That the recommendations in the following minutes be approved:

289 Gambling Act 2005 – Review of Statement of Licensing Policy

- 1. That the Statement of Licensing Policy be adopted.
- 2. That no resolution be made in respect of the licensing of casinos, in accordance with section 166 of the Gambling Act 2005.

290 Funding for Higham Ferrers Neighbourhood Plan

- 1. That the revised request from Higham Ferrers Council for funding to enable the Town Council to complete its Town Plan and develop a Neighbourhood Plan be approved.
- That the release of a further sum of up to £23,640 to be split over the financial years 2012/13 and 2013/14 from the community projects allocation of New Homes Bonus be approved, subject to the provision of an acceptable breakdown of costs and monitoring.

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

291 – Armed Forces Community Covenant

That East Northamptonshire Council sign the Armed Forces Community Covenant.

(Reason – To show support for the service personnel and their families living in the district who may experience specific issues as a result of their service to this country)

292 - Community Right to Bid

That decision- making be delegated to the Monitoring Officer and Chief Executive, in consultation with the Chairman of the Policy and Resources Committee and the ward member for the location of the asset (or members if the area overlaps wards) in respect of decisions on registration of assets of community value under the Community Right to Bid legislation.

(b) <u>Development Control Committee - 7 November, 28 November and 19 December 2012</u>

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

(c) Planning Policy Committee – 19 November and 10 December 2012

The reports of the above committee, presented by the Chairman, Councillor David Brackenbury, were received. It was noted that minute 308 (Planning Policy Update) should have referred to a Landscape Sensitivity Assessment, rather than a Landscape Capacity Assessment, as had been printed.

(d) <u>Joint Standards Complaints Committee - 5 December 2012</u>

The report of the above committee, presented by the Chairman, Councillor Andy Mercer, was received.

(e) Scrutiny Committee – 12 December 2012

The report of the above committee, presented by the Chairman, Councillor Philip Stearn, was received.

335. OTHER REPORTS

(a) From Representatives on Outside Bodies and Champions

There were no reports.

(b) Licensing Panels

(i) Taxi & Miscellaneous – 6 November and 13 December 2012

The minutes of the meetings of the Licensing (Taxi & Miscellaneous) Panel held on 6 November and 13 December 2012 were received.

(ii) Liquor & Gambling – 4 December 2012

The minutes of the meeting of the Licensing (Liquor & Gambling) Panel held on 4 December 2012 were received.

336. <u>MOTIONS</u>

There were no motions.

337. QUESTIONS

There were no questions.

338. OUNDLE BY-ELECTION RESULT

The Returning Officer submitted a report detailing the result of the by-election held for the vacancy in the Oundle ward on 15 November 2012.

RESOLVED:

That the election of Mr Jake Vowles as councillor for the Oundle ward be noted.

339. NOTIFICATION OF CHANGE OF LEADERSHIP FOR THE INDEPENDENT GROUP AND CHANGES TO COMMITTEE AND SUB-COMMITTEE MEMBERSHIP

The Democratic and Electoral Services Manager submitted a report which sought to notify the council of a change in the leadership of the Independent Group and consequential changes in committee membership arising from that change and the result of the Oundle byelection.

RESOLVED:

- (1) That the appointment of Councillor David Read as Leader of the Independent Group and Councillor Peter Baden as Deputy Leader of the Independent Group be noted.
- (2) That the changes in membership of committees and sub-committees be noted.

340. COUNCIL TAX BASE APPROVAL

The Revenue Manager submitted a report which sought approval of the estimated tax base for the authority in the 2013-14 financial year.

It was reported that the estimated tax base for 2013-14 would be 28,140 compared to 30,700 in 2012/13 and 30,500 in 2011/12. The lower tax base would result from the new local council tax support scheme and the reduced provision for collection. It was noted that

the council would receive grant funding, equivalent to 90% of previous funding, to offset the tax base reductions and support the local council tax scheme.

The Local Government Finance Act 2012 introduced various changes to council tax discounts and exemptions, which could enable the council to raise over £700,000 in additional council tax from owners of empty homes. Properties that required or were undergoing renovation and unoccupied/unfurnished properties would no longer be entitled to a statutory exemption from council tax, with local authorities now able to charge up to 100%. In addition, the discount on unfurnished second homes could be reduced from 10% to zero and a premium of 150% could be applied to properties that have been unoccupied for two years.

RESOLVED:

- (1) That the council, having considered the calculation of the estimated tax base, adopt a tax base of 28,140 for the 2013/14 financial year.
- (2) That properties which require or are undergoing renovation and empty or unfurnished properties be charged 100% of council tax.
- (3) That the discount for furnished second homes be reduced from 10% to 0%.
- (4) That a premium of 150% of council tax be applied to properties that have been unoccupied for two years.

341. APPROVAL OF RECOMMENDATIONS MADE BY THE WELFARE REFORM SUB-COMMITTEE (11 DECEMBER 2012) - LOCAL COUNCIL TAX SUPPORT SCHEME

The Head of Customer and Community Services submitted a report, which was presented by the Chairman of the Welfare Reform Sub-Committee, detailing the recommendations of the Welfare Reform Sub-Committee held on 11 December 2012 in respect of the adoption of a local Council Tax Support Scheme, which was required to have been approved by 31 January 2013, in accordance with the deadline of the Department for Communities and Local Government.

It was reported that it had been necessary to present the recommendations of the sub-committee directly to this meeting, as the deadline for approval would have passed before the next meeting of the council on 27 February 2013. In recommending the proposals to the meeting, the Chairman of the Welfare Reform Sub-Committee paid tribute to the excellent support provided to members in developing the recommendations.

RESOLVED:

- (1) That the report to the Welfare Reform Sub-Committee, particularly the consultation feedback and the Equalities Impact Assessment be noted.
- (2) That the Local Council Tax Support Scheme for East Northamptonshire be adopted.
- (3) That the officers who have supported the work of the Welfare Reform Sub-Committee to date be thanked for their efforts and contributions.

342. 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 paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972, may be disclosed.

343. PEMBERTON CENTRE - INVEST TO SAVE

The Head of Resources and Organisational Development submitted a report, on behalf of the Leisure Contracts Working Group, which sought to provide an update in relation to the invest to save project for the Pemberton Centre and also sought approval for additional funding to enable the works to be undertaken.

RESOLVED:

That £400,000 be released from the capital budget in order to undertake leisure improvement works at the Pemberton Centre.

Chairman

POLICY & RESOURCES COMMITTEE

Date: 14 January 2013

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)

Peter Baden Marika Hillson
David Brackenbury Dudley Hughes JP
Wendy Brackenbury Andy Mercer

John Farrar

344. <u>MINUTES</u>

The minutes of the meeting held on 3 December 2012 were approved and signed by the Chairman.

345. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Roger Glithero, Glenn Harwood MBE, Sue Homer, Rupert Reichhold and Jeremy Taylor

346. DECLARATIONS OF INTEREST

No declarations of interest were made by those present

347. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions received.

348. MINUTES OF SUB-COMMITTEES & WORKING PARTIES

(a) Welfare Reform Sub-Committee

The minutes of the meeting held on 11 December 2012 were received and approved. (See pages 474 to 476).

It was noted that the resolve to recommend items had been approved by Council on 7 January 2013.

349. COMMUNITY RIGHT TO CHALLENGE

The committee considered a report from the Policy and Performance Manager which sought to put in place a policy and procedures for handling requests under the Right to Challenge introduced by the Localism Act. Such a request could trigger a procurement exercise for many of the services offered by the council, regardless of current delivery.

It was noted that the majority of the necessary processes were prescribed by the Act and associated regulations. Members however expressed concern that the definition of relevant bodies did not specify any connection to the locality and that not having a link to the locality was not a reason to reject a bid. They asked that this point be raised with DCLG with a view to including in the local policy if possible.

Members also asked:

- for clarification about the conditions which would need to apply for a group of persons which were not a charitable trust to be eligible to submit a request
- that the wording of Section 4.17 of the policy be expanded to specifically state that internal bids from the council were acceptable as part of the procurement process.
- officers to consider what processes might be appropriate to ensure appropriate data confidentiality in the case of a request by employees or a latter internal bid.

R.10 RESOLVED TO RECOMMEND

- 1. to approve the Community Right to Challenge Policy (as per appendix on pages 477 to 486) subject to the changes noted above
- 2. to delegate to the Chief Finance Officer, in consultation with the Chairman or Vice Chairman of the Finance Sub-Committee, authority to accept or reject Expressions of Interest in accordance with statutory regulations and the Council's policy.

(Reason: to ensure compliance with the Localism Act 2011)

350. HOUSING STRATEGY 2012-2017

The Committee was presented with a report outlining proposed changes to the Housing Strategy following consultation.

The Strategy represented best practice in assessing and meeting housing need and includes the statutory Homelessness Strategy. The Strategy had been put together by the Housing Policy Working Party and approved for consultation in September 2012.

The key changes were:

- The insertion of additional information about the Local Plan process
- Clarification re rural housing development and the potential provision on rural exception sites
- Removal of references to the Home Owners Support Scheme which is no longer offered by government

Members considered the revised Strategy and proposed a further amendment to reference the changing context for empty properties, including a new council tax policy on empty homes. Members also noted the need for the evidence base for future housing needs, including not just overall numbers but also types and tenures would need to be updated.

RESOLVED

That the Housing Strategy 2012-2017 be adopted, subject to agreement of the amendments noted above with the Chairman of the Policy and Resources Committee.

(Reason: to enable the Council to have an up-to-date Housing Strategy in place)

351. HOUSING ALLOCATION POLICY 2013

The Committee was presented with a report from the Housing Strategy Manager which sought to meet the requirements of the Localism Act for a housing allocation policy, setting out how social housing properties in the area would be allocated.

The Strategy had been put together by the Housing Policy Working Party and approved for consultation in July 2012.

It was noted that this Policy had attracted a significantly higher level of consultation responses than the previous item. The key changes proposed from the previous draft as a result of the consultation were:

- Local connection criteria to be expanded to include those who are employed on fixed term contracts of one year or more.
- Additional wording to emphasis the importance of financial checks prior to property allocation.
- Intentionally homeless applicants to remain in Band 4 for 6 months.
- Some minor wording and procedural amendments.

Members suggested that clarifications be made to the report in respect of the following areas:

- The point in the fostering/adoption process at which additional bedroom requirements would be considered (following advice from Northamptonshire County Council)
- Clarification in section 30 that owners of residential property would not be eligible to join the waiting list.

It was noted that both the Housing Strategy and Housing Allocation Policy had been drawn up in a rapidly changing context and that further revisions may be necessary to reflect this. In addition it was noted that these documents needed to persuade providers and that their board support in consultation was therefore to be welcomed. Members commended the work of officers in producing these documents.

RESOLVED

That the Housing Allocation Policy be adopted subject to agreement of the amendments noted above with the Chairman of the Policy and Resources Committee.

(Reason: to enable officers to meet the legislative requirement to have an adopted housing allocation policy)

352. EXCLUSION OF PRESS AND 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 paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

353. MINUTES OF SUB-COMMITTEES & WORKING PARTIES

(a) Leisure Contracts Working Group

The minutes of the meeting held on 18 December 2012 were received and approved. It was noted that the resolve to recommend items had been approved by Council on 7 January.

Chairman



Appendix to Minute 348

Welfare Reform Sub-Committee

Minutes of a meeting held on Tuesday 11 December 2012 at 2.00pm, CHG2, East Northamptonshire House, Thrapston

Present:

Councillors: Andy Mercer (Chairman)

Richard Lewis Steven North Jeremy Taylor

Officers: Lisa Hyde (LJH)

Kelly Watson (KW) Lucy Hogston (LH) Glenn Hammonds (GH) Richard Hadden (RH) David Pope (DP)

1.0 MINUTES

1.1 The minutes of the meeting held on 8 November 2012 were approved as a correct record and signed by the Chairman.

2.0 APOLOGIES

2.1 Councillors John Farrar and Glenvil Greenwood-Smith gave their apologies.

3.0 DISCLOSURES OF INTEREST

3.1 There were no disclosures of interest.

4.0 LOCAL COUNCIL TAX SUPPORT SCHEME FOR EAST NORTHAMPTONSHIRE

- 4.1 Members considered a report which sought to inform them of the outcome of the consultation on the local Council Tax Support Scheme proposals for East Northamptonshire. The report also requested members recommend a scheme for approval by Council on 7 January 2013.
- 4.2 LH reminded members that the consultation regarding options for the Council Tax Support Scheme had closed on 23 November 2012 and the results had been collated and supplied to members as Appendix 1 to the officer report.
- 4.3 Members noted that although the number of respondents appeared low, the final figure of 142 was comparatively higher than that received by neighbouring authorities during their consultation periods.

- 4.4 Members heard that since the last meeting of the sub-committee, the figure for the DCLG Transition Grant had been confirmed as being £109,654. GH was able to provide members with information regarding the division of this money amongst major precepting authorities, with £79,000 going to Northamptonshire County Council, and amounts of £15,000 to both ENC and the police. It was noted that no information was yet available regarding division of the grant amongst Town and Parish Councils.
- 4.5 LJH advised the sub-committee that respondents to the consultation had broadly shown a preference for the maximisation of income from Council Tax empty property Discounts and Exemptions. Savings based on reducing Council Tax Support to a maximum of either 85%, 80% or 75% was noted as sharing a similar level of preference amongst respondents.
- 4.6 LJH outlined the amount of additional Council Tax that could be raised should ENC implement the amendments to Council Tax Discounts and Exemptions listed in the report. Members noted that there was currently no legislation in place regarding charges on repossessed properties and as such a levy of 100% Council Tax payment may not be possible. Based on a prudent collection rate of 70%, ENC could expect to collect up to £548,289 in additional Council Tax.
- 4.7 Figures were provided to the meeting to indicate the minimum weekly or monthly amounts that residents of the district would be required to pay before entitlement to Local Council Tax Support would be applied. These figures illustrated amounts for both 85% and 91.5% of Council Tax liability. Again, a prudent collection rate of 70% had been used to calculate estimated collection figures of £259,547 and £148,000 respectively.
- 4.8 Removal of Second Adult Rebate was discussed and a potential saving of £9,675 was noted, affected 42 residents across the district.
- 4.9 Members were provided with the two options as follows:

Option 1

- i) ENC would increase income by removing Council Tax and Empty Property Discounts and Exemptions.
- ii) ENC would adopt existing Council Tax Benefit regulations, with the scheme being based on 85% of annual Council Tax liability with removal of Second Adult Rebate.

Option 2

- i) ENC would increase income by removing Council Tax and Empty Property Discounts and Exemptions.
- ii) ENC would adopt existing Council Tax Benefit regulations, with the scheme being based on 91.5% of annual Council Tax liability with removal of Second Adult Rebate.
- iii) ENC would accept the DCLG Transition Grant form 2013/14 of £109,654.
- 4.10 The financial implications of both Option 1 and Option 2 were provided to the meeting, with members noting a difference in overall total collection of just £1,893 in favour of Option 1. Option 1; at a 70% collection rate, would see a collection of £814,608, with Option 2 a collection of £812,715.

- 4.11 Members heard that Option 2 would provide greater flexibility over ENC's Medium Term Financial Strategy period, should the Government announce a similar transition grant in future years. However, a need to revert to proposals in Option 1 to achieve financial sustainability would be required should there be no further grant.
- 4.12 Members were provided with a verbal update on proposed schemes for neighbouring authorities in Northamptonshire and Leicestershire, where all but one authority had agreed to take the DCLG Transition Grant.
- 4.13 Members thanked the officers for guiding members through a very complex process and distilling a sensitive and complicated issue into a workable subject before it was

RESOLVED TO RECOMMEND:

- 1. ENC increase income by removing Council Tax empty property Discounts and Exemptions, and
- 2. The Local Council Tax Support Scheme for East Northamptonshire adopts the existing CTB Regulations with the following amendments:
 - i) that the scheme is based on 91.5% of the annual Council Tax liability
 - ii) ENC remove the scheme known as Second Adult Rebate
 - iii) ENC accept the DCLG Transition grant for 2013/14.

It was also

RESOLVED:

- 1. That the sub-committee gave due regard to the consultation responses received.
- 2. That the sub-committee gave due regard to the Equality Impact Assessment.
- 3. Resolved to review the scheme during 2013/14 to ensure that a financially sustainable scheme would be in place for 2014/15.
- 4. Commit to communicate to all key parties and stakeholders details of the local scheme.

5.0 QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

5.1 No questions had been received from members.



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Document Version Control

Author (Post holder title)	Policy & Performance Manager
Type of document	Policy
Version Number	
Document File Name	Community Right to Challenge Policy
Issue date	
Approval date and by who (SMT /	
committee)	
Document held by (name/section)	
For internal publication only or external	Internal and external
also?	
Document stored on Council website or	Website
Eunice?	
Next review date	January 2016

Change History

Issue	Date	Comments
1.0	23 January 2013	Amended from version that went to Policy & Resources Committee on 14 January 2013 to incorporate comments made

NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External	
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)	

Distribution List

Internal	External	
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)	

Links to other documents

Document	Link
Community Right to Challenge: Statutory Guidance	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5990/2168126.pdf

Additional Comments to note

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- 1.0 Introduction
- 1.1 This policy sets out the procedure the Council will follow when dealing with the Community Right to Challenge (CRtC) which was introduced by the Localism Act 2011 (the Act).
- 2.0 Scope
- 2.1 The policy covers relevant services, defined by the *Community Right to Challenge:* Statutory Guidance as a service provided by or on behalf of a relevant authority (which in this case is East Northamptonshire Council) in the exercise of its functions (i.e. the things that relevant authorities are required to do or may do).
- 2.2 The Right only applies to the provision of services (i.e. what it is necessary to provide in order for the Council to carry out its functions). It does not provide for delegation of the functions of East Northamptonshire Council, and the responsibility for the function remains with this Council. Certain exclusions apply; these are set out in the statutory guidance.
- 2.3 The Council will consider expressions of interest from relevant bodies. The Act lists the following as relevant bodies:
 - A voluntary or community body;
 - A body of persons or a trust which is established for charitable purposes only;
 - A parish council;
 - Two or more employees of the relevant authority (which in this case is East Northamptonshire Council)
 - Any other person or body specified by the Secretary of State by regulations.
- 2.4 Further information about the scope of the CRtC and other Community Rights established under the Localism Act is available from http://communityrights.communities.gov.uk/ and http://communityrights.org.uk/
- 3.0 Policy outcomes
- 3.1 The outcomes to be delivered by this policy are:

Community Right to Challenge Policy outcomes	Links to corporate outcomes	
 The Council meets its duties under the Localism Act 2011 Community groups are aware of the process to follow when they would like to challenge to run local services The Council's processes are 	 Council services which provide good value for money High quality service delivery Effective partnership working Effective management 	
transparent		

- 4.0 Community Right to Challenge Policy
- 4.1 The Community Right to Challenge (CRtC) gives people the right to challenge to take over local services that they think they can run differently and better.
- 4.2 Relevant bodies (as listed in paragraph 2.3) may submit an expression of interest (EOI) to run a particular service. The Council must consider each expression of interest received, and where this meets criteria in the statutory guidance and is accepted, the Council must then carry out a procurement exercise for the service.
- 4.3 For services currently delivered by East Northamptonshire Council, the scheme is open for expressions of interest during the month of April each year, starting in April 2013.
- 4.4 For council services that are currently delivered by another organisation through a contract with the Council, the scheme is open for expressions of interest during the period of three months starting 15 months and ending 12 months before the contract expiry date. For example, if a contract expires on 31 December 2014, expressions of interest would be received between 1 October and 31 December 2013.
- 4.5 It is likely that any expressions of interest made outside the relevant timeframe will not be considered.

4.6 Submitting an expression of interest

- 4.7 Any expression of interest should include the following information:
 - Information about the financial resources of the relevant body submitting the expression of interest
 - Evidence that demonstrates that by the time of any procurement exercise the relevant body submitting the expression of interest will be capable of providing or assisting in providing the relevant service
 - Information about the relevant service sufficient to identify it and the geographical area to which the expression of interest relates
 - Information about the outcomes to be achieved by the relevant body or, where appropriate, the consortium of which it is a part, in providing or assisting in the provision of the relevant service, in particular:
 - How the provision or assistance will promote or improve the social, economic or environmental well-being of East Northamptonshire; and
 - How it will meet the needs of the users of the relevant service
 - Where the relevant body consists of employees of East Northamptonshire Council, details of how that relevant body proposes to engage other employees affected by the expression of interest

Where the relevant body proposes to deliver the service as part of a consortium or to use a subcontractor to deliver part of the service, the above information should also be provided in respect of each consortium member and subcontractor.

4.8 It would help if an expression of interest also contained the following information, although this is not mandatory:

- Details of any consultation that has taken place with potential users of the proposed service and any other groups or communities with a legitimate stake in the service, and the outcomes of that consultation
- An explanation of how the service in question will be improved in quality by its transfer to an alternative provider. This could include comparison with either the current service standards or with proposed new service standards if the service in question is being reduced or reconfigured as part of the Council's budget process
- Details of how the proposed alternative provision will operate within the current budget of the existing service or within any reduced level of budget that is being considered
- 4.9 When an expression of interest is received, we will inform in writing the relevant body that submitted the expression of interest of the timetable for deciding whether it has been accepted or rejected within 30 days of receiving it. As a guide, the timescale for determining an expression of interest will be between six and 26 weeks depending on the size and complexity of the service it refers to.
- 4.10 The Council may ask the relevant body to modify an expression of interest if otherwise the EOI would be rejected, for example if it does not provide sufficient information.
- 4.11 If employees of East Northamptonshire Council choose to use the Right to submit an EOI, the guidance states that they will probably need to form a separate legal entity in order to bid in a procurement exercise, so that future and other relationships are clear and that appropriate data protection issues can be put in place.

4.12 Considering an expression of interest

- 4.13 Expressions of interest will be considered, with regard to the statutory guidance, by the Chief Finance Officer, in consultation with the Chairman of the Finance Sub-Committee (or the Deputy Chairman in their absence). If the expression of interest meets the criteria, this will trigger an open procurement exercise which must comply with procurement law.
- 4.14 The Council must, in considering an expression of interest, consider whether acceptance of the EOI would promote or improve the social, economic or environmental wellbeing of East Northamptonshire.
- 4.15 A relevant body may withdraw an expression of interest after submitting it (whether before or after the EOI has been considered). The withdrawal of an expression of interest, or the refusal of a relevant body to agree to a modification of an EOI, does not prevent the Council from proceeding with a procurement exercise if we think it is appropriate to do so.

4.16 Reasons to reject an expression of interest

- 4.17 The Council may only reject an expression of interest on one or more of the following grounds:
 - The expression of interest does not comply with any of the requirements specified in the Act or in the regulations
 - The relevant body provides information in the expression of interest which in our opinion is inadequate and/or inaccurate

- The Council considers, based on the information in the expression of interest, that the relevant body or, where applicable, any member of the consortium of which it is a part or any sub-contractor referred to in the EOI is not suitable to provide or assist in providing the relevant service
- The expression of interest relates to a relevant service where a decision, evidenced in writing, has been taken by the Council to stop providing that service
- The expression of interest relates to a relevant service:
 - Provided, in whole or in part, by or on behalf of East Northamptonshire Council to persons who are also in receipt of a service provided or arranged by an NHS body which is integrated with the relevant service; and
 - The continued integration of such services is, in our opinion, critical to the wellbeing of those persons
- The relevant service is already the subject of a procurement exercise
- The Council and a third party have already entered into negotiations for provision of the service, which negotiations are at least in part conducted in writing
- The Council has published its intention to consider the provision of the relevant service by a body that two or more specified employees of East Northamptonshire Council propose to establish
- The Council considers that the expression of interest is frivolous or vexatious
- The Council considers that acceptance of the expression of interest is likely to lead to contravention of an enactment or other rule of law or a breach of statutory duty

4.18 The procurement exercise

- 4.19 If the Council accepts an expression of interest for a relevant service, it will trigger an open procurement exercise. This means that the relevant body that triggers the procurement exercise may not eventually be the provider of that service. The procurement exercise must be appropriate having regard to the value and nature of the contract that may be awarded as a result of the exercise, and must comply with procurement law. It is open to the Council to submit a bid during the procurement exercise to continue to run the service itself.
- 4.20 Where the service is of a value or nature to which the Public Contracts Regulations 2006 apply and/or is not listed as an exempt service in Part B of those regulations, the procurement exercise must follow the procedures for advertising, specifying and awarding contracts set out in those regulations.
- 4.21 Where the Public Contracts Regulations do not apply i.e. where the service is worth less than the threshold value, or is listed in Part B of the 2006 regulations, the Council may decided how to procure the service. This applies in the same way to procurement exercises triggered by the Community Right to Challenge as those which are not. Generally, Part B services are those that the EU has considered would largely be of interest only to bidders located in the Member State where the contract is to be performed.
- 4.22 The Council must consider how expressions of interest and procurement exercises triggered by one or more expressions of interest being accepted would promote or improve the economic, social or environmental well-being of East Northamptonshire. This must be consistent with the law applying to the awarding of contracts.

4.23	Monitoring of this policy					
4.24	This policy will be reviewed in three years, or sooner if there are legislative changes.					

5.0 Glossary of terms

Term	Definition	
Relevant authority	Public body listed in the Act and the Regulations whose services can be challenged under the Community Right to Challenge. The Act lists district, county and London borough councils as relevant authorities. Certain fire and rescue authorities are added as relevant authorities in the Regulations.	
Relevant body	A body listed in the Act which can express an interest in providing a relevant service. The Act lists voluntary and community bodies, bodies of persons or trusts established for charitable purposes only, parish councils and two or more employees of the relevant authority as relevant bodies. Other persons or bodies can be specified as relevant bodies by regulations.	
Relevant service	A service provided in the exercise of any relevant authority's functions, either by the relevant authority using its own workforc or provided on its behalf under a service contract or some other arrangement, unless such a service is excluded from the Community Right to Challenge in the regulations.	

DEVELOPMENT CONTROL COMMITTEE

Date: 16 January 2013

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Gill Mercer (Vice Chairman – In the Chair)

Roger Glithero JP

Marika Hillson

Glenn Harwood MBE

Barbara Jenney

Andy Mercer

Bob Nightingale

Brian Northall

David Read

Phillip Stearn

Robin Underwood

354. <u>MINUTES</u>

The minutes of the meeting held on 19 December 2012 were approved and signed by the chairman, subject to the re-wording of the third paragraph of the minute relating to planning application EN/12/01812/VAR – Nippendale, Rushden as follows:

Members questioned the reason for the applicant's request for permission to vary Condition 11 and were consequently minded that, given the high proportion of affordable housing (80%) in this scheme, renewable energy provision should be retained. The committee felt it would be of benefit to have an independent qualified quantity surveyor assess the validity of the viability assessment supplied by the applicant in greater detail.

355. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Wendy Brackenbury, Pauline Bradberry JP, Dudley Hughes JP, Ron Pinnock, Anna Sauntson, Jeremy Taylor and Peter Wathen

356. <u>DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS</u>

(a) <u>Declarations of Interest</u>

The following interests were declared in the agenda items specified below:-

Councillors	Applications	Nature of Interest	DPI	Other Interest
Roger Glithero JP	EN/12/01184/REM	Knew speaker on application		Yes
Barbara Jenney	EN/12/01261/OUT	Knew applicant		Yes
	EN/12/01518/FUL	Knew applicant		
Robin Underwood	EN/12/01518/FUL	Knew applicant		Yes

(b) <u>Informal Site Visits</u>

Councillor Barbara Jenney stated that she had made an informal site visit to application EN/12/01518/FUL, Epic House, Rectory Road and Victoria Road, Rushden. She had met with the applicant and officers from Planning Services.

Councillor Robin Underwood stated that he had made an informal site visit to application EN/12/01261/OUT, Oak Lea, 252 Newton Road, Rushden.

357. DELEGATIONS TO HEAD OF PLANNING

Members received a report which provided an update on the conditions that had been agreed for: -

EN/12/00648/OUT EN/12/00555/EXT EN/12/00904/FUL EN/12/01784/NCC Station Road, Higham Slipe Clay Pit Landfill Site, Kingscliffe 14 Market Square, Higham Ferrers Land south of Oil Depot, Wansford Road, Kings Cliffe

RESOLVED:

That the contents of the report be noted.

358. SECTION 106 AGREEMENTS - UPDATE

The Committee heard that at the meeting of the Development Control Committee held on 28 November 2012, it had been agreed by members that this item would be added to future agendas in order for the Head of Planning Services to report on progress with regard to drafting of Section 106 (S106) agreements in cases where the Committee had previously resolved to grant planning permission, subject to the prior finalisation of such an agreement.

A table itemising current S106 agreements was supplied to the meeting

It was

RESOLVED:

- 1) That the contents of the report be noted and:
- 2) An extension to the time limit for application EN/12/00417/OUT be approved.

359. PUBLIC SPEAKERS

The following people spoke on the items as indicated: -

- I. Mrs Abigail Miller EN/11/01234/FUL Cattle Market, Market Road, Thrapston (Objector)
- II. Mr Matthew Nicholson EN/11/01234/FUL Cattle Market, Market Road, Thrapston (Applicant)
- III. Mr Munday EN/12/01184/REM Land Rear of 31 Grange Road, Stanwick (Objector)

- IV. Mr Connor EN/12/01184/REM Land Rear of 31 Grange Road, Stanwick (Applicant)
- V. Mr Craig Boddington EN/12/01579/OUT 14 Lowick Lane, Aldwincle (Applicant)
- VI. Mr Andy Patchitt EN/12/01812/VAR Nippendale, Rushden (Applicant)
- VII. Mr Eric Cleaver EN/12/01261/OUT Oak Lea, 252 Newton Road, Rushden, (Agent for Applicant)

360. PLANNING APPLICATIONS

The committee considered the planning applications report, with updated information on a number 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/11/01234/FUL – Cattle Market, Market Road, Thrapston, NN14 4JU (page 493)

The committee were presented with an application which sought revisions to previously agreed conditions in respect of the noise assessment and service management plan for the site.

Having considered the representations made by the public speakers on these matters, as well as the latest information provided within the update tabled at the meeting, Members considered that further negotiations would be required with the applicant in respect of the proposed delivery hours detailed within the revised service management plan.

It was also reported that the council had been formally consulted in relation to four proposed traffic orders, which would be the subject of public consultation in due course. The proposed orders related to:

- a one way order travelling east along Market Road from the junction with Wainwright Avenue to Midland Road;
- the introduction of no waiting at any time (double yellow lines) parking restrictions along sections of Market Road
- the introduction of a raised table at the junction of Wainwright Avenue
- a 20mph speed limit from the junction with Wainwright Avenue to Midland Road

The committee **agreed** to **defer** the application in order for the Chairman, Vice-Chairman and ward members from Thrapston Market ward and Thrapston Lakes ward to meet with the applicant to negotiate a revised service management plan.

The committee also **agreed** to raise **no objection** to the traffic order consultation, as the plans were very similar to those submitted for the original planning application and the reduction in parking availability would allow enough space for resident parking. Members wished to include a comment regarding when parking restrictions would be carried out.

(ii) EN/12/01184/REM – Land rear of 31 Grange Road, Stanwick (page 493)

The committee considered a reserved matters application which sought permission for the erection of a single dwelling pursuant to planning permission EN/10/02208/OUT. The application proposed a 1.5 storey detached dwelling with associated detached double

garage. Access to the property would be via an existing track off Grange Road that would be upgraded to a higher standard.

Members had previously deferred the application at the Development Control Committee meeting held on 19 December 2012 in order to undertake a site visit which had enabled them to appreciate the differing site levels and distances between existing properties and the proposed site.

The committee **agreed** to **grant** the application as recommended in the report.

(iii) EN/12/01579/OUT – 14 Lowick Lane, Aldwincle, Kettering, NN14 3EE (page 496)

The committee considered an outline application which sought permission for the erection of three, two-storey detached dwellings with new access and associated works. Each dwelling would feature a detached double garage. All matters relating to the application were reserved with the exception of access.

Members noted that the application site fell outside of (but adjacent to) the settlement boundary as defined by the Rural North, Oundle and Thrapston Plan (RNOT). Objections to the proposal had been received from neighbours and Aldwincle Parish Council. Further information was provided in respect of the history of the site boundary within the update sheet.

Concerns were raised by members in respect of the viability of the detail within the application and indicated a preference for reducing the number of proposed dwellings on the site concerned. Members wished to refuse the application on grounds of overdevelopment, as the density and design of the proposal would be harmful to the character of the village. Precise wording of the refusal reason was delegated to Head of Planning Services in conjunction with the Chairman, Vice-Chairman and Ward Member.

The committee agreed to refuse the application as recommended in the report.

(iv) EN/12/01812/VAR – Nippendale, Rushden (page 496)

The committee considered an application which sought permission to vary Condition 11 relating to approved planning permission EN/11/00853/FUL. The application requested the requirement for 10% of renewable energy be removed from the aforementioned condition.

Members heard that the applicant had submitted a viability assessment which demonstrated that the continued inclusion of renewable energy measures within the scheme would make the development unviable. This report had been assessed by ENC's Housing Strategy Manager, who had confirmed that the conclusions drawn in the viability report were robust, and that the retention of the renewable energy requirement would have a detrimental impact on the developer's ability to deliver the scheme, and therefore the associated affordable housing which made up 80% of the development.

Having discussed the merits of the application at length, the committee **agreed** to **grant** the application as recommended in the report.

361. CONTINUATION OF MEETING - COUNCIL PROCEDURE RULE 8

During the discussion of the above item, the meeting having lasted for two hours, it was proposed to continue the meeting until no later than 9:15pm.

RESOLVED:

That the meeting be extended until 9.15pm to conclude the remaining items of business.

(v) EN/12/01261/OUT – Oak Lea, 252 Newton Road, Rushden, NN10 0SY (page 497)

Members were presented with an outline application for a single storey detached dwelling on garden land.

Officers reported that planning permission would normally be granted for residential infilling or redevelopment in Bedford Road, Avenue Road and Newton Road where it:-

- relates to land within the built up area
- has a frontage to the highway
- · has a plot depth similar to the adjoining residential curtilages, and
- would not result in backland development

Reference to policy RU2 of the East Northamptonshire District Local Plan was deliberately excluded from the case officer's report as the development would not constitute infill development land or redevelopment of a previously developed site and consequently it was considered that this policy was not relevant to the application.

Members considered that policy RU2 was relevant to this application and **agreed** to **grant** the application, with authority delegated to the Head of Planning Services to detail the decision notice, in consultation with the Chairman, Vice-Chairman and ward members

(vi) EN/12/01518/FUL – Epic House, Rectory Road and Victoria Road, Rushden (page 497)

Members were presented with an application which sought full planning permission for the conversion of a vacant factory building to eight places, with nine parking spaces (including one disabled space) being created at the rear of the building.

It was reported that further information has been submitted detailing the proposed access traffic management system, which would include the provision of traffic light control showing to drivers entering and exiting the site.

The committee **agreed** to **grant** the application as recommended in the report.

(vii) EN/12/01839/FUL – Land opposite Collyns Way, The Drove, Collyweston (page 500)

The committee considered an application which sought permission for residential development of six affordable dwellings to be located off The Drove in Collyweston. Detailed within the application was reference to the proposed adaptation of the existing miniroundabout at Collyns Way in order to provide a new access road to serve the development.

It was reported that the Highways Authority had no objection to the proposal and Collyweston Parish Council had no objection, but had requested the designation of a visitor parking area and yellow lines to prohibit parking in front of four of the plots in the application.

The committee **agreed** to **grant** the application as recommended in the report.

362. APPEAL DECISION MONITORING REPORT

Members noted the content of the Appeals Decision Monitoring Report, which provided an update on one appeal decision from the Planning Inspectorate between 3 December 2012 and 21 December 2012.

Chairman

List of Applications Determined By DEVELOPMENT CONTROL COMMITTEE - 16 January 2013

11/01234/FUL

Date received Date valid Overall Expiry Ward 8 August 2011 19 August 2011 18 November 2011

Applicant Sainsbury's And Thrapston Market Co, C T And D H Bletsoe

Agent Indigo Planning Limited - Mr R Crolla

Location Cattle Market, Market Road, Thrapston, Northamptonshire.

Proposal Demolition of existing livestock market, buttress wall and cold store and

erection of a new food store (Use class A1) including car park, boundary treatments, associated highways access, landscaping, separate cold store

and garage buildings and public realm improvements

Decision Deferred

Conditions/Reasons:

 Defer for meeting with applicant to be attended by Chairman, Vice-chairman and the four Thrapston Ward members to discuss seeking amendments to the proposed delivery hours

2. Members accepted officer recommendations in relation to the TRO consultation. However, they wanted to include a comment regarding when the parking restrictions would be carried out.

12/01184/REM

Date received Date valid Overall Expiry Ward 18 July 2012 20 July 2012 14 September 2012

Applicant Mr A Conner

Agent Wythe Holland Partnerships LLP

Location Land Rear Of, 31 Grange Road, Stanwick, Northamptonshire.

Proposal Reserved matters: Erection of single dwelling (bungalow / chalet bungalow)

pursuant to planning permission EN/10/02208/OUT dated 26.04.11

Decision Application Permitted

Conditions/Reasons:

1. Notwithstanding the submitted details and prior to the commencement of the

development hereby permitted, details and a sample of the proposed facing brick(s) and roof tile(s) to be used for the construction of the dwelling and garage hereby permitted, shall be 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.

2. Before the dwelling hereby permitted is first occupied, the first floor window in the west facing elevation of the garage shall be fitted with obscured glazing to a minimum level of obscurity to conform to Pilkington Glass level 3 or equivalent, and the window shall be fixed shut. The window shall thereafter be retained and maintained in this manner, unless otherwise agreed in writing by the local planning authority.

Reason: To ensure adequate standards of privacy for neighbours and occupiers.

3. Notwithstanding the submitted information, prior to the occupation of the development hereby permitted, the vehicular access shall be paved with a hard bound surface for a minimum of 5 metres from the highway boundary and the necessary 2m x 2m visibility spays shall be provided and retained as such. The gradient of the access shall not exceed 1:15. Details of the hard surfacing shall be submitted to and approved in writing by the local planning authority prior to the commencement of development.

Reason: In the interests of highway safety.

4. Before the dwelling hereby permitted is first brought into occupation, full details as to the positioning, height, material and design of all boundary screening shall have been submitted to and approved in writing by the local planning authority. The boundary screening shall include details of a robust, natural tree screen along the eastern boundary of the site. The development shall then be carried out in strict accordance with the approved details and thereafter retained and maintained in perpetuity, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure a satisfactory standard of development, to protect the amenity of neighbouring occupiers and the amenity of the future occupiers of the new dwelling.

5. All planting and seeding proposals approved in writing by the Local Planning Authority required as part of condition 4 above shall have been implemented during the first planting season following the first occupation of the dwelling hereby permitted, 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 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 in the interest of neighbouring amenity

6. Deliveries, demolition or construction works shall not be carried out except between the hours of 08:00am -17:30pm Mondays to Fridays, 08:00am - 13:00pm on Saturdays, and at no time on Sundays or Bank Holidays, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interest of residential amenity.

7. No works shall take place within the area indicated within the red line until the applicant or their agents or successors in title has secured the implementation of a programme of archaeological work in accordance with a written scheme of

investigation which has been submitted to and approved in writing by the local planning authority. The recording should be carried out to professional standards and to an appropriate level of detail proportionate to the assets likely significance, by an organisation or individual with appropriate expertise, the resultant records, artefacts and samples should be analysed and where necessary conserved, and the understanding gained should be made publicly available and an archive created and deposited for future use.

Reason: In the interests of identifying and preserving any archaeological remains.

8. The development hereby permitted shall be undertaken in accordance with the proposed scheduling set out in section 9 of the submitted Arboricultural Method Statement, Tree Protection Plan and Tree Survey (Ref: 2040.AIA.Stanwick.Connor received by the Council on 30th July 2012). This shall include the implementation if the associated Construction Exclusion Zones and tree protection methods details in the Method Statement and shown on the associated plans.

Reason: To ensure the protection of the protected tree on the neighbouring site.

9. Prior to commencement of the development, details of the construction and surfacing of the access, parking facilities and all other hard-surfaced areas within the site 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 and be thereafter retained, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interest of highway safety and visual amenity.

10. 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. The development shall thereafter 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 Policy 14 of the adopted North Northamptonshire Core Spatial Strategy.

11. Before the dwelling hereby permitted is first brought into occupation, all bathroom and en-suite windows shall be fitted with restricted opening obscured glazing to a minimum level of obscurity to conform to Pilkington Glass level 3 or equivalent. The obscure glazing shall thereafter be retained permanently, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure adequate standards of privacy for neighbours and occupiers.

12. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2008 (or any Order amending or re-enacting that Order with or without modification), there shall be no development within Classes A, B, C, D, E of Part 1 of Schedule 2 to that Order without the prior written approval of the Local Planning Authority.

Reason: To protect the amenity of adjacent occupiers and to ensure a satisfactory elevational appearance for the development.

13. Before the dwelling hereby permitted is first occupied, the Velux in the east facing roofslope of the dwelling shall be fixed shut. The window shall thereafter be retained and maintained in this manner, unless otherwise agreed in writing by the local planning authority.

Reason: To ensure adequate standards of privacy for neighbours.

14. The development hereby permitted shall be carried out strictly in accordance with the approved plans; 10F, 08B, 09M Site Plan, Andrew Belson Tree Survey dated 1st March 2012, Arbitrary Grid and Levels Plan and Lockhart Garratt Phase 1 Habitat Survey, received by the Local Planning Authority on 30th July 2012, 20th July 2012, 16th July 2012 and 19th October 2012.

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

12/01579/OUT

Date received Date valid Overall Expiry Ward 24 September 201224 September 201219 November 2012

Applicant Mr AJ and CE Boddington

Location 14 Lowick Lane, Aldwincle, Kettering, Northamptonshire.

Proposal Outline: Erection of 3 no. two storey detached dwellings with new access and associated works (all matters reserved except access) Resubmission

of 11/02067/OUT

Decision Refused subject to the following:-

Conditions/Reasons:

Refuse on grounds of overdevelopment, as the density and design of the proposal would be harmful to the character of the village. Precise wording of the refusal reason delegated to Head of Planning Services in conjunction with the Chairman, Vice-Chairman and Ward Member.

12/01812/VAR

Date received Date valid Overall Expiry Ward

2 November 2012 7 November 2012 6 February 2013

Applicant Spire Homes - Ms Cathy Sellars

Agent Martindales Architects Ltd - Ian Morrison

Location Nippendale, Rushden, Northamptonshire, .

Proposal Variation of condition 11 (sustainability strategy) of approved planning

permission EN11/00853/FUL (Residential Development) dated 03.07.2012 to 03.07.2015: The requirement for 10% of renewable energy to be removed

from the condition

Decision Application Permitted

Conditions/Reasons:

1. Condition 11 of EN/11/00853/FUL is hereby varied. The development does not need to meet the requirements of part b (iv) of Policy 14 of North Northamptonshire Core Spatial Strategy. Within 6 weeks of the date of this variation a Sustainability Strategy demonstrating compliance with parts (i), (ii) and (iii) of Policy 14 shall be submitted to and approved in writing by the local planning authority. The development shall be implemented in accordance with the details so approved, unless otherwise agreed in writing by the local planning authority

Reason: In the interest of sustainability and to ensure the development complies with the remaining requirements of Policy 14 of the North Northamptonshire Core Spatial Strategy 2008.

12/01261/OUT

Date received Date valid Overall Expiry Ward

Applicant Mr A Fuller

Agent Marric Chartered Surveyors

Location Oak Lea, 252 Newton Road, Rushden, Northamptonshire.

Proposal Outline: Erection of a single storey dwelling on garden land adjacent to 252

Newton Road Rushden (all matters reserved except access)

Decision Application permitted subject to:-

Conditions/Reasons:

Conditions delegated to Head of Planning Services in conjunction with the Chairman, Vice-Chairman and Ward members.

12/01518/FUL

Date received Date valid Overall Expiry Ward 13 September 201220 September 201215 November 2012

Applicant Mr F Langley

Agent Sidey Design Architecture

Location Epic House Rectory Road And, Victoria Road, Rushden, Northamptonshire.

Proposal Conversion of vacant commercial premises to create eight flats

Decision Application Permitted

Conditions/Reasons:

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

Reason: To ensure compliance with Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Notwithstanding the submitted details, any alterations made to the external elevations of the existing building shall be carried out using materials matching those of the existing building and shall be retained thereafter in perpetuity

Reason: To achieve a satisfactory elevational appearance for the development

3. Notwithstanding the submitted details, all W/C and bathroom windows in the units hereby permitted shall be fitted with obscured glazing to a minimum level of obscurity to conform to Pilkington Glass level 3 or equivalent prior to the first occupation of any unit, and this obscure glazing shall thereafter be retained permanently.

Reason: To ensure adequate standards of privacy for neighbours and occupiers.

- 4. Notwithstanding the submitted details and prior to the commencement of the development hereby approved, the following details shall be submitted to and approved in writing by the local planning authority:
 - A comprehensive management schedule, including (but not limited to) details of the management company responsible and details of the day to day maintenance and continuation of the serviceable technology (traffic warning system), identified in drawing11-075-05A.

The development shall then be constructed in strict accordance with the approved details unless otherwise agreed in writing by the local planning authority and the management scheme implemented in perpetuity.

Reason: In the interests of highway safety

5. No development shall take place until there has been submitted to and approved in writing by the local planning authority a scheme of boundary treatment indicating the positions, design, materials and type of any fences, railings, walls and gates to be erected around and within the site. The approved boundary treatment shall be completed before any of the dwellings are occupied and retained thereafter unless otherwise agreed in writing by the local planning authority.

Reason: In the interest of visual and residential amenity.

6. The 9 parking spaces proposed within the site shall be kept for the use of vehicle parking at all times and shall not be used for anything other than that purpose without the prior written approval of the local planning authority.

Reason: To ensure that the parking provision is adequate and to prevent the need to park on the street.

- 7. Notwithstanding the submitted details and prior to the commencement of development, full details of the proposed replacement windows to be used (including cross sections and profile of glazing bars) shall have been submitted to and approved in writing by the local planning authority and the development shall be carried out in accordance with the approved details unless otherwise agreed in writing by the local planning authority.
 - Reason: In the interests of visual appearance and to retain the character of the building.
- 8. No development shall take place until full details of hard landscape works have been

submitted to and approved in writing by the local planning authority. These details shall include the proposed parking and hardstanding areas, shared private footpaths and refuse collection areas as well as the landscaped/planted areas. All hard landscape works shall be carried out in accordance with the approved details. The works shall be carried out prior to the occupation of any part of the development or in accordance with a programme agreed in writing by the local planning authority.

Reason: In the interest of visual amenity.

9. Notwithstanding the submitted details, the existing gates (or a like for like replacement where details must have been submitted and agreed in writing prior to installation) shall be mechanically operated and are to remain in situ in perpetuity, unless otherwise agreed in writing by the local planning authority. A specification of the mechanical operation equipment and sensor equipment shall be submitted to the local planning authority prior to the commencement of development and the development shall be carried out in accordance with the approved details and then maintained in perpetuity, unless otherwise agreed in writing by the local planning authority.

Reason: In the interests of security.

10. Notwithstanding the submitted details and before commencement of development hereby permitted, a sustainability strategy, including 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 requirements of Policy 14 of the North Northamptonshire Core Spatial Strategy and Policy CS7 of the Northamptonshire Minerals and Waste Development Framework Core Spatial Strategy. 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 NPPF, Policy 14 of the adopted North Northamptonshire Core Spatial Strategy and Policy CS7 of the Northamptonshire Minerals and Waste Development Framework Core Spatial Strategy

11. 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 proposed 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 safeguard public health and to prevent the potential for flooding on the site and elsewhere.

12. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2008 (or any Order amending or re-enacting that Order with or without modification), there shall be no development within Classes A, B, C, D, E of Part 1 of Schedule 2 to that Order without the prior written approval of the Local Planning Authority.

Reason: To protect the amenity of adjacent occupiers and to ensure a satisfactory elevational appearance for the development.

13. Notwithstanding the submitted details and prior to the commencement of development, the applicant shall submit details of a minimum of 8 cycle storage points to be installed. as required by the Parking SPG 2003. Details of the location and security specification of these storage points shall have been submitted to and approved in writing by the local planning authority and once approved, the development shall be carried out in accordance with the approved details, and retained and maintained in the agreed manner in perpetuity, unless otherwise agreed

in writing by the local planning authority.

Reason: To encourage sustainable methods of transport and ensure secure storage of cycles.

14. Prior to the commencement of the development, a scheme detailing the security standards to be incorporated within all openings associated with the development 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.

Reason: This is in the interest of the security and quality life of future occupants of the development in accordance with local planning policy.

15. In accordance with the submitted details and prior to the commencement of development, all domestic bins shall be placed within the designated bin collection point to the front of Epic House on collection day(s). Prior to the commencement of development, the developer shall also submit a scheme which demonstrates the process for collecting domestic waste from the premises, how the applicant/owner of the building is to inform and encourage individual residents to use the designated bin collection point and for making sure that they return each of their bins to the designated bin storage point to the rear of the site on days where a collection is not scheduled.

Reason: To facilitate the collection of waste and to prevent undue harm on the streetscene in visual terms.

16. The development hereby permitted shall be carried out strictly in accordance with the approved plans: 11-075-05a, 11-075/02b, 11-075-03a, 11-075-04b, 11-075-01b, received by the Local Planning Authority on 13/08/12 and 20/08/12.

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

12/01839/FUL

Date received Date valid Overall Expiry Ward

8 November 2012 12 November 2012 7 January 2013

Applicant East Midlands Housing Association

Agent Morton Wykes Kramer LLP - Mr Jim Morton

Location Land Opposite Collyns Way, The Drove, Collyweston, Northamptonshire.

Proposal Erection of 6 affordable homes on an exception site including new adoptable roadway and associated services

Decision Awaiting Section 106 Agreement and subject to the following conditions:-

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. Prior to the commencement of development cross sectional details, to illustrate the proposed differences in levels between the approved buildings, their slab levels, gardens and any retaining / boundary structures compared with the existing land levels and building heights of neighbouring properties and the adjacent highway, shall be submitted to and approved in writing by the local planning authority. The details shall include spot levels of the site and adjacent highway. Development shall be completed in accordance with the approved details.

Reason: In the interests of visual amenity.

3. No development shall take place until (1) samples of the materials to be used in the construction of the external surfaces of the building hereby permitted and (2) details of the windows and external doors to be installed have been submitted to and approved in writing by the local planning authority. Development shall be carried out in accordance with the approved details.

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

4. No development shall take place until there has been submitted to and approved in writing by the local planning authority a scheme of boundary treatment indicating the positions, design, materials and type of any fences, railings, walls and gates to be erected around and within the site. The approved boundary treatment shall be completed before any of the dwellings are occupied and retained thereafter unless otherwise agreed in writing by the local planning authority.

Reason: In the interest of visual and residential amenity.

5. No development shall take place until full details of both hard and soft landscape works have been submitted to and approved in writing by the local planning authority. All hard and soft landscape works shall be carried out in accordance with the approved details. The works shall be carried out prior to the occupation of any part of the development or in accordance with a programme agreed in writing by the local planning authority

Reason: In the interest of visual amenity.

6. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting seasons following the occupation of the buildings or the completion of the development, whichever is the sooner; and 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 similar size and species, unless the local planning authority gives written approval to any variation.

Reason: In the interest of visual amenity.

- 7. Notwithstanding the submitted details, prior to the commencement of development the following access details shall be submitted to and approved in writing by the local planning authority.
 - 1. Pedestrian splays of at least 2.4m x 2.4m (2m x 2m where there is turning space within the site) shall be provided on each side of the vehicular accesses to plots 1 and 4. (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.
 - 2. Hard surface materials for the flexible construction to the footway throughout the frontage of the site (along The Drove) and vehicle access accommodation works.

- 3. Means of drainage, to prevent the unregulated discharge of surface water onto the highway.
- 4. Maximum access gradient of 1 in 15 from the highway boundary in the positive or negative direction.
- 5. Provision of vision splays at the junction with the public highway.
- 6. Tandem parking spaces of a minimum of 11.0m in length.

The subsequent submitted details shall illustrate the promoted vehicle access arrangements identified on drawing No 5577.101G. The hard surfacing shall be completed in accordance with the approved details in accordance with a timetable to be agreed in writing by the local planning authority prior to the commencement of development. Development shall be constructed in strict accordance with the approved details and the approved vision splays shall be retained thereafter.

Reason: In the interest of highway safety.

8. The dwellings hereby permitted shall not be occupied until the off-site highway works shown in principle on drawing 5577.101G, together with an additional over-riding area feature on the north westerly side of the access in the form of a 6m radius and granite sett running surface, have been completed and written confirmation has been gained from the local planning authority that the works are acceptable.

Reason: In the interest of highway safety.

9. Before any work is commenced on the development the subject of this permission details of the provision for foul water and surface water drainage installations to serve the development hereby permitted shall have been submitted to an approved by the local planning authority, and the development shall thereafter be carried out in accordance with the approved details.

Reason: To safeguard public health and to prevent the potential for flooding on the site and elsewhere.

Notwithstanding the submitted details and before commencement of development hereby permitted, a sustainable strategy shall be submitted to and approved in writing by the local planning authority to demonstrate that the development would meet requirements of Policy 14 of the North Northamptonshire Core Spatial Strategy and Policy CS7 of the Northamptonshire Minerals and Waste Development Framework Core Spatial Strategy. 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 and local planning policy.

11. The first floor side (bathroom) windows on plots 1 5 and 6 shall be top-opening only and fitted with obscured glazing to a minimum level of obscurity to conform to Pilkington Glass level 3 or equivalent, and this obscure glazing shall thereafter be retained permanently.

Reason: To ensure adequate standards of privacy for neighbours and occupiers.

12. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2008 (or any order revoking and re-enacting that Order), no windows or other form of opening, shall be inserted in the first floor north facing elevation of unit 1 hereby permitted.

Reason: To ensure adequate standards of privacy for neighbours and occupiers.

13. No external construction work shall be undertaken at the site other than between the hours of 8.00am and 6.00pm Mondays to Fridays, 8.00am to 1.00pm on Saturdays

and not at all on Sundays and public bank holidays.

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

14. Prior to the commencement of development a method statement that includes details of measures to minimise noise and 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.

15. Development shall proceed in strict accordance with the recommendations in section 6 of the Extended Phase 1 Habitat Survey (prepared by Middlemarch Environmental dated February 2012 and received by the local planning authority on 8 November 2012) and in accordance with the recommendations in section 5.2 of the Code for Sustainable Homes Ecological Assessment (prepared by Middlemarch Environmental dated February 2012 and received by the local planning authority on 8 November 2012).

Reason: In order to prevent harm to any birds or mammals that may be on site and to ensure ecological enhancements in the interest of sustainable development.

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 of 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, 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.

17. The development hereby permitted shall be carried out strictly in accordance with the approved plans: drawings 101G received (scanned) by the local planning authority on 21 December 2012, and 105B, 106B, 107A received by the local planning authority on 8 November 2012.

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

JOINT STANDARDS COMPLAINTS COMMITTEE

Date: 30 January 2013

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillor Andy Mercer (East Northamptonshire Council) (Chairman)

Councillor Arthur Whittaker (Yarwell Parish Council) (Vice-Chairman)

East Northamptonshire Councillors:

Pauline Bradberry JP Gill Mercer David Jenney Brian Northall

Town and Parish Councillors:

Mike Clements (Raunds Town Council)
Fiona Cowan (Collyweston Parish Council)
John Greig (Titchmarsh Parish Council)
Roy Jakeman (Thrapston Town Council)
Derek Lawson (Higham Ferrers Town Council)

Independent Person:

Vivienne Barnard

363. MINUTES

The minutes of the meeting of the Joint Standards Complaints Committee held on 5 December 2012 were received and noted.

364. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Michael Finch and Bob Nightingale (East Northamptonshire Council) and Paul King (Oundle Town Council)

365. DECLARATIONS OF INTEREST AND QUESTIONS

There were no declarations of interest and no questions had been received under procedure rule 10.3.

366. REQUESTS FOR DISPENSATIONS

The Monitoring Officer reported that no requests for Dispensations had been received since the last meeting of the Committee.

367. ACTIVITY REPORT OF THE MONITORING OFFICER

The Monitoring Officer submitted a report outlining recent activity and the implementation of the new standards framework, including the actions taken by the Monitoring Officer in relation to individual Parish Councillors and Parish Councils where completed Register of Interests were outstanding. The number of outstanding registrations had now reduced from 60 to 35. Where no registrations had been received from particular Parish Councils, the matter had been pursued with the Parish Clerk and further returns were expected to be received in the near future.

It was noted that failure to register a Disclosable Pecuniary Interest was a criminal offence and where a Councillor failed to make the required registration, this could, ultimately, become a matter to be referred to the Police. However the view of the Committee was that such an approach should been seen as a last resort and was not appropriate yet.

All Parish Councils except for Benefield had adopted either the ENC or NALC Code of Conduct and Benefield Parish Council would reach a decision on this in April 2013.

Since the last meeting of the Committee, the Monitoring Officer had received nine enquiries, mostly in relation to Disclosable Pecuniary Interests.

Further to the issue raised by the Committee at its last meeting, the Monitoring Officer confirmed that Parish Meetings were not mentioned in the Localism Act as relevant authorities to which the standards provisions apply.

The Monitoring Officer had granted one dispensation for all East Northamptonshire Councillors to enable them to set the Council Tax. There was some uncertainty regarding conflicting legal advice about the necessity for Councillors to obtain a Dispensation for this purpose and the Monitoring Officer had taken the view that it was prudent to grant the Dispensation rather than face a potential challenge to the setting of the Council Tax.

The Investigator's report into the complaint received under the previous standards regime had now been received and the Deputy Monitoring Officer would be contacting the parties involved. The Monitoring Officer reported that a further complaint had recently been received and she would be speaking to the Independent Person and Vice-Chairman in due course.

The Committee noted that the Interviews for the appointment of the Reserve Independent Person would take place in February 2013.

In response to the issue raised at the last meeting, the Monitoring Officer had examined the issue of ENC keeping records of the IP addresses of those who viewed Councillors' Register of Interests on the Council website. The information which could be collected would need further data to be supplied by internet companies to link it with individuals and this was unlikely to be released for data protection reasons. Councillor Andy Mercer considered that it would still be possible to gather information on corporate IP addresses which would be outside the provisions of the data protection legislation and the Monitoring Officer undertook to investigate this further.

The seminar for Parish Councils on the new standards framework proposed to be held following this meeting of the Committee had been cancelled as only three positive responses had been received. The Committee was asked to consider what initiatives might be carried out in order to promote the new standards framework. It was noted that members of ENC's Scrutiny Committee planned to visit all Parish Councils in the District over the coming six months and these meetings could be used to obtain feedback from Parish Councils on how well informed they consider themselves to be on the standards framework. It might be

possible to arrange meetings with either individual Parish Councils or groups of Parish Councils to further promote the standards framework.

It was noted that Oundle Town Council had become the first Town/Parish Council in the District to delegate responsibility to impose sanctions, should a breach of the Code of Conduct occur, to this Committee.

The Committee was requested to consider the frequency of its meetings as the schedule of meetings for 2013-14 would be considered at the next Council meeting.

RESOLVED: That

- i) the progress made in implementing the new Standards framework in Councils across the East Northamptonshire Area be noted
- ii) the Monitoring Officer
 - a) write to those Parish Councillors who have not registered their Disclosable Pecuniary Interests regarding their legal requirement to do so, with a copy to be sent to the Leader of the relevant Parish Council if there is one, or to the Mayor/Chairman if there is not.
 - b) provide a copy of the recent presentation on the standards framework to Parish Councils.
 - c) invite Parish Councils to meet with the Monitoring Officer and members of this Committee, either at the ENC offices or for groups of Parish Councils within the Parishes concerned, and giving ample notice with a view to arranging meetings in the summer of 2013.
- iii) four meetings of this Committee be incorporated into the annual schedule of meetings, with any further meetings being convened if required.

(Reason: demonstration of the commitment to implement the duty to promote and maintain high standards of conduct)

Chairman

SCRUTINY COMMITTEE

Date: 4 February 2013

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:- Phillip Stearn (Chairman)

Sarah Peacock (Vice Chairman)

Derek Capp Brian Northall
Richard Gell David Read
Sylvia Hughes Jake Vowles
Barbara Jenney Pam Whiting

368. MINUTES

The minutes of the meeting held on 12 December 2012 were approved and signed by the chairman.

369. APOLOGIES FOR ABSENCE

Councillors Tony Boto, Michael Finch, Sylvia Hobbs, Peter Wathen and Colin Wright sent their apologies.

370. <u>DECLARATIONS OF INTEREST & QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3</u>

There were no declarations of interest or questions under council procedure rule 10.3.

371. COUNTERING BENEFIT FRAUD - QUARTERLY REPORT

The Benefits Manager presented a report detailing the current activities and progress made in countering benefit fraud and recovering over-claimed benefits for the period to 31 December 2012.

Members were provided with figures highlighting the recovered benefit figures for 2012/13 compared to those for the two previous financial years. It was noted that the council had currently recovered 81.59% of over-claimed housing benefit, which was significantly above the government's recommended level of 70%.

Whilst seeking to maximise debt recovery, it was noted that this was becoming increasingly difficult for the council due to the current financial climate, and an increase in workload was referenced as being the result of an increase in the number of over claimed benefits. Monitoring of old debts was continuing although it was noted that a small number of old debts had to be written off when all recovery attempts were exhausted. An increase in bankruptcy rates had led to a slight increase in the write off rate.

Members noted that the investigation of fraudulent claims was a significant area of work, and a number these cases had recently been brought to a satisfactory conclusion. It was also reported that progress towards the introduction of a Single Fraud Investigation Service (SFIS) was on-going, with the Department for Work and Pensions remaining in consultation with local authorities. National rollout of SFIS was anticipated for 2014/15 following evaluation of four pilot schemes currently underway at Corby Borough Council, London Borough of Hillingdon, Glasgow City Council and Wrexham Borough Council.

The council's work to publicise the counter fraud activity was highlighted to the meeting, with 39 calls being received on the fraud hotline by 31 December 2012, of which 28 had led to investigations.

Members welcomed the progress highlighted within the report and noted the improvements that had been made following previous recommendations from the Scrutiny Committee. Recognising the changes which would come as part of the government's welfare reform agenda, the committee considered that this would be an on-going area of interest.

RESOLVED:

That the report be noted.

372. <u>DEVELOPMENT CONTROL DECISIONS REVIEW - UPDATE</u>

The committee received a report which provided an update on progress made against actions agreed at the Scrutiny Committee meeting in December 2011, regarding the corporate impact of Development Control Committee (DCC) decisions.

Members were supplied with the original report that had been tabled in December 2011, which focussed on the resource implications to ENC with regard to decisions made by the DCC. As a result of that report, members had recommended a series of five "actions" to the DCC which could help mitigate potential impacts, and the officer report outlined the progress of implementing these recommendations.

The committee were advised that of the five actions, all had been implemented to some degree, with planning officer presentations prior to complex applications being fully implemented. An extensive training programme was proposed for 2013 which would extend briefing and training sessions on material planning considerations to a wider audience than just members of town and parish councils.

Members heard that a recent review of the Planning Service had identified a range of areas for improvement and a number of recommended changes would be carried forward with improvement projects. Members and officers would be involved in these projects, and it was believed that Scrutiny Committee involvement would provide an understanding of the impact of previous recommendations made.

Having regard to the timescale since the last time such matters had been reported to the committee and the importance of making progress in a number of the review areas, Members requested that a further update report be submitted to the meeting scheduled on 3 April 2013.

RESOLVED:

- (1) That the report be noted.
- (2) That an update report on the improvement projects within Planning Services be submitted to the committee meeting scheduled for 3 April 2013.

Chairman

DEVELOPMENT CONTROL COMMITTEE

Date: 6 February 2013

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Pauline Bradberry JP (Chairman)

Gill Mercer (Vice Chairman)

Wendy Brackenbury
Roger Glithero JP
Glenn Harwood MBE
Marika Hillson
Dudley Hughes JP
Andy Mercer

Brian Northall
Ron Pinnock
David Read
Anna Sauntson
Phillip Stearn
Robin Underwood

Bob Nightingale

373. ROB BACK

The Chairman informed the meeting of the impending departure of the Head of Planning Services, Rob Back. The Chairman thanked him for his efforts at East Northamptonshire Council and wished him well in his new post at Blaby District Council.

374. MINUTES

The minutes of the meeting held on 16 January 2013 were not approved and signed by the Chairman, as amendments detailed below were required.

- 1. **EN/11/01234/FUL** Inclusion of a paragraph relating to the TRO Consultation by the Highways Authority.
- 2. **EN/12/01579/OUT** Deletion of the words "to better reflect the character of the village", to be replaced with "on the site concerned". Also, the addition of detail for reasons for refusal.
- 3. **EN/12/01261/OUT** Members requested that the conditions for approval be amended to read "members" rather than "member".

RESOLVED:

That subject to the incorporation of the amendments set out about, the above minutes be approved and presented for signature at the next meeting, to be held on 28 February 2013.

375. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Barbara Jenney, Jeremy Taylor and Peter Wathen

376. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) <u>Declarations of Interest</u>

The following interests were declared in the agenda items specified below:-

Councillors	Applications	Nature of Interest	DPI	Other Interest
Councillor Bob Nightingale	EN/12/01464/FUL	Member and retail member of the Co-Operative	Yes	
Councillor Robin Underwood	EN/12/01535/FUL	Knew an individual based at Industrial Unit		Yes
Councillor Phillip Stearn	EN/12/01889/VAR	Employee of the Co-Operative	Yes	
Councillor Phillip Stearn	EN/12/01464/FUL	Employee of the Co-Operative	Yes	
Councillor Brian Northall	EN/12/01889/VAR	Knew speaker		Yes

Those members who had declared a Disclosable Pecuniary Interest left the meeting whilst the relevant item was considered.

(b) <u>Informal Site Visits</u>

No site visits were declared.

377. DELEGATIONS TO HEAD OF PLANNING

Members received a report which provided an update on the following applications where actions had been delegated to the Head of Planning Services: -

EN/12/00648/OUT	Station Rd, Higham
EN/12/00555/EXT	Slipe Clay Pit Landfill Site, Kingscliffe
EN/12/00904/FUL	14 Market Square, Higham Ferrers
EN/12/01784/NCC	Land south of Oil Depot, Wansford Road, Kings Cliffe
EN/12/01579/OUT	14 Lowick Lane, Aldwincle
EN/12/01261/OUT	Oak Lea, 252 Newton Road, Rushden

RESOLVED:

That the contents of the report be noted.

378. <u>SECTION 106 AGREEMENTS – UPDATE</u>

The committee were advised that at the meeting of the Development Control Committee held on 28 November 2012, it had been agreed by members that this item would be added to future agendas in order for the Head of Planning Services to report on progress with regard to drafting of Section 106 (S106) agreements in cases where the committee had previously resolved to grant planning permission, subject to the prior finalisation of such an agreement.

A table itemising current S106 agreements was supplied to the meeting.

It was

RESOLVED:

That the contents of the report be noted

379. PUBLIC SPEAKERS

The following people spoke on the items as indicated: -

- i) Mr Graham Underwood EN/12/01889/VAR Land North of Raunds; fronting Brick Kiln Rd, North St, Brooks Rd and Midland Rd, Raunds (Objector)
- ii) Mr Andrew Middleditch EN/12/00704/FUL SP9479 OS0050 Slipton Lane, Slipton (Agent for Applicant)
- iii) Mr David Pritchard EN/12/01464/FUL Co-Operative Retail Services Ltd, St Osyths Lane, Oundle, PE8 4BG (Agent for Applicant)
- iv) Councillor David Jenney EN/12/01535/FUL 5 Parkham Industrial Estate, Wellingborough Road, Rushden (Rushden Town Council)

380. PLANNING APPLICATIONS

The committee considered the planning applications report, with updated information on a number 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/12/01889/VAR – Land North of Raunds; fronting Brick Kiln Rd, North St, Brooks Rd and Midland Rd, Raunds (page 517)

The committee considered an application which requested permission to vary a condition which effectively sought to remove from the plan one of the accesses approved under application 09/01626/OUT. If approved, the access between Brooks Road and the eastern part of the site would be removed, leaving only the access via Midland Road.

An update was provided to the committee which contained an annotated location plan. The officer recommendation had also been amended to ensure that should the application be approved, reserved matters would be brought to ENC no later than three years from the date of the Planning Inspectorate's decision to grant outline permission (28 July 2011). Five further letters of objection were noted as having been received.

Members heard from the Principal Development Control Officer, who advised that the application stated the variation would make the site more attractive to potential developers, leading to an enhanced prospect of delivery. Members were reminded that the only aspect they could consider under the current application was the issue of access; whether the consented development could proceed without the access or whether the access remained so pivotal that development could not take place without it.

Members were advised that ENC had sought legal advice which confirmed that insisting the road remained would not be possible, as this would fail a test of necessity. Members were

further advised that refusal would be difficult to defend at appeal, and that should the variation be approved, all existing conditions would need to be restated.

The Highways Authority remained content that the remaining roads would have sufficient capacity, and road junctions would be able to cope if the access were to be removed from the development.

Members asked for clarification as to whether the developer currently owned all the land involved in the application. The committee were advised that as per information supplied with the application, the applicant had provided other landowners with notice of the application, which indicated they did not own the whole site. It was further clarified that the owners and occupiers of a property located on the site, White Gables, had objected to the variation.

The committee registered concern that loss of the access would also negatively impact pedestrians and cyclists wishing to travel between the two parcels of land. The Principal Development Control Officer reiterated that the proposal was to remove any access across the land. The committee felt that the road was fundamental to the sustainability of the entire the proposal, and believed that as the Planning Inspectorate had approved the original application it would have been preferable to return the case to them for decision on the variation application.

In concluding, members thanked officers for their work on the application and took into account the legal advice that had been presented to them.

The committee **agreed** to **grant** the application as recommended in the report, subject to the amendments made on the update sheet and subject to a S106 agreement.

(ii) EN/12/00704/FUL – SP9479 OS0050, Slipton Lane, Slipton (page 522)

The committee considered an application which sought permission to erect a temporary dwelling on the site to house two agricultural workers, in order to support a developing agricultural business. The proposed mobile dwelling was noted as already being on site, although it was not being used as accommodation, and members were supplied with photos to illustrate its appearance. An initial period of three years had been requested while the applicants developed the farm, with the intention of considering a more permanent structure at the end of that period.

Members were supplied with an update sheet detailing an amendment to the refusal reason and providing a revised location plan. Further correspondence was included from the applicants' agent, relating to statements by ENC's Agricultural Consultant that the agent felt were inaccurate. The update also listed a number of incidents of theft of livestock and equipment that had occurred over the last year. The applicants believed that as a result of these incidents, there was no doubt that living at or near the site would be of great benefit. It was further stated that the applicants were making regular journeys to the farm, with work being undertaken in a dark, isolated location, as well as unnecessary vehicle movements being carried out. Comments of support were also noted as being received from Slipton Parish Council.

Members requested current livestock figures for the site, and noted that similar applications had been received in the past, both of which were now viable businesses. The potential for a profitable, substantial business on the site was discussed at length and members noted the honesty of the applicant in stating they hoped to be in a position to request a permanent dwelling at the end of the three year period.

Legal advice was sought which confirmed that granting the application for a temporary dwelling on the site would not be setting a precedent for future applications of a similar nature.

Members concluded that encouraging younger people into agriculture within the district was a positive step, and that the site was not in view and had received no objections. The committee were satisfied on balance that the business was viable and that accommodation was necessary for the effective running of the business.

The committee **agreed** to **grant** the application against the officer recommendation, with responsibility for detailing the conditions being delegated to the Head of Planning Services in conjunction with the Chairman, Vice Chairman, Ward Member and Councillor David Read.

(iii) EN/12/01464/FUL - Co-Operative Retail Services Ltd, St Osyths Lane, Oundle, PE8 4BG (page 522)

Members were presented with an application which sought permission for a ground floor extension to the rear of the building, adjacent to the existing warehouse area. Also requested were alterations to the car park elevation in order to facilitate the creation of a mezzanine floor. The committee were advised that should permission be granted, the extension would grant the store an additional 160sqm of gross floor space for retail use with a further 260sqm for back of store facilities.

The meeting was presented with an update which confirmed that there would be no material increase in HGV movements and delivery activities as a result of the proposed extension. Members noted that the number of public parking spaces would remain at 150, and that issues with regard to potential light pollution had been addressed. Slight concerns were raised over the possibility of noise nuisance, especially reversing beepers on delivery vehicles, with members requesting an additional condition be imposed to control avoidable noise at the site.

The committee felt that officers had addressed all concerns raised by Oundle Town Council. Members considered the application to be Co-Operative Retail Services' response to the forthcoming Waitrose in Oundle and members noted that such competition in Oundle would be healthy.

The committee **agreed** to **grant** the application as recommended in the report, subject to the addition of a condition to control avoidable noise, the wording of which would be delegated to the Head of Planning Services, in conjunction with the Chairman, Vice-Chairman and Ward Member.

(iv) EN/12/01517/FUL - Land rear of 23 and 25 St Mary's Avenue, Rushden (page 523)

This application was **withdrawn** from the agenda by officers prior to the meeting. The update sheet noted that following the publication of the report, several questions had arisen regarding the access to the site which would require further investigation and clarification before determination. Members noted that once these matters had been clarified, the application would be put on a later agenda for consideration.

(v) EN/12/01535/FUL – 5 Parkham Industrial Estate, Wellingborough Road, Rushden, NN10 6AY (page 524)

Members were presented with an application requesting change of use of a property from light industrial (class use B1) to a private gymnasium (D2). Members were advised that staff and visitors to the gym would utilise existing communal parking to the front of the site, where up to 21 spaces were available for gym use.

The committee heard that Rushden Town Council, who originally objected to the application, had withdrawn their objection based on further information submitted to them. Members considered that the application would bring a former industrial unit back into use, providing the vicinity with both employment and a valuable social facility.

The committee **agreed** to **grant** the application as recommended in the report.

(vi) EN/12/01557/FUL - Laundry, 259 Addington Road, Irthlingborough, NN9 5US (page 529)

Members were presented with an application which sought permission for the erection of 57 residential dwellings with associated garages, roads, sewers, landscaping and ancillary works. The proposal requested a housing mix comprising: 18 2-bed dwellings, 35 3-bed dwellings and 4 4-bed dwellings, with all properties built as 2 storey dwellings with the exception of six 2.5 storey properties. The application proposed a mix of detached, semi-detached and terraced properties.

Members welcomed a planning application for the site, which was noted as having been unsightly for a considerable period of time. However, concerns were raised regarding several issues, notably:

- Density of the proposal, at 49 dwellings per hectare;
- · Road safety on Addington Road;
- Lack of open amenity space included in the plans;
- The application not being in keeping with the surroundings;
- · Design issues;
- Allocation of S106 contributions

Members discussed the density of the proposals at some length but were advised that the proposed level of density was within ENC policies, and refusal on those grounds would be very difficult to defend. Officers advised the committee that as a large, well-equipped amenity space was within five minutes walk of the site, lack of open space was not a reason for refusal. Members registered concern over the level of S106 contributions towards healthcare and requested that negotiations take place on this issue, mindful of the fact redistribution of funds would be at cost of something already agreed.

The committee **agreed** to **grant** the application as recommended in the report, subject to further negotiations on S106 contributions in order to redistribute monies towards healthcare. Negotiations would be delegated to the Head of Planning Services, in conjunction with the Chairman, Vice Chairman and Ward Members.

(vii) EN/12/01800/FUL Springfield Farm, Oundle Road, Thrapston, NN14 4PQ (page 530)

The committee considered an application which sought permission for the demolition of three modern agricultural barns and the conversion of the remaining traditional barns to create five dwellings, with ten allocated parking spaces to be accessed off a shared drive.

Members were supplied with an update detailing an additional recommended condition to ensure that the public footpath be implemented to connect the proposed development to Thrapston. The update also noted an amendment to Condition 19. The committee noted that no objections had been received from either Oundle Town Council or neighbouring properties, and concerns raised by the Waste Management Officer had been addressed in the conditions.

The committee **agreed** to **grant** the application as recommended in the report, subject to the addition of the condition listed in the update.

(viii) EN/12/02018/REM – Land adjacent to 93 Kimbolton Road, Higham Ferrers (page 534)

Members received a reserved matters application for consideration as the committee had dealt with the previous outline application EN/11/01526/OUT. Permission had previously been granted for the construction of up to two dwellings on the site, but the application before members sought permission for the approval of one dwelling with associated access, layout, scale, appearance and landscaping to be taken into consideration.

The application, if approved, would permit a five bedroom dwelling with a dining room, play room, family room, kitchen, utility room, study, bathroom and shower room. A detached garage would also be constructed.

An update was supplied to members noting additional comments received from both Higham Ferrers Town Council and a neighbouring property. Officer comments addressing issues raised by both parties were detailed in the update.

Members stated their appreciation that the application was requesting a single dwelling for the site, but raised concerns regarding a condition imposed at the outline stage, which had required no windows to be present in the Western elevation of the building. The plans in front of members indicated a total of seven windows to be located in the Western elevation. Members were advised that a condition had been imposed to ensure the upper storey windows were filled with obscured glass to prevent overlooking of the adjacent property.

The committee also queried the boundary fencing to be used, whether it would be close boarded and whether it would be 1.8 metres high. A further condition was requested to ensure that this would be the case.

The committee **agreed** to **grant** the application as recommended in the report, subject to the addition of the condition to ensure the boundary fencing between the application site and the adjacent dwelling would be 1.8m high, the wording of which would be delegated to the Head of Planning Services, in conjunction with the Chairman, Vice Chairman and Ward Member.

Chairman

List Of Applications Determined By

DEVELOPMENT CONTROL COMMITTEE - 6 February 2013

12/01889/VAR

Date received Date valid Overall Expiry Ward

19 November 2012 20 November 2012 19 February 2013

Applicant Barwood Land And Estates Ltd

Agent Savills (L And P) Ltd - Mr R Serra

Location Land North Of Raunds Fronting Brick Kiln Road North Street Brooks Road

And, Midland Road, Raunds, Northamptonshire.

Proposal

Variation of Condition 4: Removal of the access between Brooks Road and the eastern part of the site so that access to and from this eastern parcel is via Midland Road only. Approved plan CS24675/T/108 to be substituted with revised plan CS-0593-T-001, pursuant to Application 09/01626/OUT - 'Outline application: Proposed Sustainable urban addition to Raunds comprising residential (Use Class C3); residential care facilities (Use Class C2); business (Use Class B1); storage and distribution (Use Class B8); new vehicular and pedestrian access and associated road infrastructure, public open space, landscaping (including flood alleviation measures), and conversion of existing buildings to provide residential (Use Class C3) and/or community facilities (Use Class D1) (All matters reserved except for access)' dated 12.10.09

Decision

Resolved to grant subject to Section 106 Agreement and subject to the following conditions:-

Conditions/Reasons:

- 1. Details of the appearance, landscaping, layout, and scale, (hereinafter called "the reserved matters") for each phase of the development shall be submitted to and approved in writing by the local planning authority before any development begins and the development shall be carried out as approved.
- 2. Application for approval of the reserved matters shall be made to the local planning authority not later than three years from the date of the inspector's decision to grant outline planning permission 09/01626/OUT, that date being 28 July 2011.
- 3. The development hereby permitted shall begin not later than two years from the date of approval of the last of the reserved matters to be approved.
- 4. Condition 4 of 09/01626/OUT is hereby varied to read:

The development hereby permitted shall be carried out in accordance with the approved plans:

Amended Site Plan (BARY1019_001 Rev A);

Illustrative Design Framework (BARY1019_002);

Concept Framework (BARY1019 003):

Indicative Pedestrian and Cycle Routes (BARY1019_004);

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Proposed works on Brick Kiln Road and North Street (CS24675/T/077 Rev B); Proposed new Priority Junctions along Midland Road (CS24675/T/079 Rev B); Amended Priority Junction on Brooks Road (CS-059342-T-001 Rev - dated 20.08.12) Cycle Route (2 of 2) (CS24675/T/109 Rev A); Cycle Route (1 of 2) (CS24675/T/110 Rev A); A45 Raunds Roundabout Layout (CS24675/T/111 Rev D); Existing Utilities (Sheet 1 of 2) (CS037259/UT/001 Rev C); Existing Utilities (Sheet 2 of 2) (CS037259/UT/002 Rev C); Indicative Utility Strategy (CS037259/UT/003 Rev C); Northdale Farm, Raunds - Floor Plans (13124 / 1); Northdale Farm, Raunds - Elevations (13124 / 3); Northdale Farm, Raunds - Elevations / Sections (13124 / 4).
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- 5. No more than 80% of the Open Market Units in any phase shall be occupied until the Affordable Housing Units in that phase have been completed and transferred to the Registered Provider.
- 6. Business starter units shall only be provided in the size range between 45m² to 140m² as set out in the Planning Statement accompanying the application.
- 7. The development hereby permitted shall not be for any more than 310 residential units.
- 8. All works (excluding vehicle movements associated with employees arriving at or departing from the employment units) related to the operation of the employment units which may cause any noise that is in excess of the background levels when measured as a 15 min LAeq at the boundary of the site or at any other place as may be agreed by the local planning authority shall not be carried out except between the hours of 08.00 to 17:30 hours Mondays Fridays and 08:30 13:00 hours Saturdays and not at all on Sundays or Public Holidays.
- 9. Non-domestic buildings shall achieve a minimum of Building Research Establishment Environmental Assessment Level 'very good' (or the equivalent standard which replaces the Building Research Establishment Environmental Assessment Method which is to be the assessment in force when the commercial unit or units concerned are registered for assessment purposes).
- 10. No built development (excluding both the Hog Dyke flood management proposals and link road) shall take place within Flood Zones 2 and 3 as detailed in Table D1 of Planning Policy Statement 25.
- 11. The proposed development shall follow a Design Code linked to infrastructure provision including 140m² of community floor space which follows the design objectives set out in the illustrative Master Plan that accompanied the application. The Design Code shall be submitted to and agreed in writing by the local planning authority prior to the approval of any reserved matters application. The Design Code shall set out the design principles and objectives for the development and the reserved matters applications shall be submitted in accordance with the approved Design Code.
- 12. Prior to the approval of any reserved matter applications, a Landscape Strategy Plan (in accordance with the approved Landscape and Visual Appraisal) for the site shall be submitted to and agreed in writing by the local planning authority. The Plan shall include the positions of all areas of open space (including allotments) within the site

together with details of the existing and proposed contours of the land, hard and soft landscaping, use of materials, street furniture, fencing and lighting. The reserved matters applications shall be designed and subsequently implemented in accordance with the approved Landscape Strategy Plan.

- 13. Prior to the approval of any reserved matters application, an Ecological Management Plan (in accordance with the Ecological Assessment) for enhancement and creation of biodiversity, including long-term design objectives, protection of existing species, management responsibilities and maintenance schedules for all landscaped areas, other than privately owned domestic gardens, shall be submitted to and approved in writing by the local planning authority. The management plan shall be carried out as approved unless otherwise agreed in writing by the local planning authority.
- 14. Prior to the commencement of development, a Travel Plan shall be submitted to and approved in writing by the local planning authority. The Travel Plan shall accord with the approved Framework Travel Plan. Prior to the occupation of any part of the development, a Travel Plan Co-ordinator shall be appointed in accordance with the provisions of the approved Travel Plan and the Travel Plan shall include provisions for a penalty in the event that a 20% mode shift is not achieved.
- 15. Development shall not commence until a phasing plan linked to infrastructure provision for the development hereby permitted has been submitted to and approved in writing by the local planning authority. Development shall not take place other than in accordance with the approved phasing plan.
- 16. Prior to the commencement of development on any phase, a Sustainability Report that demonstrates how environmental sustainable issues have been addressed during the design process and sets out the way in which the credits under relevant BREEAM Rating, Code for Sustainable Homes Level and Low or Zero Carbon energy targets will be achieved based on the actual design of the Commercial Units or Residential Units (as appropriate) in the associated phase, will be submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.
- 17. Details of parking, manoeuvring and the loading and unloading of vehicles and secure bicycle parking for each phase of development shall be submitted concurrently with the reserved matters application and agreed in writing by the local planning authority prior to the commencement of development within that phase. The approved facilities shall be made available for use prior to the first occupation of any of the development in that phase and shall not be used thereafter for any other purpose.
- 18. Prior to the commencement of development in each phase, details of the finished floor levels for each phase of development shall be submitted concurrently with the reserved matters applications and approved in writing by the local planning authority and shall include full details of finished floor levels for each building and finished site levels (for all hard surfaced and landscaped areas) in relation to existing ground levels. The development shall thereafter be carried out strictly in accordance with the approved level details.
- 19. Details for the storage of refuse and materials for recycling for each phase of development shall be submitted concurrently with the reserved matters application and approved in writing by the local planning authority. The approved facilities shall be made available for use prior to the occupation of any development in that phase and thereafter shall not be used for any other purpose.

- 20. Details of the access roads, footways, cycle ways and connections within the site to the existing highway, footpath and cycle way network for each phase of development shall be agreed in writing by the local planning authority prior to the commencement of development within that phase. The access roads, footways, cycle ways and all connections shall be designed to adoptable standards and laid out and constructed in accordance with the approved details prior to the occupation of any building in any phase.
- 21. The Reserved Matters applications shall take account of community safety objectives set out in 'Safer Places' and shall be accompanied by a report which demonstrates the way in which the scheme has been developed to address community safety objectives and which shall be implemented concurrently with the development.
- 22. No development shall take place until a comprehensive contaminated land site investigation of the nature and extent of contamination has been carried out in accordance with a methodology which has previously been submitted to and approved in writing by the local planning authority. The results of the site investigation shall be made available to the local planning authority before the development begins. If any contamination is found during the site investigation, a report specifying the measures to be taken to remediate the site and prevent any pollution of controlled waters so as to render it suitable for the development hereby permitted shall be submitted to and approved in writing by the local planning authority. The site shall be remediated in accordance with the approved measures before development begins.

If during the course of development any contamination is found which has not been identified in the site investigation, additional measures for the remediation of this source of contamination shall be submitted to and approved in writing by the local planning authority. The remediation of the site shall include the approved additional measures

- 23. 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 report. Post remediation sampling and monitoring shall be included in the closure report.
- 24. No development shall commence until a detailed surface water drainage scheme for the site in accordance with the amended Flood Risk Assessment (dated October 2009, reference CS/027092, Revision 1), that shall include a timetable for the implementation of the works, has been submitted to and approved in writing by the local planning authority. The detailed scheme shall be implemented in accordance with the approved details.
- 25. Prior to the commencement of development, a scheme including phasing for the provision of foul water drainage on and off site, incorporating pollution control shall be submitted to and approved in writing by the local planning authority. The scheme shall be constructed and completed in accordance with the approved plans and specification at such times that may be specified in the approved scheme. No building in any phase of development shall be occupied until the works for the foul water drainage associated with that phase have been constructed in accordance with the approved details.
- 26. Prior to the commencement of any phase of development, an Arboricultural Method Statement showing all existing trees and hedgerows affected by that phase of development shall be submitted to and approved in writing by the local planning

authority. The Method Statement shall include details of all the trees and hedgerows to be removed and those to be retained and the method of protection of the retained trees and hedgerows during the course of development. The Method Statement shall be prepared having regard to the approved Arboricultural Impact Assessment. The tree and hedgerow retention and protection shall be implemented in accordance with the approved scheme.

- 27. No development shall take place until there has been secured the implementation of a mitigation scheme or a programme of archaeological work and publication in accordance with a written scheme of investigation which has been submitted and approved in writing by the local planning authority. The written scheme of investigation shall take account of approved archaeological desk based assessment and subsequent investigations already carried out at the request of the County Council's Archaeological Officer.
- 28. No development shall take place, until a Construction Environmental Method Statement has been submitted to, and approved in writing by, the local planning authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:
 - i) the parking of vehicles of site operatives and visitors
 - ii) loading and unloading of plant and materials
 - iii) storage of plant and materials used in constructing the development
 - iv) details of soil stock piling and material crushing and sorting
 - v) wheel washing facilities
 - vi) measures to control the emission of dust and dirt during construction
 - vii) a scheme for recycling/disposing of waste resulting from demolition and construction works
 - viii) working hours
 - ix) measures to control noise and vibration in accordance with mitigation measures proposed in the Noise Assessment.
- 29. No part of the development shall be occupied until the mitigation measures shown on drawing number CS024675/T/111D, including any subsequent revisions resulting from the implementation of the recommendations of the Road Safety Audit, has been completed to the satisfaction of the local planning authority.
- 30. No development shall take place until details of the implementation; maintenance and management of the flood alleviation and sustainable drainage scheme as detailed within the approved Flood Risk Assessment and Surface Water Drainage Strategy (dated October 2009) have been submitted to and approved in writing by the local planning authority. The scheme shall be implemented and thereafter managed and maintained in accordance with the approved details. Those details shall include:
 - i) a timetable for its implementation, and
 - ii) a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage scheme throughout its lifetime.
- 31. Prior to the occupation of any dwellings in a particular phase, a management and maintenance schedule for any children's play area to be provided in the phase of development, shall be submitted to and approved in writing by the local planning authority.
- 32. Prior to the occupation of any dwellings in a particular phase, a management and maintenance schedule for areas of open space (including any SUDs) to be provided

in the phase of development, shall be submitted to and approved in writing by the local planning authority.

12/00704/FUL

Date received Date valid Overall Expiry Ward

27 April 2012 16 May 2012 11 July 2012

Applicant Mr G Willis

Agent Henry H Bletsoe & Son

Location SP9479 OS0050, Slipton Lane, Slipton, Northamptonshire.

Proposal Erection of temporary dwelling to house agricultural worker

Decision Overturned - Application permitted subject to:-

Conditions/Reasons:

Conditions delegated to Head of Planning Services in conjunction with the Chairman, Vice-Chairman and Ward members (Sylvia Hughes and David Read)

12/01464/FUL

Date received Date valid Overall Expiry Ward

6 September 2012 13 September 2012 8 November 2012

Applicant The Midlands Cooperative

Agent Marrons Solicitors - Mr David Prichard

Location Co-Operative Retail Services Ltd, St Osyths Lane, Oundle,

Northamptonshire.

Proposal Ground floor extension at the rear of the building adjacent to the existing

warehouse area and alterations to the car park elevation at the rear of the

building to facilitate the creation of mezzanine floor

Decision Application permitted subject to the following conditions and an additional condition to control avoidable noise nuisance (e.g. reversing bleepers on

HGVs):-

Wording of the additional condition is delegated to Head of Planning Services in

conjunction with Chairman, Vice-Chairman and Ward Members

Conditions/Reasons:

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

Reason: To ensure compliance with Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The works hereby permitted shall be carried out strictly in accordance with the following approved plans: 12042.101 - Site Location Plans, 12042.103 - Proposed Block Plan, 12042-106A - Proposed Floor Plans and 12042-107B - Proposed Elevations.

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

3. The net sales floorspace of the supermarket shall not exceed the figure stipulated in the submission to the Local Planning Authority.

Reason: To define the permission and ensure that any impact on other centres is controlled in line with the NPPF.

4. No development shall take place until a scheme of external finishes shall be submitted to and approved in writing by the Local Planning Authority and this shall include the submission of details/samples of all materials to be used on the external elevations. The work shall be executed in accordance with the approved scheme and retained in perpetuity thereafter.

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

5. Prior to the first use of the store hereby approved, a scheme detailing the provision and maintenance of external lighting, which shall include light level calculations in designated areas rather than the overall areas, switching/dimming and uniformity details, shall be submitted to and approved in writing by the Local Planning Authority. Such approved details shall be installed prior to commencement of use and no other external lighting shall be provided.

Reason: In order to ensure adequate safety and security on site.

	12/01517/FUL
Date recei	ived Date valid Overall Expiry Ward mber 2012 24 September 2012 19 November 2012
Applicant	Carn Homes Ltd
Agent	Greenspace Solutions Ltd - Mr S Bratby
Location	Land Rear Of 23 And 25, St Marys Avenue, Rushden, Northamptonshire.
Proposal	Proposed four bedroom bungalow for residential use with integral double garage and landscaping (Re-submission of 11/01981/FUL)
Decision	Withdrawn from this agenda by officers

Date received Date valid Overall Expiry Ward

14 September 2012 3 October 2012 28 November 2012

Applicant Mr L Nichols

Agent P A Nichols

Location 5 Parkham Industrial Estate, Wellingborough Road, Rushden,

Northamptonshire.

Proposal Change of use from industrial to private gym (D2)

Decision Application Permitted, subject to:-

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 Town and Country Planning (Use Classes) Order 2010, (or any order revoking and re-enacting that Order with or without modification), the premises shall be used only as a gymnasium and for no other purpose (including any other activity falling within class D2 of the Order).

Reason: To ensure that the use of the premises does not change in a manner which could detract from the amenity of the area.

3. The use hereby permitted shall only operate between the hours of 08:00 to 20:00 Monday to Friday, 09:00 to 16:00 Saturdays and 10:00 to 15:00 on Sundays and Bank Holidays.

Reason: To ensure that the use of the premises does not result in any impact on nearby amenity.

- 4. The development hereby permitted shall be carried out strictly in accordance with the approved plans received by the Local Planning Authority on 26 September 2012, 12 November 2012 and 8 January 2013, drawing numbers: 2 Site plan and parking layout, 3 Floor plan, 4 Parking layout highlighting the available spaces and 5 Internal floor plans, 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.
- 5. Full details of facilities for the secure and covered parking for five bicycles shall be submitted to and approved in writing by the local planning authority prior to the commencement of development hereby permitted, provided prior to the development being first brought into use and retained thereafter

Reason: To ensure the provision of adequate facilities.

6. No floodlighting or other means of external illumination shall be provided in connection with the development other than strictly in accordance with details submitted to and approved in writing by the local planning authority.

Reason: In the interest of highway safety and residential amenity.

Date received Date valid Overall Expiry Ward

19 September 2012 4 October 2012 3 January 2013

Applicant Persimmon Homes Midlands - Mr A Lord

Agent Norton Design Company - David Somerville

Location Laundry, 259 Addington Road, Irthlingborough, Wellingborough.

Proposal Erection of fifty seven residential dwellings with associated garages, roads, sewers, landscaping and ancillary works

Sewers, landscaping and ancillary works

Decision

Resolved to grant subject to the following recommended conditions and to further negotiations on the apportionment of S106 contributions to redistribute monies towards healthcare. Negotiations delegated to Head of Planning Services, Chair, VC and Ward Members

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. A sample panel of the proposed elevation materials shall be constructed on site for the perusal of a representative from the local planning authority and approved as part of the discharge of condition prior to the commencement of development. The development shall thereafter be carried out in accordance with the approved details, 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 approved in writing by the Local Planning Authority a comprehensive scheme of landscaping for the site (which shall included details regarding the reinforcement of the existing boundary hedging along the north, west and south boundary and low level shrubbery to the fronts of plots 44 and 45), 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
 - **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 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.

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 the NPPF and Policy 14 of the adopted North Northamptonshire Core Spatial Strategy.

6. 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. Hit and miss fencing shall be used for the boundary treatment of the parking courts associated with plots 35 to 40. The approved boundary treatment shall be completed before first occupation of the dwelling to which it relates and retained in that form unless otherwise agreed in writing by the local planning authority.

Reason: To ensure an acceptable form of development and in the interest of crime prevention.

7. 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.

- 8. No development shall be commenced until full engineering, drainage, street lighting and constructional details of the streets proposed for adoption have been submitted to and approved in writing by the Local Planning Authority. The development shall, thereafter, be constructed in accordance with the approved details, unless otherwise agreed in writing with the Local Planning Authority.

 Reason: In the interest of highway safety; to ensure a satisfactory appearance to the highways infrastructure serving the approved development; and to safeguard the visual amenities of the locality and users of the highway.
- 9. No development shall be commenced until details of the removal of the existing vehicular and pedestrian accesses to the site and associated reinstatement to match adjacent layout have been submitted to and gained the written approval of the local planning authority. No dwelling shall be occupied until the approved works have been completed.

Reason: In the interest of highway safety.

10. No development shall be commenced until an Estate Street Completion Plan has been submitted to and approved in writing by the Local Planning Authority. The Estate Street Completion Plan shall set out how the development will be built out and the level of completion of the estate street prior to dwelling occupations. No dwelling shall thereafter be occupied until the estate street affording access has been completed to a level set out in the approved Estate Street Construction Plan.

Reason: To ensure that the estate streets serving the development are completed and thereafter maintained to an acceptable standard in the interest of residential /highway safety; to ensure a satisfactory appearance to the highways infrastructure serving the development; and to safeguard the visual amenities of the locality and

users of the highway.

11. No development shall be commenced until details of the proposed arrangements for future management and maintenance of the proposed streets within the development have been submitted to and been approved by the local planning authority. [The streets shall thereafter be maintained in accordance with the approved management and maintenance details until such time as an agreement has been entered into under section 38 of the Highways Act 1980 or a private Management and Maintenance Company has been established]

Reason: In the interests of highway safety and the future management of the site.

12. Pedestrian splays of at least 2.4m x 2.4m (2m x 2m where there is turning space within the particular plot or parking area) shall be provided on each side of each individual access within the site. These measurements are taken along and to the rear of the access road 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 [All shared private drives should be a minimum of 4.5m wide for the first 10 m from the highway (existing or proposed)]

Reason: In the interest of highway safety.

13. Prior to the occupation of any dwelling, the private access road into the site shall be hard paved with no loose surfacing material and have a maximum gradient of 1 in 15 and be maintained as such. No dwelling shall be occupied until the proposed access, parking and turning facilities are provided for the dwelling and shall thereafter be set aside and retained for those purposes, unless otherwise agreed in writing by the local planning authority.

Reason: In the interests of highway safety and visual amenity.

14. No dwelling shall be occupied until a positive means of access drainage has been installed to ensure that surface water from the access or private land does not discharge onto the highway.

Reason: In the interest of highway safety.

15. Before any work is commenced on the development the subject of this permission, details of the provision of foul water 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 and in the interest of residential amenity.

16. 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 6.00pm 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.

Reason: In the interests of highway safety and residential amenity.

- 17. 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.

18. 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 NPPF, 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.

- 19. The development shall be carried out in accordance with the recommendations made in the submitted ecological assessment, bat report and reptile report (dated August 2012 and further work entitled "Phase II Protected Species Survey Report", dated October 2012) unless otherwise agreed in writing by the Local Planning Authority. **Reason:** In the interest of local ecology and wildlife.
- 20. Notwithstanding the submitted information, no additional windows shall be inserted at first floor level in the southern elevation (side) of plot 33 or the southern (side) elevation of plot 21 without the prior written approval of the local planning authority. **Reason:** Interest of residential amenity.
- 21. Prior to the commencement of any part of the development [and demolition of the existing building] hereby permitted, a Construction Management Plan shall be submitted to and approved in writing by the local planning authority. The Construction Management Plan shall include and specify the provision to be made for the following:
 - Measures to control the emission of dust and dirt during demolition and construction;
 - ii. Control of noise emanating from the site during demolition and construction period:
 - iii. Hours of demolition and construction work for the development;
 - iv. Contractors' compounds, materials storage and other storage arrangements, cranes and plant, equipment and related temporary infrastructure;
 - v. Designation, layout and design of construction access and egress points;
 - vi. Internal site circulation routes;

- vii. Directional signage (on and off site);
- viii. Provision for emergency vehicles;
- ix. Provision for all site operatives, visitors and construction vehicles loading and unloading plant and materials
- x. Provision for all site operatives, visitors and construction vehicles for parking and turning within the site during the demolition and construction period;
- xi. Details of measures to prevent mud and other such material migrating onto the highway from construction vehicles;
- xii. and other similar debris on the adjacent public highways;
- xiii. Routing agreement for construction traffic.
- xiv. Storage of plant and materials used in constructing the development within the site:

The approved Construction Management Plan shall be adhered to throughout the construction period and the approved measures shall be complied with for the duration of the construction works.

22. Notwithstanding the information submitted, a double kerb feature shall be used to create the outside edge of the landscaping feature to the front of plots 44 and 45. Details, including sections, of the proposed double kerb feature shall have been submitted to and agreed in writing by the local planning authority prior to the commencement of development and the development shall then be carried out in strict accordance with the approved details, unless otherwise agreed in writing by the local planning authority.

Reason: In the interest of highway safety.

23. The works hereby permitted shall be carried out strictly in accordance with the approved plans (1007/014/001 Rev C, 1007/014/002, 1007/014/101, 1007/014/004 Rev A, 1007/014/005 Rev A, 1007/014/006 Rev A, 1007/014/007 Rev A, 1007/014/008 Rev A, 1007/014/009, 1007/014/010, 1007/014/011, 1007/014/012 Rev A, 1007/014/013, 1007/014/014 Rev A, 1007/014/015, 1007/014/016, 1007/014/017, 1007/014/018, 1007/014/019 Rev A, 1007/014/020, 1007/014/021, 1007/014/022 Rev A, 1007/014/023, 1007/014/024, 1007/014/025, 1007/014/026, 1007/014/027, 1007/014/028 Rev A, 1007/014/029, 1007/014/030, 1007/014/031, 1007/014/034, 1007/014/032. 1007/014/033, 1007/014/035, 1007/014/036, 1007/014/037, 1007/014/038, 1007/014/039, 1007/014/040), received on (19.09.12, 26.11.12 and 06.02.13) 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

30 October 2012 6 November 2012 1 January 2013

Applicant Society Of Merchant Venturers

Agent Carter Jonas LLP - Mike Robinson

Location Springfield Farm, Oundle Road, Thrapston, Kettering.

Proposal Demolition of modern farm buildings and conversion of remaining

traditional buildings to form 5 no. residential units with associated parking, turning, private amenity space, landscaping and the provision of a footpath

link

Decision Application permitted, subject to

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 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. No development shall take place within the area indicated until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the local planning authority.

Reason: To ensure that features of archaeological interest are properly examined and recorded.

- 4. 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 where possible. 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 by a competent person 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.
 - A site investigation shall be carried out to fully and effectively characterize 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.

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 potential risks arising from previous site uses have been fully assessed.

- 5. Where the risk assessment identifies any unacceptable risk or risks, 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 LPA. 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 LPA. 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.
- 6. 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 LPA.

Reason: To ensure site remediation is carried out to the agreed protocol.

7. On completion of remediation, two copies of a closure report shall be submitted to the LPA. 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.

8. If, during development, contamination not previously considered is identified, then the LPA 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 LPA.

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

9. No development shall take place until a comprehensive landscaping scheme for the site has been submitted to and approved by the local planning authority. This landscaping scheme shall be implemented strictly in accordance with the approved details in the first planting season following the occupation of the development. Any trees or plants which within a period of five years of planting 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. All planting shall consist of native species only.

Reason: To ensure a reasonable standard of development and visual amenity for the area and to take account of Section 197 of the Town and Country Planning Act 1990.

10. 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 of 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, 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.

11. All vegetation clearance at the site shall only take place outside the bird breeding season of between March to August inclusive.

Reason: To ensure adherence to legislation regarding protected species in line with the Wildlife and Countryside Act and to provide biodiversity mitigation and enhancements in line with the aims of Planning Policy Statement 9 Biodiversity and Geological Conservation.

12. Prior to the commencement of development, a recording of the existing building shall be carried out and details of the recording of the building shall be submitted to and approved in writing by the local planning authority. The recording should be carried out to professional standards and to an appropriate level of detail proportionate to the assets likely significance, by an organisation or individual with appropriate expertise, the resultant records, artefacts and samples should be analysed and where necessary conserved, and the understanding gained should be made publicly available and an archive created and deposited for future use.

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

13. No floodlighting or other means of external illumination shall be provided in connection with the development other than strictly in accordance with details submitted to and approved in writing by the local planning authority.

Reason: In the interest of highway safety and residential amenity.

14. 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: In the interests of preserving the historic character, and appearance of the buildings.

15. Prior to the first use or occupation, the proposed vehicular access, parking and turning facilities shall not be provided other than in accordance with the approved plans and shall thereafter be set aside and retained for those purposes.

Reason: In the interests of highway safety.

16. Prior to the first use or occupation of the development hereby permitted, the means of access shall be of a minimum width of 4.5 metres and shall be paved with a hard bound surface for the first 5 metres from the highway boundary. The maximum gradient over the 5 metre distance shall not exceed 1 in 15.

Reason: In the interests of highway safety.

17. Any gates shall be set back a minimum distance of 5.5 metres from the highway boundary and shall be hung to open inwards only.

Reason: In the interests of highway safety.

18. Prior to the first use or occupation of the development hereby permitted, pedestrian visibility splays of at least 2 metres by 2 metres shall be provided on either side of the vehicular access. These measurements are taken from and along the highway

boundary. Any features within or affecting the resultant triangular areas shall not exceed 0.6 metres above access level.

Reason: In the interests of highway safety.

19. The development hereby permitted shall be carried out strictly in accordance with the approved plans received by the Local Planning Authority on 30 October 2012 and 25 January 2013, drawing numbers: OX70364-11-01 Site location plan, 1002306 01A Site plan, 1002306 01 Elevations Building A, 1002306 02A Units 1, 2 and 3 Plans and elevations, 1002306 02 Floor plan Building A, 1002306 03A Units 4 and 5 Plans and elevations, 1002306 03 Floor plans and elevations Building B, 1002306 04 Floor plans and elevations Building C, 1002306 05 Measured building survey Sections A-F, 1002306 06 Measured building survey Sections G-J and 1002306 07 Topographical survey, 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.

20. The development hereby permitted shall be carried out in accordance with the recommendations as set out in sections 4.2, 4.4 and 4.5 of the Extended Phase 1 Habitats Survey received by the local planning authority on 30 October 2013. The local planning authority shall be notified once these measures have been put in place.

Reason: In the interests of biodiversity.

21. The development hereby permitted shall be carried out in accordance with the recommendations as set out in sections 4.21, 4.2.2, 4.2.3, 4.2.4, 4.2.5 and 4.2.6 of the Bat Survey Report received by the local planning authority on 30 October 2013. The local planning authority shall be notified once these measures have been put in place

Reason: In the interests of biodiversity.

22. No development shall commence until a scheme to provide a footpath from the site connecting to the public footpath at Oundle Road has been submitted to and approved in writing by the local planning authority. No development shall commence until a timetable for the completion of offsite improvement works has been submitted to and approved in writing by the local planning authority. Works shall be carried out in accordance with this approved timetable.

Reason: In order to ensure that offsite pedestrian improvements are completed in the interests of highway and pedestrian safety and convenience to users of the public highway.

Date received Date valid Overall Expiry Ward

17 December 2012 2 January 2013 27 February 2013

Applicant Mr Harvey Chattell

Agent Blueprint Architectural Design - Mrs Kelly Gorrie

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

Proposal Reserved matters: Residential development of up to two dwellings (EN/11/01526/OUT) dated 26.01.2012

Permitted subject to the following recommended conditions and an additional condition to ensure the boundary fencing between the application site and the adjacent dwelling will be 1.8m high. Wording of this additional condition is delegated to Head of Planning Services, Chairman, Vice-Chairman and Ward Member:-

Conditions/Reasons:

Decision

1. The development hereby permitted shall be constructed using Bovington Berry Multi Brick and Redland Duoplain grey tiles as per the sample received by the local planning authority on 21 January 2013.

Reason: To achieve a satisfactory elevational appearance.

- Windows P1 and P2 shall be obscured as identified on drawing number 12-075-02B received by the local planning authority on 21 January 2013. The window P2 shall be fitted with a top hung restrictor to limit the opening to 100mm unless in the event of an emergency and window P1 shall be fixed shut up to a height of 1.7 metres. Reason: To prevent issues of overlooking to the adjacent property at No.93 Kimbolton Road.
- 3. The development hereby permitted shall be carried out strictly in accordance with the approved plans received by the Local Planning Authority on 21 January 2013, drawing numbers: 12-075-01B Proposed block plan and site location plan and 12-075-02B Proposed plans and elevations, 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.

4. The development hereby permitted shall be carried out in accordance with the submitted ventilation information received by the local planning authority on 16 January 2013 and 19 January 2013 and as agreed by the Council's Senior Environmental Protection Officer in an email dated 21 January 2013.
Reason: In the interests of residential amenity and to ensure that satisfactory ventilation is provided to the dwelling without the need to open windows and suffer noise.

POLICY & RESOURCES COMMITTEE

Date: 11 February 2013

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)

Glenn Harwood MBE (Deputy Leader of the Council)

Peter Baden Sue Homer

Wendy Brackenbury
Roger Glithero JP
Marika Hillson

Dudley Hughes JP
Andy Mercer
Rupert Reichhold

381. SPEAKERS

Prior to the meeting, the following people attended and spoke on the items as indicated: -

Mrs R Gough - Item 10 – Taxi Penalty Points Scheme
Mr D Gough - Item 10 – Taxi Penalty Points Scheme
Mr G West - Item 10 – Taxi Penalty Points Scheme
Cllr Gill Mercer - Item 12 – Contributions to Outside Bodies

382. MINUTES

The minutes of the meeting held on 14 January 2013 were approved and signed by the Chairman.

383. APOLOGIES FOR ABSENCE

Apologies were received from Councillors David Brackenbury, John Farrar and Jeremy Taylor.

384. DECLARATIONS OF INTEREST

The following interests were declared in the agenda items specified below:-

Councillors	Item	Nature of Interest	DPI	Other Interest
Councillor Andy Mercer	Item 9 – CCTV Final Report	Member of Rushden Town Council		Yes
Councillor Andy Mercer	Item 10 – Taxi Penalty Points Scheme	Sat on the Licensing Committee when item first discussed, proposed a number of clauses within scheme		Yes

Councillor Andy Mercer	Item 12 – Contributions to Outside Bodies	Married to speaker on the item	Yes
Councillor Steven North	Item 12 – Contributions to Outside Bodies	ENC representative for Northamptonshire Sport	Yes
Councillor Glenn Harwood MBE	Item 10 – Taxi Penalty Points Scheme	Chairman of the Licensing Committee	Yes
Councillor Wendy Brackenbury	Item 9 – CCTV Final Report	Member of Thrapston Town Council	Yes
Councillor Marika Hillson	Item 9 – CCTV Final Report	Member of Irthlingborough Town Council	Yes
Councillor Glenvil Greenwood-Smith	Item 10 – Taxi Penalty Points Scheme	Member of the Licensing Committee	Yes

Councillor Andy Mercer left the meeting during discussion of Item 10 – Taxi Penalty Points Scheme.

385. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions received.

386. MINUTES OF SUB-COMMITTEES & WORKING PARTIES

(a) Waste and Recycling Working Party

The minutes of the meeting held on 17 January 2013 were received and approved. (See pages 544 to 547)

Members considered the minutes of the Working Party and gave specific consideration to the minute in respect of the waste contract financial review. In noting the decisions of the Working Party on this matter, the committee also gave formal authorisation to the recommendation that the annual contract uplift and one off additional payment to the waste contractor be accepted.

RESOLVED:

that the annual contract uplift and one off additional payment to the waste contractor be approved.

(b) Personnel Sub-Committee

The minutes of the meeting held on 29 January 2013 were received and approved. (See pages 548 to 530).

The committee also considered a recommendation in respect of the Pay Policy Statement 2013-14.

R.11 RESOLVED TO RECOMMEND:

That, subject to the inclusion of an additional paragraph (16.4) regarding an officer's entitlement to an Essential User Car Allowance being subject to an annual review, and the consultation responses received being reviewed by the Chairman of the

Personnel Sub-Committee and Councillor Wendy Brackenbury, the Pay Policy Statement 2013-14 attached at pages 551 to 569 be adopted by Council.

(c) Finance Sub-Committee

The minutes of the meeting held on 31 January 2013 were received and approved. (See pages 570 to 574)

The committee also considered a recommendation in respect of the Small Assets Disposal Policy.

R.12 RESOLVED TO RECOMMEND:

That the Policy and Resources Committee recommend the Small Assets Disposal Policy, attached at pages 575 to 585 and with paragraph 5.7.2 amended as per minute 6.2, to Council for adoption.

387. HOMELESSNESS GRANT

Members were presented with a report by the Head of Planning Services, which sought approval for the release of funds from the Homelessness Grant to contribute towards the continued operation of the Northamptonshire Strategic Housing Co-ordinator.

The committee was advised that the post was shared across all local authorities within Northamptonshire and dealt with a range of housing strategy issues. Members heard that as ENC had a very small strategic housing team, the post had proved to be particularly valuable to the council, and it was believed that the £6,000 required to keep the post operational for a further 12 months would again prove to be excellent value for money. Four of the seven local authorities had committed funding to the project to enable its continuance, with the three remaining authorities, including ENC, working to identify funding.

Members considered that the role offered real value for money and was an important shared service. However, concerns were raised that two other authorities had yet to definitely commit to funding for the role. This would require any shortfall to be split between authorities involved should the remaining funding not be forthcoming. It was considered by members that funding from ENC was predicated on the involvement of all seven authorities. As such an amendment to the recommendation was proposed to ensure that, should funding from the other authorities not be forthcoming, the release of funds request would return to the committee for a further decision to be made.

Members were assured that, if funding for the role was granted, it would not be at the cost of any projects that directly funded accommodation for the homeless. It was noted the Homelessness Grant was generally underspent in the past as a result of a lack of projects directly funding homeless accommodation.

RESOLVED:

- That £6,000 from the Homelessness Grant 2012/13 be released to contribute to the continued operation of the Northamptonshire Strategic Housing Coordinator.
- ii) That in the event of not all seven authorities committing funding for this post, a further report be submitted for Members' consideration.

388. CALENDAR OF MEETINGS

The committee was presented with a draft Calendar of Meetings for the 2013/14 municipal year. Members were broadly satisfied with the calendar, but requested the following dates be revisited by officers for further consideration.

- No Policy and Resources Committee had been scheduled for October 2013
- Finance Sub-Committee scheduled for 13 November 2013 be moved to 25 November 2013.
- Finance Sub-Committee scheduled for 27 March 2014 to commence at 7.30pm, not 7pm as stated in the draft.

Councillors were advised that the format of the calendar would return to a single sheet of paper once the draft calendar had been finalised.

RESOLVED:

That the proposed amendments to the draft calendar of meetings be considered and incorporated where appropriate prior to consideration of the calendar by Full Council.

389. MEDIUM TERM FINANCIAL STRATEGY AND BUDGET 2012/13

The Chief Finance Officer presented the committee with a report setting out a number of key documents;

- Medium Term Financial Strategy to cover 2013/14 to 2016/17,
- Revenue Budget for 2013/14;
- Capital programme for 2013/14 to 2021/22;
- Annual Treasury Management Strategy; and
- Fees and Charges.

Members noted that the report had previously been considered at the meeting of the Finance Sub-Committee held on 31 January 2013.

The committee was provided with an overview of the key elements of the report. The Chief Finance Officer began by examining the long term financial position for ENC, noting the anticipated financial position if ENC retained the same range and level of services over the next ten years. It was noted that, should ENC be operating on the same basis in future, reserves would fall below the minimum reserve level of £2 million by 2020/21. Members were advised that the position outlined above was similar to other authorities across the country. Although the level of shortfalls and reserve positions did vary, ENC was in a relatively strong position.

A number of central government policy changes that would have an impact on ENC finances with effect from April 2013 were detailed to the committee.

With regard to the Medium Term Financial Strategy (MTFS), members were advised that the council's priority was to ensure the financial position was stable and sustainable with resources focussed on its priorities. The Capital Programme detailed £12 million of investment over the next 10 years, with large portions of that amount allocated to improving leisure centres and to providing Disabled Facilities Grants.

Revenue spending was anticipated as being approximately £10 million a year across the MTFS period. Members were advised that, due to a forecasted underspend in 2012/13, a smaller contribution from reserves to fund the revenue budget would be required. Savings for next year of £0.7 million had been identified, with further savings of £1.25 million required across the medium term period.

Regarding Council Tax, Members were reminded that the current policy is to increase it by the maximum amount or percentage allowed without triggering a local referendum. Members were advised that the figure required to trigger a referendum had altered frequently. Initially it had been set by the government at 3.5%, but this had then been reduced to a maximum increase of 2% per annum. However, following lobbying from many low-tax councils, including ENC, authorities whose Council Tax level was in the bottom quartile could now increase rates by no more than £5 per annum without triggering a referendum. As ENC fell into that category, an increase of no more than £5 was available; roughly equivalent to a 4% increase. The budget for 2013/14 is therefore based on this limit; the assumption going forward is for a 2% per annum limit.

As changes in government funding were continuing, the Chief Finance Officer reiterated the intention to pool business rates. This was expected to deliver a benefit to ENC of around £140k in 2013/14. Looking forward, government support was expected to reduce by 7.5% per annum. Regarding investment in community projects, the Council had decided to escalate the proportion of New Homes Bonus (NHB) allocated to these projects over time. For 2013/14 the forecast amount of NHB allocated would be £365k.

At the conclusions of considerations of these items, Members thanked the Chief Finance Officer and Finance Manager for their work in preparing the budget paperwork.

R.13 RESOLVED TO RECOMMEND:

That, subject to the approval of the level of Council Tax at Full Council, the Policy and Resources Committee resolved to recommend the contents of the report to Council as part of the budget setting process. Specifically the Policy and Resources Committee proposed to Full Council that the following be approved/agreed:

- Medium Term Financial Strategy (MTFS)
- Revenue Budget 2013/14
- Capital Programme for 2013/14 2021/22 (subject to the on-going review of schemes within that programme)
- Treasury Management Strategy
- Fees and Charges

390. CCTV FINAL REPORT

Members received a report which brought forward a proposal to end ENC's responsibilities for the CCTV network in East Northamptonshire. The committee had previously considered a report on the future of CCTV in the district at a meeting held on 2 July 2012, and had taken the decision to cease ENC's financial contributions with effect from 31 March 2013. ENC was working together with town councils and the police to explore potentially cheaper and more effective options for future provision.

Members noted that Thrapston Town Council had chosen to withdraw from the CCTV network to put in place its own arrangement from 31 March 2013. Oundle Town Council was also considering an alternative solution, with a decision to be made on 21 February 2013.

Raunds and Higham Ferrers Town Councils had deferred a decision in order for their members to review alternative options. Irthlingborough and Rushden Town Councils had yet to confirm their positions going forward. However, the committee was advised that the Clerk to Rushden Town Council had been in negotiations with the current CCTV control room and that Raunds, Higham and Irthlingborough town councils could be part of a new arrangement too.

Final arrangements to close ENC's involvement in the CCTV network were supplied to meeting and are set out below:-

- Formal notice to be provided to the appropriate suppliers for the existing network, based on final decisions of town councils;
- Organising the legal transfer of CCTV equipment and responsibilities to town councils and/or
- Arranging for CCTV cameras to be decommissioned, removed from their locations and disposed of.

Members were advised that a price for the decommissioning of the cameras had been supplied to the council by a maintenance firm. As the council would retain legal ownership of the camera units, it was necessary to decommission and remove them from their location, abandoning of camera units would not be possible in lieu of decommissioning.

RESOLVED

That the current position of the town councils and the final arrangements to end ENC's involvement in CCTV in East Northamptonshire be noted.

391. TAXI PENALTY POINTS SCHEME

The Chairman agreed to move this item to the beginning of the agenda as a result of having three speakers on the item.

A report was presented to the committee by the Commercial Health Manager which recommended the introduction of a penalty points system to assist with enforcement of legislation and policies for the Hackney Carriage and Private Hire trade in East Northamptonshire.

Members were advised that currently any breach of legislation would see a graduated enforcement approach ranging from verbal advice to suspension of a taxi licence. There was no system currently in place for referring breaches of conditions to a licensing panel. At present all decisions were made on a case by case basis by the Enforcement Officer, in consultation with the Commercial Health Manager.

Currently, all conditions and individual situations detailed in the proposed penalty points system were already included within licensing conditions. The new scheme would award a point value to any transgression, and if an individual accrued more than 12 penalty points, they would be required to appear in front of licensing panel for a decision to be made regarding any further action.

The Licensing Committee had been supportive of the scheme when consulted, and had requested a consultation take place with the licensing trade in the district. A full consultation had taken place and responses received were supplied as an appendix to the officer report. Members also noted the comments from speakers prior to the commencement of the

meeting, particularly concerns over whether sanctions would be imposed for the refusal to provide transport for people believed to be drunk or involved in drug-related activity. Members noted the speakers' concerns and gave reassurance that the approach currently taken by Council officers would not change; the scheme was simply designed to formalise the existing arrangements and provide transparency and consistency.

Members recognised that the council had a duty to protect the public as the licensing authority, especially with regard to taxi regulations. The proposal was welcomed by the committee, subject to one amendment to the proposal; the addition of a thirteenth point on page two of the Penalty Points Document to clarify that each case would be considered on its merits.

RESOLVED:

That the Penalty Point System for the Hackney Carriage and Private Hire trade in East Northamptonshire be adopted, subject to an addition of a thirteenth point on page two of the Penalty Points Document to clarify that each case would be considered on its merits.

392. PRIMARY AUTHORITY PARTNERSHIP

The Commercial Health Manager presented a report which sought member approval for ENC to enter into a Primary Authority Partnership.

Members were advised that the Primary Authority Partnership scheme allowed a business to form a partnership with a single local authority that would have statutory basis when in place. The scheme addressed the fact that businesses trade across council boundaries and can be subject to differing requirements from authorities that regulate them. A Primary Authority Partnership would provide important support to businesses, including review of regulatory policies that a business wished to introduce. A number of examples of business types that ENC could partner with were supplied to members.

Members recognised that the council should promote itself as a business friendly authority and saw the initiative as supporting this, but wished to ensure any partnership was at least cost neutral. Members requested an amendment to the recommendation at 10.1b of the report. Determination of a fees and charges structure would now be in consultation with the Chief Finance Officer and Executive Director as well as the Leader of the Council or the Chairman of the Policy and Resources Committee.

RESOLVED:

- i) To approve in principle that ENC should seek to enter into legal Primary Authority Agreements with businesses under the provisions of Section 25 of the Regulatory Enforcement and Sanctions Act 2008.
- ii) To approve the delegation of authority to the Head of Environmental Services in consultation with the Executive Director and the Leader of the Council or the Chairman of the Policy and Resources Committee to take the actions specified below:
 - Identify and approach local businesses with potential for a primary authority arrangement.

- Approach the Better Regulation Delivery Office (BRDO) to express interest in pilot programmes and future nominations for businesses seeking partnerships. These may be in, or outside, the local authority area.
- Determine a fees and charges structure in consultation with the Chief Finance Officer, Executive Director and the Leader of the Council or the Chairman of the Policy and Resources Committee, and submit to committee for approval.
- Enter into arrangement with specific businesses to form legal partnerships.

393. CONTINUATION OF MEETING - COUNCIL PROCEDURE RULE 8

During the discussion of the above item, the meeting having lasted for two hours, it was

RESOLVED:

That the meeting should continue until the conclusion of the business on the agenda.

394. CONTRIBUTIONS TO OUTSIDE BODIES

The committee received a report from the Community Partnerships Manager which asked members to consider how ENC should support external organisations and partnership bodies with financial contributions in future.

The report concerned the four external bodies that ENC had previously made contributions to, namely Groundwork Northamptonshire; Northamptonshire Sport; Northamptonshire Children & Young People's Partnership and Rockingham Forest Trust. Members were provided with the background information on all four organisations, and were advised that officers were fully satisfied following robust monitoring, that the organisations had delivered fully on their agreements with ENC. An Equality Impact Assessment had been prepared to assist members with their decision.

The committee was supportive of the organisations detailed in the report and felt that ENC was fortunate to have four external bodies that offered such value for money. It was also noted that all four organisations had provided evidence to demonstrate they were moving away from reliance on public funding.

RESOLVED:

- i) That the Equalities Impact Assessment supplied be noted.
- ii) That, in principle, the release of ENC's contribution to the Section 10 pooled fund for 2012/13 and 2013/14 be approved, subject to a new Section 10 agreement being put in place.
- iii) That the core funding contributions for 2013/14 for each of the three other organisations based on the amounts for 2012/13 be approved.

395. RUSHDEN TRANSPORT STUDY FUNDING

Members received a report which sought to inform committee members about funding for a Rushden transport study, and to seek approval for the work to commence.

The committee heard that ENC, alongside Northamptonshire County Council and Rushden Town Council, wished to work together to appoint consultants to undertake a traffic and transport study to explore current and projected capacity for Rushden's transport infrastructure, as well as identifying options for maximising sustainable transport modes. The transport study would feed into the ongoing work towards ENC's Four Towns Plan, which covers the southern half of the district, including Rushden.

Specifically, areas anticipated to be covered by the transport study include:

- Assessing the costs of removing the one-way system in Rushden
- The implications of the Rushden East Extension on traffic flows and the A6
- Sustainable transport.
- Local impacts of Rushden Lakes.

Members noted that the project was under time constraints for completion, and that ENC would be responsible for creation of a budget for the project that would be fully reimbursed upon completion of the study. Although ENC would not be making a financial contribution to the project, officer time to manage the project would be made available. Members also asked that this council be represented on the steering group.

RESOLVED:

That the commencement of the work be approved, subject to the establishment of a budget specifically for the work, to be reimbursed by the partners on completion of the study.

396. EXCLUSION OF PRESS AND 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 paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

397. MINUTES OF SUB-COMMITTEES & WORKING PARTIES

(a) Leisure Contracts Working Group

The minutes of the meeting held on 11 January 2013 were received and approved.

Chairman



Waste & Recycling Working Party

MINUTES

Held on:	17 January 2013
Time:	2.00pm
Place:	Room CHG2, East Northamptonshire Council, Thrapston
Present:	Councillors: Glenn Harwood (Chairman) (GH), Tony Boto (TB), Sylvia Hobbs (SH), Roger Glithero (RG), Richard Lewis (RL), Steven North (SN), Wendy Brackenbury and Pam Whiting (PM) Officers: Mike Deacon (MD) Head of Environmental Services, Charlotte Tompkins (CT) Waste Manager, Mike Bailey (MB) Waste Officer and Zena Ireland (ZI) Administration Officer

Action

1.0 Apologies for absence

1.1 Councillor Glenn Harwood opened the meeting; ZI confirmed that there were no apologies received.

2.0 Minutes of meeting held on 23 July 2012

2.1 CT is continuing to look into the various options for promoting the food waste collections that will be funded by the government award and will bring a report to a future working party meeting.

CT

- 2.2 MD confirmed that the proposed subscription fee for the Council's Garden Waste Service for 2013/14 had been agreed by W&RWP and that it remains at £50.00 for residents.
- 2.3 MB had organised some provisional dates for Councillors to visit the Kier Depot at Chelveston; theses are to be discussed under item 9 of the meeting.

3.0 Waste contract performance update

3.1 CT mentioned the recent press release that confirmed that the recently released government figures showed that ENC was 24th lowest out of 354 councils in England for total waste per person for 2011/12. In terms of residual waste ENC was the lowest in the county and ranked 60th in England; up from 160th in 2010/11.

- 3.2 MB provided the meeting with a paper showing the performance figures for Quarter 3 (October to December 2012). MB went through the indicators and explained the results.
- 3.3 CT raised the issue that over recent months, street cleansing standards had slipped. Reasons for this include failures on major items such as the street cleansing vehicles and n part to some difficulties Kier had been experiencing with supervision on this area of the contract. As a result of this, Kier have rescheduled the resources to make them more effective, something that as yet had not been revisited since the start of the new service. All street cleansing vehicles have now been fitted with trackers which mean tracking the actual work against the planned work is now more effective.
- 3.4 One of the main impact of this is an increase of streets which have an unacceptable level of detritus. N.B detritus comprises of small, broken down particles of synthetic and natural materials, The waste management officers are inspecting and logging locations where there is an unacceptable level as a remediation notice which falls in line with stage one of the default procedure of the contract.
- 3.5 MB stated that the missed collections were currently w target. December's figures were low as not all the calls had been logged yet so this might mean January's figures will be higher. GH asked if the computer tablets in the vehicles were not working; CT confirmed that they were but the system was being refined as it was a work in progress.
- 3.6 GH asked if the Waste Team had used the Contamination Enforcement Policy yet; CT stated that tags were being used on the bins when they were contaminated and the residents were correcting the issue at this early stage.
- 3.7 CT referred to the Waste Management Officer Operations Report that was handed out to Members. The report provided an update from Officers on their assigned areas, highlighting any particular issues. CT confirmed that this would be included in future meetings as part of an update on contract performance.
- 3.8 SN referred to issues had been mentioned in the update report concerning the lack of mechanical road sweepers. CT confirmed that during the start of the contract there was a high level of breakdowns of vehicles, but that Kier had now increased the number of street cleansing vehicles from two to four sweepers. The meeting discussed street cleansing across the district and the responsibilities of ENC and Kier staff.
- 3.9 Members wished to have it noted that they were concerned that the contractor was not taking more responsibility to ensure that street cleansing was carried out to an acceptable standard as per the contract. The Waste Team should continue to monitor the situation and take appropriate action where necessary.
- 3.10 PW stated that she had noticed an improvement in street cleansing in Higham Ferrers. She mentioned an abandoned vehicle that was reported to her by a resident in Raunds; MB confirmed that he was aware of the issue and that it should now have been removed.

4.0 Northamptonshire Waste Partnership (NWP) update

- 4.1 MD confirmed that the Service Level Agreement for the new Residual Waste Contract would be going to P&R Committee to be signed off. Northamptonshire County Council (NCC) have gone through the procurement process and have received no challenges to the awarding of the contract. GH asked if there would be any increase in costs for disposal of the waste as a result of the new contract. MD confirmed that this was being investigated further and that NNC would address any increase in costs.
- 4.2 A recommendation is being referred to the next NWP Shadow Board meeting to reduce contributions for the next 3 years. It was also proposed that the money received from the Government for introducing weekly collections could be used to part fund the NWP's education projects. SN raised the point that if this is the case should there be a further reduction in the partnership monetary contributions.
- 4.3 MD is in the process of preparing a report for the NWP on how East Northamptonshire Council had set up and maintained a subscription based Garden Waste Service.

5.0 Update on kerbside collection of textiles

- 5.1 The meeting was provided with a report on the textiles collection scheme pilot that took place at the end of 2012. CT explained that the result was that it would be uneconomical for the Council to introduce a scheme to collect textiles.
- 5.2 The meeting agreed that ENC would not instigate a separate collection of textile material at this time. The Waste Team will look into additional locations to site textile collection banks to encourage use of these to reduce the amount of textiles materials found in the dry recycling stream.

6.0 Report on contract financial review

6.1 CT provided a confidential paper for the meeting on the annual contract financial review that took place at the end of 2012. The meeting was asked to consider the information and approve the recommendation.

6.2 At the meeting it had been received to recommend:

Members accepted the recommendation that the annual contract uplift and one off additional payment to Kier be approved.

7.0 Planned communications for 2013

7.1 MB provided the meeting with a draft plan of the proposed communication themes for 2013. These will be done in a variety of ways including in Nene Valley News and on the Council's website. The plan was endorsed by members

8.0 NWP policy on Clinical Waste

8.1 CT handed out the guidance produced by the NWP for Members to read on clinical waste. The document explained the difference between clinical and offensive waste and how they should be disposed of. WB asked whether the

Action

main impact for East Northamptonshire Council was that the PCT could now be asked to cover the disposal costs. CT confirmed that was correct and at present the Council covered these charges.

8.2 CT requested that they read the guidance and feedback any comments direct to her.

ALL

9.0 Dates for Depot visit

9.1 MB proposed two dates for visiting the depot at Chelveston. Unfortunately the dates suggested were not convenient for the Members. MB to look for two dates in March 2013.

10. Date of next meeting

10.1 It was agreed that the next W&RWP meeting would be moved to Tuesday 30 April 2013; this will mean the performance figures will be available to be discussed.



Personnel Sub-Committee

Minutes of a meeting held on 29 January 2013 at East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP (Chairman)

Wendy Brackenbury

David Oliver Chief Executive
Sharn Matthews Executive Director

Katy Everitt Head of Resources and Organisational

Development

Aime Armstrong Human Resources Manager

1.0 MINUTES

1.1 The minutes of the meeting held on 27 November 2012 were approved and signed by the Chairman.

2.0 APOLOGIES

2.1 Apologies for absence were received from Councillors Glenn Harwood MBE, Steven North and Jeremy Taylor.

3.0 DECLARATIONS OF INTEREST

3.1 There were no declarations of interest.

4.0 QUESTIONS

4.1 There were no questions submitted under procedure rule 10.3.

5.0 WORKFORCE STATISTICS

5.1 The Sub-Committee reviewed data about staff sickness, turnover and the number of staff employed. The Human Resources Manager reported that an analysis of leavers information was being compiled and this would be included in future reports to the Sub-Committee.

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 noted that the post of Health and Safety Officer had remained vacant since November 2010. A shared service had now been established and the funding used for this Council's contribution, leading to a financial saving. The post would therefore be deleted from the establishment.
- 6.3 The Chief Executive informed the Sub-Committee that a vacancy would shortly occur in a Head of Service post and outlined the actions proposed to be carried out to fill the vacancy. In accordance with paragraph 6 of Part 4.7 of the Constitution, the process of appointment would need to include the participation of Members. Accordingly, a Panel of up to six Members drawn from the Chairman and Vice-Chairman of the Personnel Sub-Committee and the Chairmen and Vice-Chairmen of Committees that were regularly attended by the relevant Head of Service would be convened to conduct the necessary aspects of the recruitment process.

RESOLVED: That the proposed recruitment arrangements be endorsed.

7.0 PAY POLICY STATEMENT 2013-14

- 7.1 The Sub-Committee considered the draft Pay Policy Statement 2013-14. It was noted that paragraph 11.2 had been added to the existing Policy to enable market supplements to be paid where there was a proven difficulty to recruit. Section 14 (Car Scheme) had been retained in the Policy whilst the scheme was being wound down, but would eventually be removed once the scheme closed in October 2015
- 7.2 Section eight of the Policy noted that the Council did not currently have a flexible retirement policy for the Chief Executive or Executive Director and this would be reported to a future meeting of the Sub-Committee.
- 7.3 In response to an issue raised by a Member, it was noted that an Officer's entitlement to an Essential User Car Allowance was subject to an annual review. It was agreed that this should be reflected by the addition of an additional paragraph in the Policy.
- 7.4 The Sub-Committee noted that consultations were currently being carried out with relevant parties.

RESOLVED TO RECOMMEND: That, subject to the inclusion of an additional paragraph (16.4) as outlined above and the consultation responses received being reviewed by the Chairman of the Personnel Sub-Committee and Councillor Wendy Brackenbury, the Pay Policy Statement 2013-14 attached at Appendix A be adopted by Council.

8.0 SPECIAL LEAVE POLICY AMENDMENT – ELECTIONS

8.1 The Sub-Committee received a report of the Human Resources Manager seeking a revision of the Council's Special Leave Policy to ensure clarity regarding the granting of special leave for staff working on election duty.

RESOLVED: That the Special Leave Policy be revised to read as follows:

Before each election the Chief Executive, in consultation with the Chairman of the Personnel Sub-Committee (or Vice-Chairman in his/her absence) will decide what special leave will be approved based on a risk assessment of various factors including:

- the type of election taking place
- the number of postal votes expected
- the number of polling stations required
- the total number of staff required to resource a successful election
- the anticipated availability of staff with the right knowledge, skills and behaviours.

The decision made by the Chief Executive is final and will be communicated to all staff in advance of the election, and recruitment to roles, taking place.

Chairman



Document Version Control

Author (Post holder title)	Katy Everitt (Head of Resources and	
	Organisational Development)	
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Next review date	By 31 March 2014	

Change History

Issue	Date	Comments
0.1	24 Feb 2012	Draft
1.0		Final published version
0.2	11 Jan 2013	Draft of second version

NB: Draft versions 0.1 - final published versions 1.0

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Section one: introduction and background information

1.0 Introduction

- 1.1 East Northamptonshire Council ('the Council') recognises that, in the context of managing scarce public resources, pay and benefits at all levels need to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time need to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where national and local pressures often conflict. The Council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the Council is to maintain its current high performance levels.
- 1.4 The Council recognises and welcomes the aim behind this Pay Policy Statement to ensure that the Council's approach to pay is transparent to customers and to enable local taxpayers to take an informed view of whether local decisions on all aspects of pay and benefits are fair and make the best use of public funds.

2.0 Legislation

- 2.1 Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for 2012/13 and for each financial year thereafter.
- 2.2 The Act and supporting statutory guidance provide details of matters that must be included in this statutory pay policy but also emphasise that each local authority has the autonomy to take its own decisions on pay and pay policies.
- 2.3 The Pay Policy Statement:
 - must be approved formally by full Council by the end of March each year
 - can be amended during the year by a resolution of full Council
 - must be published on the Council's website
 - must be complied with when setting the terms and conditions of Chief Officer employees
- 2.4 The Council welcomes the government's recognition that each local authority remains an individual employer in its own right, and, as such, has the autonomy to make decisions on pay that are appropriate to local circumstances and deliver value for money for local taxpayers.

3.0 Scope of the Pay Policy Statement

- 3.1 In complying with the Act, this policy statement covers the following senior roles at the Council:
 - Chief Executive (Head of Paid Service)
 - Executive Director (Monitoring Officer the officer responsible for ensuring the Council's compliance with the law in all its activities)

- Heads of Service (Head of Customer and Communities, Head of Environmental Services, Head of ICT, Head of Planning and Head of Resources and Organisational Development)
- 3.2 Collectively, these roles are known as the Corporate Management Team (CMT).
- 3.2.1 The Council's Chief Officers are:
 - Chief Executive (Head of Paid Service)
 - Executive Director (Monitoring Officer)
- 3.2.2 The policy statement also covers the Council's lowest-paid employees. The Council has determined that for the purpose of this policy statement, it will follow guidance issued by the Local Government Association (LGA) which states that the simplest and most easily understood definition of lowest-paid employee is:
 - "the lowest pay point routinely used by the council for its substantive roles, calculated at full time equivalent. This should not include grades or pay points put aside as trainee or development scales but should relate to the minimum point used for a competent employee taken on a defined role". [Localism Act: Pay Policy Statements Guidance For Local Authority Chief Executives; LGA]
- 3.5 Following this definition, the lowest-paid employees within the Council are therefore those employees who are paid on grade two, spinal column point 13, £15,694 per annum.
- 3.6 The following categories of employees are paid less than the Council's lowest-paid employees, as defined in this pay policy statement:
 - Trainees/Apprentices
 - Temporary employees (including casual workers)
- 3.7 The Council applies a lower pay rate and different pay and benefits to these categories of employees, which reflect the particular nature and/or duration/frequency of their employment.

4.0 Context

- 4.1 In relation to other organisations in all sectors across the UK, the Council is a complex organisation that provides a diverse range of services. Many of those services are vital to the wellbeing of individuals and groups of residents in the local community, and are delivered in very challenging circumstances, taking account of resources available to meet them
- 4.2 As at 30 September 2012 the Council has 178 full time equivalent (FTE) employees. According to the 2011 census, there are approximately 86,765 people living in the district served by the Council.
- 4.3 The Council's CMT is responsible for working with elected politicians to determine the overall strategic direction of the Council, to develop the scale, nature, efficiency and effectiveness of all the services provided by the Council, and to provide day-to-day management of those services.

5.0 The Council's overall approach to pay and benefits

5.1 The Council recognises that it has to compete with other employers in the area (and, in some cases, in the country) to recruit and retain employees who are capable of

- meeting the challenges of providing services to the required standards. This has an important bearing on the levels of pay and benefits it offers to its employees.
- 5.2 At the same time, the Council is under an obligation to secure the best value for money for its residents and tax-payers in taking decisions on pay levels. The Council believes that, like much of local government and the public sector, it strikes a fair balance between these competing pressures.
- 5.3 The Council's approach to pay and benefits aims to ensure:
 - compliance with equal pay, discrimination and other relevant employment legislation
 - that its overall remuneration packages align with market norms for the local government and public sectors whilst taking account of:
 - pay levels in the local area, including neighbouring public sector employers;
 - the relative cost of living in the local area, particularly housing costs:
 - the responsibilities and accountabilities of particular posts, which may be very demanding
- 5.4 The Council seeks to maintain this overall approach by carefully monitoring pay data and pay surveys provided by various organisations including the LGA.
- 5.5 In terms of pay differentials, the Council recognises that the Chief Executive (Head of Paid Service) leads the organisation's workforce and has the greatest level of accountability, and so warrants the highest pay level in the organisation.
- 5.6 The Council recognises, through analysis of job demands, that the Executive Director (Monitoring Officer) has a greater level of responsibility and accountability than other senior managers, and therefore provides higher pay and benefits for that role.
- 5.7 Below Executive Director level, the Council recognises that the demands on, and accountabilities of, different roles vary considerably and seeks to align pay levels with the relative importance and responsibilities of jobs using a process of job evaluation.

Section two: annual salaries

6.0 Annual salaries

Annual salaries for all employees of the Council are based on a 37 hour working week and are set in accordance with the following pay structures which are all provided in **Appendix A**:

	Pay Structure
Chief Executive	A
Executive Director	В
All other employees (including Heads of Service)	С

- 6.2 The pay structures consist of grade ranges which contain a number of incremental salary points. The pay structures are determined locally by the Council.
- 6.3 The Council's Chief Executive and Executive Director have individual pay structures. Heads of Service and all other employees are on the same pay structure; Heads of

Service are paid on grade 10 and the Council's lowest-paid employees are on grade two.

7.0 Salaries on appointment

- 7.1 Recruitment to positions follows rules set out in Part 4.7 of the Council's Constitution (Officer Employment Procedure Rules). Starting salaries for new appointments and promotions will normally be at the minimum incremental point of the post's grade. There may be exceptional circumstances where it is considered necessary to appoint above the minimum incremental point. This might be:
 - where someone is joining the Council from another Local Authority where they work in a similar role and they are in receipt of higher pay
 - where the Council is recruiting to a specialist role
- 7.2 Any appointment above the minimum incremental point of a post's grade must be approved by:

Position being appointed to	Approval by
Chief Executive	Full Council
Executive Director (Monitoring Officer)	Personnel Sub-Committee with delegated authority from full Council
All other employees (including lowest paid employees and Heads of Service)	Chief Executive

8.0 Pay progression

8.1 Employees receive an incremental pay rise annually on the anniversary date of their appointment to post until they reach the top of their grade.

9.0 Pay awards

- 9.1 Pay levels are increased in line with awards agreed nationally by the Joint Negotiating Committee for Chief Officers of Local Authorities (JNC) and the National Joint Council for Local Government Services (NJC).
- 9.2 There may be occasions where local negotiations take place with employees and trade unions to agree pay increases greater than those agreed nationally.

10.0 Special responsibility allowance

- 10.1 The Finance Manager (Deputy Section 151 Officer) is the only position in the Council to receive a special responsibility allowance (SRA). The allowance is provided to recognise the additional statutory responsibility the position holds for overseeing the Council's finances.
- 10.2 The annual SRA for the Finance Manager (Deputy Section 151 Officer) is £2,000.

11.0 Performance related pay and market supplements

- 11.1 The Council does not pay:
 - performance related pay; or
 - bonuses

11.2 The Council will pay market supplements when agreed by Personnel Sub Committee; or the Chief Executive and Chair/Deputy Chair of Personnel Sub Committee if needed for expediency. These will only be paid where there is a proven difficulty to recruit.

Section three: other allowances and benefits

12.0 Other allowances and benefits

12.1 In addition to annual salaries, the Council provides other allowances and benefits to employees. In some cases these are available to all employees and in other cases only certain groups of employees are eligible to receive them. Information about other allowances and benefits, including who can receive them, is provided below.

13.0 Annual Leave

13.1 The Chief Executive and Executive Director (Monitoring Officer) receive an annual leave entitlement which is in line with conditions of service as set out by JNC. All other employees receive an annual leave entitlement which is in line with conditions of service as set out by NJC. Annual leave entitlements are documented below:

	Annual Leave Entitlements			
Chief Executive and Executive	30 days paid annual leave in a full year from date			
Director (Monitoring Officer)	of appointment. In addition, entitlement to eight			
	Bank Holidays and four extra statutory days			
	leave with pay.			
All other employees (including	20 days paid annual leave in a full year. This will			
lowest paid employees, Heads of	increase by one day for each fully completed			
Service and Section 151 Officer)	year of service, up to a maximum of 10 days. In			
	addition, entitlement to eight Bank Holidays and			
	four extra statutory days leave with pay.			

13.2 Continuous service with relevant employers (as set out in the Modification Order under the Employment Rights Act 1996) counts towards an employee's annual leave entitlement.

14.0 Car Scheme

- 14.1 The Council is currently winding down its Car Scheme and it will cease entirely on 30 October 2015. Eight members of staff will still have cars from 8 April 2013. No new applications will be accepted.
- 14.2 The following annual allowances are applicable:

	Annual Allowance £
Heads of Service	£5,420
Essential car users	£3,500

15.0 Car Loans

- 15.1 The Council's Car Loan Scheme is available to employees of the Council who are designated essential car users.
- 15.2 Interest on car loans is charged at the HMRC recommended rate, which at the time of writing this document is 4%.

16.0 Essential car user allowance

16.1 A number of the Council's employees have to travel in order to undertake their duties. All essential car users are entitled to receive an annual car user allowance this is in line with national terms and conditions set out by the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (NJC). Current essential car user allowances are set out below:

	451 – 999cc	1000 - 1199cc	1200 – 1450cc
Annual essential car			
user allowance	£846	£963	£1,239

- 16.2 If an employee has a car under the Council's Car Scheme (see section 14) they do not receive the annual essential car user allowance. Essential car user allowances are updated in line with increases made by the NJC.
- 16.3 None of the Council's lowest-paid employees are essential car users, so none of them receive the allowance and none of them are eligible for a car loan or the Car Scheme.
- 16.4 Each employee's entitlement to receive essential car user allowance will be reviewed annually.

17.0 Mileage rates

17.1 The Council reimburses employees for their fuel use at HMRC and NJC fuel rates, whichever is the lowest. These rates are reviewed annually and the following fuel reimbursement rates currently apply:

	451 – 999cc	1000 - 1199cc	1200 – 1450cc			
Essential car users						
Per mile first 10,000	36.9p	40.9p	HMRC			
			45p			
Per mile after 10,000	HMRC	HMRC	HMRC			
	25p	25p	25p			
Casual car users						
Per mile first 10,000	HMRC	HMRC	HMRC			
	45p	45p	45p			
Training – qualification	courses					
	13.7p	14.4p	16.4p			

17.2 Where an employee has a Council-owned vehicle provided to them under the Council Car Scheme (see section 14 above) they receive the following mileage reimbursement rate:

	Mileage rate (per mile)
Council owned cars	13.9p

- 17.3 Mileage rates are updated in line with changes made by the HMRC and NJC.
- 17.4 These mileage rates are applicable to all employees of the Council.

18.0 Mobile telephones

Policy and Resources Committee – 11 February 2013

- 18.1 All members of CMT are provided with a mobile telephone. The mobile telephones are provided because they are considered necessary for CMT to undertake their duties effectively, including for emergency planning and business continuity purposes. The Council funds the provision of the phone and business calls.
- 18.2 In addition to CMT, other employees in the Council have mobile telephones provided to them for work purposes. Many of the Council's employees undertake their work in the community. It is important that these employees are contactable and the Council ensures their health and safety is managed whilst working off site.
- 18.3 None of the Council's lowest-paid employees have mobile telephones provided to them because they all work in office based roles and are not required to be contactable outside of office hours.

19.0 Landline telephones

19.1 The Head of Environmental Services receives a phone line paid for by the Council. This is to reflect his duties in respect of emergency planning both locally and nationally.

20.0 Election fees

- 20.1 In some years the Chief Executive receives fees for undertaking the statutory duties of Returning Officer (RO). The RO is someone who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of RO is one which involves and incurs personal responsibility and accountability and is statutorily separate to the duties as an employee of the Council.
- 20.2 The fees paid to the RO are not a regular feature of the Chief Executive's pay.
- 20.3 The RO fees for District Council elections and by-elections are calculated by using a scale which is based on the number of wards in the Council's District, the type of election, whether it is contested, the number of electors and the number of Councillors returned.
- 20.4 The method of calculation was agreed locally by the Council's Policy and Resources Committee, and fees are increased in line with national pay awards agreed by the JNC.
- 20.5 Where the Chief Executive takes on roles in respect of national or European elections or referendums, the fees receivable are set nationally and paid by Central Government.

21.0 Honorariums

21.1 In some circumstances, the Council will award honorarium payments to employees below the level of Executive Director. An honorarium might be paid where someone temporarily takes on substantial additional responsibilities, where it would not be considered appropriate to re-grade the post. All honorarium payments are approved by the Chief Executive.

22.0 Relocation and Removal Expenses

22.1 The Council will sometimes contribute to the cost of relocation and/or removal expenses. Any payments are agreed by:

Position	Approval by
Chief Executive and Executive Director (Monitoring Officer)	Personnel Sub-Committee with delegated authority from full Council
All other employees (including lowest-paid employees and Heads of Service)	Chief Executive

22.2 In the main, relocation and removal expenses are paid when recruiting to CMT and specialist roles. It is very unlikely that relocation and/or removal expenses would be payable to the lowest-paid employees.

23.0 Professional subscriptions

- 23.1 The Council will generally cover the cost of one subscription, but some employees may have two subscriptions reimbursed. In all cases, reimbursement will only occur where it is identified that the employee requires the subscription in order to be able to do their job effectively or where the subscription benefits the Council.
- 23.2 This policy is applied to all employees of the Council but it is noted that it is highly unlikely that a lowest-paid employee would require a subscription in order to be able to undertake their role.

24.0 Out of hours payments

24.1 The Council operates an Out of Hours Policy which covers all employees below the level of Heads of Service. CMT are not entitled to receive out of hours payments.

25.0 Flexitime Scheme

- 25.1 The Council operates a Flexitime Scheme which covers all employees below Head of Service level. The key principles of the scheme are:
 - Normal office hours 8:45am to 5.00pm
 - 37 hours (full time contracted hours) Monday to Friday
 - Can work between 7.30am and 6.30pm (with line manager agreement)
 - Core hours 10.00am to Midday and 2.00pm to 4.00pm
 - If an employee works 6 hours or more they must take a rest break of at least 30 minutes

26.0 Payment of hours worked outside the Council's flexitime scheme

- 26.1 The Council does not normally pay overtime, and where it does it is paid in line with nationally-agreed NJC terms and conditions.
- 26.2 However, it is accepted there may be times when an individual has to work extra hours, for example during an election or to attend evening committee meetings.
- 26.3 In these circumstances an employee usually receives time off in lieu (TOIL).
- 26.4 To meet the needs of the service, where taking TOIL would have a detrimental effect on service delivery, the Chief Executive can approve the payment of accrued TOIL.

Payment will always be at plain rate and is only payable to employees below the grade of Executive Director.

27.0 Local Government Pension Scheme (LGPS)

27.1 All employees who are members of the LGPS make individual contributions to the scheme as set out in the below table:

Local Government Pension Scheme – contribution bands with effect from 1 April 2011 Band	ENC Bands	Salary Range	Employee contribution rate
1	1	£0 - £12,900	5.5%
2	1	>£12,901 - £15,100	5.8%
3	1,2,3	>£15,101 - £19,400	5.9%
4	3,4,5,6,7	>£19,401 - £32,400	6.5%
5	7,8,9	>£32,401 - £43,300	6.8%
6	10, Executive Director	>£43,301 - £81,100	7.2%
7	Executive Director, Chief Executive	>£81,100	7.5%

27.2 The Council makes employer's contributions into the scheme, which are reviewed every three years by the pension fund's actuary.

28.0 Other allowances and benefits

28.1 All other allowances and benefits paid by the Council are in line with NJC and JNC terms and conditions of employment or, where agreed locally, are applied equally to all employees.

Section four: Payments on termination of employment

29.0 Redundancy pay

- 29.1 The Council has a Redundancy Policy that applies to all employees of the Council.
- 29.2 Under the Employment Rights Act 1996, employees who have two years' or more continuous service with the same employer qualify for a redundancy payment. For each full year's service, up to a maximum of 20 years, the entitlement to redundancy pay is calculated as follows:
 - aged 21 or less: ½ week's pay
 - between the ages of 22 and 40: 1 week's pay
 - aged 41 and over: 1½ weeks' pay

- 29.3 The Council defines a week's pay as contractual gross pay, rather than the statutory minimum. The redundancy payments apply to all employees of the Council including CMT and the Council's lowest-paid employees.
- 29.4 The Council does not normally pay in lieu of notice (PILON), and will consider each redundancy situation on an individual basis.
- 29.5 All employees are entitled to apply for voluntary redundancy at any time. Each application will be considered on its own merits.

30.0 Flexible retirement

- 30.1 Employees aged 55 or over, who have at least three months' total membership in the LGPS, can request flexible retirement (as defined in the Pensions Discretion Policy) with actuarially reduced benefits. It is the responsibility of the Council's Personnel Sub-Committee to decide whether to approve the request.
- 30.2 The policy only applies to Heads of Service and below (including the Council's lowest-paid employees). The Council does not currently have a policy on flexible retirement for the Chief Executive or the Executive Director.

31.0 Early retirement on compassionate grounds

- 31.1 The Council will consider requests from employees who are active members of the LGPS to retire from age 55 on compassionate grounds without actuarial reduction of benefits. It is the responsibility of the Council's Personnel Sub-Committee to decide whether to approve the request.
- 31.2 The policy only applies to Heads of Service and below (including the Council's lowest-paid employees). The Council does not currently have a policy on early retirement on compassionate grounds for the Chief Executive or the Executive Director.

32.0 Other termination payments

- 32.1 The Council's policy is not to make any other termination payments to its employees, other than where it has received specific legal advice to the effect that a payment may be necessary to eliminate risk of legal claims against the Council.
- 32.2 Other termination payments do not include redundancy pay or PILON.
- 32.3 Termination payments to Heads of Service and below will be authorised by the Chief Executive providing the cost of the termination payment can be met from existing budgets. Where there is not enough money in the budget to cover the cost of the termination payment, the Council's financial rules will apply.
- 32.4 Any termination payment made to the Chief Executive or Executive Director must be approved by full Council.

Section five: re-engagement of employees following termination of employment with a severance or termination payment

33.0 Re-engagement as an employee

- 33.1 Subject to any relevant provisions in employment and equalities legislation, where a Chief Executive, Executive Director, Monitoring Officer or Section 151 Officer has had their employment terminated on grounds of redundancy, they will not be re-employed in the same or similar post for a period of one year following the date of their termination of employment.
- 33.2 If they are re-employed into another post within four weeks after the effective date of redundancy, any other employee will lose their right to a redundancy payment, including any enhancements under the provisions of the LGPS or the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.
- 33.3 Any re-employment will be subject to the Council following the strict application of the normal process of competitive selection for employment.

34.0 Re-engagement under a contract for services

- 34.1 The Council's policy is not to re-engage, under a contract for services, any former Chief Executive, Executive Director, Monitoring Officer or Section 151 Officer who left the Council for any reason and was in receipt of a redundancy, severance or termination payment, for a period of three years from cessation of employment.
- 34.2 However, the Council accepts that there may be rare occasions where reengagement under a contract for services might be necessary. This might be where, for example, the ex-employee is needed to represent the Council in court proceedings.
- 34.3 Where re-engagement is proposed, approval must be given by the Leader of the Council and the Chair of the Personnel Sub-committee.

35.0 Employment of those in receipt of an LGPS pension

35.1 Where the Council employs a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the Local Government Pension Scheme (Administration) Regulations 2008 will be applied.

Section six: pay relationships

36.0 Pay multiples and how the Council ensures pay levels are fair

36.1 This section sets out the Council's overall approach to ensuring pay levels are fairly and appropriately dispersed across the organisation, including the current pay multiple which applies within the Authority.

- 36.2 The Council believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices.
- 36.3 The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with and properly reflect the relative demands and responsibilities of each post and the knowledge, skills and behaviours necessary to ensure they are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its Chief Officers, as defined in section 3.2 of this pay policy statement, and of all other employees.
- 36.4 The Council has adopted a number of policies and practices to ensure fairness in the overall pay relativities within the Authority. These include:
 - ensuring that the relationship between Chief Officer pay levels and those of the rest of the Council's workforce is taken into account when setting senior management pay levels
 - adopting a clear policy with regard to the desired relationship between Chief Officer remuneration and that of the rest of the workforce, as expressed through the use of a "pay multiple" (see below), and how it is intended this will be achieved and maintained
 - monitoring this pay multiple on an annual basis and reporting on any changes and the factors which may have contributed to this
 - using an analytical job evaluation scheme to determine the grading of all posts up to and including Head of Service level
 - applying a clear and objective methodology for evaluating all new and changed jobs to ensure they are properly graded and that pay levels properly reflect their level of responsibility
 - establishing a defined procedure for employees who wish to request a review of their job grade or who wish to appeal against their grading outcome
 - undertaking corporate monitoring of the application of pay progression arrangements to ensure these are applied and operated on a fair and consistent basis across the organisation
 - reviewing the roles and responsibilities of individual posts annually during the Council's appraisal procedure and as part of any organisational restructuring
 - undertaking an equal pay audit at least once every three years, investigating and addressing the outcomes, as appropriate
- 36.5 Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is expected to publish its "pay multiple", i.e. the ratio between the highest paid salary and median average salary of the whole of the Council's workforce.
- 36.6 The 2012/13 and 2011/12 pay ratios between the Chief Executive and the Council's lowest-paid employees are set out below:

	11/12 ratio	11/12 actual	12/13 ratio	12/13 actual
Chief Exec.		£119,370		£112,434
Lowest paid	7.60	£15,694	7.16 (drop of 0.44)	£15,694
Average (mean)	4.73	£25,250	4.61(drop of 0.12)	£24,390

- 36.2 The Council believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices.
- 36.3 The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with and properly reflect the relative demands and responsibilities of each post and the knowledge, skills and behaviours necessary to ensure they are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its Chief Officers, as defined in section 3.2 of this pay policy statement, and of all other employees.
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 - using an analytical job evaluation scheme to determine the grading of all posts up to and including Head of Service level
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East Northamptonshire Council Pay Grades and Pay Points from 1/04/11 - 31/03/13

includes £250 increase points 9 - 24

Trom 1/	04/11 - 3			1			includes £250 increase points 9 - 24			
Point	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
56										56,008
55										53,849
54										51,780
53										49,789
52										47,874
51										46,030
50									42,502	10,000
49									41,616	
48									40,741	
47									39,855	
46									38,961	
45									38,042	
44								37,206	00,012	
43								36,313		
42								35,430		
41								34,549		
40								33,661		
39							32,800	32,800		
38							31,754	02,000		
37							30,851			
36							30,011			
35							29,236			
34						28,636	28,636			
33						27,849	20,000			
32						27,052				
31						26,276				
30						25,472				
29					24,646	24,646				
28					23,708	2 1,0 10				
27					22,958					
26					22,221					
25				21,519	21,519					
24				21,108	= 1,0 10					
23				20,448						
22				19,871						
21			19,376	19,376						
20			18,703	- /						
19			18,052							
18			17,411							
17		17,080	17,080							
16		16,690	,							
15		16,304								
14		15,975								
13	15,694	15,694								
12	15,289	,								
11	14,983									
10	14,124									
	,									

Appendix B: Corporate Management Team Transparency Data

Gross salaries on 31 March 2013

Chief Executive	Chief Executive	£101,860
Executive Director	Executive Director	£81,480
Head of Resources and Organisational Development	Resources and Organisational Development	£56,008
Head of Environmental Services	Environmental Services	£56,008
Head of Information Communication Technology (ICT) – this post is shared (50%) with the Borough Council of Wellingborough	ICT	£56,008
Head of Customer and Community Services	CCS	£56,008
Head of Planning	Planning	£49,789
Returning Officer's fees		
Chief Executive	Returning Officer Fees 1 April 2012 to 31 March 2013	£3,864



Finance Sub-Committee

Minutes of a meeting held on Wednesday 31 January 2013 at 7.30pm, Council Chamber, East Northamptonshire House, Thrapston

Present: Councillors: Steven North (Chairman)

Glenn Harwood MBE (Vice-Chairman)

Peter Baden Roger Glithero JP

Glenvil Greenwood-Smith

Richard Lewis

Officers: David Oliver (Chief Executive)

Sharn Matthews (Executive Director)
Glenn Hammons (Chief Finance Officer)
Kelly Watson (Finance Manager)

1.0 APOLOGIES

1.1 Apologies for absence were received from Councillor David Brackenbury.

2.0 MINUTES

2.1 The minutes of the Finance Sub-Committee meeting held on 26 November 2012 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 The following interests were declared in the Agenda items specified below:-

	Agenda item	Nature of Interest	DPI	Other Interest
Councillor Peter Baden	Future Use of Land at Cosy Nook, Thrapston	Resident of Thrapston		Yes
Sharn Matthews (Executive Director)	Future Use of Land at Cosy Nook, Thrapston	Resident of Thrapston		Yes
Councillor Richard Lewis	Sale of Land and Buildings	Trustee of Rushden MIND		Yes

4.0 BUDGET MONITORING 2013/13 – REVENUE AND CAPITAL

4.1 The Finance Manager presented a report to the Sub-Committee detailing the Council's expenditure to the end of quarter 3 (31 December 2012) against the approved revenue and

- capital budgets for 2012/13. The report highlighted any significant under or overspend greater than £10,000 and identified the impact on the end of year position.
- 4.2 Members noted that since the budget was set in February 2012, the total budget figure had been revised to £10,194,830. The estimated outturn for the year was an underspend of £453,476 (against an estimated underspend of £163,000 at the end of quarter 2). The forecast drawdown from reserves was £92,000 (against a forecast of £382,000 at the end of quarter 2).
- 4.3 The Council had decided on 29 October 2012 to terminate the Council's car lease scheme and it was reported that the scheme had been removed from the Capital Programme.
- 4.4 A group had recently been established to consider how the community project fund of £195,000 could be used and communicate the availability of the funding available for community projects.
- 4.5 The Sub-Committee noted that the expenditure on flood defence had arisen from the provision of sandbags, which the Council was not obliged to do. Accordingly, investigations would be carried out to establish whether the expenditure could be reclaimed from the Environment Agency or County Council. In future, charges for the provision of sandbags could be introduced, although this would be a matter for the Policy and Resources Committee to determine.
- 4.6 Members of the Sub-Committee expressed their thanks to staff for their hard work and efforts to identify significant savings in the Council's budgets.

After reviewing the report it was

RESOLVED:

That the current budget position be noted

5.0 MEDIUM TERM FINANCIAL STRATEGY 2013/14 - 2016/17

- 5.1 The Chief Finance Officer presented a report to update members on the position of the Medium-Term Financial Strategy (MTFS) following agreement of the MTFS 2012/16 by Council in February 2012 and to set out the position for 2013/14.
- 5.2 The Sub-Committee was provided with an outline of the Council's position as at 31 December 2012, with specific regard to Revenue Budgets, the Capital Programme 2012-22 and cash reserves. The draft budget included savings proposals which had recently been implemented or were being developed to contribute to bridging the funding gap which existed over the period of the MTFS. These proposals were expected to be sufficient to achieve the savings required in 2013/14, although some significant items within the proposals were only estimated savings at this stage.
- 5.3 it was anticipated that there would not be any significant change to interest rates over the coming 2-3 years and returns on investments would remain low. The minimum level of Reserves would now be set at £2m and the Chief Finance Officer would prepare a report on this in due course.
- 5.4 It was confirmed that projects were included in the Development Pool when approved with an initial estimate of costs and retained there whilst final costs were produced. Only once the actual costs involved had been established through procurement procedures and final approval given would the project be transferred to the Capital Programme.

- 5.5 Members expressed the view that additional funds should be set aside in future years for the provision of additional capital expenditure for Stanwick Lakes over and above the £31,000 provided in 2012/13. This would need to be included in the Development Pool and the estimated costs would be reported to the next meeting of the Sub-Committee.
- Whilst the levels of some fees and charges made by the Council were set by Central Government, where the Council had discretion to set the level of fees and charges itself, these had been raised in line with the Consumer Prices Index (CPI). There had been a full review of fees and charges last year, although Members asked whether there was an opportunity to increase some fees and charges by more than the CPI rate. A report would be submitted to a future meeting following a review of the cost of providing services and the income generated by fees and charges relating to individual services.
- 5.7 The agreement with other Local Authorities in Northamptonshire to pool Business Rates provided for any increase in income to be distributed in accordance with the ratio of the contribution made by each Local Authority to the increased income.
- 5.8 The Sub-Committee noted that under the adopted Council Tax Support Scheme, the liability for Council Tax would be a minimum of 8.5%. It has been assumed that the Government grant to enable the charge to be limited to this percentage, rather than a higher sum, would not be received in future years and the scheme would need to be reviewed before the end of 2013.
- 5.9 The report had been prepared based on principles and assumptions previously made regarding the level of Council Tax to be levied by this Council. However, Members reiterated that no decision had yet been made regarding this and the Council Tax for 2013/14 would not be set until the Council meeting on 27 February 2013. The wording of the report would therefore need to be amended for submission to the Policy and Resources Committee.

RESOLVED: That

- i) subject to the approval of the level of Council Tax by the Council, the contents of the report be proposed to the Policy & Resources Committee on 11 February 2013 and the Policy & Resources Committee be advised to recommend the contents of the report to Council as part of the budget setting process.
- ii) Council be recommended to approve and agree the following:
 - Medium Term Financial Strategy
 - Revenue Budget 2013/14
 - Capital Programme for 2013/14-2021/22 (subject to the ongoing review of schemes within that programme)
 - Treasury Management Strategy
 - Fees and Charges

(Reason: To ensure that the Sub-Committee is aware of the forecast financial position so that in due course the Council complies with its constitution in setting its Budget)

6.0 SMALL ASSETS DISPOSAL POLICY

6.1 The Finance Manager reported that a policy had been prepared regarding the disposal of small assets which were surplus to the Council's requirements and how such transactions would be recorded.

6.2 Members considered that assets likely to exceed £5,000 in value on disposal should be declared surplus to requirements by the Finance Sub-Committee rather than by the Policy and Resources Committee as proposed in the draft policy given the strategic nature of the Committee.

RESOLVED TO RECOMMEND:

That the Policy and Resources Committee recommend the Small Assets Disposal Policy, attached at Appendix A and with paragraph 5.7.2 amended as set out above, to Council for adoption.

7.0 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 3 and 5 of Part 1 of Schedule 12a of the Local Government Act 1972, may be disclosed.

8.0 SALE OF LAND AND BUILDINGS

- 8.1 The Chief Executive presented the report of the Head of Resources and Organisational Development, which provided an update on the progress of the sale of Council owned land and buildings.
- 8.2 With reference to Herne Park, Oundle, it was noted that the sale of the site would be delayed due to the Community Right to Bid application and an extended lease on the bungalow occupied by Oundle MIND was proposed.

RESOLVED: That

- i. The report be noted
- ii. A further six month lease of the property at Herne Park, Oundle to MIND as set out in paragraph 7.3 of the report be agreed.

9.0 UPDATE ON LAND CHARGES SEARCH REFUNDS

- 9.1 The Executive Director presented a report outlining the potential liabilities for refunds for Land Charges Searches following the abolition of personal search fees in 2010 as a result of the introduction of the EU Environmental Information Regulations in 2004.
- 9.2 It was noted that joint negotiations on the issue on behalf of Local Authorities affected were taking place and this was likely to mitigate the potential legal claims.

RESOLVED: That

- i) the current position in relation to funds be noted.
- ii) the payment of any settlement in relation to the Tinklers claim be authorised provided it is under £34,000 (i.e. covered by the New Burdens Grant).
- iii) the provision of an additional £112,000 ear-marked reserve to cover any future settlement of Land Charge refunds from the forecast underspend for 2012/13 be agreed.

10. FUTURE USE OF COSY NOOK, THRAPSTON

10.1 The Sub-Committee received a presentation from the Executive Director outlining the options for the future use of the above site. The Sub-Committee had determined in June 2012 that the site should be included in the Phase 2 Asset Disposal Programme and considered whether that decision should be adhered to or whether any other potential uses should be pursued. It was noted that there had not previously been a community use of the site.

RESOLVED:

That the previous decision made under Minute 72(b) be adhered to and the site be made available for sale under the Phase 2 Asset Disposal Programme.

Chairman



If you would like to receive this publication in an alternative format (large print, tape format or other languages) please contact us on 01832 742000.

Document Version Control

Author (Post holder title)	Kelly Watson, Finance Manager		
,	Karen Wills, Management Accountant		
Type of document	Policy		
Version Number	v1		
Document File Name	Small Assets Disposal Policy		
Issue date	28 January 2013		
Approval date and by who (CMT/Committee)	To be considered at Finance Sub-		
	Committee 31 January 2013		
Document held by (name/section)	Kelly Watson, Finance Manager		
	(File location - services (Q:) / FN / ENC		
	Finance / Policies – Small Assets Disposal		
	Policy)		
For internal publication only or external	Internal and external		
also?			
Document stored on Council website or	Website		
Eunice?			
Next review date			

Change History

Issue	Date	Comments
v1	28 January 2013	To be considered at Finance Sub-Committee 31 January 2013

NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)

Distribution List

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)

Links to other documents

Document	Link

Additional Comments to note

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1.0 Statement of Policy Intent

1.1 The intent of this policy is to formally document how the Council aims to openly, and transparently, dispose of its assets as they become surplus to the Council's needs.

2.0 Definitions

2.1 In this policy:

Asset(s)	Applies to the terms 'asset(s)', 'item(s)', 'stock(s)', 'equipment', 'furnishings' and 'goods' as used throughout this policy and refers to items recorded in the Councils' Asset Register that are not anticipated to generate sale proceeds in excess of £10,000. It does not include vehicles or real property, i.e. land and buildings, but may include fittings attached to that property.
Beyond economical repair	A classification given to an asset where that asset requires repairs likely to be more expensive than its replacement value.

3.0 Scope

3.1 This policy covers the disposal of all assets, on the behalf of the Council, and applies to all officers involved in the disposal procedure.

4.0 Strategic Outcomes

Policy Outcomes	Links to Corporate Outcomes	
 Provide a transparent and accountable method for the disposal of surplus assets that complies with relevant legislation and Council regulations Ensure that surplus assets are disposed of in the most efficient, effective and economic manner to achieve the best value for money Promote fair and effective competition to the greatest possible extent 	 Effective management Council services which provide good value for money High quality service delivery 	

5.0 Policy

5.1 Disposal Outline

- 5.1.1 A "good" is of value to the Council only in so much as it continues to, cost effectively; support the delivery of the Council's services. Goods that no longer satisfy this requirement should be disposed of promptly.
- 5.1.2 The" disposal" must achieve best value for money, such that the Council obtains the best possible return for the good(s) it sells.
- 5.1.3 The disposal method that is chosen must promote fair and effective competition to the greatest extent possible, and disposals should be conducted in an ethical manner. The disposal process should be as follows:
 - Decision to dispose
 - Estimate the value
 - Factors to consider in disposal
 - Select the appropriate disposal method
 - Obtain approval for disposal process
 - Effect disposal
 - Evaluate the disposal process

5.2 Factors to be considered prior to disposal

- **Conflict of Interest**: Council officers should check and declare that there is no actual, or perceived, conflict of interest on their behalf prior to the commencement of each disposal activity. If there is a conflict of interest the staff member should seek advice from their line manager. The Council has established standards for the conduct of members and officers (parts 5.1 and 5.2 respectively of its constitution). Those involved with the disposal process will act in accordance with those standards; with honesty, integrity, impartiality and objectivity.
 - Other Uses: Ensure no other Council Department has a need for the asset
 - Identifying marks: As much as is practical, any Council identifying mark should be removed or obliterated
 - **Spare Parts**: Any spare parts held for a particular item should be disposed of in one parcel with the asset
 - **Provision of relevant information**: Related to changes or alterations made to an asset
 - **Preparing assets for sale**: A check must be carried out to ensure assets do not contain:
 - o Additional items not intended for sale
 - o Confidential documents (records, files and papers)
 - Software (which could lead to a breach of licence or contain confidential data)
 - o Hazardous materials
 - Hazardous Materials: Any dangerous goods are to be disposed of only in an

authorised manner.

5.3 Decision to Dispose

- 5.3.1 Before any disposal action can be taken, it is necessary to first seek approval that goods are appropriate for disposal from the relevant Head of Service. Common criteria for determining that goods may be suitable for disposal include:-
 - Unserviceable or beyond economic repair
 - Technologically obsolete
 - Operationally inefficient
 - Surplus to current or immediately foreseeable needs
 - Part of an asset replacement plan
 - Unsustainable costs associated with the retaining of goods such as storage, insurance, security and management

5.4 Methods of Disposal

The disposal method chosen must be appropriate to the value, nature, quantity and location of the goods, and to promote fair and effective competition to the greatest extent possible. To help achieve these objectives the following methods are to be utilised:-

5.4.1 **Auction**

For items of £5000 or more (exc. VAT) in value, a reserve price will be agreed between the relevant officer and the auctioneer prior to the auction.

5.4.2 **Competitive tender**

The method of disposal may be by public tender, public auction or E-Bay. There is discretion to adopt whatever means is deemed to be appropriate bearing in mind that the best return in terms of disposal value is to be sought taking account of the items under consideration.

A corporate account with E-Bay on the internet has been set up by the Council
as a means to efficiently and reliably dispose of surplus items to maximise
income. Suitable images with accurate descriptions, measurements of items,
locations for collection and minimum prices (where applicable) must be
provided.

5.4.3 **Sale to staff/councillors**

Negotiated assets sales and internal expressions of interest for sales of asset(s) to staff will not be allowed to occur outside of a public process.

5.4.4 Assets classified as beyond economical repair

Items which are damaged, out of date, beyond economical repair. Must be reported to the appropriate Head of Service for authority for disposal and write off.

- Recycling: Officers should seek advice from the Council's Waste Management Team prior to proceeding with this method of disposal to ensure that the disposal is in accordance with current environmental regulations.
- Write Offs/Disposal as scrap: Officers should seek advice from EnCor Financial Services prior to proceeding with these methods of disposal to ensure that the disposal is compliant with current financial regulations and

standards

5.4.5 **Donations to Community Groups/Charities**

Donations may only be made with the approval of the Council's Policy and Resources Committee and only after exploring all avenues for recouping a fair value for the Council. Council should only consider donations in response to a formal written request.

5.5 Disposals by way of sale

- 5.5.1 Payment for surplus assets of whatever nature must be made before or concurrently with handing over to the purchaser unless other satisfactory arrangements have been made with the Chief Finance Officer beforehand.
- 5.5.2 Payments may be accepted by debit or credit card. Sales via E-Bay (on the internet) will use the Council's PayPal account. The Council's current policy with regard to credit card payments applies to all sales covered in this policy.
- 5.5.3 Officers intending to use E-Bay as the method of disposal should refer to the Council's "Selling Goods on E-Bay Policy" for details of how to proceed with such sales.
- 5.5.4 Prior to arranging any disposal by way of sale, officers should seek advice from EnCor Financial Services to confirm VAT implications and any requirement for a VAT invoice.
- 5.5.5 All disposal proceeds, regardless of the service area from which the disposal arises, are to be pooled and any surplus after disposal will be used to support revenue spending across the Council. Officers should seek advice from EnCor Financial Services as to how sale proceeds should be recorded in the Council's accounts.

5.6 Other Factors in the Disposal Process

- 5.6.1 There are factors apart from the monetary value of the goods that can affect the choice of disposal method, including:
 - the market available for the goods
 - time considerations
 - Council resources required to manage the disposal
 - the costs associated with the different disposal methods, i.e. administration and transport cost to Council
 - the size, portability and number of goods

In any event, the methods of disposal and reasons should be documented.

5.6.2 Irrespective of the disposal method, it is essential that all prospective buyers are advised that items disposed of by the Council will not be subject to any guarantee. Any faults that may occur following disposal are at the buyer's risk. Buyers are to rely on their own enquiries regarding the condition and workability of the items.

5.7 Obtaining Approval for Disposal

- 5.7.1 Having identified the most appropriate method of disposal, a council officer must have approval from the appropriate Head of Service to proceed with the disposal. This must be in writing via an appropriate email or memo. The Head of Service should ensure that their approval is compliant with the provisions of section 4.6A of the Councils' Constitution.
- 5.7.2 Assets likely to exceed £5000 in value on disposal are required to be declared surplus to requirement by the Councils' Finance Sub-Committee and must be sold either by auction with a reserve price, or by competitive tender, unless the Council specifically determines otherwise.
- 5.7.3 Assets of less than £5000 in value shall normally be disposed of by competitive tender, unless the Chief Finance Officer determines otherwise in a particular case.
- 5.7.4 Regardless of the method of disposal, probity must be maintained and any changes to the disposal process terms and conditions must be communicated to all potential, participating, parties.

5.8 Asset Register

5.8.1 For all disposals, irrespective of whether the goods are written off, the asset registers must reflect the relevant details and the accounting records must be adjusted. This is done through EnCor Financial Services who should be advised of the disposal in writing via an appropriate email or memo as soon as the above approval has been granted.

6.0 Roles and Responsibilities

- The Chief Finance Officer is responsible for overseeing and reviewing all strategic financial decisions and ensuring compliance with financial regulations
- The Finance Manager is the corporate contact for asset disposal matters and provides expertise and advice for all officers of the Council.
- 6.3 Corporate Management Team (CMT), comprised of the Chief Executive and Heads of Service are responsible for acting in the best interests of the Council in planning and implementing the disposal of assets, ensuring that officers involved in the process have the right knowledge, skills and behaviours to fulfil their role in the process and ensuring that records of disposals are properly maintained.
- Budget managers are accountable for ensuring that the surplus, obsolete or worn out assets in their area are sold or disposed of in accordance with this policy.
- 6.5 The Council's Finance Sub-Committee is responsible for overseeing the small asset disposal policy. The Committee will receive regular updates on the outcomes of the Council's asset disposals as part of the budget monitoring process and quarterly budget monitoring reports.

7.0 Equality and Diversity

7.1 The Council has a legal responsibility to ensure that the equality standards it has adopted internally are supported by any organisation that performs work on its behalf. The Council also has to ensure that the services it provides meet the diverse needs of the residents and affords them equal access to the services

provided.

7.2 Consideration of equality issues will be incorporated into the disposal process where relevant to the nature of the asset(s) being disposed.

8.0 Related Documents

8.1 **Associated Council Documents**

- Council's Constitution
 - o 4.5 Financial Procedure Rules
 - o 4.6A Operational Financial Decision Rules
 - o 5.2 Officer Code of Conduct
- Counter Fraud & Corruption Strategy
- Procurement Strategy
- Risk Management Strategy
- Corporate Plan

9.0 Policy Status and Review

- 9.1 This policy defines the corporate approach to asset(s) disposal which recognises the risk appetite of the Council and supports the delivery of its corporate outcomes and priorities as defined in the Corporate Plan.
- 9.2 This policy may be amended or revoked at any time and will be reviewed as required to meet current legislation and Council regulation.

Qty. Asset ID

DISPOSAL OF ASSET(S) FORM Approval to dispose of the following:

Description

		·		Book Value	cost of disposal	market value
					·	
Reaso	n for disposa	al:				
	Obsolete					
	Other Please provi	de details:				
Propo	sed method (of disposal:				
	Auction					
	Other Please provi	de details:				
Officer	proposing dis	sposal:		D	ate:	
Appro The ab		is approved/not ap	proved (strike throug	gh as appropri	ate)	
Head o	of Service:			D	ate:	
P&R:	Minute No:			D	ate:	
•		ve goods were disp	osed of on,	D	ate:	
Dispos	sal Proceeds,	£				
Financ	Register: e Asset Regis	ster updated on,		D	ate:	
Officer	ï			D	ate:	

Net

Estimated Estimated



Policy and Resource Committee – 11 February 2013

Medium Term Financial Strategy and Budget 2013/14

Purpose of report

The purpose of this report is to set out the Council's Medium Term Financial Strategy (MTFS) 2013/14 to 2016/17, outline the Revenue Budget 2013/14 Capital Programme 2013/14 to 2022/23 and Treasury Management Strategy 2013/14.

Attachment(s)

Appendix 1 - MTFS 2013/14 - 2016/17

Appendix 2 - Revenue Budget Changes 2013/14

Appendix 3 - Capital programme 2013/14 - 2022/23

Appendix 4 - Treasury Management Strategy 2013/14

Appendix 5 - Fees and Charges

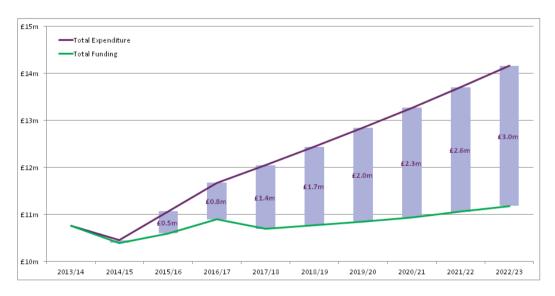
1.0 Context

- 1.1 This report refreshes the Medium Term Financial Strategy 2012/13 to 2015/16 that was approved by Council in February 2012 and updated for Finance Sub Committee in November 2012.
- 1.2 The MTFS 2012/13 to 2015/16 was formulated during a difficult financial settlement, which was designed to address the challenging national financial position.
- 1.3 Quarter one 2012 saw the UK economy enter a double-dip recession, posting three consecutive quarters of negative growth. This reduced confidence in the stability of the UK finances and increased the pressure on Government to stimulate growth.
- 1.4 During the first half of 2012, inflationary pressures receded slightly, business confidence began to increase and in quarter three the UK economy emerged from recession. However, there still remain fundamental weaknesses in the economy, and the Bank of England has recently reduced UK growth forecasts for 2013 and said that recovery will be "slow and protracted".
- 1.5 It is now anticipated that the economy will not get back to pre-crisis levels until at least 2015, two years later than previously predicted. This backdrop provides an extremely uncertain outlook for the UK and will continue to put pressure on Local Government finances over the medium term. The Autumn Statement announced in December 2012 by the Chancellor expects the pressure on public finances to continue until at least 2018.
- 1.6 In October 2010 the Government announced its 2010 Spending Review (SR10) which set budgets for Government departments up to 2014/15. The next Spending Review is expected during autumn 2013.
- 1.7 The spending review set out the agenda for public service reform, shifting power away from Central Government to the local level.
 - The public service reform sets out the agenda for "increasing freedom, sharing responsibility and getting better value for money from public services". This is to be achieved by:
 - Localising power and funding
 - · Cutting regulatory burdens

- Improving transparency, efficiency and accountability
- 1.8 Localising power and funding involved a review of local government. During 2011 the terms of reference for the Local Government Resources Review (LGRR) were announced. This review was to consider:
 - changes to the way councils are funded
 - look at ways to incentivise growth through retention of business rates
 - increase autonomy and reduce dependency on central funding
 - review how funding is raised locally
- Following the review, Central Government set out proposals for a Business Rate Retention Scheme and intentions for localisation of council tax support.

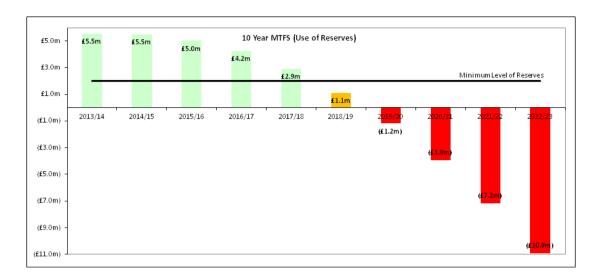
2.0 Long Term Financial Position

- 2.1 There remains some short term uncertainty, but the biggest risks facing the Council are in assessing the financial implications of the council providing its services at the current levels and the proposed changes to Local Government funding over the longer term. The local impact of the proposals is being modelled and a range of scenarios are being assessed.
- 2.2 It has been identified that over the medium term there is likely to be a funding gap between what the Council expects to spend, assuming it continues with current levels of service provision, compared to funding that is anticipated to be received.
- 2.3 The Graph below demonstrates the potential impact of this funding scenario.
- 2.4 The major uncertainties and changes affecting Local Government are going to principally impact upon levels of funding. There is a large amount of uncertainty about the amount of funding that will be received over the long term. The situation will be closely monitored and any risks and assumptions reviewed as necessary.

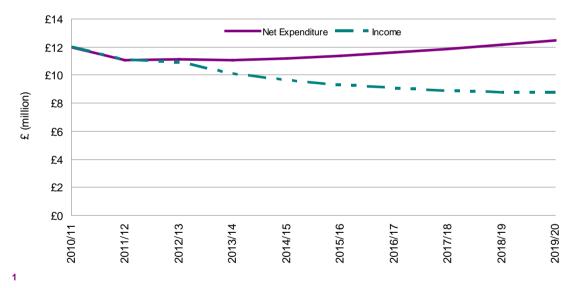


- 2.5 To meet historical funding deficits the Council has used revenue reserves to support the revenue budget. The MTFS 2012/13 to 2015/16 set out plans to reduce the amount of reserves that are used to support the budget and identify ways to reduce the gap between spending and funding by looking at other options.
- 2.6 Using reserves to support revenue expenditure is not a sustainable source of funding. The Graph below demonstrates the position the Council would be facing if it were to

use reserves to bridge the gap based on the most pessimistic outlook for funding.



- 2.7 During summer 2012 the Local Government Association (LGA) undertook some financial modelling. They were able to use data published by the Department for Communities & Local Government (DCLG) from local authority data returns as well as future Government expenditure forecasts from the Office of Budget Responsibility (OBR).
- 2.8 The outcome of this analysis is similar to the analysis undertaken by the finance team and demonstrates the funding gap in future years.



- 2.9 The analysis provided by the LGA supports our view and reflects the uncertainty and enormous financial challenge that the Council faces.
- 2.10 All Councils are facing similar risks; they are also putting strategies in place to reduce the amount of uncertainty surrounding future funding.
- 2.11 Whilst it must be recognised that there is a lot of uncertainty, the preparation and setting of a MTFS and budget must still take place.

¹ Source: LGA Funding Model 2012 Policy and Resources Committee – 11 February 2013

3.0 Government Funding & Policy Changes

- 3.1 The landscape of local government finance has seen significant change over the past few years and this is expected to continue over the MTFS period.
- 3.2 The austerity measures being put in place by Government are having a direct impact on the way the Council is funded. SR10 announced two years of significant funding reductions for local government, which have resulted in changes to the way local government delivers its services. The third year has now introduced further funding reductions and policy changes, which are fundamentally changing the way funding is distributed across the public sector. The LGRR has identified the areas for significant change.

3.3 Business Rates Retention Scheme

The existing Formula Grant regime is being replaced with a Business Rate Retention Scheme with effect from 1st April 2013. The key aim of this is to incentivise local business growth through the retention of Business Rates. It should be noted that councils will only get to retain a proportion of any growth in business rates. Following extensive lobbying from local government recent announcements from Government indicate that at least 25% of business rates growth will be retained locally. The Council is working with all other councils across Northamptonshire and has entered into a pooling arrangement to seek to retain more of the business rates raised locally. It is anticipated by pooling the amount of business rate growth retained locally will be around 40%. This will be split 80:20 between districts and county councils.

3.4 Local Council Tax Support Scheme

The existing Council Tax Benefit scheme will cease from the end of March 2013 under the provisions of the Welfare Reform Bill. This scheme is being replaced with a localised scheme administered by the Council. The Government announced that funding for the scheme will also be reduced by 10%, although in real terms the increase is greater than this. There is the expectation that expenditure will be reduced by 10% in this area to offset the decrease.

3.4.1 The Council has been working closely with other councils including the largest preceptor Northamptonshire County Council (NCC), to identify how some of this impact could be mitigated. The Local Council Tax Support Scheme received approval at the Council meeting held on 7 Jan 2013. The local scheme introduces changes which mitigate some of the changes being introduced by Government. Further information is in paragraph 5.8 below.

3.5 **Bridging the Funding Gap**

Over the medium term the council will need to increase its income or deliver savings to meet the funding gap. However, given the level of savings already achieved, the scope for further savings is limited. It is extremely unlikely that this gap can be bridged solely through continuing the approach applied to delivering savings previously. It is almost inevitable that, before the end of the current MTFS period, more radical options will need to be considered.

- 3.6 Many other councils are already in this position the outsourcing proposals of Suffolk County Council and the London Borough of Barnet have received significant (albeit generally adverse) publicity, there are 22 pairs of councils now sharing management teams, and West Somerset Council recently announced that it was not financially viable in the medium-term and has been advised by DCLG to undertake a boundary review, presumably with a view to it potentially being absorbed by one of its neighbours.
- 3.7 There is the risk that the levels of savings required are not achieved. This risk will be reviewed and closely monitored to ensure any mitigating action is taken as necessary.

4.0 Medium Term Financial Strategy (MTFS) 2013/14 to 2016/17

- 4.1 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. 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.
- 4.2 The MTFS includes our capital spending plans as these have a direct and sometimes significant impact on our revenue expenditure.

4.3 The MTFS includes:

- estimated receipts from central government in the form of core funding, through Revenue Support Grant, Business Rates retained locally, 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
- transfers to or from the Council's revenue reserves.
- 4.4 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, government policy changes, 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.
- 4.5 The Council's financial strategy for the medium term is to:
 - "Ensure the financial position is stable and sustainable with resources focussed on its priorities"
- 4.6 The MTFS and Budget 2013/14 set out in this report have been developed to address the financial challenges identified above. 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.
- 4.7 The key assumptions in the MTFS 2013/17 are as follows:

Capital Programme	 The Council will invest up to £12m over the next 10 years. Including £2.7m in improving its leisure centres and £4m in providing Disable Facilities Grants to the vulnerable. Assets sales programme is ahead of schedule. Capital governance is being improved with the establishment of a Development Pool. 		
Revenue Budget	The Council will spend around £10m (net) each year. There is no reliance on one-off funding from reserves over the MTFS period. Savings of £0.7m are identified for 2013/14, with targets for further savings of £1.25m over the MTFS period.		
Council Tax	 Continue with strategy of increasing council tax without triggering a local referendum to continue to maintain the current level of services to the residents of East Northamptonshire. Council tax is assumed to be £128.65 for 2013/14, an increase of less than 10p a week for a band D property. This would still be lowest in the county. 		

Government Funding	 New government funding for Business Rates provides the Council with an initial benefit of £0.4m due to its low baseline position. To maximise the proportion of Business Rates growth retained locally the council will "pool" its business rates income with other councils in Northamptonshire. This means 40% of growth is retained locally as opposed to 25%. In future years, Revenue Support Grant from Government is expected to reduce by 7.5% per annum.
Community Projects	 The Council will continue to set aside a proportion of New Homes Bonus over the next four years to fund investment in community projects and economic growth. For 2013/14 the amount is forecast to be £365k, a 100% increase from 2012/13.
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.

4.8 There are always risks in making assumptions, and the current significant uncertainties, the fragility of the economy and the political decisions that will need to be taken by the coalition government, make financial planning beyond 2013/14 extremely difficult.

5.0 Key Risks and Assumptions

5.1 **Employee Costs**

- 5.1.1 Three years of pay freezes have preceded this MTFS period. The unions recently submitted to the Local Government Employers (LGE) a claim for a 'significant' pay increase in 2013/14.
- 5.1.2 The LGE have responded and "it has been made clear that employers want to avoid a fourth year of pay freeze and will be working within the extremely challenging financial constraints to try and make that happen."
- 5.1.3 The MTFS includes pay inflation at 1% in the short term, increasing to 2% after 2015/16. Government has indicated that an acceptable level of increase has been discussed at around 1% for 2013/14.

5.2 **Contract Costs**

5.2.1 As a result of new contracts started in 2012/13, contractual commitment costs for Environmental and Waste services are reducing. The contracts have been in place for a number of months and there is now more certainty when forecasting inflationary increases within the contract. In the MTFS presented to Finance Sub Committee in November 2012, contract inflation was estimated at 3.5%; the actual inflation is lower than this. This reduction in contract costs is anticipated to amount to around £100k.

5.3 Fees & Charges

5.3.1 The previous MTFS assumed an increase of 5% for all fees & charges across the Council. This rate was the same over the entire medium term plan period. This rate does not fully reflect increases in charges across the sector or mirror demand. To reflect the economic climate, Fees & Charges have been estimated to increase in line with the Retail Price Index (RPI).

5.4 **Borrowing Costs**

5.4.1 The Council currently does not have any borrowings. 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 to support the capital programme over the medium term 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. If the possibility of accelerating asset sales materialises, the need to borrow will be reduced. Where possible the Council will seek to use its surplus cash rather than borrow. This position will be kept under review.

5.5 Investment Income

5.5.1 The current low level of interest rates has resulted in significant reductions in our investment income. We assumed investment returns of 1% in 2012/13, increasing to 3% by 2015/16 as the economic position improves. It is now anticipated that investment returns will remain lower for longer than previously forecast and as a result the anticipated return on investment for 2013/14 is likely to be around 0.75%, increasing to around 1% by 2016/17. There are significant risks in estimating the rate at which the economic position will improve, and we have taken a relatively cautious view.

5.6 Council Tax Base

- 5.6.1 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 than 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 had previously assumed increases in the base of 200 houses in 2012/13 and each subsequent year of the MTFS. Average increases have been assumed at the same level as previous years.
- 5.6.2 The level of the council tax base has been significantly impacted upon by the changes to the Council Tax Support scheme and new council tax discounts and exemptions which have been implemented from 1 April 2013. Further information is in paragraph 5.8 below.

5.7 Council Tax Freeze Grant (CTFG) and Council Tax increases

- 5.7.1 In October 2012 a new CTFG for 2013/14 was announced which provided councils that freeze tax levels with a grant equivalent to a 1% rise.
- 5.7.2 Given the Council's current comparatively very low level of Council Tax, Members took the view during the budget setting for 2012/13, that council tax should be increased by the maximum amount permitted by the government without triggering a local referendum. It was therefore assumed in the MTFS that it will increase Council Tax by 3.5% each year of the MTFS.
- 5.7.3 The Secretary of State has proposed that a 2% referendum principle will apply for all principal local authorities in 2013/14.
- 5.7.4 The exception to this will be Shire Districts, Police and Crime Commissioners and Fire and Rescue authorities whose 2012/13 council tax was in the lower quartile of their category of authority. For these authorities a referendum need only be held where the authority increases council tax by more than 2% and there is a cash increase that is more than £5 for the year in the basic amount.

- 5.7.5 The exception described above applies to ENC, which is in the lower quartile (in fact the lowest 7%) for District Councils. The policy set out in February 2012 as part of the budget was to increase council tax as far as possible without resulting in a referendum. This principle has been incorporated into the 2013/14 budget with the assumption of a £5 (4.04%) increase, and 2% increases in council tax in later years. It should be noted that the level for future years will be confirmed by the Secretary of State on an annual basis.
- 5.7.6 The Secretary of State does not propose to apply this principle for local precepting authorities (Town and Parish Councils) for 2013/14. However, he intends to revisit this issue next year.

5.8 Council Tax Support Scheme (CTS)

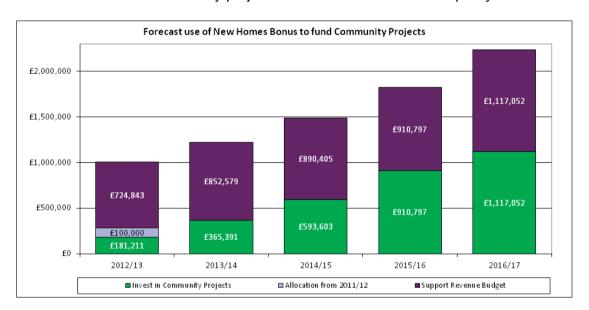
- 5.8.1 The Council has consulted on the proposed CTS and invited feedback. The results of the consultation were presented to Council on 7 January 2012.
- 5.8.2 The MTFS assumes that there will be no overall effect on the Council's finances as a result of implementing the scheme.
- 5.8.3 A collection rate of 70% has been assumed for the CTS element of the tax base but it is hoped that this can be exceeded.
- 5.8.4 The largest proportion of the council tax that is collected is passported to NCC. The Council is working with NCC to put arrangements in place for returning a larger proportion of any additional council tax income collected back locally, for example into funding the shortfall between the cost of Disabled Facilities Grants and the funding provided by the government for those grants.
- 5.8.5 The Council currently gives some discounts and exemptions in relation to council tax. The discounts and exemptions have been reviewed alongside the proposals for council tax support. The proposed changes to discounts and exemptions were approved by Policy & Resources Committee and then Council in January 2013 and the financial effect of the proposals to reduce or withdraw those discounts have been included in the MTFS.

5.9 **Council Tax Support Funding**

- 5.9.1 ENC will receive two streams of Council Tax Support Funding in 2013/14 to support the implementation of CTS. This funding is not ring-fenced and can be used to support any spending the Council incurs. Government indicated that a proportion of this funding could be passported to local precepting authorities at the Council's discretion.
- 5.9.2 The two funding streams are:
 - An on-going grant to off set (less a 10% reduction) the reduced tax base resulting from the changes to CTS. This grant is included within the Government funding formula and is expected to reduce in future years in line with government funding.
 - A one off transition grant for 2013/14 as the Council is implementing a CTS scheme which limits the liability for council tax to 8.5%. It is assumed this grant will not be received in future years and that this funding stream will be replaced following a review of the scheme, including the level of council tax liability.
- 5.9.3 The MTFS assumes that this funding is passported to local precepting authorities in 2013/14 to support with the transition to the CTS scheme from 1 April 2013 and to ensure that no local precepting authority receives less funding that it did in 2012/13.
- 5.9.4 The MTFS assumes that this funding is not passported in later years due to the financial uncertainty over the medium term.

5.10 New Homes Bonus (NHB)

- 5.10.1 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.
- 5.10.2 Council decided last year to move towards setting aside 50% of the NHB grant towards investment in infrastructure for sustainable development. Due to the Council's ongoing budget deficit, the decision was taken 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% by 2015/16 and thereafter.
- 5.10.3 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.
- 5.10.4 For 2013/14, the Council will receive NHB of £1.2m in respect of new homes for the year to 31 October 2012. 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.
- 5.10.5 The graph below sets out the forecast level of NHB over the MTFS and identifies the amount set aside for community projects on the basis of the current policy.



- 5.10.6 There is great uncertainty as to how fast the UK economy will recover. This reduces expectations for recovery of the housing market and therefore what level of NHB we will receive in future years.
- 5.10.7 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 funding will be reduced in future to allow the government to afford to continue the scheme.

5.11 **Government Funding**

5.11.1 The large reductions in Revenue Support Grant (RSG) and NNDR for 2011/12 and 2012/13 reflected the savings required over the life of SR10. It was anticipated that RSG would reduce further during 2013/14 and 2014/15. The MTFS previously assumed reductions in funding of 5% for each year of the MTFS.

- 5.11.2 There is a lot of uncertainty about future funding and only limited information is available for the first 2 years of the MTFS. However, informal comments from Whitehall suggest that the settlement will be worse than forecast, so beyond 2014/15 it has been assumed that funding will reduce by 7.5% each year to reflect the ongoing uncertainty and increased risk.
- 5.11.3 The Final Local Government Finance Settlement 2013/14 has not yet been announced, it is still provisional. We do not anticipate any changes to the MTFS; however, it is subject to possible change.

6.0 Revenue Budget 2013/14

- 6.1 The Council is committed to focusing the resources on its priorities and will continue to drive out efficiencies to meet the financial challenges over the medium term.
- The Council plans to spend £9.9m in 2013/14 with a budget requirement of £10.8m. A summary of the revenue budget for 2013/14 is set out below.

2012/13		2013/14
£		£
1,868,010	Customer and Community Services	1,988,930
2,764,450	Environmental Services	2,713,870
928,000	Information Technology	919,930
1,741,340	Resources and Organisational Development	1,810,740
973,250	Planning Services	1,280,550
1,699,090	Corporate and Democratic Core	1,233,790
9,974,140	Total Net Expenditure	9,947,810
(545,399)	Amount to be met from Reserves	0
0	Transfer to Earmarked Reserves	331,067
181,211	Community Projects	365,391
0	Savings Options	0
23,160	Net Interest Received & Paid	113,136
9,633,112	Budget Requirement	10,757,404

- 6.3 The budget includes savings proposals which have recently been implemented or are being developed to help bridge the funding gap that exists over the period of the MTFS.
- The total service net expenditure in the revenue budget for 2013/14 is £26k lower than the approved budget 2012/13. This is due to the following changes:

	£
Revenue Budget Net Service Expenditure 2012/13	9,974
Service Pressures and Budget Increases	672
Savings and Additional Income	(698)
(excl. Government Funding and Council Tax)	
Revenue Budget Net Service Expenditure 2013/14	9,947

A full analysis of the revenue budget changes is shown in Appendix 2.

7.0 Capital Programme 2013/14 to 2021/22

7.1 The main aim of the Capital Programme 2013/14 to 2021/22 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 reviewed and scrutinised in the same way as revenue to ensure the schemes put forward meet the Council's priorities.

7.2 The programme is focussed on maintaining business continuity, meeting statutory obligations and investing in assets to improve revenue income streams. The capital programme how it is funded is shown in the table below:

	Approved Capital Expenditure	Development Pool
	2013/14 £	2013/14 to 2022/23 £
Housing	400,000	3,600,000
Leisure & Tourism	2,709,500	46,500
Environment	45,855	146,410
Corporate Systems	116,200	4,075,000
Essential Property Maintenance	6,650	250,000
Vehicle Replacements	16,600	66,400
Capital Programme	3,294,805	8,184,310
Funded by:		
Capital Reserves (Incl. Asset Sales)	168,000	4,900,000
Government Grant (Disabled Facilities Grant)	170,000	1,530,000
Borrowing	2,956,805	1,754,310
Total Funding	3,294,805	8,184,310

- 7.3 It is anticipated that the remaining capital reserves will be fully utilised by the end of 2013/14. The future capital programme will be funded from 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 its surplus cash or 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 unless other ways can be found to fund the programme.
- 7.4 A number of identified asset sales are progressing well, with agents appointed, bids received and one small sale completed. It is anticipated that the asset sales may happen sooner than forecast but due to the significant risks to recovery of the housing market and possible reduced demand for land for residential use, a prudent view have been taken.

7.5 Improvements to Leisure Centres (Nene Centre & Pemberton Centre)

7.5.1 Improvement works to Nene Centre (£0.7m) and Pemberton Centre (£1.5m) are forecast to be spent during 2013/14, along with £0.5m on leisure equipment. These budgets are in line with budgets approved by Council in July 2012 and January 2013 for these projects. The improvement works are part of an invest to save initiative to increase income from the Council's leisure centre assets in order to reduce the subsidy provided to Cultural Community Partnership the trust that runs the leisure centres.

7.6 **Disabled Facilities Grants (DFGs)**

7.6.1 DFGs are grants paid to the disabled in order to adapt their homes to facilitate them being able to continue to live in their own property. The capital programme assumes £400k will be spent in 2013/14, £170k of this is funded by Government Grant and £230k is funded by the Council. Over the 10 year programme the Council plans to invest £4m in DFGs. The benefits of investing in DFGs are seen in the housing, social care and health sectors.

7.6.2 The Council is current working in conjunction with NCC to assess the benefit to the social care function with a view to securing more resources to finance DFG expenditure. In addition the Council is represented on a national DFG Focus Group which is seeking to raise awareness of the benefits of investing in DFGs, promote DFG best practice across the public sector and seek additional resources from Government in the next Spending Review for DFGs. A report on this work will be presented to Policy & Resources during spring 2013.

7.7 New Governance Arrangements for Capital Programme

- 7.7.1 As part of improvements to managing and controlling spending the Council will be introducing new governance arrangements for capital spending. This follows a review of capital planning, monitoring, reporting and the control environment.
- 7.7.2 For the past few years the Council has had a 10 year capital programme. This is a leading edge position for a local authority and a 10 year planning horizon for capital investment needs to be maintained. However, it is increasingly difficult to predict budgeted costs for capital schemes until initial feasibility, detailed scheme scoping and procurement has been undertaken. This has been demonstrated with the Nene Centre and Pemberton Centre schemes recently.
- 7.7.3 The frame work for the new governance arrangements is as follows:
 - Split the 10 year capital plans into an agreed Capital Programme and a Development Pool.
 - The Capital Programme are those schemes where the cost is certain and schemes where money is drawn down from a resource limited cash pot each year (e.g. DFGs).
 - The Development Pool will be those schemes which do not meet the above criteria. Typically these will be schemes which are in the early stages of their development and, as such, costs are uncertain.
 - To move from the Development Pool to the Capital Programme a decision will be required by Council to include the scheme and its budget into the main capital programme. This will be done through the annual budget setting round and through the quarterly capital monitoring reports.
 - To enable the feasibility, detailed scoping and procurement of schemes up to 15% of the initial cost can be released so long as these have been approved by Chief Finance Officer and Chair of Finance Sub Committee.
- 7.7.4 Further details on the new governance arrangements will be presented to Finance Sub Committee at its meeting in March 2013.

8.0 Annual Treasury Management Strategy

- 8.1 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 the new requirements on how capital spending plans should be considered when determining the Council's Treasury Management Strategy for the next four financial years.
- 8.2 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.

- 8.3 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
- The Council's Treasury Management Strategy is set out in Appendix 4.

9.0 Reserves and Balances Strategy

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

9.2 Minimum Level of Reserves

There is a regulatory requirement to set a minimum level of reserves.

- 9.3 Having considered the risks facing the Council in the short, medium and long term its is proposed to maintain 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 maintain the minimum level to £2m to reflect the uncertainties currently facing the Council. These include the recoverability of the costs of replacing the Nene Centre Roof, the delivery of a cost reduction programme to ensure on-going revenue spending is sustainable, and changes to Government policy which could significantly impact on the Council's funding position (e.g. embedding localisation of business rates & CTS, council tax discounts and impending implementation of universal credit)
- 9.4 The table below sets out the Council's forecast reserves position:

		Forec	ast positio	n as at	
	31/3/2013 £000	31/3/2014 £000	31/3/2015 £000	31/3/2016 £000	31/03/2017 £000
Asset Management and Regeneration	2,821	3,152	3,220	3,289	3,357
Elections	120	120	0	30	60
Insurance	100	100	100	100	100
Community Projects	195	0	0	0	0
Planning	85	0	0	0	0
Environment	40	0	0	0	0
Land Charges	14	0	0	0	0
Empty Homes	24	0	0	0	0
Earmarked Revenue Reserves	3,398	3,372	3,321	3,420	3,518
Underlying minimum level of reserves	1,000	1,000	1,000	1,000	1,000
Enhanced minimum level of reserves	1,000	1,000	1,000	1,000	1,000
Total Revenue Reserves	5,398	5,372	5,321	5,420	5,518
Capital Reserve	287	0	0	0	0
Capital Receipts Reserve		217	326	0	0
Total Capital Reserves	287	217	326	0	0
Total Reserves	5,685	5,590	5,647	5,420	5,518

10.0 Fees and Charges

- 10.1 The Council charges fees for some services that it provides. This means the people who actually use these individual services help pay for what they receive.
- 10.2 The Fees and Charges applicable from 1 April 2013 are shown at Appendix 5.

11.0 Equality and Diversity Implications

11.1 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 help deliver the savings yet to be identified.

12.0 Legal Implications

12.1 There are no legal implications arising from the report.

13.0 Risk Management

- 13.1 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.
- 13.2 The key risks relating to the MTFS are:
 - Unable to recover costs for replacement of Nene Centre Roof
 - Major uncertainty regarding future Government funding levels
 - Uncertainty around the impact of localisation of Council Tax
 - Uncertainty around impact of Business Rates Retention and pooling
 - Uncertainty around levels of growth, nationally and locally
 - Inability to deliver cost reduction programme

14.0 Financial Implications

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

15.0 Corporate Outcomes

- 15.1 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

16.0 Recommendations

- 16.1 Subject to the approval of the level of Council Tax at Council, Finance Sub Committee is recommended to propose the contents of this report to Policy & Resources Committee on 11 February 2013, and recommend that Policy & Resources Committee resolve to recommend the contents of the report to Council as part of the budget setting process. Specifically the Finance Sub Committee is recommended to propose to Council that the following be approved / agreed:
 - Medium Term Financial Strategy (MTFS)
 - Revenue Budget 2013/14
 - Capital Programme for 2013/14-2021/22 (subject to the ongoing review of schemes within that programme)
 - Treasury Management Strategy
 - Fees and Charges

(Reason: To ensure that the Sub-Committee is aware of the forecast financial position so that in due course the Council complies with its constitution in setting its Budget).

		Power:								
Lega	11	Other considerations:								
Background Papers: None										
Person O	riginatiı	•	Glenn Hammons, Chief Finance Officer, Section 151 Officer, 01832 742267 ghammons@east-northamptonshire.gov.uk							
Date: 31 J	lanuary	2013								
CFO			МО		CX					

2012/13 Revised Budget		2013/14 Draft Budget	2014/15 Indicative Budget	2015/16 Indicative Budget	2016/17 Indicative Budget
£		£	£	£	£
1,868,010	Customer and Community Services	1,988,930	1,635,790	1,648,721	1,713,379
2,764,450	Environmental Services	2,713,870	2,798,032	2,931,304	3,074,562
928,000	Information Technology	919,930	940,082	970,015	1,000,772
1,741,340	Resources and Organisational Development	1,810,740	1,852,441	1,903,791	1,956,510
973,250	Planning Services	1,280,550	1,253,882	1,291,768	1,330,666
1,699,090	Corporate and Democratic Core	1,233,790	1,378,428	1,409,660	1,441,698
9,974,140	Total Service Expenditure	9,947,810	9,858,654	10,155,258	10,517,587
	Other Expenditure/Adjustments				
(545,399)	Amount to be met from Reserves	0	0	0	0
0	Transfer to Earmarked Reserves	331,067	68,473	68,473	68,473
181,211	Community Projects (New Homes Bonus)	365,391	593,603	910,797	1,117,052
0	Savings options to be determined Net Interest Received / Paid	0	(55,951)	(472,400)	(778,834)
23,160		113,136	(66,784)	(67,034)	(30,284)
(341,028)	Total Other Adjustments	809,594	539,341	439,836	376,407
9,633,112	Total Budget Requirement	10,757,404	10,397,996	10,595,094	10,893,994
	Sources of Funding				
(4,831,611)	Revenue Support Grant/NNDR				
38,850	Transfer From Collection Fund	(1,250)	0	0	0
(906,055)	New Homes Bonus	(1,217,970)	(1,484,008)	(1,821,593)	(2,234,103)
(91,096)	Council Tax Freeze Grant 2011/12	(0.404.547)	(0.440.004)	(0.470.400)	(4.050.704)
	Revenue Support Grant	(3,164,547)	(2,418,224)	(2,176,402)	(1,958,761)
	Business Rates Retention Council Tax Support Transition Grant	(2,675,419) (15,181)	(2,675,419)	(2,675,419)	(2,675,419)
(47,100)	Other income grants	(62,839)	(85,345)	(85,345)	(85,345)
(47,100)	Other meetine grants	(02,000)	(00,040)	(00,040)	(00,040)
(5,837,012)	Total Funding	(7,137,206)	(6,662,997)	(6,758,759)	(6,953,629)
3,796,100	Amount to be met from Council Tax	3,620,198	3,734,999	3,836,334	3,940,365
30,700	Council Tax Base	28,140	28,463	28,663	28,863
123.65	Equivalent Band D Tax	128.65	131.22	133.84	136.52
	% change in Council Tax	4.04%	2.00%	2.00%	2.00%

2013/14 Revenue Budget Changes

Service Area	Change	Salary Incr./(Decr.)	Pay Inflation	Contract Inflation	Service Pressure	Efficiency	Additional Income	Service Reduction	Net Change
		£000	£000	£000	£000	£000	£000	£000	£000
Customer and Community Services	Transfer CCTV contract to Town and Parish Councils							(49)	(49)
	Staff Budget Efficiencies	(49)							(49)
	Reduction in Grants Awarded							(36)	(36)
	Increase of Empowerment budget from New Homes Bonus				20				20
	Council Tax Support Grant to Town and Parish Councils				195				195
	Community & Cultural Partnerships (CCP) Reduced Management Charge					(171)			(171)
	Other Changes less than £10k					(19)	(16)		(35)
Environmental Services	Staff Budget Efficiencies	(39)							(39)
	Savings on Contract Charges (Recycling, Refuse Collection, Street Cleaning)			(103)					(103)
	Increase in Licencing Fee Income						(2)		(2)
	Reduced Income				8				8
	Empty Homes - funded by New Homes Bonus					(12)			(12)
Information Technology	Reduction in IT licence & maintenance costs					(46)			(46)
	Other Changes less than £10k				11				11
	Staff Budget Efficiencies	(10)							(10)
Resources and Organisational Development	Staff Budget Efficiencies	(12)							(12)
	Transfer Public Conveniences to Town Councils - No Repairs & Maintenance							(22)	(22)
	Ten years safety checks on 4 Lifts				3				3
	Employers National Insurance Contributions on leased cars				4				4
	Hard wire testing on Kings Cliffe Industrial Units				15				15
	Other Changes less than £10k					(3)			(3)
Planning Services	Staff Budget Efficiencies	(27)							(27)
	Homelessness new contract and funding changes				70	(22)			48
	Reduction in income				150				150
	Other changes less than £10k					(10)			(10)
	Cost of Local Development Framework reduced					(20)			(20)
Corporate and Democratic Core	Pension Cost Increase				132				132
	Deletion of contingency budget					(50)			(50)
	Changes in External Fees				4	(12)			(8)
	Staff Budget Efficiencies	31				` ′			31
	1% Estimated increase on ENC payroll		60						60
Total Revenue Budget Changes		(105)	60	(103)	612	(365)	(18)	(107)	(26)

East Northamptonshire Council Capital Programme

					2013/14	Cast Variance	tturn vs Fwd.	2014/15	5 2015/16	2016/17	2017/18 Estimate	2018/19 Estimate	2019/20	2020/21	2021/22	2022/23	
Approved Capital Programme			Current Budget	Actual & Committed	Forecast Outturn			Estimate	Estimate	stimate Estimate			Estimate	Estimate	Estimate	Estimate	Total
			£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Housing Projects Leisure and Tourism Projects Environment Projects Central Services Projects			400,000 2,709,500 45,855	:	400,000 2,709,500 45,855			- - -		 	- - -	- -	- - -	- - -			400,000 2,709,500 45,855
Corporate Systems Essential Property Maintenance Vehicle Replacements			116,200 6,650 16,600	:	116,200 6,650 16,600				•	 	-	-	-	-	-	-	116,200 6,650 16,600
Total			3,294,805	-	3,294,805			-			-	-	-	-	-	-	3,294,805
Approved Capital Project	Responsible Officer	Service															
Disabled Facilities Grants	Mike Deacon	Housing	400,000	-	400,000							-	-	-	-	-	400,000
The Pemberton Centre Rushden	Katy Everitt	Leisure & Tourism	6,000	-	6,000			-			-	-	-	-	-	-	6,000
Pemberton Centre - Improvements	Katy Everitt	Leisure & Tourism	1,500,000	-	1,500,000			-			-	-	-	-	-	-	1,500,000
Nene Community Centre - Improvements	Katy Everitt	Leisure & Tourism	703,500	-	703,500			-			-	-	-	-	-	-	703,500
Nene Community Centre - Roof	Katy Everitt	Leisure & Tourism		-	-			-			-	-	-	-	-	-	
Leisure Equipment	Lisa Hyde	Leisure & Tourism	500,000	-	500,000			-			-	-	-	-	-	-	500,000
Stanwick Lakes - Infrastructure	Lisa Hyde	Leisure & Tourism		-	-			-			-	-	-	-	-	-	-
Greenway Phase3	Lisa Hyde	Environment	45,855	-	45,855			-			-	-	-	-	-	-	45,855
Replacement Dog Warden Vans	Mike Deacon	Vehicle Replacements	16,600	-	16,600			-			-	-	-	-	-	-	16,600
Industrial Units	Katy Everitt	Essential Property Maintenance	6,650	-	6,650			-			-	-	-	-	-		6,650
Replacement PC`S, Monitors & Laptops	Gareth Jones	Corporate Systems	25,000	-	25,000			-			-	-	-	-	-	-	25,000
Replacement Servers	Gareth Jones	Corporate Systems	20,000	-	20,000			-			-	-	-	-	-	-	20,000
Data Infrastructure Equipment	Gareth Jones	Corporate Systems	29,370	-	29,370			-			-	-	-	-	-	-	29,370
CAPS Solutions/ERMS	Gareth Jones	Corporate Systems	41,830	-	41,830							-	-	-	-	-	41,830
Total			3,294,805	-	3,294,805			-			-	-	-	-	-	-	3,294,805

East Northamptonshire Council Capital Programme

			2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	
Development Pool			Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Total
			£	£	£	£	£	£	£	£	£	£	£
Housing Projects			_	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	3,600,000
Leisure and Tourism Projects Environment Projects			46,500 56,410	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	46,500 146,410
Central Services Projects Corporate Systems Essential Property Maintenance Vehicle Replacements			360,000 25,000 -	370,000 25,000 16,600	460,000 25,000	470,000 25,000	520,000 25,000	260,000 25,000 16,600	235,000 25,000 16,600	500,000 25,000 16,600	450,000 25,000	450,000 25,000	4,075,000 250,000 66,400
Total			487,910	821,600	895,000	905,000	955,000	711,600	686,600	951,600	885,000	885,000	8,184,310
Development Pool	Responsible Officer	Service											
Disabled Facilities Grants	Mike Deacon	Housing	-	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	3,600,000
Splash Pool	Katy Everitt	Leisure & Tourism	46,500	-	-	-	-	-	-	-	-	-	46,500
HI 4 EM	Mike Deacon	Environment	39,020	-	-	-	-	-	-	-	-	-	39,020
Replacement of Wheelie Bins	Mike Deacon	Environment	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000
District Car Parks	Katy Everitt	Environment	11,950	-	-	-	-	-	-	-	-	-	11,950
Closed Churchyard, Polebrook	Katy Everitt	Environment	5,440	-	-	-	-	-	-	-	-	-	5,440
Replacement Dog Warden Vans	Mike Deacon	Vehicle Replacements	-	16,600	-	-	-	16,600	16,600	16,600	-	-	66,400
Essential Property Maintenance	Katy Everitt	Essential Property Maintenance	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Service Transformation Programme	Gareth Jones	Corporate Systems	-	60,000	-	-	-	-	-	60,000	-	-	120,000
Replacement PC`S, Monitors & Laptops	Gareth Jones	Corporate Systems	-	35,000	35,000	15,000	15,000	35,000	35,000	15,000	15,000	15,000	215,000
Replacement Printers & Scanners	Gareth Jones	Corporate Systems	15,000	15,000	5,000	5,000	15,000	5,000	5,000	5,000	10,000	10,000	90,000
Replacement Servers	Gareth Jones	Corporate Systems	-	10,000	30,000	15,000	20,000	30,000	10,000	10,000	25,000	25,000	175,000
Replacement Sun Server	Gareth Jones	Corporate Systems	-	-	-	30,000	-	-	-	-	30,000	30,000	90,000
UPS for L12	Gareth Jones	Corporate Systems	-	-	-	20,000	-	-	-	20,000	-	-	40,000
Data Infrastructure Equipment	Gareth Jones	Corporate Systems	-	15,000	100,000	5,000	10,000	5,000	5,000	20,000	15,000	15,000	190,000
Licences	Gareth Jones	Corporate Systems	115,000	125,000	120,000	155,000	110,000	135,000	120,000	115,000	150,000	150,000	1,295,000
Storage/Replacement SAN	Gareth Jones	Corporate Systems	10,000	10,000	10,000	50,000	5,000	10,000	10,000	10,000	60,000	60,000	235,000
Council Chamber Project Screen	Gareth Jones	Corporate Systems	25,000	-	-	5,000	-	-	-	25,000	-	-	55,000
Security Systems/GovConnect	Gareth Jones	Corporate Systems	20,000	10,000	10,000	30,000	10,000	10,000	10,000	10,000	10,000	10,000	130,000
ESRI - GIS Upgrade	Gareth Jones	Corporate Systems	70,000	-	-	10,000	-	-	10,000	-	70,000	70,000	230,000
CAPS Solutions/ERMS	Gareth Jones	Corporate Systems	-	10,000	40,000	10,000	10,000	20,000	10,000	200,000	10,000	10,000	320,000
Revenues and Benefits Upgrade	Gareth Jones	Corporate Systems	50,000	10,000	10,000	15,000	15,000	10,000	10,000	10,000	15,000	15,000	160,000
CRM Upgrades	Gareth Jones	Corporate Systems	-	70,000	-	-	300,000	-	-	-	-	-	370,000
Telephone System	Gareth Jones	Corporate Systems	15,000	-	100,000	-	10,000	-	10,000	-	-	-	135,000
Rushden Centre BC/DR	Gareth Jones	Corporate Systems	40,000	-	-	25,000	-	-	-	-	40,000	40,000	145,000
Replacement Finance System	Gareth Jones	Corporate Systems	-	-	-	80,000	-	-	-	-	-	-	80,000
Total			487,910	821,600	895,000	905,000	955,000	711,600	686,600	951,600	885,000	885,000	8,184,310
Total Approved Programme and D	evelopment Roc		3,782,715	821.600	895.000	905.000	955,000	711.600	686,600	951.600	885.000	885.000	11,479,115

East Northamptonshire Council Treasury Management Strategy Statement and Investment Strategy 2013/14

Contents

- 1. Context
- 2. Economic Outlook
- 3. Outlook for Interest Rates
- 4. Borrowing Requirement and Strategy
- 5. MRP Strategy
- 6. Investment Policy and Strategy
- 7. Balance Budget Requirement
- 8. Reporting

Appendices

- A. Prudential Indicators
- B. Interest Rate Outlook
- C. Specified and Non-specified Investments for use by the Council
- D. Criteria to be used for maintaining approved counterparty lists and limits

1. Context

- 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, 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)
- 1.5. The purpose of this Treasury Management Strategy Statement is to approve:
 - Treasury Management Strategy for 2013/14
 - Prudential Indicators
 - MRP Strategy
 - Use of Specified and Non-Specified Investments
 - Criteria for accepting counterparties on to the Council's approved lending list

2. Outlook for the Economy and Interest Rates

2.1. The economic interest rate outlook provided by the Council's treasury advisor Arlingclose Ltd is attached at Appendix B.

2.2. **Background**

The UK economy has shown continuous retraction during the first half of 2012 and despite this poor growth resulting in much weaker public finances than forecasted, the Chancellor maintained the deficit-cutting strategy in the Autumn Statement. The effectiveness of Quantitative Easing (QE) is yet to be assessed, but there is no further monetary policy response expected in the near term.

2.3. Outlook

Consumer Price Index is 2.7% having fallen from its peak of 5.2%. In the short term CPI is likely to be affected by the volatility in commodity prices and its decrease towards the 2% target is expected to be slower than previously estimated.

- 2.4. There was optimism within the Eurozone after the announcement of the ECB's Outright Monetary Transactions (OMT) initiative; this has been eroded after Germany and other core Eurozone countries scuppered a deal that would have allowed Spain's banks to recapitalise. A solution to the Eurozone crisis is some way off as there is little appetite for fiscal reform.
- 2.5. There is renewed optimism following Q3 results, supported by strong employment data and declining inflation that should feed some stability in real incomes. Underlying growth will probably remain soft in the near term whilst uncertainty over Europe persists.
- 2.6. 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 recommend to be fixed will remain short. As such, the expected level the Council can invest money at is expected to remain low.
- 2.7. 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 %
2012/13	0.70
2013/14	0.75
2014/15	1.00
2015/16	1.00
2016/17	1.00

3. The Treasury Position

3.1. The Council's estimated treasury position for 31/3/2013 and for the following financial years is:

	31/3/2013 Estimate £m	% Return	31/3/2014 Estimate £m	31/3/2015 Estimate £m	31/3/2016 Estimate £m	31/3/2017 Estimate £m
Investments	10.0	0.75	9.0	8.0	7.0	7.0
Total Investments	10.0	1.00	9.0	8.0	7.0	7.0

3.2. The estimate for interest receipts in 2012/13 is £64k. The estimates for 2013/14 and subsequent years take into consideration the current portfolio and the outlook for interest rates. The impact on interest earned has been reflected in our financial plans.

4. Investment Policy and Strategy

4.1. **Background**

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.

4.2. **Investment Policy**

- 4.2.1. The Council's general policy objective is to invest its surplus funds prudently. Due to the on going uncertainty in the banking sector which has seen institutions fold, it is 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.

- 4.2.2. 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 Appendix C.
- 4.2.3. 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. Appendix D sets out the Council's policy for determining which counterparties to invest with and this list will be restricted to any advice given from the Council's Treasury.

4.3. **Investment Strategy**

- 4.3.1. The Council's investment strategy for 2013/14 will be based solely on the priorities listed in 4.2.1 above.
- 4.3.2. 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.
- 4.3.3. 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.

4.4. Investments Managed In-House

4.4.1. 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).

- 4.4.2. The Council's shorter term cash flow 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.
- 4.4.3. 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
 - Collective Investment Schemes (pooled funds) as outlined in 4.6 below
 - The associated increase in credit risk from a longer-term investment is managed by using counterparties meeting the Council's longer-term credit criteria

4.5. Investments Managed Externally

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

4.6. Collective Investment Schemes (Pooled Funds)

- 4.6.1. 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.
- 4.6.2. 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.
- 4.6.3. The Council does not currently use this type of investment and any decision to do so in the future will be undertaken following advice from Arlingclose.

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

4.7.1. 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. 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.

4.8. Investments which constitute Capital Expenditure

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

5. Borrowing Requirement and Strategy

- 5.1. The Council's underlying need to borrow for capital purposes is measured by reference to its Capital Financing Requirement (CFR) see Appendix 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 (MRP) from the Revenue budget each year.
- 5.2. 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.
- 5.3. 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.

5.4. Balance Sheet Summary

5.4.1. As indicated in table 1, the Authority is currently debt free and its capital expenditure plans do not currently imply any external borrowing requirement in 2013/14. The medium term however indicates that the Authority will have a gross borrowing requirement, but has sufficient balances and reserves to avoid the need for external borrowing. By essentially lending its own surplus funds to itself the Authority is able to minimize borrowing costs and reduce overall treasury risk by reducing the level of its external investment balances.

Table 1	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
General Fund CFR	(1,462)	(540)	761	761
Total CFR	(1,462)	(540)	761	761
Less: External Borrowing	-	-	-	-
Less: Other Long Term Liabilities	(799)	(656)	(510)	(361)
Gross Borrowing Requirement	(2,261)	(1,196)	251	400
Usable Cash Balances	(5,461)	(5,483)	(9,035)	(9,101)
Net Borrowing Requirement/(Investments)	(7,722)	(6,679)	(8,785)	(8,702)

5.5. **Sources of Borrowing and Portfolio Implications**

- 5.5.1. 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

- 5.5.2. 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.
- 5.5.3. 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.

6. Annual MRP Statement

- 6.1. 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 2013/14.
- 6.2. 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.
- 6.3. 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, properties and any potential recovery of monies from pending legal action in the next 2-3 years. This will be reviewed on an annual basis.
- 6.4. MRP in respect of leases and Private Initiative Schemes brought on Balance Sheet under the International Financial Reporting Standards (IFRS) based Accounting Code of Practice will match the annual principle repayment for the associated deferred liability.
- 6.5. 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.
- 6.6. The Council's CFR at 31 March 2013 is estimated to be negative and therefore is no requirement to charge MRP in 2013/14.

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 Sub-Committee, 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 the 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	2012/13	2012/13	2013/14	2014/15	2015/16
	Approved £'000	Revised £'000	Estimate £'000	Estimate £'000	Estimate £'000
General Fund	4,162	3,004	3,783	822	895
Total	4,162	3,004	3,783	822	895

3.2 Capital expenditure will be financed or funded as follows:

Capital Financing							
	2012/13 Estimate £000	2013/14 Estimate £000	2014/15 Estimate £000	2015/16 Estimate £000			
Capital Reserves	1,734	168	652	725			
Government Grants / Contributions	1,070	170	170	170			
Revenue Contributions	200	-					
Total Funding	3,004	338	822	895			
Supported Borrowing	-	-	-	-			
Unsupported Borrowing	-	3445	-	-			
Estimated Borrowing	0	3,445	0	0			
Total Financing	3,004	3,783	822	895			

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	2012/13 Approved %	2012/13 Revised %	2013/14 Estimate %	2014/15 Estimate %	2015/16 Estimate %
General Fund	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	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 capital 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 expenditure¹.

Capital Financing	2012/13	2012/13	2013/14	2014/15	2015/16
Requirement	Approved	Estimate	Estimate	Estimate	Estimate
	£'000	£'000	£m	£m	£m
General Fund	(2,401)	(1,462)	761	761	761
Total CFR	(2,401)	(1,462)	761	761	761

- 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 2012/13 nor are difficulties envisaged for the current or future financial years.

¹ 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.

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 31/3/2013	£'000
Borrowing	-
Other Long-term Liabilities	656
Total	656

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	2012-13	2012-13	2013-14	2014-15	2015-16
	Approved	Revised	Estimate	Estimate	Estimate
	£	£	£	£	£
Increase in Band D Council Tax	1.36	0.96	0.74	0.30	0.33

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.

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	2012/13 Approved £'000	2012/13 Revised £'000	2013/14 Estimate £'000	2014/15 Estimate £'000	2015/16 Estimate £'000
Borrowing	4,800	4,200	4,200	4,200	4,200
Other Long-term Liabilities	200	800	700	600	500
Total	5,000	5,000	4,900	4,800	4,700

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	2012/13 Approved £'000	2012/13 Revised £'000	2013/14 Estimate £'000	2013/14 Estimate £'000	2014/15 Estimate £'000
Borrowing	4,800	2,450	2,450	2,450	2,450
Other Long-term Liabilities	200	800	660	550	350
Total	5,000	5,000	3,110	3,000	2,800

- 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.

	2012/13 Approved %	2012/13 Revised %	2013/14 Estimate %	2014/15 Estimate %	2015/16 Estimate %
Upper Limit for Fixed Interest Rate Exposure	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

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.

	2012/13	2012/13	2013/14	2013/14	2014/15
	Approved	Revised	Estimate	Estimate	Estimate
	£'000	£'000	£'000	£'000	£'000
Upper Limit for total principal sums invested over 364 days	3,000	3,000	3,000	3,000	3,000

APPENDIX B

Arlingclose's Economic & Interest Rate Forecast

	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15
Official Bank Rate													
Upside risk				0.25	0.25	0.25	0.25	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	-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
3-month LIBID													
Upside 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	
Central case	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
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
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	1.50	1.40	1.50	1.50	1.60	1.60	1.70	1.70	1.70	1.80	1.80	1.80	1.80
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	0.25	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	0.60	0.60	0.70	0.70	0.70	0.80	0.80	0.90	0.90	0.90	0.90	0.90	0.90
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	0.50	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	1.50	1.40	1.50	1.60	1.60	1.70	1.70	1.80	1.80	1.80	1.90	1.90	1.90
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	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	2.50	2.40	2.40	2.40	2.50	2.50	2.60	2.50	2.50	2.60	2.60	2.60	2.60
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50
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	3.00	2.90	2.90	3.00	3.10	3.10	3.20	3.20	3.20	3.20	3.20	3.30	
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.50	-0.50	-0.50	-0.50	-0.50	-0.50	

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
- ²Certificates of deposit with banks and building societies
- ²Gilts: (bonds issued by the UK government)
- ²Bonds issued by multilateral development banks
- Money Market Funds, i.e. 'AAA' liquidity funds with a 60-day Weighted Average Maturity (WAM)
- ²Other 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.

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)

Published credit ratings for financial institutions (minimum long term rating of A- or equivalent for counterparties; A+ or equivalent for non-UK sovereigns).

² Investments in these instruments will be on advice from the Council's treasury advisor

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:

Instrument	In-House use	Maximum maturity	Max % of portfolio	Capital expenditure
Term Deposits with banks, building societies which meet the specified investment criteria (on advice from TM Adviser)	Yes	2 years	50% in aggregate	No
Term deposits with local authorities	Yes		50% in aggregate	No
Investments with part nationalised banks and building societies	Yes	3 Months	£3m	No
CDs and other negotiable instruments with banks and building societies which meet the specified investment criteria (on advice from TM Adviser)	Yes	5 years	50% in aggregate	No
Gilts and bonds Gilts 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	Yes	<u>10 years</u>	50% 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	Yes	These funds do not have a defined maturity date	50%	No
Bonds and debt instruments (e.g. floating rate notes) issued by corporate bodies	No	10 years	£3m	No
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	Yes	These funds do not have a defined maturity date	£3m	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.
- 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

- 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.
- 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.
 - Published credit ratings for financial institutions (minimum long term rating of Aor equivalent for counterparties; A+ 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
 - Subjective overlay

The Councils Bank

The Council 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 counterparty:

Country	Instrument	Rating	Individual Limit	Group Limit
UK (AAA)	Fixed Deposits / CDs / Call Accounts	A-/A3/A-	£3m	£3m
Non-UK (AAA)	Fixed Deposits / CDs / Call Accounts	A+/A1/A+	£3m	£3m
	Money Market Funds	AAA	£3m	£3m

- 7. The maximum value for any one investment transaction will be as shown in the table above.
- 8. The maximum limit with any one Local Authority is £5m and Debt Management Account Deposit Facility £10m.
- 9. Sterling denominated only.
- 10. Banks who originate from AAA sovereign rated country. The only exception to this is if the UK sovereign rating is reduced below AAA. If this was the case the Council would continue to invest in UK financial institutions.

Fees and Charges 2013/14

Charges applicable from 1 April 2013

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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② = 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.

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	£86.04	£17.20	£103.24	Building Control	CFE 001 9308
per enquiry	£14.33	£2.86	£17.19		
Building Control File ■ – Request to extract file from archive for viewing	£86.04	£17.20	£103.24	Building Control	CFE 001 9308
per enquiry	£14.33	£2.86	£17.19		
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	£86.04	£17.20	£103.24	Building Control	CFE 001 9308
per enquiry	£14.33	£2.86	£17.19		

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.	£81.15	£16.23	£97.38	Planning Services - Enforcement	CFA 002 9308
per enquiry	£13.53	£2.70	£16.23		
Contaminated Land* – Search of East Northamptonshire Council's records of historic land use which may have the potential for contamination Domestic searches Contaminated Land* –	£61.50 £92.25	£12.30 £18.45	£73.80	Environmental Services Environmental	CAV 008 9684
Commercial searches	Hourly rate	210.10	Hourly rate	Services	CAV 008 9684
Note: regarding commercial searches: I	Please contact the Cont	taminated Land (Officer for a quote on 0	1832 742037	
Planning Policy* – Specific research, search of East Northamptonshire Council's records and/or a site visit.	£81.15	£16.23	£97.38	Planning Services	CFA 003 9308
per enquiry	£13.53	£2.70	£16.23		
Planning enforcement matter*☆ – Search of East Northamptonshire Council's records and/or a site visit.	£81.15	£16.23	£97.38	Planning Services - Enforcement	CFA 002 9308
per enquiry	£13.53	£2.70	£16.23		

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.	£81.15	£16.23	£97.38	Planning Services	CFA 002 9308
per enquiry	£13.53	£2.70	£16.23		
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.	£81.15	£16.23	£97.38	Planning Services	CFA 002 9308
per enquiry	£13.53	£2.70	£16.23		
Tree Preservation Order (TPO) *☆ Search of East Northamptonshire Council's records to establish if a TPO is in existence.	£81.15	£16.23	£97.38	Planning Services	CFA 002 9308
per enquiry	£13.53	£2.70	£16.23		

[■] 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.

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
A1 sized (either non-legal document/ plan**) Per sheet	£4.88	£0.97	£5.85	All	CFA 002 9646 (Development Control documents)
A2 sized (either non-legal document/ plan**) Per sheet	£3.45	£0.69	£4.14	All	
A3 sized (either non-legal document/ plan**) Per sheet	£2.29	£0.45	£2.74	All	
A4 sized (either non-legal document/ plan**) for first sheet of each document. 15p per sheet thereafter including VAT	£1.19	£0.23	£1.42	All	
Agendas – Development Control Committee	£43.00	£8.60	£51.60	Corporate Services	AKC 111 9646
Council Minutes with agendas	£40.00	£8.00	£48.00	Corporate Services	AKC 111 9646
Faxed copy of copy document per faxed page plus relevant copying fee	£1.17	£0.23	£1.40	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)	£1.47	£0.29	£1.76	Planning Services	CFA 002 9308 (Development Control) CFE 001 9308 (Building Control documents)

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 is not provided (per notice/certificate flat rate)	£13.53	£2.70	£16.23	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 (VAT applicable to electronic copy only) 1:200	£9.00	£1.80	£10.80	ICT	AKT 002 9650
1:500	£15.00	£3.00	£18.00		
1:1250 (Urban)	£25.00	£5.00	£30.00		
1:1250 (Rural)	£20.00	£4.00	£24.00		
1:2500 (Urban)	£60.00	£12.00	£72.00		
1:2500 (Rural) Other sizes and coverage available on request.	£25.00	£5.00	£30.00		
Other Committee Agendas (combined)	£31.50	£6.30	£37.80	Corporate Services	AKC 111 9646
Other Committee Agendas (per Committee)	£31.50	£6.30	£37.80	Corporate Services	AKC 111 9646
Other Committee Agendas (up to 3 combined)	£63.00	£12.60	£75.60	Corporate Services	AKC 111 9646
Agendas – Policy and Resources Committee	£52.50	£10.50	£63.00	Corporate Services	AKC 111 9646
Elections Registration Letter	£15.76	N/A	£15.76	Elections	CKK 001 9292

Copy Documentation (to copy and forward)	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge	Section	Income Code
Rural North, Oundle and Thrapston Plan Hard Copy Plus postage and Packing £4.70	£41.00	£8.20	£49.20	Planning Policy	CFA 003 9308
CD Copy Plus postage and packing £0.80	£2.05	£0.41	£2.46	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.

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.

^{**} Subject to copyright.

Local Land Charges – Zero Rated VAT	Current Fee 2013/14** (land Charges – Zero Rated VAT (non-electronic) Current Fee 2013/14** (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
first parcel of landeach 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 2013/14** (non-electronic) Current Fee 2013/1 (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	£24.00	N/A	£24.00	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	£89.00	N/A	£89.00	N/A
For each subsequent 4,546 litres	£89.00	N/A	£89.00	N/A
·	<u> </u>			

^{*}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)	£9.29	N/A	£9.29	CAA 006 9312
Commercial Customers (disposal charges) per unit Landfill waste	£1.22	N/A	£1.22	CAA 006 9398
Incineration Waste (sharps)	£4.33	N/A	£4.33	CAA 006 9398
Incineration Waste (sacks)	£1.91	N/A	£1.91	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)	£38.00	N/A	£38.00	CAA 009 9313
1 roll of Cardboard tape (For Businesses subject to collection and disposal charges)	£55.00	N/A	£55.00	CAA 009 9313
1 roll of 25 Sacks (For Businesses subject to collection charges only)	£30.00	N/A	£30.00	CAA 009 9313
1 roll of Cardboard tape (For Businesses subject to collection charges only)	£40.00	N/A	£40.00	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	£82.50	£16.50	£99.00	CAV 002 9390
2	Stray Dogs: First time detained (plus kennelling costs)	£40.00	N/A	£40.00	CAV 001 9647
	Subsequent occasions (plus kennelling costs)	£72.00	N/A	£72.00	
3	Anti-Barking Collar per week plus £15.00 deposit	£10.00	£2.00	£12.00	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 course of treatment	Free of charge	N/A	Free of charge	
	All Subsequent Treatments	£49.17	£9.83	£59.00	CAT 001 9388
7	Domestic Premises - Mice Call out and treatment Call out only	£49.17 £13.34	£9.83 £2.66	£59.00 £16.00	CAT 001 9388
8	Domestic Premises - Cockroaches Call out and treatment Call out only	£46.67 £13.34	£9.33 £2.66	£56.00 £16.00	CAT 001 9389
9	Domestic Premises - Fleas and bedbugs Call out and treatment Call out only	£77.50 £13.34	£15.50 £2.66	£93.00 £16.00	CAT 001 9389
10	Domestic Premises - Wasps Call out and treatment Call out only	£46.67 £13.34	£9.33 £2.66	£56.00 £16.00	CAT 001 9395
11	Domestic Premises - Insect Pests including Ants, Carpet Beetles Call out and treatment Call out only	£46.67 £13.34	£9.33 £2.66	£56.00 £16.00	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)

	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	£57.50	£11.50	£69.00	CAT 001 9390
13	Commercial Premises - Wasps per hour plus cost of pesticide	£57.50	£11.50	£69.00	CAT 001 9390
14	Commercial Premises - Fleas and bedbugs per hour plus cost of pesticide	£87.50	£17.50	£105.00	CAT 001 9390
15	Commercial Premises - Insect Pests (including cockroaches, ants and carpet beetles) per hour plus cost of pesticide	£57.50	£11.50	£69.00	CAT 001 9390
16	Fixed term pest control contracts with Cor	nmercial Premises are pric	ed 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

Licensing Services – Zero rated VAT

	Services	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
25	Animal Boarding Commercial	£209.00	N/A	£209.00	CKN 002 9624
26	Animal Boarding Domestic Home	£202.00	N/A	£202.00	CKN 002 9624
27	Dangerous Wild Animals**	£187.58	N/A	£187.58	CKN 002 9628
28	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
29	Dog Breeding Establishment**	£176.30	N/A	£176.30	CKN 002 9625
30 🖸	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
31	Sex Shops - Application	£1,109.05	N/A	£1,109.05	CKN002 9677
	Renewal	£295.20	N/A	£295.20	
32	Street Trading	£525.83	N/A	£525.83	CKN 002 9690
33	Pet Shops	£187.58	N/A	£187.58	CKN 002 9626
34	Riding Establishments**	£230.00	N/A	£230.00	CKN 002 9627
35	Motor Salvage Repair Registration	£151.70	N/A	£151.70	CKN 002 9622
36	Private Water Sampling	£100.00	N/A	£100.00	CAV 002 9390
37	Houses in Multiple Occupation: Mandatory Licence Application Fee per property (covers a 5 year period) ❖	£471.50	N/A	£471.50	CDG 006 9684
	Renewal	£307.50	N/A	£307.50	CDG 006 9684
	Plus CRB Fee	£44.00	N/A	£44.00	CDG 006 9601
	Inspection and Report of Property for Immigration purposes	£128.00	£25.60	£153.60	CDG 006 9684

	Services	Current Charge (excluding VAT)	VAT (if applicable)	Current Charge (including VAT)	Income Code
38	Hackney Carriage: Vehicle Licence	£259.00	N/A	£259.00	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
39	Private Hire: Vehicle Licence	£259.00	N/A	£259.00	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
40	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
41	Replacement Badge and Plate	£20.50	N/A	£20.50	CKN 003 9620
42	Temporary Plate Private Hire	£136.01	N/A	£136.01	CKN 003 9619
43	Temporary Plate Hackney Carriage	£136.01	N/A	£136.01	CKN 003 9618

^{**} 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

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 3

(Income Code CFA 002 9300)

	Category of Development	Proposal Size	Fee Payable	Maximum Fee
1	Outline Application for all development types	Outline Application for all development types Site area up to 2.5 hectares		£9,527
		Site area over 2.5 hectares	£9,527 plus £115 per 0.1 ha area in excess of 2.5 ha	£125,000
2	New Dwellings	50 Units or fewer	£385 per dwelling	£19,049
		Over 50 Units	£19,plus £115 per unit in excess of 50	£250,000
3	New Building or extensions (except dwellings or agricultural building) New gross floor space:	None	£195	
		40m² or less	£195	
		Between 40m ² and 75m ²	£385	
		Between 75m ² and 3750m ²	£385 per 75m²	£19,049
		Exceeding 3750m ²	£19,049 plus £115 per 75m² in excess of 3750m²	£250,000

Category of Development		Proposal Size	Fee Payable	Maximum Fee	
4	Agricultural buildings on agricultural land (other	465m² or less	£80		
	than glasshouses) New Gross floor space:	Between 465m ² and 540m ²	£385		
		Between 540m ² and 4215m ²	£385 for first 540m² plus £385 for each extra 75m²	£19,049	
		Exceeding 4215m ²	£19,049 plus £115 per 75m² in excess of 4215m²	£250,000	
5	Glasshouses on agricultural land	465m² or less	£80		
	New gross floor area:	Exceeding 465m ²	£2,150		
6	Plant and Machinery:	Site area up to 5.0 hectares	£385 per 0.1 hectare	£19,049	
	Erection, alteration or replacement	Site area over 5.0 hectares	£19,049 plus £115 per 0.1ha area in excess of 5.0ha	£250,000	
7	Extensions or alterations to existing dwellings:	One Dwelling	£172		
		Two or more dwellings	£339		
8	Ancillary operations in curtilage of a dwelling house: gates, fences etc. and incidental buildings		£172		
9	Car parks, roads and accesses, incidental to existing use, for a single undertaking		£195		

Category of Development		Proposal Size	Fee Payable	Maximum Fee
10	Exploratory drilling for oil and gas:	Site area up to 7.5 hectares	£385 per 0.1 hectare	£28,750
	Operations connected with	Site area over 7.5 hectares	£28,750 plus £115 per 0.1ha area in excess of 7.5ha	£250,000
11(a)	Operations not within above categories	Site area up to 15 hectares	£195 per 0.1 hectare	£29,112
	Mineral operations	Site area over 15 hectares	£29,112 plus £115 per 0.1ha area in excess of 15ha	£65,000
11(b)	Operations not within above categories Excluding mineral operations		£195 per 0.1 hectare	£1,690
12(a)	Change of use of building:	50 units or over	£385 per additional dwelling	£19,049
	From existing dwelling to two or more dwellings	Over 50 units	£19,049 plus £115 per unit in excess of 50	£250,000
12(b)	Change of use of building:	50 units or over	£385 per additional dwelling	£19,049
	From other building to one or more dwellings	Over 50 units	£19,049 plus £115 per unit in excess of 50	£250,000
13	Use for disposal of refuse or waste materials and	Site area up to 15 hectares	£195 per 0.1 hectare	£29,112
	open mineral storage	Site area over 15 hectares	£29,112 plus £115 per 0.1ha area in excess of 15ha	£65,000
14	Material change of use other than above		£385	

	Category of Development	Fee Payable
Adverts		
15	Advertisement relating to business on the premises	£110
16	£110	
17	All other Advertisements	£385
Determinations	Whether prior approval is required for	
18(a)	Agricultural/forestry buildings or private ways	£80
18(b)	Demolition of building only (whether no other development is taking place)	£80
18(c)	Installation of a radio mast, radio equipment, housing or public callbox	£385
Others		
19	Variation of a condition on a planning permission	£195
20(a)	Certificates of lawful development for existing uses or operations	Same as equivalent planning application fee
20(b)	Certificates of lawful development for proposed uses or operations	Half of equivalent planning application fee

	Category of Development	Fee Payable
21(a)	Conditions Discharge (Householder)	£28
21(b)	Conditions discharge (Other Development)	£97
22(a)	New Planning Permission to replace an Extant Planning Permission: Householder application	£57
22(b)	New Planning Permission to replace an Extant Planning Permission: Major application	£575
22(c)	New Planning Permission to replace an Extant Planning Permission: All other applications	£195
23(a)	Non-material Amendment following a grant of planning Permission: Householder application	£28
23(b)	Non-material Amendment following a grant of planning Permission: All other applications	£195

CONCESSIONS AND EXEMPTIONS

There are a number of concessions and exemptions relating to applications for persons with disabilities; where permitted development rights have been removed; for revised applications following approval, refusal or withdrawal of a recent application; and development by Town and Parish Councils. If you consider that your proposal may benefit from one of these categories, please consult the Fee Concessions and Exemptions Note or contact us.

This is a summary of the regulations. In cases of doubt or dispute you are advised to read the full regulations at www.legislation.gov.uk/ukdsi/2012/9780111527290/contents for the fee structure and current fee amounts. Planning application fees are exempt from VAT.

You may obtain advice by e-mailing us at planning@east-northamptonshire.gov.uk, or telephoning us on (01832) 742225.

Fees must be submitted with the application. Cheques should be made payable to ENC.

Concessions and Exemptions Note

Application	Fee Payable
Extensions and alterations to a dwellinghouse or works within its curtilage; or operations in order to provide access to public buildings; for the benefit of persons with disabilities	NIL
Applications required solely by reason of the removal of permitted development rights either by Article 4 direction or by condition attached to a previous planning permission	NIL
Revised or fresh application of same character or description; made by the same applicant and submitted within 12 months following grant of permission, refusal, or the lodging of an appeal against non-determination	NIL
Revised or fresh application of same character or description; made by the same applicant and submitted within 12 months following the making of an application which was subsequently withdrawn	NIL
Applications for alternative proposals on one site, submitted on same date by same applicant	Highest fee plus half fee for each alternative
Applications for Listed Building consent or Conservation Area Consent	NIL
Application consisting of winning and working of minerals where the permission sought consolidates two or more existing permissions and does not seek permission for additional land	NIL
Applications made by Town or Parish Councils	Half fee

Scale of Fees for Public Path Orders O

(Income Code AKC120 9390)

Con	tent 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 CFA002 9300)

Арр	lication	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)

Con	tent of Order	Fee payable
1.	Fee for the discharge of planning conditions for householders	£28
2.	Fee for the discharge of planning conditions for non householders	£97

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 115% 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 140% 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, which 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)

		Full Plans Charge					Building Notice Charge			Regularisation
Number of	Plan Charge			Inspection Charge		Charge				
dwellings	£	VAT £	Total £	£	VAT £	Total £	£	VAT £	Total £	Total £
1	136.28	27.26	163.54	408.83	81.77	490.60	626.87	125.37	752.24	763.14
2	180.71	36.14	216.85	542.14	108.43	650.57	831.28	166.26	997.54	1011.99
3	231.08	46.22	277.30	693.23	138.65	831.88	1062.95	212.59	1275.54	1294.02
4	278.48	55.70	334.18	835.43	167.09	1002.52	1280.99	256.20	1537.19	1559.46
5	328.84	65.77	394.61	986.51	197.30	1183.81	1512.65	302.53	1815.18	1841.49
6 to 10	379.20	75.84	455.04	1137.60	227.52	1365.12	1744.32	348.86	2093.18	2123.52
11 to 15	474.00	94.80	568.80	1422.00	284.40	1706.40	2180.40	436.08	2616.48	2654.40
16 to 20	583.61	116.72	700.33	1750.84	350.17	2101.01	2684.62	536.92	3221.54	3268.23

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.

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 B ERECTION OF DOMESTIC EXTENSIONS AND CERTAIN SMALL BUILDINGS

	Full Plans Charge										
Type of	Plan Charge			Inspection Charge			Building Notice Charge			Regularisation Charge	
Work	£	VAT £	Total £	£	VAT £	Total £	£	VAT £	Total £	Total £	
Domestic exte									~		
Up to 10m2	71.10	14.22	85.32	213.30	42.66	255.96	327.06	65.41	392.47	398.16	
10m2 to 40m2	91.84	18.37	110.21	275.51	55.10	330.61	422.45	84.49	506.94	514.29	
40m2 to 100m2	136.28	27.26	163.54	408.83	81.77	490.60	626.87	125.37	752.24	763.14	
Detached/Atta	ched domest	ic buildings a	and garage/ca	rports							
Detached habitable buildings	82.95	16.59	99.54	248.85	49.77	298.62	381.57	76.31	457.88	464.52	
Detached non- habitable buildings	59.25	11.85	71.10	177.75	35.55	213.30	272.55	54.51	327.06	331.80	
Detached/ attached Garage	77.03	15.41	92.44	231.08	46.22	277.30	354.32	70.86	425.18	431.34	
Detached/ Attached carport	142.20	28.44	170.84	0.00	0.00	0.00	163.53	32.71	196.24	199.08	

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 works 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

			Full Plai	ns Charge			Regularisation				
Type of Work		Plan Charge			Inspection Charge			Building Notice Charge			
Type of Work	£	VAT £	Total £	£	VAT £	Total £	£	VAT £	Total £	Total £	
Loft Conversion	94.80	18.96	113.76	284.40	56.88	341.28	436.08	87.22	523.30	530.88	
Garage Conversion	59.25	11.85	71.10	177.75	35.55	213.30	272.55	54.51	327.06	331.80	
Conservatory conversion	59.25	11.85	71.10	177.75	35.55	213.30	272.55	54.51	327.06	331.80	
Barn conversion to dwelling	100.73	20.15	120.88	302.18	60.44	362.62	463.34	92.67	556.01	564.06	
Chimney removal	32.59	6.52	39.11	97.76	19.55	117.31	149.90	29.98	179.88	182.49	
Load bearing wall removal	44.44	8.89	53.33	133.31	26.66	159.97	204.41	40.88	245.29	248.85	
Underpinning	85.91	17.18	103.09	257.74	51.55	309.29	395.20	79.04	474.24	481.11	
Re-roofing	41.48	8.30	49.78	124.43	24.89	149.32	190.79	38.16	228.95	232.26	
Install bathroom or WC	44.44	8.89	53.33	133.31	26.66	159.97	204.41	40.88	245.29	248.85	
Install roof light(s)	32.59	6.52	39.11	97.76	19.55	117.31	149.90	29.98	179.88	182.49	
Replacement Windows	26.66	5.33	31.99	79.99	16.00	95.99	122.65	24.53	147.18	149.31	
Install solar panels	38.51	7.70	46.21	115.54	23.11	138.65	177.16	35.43	212.59	215.67	

		Full Plans Charge									
Type of Work	Plan Charge			Inspection Charge			Building Notice Charge			Regularisation Charge	
	£	VAT £	Total £	£	VAT £	Total £	£	VAT £	Total £	Total £	
Install wind turbine	38.51	7.70	46.21	115.54	23.11	138.65	177.16	35.43	212.59	215.67	
Thermal upgrade of walls/roof	38.51	7.70	46.21	115.54	23.11	138.65	177.16	35.43	212.59	215.67	
Electrical installation work (not undertaken under a competent person scheme)	71.10	14.22	85.32	213.30	42.66	255.96	327.06	65.41	392.47	398.16	

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

		Full Plans Charge									
Estimated cost of work	Plan Charge			Inspection Charge			Building Notice Charge			Regularisation Charge	
(excl VAT)	£	VAT £	Total £	£	VAT £	Total £	£	VAT £	Total £	Total £	
0 to 1,000	23.70	4.74	28.44	71.10	14.22	85.32	109.02	21.80	130.82	132.72	
1,001 to 5,000	56.29	11.26	67.55	168.86	33.77	202.63	258.92	51.78	310.70	315.21	
5,001 to 10,000	59.25	11.85	71.10	177.75	35.55	213.30	272.55	54.51	327.06	331.80	
10,001 – 20,000	74.06	14.81	88.87	222.19	44.44	266.63	340.69	68.14	408.83	414.75	
20,001 to 35,000	88.88	17.78	106.66	266.63	53.33	319.96	408.83	81.77	490.60	497.70	
35,001 to 50,000	100.73	20.15	120.88	302.18	60.44	362.62	463.34	92.67	556.01	564.06	
50,001 – 75,000	112.58	22.52	135.10	337.73	67.55	405.28	517.85	103.57	621.42	630.42	
75,001 to 100,000	154.05	30.81	184.86	462.15	92.43	554.58	708.63	141.73	850.36	862.68	

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 £150.00 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.

	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 3

(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	А
£4,301 to £33,000	В
£33,001 to £87,000	С
£87,001 to £125,000	D
£125,001 and above	Е

2. Each band attracts a different level of application fee

Band	Fee
Α	£100
В	£190
С	£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
А	£70
В	£180
С	£295
D	£320
E	£350

4. Exceptionally Large Events 3

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

Item	Fee
Minor variation	£89.00
DPS Community premises condition removal	£23.00

<u>Gambling Act 2005</u> (CKN 004 9676)

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 (£) ♥

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 cha

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 Cont. Higham Ferrers	BMB019/0765	Env. Improvements Irthlingborough	BMB020/0765
Comm. Facilities Contributions Villages	BMB021/0765	Env. Improvements Oundle	BMB022/0765
Env. Improvements Thrapston	BMB023/0765		

PLANNING POLICY COMMITTEE

Date: 13 February 2013

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: David Brackenbury (Chairman)

Tony Boto (Vice-Chairman)

Peter Baden
Glenn Harwood MBE
Sylvia Hobbs
Sylvia Hughes
Marian Hollomon
David Jenney
Gill Mercer
Bob Nightingale
Steven North
Pam Whiting

398. MINUTES

The minutes of the meeting held on 10 December 2012 were approved and signed by the Chairman.

399. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jake Vowles.

400. DECLARATIONS OF INTEREST

The following interests were declared in the Agenda items specified below:-

	Agenda item	Nature of Interest	DPI	Other Interest
Councillor Pam Whiting	Councillor Pam Whiting Applications for Designation of Neighbourhood Areas: Higham Ferrers and Oundle			Yes

401. QUESTIONS SUBMITTED UNDER PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

402. <u>HIGHAM FERRERS AND OUNDLE: APPLICATIONS FOR DESIGNATION OF NEIGHBOURHOOD AREAS</u>

The Senior Planning Officer reported that applications had been received from Higham Ferrers and Oundle Town Councils for the designation of Neighbourhood Areas. The applications had been made under powers provided by the Localism Act 2011 and submitted to East Northamptonshire Council in accordance with the procedures contained in the Neighbourhood Plan (General) Regulations 2012. The Regulations also required such an

application to be consulted upon for a minimum period of six weeks.

Details of the areas to which the applications related and the reasons why the Town Councils considered the areas to be appropriate for designation as Neighbourhood Areas were reported. It was intended that any town-wide planning issues would be addressed through the emerging Four Towns Plan.

It was noted that the funding available to ENC from the Department for Communities and Local Government when Neighbourhood Plans were designated; submitted for publicity and examined and when successfully examined was separate from the "Neighbourhood Plan Frontrunner" funding made available for the Plans for Oundle and Raunds.

The Committee noted and stressed the need for Neighbourhood Plans to comply with other strategic plans, in particular the emerging Core Strategy and Four Towns Plan. The strategic numbers for housing development in the District were set by central government and there might be a need to communicate this more clearly to Towns and Parishes as Neighbourhood Plans could not over-ride strategic policies. The Scrutiny Committee might have a role in communicating the need for compatibility of Neighbourhood Plans with strategic policy as part of their current engagement process.

RESOLVED

That support be given for consultation to commence on the proposed two Neighbourhood Areas for Higham Ferrers and Oundle

(Reason – to enable work to commence on their Neighbourhood Plans and enable the draw down of Government funding in 2012/13)

403. <u>ADOPTION OF TREES AND LANDSCAPES SUPPLEMENTARY PLANNING</u> DOCUMENT

Further to the Committee giving approval for public consultation on the Draft Supplementary Planning Document (SPD) (minute 240 refers) which had been prepared jointly by East Northamptonshire Council and Wellingborough Borough Council, the Conservation Officer presented a report outlining the responses received. A total of 139 bodies had been consulted including government, national and local organisations as well as all Town and Parish Councils within the two Council areas.

The majority of the comments received supported, in principle, the preparation of the SPD. The statutory public participation statement, prepared in accordance with Regulation 12(a) of the Town and Country Planning (Local Planning) (England) Regulations 2012 was considered which summarised the comments received and the proposed responses to them.

The Committee considered that the SPD should specify a period for the maintenance of landscape schemes by developers. This would, however, need to be flexible depending upon the nature of the site concerned and a minimum maintenance period for landscape schemes would be more appropriate.

The Committee noted that the SPD would not increase the Planning Authority's powers in relation to hedgerows and was aimed at new developments rather than street scene planting which was to be considered separately. The SPD would provide influential guidance on landscaping issues for developments, although inadequate landscaping provision could still amount to a reason for refusing a planning application.

The Committee was assured that Ward Members were always consulted on the making of any new Tree Preservation Orders within their Ward.

RESOLVED:

That

- i) the Trees and Landscapes SPD be adopted subject to all amendments set out in the report being made.
- ii) the Head of Planning, in conjunction with the Chairman of the Planning Policy Committee and Councillor David Jenney, be authorised to incorporate appropriate wording to secure a minimum maintenance period by developers for landscape schemes.

(Reason – to assist in providing consistent advice in relation to tree and landscape matters that arise as part of the planning process, and to help create more attractive and sustainable developments, with associated benefits, throughout the district.)

404. FOUR TOWNS PLAN - REGULATION 18 CONSULTATION

The Senior Planning Policy Officer presented a report summarising the main issues arising from the initial Four Towns Plan statutory consultation which had taken place between 2 November and 17 December 2012.

The majority of the comments received related to the five questions raised in the Regulation 18 document, with a total of 27 representations being received raising 100 different issues. In addition, four organisations had submitted comments on the Draft Sustainability Appraisal Scoping Document raising 36 different comments. Natural England had also submitted three specific comments regarding the Habitat Regulations Assessment Stage 1 Screening report.

A summary of the representations received, together with the draft officer response to each was submitted. The report would be updated where the response was indicated as "no data" to reflect the actual responses given.

The reference to the Highways Agency in paragraph 5.4 of the report was incorrect and should have read "Network Rail".

Members noted that comments had been received from Bedford Borough Council as well as potential developers who might be pursuing their own interests rather than the best interests of all parties. Whilst developers had not been specifically consulted, the consultation was available for all stakeholders to comment upon and all responses were given appropriate consideration irrespective of where they originated from. At the public inquiry to be held on the Plan, officers would need to demonstrate that they had considered all options and it was essential for a robust evidence base to be built up.

In relation to the comments of the Highways Agency, the Executive Director reported that efforts had been made to secure improvements to the Chowns Mill roundabout, but so far this had been without success.

With reference to the North Northamptonshire Retail Capacity Study, it was noted that this was a study commissioned by the Joint Planning Unit to provide evidence for the Core Strategy Review.

RESOLVED:

That the report be endorsed and form part of the evidence base for the Four Towns Plan.

(Reason – to ensure progress is made with preparing the Four Towns Plan site specific development plan document).

405. PLANNING POLICY UPDATE

The Committee considered a report of the Planning Policy and Conservation Manager providing updates on the North Northamptonshire Core Spatial Strategy and Four Towns Plan and community progress on Neighbourhood Plans, Masterplans and Community Plans.

It was noted that consultants had been appointed to undertake a Landscape Sensitivity Study to provide evidence in support of a wind farm Supplementary Planning Document. This study would also include an assessment of landscape sensitivity to solar energy development.

The need for a contemporaneous and robust evidence base and conformity between planning policy and ENC's Corporate Plan was emphasised.

The Settlement Hierarchy within the Spatial Strategy would be considered by the Planning Policy Working Party at its meeting to be held at the conclusion of this Committee meeting.

RESOLVED:

That current progress be noted.

(Reason – to provide an update on progress for Members' information)

Chairman