

# COUNCIL MEETING

**Date:** 13 January 2014

**Venue:** East Northamptonshire House, Cedar Drive, Thrapston

**Time:** 7.30pm

**Present:** Councillors:-

<b>Pam Whiting</b>	<b>(Chairman of the Council)</b>
<b>Gill Mercer</b>	<b>(Vice-Chairman of the Council)</b>
<b>Steven North</b>	<b>(Leader of the Council)</b>
<b>Glenn Harwood MBE</b>	<b>(Deputy Leader of the Council)</b>

**Peter Baden**  
**Tony Boto**  
**Wendy Brackenbury**  
**Pauline Bradberry JP**  
**Derek Capp**  
**Richard Gell**  
**Glenvil Greenwood-Smith**  
**Sylvia Hobbs**  
**Marian Hollomon**  
**Dudley Hughes JP**  
**Sylvia Hughes**  
**David Jenney**  
**Richard Lewis**  
**Eloise Lucille**

**Andy Mercer**  
**Bob Nightingale**  
**Brian Northall**  
**Sarah Peacock**  
**Ron Pinnock**  
**David Read**  
**Rupert Reichhold**  
**Alex Smith**  
**Phillip Stearn**  
**Jeremy Taylor**  
**Robin Underwood**  
**Jake Vowles**  
**Peter Wathen**

## **310. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors David Brackenbury, John Farrar, Roger Glithero JP, Marika Hillson, Sue Homer, Barbara Jenney, Anna Sauntson, Clive Wood and Colin Wright.

## **311. MINUTES**

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

## **312. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **313. ANNOUNCEMENTS BY THE CHAIRMAN AND CHIEF EXECUTIVE**

The Chairman advised that councillors would be contacted shortly by e-mail in respect of forthcoming events.

The Chief Executive made no announcements.

### **314. LEADER'S ADDRESS**

The Leader of the Council made the following statement:

“Good evening Chairman and Members,

You may have seen from the Nene Valley News that before Christmas the Chairman and I had the pleasure to visit all of the projects that have received funding through our community facilities fund. This, as you know, is funding for capital projects that improve community access, ranging from playgrounds, village halls to changing rooms. So far we have supported thirteen projects across the district, from Kings Cliffe to Rushden. We have committed funding until 2015, using the New Homes Bonus, one of only a few councils in the country using the fund as intended. I look forward to revisiting the projects over the coming months.

It was very important that the government listened to local government and did not top-slice the funding in the Autumn Statement. It is very important for those councils and communities that take on extra housing are able to improve community facilities. Additionally, if we are going to rely on more local means of funding then that funding has to remain locally.

This month is also the first meeting of the Rushden Steering Group. This will oversee the development opportunity for housing and employment in the area. We already have a five-year land supply and this will provide additional housing and employment into the future. This will also hopefully prevent future housing where it is not wanted.

A big bonus to future growth would be the approval of the Rushden Lakes development next month. We have far too much outward employment in ratio to the housing being built, and it would also allow people in the district to shop and make more of leisure facilities locally. A development of this kind is long overdue.

Thank you.”

### **315. REPORTS OF COMMITTEES**

#### **(a) Development Control Committee – 16 October, 6 November, 27 November and 18 December 2013**

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

#### **(b) Planning Policy Committee – 21 October and 16 December 2013**

The reports of the above Committee, presented by the Vice-Chairman, Councillor Tony Boto, were received.

#### **(c) Policy and Resources Committee – 4 November and 2 December 2013**

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:

### **241 (b) – Minutes of Sub-Committees and Working Parties**

#### **7.1 – SP 22: Employment of the Head of the Joint Planning Unit**

That the Chief Executive, in consultation with the Chairman of the Personnel Sub-Committee and the Leader of the Council, be authorised to sign the revised Memorandum of Understanding for the JPU.

### **246 Filming and Webcasting of Council and Committee Meetings**

That authority be delegated to the Monitoring Officer to amend the Media Protocol and Part 4.2 of the Constitution in accordance with section 2.1.3 of the report to recognise the emerging demand for public filming at meetings, with details of the necessary changes reported to Council.

### **247 Committee Review Working Party – Report and Recommendations**

That the Council appoint to a Member Working Party to develop the Member Induction Programme 2015.

### **270 (a) – Minutes of Sub-Committees and Working Parties**

#### **10 – Asset Management – Sale of Land and Buildings Progress Update**

That the sale of Herne Park, Oundle (including the car park site and bungalow), despite it not be sold via auction or through a competitive process, be approved.

### **270 (c) – Minutes of Sub-Committees and Working Parties**

#### **5 – Council Tax Support Scheme**

1. That the local Council Tax Support Scheme for East Northamptonshire for 2013/14 be adopted for 2014/15, with an amendment to the effect that the scheme be based on 87.5% of the annual Council Tax liability.
2. That the scheme be reviewed during 2014/15 to ensure that a financially sustainable scheme is in place for 2015/16.

### **(d) Joint Meeting of Planning Policy and Policy and Resources Committees – 9 December 2013**

The report of the above Committee, presented by the Chairman, Councillor Richard Lewis, was received.

**(e) Scrutiny Committee – 11 December 2013**

The report of the above Committee, presented by the Chairman, Councillor Phillip Stearn, was received.

**316. OTHER REPORTS**

**(a) From Representatives on Outside Bodies and Champions**

No reports were presented.

**(b) Licensing Panels**

**(i) Taxi & Miscellaneous – 8 November, 5 December and 11 December 2013**

The minutes of the meetings of the Licensing (Taxi & Miscellaneous) Panel held on 8 November, 5 December and 11 December 2013 were received.

**317. MOTIONS**

There were no motions.

**318. QUESTIONS**

There were no questions under Procedure Rule 10.2.

**319. AMENDMENTS TO THE CONSTITUTION OF THE COUNCIL**

Consideration was given to a report by the Monitoring Officer outlining a number of proposed amendments to the Constitution arising from recommendations from the Committee Review Working Party, an Internal Audit Report on Constitutional and Governance Arrangements and a number of miscellaneous minor changes which had been identified separately.

The recommendations from the Committee Review Working Party covered the:

- removal of the role of Member Champions
- creation of a Governance and Audit Committee and changes to Scrutiny Committee
- Independent Remuneration Panel for Members' Allowances
- establishment of a Member Training and Induction Working Party

Internal Audit had focused on three key areas:

- recommendations for the Terms of Reference for the proposed new Governance and Audit Committee
- changes to the wording of the Terms of Reference for Committees to ensure consistency with the summaries in the relevant Articles and to reduce the opportunity for misinterpretation
- other inconsistencies in wording between various parts of the Constitution in order to

reduce the opportunity for misinterpretation and identify references to out of date staffing structures or posts.

The report also clarified further necessary changes following the introduction of the shared legal service with LGSS, the removal of the reference to the Scrutiny Committee within the Articles of the Constitution, the inclusion of terms of reference for the Disabled Facilities Grants Panel and changes to the Media Policy.

The need to review the EU Thresholds for contracts in Part 4.6 was also noted. It was also proposed that the delegation to the Head of ICT in respect of paras 32 & 33 Street naming and numbering powers be changed to the Executive Director and that naming should be in consultation with Ward Members to recognise current practice.

**RESOLVED:**

1. That the Equality Impact Assessment be noted.
2. That a Governance and Audit Committee consisting of seven Members be established with the terms of reference set out in Appendix G of the report.
3. That eleven Members be appointed to the revised Scrutiny Committee.
4. That the changes to the Constitution, set out within the appendices to the report, as amended at the Council, be agreed and effective from 14 January 2014.
5. That the Group Leaders be authorised appoint members to serve on both the Scrutiny Committee and the Governance and Audit Committee in accordance with the political balance requirement.
6. That the Group Leaders be authorised to appoint 3 Conservative Members, 1 Independent Member and 1 Labour Member to the Member Training and Induction Working Party.
7. That the report of Independent Remuneration Panel for Members' Allowances be presented to the earliest possible meeting of the Council for consideration.
8. That responsibility for street naming in the Scheme of Delegation be transferred to the Executive Director in consultation with the relevant Ward Member(s).

**320. 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.

**321. SPLASH POOL**

The Head of Customer and Community Services presented a report which sought a strategic decision in respect of the provision of swimming facilities in the south of the district.

The report set out figures in respect of current usage of the Splash Pool, customer feedback, projected population and household growth in Rushden and the surrounding area, as well as options for the future.

**RESOLVED:**

1. That, in the interim, essential maintenance be undertaken in respect of the Splash Pool to replace the air handling unit to offices and changing rooms and to replace ducting over the pool.
2. That a further report providing estimates for the provision of detailed information for options 1, 3 and 7 for the future of the Splash Pool be submitted to a future meeting.

**Chairman**

# DEVELOPMENT CONTROL COMMITTEE

**Date:** 15 January 2014

**Venue:** East Northamptonshire House, Cedar Drive, Thrapston

**Time:** 7.00pm

**Present:** Councillors: Pauline Bradberry JP Chairman

Derek Capp  
Roger Glithero JP  
Dudley Hughes JP  
Barbara Jenney

Ron Pinnock  
David Read  
Philip Stearn  
Peter Wathen

## **322. VICE-CHAIRMAN – COUNCILLOR GILL MERCER**

The Chairman referred to the absence from the meeting of the Vice-Chairman, Councillor Gill Mercer, and invited Members and officers to join in wishing the Vice-Chairman well for a speedy recovery.

## **323. ANNOUNCEMENTS BY THE HEAD OF PLANNING SERVICES**

The Head of Planning Services introduced Mr Graham Wyatt, who had recently joined the authority as Principal Development Management Officer, to the committee. Members extended their welcome to Mr Wyatt.

Reference was also made to the impending departure of Ms Samantha Hammonds, Principal Development Control Officer, who would be leaving the authority in the near future to take up a new role with Daventry District Council. Members recorded their thanks and appreciation to Ms Hammonds for her contribution during her time at East Northamptonshire Council.

The Head of Planning Services also announced that the appeal of the Lyveden Windfarm decision would be heard at the Court of Appeal at the end of the week commencing 20 January 2014.

Finally, Members were advised that a presentation on the Constructing Futures scheme would take place prior to the next Development Control Committee on 5 February 2014 at 6.15pm. Members were asked to make a note of this in their diaries.

## **324. MINUTES**

The minutes of the meeting held on 18 December 2013 were approved and signed by the Chairman.

### **325. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Wendy Brackenbury, Glenn Harwood MBE, Marika Hillson, Andy Mercer, Gill Mercer, Bob Nightingale, Brian Northall, and Anna Sauntson and Robin Underwood.

### **326. DELEGATIONS TO HEAD OF PLANNING SERVICES**

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

<b>EN/10/01428/FUL</b>	Raunds Car Wash
<b>EN/13/01072/REM</b>	Station Road, Higham Ferrers
<b>EN/13/01073/FUL</b>	Pond adjacent to A6
<b>EN13/01359/FUL</b>	110 Higham Road, Rushden
<b>EN13/00438/FUL</b>	Transit Site, Caldecott
<b>EN12/01282/FUL</b>	Wind Turbine, Hollywell Farm, Stanwick
<b>EN13/01644/REM</b>	Rushden Hospital,
<b>EN13/00301/FUL</b>	Rear of 110 Higham Road, Rushden
<b>EN13/01585/FUL</b>	High Beech, 7 Hayway, Rushden

#### **RESOLVED:**

That the contents of the report be noted.

### **327. SECTION 106 AGREEMENTS – UPDATE**

In accordance with Minute 280 from the meeting held on 28 November 2012, the Head of Planning Services submitted a report and circulated an updated report detailing progress with regard to the drafting of S106 agreements in respect of matters where the committee had previously resolved to grant planning permission, subject to the prior finalisation of such an agreement.

Members considered a request for an extension in respect of application EN/12/01368/FUL (Glaphorn Road, Oundle) until the 28 February 2014.

#### **RESOLVED:**

1. That the report be noted.
2. That extension in respect of EN12/01368/FUL until 28 February 2014 be approved.

### **328. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS**

There were no declarations of interest or reports of informal site visits by Members.



### **329. PUBLIC SPEAKERS**

The following people spoke on the items as indicated: -

- i) **Kathryn Ventham** – 13/01395/FUL - Land to the North and 41 Keats Way, Rushden (Agent for the Applicant).
- ii) **Mr Peter Payne** - 12/00839/VAR Marriotts Builders Yard, 160 Washbrook Road, Rushden (Objector)
- iii) **Mr Alan Jones** - 12/00839/VAR Marriotts Builders Yard, 160 Washbrook Road, Rushden (Agent for Applicant)
- iv) **Mr Andrew Middleditch** - 13/00966/FUL How Hill Farm, Oundle Road, Stoke Doyle (Agent for Applicant)
- v) **Ms Lisa Clements** - 13/01917/FUL, Cranford Road, Great Addington (Agent for Applicant)
- vi) **Mr Richard Jones** - 13/00966/FUL, How Hill Farm, Oundle Road, Stoke Doyle (Parish Council representative)

### **330. 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) 13/01395/FUL - Land to the North and 41 Keats Way, Rushden, Northamptonshire (page 380)**

The committee considered a report detailing an application for the erection of 17 affordable dwellings, car parking, landscaping and all ancillary and enabling works, with an associated access road. The application had been brought before the committee as it proposed a major development.

Members noted that Rushden Town Council had raised objections to the application and further noted that twenty four letters of objection had been received from neighbours. The committee further noted the additional consultation responses from Anglian Water, the Waste Management Team, the Wildlife Trust and local residents, along with additional conditions and informatives arising from recommendations from the Environment Agency and the Highways Authority, which were detailed within the update report that was circulated at the meeting.

The committee **agreed to grant** the application, subject to the conditions and informatives detailed within the officer's report and the update report.

#### **(ii) 12/00839/VAR Marriotts Builders Yard, 160 Washbrook Road, Rushden, Northamptonshire (page 375)**

The committee considered a report detailing an application to vary condition 28 of planning permission 03/00745/OUT regarding store opening hours. The application had been brought before the committee because it relates to a condition on a major application.

Members noted that Rushden Town Council had raised objections to the variation, and further noted that nine letters of objection had been received. The committee further noted the recommended amendment to condition 27 of the original outline application and further additional conditions detailed within the update report which was circulated at the meeting.

The committee **agreed to grant** the application with authority to agree the conditions delegated to the Head of Planning Services, in consultation with Chairman, Vice-Chairman and Ward Member.

**(iii) 13/00966/FUL – How Hill Farm, Oundle Road, Stoke Doyle, Peterborough (page 375)**

The committee considered a report detailing an application to convert existing barns into four residential units, plus the erection of one additional new build dwelling

Members noted that 14 letters of support had been received and also noted the recommendation for an additional condition in respect of a Site Waste Management Plan.

The committee **agreed to grant** the application, subject to the conditions detailed within the officer's report and the verbal update (site waste management plan).

**(iv) 13/01917/FUL – 0P8796 SP9474 Cranford Road, Great Addington, Northamptonshire (page 387)**

The committee considered a report detailing an application for the change of use from agricultural land to private equestrian use, the erection of two field shelters, a hay store and manure store. The application had been brought before the committee at the request of the local Ward Member.

Members noted the number of letters of support from local residents and from Great Addington Parish Council, as well as the representations from the Highways Authority and the Rights of Way Officer, which were detailed within the update report that was circulated at the meeting.

The committee **agreed to grant** the application on the grounds that it would not set a permanent precedent in the open countryside, had some commercial value through the employment of an individual and there had been no highway safety incidents in the previous two years. Authority to agree the wording of the conditions was delegated to the Head of Planning Services, in consultation with the Chairman, Vice-Chairman and Ward Member.

**331. 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 paragraphs 1 and 6 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

**332. SERVICE OF A NOTICE UNDER SECTION 215 OF THE TOWN AND COUNTRY PLANNING ACT 1990 – SPIRE WORKS, PARK ROAD, RAUNDS**

The committee considered a report from the Senior Conservation Officer regarding the poor state of repair to the frontage of Spire Works, Park Road, Raunds, and to request the committee's authorisation to serve a section 215 Notice should work not progress as indicated.

**RESOLVED:**

That the committee approve the issuing of a notice under section 215 of the Town and Country Planning Act 1990 in respect of the frontage of Spire Works, Park Road, Raunds.

**333. PROPOSED ENFORCEMENT – 15 WEST STREET, OUNDLE**

The committee considered a report from the Senior Conservation Officer which advised the committee of a breach of the regulations of a Section 215 Notice which had been issued to the owner of 15 West Street, Oundle.

**RESOLVED:**

1. That prosecution action under Section 216 of the Town and Country Planning Act 1990 be pursued.
2. That the execution of works under Section 219 of the Town and Country Planning Act 1990 be approved, with quotations for the work to be agreed by the Head of Planning Services in consultation with the Ward Member.

**Chairman**

List of Applications Determined By  
DEVELOPMENT CONTROL COMMITTEE - 15 January 2014

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12/00839/VAR

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Date received                      Date valid                      Overall Expiry                      Ward  
**18 May 2012                      22 May 2012                      21 August 2012                      Rushden North**

Applicant    **Asda Stores Limited**

Agent        **Drivers Jonas Deloitte LLP - Mr R Brown**

Location    **Marriotts Builders Yard, 160 Washbrook Road, Rushden, Northamptonshire.**

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Proposal    **Variation of condition 28 (store trading times) of planning permission 03/00754/OUT - Erection of Class A1 foodstore with associated car parking, operational space and landscaping**

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**Decision**

**Conditions/Reasons:**

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13/00966/FUL

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Date received                      Date valid                      Overall Expiry                      Ward  
**5 June 2013                      5 June 2013                      31 July 2013                      Oundle**

Applicant    **G.L.Gent And Son**

Agent        **Henry H Bletsoe And Son LLP - Mr Middleditch**

Location    **How Hill Farm, Oundle Road, Stoke Doyle, Peterborough.**

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Proposal    **Redevelopment comprising conversion of traditional farm building to form four residential units plus one additional new build residential unit and accompanying removal of modern agricultural buildings.**

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**Decision    Application Permitted**

**Conditions/Reasons:**

1.    The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.  
      **Reason** To ensure compliance with Section 91 of the Town and Country Planning Act 1990 (as amended).
2.    This permission relates to the following plans: Location Plan, 008 Proposed Site Layout, 001 A Plot 1 Proposed Layout and Elevations, 003A Plots 2 and 3 Proposed

Layouts, 002A Plots 2 and 3 Proposed Elevations, 005A Plot 5 Proposed Layout and Elevations, 004A Plot 4 Proposed Layout and Elevations.

**Reason:** For the avoidance of doubt.

3. Before any work is commenced on the development hereby permitted, details of the external treatment of the proposed buildings shall have been submitted to and approved in writing by the local planning authority and the development shall thereafter be carried out in accordance with the approved details.

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

4. Prior to commencement of development full details of both hard and soft landscape works shall be submitted to and approved in writing by the Local Planning Authority. Subsequently, these works shall be carried out as approved. The landscaping details to be submitted shall include:-

- a) hard surfacing, other hard landscape features and materials;
- b) existing trees, hedges or other soft features to be retained;
- c) planting plans, including specifications of species, sizes, planting centres number and percentage mix (to include native species);
- d) details of planting or features to be provided to enhance the value of the development for biodiversity and wildlife;
- e) details of siting and timing of all construction activities to avoid harm to all nature conservation features.

**Reason:** The landscaping of this site is required in order to protect and enhance the existing visual character of the area and to reduce the visual and environmental impacts of the development hereby permitted.

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

**Reason:** To ensure a reasonably satisfactory standard of development which is not detrimental to the visual amenity of the area.

6. Notwithstanding the details submitted and prior to the commencement of the development hereby permitted, details of the location, height, design and materials of all boundary treatment, together with a timetable of provision, shall be submitted to and approved in writing by the Local Planning Authority and all such works shall be provided in accordance with the approved timetable and shall thereafter be so maintained.

**Reason:** To ensure that the appearance of the development is satisfactory and that it contributes to the visual character and amenity of the area, and to ensure that the private areas of the development are afforded an acceptable measure of privacy.

7. Notwithstanding the details submitted and prior to the commencement of the development hereby permitted, details of the doors, windows and rooflights, shown on scale drawings of not less than 1:20 shall be submitted to and approved in writing by the Local Planning Authority and the development shall be carried out in accordance with the approved details and shall thereafter be so maintained. The submitted details shall include materials, profiles and sections.

**Reason:** To ensure that the appearance of the development is satisfactory and that it

contributes to the visual character and amenity of the area, and to ensure that the private areas of the development are afforded an acceptable measure of privacy.

8. Before development commences a timetable for the conversion of the barns and the erection of the new dwelling shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

**Reason:** To ensure the barn conversions take place in a timely manner and that the permission is fully implemented.

9. No development shall take place within the area 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.

**Reason:** To ensure the features of archaeological interest are properly examined and record, in accordance with NPPF para. 141.

10. Notwithstanding the provisions of the Town & Country Planning (General Permitted Development) Order 1995, (or any Order or Statutory Instrument revoking and re-enacting that Order), planning permission shall be required for the following developments or alterations:

- i) the erection of freestanding curtilage buildings or structures including car ports, garages, sheds, greenhouses, pergolas, or raised decks (as detailed in Schedule 2, Part 1, Classes A and E);
- ii) the erection of house extensions including conservatories, garages, car ports or porches (as detailed in Schedule 2, Part 1, Classes A and D);
- iii) alterations including the installation of replacement or additional windows or doors, including dormer windows or roof windows (as detailed in Schedule 2, Part 1, Classes A and B);

**Reasons:** To prevent overlooking of neighbouring properties, in the interest of the protection of residential amenity.

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

- 1) Sight lines shall be provided to give visibility along the road over a distance of at least 120 metres in a north-easterly direction, from a point measured 2.4 metres back along the centre line of the proposed shared vehicle access. These dimensions shall be measured from and along the nearer edge of the carriageway;
- 2) Sight lines shall be provided to give visibility along the road over a distance of at least 43 metres in a south-westerly direction from a point measured 2.4 metres back along the centre line of the shared vehicle access. These dimensions shall be measured from and along the nearer edge of the carriageway;
- 3) The existing gateway feature serving the agricultural operation shall remain open at all times and secured to prevent closure;
- 4) Any residential vehicle access gates required to serve the residential development use shall be erected a minimum distance of 5 metres from the highway boundary and hung so as to open inwards only.

**Reason:** In the interests of highway and pedestrian safety.

12. No development shall commence until a scheme of improvements to existing pedestrian facilities within 500 metres of the site boundary 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 pedestrian access improvement works has been submitted to and approved in writing by the Local Planning Authority. The approved access road shall not be used to provide a means of access until such time as the works have been completed in accordance with the approved details and timetable. The details shall illustrate a residential shared vehicle access and footway which is to the local Highway Authority's adoptable standard. 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 approved vision splays retained thereafter.

**Reason:** In order to ensure that off-site pedestrian improvements are completed in the interests of highway and pedestrian safety and convenience to users of the adopted highway.

13. If, during development, contamination not previously illustrated is found to be present at the site then no further development (unless otherwise agreed in writing by the Local Planning Authority), shall be carried out until the developer has submitted a remediation strategy to the Local Planning Authority detailing how this unsuspected contamination shall be dealt with and obtained written approval from the Local Planning Authority. The remediation strategy shall be implemented as approved.

**Reason:** To comply with NPPF para. 109 and 121 and in order to prevent unacceptable risk of pollution.

14. Prior to the commencement of any part of the development 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:

1. Overall strategy for managing environmental impacts which arise during construction;
2. Measures to control the emission of dust and dirt during construction;
3. Control of noise emanating from the site during the construction period;
4. Hours of construction work for the development;
5. Contractors' compounds, materials storage and other storage arrangements, cranes and plant, equipment and related temporary infrastructure;
6. Designation, layout and design of construction access and egress points;
7. Internal site circulation routes;
8. Directional signage (on and off site);
9. Provision for emergency vehicles;
10. Provision for all site operatives, visitors and construction vehicles loading and unloading plant and materials
11. Provision for all site operatives, visitors and construction vehicles for parking and turning within the site during the construction period;
12. Details of measures to prevent mud and other such material migrating onto the highway from construction vehicles; and other similar debris on the adjacent public highways;
13. Routing agreement for construction traffic.
14. Storage of plant and materials used in constructing the development;
15. Enclosure of phase or development parcel development sites or development parcels and the erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
16. Waste audit and scheme for waste minimisation and recycling/disposing of waste resulting from demolition and construction works.

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

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

15. No infiltration of surface water drainage into the ground at the site is permitted other than with the express written consent of the Local Planning Authority, which may be given for those parts of the site where it has been demonstrated that there is no resultant unacceptable risk to controlled waters. The development shall be carried out in accordance with the approved details.

**Reason:** To ensure that infiltration systems such as soakaways do not increase the potential for contaminant migration.

16. The development shall be carried out in accordance with the mitigation measures contained in the Bat and Bird Survey received by the Local Planning Authority on 5th June 2013.

**Reason:** In the interests of the ecology of the site.

17. 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 the future occupants of the development in accordance with Local Plan policy.

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

**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.



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Date received	Date valid	Overall Expiry	Ward
<b>13 August 2013</b>	<b>10 September 2013</b>	<b>10 December 2013</b>	<b>Rushden Spencer</b>

Applicant **Orbit Homes - Mr P Wootton**

Agent **Barton Willmore LLP - Mrs K Ventham**

Location **Land To The North And, 41 Keats Way, Rushden, Northamptonshire.**

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Proposal **Erection of 17 affordable dwellings serviced via a new access from Keats Way including car parking, landscaping and all ancillary and enabling works**

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**Decision Application Permitted**

**Conditions/Reasons:**

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.  
**Reason:** To ensure compliance with Section 91 of the Town and Country Planning Act 1990 (as amended).
2. Notwithstanding any proposed materials specified in the approved drawings or in the application form submitted with the application, samples of external materials to be used shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development. The development shall be carried out using the approved materials.  
**Reason:** In the interests of visual amenity.
3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that Order), no windows or other form of opening, other than those shown on the drawings hereby approved, shall be inserted in any elevation of the dwellings hereby approved.  
**Reason:** To ensure adequate standards of privacy for neighbours and occupiers.
4. Deliveries and works of construction must not cause noise to be audible outside of the site boundary outside of the hours of 08:00am to 18:00pm Monday to Friday, 08:30am to 13:30pm on Saturdays, and no deliveries or construction works shall take place on Sundays and Public Holidays.  
**Reasons:** In the interest of residential amenity and the local amenity.
5. Prior to the commencement of the development hereby permitted, details of the provision of screening to all boundaries of the site and individual dwellings shall be submitted to and approved in writing by the Local Planning Authority. This shall include details indicating the positions, height, design, materials and type of boundary treatment to be erected. This boundary screening shall then be provided in accordance with the details so approved prior to the first occupation of the dwelling(s) and shall thereafter be retained in perpetuity.  
**Reason:** To ensure adequate standards of privacy for neighbours and occupiers and to safeguard the amenity of the area.

6. Notwithstanding the submitted details, no development shall commence until details of the construction and surfacing of the estate road, parking facilities and all other hard-surfaced areas within the site has been submitted to and approved in writing by the Local Planning Authority. The details to be submitted shall include materials, finish details and load bearing details. These facilities shall then be provided in accordance with the approved details before the first occupation of the dwellings hereby approved.  
**Reason:** In the interest of highway safety, visual amenity and to ensure that the site could be adequately accessed by refuse and emergency vehicles.
7. Prior to commencement of development, a Construction Management Plan shall be submitted to and approved in writing by the Local Planning Authority and shall include the following details:
- a) Details of the number and size of vehicles attracted to the site during the construction period. This shall include a scheme for the monitoring of the number and type of vehicles attracted to the site and this information shall be available for scrutiny at the request of the Local Planning Authority during the construction of the development
  - b) Details of measures to ensure that operational construction vehicles arriving and leaving the site are appropriately sealed to prevent materials spillage, wind blow and dust nuisance
  - c) Details of measures to ensure that operational construction vehicles leaving the site are cleaned of debris to ensure that no material is deposited on the adopted highway and details the cleaning equipment, including the type and location
  - d) Details of boundary treatment to be erected during construction, including, the design, height and location
- The development shall thereafter be carried out in accordance with the details so approved.  
**Reason:** In the interest of highway safety and local amenity.
8. Details of a scheme of lighting for the development hereby approved, shall be submitted to and approved in writing by the Local Planning Authority, prior to the commencement of development. This shall include full details of the type of lighting, number, exact location and level and type of illumination. The scheme shall thereafter be implemented in accordance with the details so approved prior to the first occupation of the dwellings hereby permitted.  
**Reason:** In the interest of preventing crime, anti-social behaviour and reducing the fear of crime, in accordance with Policy 13 of the adopted North Northamptonshire Core Spatial Strategy and in the interest of residential amenity.
9. 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 and classes A, B, C, D, E and F of Part 40 to that Order without the prior written approval of the Local Planning Authority.  
**Reason:** To protect the amenity of existing and future occupiers, to ensure a satisfactory elevational appearance for the development and in the interest of the on and off site trees.
10. In accordance with the submitted details, the dwellings hereby permitted shall achieve Level 3 of the Code for Sustainable Homes. A copy of the Interim Design Stage Assessment Certificate shall be submitted to be approved in writing by the Local Planning Authority to demonstrate that the Code Level 3 will be achieved. Within 5

months of completion a copy of the Final Certificate to demonstrate that Code Level 3 has been achieved shall be submitted to and be approved in writing by the Local Planning Authority, unless otherwise agreed in writing by the Local Planning Authority.

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

11. No development shall take place until an energy strategy has been submitted to and agreed in writing by the Local Planning Authority which includes details and drawings demonstrating how either;
  - A. 10% of the energy requirements generated by the development as a whole will be secured from decentralised and/or renewable or low-carbon energy sources and showing in detail the estimated sizing of each of the contributing technologies to the overall percentage; or
  - B. 10% reduction in energy usage over the development when compared to the development if it were built to a standard which would achieve the current minimum Building Regulations Part L.

The energy strategy should include details of location, design and installation of any measures and shall identify how renewable energy, passive energy or efficiency measures are utilised for each of the proposed buildings to meet collectively the requirement for the scheme.

The approved details shall be implemented with the construction of each building and thereafter retained and maintained to the satisfaction of 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.

12. Notwithstanding the submitted details, no development shall commence until details to show the slab levels of the proposed buildings in relation to the existing and proposed levels of the site and the surrounding land and buildings (including the ridge heights and eaves height of properties on Keats Way) have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be constructed in accordance with the details so approved.

**Reason:** For the avoidance of doubt and to ensure a satisfactory form of development in relation to neighbouring land and buildings.

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

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

14. Notwithstanding the submitted details, before the dwellings hereby permitted are first brought into occupation, the first floor side facing bathroom windows shall be top hung with a restricted opening mechanism 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.

15. The development hereby permitted shall be carried out strictly in accordance with the plans received by the local planning authority on 12 November 2013, 29 November 2013, 5 December 2013, 10 September 2013, 29 August 2013 and 20 December 2013, drawing numbers: SK02C Swept path analysis, SL-FP-01V Site layout, LP-OP-01B Site location plan, Parking bay dimensions, A\_03B House type A elevations, B1\_02A House type B1 elevations, CS\_01 Shed for cycle storage plans and elevations, C\_04B House type C elevations, A\_02E House type A elevations, B\_02E House type B elevations, B1\_01A House type B1 floor plans, House type D and E floor plans, D&E\_02 House type D and E elevations, C\_01D House type C floor plans, B\_01F House type B floor plans, E02D Proposed long sections and A\_01E House type A floor plans.

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

16. An investigation and risk assessment, in addition to any assessment provided with the planning application, must be completed in accordance with a scheme to assess the nature and extent of any contamination on the site, whether or not it originates on the site. The contents of the scheme are subject to the approval in writing of the Local Planning Authority. The investigation and risk assessment must be undertaken by competent persons and a written report of the findings must be produced. The written report is subject to the approval in writing of the Local Planning Authority (LPA). The report of the findings must include:

- (i) a survey of the extent, scale and nature of contamination;
  - (ii) an assessment of the potential risks to:
    - o human health,
    - o property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
    - o adjoining land,
    - o groundwaters and surface waters,
    - o ecological systems,
    - o archaeological sites and ancient monuments;
  - (iii) an appraisal of remedial options, and proposal of the preferred option(s).
- This must be conducted in accordance with DEFRA and the Environment Agency's 'Model Procedures for the Management of Land Contamination, CLR 11'.

**Reason:** To ensure potential risks arising from previous site uses have been fully assessed.

17. Remediation of the site shall be carried out in accordance with the approved remedial option. No deviation shall be made from this scheme without the express written agreement of the Local Planning Authority.

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

18. 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.

19. 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 Local Planning Authority.  
**Reason:** To ensure all contamination within the site is dealt with.
20. Notwithstanding the submitted information, the following highway safety information shall be submitted to and agreed in writing by the local planning authority:
- o Revised highway layout drawing identifying the turning head to be located in front of plots 9 to 15;
  - o Constructional method statements identifying how the street, footway and wall will be constructed adjacent to the tree. This shall include carriageway construction methods and compaction of fill methods.
  - o Management and maintenance details of the retaining structure.
  - o Management and maintenance details of the proposed drainage system.
- The development shall thereafter be carried out in accordance with the approved details prior to the occupation of the first dwelling hereby approved and shall thereafter be retained in perpetuity.  
**Reason:** In the interests of highway safety and the protection of onsite trees.
21. Notwithstanding the submitted information, prior to the commencement of development, full details of all landscaping works shall be submitted to and approved in writing by the local planning authority. Subsequently, these works shall be carried out in accordance with the approved details. The landscaping details to be submitted shall include:
- o Existing trees, hedges or other soft features to be retained;
  - o Planting plans, including specifications of species, sizes, planting centres number and percentage mix;
  - o Details of planting or features to be provided to enhance the value of the development for biodiversity and wildlife;
  - o Location of service installations;
  - o Management and maintenance details.
- Reason:** The landscaping of this site is required in order to protect and enhance the existing visual character of the area and to reduce the visual and environmental impacts of the development hereby permitted.
22. 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 first dwelling hereby approved, or the completion of development, whichever is the sooner. Any trees or plants which within a period of five years from the completion of the development die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species.  
**Reason:** To ensure a reasonably satisfactory standard of development which is not detrimental to the visual amenity of the area.
23. Notwithstanding the submitted information and prior to any onsite clearance or demolition works, a detailed Tree Protection Plan and Arboricultural Method Statement shall be submitted to and approved in writing by the local planning authority. The details shall be in accordance with BS5837:2012 Trees in relation to design demolition and construction and shall include (but not be limited to) areas of 'no dig' surfacing inside Root Protection Areas. The works shall thereafter be undertaken in accordance with the approved details.

**Reason:** To ensure the protection of the trees on and adjacent to the site.

24. Notwithstanding the submitted information and prior to any onsite clearance or demolition works, an updated Tree Survey shall be submitted to and approved in writing by the local planning authority. The Tree Survey shall be in accordance with BS5837:2012 Trees in relation to design demolition and construction and shall include any required arboricultural management works. The works shall thereafter be undertaken in accordance with the approved details.

**Reason:** to ensure the protection of trees on and adjacent to the site.

25. Development shall proceed in accordance with the recommendations detailed in the Middlemarch Environmental Ecological Walkover Study dated 16th October 2013 and Section 5 of the Reptile Survey dated September 2013.

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

26. No drainage works shall commence until a surface water management strategy has been submitted to and approved in writing by the local planning authority. No hard-standing areas shall be constructed until the works have been carried out in accordance with the surface water strategy as approved.

**Reason:** To prevent environmental and amenity problems arising from flooding.

27. Prior to the commencement of development, a waste audit shall be submitted to and agreed in writing by the local planning authority. The development shall thereafter be carried out in accordance with the approved details.

**Reason:** In the interests of waste management.

28. Prior to the commencement of development, a waste management strategy shall be submitted to and approved in writing by the local planning authority. The development shall thereafter be carried out in accordance with the approved details.

**Reason:** In the interests of waste management.

29. Prior to the commencement of the development hereby permitted, a scheme and timetable detailing the provision of fire hydrants shall be submitted to and approved in writing by the local planning authority in consultation with the Fire and Rescue Service. No dwelling shall be occupied until the hydrant(s) serving the development has been provided to the satisfaction of the local highway authority. The developer shall incur the full costs for provision of the hydrants and their installation by the water company in accordance with the agreed scheme and timetable.

**Reason:** To ensure a satisfactory form of development.

30. The development shall not begin until a scheme for the provision of Affordable Housing as part of the development has been submitted to and approved in writing by the local planning authority ("the Approved Affordable Housing Scheme").

The Affordable Housing shall be provided in accordance with the Approved Affordable Housing Scheme and shall meet the definition of Affordable Housing in Annex 2 Glossary of the National Planning Policy Framework or any future national guidance that replaces it. The scheme shall include:

The numbers, type, tenure and location on the site of the affordable housing provision to be made which shall consist of 100% of the development as Affordable Housing in accordance with the Affordable Housing Mix and not less than 25% of the Affordable Housing as Shared Ownership Housing and not less than 75% of the Affordable Housing as Social Rented Housing.

The arrangements for the transfer of the Affordable Housing to an Affordable Housing Provider or the management of the Affordable Housing if no Registered Social Landlord involved).

The arrangements to ensure that such provision is affordable for both first and subsequent occupiers of the Affordable Housing.

The Social Rented Housing will be allocated in accordance with the Council's Housing Allocation Policy and any such documents which replace or amend this.

Not to use the Shared Ownership Housing for any purpose other than for Shared Ownership Housing.

Not to use the Social Rented Housing for any purpose other than for Social Rented Housing.

**Reason:** To ensure that the provision of Affordable Housing is met on site in order to make the development acceptable and in accordance with the NPPF and Policy 15 of the North Northamptonshire Core Spatial Strategy.

31. No development shall be commenced until an Estate Street Phasing and Completion Plan has been submitted to and approved in writing by the local planning authority. The Estate Street Phasing and Completion Plan shall set out development phases and the standards that estate streets serving each phase of the development will be completed.

**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 highways infrastructure serving the development; and to safeguard the visual amenities of the locality and users of the highway.

32. No dwellings shall be occupied until the estate streets affording access to those dwellings has been completed in accordance with the Estate Street Phasing and Completion Plan.

**Reason:** To ensure that the estate streets serving the development are completed and maintained to the approved standard, and are available for use by the occupants, and other users of the development, 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.

33. 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 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.

34. 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 by the local planning authority.

**Reason:** In the interests 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.

Date received            Date valid            Overall Expiry            Ward  
**11 November 2013    9 December 2013    3 February 2014    Woodford**

Applicant    **G A Manor Estates - Mr G Groome**

Agent        **Berrys - Miss L Clements**

Location    **OP8795 SP9474, Cranford Road, Great Addington, Northamptonshire.**

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Proposal    **Change of use from agricultural to private equestrian (no commercial use) and erection of two field shelters, a hay store and manure store (retrospective)**

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**Decision    Recommendation overturned and permission granted.**

**Wording of conditions delegated to Head of Planning Services, Chairman, Vice Chairman and Ward Members**



# **POLICY & RESOURCES COMMITTEE**

**Date:** 20 January 2014

**Venue:** East Northamptonshire House, Cedar Drive, Thrapston

**Time:** 7.30 pm

**Present:** Councillors:-

<b>Richard Lewis</b>	<b>(Chairman)</b>
<b>Glenvil Greenwood-Smith</b>	<b>(Vice-Chairman)</b>
<b>Steven North</b>	<b>(Leader of the Council)</b>
<b>Glenn Harwood MBE</b>	<b>(Deputy Leader of the Council)</b>

<b>Peter Baden</b>	<b>Roger Glithero JP</b>
<b>David Brackenbury</b>	<b>Dudley Hughes JP</b>
<b>Wendy Brackenbury</b>	<b>Andy Mercer</b>
<b>John Farrar</b>	<b>Rupert Reichhold</b>

## **334. MINUTES OF MEETINGS**

The minutes of the Policy and Resources Committee meeting held on 2 December 2013 were approved and signed by the Chairman.

The minutes of the joint meeting of the Planning Policy Committee and the Policy and Resources Committee held on 9 December 2013 were approved and signed by the Chairman.

## **335. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Marika Hillson, Sue Homer and Jeremy Taylor.

## **336. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **337. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3**

There were no questions received.

## **338. COUNCIL TAX BASE 2014-15**

The committee considered a report which sought approval of the Council's estimated tax base for the 2014/15 financial year.

It was reported that the estimated tax base for the Billing Authority for 2014/15 was 28,353, compared to 28,140 for 2013/14. The proposal took into account the impact of the new local council tax support scheme and the estimated provision for collection. Members noted that

the billing authority tax base differed from the Revenue Support Grant tax base because it included provision for changes between January 2014 and March 2015, such as new properties, the effects of the Council Tax Support Scheme and the small provision for non-collection.

Members further noted that it was anticipated that funding would reduce further in line with other funding reduction expectations. Given previous technical changes to discounts and exemptions and the proposed reduction in the Council Tax Support available, it was anticipated that there would be no net cost to the authority for 2014/15, however this would be monitored closely throughout the coming financial year.

**RESOLVED:**

That the tax base for East Northamptonshire be set at 28,353 for the 2014/15 financial year.

**339. DISCRETIONARY HOUSING PAYMENTS**

The committee considered an update report in respect of the Discretionary Housing Payments Scheme.

The Department of Work and Pensions (DWP) provides an annual grant to each local authority to make Discretionary Housing Payment. In 2013/14, the grant to East Northamptonshire was £85,490. In 2013, the committee, anticipating the impact of Welfare Reform changes, reviewed the policy and procedure in respect of the scheme and requested that an update be provided once £50,000 of the grant had been spent. As at 31 December 2013, £52,371 of the grant had been spent.

Members noted that the number of applications received in 2013/14 had increased significantly compared to the previous year, with 68% of applications coming from customers affected by the removal of the spare room subsidy regulations that became effective on 1 April 2013.

It was reported that the Chancellor of the Exchequer's Autumn Statement had confirmed that a further £40million of additional Discretionary Housing Payment funding would be available in 2014/15, however the exact level of funding for East Northamptonshire had not been confirmed at the time of the meeting.

**RESOLVED:**

1. That Discretionary Housing Payment expenditure in the 2013/14 financial year be noted.
2. That a further report be submitted to the committee when 75% of the DWP Discretionary Housing Payment grant for 2014/15 has been committed.

**Chairman**

# JOINT STANDARDS COMPLAINTS COMMITTEE

**Date:** 29 January 2014

**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:

David Jenney  
Gill Mercer  
Bob Nightingale

## Town and Parish Councillors:

David Coleman (Rushden Town Council)  
Fiona Cowan (Collyweston Parish Council)  
John Greig (Titchmarsh Parish Council)  
Derek Lawson (Higham Ferrers Town Council)

Vivienne Barnard – Independent Person  
Andrew Sortwell – Reserve Independent Person

## **340 MINUTES**

The minutes of the meeting of the Joint Standards Complaints Committee held on 18 September 2013 were approved and signed by the Chairman.

## **341. APOLOGIES FOR ABSENCE**

Apologies for absence were received from ENC Councillors Pauline Bradberry and Brian Northall and Town and Parish Councillor Mike Clements (Raunds Town Council).

## **342. DECLARATIONS OF INTEREST AND QUESTIONS**

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

## **343. ACTIVITY REPORT OF THE MONITORING OFFICER**

The Monitoring Officer submitted a report outlining activity in relation to the Standards Framework in the period from the last meeting of the Committee in September 2013 to date.

The Monitoring Officer reported that there were 19 outstanding registers of interest for Town and Parish Councillors, representing a 94% return rate. The Monitoring Officer was aware of 18 vacancies in Town and Parish Councils within the District.

Some progress had been made in respect of obtaining completed registrations of interest forms for Warmington Parish Council and there did not appear to be any specific reason for the lack of return of the remaining forms and the Clerk would pursue these with the relevant Members.

Five forms remained outstanding in respect of Twywell Parish Council and the Monitoring Officer informed the Committee that she intended to offer to visit the Parish Council in connection with the matter. The Clerk to Rushden Town Council, as well as the Town Mayor, would also pursue the completion of the outstanding forms relating to Rushden Town Councillors.

The Monitoring Officer confirmed that the Localism Act 2011 also required Parish Councils to publish their own Registers of Interest where the Parish Council operated its own website. Of the 24 Parish Councils within the East Northamptonshire district which did so, only 8 were found to be complying with this requirement, usually with a link to the ENC website. The Monitoring Officer had reminded the relevant Parish Councils of their statutory obligation and the position would be kept under review.

Since the last meeting of the Committee, 17 enquiries had been made with the Monitoring Officer or the Deputy Monitoring Officers, mostly in relation to the declaration of interests. No requests for dispensations had been received during this period.

Two new complaints had been received since the last meeting of the Committee. One of these had been resolved, together with an older complaint and one complaint had been appealed and an Appeal Panel Hearing would be held shortly.

Recent complaint activity had highlighted the lack of provision within the complaints procedure in one possible scenario. The procedure currently required the Monitoring Officer to consult with either the Chairman or Vice Chairman (depending on which tier of Councillor was involved) at various stages of the process. There was no explicit provision for when this person might have a conflict of interest in the complaint and the procedure would need to be amended to cover this circumstance. It was considered important by Members that the alternative person to be consulted should be drawn from the same tier as the councillor against whom the complaint had been received.

**RESOLVED:**

That the report be noted

**R.11 RESOLVED TO RECOMMEND TO COUNCIL:**

That the East Northamptonshire Council Complaints Procedure (Part 9 of the Constitution) be amended to include the following provision:

Where this procedure makes reference to consultation with the Chairman or Vice-Chairman of the Joint Standards Complaints Committee, the consultation will usually be with the Councillor who represents the same tier as the Councillor(s) complained against. Exceptionally, if this person is unavailable *or has a conflict of interest, another Councillor from the same tier on the Joint Standards Complaints Committee nominated by the Monitoring Officer will be consulted*

**Chairman**

# DEVELOPMENT CONTROL COMMITTEE

Date: 5 February 2014

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

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

Derek Capp Andy Mercer  
Roger Glithero JP Bob Nightingale  
Glenn Harwood MBE Ron Pinnock  
Marika Hillson Anna Sauntson  
Dudley Hughes JP Philip Stearn  
Barbara Jenney Robin Underwood

## 344. MINUTES

The minutes of the meeting held on 15 January 2014 were approved and signed by the Chairman.

## 345. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Wendy Brackenbury, Brian Northall, David Read and Peter Wathen.

## 346. DELEGATIONS TO HEAD OF PLANNING SERVICES

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

EN/10/01428/FUL	Raunds Car Wash
EN/13/01072/REM	Station Road, Higham Ferrers
EN/13/01073/FUL	Pond adjacent to A6
EN13/00438/FUL	Transit Site, Caldecott
EN12/01282/FUL	Wind Turbine, Hollywell Farm, Stanwick
EN13/01644/REM	Rushden Hospital,
EN13/00301/FUL	Rear of 110 Higham Road, Rushden
EN13/01917/	Cranford Road, Great Addington
EN13/00839/	ASDA, Rushden

## RESOLVED:

That the contents of the report be noted.

### **347. SECTION 106 AGREEMENTS – UPDATE**

In accordance with Minute 280 from the meeting held on 28 November 2012, the Head of Planning Services submitted a report and circulated an updated report detailing progress with regard to the drafting of S106 agreements in respect of matters where the committee had previously resolved to grant planning permission, subject to the prior finalisation of such an agreement.

Members considered a request for an extension in respect of applications EN/12/01614/FUL (Herne Road, Oundle) until the 28 February 2014, and EN/12/01957/OUT (Midland Road, Thrapston) until the 31 March 2014.

#### **RESOLVED:**

1. That the report be noted.
2. That extensions in respect of EN12/01368/FUL until 28 February 2014 and EN/12/01957/OUT until 31 March 2014 be approved.

### **348. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS**

#### **(a) Declarations of Interest**

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

<b>Councillors</b>	<b>Applications</b>	<b>Nature of Interest</b>	<b>DPI</b>	<b>Other Interest</b>
Councillor Pauline Bradberry JP	EN/13/01439/FUL	Knew the applicant and the public speaker present at the meeting		Yes
Councillor Roger Glithero JP	EN/13/00870/NCC	Knew the applicant, the applicant's father and the public speaker present at the meeting		Yes

#### **(b) Informal Site Visits**

Councillor Glithero indicated that he had recently undertaken a visit with the Development Control Officer to the site at Slate Drift, Collyweston (EN/13/01439/FUL).

Councillor Andy Mercer indicated that he had undertaken a visit as a Member of the County Council's Planning Committee to the site in Corby, which was the subject of a consultation (EN/13/02108/EXT)

### **349. PUBLIC SPEAKERS**

The following people spoke on the items as indicated: -

- vii) **Councillor Fiona Cowan** – 13/01439/FUL – Builders Yard, Slate Drift, Collyweston (On behalf of Collyweston Parish Council).

### **350. 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) 13/01439/FUL – Builders Yard, Slate Drift, Collyweston, Northamptonshire**

The committee considered a report which sought retrospective consent regarding the resubmission of application 12/00160/FUL for the change of use of land from a builders' yard to allow general industry (B2) use. The application had been brought before the committee as Collyweston Parish Council had objected to the application and at the request of the Head of Planning.

Members noted that nine letters of objection had been received from neighbouring residents. The update report, which was circulated at the meeting, also detailed the comments received from the Local Highway Authority, the Wildlife Trust and further representations from local residents.

The committee **agreed to grant** the application, subject to the conditions and informatives set out in the officer's report and the update report, and to include the following conditions:-

#### Conditions:

2. The use hereby permitted, including deliveries, shall only operate between the hours of 0730 and 1730 Mondays to Fridays and 0900 and 1430 on Saturdays and at no time on Sundays or Bank Holidays.  
**Reason:** To safeguard the amenities currently enjoyed by the occupants of adjoining dwellings.
6. Notwithstanding the submitted information, full details of a scheme to acoustically enclose the extractor unit within the site shall be submitted within 28 days from the date of this decision for approval by the local planning authority. The scheme must demonstrate that noise levels can be reduced by a minimum of 16dB. The development shall thereafter be implemented in accordance with the approved details within a period of three months from the date of approval of the agreed details and permanently retained thereafter.  
**Reason:** In the interests of residential amenity.
10. No animals shall be kept on site outside of the operating hours as approved by condition 2 above.  
**Reason:** In the interests of neighbouring amenity.

#### **(ii) 13/01258/FUL Land to rear of Doctors Surgery, Barrington Road, Rushden, Northamptonshire**

The application for the erection of 110 dwellings with associated access and landscaping was originally considered by the committee on 6 November 2013. Members had resolved to grant full planning permission, subject to a S106 report. The S106 is currently being processed.

The Applicant (Persimmon) had discovered that they need to include an electricity sub-station as part of the development, and wished to amend the plan prior to the decision notice being issued, subject to the agreement of the committee

The committee **agreed to grant** the amended application subject to the conditions set out in the officer's report and the update report.

**(iii) 13/02108/EXT – Corby, Northamptonshire**

The committee considered a consultation from Corby Borough Council detailing an application for the demolition, redevelopment and part refurbishment to provide a cinema, five retail/restaurant units, new access and public realm improvements at Market Walk, together with a gym, cycle parking, retail, car repairs and MOT Centre, surface level parking, landscaping and access at ground level. The consultation had been referred to the committee as East Northamptonshire Council is the neighbouring authority.

The committee agreed to advise Corby Borough Council that East Northamptonshire Council had no objection to the proposed development

**Chairman**



# **POLICY & RESOURCES COMMITTEE**

**Date:** 10 February 2014

**Venue:** East Northamptonshire House, Cedar Drive, Thrapston

**Time:** 7.30 pm

**Present:** Councillors:-

<b>Richard Lewis</b>	<b>(Chairman)</b>
<b>Glenvil Greenwood-Smith</b>	<b>(Vice-Chairman)</b>
<b>Steven North</b>	<b>(Leader of the Council)</b>
<b>Glenn Harwood MBE</b>	<b>(Deputy Leader of the Council)</b>

<b>Peter Baden</b>	<b>Sue Homer</b>
<b>David Brackenbury</b>	<b>Dudley Hughes JP</b>
<b>Wendy Brackenbury</b>	<b>Andy Mercer</b>
<b>Roger Glithero JP</b>	<b>Rupert Reichhold</b>
<b>Marika Hillson</b>	

## **351. MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Resources Committee meeting held on 20 January 2014 were approved and signed by the Chairman.

## **352. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors John Farrar and Jeremy Taylor.

## **353. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **354. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3**

There were no questions received.

## **355. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES**

### **(a) Personnel Sub-Committee – 27 January 2014**

The minutes of the meeting of Personnel Sub-Committee held on 27 January 2014 were received (see pages 402 to 424) and the recommendation for full Council detailed within minute 7 was considered.

**R.12 RESOLVED TO RECOMMEND:**

**Minute 7 – Pay Policy**

That the Pay Policy Statement 2013-14 be adopted.

**(b) Finance Sub-Committee – 6 February 2014**

The minutes of the meeting held on 6 February 2014 were received (see pages 425 to 429) and the recommendations within minutes 7 and 11 were considered.

**R.13 RESOLVED TO RECOMMEND:**

That the recommendations in the minutes indicated, as set out below, be approved:-

**Minute 7 – Asset Management – Sale of Land and Buildings Progress Update**

1. That £105,000 be approved to fund the demolition of the Old Recycling Centre, Rushden (as part of the Capital Programme for 2013/14), and that this be funded from revenue underspends in 2013/14.
2. That the sale of the old outdoor swimming pool at Oundle proceed despite it not being sold via auction or through a competitive process.
3. That Cosy Nook, Thrapston, be sold through a competitive process.

**Minute 11 – Draft Medium Term Financial Strategy**

1. That, subject to the approval of the level of Council Tax and the decision on passporting the Council Tax Support Grant, the content of the report be recommended to Council as part of the budget setting process.
2. That the following be approved/agreed by Council:
  - Medium Term Financial Strategy (MTFS)
  - Revenue Budget 2014/15
  - Approved Capital Programme for 2014/15 (Development Pool items are subject to the review set out within the report)
  - Minimum level of Reserves and Earmarked Reserves
  - Treasury Management Strategy
  - Fees and Charges

**356. MEDIUM TERM FINANCIAL STRATEGY AND BUDGET 2014-15**

The Chief Finance Officer presented a report setting out the Council's Draft Medium Term Financial Strategy (MTFS) 2014/15 to 2017/18, outlining the Draft Revenue Budget 2014/15, the Capital Programme 2014/15 to 2023/24 and the Draft Treasury Management Strategy 2014/15. This refreshed the MTFS 2014/15 to 2016/17 which had been approved by Council in February 2013 and updated by the Finance Sub-Committee in November 2013.

It was noted that, over the medium term, the Council would need to continue to increase income and / or deliver savings to meet the anticipated funding gap. It was not considered possible to achieve this solely by continuing the approach previously taken and it was almost certain that more radical cost reduction or income generation measures would need to be implemented before the end of the current MTFS period.

A number of key assumptions had been made in preparing the MTFS and these were set out in the report, together with the impact of options for setting the Council Tax for 2014/15. Since the time of writing the report, the threshold for requiring a referendum had been announced at 2%. The committee was provided with a revised Appendix 1 at the meeting to reflect the changes following the announcement by the Government.

It was noted that the Short Term Borrowing contribution to the funding of the Capital Programme included a Revenue contribution of £200,000 for the provision of waste bins.

Receipts from the sale of capital assets were uncertain due to the complexities and timescales for the sale of these assets. It was therefore proposed that whilst a review of the Capital Programme was undertaken, new schemes would only be promoted from the Development Pool to the Approved Capital Programme where a clear funding source had been identified.

The Corporate Management Team would carry out a review of the capital projects within the development pool to identify the optimum capital programme for 2014/15.

The schedule of fees and charges would be reviewed during 2014/15 to identify if any amendments may be necessary.

#### **R.14 RESOLVED TO RECOMMEND:**

1. That, subject to the approval of the level of Council Tax and the decision on passporting the Council Tax Support Grant, the content of the report be recommended to Council as part of the budget setting process.
2. That the following be approved/agreed by Council:
  - Medium Term Financial Strategy (MTFS)
  - Revenue Budget 2014/15
  - Approved Capital Programme for 2014/15 (Development Pool items are subject to the review set out within the report)
  - Minimum level of Reserves and Earmarked Reserves
  - Treasury Management Strategy
  - Fees and Charges

#### **357. COMMUNITY RIGHT TO BID**

The committee considered a report which sought approval of revisions to the Community Right to Bid Policy and also provided an update on nominations received.

The report proposed an amendment to section 4.10 of the policy in order to improve transparency in decision making and avoid potential conflicts of interest. The revision provided for the Vice-Chair of the Policy and Resources Committee to be consulted in the event of the Chairman having an interest and also for the Leader of the Council to be consulted in the event of a councillor from single member ward having an interest.

It was noted that seven nominations had been received, with six being approved for:

- Public open spaces at Mallows Grange, Stanwick
- The Old Nag's Head (former public house), Hargrave
- Chelston Rise Play Area, Chelveston-cum-Caldecott
- The Wheatsheaf Public House, Titchmarsh
- Part of the Northamptonshire County Council Highways Depot on the corner of John Clark Way and Rectory Road, Rushden
- The Star & Garter Public House, Chelveston

Members noted that there may be instances where the Leader of the Council may be one of the ward Members with a perceived conflict of interest and recommended that the amendment also include the Deputy Leader of the Council to mitigate such circumstances.

**RESOLVED:**

That the amended Community Right to Bid Policy be approved.

**R.15 RESOLVED TO RECOMMEND:**

That authority be delegated to the Monitoring Officer and Members, as stated in the Policy, subject to the addition of the Deputy Leader of the Council in instances where the Leader of the Council may have also conflict of interest, in respect of decisions on registration of assets of community value under the Community Right to Bid legislation.

**358. HOMELESSNESS GRANT – REQUEST FOR RELEASE OF FUNDS**

The committee considered a report which detailed applications for funding of £5,000 each for three projects run by East Northamptonshire Community Services.

It was reported that three applications for funding had been received from East Northamptonshire Community Services (ENCS), which was managed by the East Northants Faith Group.

The first application sought funding towards the continued operation of the Rushden Night Shelter and associated services and analysis of the application had indicated that it met the grant criteria.

The second application was made in respect of a House of Recovery for individuals with addiction and lifestyle issues wanting to move into recovery and stop the cycle of addiction that had led to homelessness and an unsettled lifestyle. Analysis of the application indicated that it could meet the grant criteria, however it was not clear that ownership of the premises had been secured and consequently it was considered unlikely that the project would commence until April 2014.

The third application was made to provide further development of the life recovery and support programme and it was considered that this could meet the grant criteria.

**RESOLVED:**

1. That the release of funds of £5,000 in respect of application 1 for the continued operation of the Rushden Night Shelter and associated services be approved.
2. That East Northamptonshire Community Services be advised to re-submit application 2, in respect of a House of Recovery, in the 2014/15 financial year.
3. That the release of funds of £5,000 in respect of application 1 for the continued operation of the Rushden Night Shelter and associated services be approved.

**359. DRAFT CALENDAR OF MEETINGS – 2014-15 MUNICIPAL YEAR**

The committee considered the draft calendar of meetings for the 2014/15 municipal year. A small number of alterations were highlighted at the meeting and it was proposed that the Joint Standards Complaints Committee scheduled for 4 February 2015 be moved to 2 March 2015.

**R.16 RESOLVED TO RECOMMEND:**

That, subject to the alterations identified by the committee, the Calendar of Meetings for the 2014/15 municipal year be approved.

**360. 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.

**361. COMMUNITY SAFETY IN EAST NORTHAMPTONSHIRE**

The committee considered a report which detailed changes to the funding for the district and borough councils and Community Safety Partnerships across Northamptonshire from 1 April 2014 and sought approval for the continued provision of resources to enable the authority to fulfil its statutory responsibilities.

It was reported that the Police and Crime Commissioner for Northamptonshire would have a significantly reduced, single budget for commissioning both direct policing services and community safety initiatives from the start of the 2014/15 financial year. In view of the budget constraints, the Commissioner had indicated that he would no longer provide direct funding to Community Safety Partnerships for projects and would not make a core contribution to each district and borough. In future, a new funding mechanism entitled the 'Solutions Fund' would be established, however the operating framework had not been confirmed at the time of writing the report.

The committee had regard to the current position of community safety activity in the district and noted the reduction in resources to support this work in recent year.

**RESOLVED:**

That the continuation of the Community Safety Officer role be approved in order for the council to meet its duties under the Crime and Disorder Act 1998 and to ensure that the right level of resources to deliver on the authority's commitments within the adopted Children, Families – Early Help and Prevention Strategy.

**R.17 RESOLVED TO RECOMMEND:**

That the Community Safety Officer post be funded from monies from external sources or managed within the Council's budget for 2014/15 through appropriate cost reductions.

**362. REMOVAL OF CLAWBACK LIABILITY – HOUSES FOR MARKET SALE**

The Chairman referred to a request from the Chief Executive to defer consideration of this item to a future meeting.

**RESOLVED:**

That consideration of this report be deferred to the meeting on 10 March 2014.

**Chairman**



East  
Northamptonshire  
Council

## Personnel Sub-Committee

### Minutes of a meeting held on 27 January 2014 at East Northamptonshire House, Thrapston

**Present:** Councillors Roger Glithero JP (Chairman)  
Wendy Brackenbury  
Steven North

David Oliver Chief Executive  
Katy Everitt Head of Resources and Organisational  
Development  
Paul Smith Senior Democratic Services Officer

#### 1.0 MINUTES

1.1 The minutes of the meeting held on 25 November 2013 were approved and signed by the Chairman.

#### 2.0 APOLOGIES

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

#### 3.0 DECLARATIONS OF INTEREST

3.1 The following interests were declared:

Officer	Item	Nature of Interest	DPI	Other Interest
David Oliver, Katy Everitt and Paul Smith	Pay Policy	Members of Staff affected		Yes

#### 4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3

#### 5.0 WORKFORCE STATISTICS

5.1 The Sub-Committee reviewed data concerning staff sickness, turnover and the number of staff employed.

- 5.2 It was noted that the overall level of staff sickness in the year to 31 December 2013 had increased from the previous year, although it remained below both the public and private sector averages. The overall figure had been affected by long-term sickness levels and it was not considered to be a cause for concern, but would be kept under review.
- 5.3 The staff turnover level in the Planning Services Department was comparatively high at 21.97%. It was noted that over the previous 12 months there had been a lot of change in the Planning Services Department.

## **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 The Sub-Committee noted that some of the posts had been on the Vacant Posts list for several years and the Corporate Management Team would therefore review the list to determine whether any posts could be deleted. A report would then be submitted to the next meeting of the Sub-Committee.

### **RESOLVED:**

That the list of vacant posts be reviewed and an updated list of vacant posts be submitted to the next meeting of the Sub-Committee.

## **7.0 PAY POLICY**

7.1 The Sub-Committee considered the draft Pay Policy Statement 2014-15. The Council's existing policy had been reviewed and the only amendments proposed were necessary updates to staff salaries to incorporate the 1% pay rise awarded in 2013; the addition of the new hosted Head of the Joint Planning Unit post, the increases in employees' pension contributions and the annual calculation of the ratios of the Chief Executive's salary compared to the lowest and average salaries.

7.2 The Head of Resources and Organisational Development provided the Sub-Committee with an update on the on-going national negotiations regarding the pay award for 2014-15. The Sub-Committee was asked to consider whether a local cost of living pay award should be considered on a similar basis to that agreed by the Sub-Committee on 23 April 2013 in respect of the 2013-14 pay award.

### **RESOLVED TO RECOMMEND:**

That the Pay Policy Statement 2013-14, attached at Appendix A, be adopted by Council.



**RESOLVED:**

That a report be submitted to the next meeting of the Sub-Committee on proposals for a local cost of living pay award for 2014-15.

**Chairman**



East Northamptonshire Council

# Pay Policy Statement



<b>Author (Post holder title)</b>	Katy Everitt (Head of Resources and Organisational Development)
<b>Type of document</b>	Policy
<b>Version Number</b>	3.0
<b>Document File Name</b>	
<b>Issue date</b>	TBC
<b>Approval date and by who (SMT/committee)</b>	Full Council
<b>Document held by (name/section)</b>	Human Resources
<b>For internal publication only or external also?</b>	Internal and external
<b>Document stored on Council website or Eunice?</b>	Eunice and Council website
<b>Next review date</b>	By 31 March 2015

### 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
3.0	10 Jan 2014	Third version

*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)
Xchange	
CMT	
UNISON	

### Distribution List

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

### Links to other documents

Document	Link

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**Section nine: Review of Pay Policy Statement**

- 39.0 Review of the Pay Policy Statement 2013/14

**Appendices**

- A Pay structures**
- B CMT Transparency data**

## **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)

- Head of Joint Planning Unit (a hosted role only – not a member of CMT)
- 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, £15,851 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 2013 the Council has 169 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

- 6.1 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**:

	<b>Pay Structure</b>
Chief Executive	<b>A</b>
Executive Director	<b>B</b>
All other employees (including Heads of Service)	<b>C</b>

- 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:

<b>Position being appointed to</b>	<b>Approval by</b>
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.

11.3 No market supplements were paid in 2012 or 2013.

### 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:

<b>Annual Leave Entitlements</b>	
<b>Chief Executive and Executive Director (Monitoring Officer)</b>	30 days paid annual leave in a full year from date of appointment. In addition, entitlement to eight Bank Holidays and four extra statutory days leave with pay.
<b>All other employees (including lowest paid employees and Heads of Service)</b>	20 days paid annual leave in a full year. This will increase by one day for each fully completed 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 currently have cars. No new applications will be accepted.

14.2 The following annual allowances are applicable:

	<b>Annual Allowance £</b>
<b>Heads of Service</b>	£5,420
<b>Essential car users</b>	£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
<b>Annual essential car user allowance</b>	£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. 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
<b>Essential car users</b>			
<b>Per mile first 10,000</b>	36.9p	40.9p	<b>HMRC</b> 45p
<b>Per mile after 10,000</b>	<b>HMRC</b> 25p	<b>HMRC</b> 25p	<b>HMRC</b> 25p
<b>Casual car users</b>			
<b>Per mile first 10,000</b>	<b>HMRC</b> 45p	<b>HMRC</b> 45p	<b>HMRC</b> 45p
<b>Training – qualification courses</b>			
	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

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:

<b>Position</b>	<b>Approval by</b>
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 employee 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 table below:

Effective from 1 April 2014

Pay Bands	ENC Grades	Contribution Rates
Up to £13,500	None	5.5%
£13,501 - £21,000	1 – 4	5.8%
£21,001 - £34,000	4 – 8	6.5%
£34,001 - £43,000	8 – 9	6.8%
£43,001 - £60,000	10	8.5%
£60,001 - £85,000	Executive Director	9.9%
£85,001 - £100,000	None	10.5%
£100,001 - £150,000	Chief Executive	11.4%

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 a contractual gross pay, rather than the statutory minimum. The redundancy payment applies 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 re-engagement 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 pay ratios between the Chief Executive and the Council's employees are set out below:

	11/12 ratio	11/12 actual	12/13 ratio	12/13 actual	13/14 ratio	13/14 actual
Chief Exec.		£119,370		£112,434		£110,965
Lowest paid	7.60	£15,694	7.16	£15,694	7.00	£15,851
Average (mean)	4.73	£25,250	4.61	£24,390	4.81	£23,078
Average (median)	5.20	£22,958	4.74	£23,708	5.11	£21,735
Average (mode)	6.16	£19,378	4.56	£24,646	4.46	£24,893

36.7 For the purpose of the pay ratio the Chief Executive's remuneration comprises salary, Returning Officer fees and essential car user allowance.

36.8 The Council considers that the current pay multiples, as identified above, represent an appropriate, fair and equitable internal pay relationship between the highest salary and those which apply to the rest of the workforce. The pay multiples will be reviewed and published annually.

36.9 The median average salary is the salary value at which 50% of the salaries which apply to the whole of the local authority's workforce are below that salary value and 50% of the salaries are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median average salary is that which applies to its lowest-paid employees, as defined in section 3.3 of this pay policy statement.

36.10 The mode average salary is the single salary earned by the highest number of employees. 18 employees receive the mode salary.

36.11 The mean average salary is the calculation usually referred to simply as an average. This is calculated by adding up all the salaries and dividing the total by the number of employees.

36.12 In comparison with last year the difference/ratio between the lowest paid staff and the Chief Executive has dropped.

## **Section seven: Publication of CMT remuneration**

### **37.0 Pay information for CMT**

37.1 The remuneration data of CMT which the Council is required to publish is provided in **Appendix B**.

## **Section eight: actions to be undertaken during 2014/15**

38.1 To demonstrate commitment to open and transparent pay and benefits the council will commit to produce a Pay and Reward Strategy during 2014/15 which reviews the Council overall pay and reward strategy and also ensures clearly defined pay and reward policies and procedures are in place.

## **Section nine: Review of Pay Policy Statement**

**39.0** The Council may agree any amendments to this pay policy statement during the financial year to which it relates in accordance with its committee decision-making arrangements and policies and procedures.

## Appendix A: Pay Structures

### 1 Chief Executive's Pay Structure

Chief Executive Pay Rates 1/4/2013 to 31/3/2014

<b>SCP</b>	<b>£</b>
6	£102,879
5	£98,922
4	£95,117
3	£91,459
2	£87,942
1	£84,560

### 2 Executive Director's Pay Structure

Executive Director Pay Rates 01/04/2013 to 31/03/2014

<b>SCP</b>	<b>£</b>
116	£82,295
115	£79,131
114	£76,088
113	£73,165
112	£70,349
111	£67,640

East Northamptonshire Council - Pay Grades and Pay Points from 1/04/13 - 31/03/14

Point	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
56										56,569
55										54,388
54										52,298
53										50,287
52										48,353
51										46,491
50									42,928	
49									42,033	
48									41,149	
47									40,254	
46									39,351	
45									38,423	
44								37,579		
43								36,677		
42								35,785		
41								34,895		
40								33,998		
39							33,128	33,128		
38							32,072			
37							31,160			
36							30,312			
35							29,529			
34						28,923	28,923			
33						28,128				
32						27,323				
31						26,539				
30						25,727				
29					24,893	24,893				
28					23,946					
27					23,188					
26					22,444					
25				21,735	21,735					
24				21,320						
23				20,653						
22				20,070						
21			19,570	19,570						
20			18,891							
19			18,233							
18			17,586							
17		17,251	17,251							
16		16,857								
15		16,468								
14		16,135								
13	15,851	15,851								
12	15,442									
11	15,133									
10	14,266									
9	13,978									

## Appendix B: Corporate Management Team Transparency Data

### Gross salaries on 31 March 2014

Chief Executive	£102,879
Executive Director	£82,295
Head of Resources and Organisational Development	£56,569
Head of Environmental Services	£56,569
Head of Information and Communication (ICT)*	£54,388
Head of Planning Services	£54,388
Head of Joint Planning Unit**	£56,569

\*This post is 50% shared with the Borough Council of Wellingborough

\*\*This is a hosted role, and the costs are shared with the JPU partners

Returning Officer's fees Chief Executive      £6,847



## Finance Sub-Committee

**Minutes of a meeting held on Monday 3 February 2014 at 7.30pm, Kasen Room, East Northamptonshire House, Thrapston**

**Present:** Councillors: Steven North - Chairman  
 Richard Lewis – Vice-Chairman  
 Peter Baden  
 David Brackenbury  
 Roger Glithero JP  
 Glenvil Greenwood-Smith  
 Glenn Harwood MBE

Officers: David Oliver (Chief Executive)  
 Glenn Hammons (Chief Finance Officer)  
 Katy Everitt (Head of Resources & Organisational Development)  
 Kelly Watson (Finance Manager)

### **1.0 APOLOGIES FOR ABSENCE**

1.1 No apologies for absence had been received..

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Finance Sub-Committee held on 18 November 2013 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:

<b>Councillor</b>	<b>Agenda item</b>	<b>Nature of Interest</b>	<b>DPI</b>	<b>Other Interest</b>
Roger Glithero	Treasury Management Report - Quarter 3 2013/14	Shareholder in Lloyds Bank		Yes
Richard Lewis	Treasury Management Report - Quarter 3 2013/14	Shareholder in Lloyds Bank		Yes
Glenvil Greenwood-Smith	Treasury Management Report - Quarter 3 2013/14	Shareholder in Lloyds Bank		Yes

Peter Baden	Asset Management – Sale of Land and Buildings Progress Update	Member of Thrapston Town Council (prospective purchaser)	Yes
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#### **4.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

4.1 There were no questions submitted under Procedure Rule 10.3.

#### **5.0 VARIATION OF THE ORDER OF THE AGENDA**

5.1 With the consent of the Sub-Committee, the Chairman announced that Agenda item no. 8 would be considered before the other items of business.

#### **6.0 EXCLUSION OF PUBLIC AND PRESS**

##### **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.

#### **7.0 ASSET MANAGEMENT – SALE OF LAND AND BUILDINGS PROGRESS UPDATE**

7.1 The Head of Resources and Organisational Development provided the Sub-Committee with an update on progress made in relation to the sale of Council owned land and buildings.

##### **RESOLVED:**

That the contents of the report be noted.

##### **RESOLVED TO RECOMMEND TO COUNCIL:**

1. That £105,000 be approved to fund the demolition of the Old Recycling Centre, Rushden (as part of the Capital Programme for 2013/14), and that this be funded from revenue underspends in 2013/14.

*(Reason: to ensure that demolition of the Old Recycling Centre, Rushden can take place, which will remove the Council's liability to pay NNDR on the site)*

2. That the sale of the old outdoor swimming pool at Oundle proceed despite it not being sold via auction or through a competitive process;

*(Reason: to generate a capital receipt)*

3. That Cosy Nook, Thrapston be sold through a competitive process.

*(Reason: to generate a capital receipt)*

## **8.0 RE-ADMISSION OF THE PUBLIC AND PRESS**

### **RESOLVED:**

That the Public and Press be re-admitted to the meeting.

## **9.0 BUDGET MONITORING - QUARTER 3 2013/14**

- 9.1 The Finance Manager presented a report to the Sub-Committee detailing the Council's expenditure to the end of quarter 3 (31 December 2013) against the approved revenue and capital budgets for 2013/14. The report highlighted any significant under or overspend greater than £10,000 and identified the impact on the end of year position.
- 9.2 Since the setting of the Council's budget in February 2013, the total budget had been revised to £10,164,857. The estimated outturn for the year was an under-spend of £674,000 which would increase the contribution to Revenue Reserves in 2013/14 to £925,000.
- 9.3 The 2013/14 forecast outturn on Capital Expenditure was £419,000 below budget, comprised of £100,000 underspend and £319,000 slippage into future years.

### **RESOLVED:**

That the current budget monitoring position, including the review of the capital programme and the intention that, until the review is complete, no further schemes are to be added to the capital programme unless there is a clear funding source, be noted.

*(Reason – this is an information / monitoring report which addresses the risks facing the Council and the affordability of its capital programme)*

## **10.0 TREASURY MANAGEMENT REPORT - QUARTER 3 2013/14**

- 10.1 The Finance Manager presented a report to the Sub-Committee which provided an update on the activity of the Treasury Management function for the third quarter of 2013/14. The report also set out the likely performance for the remainder of the financial year.
- 10.2 The Sub-Committee noted that the 2013/14 Treasury Management Strategy had been approved as part of the Medium Term Financial Strategy in February 2013 and was underpinned by the adoption of the Chartered Institute of Public Finance and Accountancy's Code of Practice. The Code recommended that members be informed of treasury management activities at least twice a year.
- 10.3 It was noted that interest rates were now expected to rise in the second quarter of 2016 rather than in 2017.



**RESOLVED:**

That the Treasury Management performance for quarter 3 2013/14 be noted.

*(Reason – in accordance with CIPFA guidance and best practice in Treasury Management)*

**11.0 DRAFT MEDIUM TERM FINANCIAL STRATEGY**

- 11.1 The Chief Finance Officer presented a report setting out the Council's Draft Medium Term Financial Strategy (MTFS) 2014/15 to 2017/18, outlining the Draft Revenue Budget 2014/15, the Capital Programme 2014/15 to 2023/24 and the Draft Treasury Management Strategy 2014/15. This refreshed the MTFS 2014/15 to 2016/17 which had been approved by Council in February 2013 and updated by the Finance Sub-Committee in November 2013.
- 11.2 It was noted that, over the medium term, the Council would need to continue to increase income and / or deliver savings to meet the anticipated funding gap. It was not considered possible to achieve this solely by continuing the approach previously taken and it was almost certain that more radical cost reduction or income generation measures would need to be implemented before the end of the current MTFS period.
- 11.3 A number of key assumptions had been made in preparing the MTFS and these were set out in the report, together with the impact of options for setting the Council Tax for 2014/15. The threshold for requiring a Referendum on Council Tax increases had not yet been announced, but the maximum increase allowed without a Referendum had been assumed to be 1.5%.
- 11.4 It was noted that the Short Term Borrowing contribution to the funding of the Capital Programme included a Revenue contribution of £200,000 for the provision of waste bins.
- 11.5 Receipts from the sale of capital assets were uncertain due to the complexities and timescales for the sale of these assets. It was therefore proposed that whilst a review of the Capital Programme was undertaken, new schemes would only be promoted from the Development Pool to the Approved Capital Programme where a clear funding source had been identified.
- 11.6 The Corporate Management Team would carry out a review of the capital projects within the development pool to identify the optimum capital programme for 2014/15.

The schedule of fees and charges would be reviewed during 2014/15 to identify if any amendments may be necessary.

**RESOLVED:**

That members of the Finance Sub-Committee, to be appointed by the Chairman, meet with officers to undertake a detailed review of the Capital Programme and identify sources of funding and their conclusions be incorporated into the next report to the Sub-Committee.

**RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:**

1. That, subject to the approval of the level of Council Tax and the decision for passporting the Council Tax Support Grant, the contents of the report be recommended to Council as part of the budget setting process.
2. That the following be approved / agreed by Council:
  - Medium Term Financial Strategy (MTFS)
  - Revenue Budget 2014/15
  - Approved Capital Programme for 2014/15 (Development Pool items are subject to the review set out within the report)
  - Minimum level of reserves and Earmarked Reserves
  - 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)*

**Chairman**

# PLANNING POLICY COMMITTEE

**Date:** 12 February 2014

**Venue:** East Northamptonshire House, Cedar Drive, Thrapston

**Time:** 6.30pm

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

Peter Baden	Gill Mercer
Glenn Harwood MBE	Bob Nightingale
Sylvia Hobbs	Steven North
Marian Hollomon	Alex Smith
Sylvia Hughes	Jake Vowles
David Jenney	

Andy Mercer (attending as an observer)

## 363. MINUTES

The minutes of the meeting held on 16 December 2013 were approved and signed by the Chairman.

## 364. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Jeremy Taylor.

## 365. DECLARATIONS OF INTEREST

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

Councillor	Agenda item	Nature of Interest	DPI	Other Interest
Tony Boto	Barnwell, Chelveston Cum Caldecott and Raunds Neighbourhood Plans: Neighbourhood Plan Area Boundaries	Member of Raunds Town Council		Yes
Glenn Harwood	Barnwell, Chelveston Cum Caldecott and Raunds Neighbourhood Plans: Neighbourhood Plan Area Boundaries	Member of Chelveston Cum Caldecott Parish Council		Yes

## 366. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

**367. ADOPTION OF THE INTERIM STATEMENT ON HOUSING REQUIREMENTS IN THE NORTH NORTHAMPTONSHIRE HOUSING MARKET AREA**

The Senior Planning Policy Officer provided the Committee with an update report on the current status of the Interim Housing Statement on Housing Requirements in the North Northamptonshire Housing Market Area, referred to as the Interim Housing Statement (IHS). This included additional sites proposed for inclusion in the IHS.

At its meeting on 21 October 2013, the Committee had endorsed the five year housing land supply for inclusion in the 2013 Annual Monitoring Report. This delivered 5.83 years housing land supply against the adopted Core Spatial Strategy targets. The adoption of the proposed changes would further increase the five year housing land supply and reduce the risk of the calculations being found to be insufficiently robust.

**RESOLVED:**

That the Interim Housing Statement Part B, incorporating the recommended changes set out in Appendix 2 of the report, be approved.

*(Reason: To provide a robust basis for calculating a five year housing land supply and applying the Interim Housing Statement as a material consideration upon which to base planning decisions).*

**368. BARNWELL, CHELVESTON-CUM-CALDECOTT AND RAUNDS NEIGHBOURHOOD PLANS: NEIGHBOURHOOD PLAN AREA BOUNDARIES**

The Senior Planning Policy Officer presented a report summarising the main issues arising from the statutory consultations on the designation of Neighbourhood Plan area boundaries.

It was confirmed that in respect of Chelveston-cum-Caldecott, the area boundary proposed had not changed from the boundary submitted by the Parish Council at the beginning of the process.

**RESOLVED:**

That the following Neighbourhood Area boundaries be endorsed:

- i) Barnwell – The Neighbourhood Area boundary put forward in the formal notice of application for the designation of this Neighbourhood Area (25 October 2013)
- ii) Chelveston-cum-Caldecott – The Neighbourhood Area boundary put forward in the formal notice of application for the designation of this Neighbourhood Area (25 October 2013)
- iii) Raunds – Amended Neighbourhood Area boundary, as shown in Appendix 2.

*(Reason – to enable Barnwell Parish Council, Chelveston-cum-Caldecott Parish Council and Raunds Town Council to progress with the preparation of their respective Neighbourhood Plans).*

**369. RUSHDEN EAST PROJECT BOARD TERMS OF REFERENCE**

Following the establishment of the Rushden East Project Board by the Committee on 21 October 2013, the Head of Planning Services reported that the Board had met on 22 January 2014 and agreed Terms of Reference which were now submitted to the Committee for endorsement.

**RESOLVED:**

That the terms of reference of the Rushden East Project Board attached at Appendix 1 be endorsed.

*(Reason – to enable progress to be made on masterplanning for Rushden East)*

**370. PLANNING POLICY PROGRESS**

The Planning Policy and Conservation Manager provided a verbal update on the work being carried out by the Planning Policy team and at the request of Members, a written report would be submitted to the next meeting of the Committee.

**Chairman**



## ***East Northamptonshire Council***

### **Rushden East Project Board**

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## **Terms of Reference**

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### **1 Name**

- 1.1 The name of the Board is the Rushden East Project Board.

### **2 Purpose**

- 2.1 The Board will shape the proposals for the development of the area to the east of Rushden, provisionally titled Rushden East, for housing and employment use. It is a collaborative partnership working for the benefit of existing communities and the surrounding area, by:

- agreeing the key outcomes and the project plan
- creating the Masterplan
- identifying the necessary associated infrastructure and its funding routes
- shaping of the broad areas for planning consent
- agreeing consultation and communication for the project

within the vision statement and related framework sent by the Planning Policy Committee and the Local Plan Framework.

- 2.2 The Board will be Member led but will include key officers tasked with providing information and liaison with interested parties such as potential developers. The Board will ensure that the project defines and achieves key outcomes relating to the development area and wider impacts on the surrounding area. It will provide a forum for discussion with developers of key elements of the project, including viability.
- 2.3 The Board will monitor performance and delivery against the agreed project plan and targets and will determine the steps necessary to achieve the targets. It will decide on any changes to the programme or timetable which appear to it to be desirable or necessary to ensure delivery.
- 2.4 The Board has no statutory role and is not able to agree planning policy, planning permission or support any particular applications.

### **3 Membership**

3.1 The Board will comprise:-

#### **East Northamptonshire Council**

- Rushden Ward Members (4 nominees) – Councillor M Hollomon, D Jenney, G Mercer, S North
- Chair of Planning Policy – Councillor D Brackenbury

#### **Rushden Town Council (2 Nominees)**

- Councillor S Peacock
- Councillor D Coleman

#### **Higham Ferrers Town Council (1 Nominee)**

- Cllr A Sauntson (Deputy – Cllr B Jackson)

#### **Northamptonshire County Council (1 Nominee)**

- Councillor A Mercer

#### **Principal Officers advising the Board will be:**

- For East Northamptonshire Council
  - Chief Executive – D Oliver
  - Head of Planning Services – D Reed
  - Planning Policy and Conservation Manager – K Britton
- For North Northamptonshire Joint Planning Unit
  - Head of JPU - Andrew Longley

3.2 The Board will be serviced by East Northamptonshire Council (ENC).

3.3 The Board will invite individuals or representatives of other organisations, consultants, contractors and advisers to attend a particular meeting when an item of relevance to them is to be discussed or where particular specialist input is needed.

### **4 Meetings**

4.1 Board meetings will take place every month initially. Timings of future meetings will be reviewed as the project develops. The business of the meeting shall be set out in an agenda and notified to members of the Group five days in advance of the date of the meeting. At least 50% of the Rushden Ward Councillors on the Board will need to be present for the meeting to be quorate.

4.2 The Board will be chaired by one of the four Rushden Ward (ENC) councillors, as agreed between them. The Deputy Chair will be elected from the four Rushden Ward (ENC) councillors or the Chair of Planning Policy.

4.3 Items for inclusion on the agenda will be agreed with the Chair and should be submitted for consideration at least 7 days prior to the date of the meeting.

4.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.

## **5 Members' Responsibilities**

- 5.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

## **6 Voting**

- 6.1 The Board will work towards securing mutual agreement on all aspects of the project, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chair will have a second, or casting, vote.

## **7 Variation of the Terms of Reference**

- 7.1 These Terms of Reference may be altered by vote at Planning Policy Committee



# **COUNCIL MEETING (ISSUES DEBATE)**

**Date:** 12 February 2014

**Venue:** East Northamptonshire House, Cedar Drive, Thrapston

**Time:** 7.30 pm

**Present:** Councillors:- Pam Whiting (Chairman)  
Gill Mercer (Vice-Chairman)

<b>Peter Baden</b>	<b>Andy Mercer</b>
<b>Tony Boto</b>	<b>Bob Nightingale</b>
<b>David Brackenbury</b>	<b>Steven North</b>
<b>Derek Capp</b>	<b>Sarah Peacock</b>
<b>Glenvil Greenwood-Smith</b>	<b>Ron Pinnock</b>
<b>Glenn Harwood MBE</b>	<b>David Read</b>
<b>Sylvia Hobbs</b>	<b>Rupert Reichhold</b>
<b>Marian Hollomon</b>	<b>Alex Smith</b>
<b>Dudley Hughes JP</b>	<b>Phillip Stearn</b>
<b>Sylvia Hughes</b>	<b>Robin Underwood</b>
<b>Barbara Jenney</b>	<b>Jake Vowles</b>
<b>David Jenney</b>	<b>Clive Wood</b>
<b>Richard Lewis</b>	<b>Colin Wright</b>

## **371. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Wendy Brackenbury, Pauline Bradberry JP, Richard Gell, Marika Hillson, Sue Homer, Brian Northall, Jeremy Taylor and Peter Wathen.

## **372. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **373. OFFICIAL ANNOUNCEMENTS, NOTICES OR REPORTS**

The Chairman thanked those who had purchased tickets for the Ladies Lunch on 2 March 2014 and reminded Members that tickets for the Dinner event on 29 March 2014 were still available.

The Chief Executive announced that the High Court decision in relation to the Lyveden Wind Farm planning application was expected to be received by Tuesday of the following week. The decision of the Secretary of State on the planning application for the Rushden Lakes development had been expected by 13 February 2014, but ENC had received communication that it had been delayed for an unknown period.

### **374. ISSUES DEBATE – SITE SPECIFIC DEVELOPMENT PLAN DOCUMENT PREPARATION STRATEGY**

The Leader of the Council, Councillor Steven North, introduced the issues debate and referred to the delay in the adoption of the Four Towns Plan as a result of the call in of the decision on the Rushden Lakes development by the Secretary of State, which had delayed progress on the Joint Core Strategy. While the Rural North, Oundle and Thrapston (RNOT) Plan adopted in 2011 provided a site specific development plan document for the north of the District, there was no such document for the south of the District.

Members considered the report of the Head of Planning Services outlining the background, options and issues involved in the Council's Site Specific Development Plan Document (DPD) Preparation Strategy. The Head of Planning Services drew particular attention to the issues arising from the limited staff resources available to undertake Planning Policy work, and Government guidance that up to date development plans should aim to project 15 years ahead.

The costs of producing a single District-wide Local Plan would be less than producing separate Plans for the north and south of the District, particularly as the latter option would involve duplicating processes and two planning inquiries. A single Plan might take slightly longer to produce than initially producing the Four Towns Plan to cover the south of the District, but the overall timescales would be broadly similar of 2 – 2 ½ years, although for both options this timescale was dependent on a number of factors.

Although the RNOT Plan had been adopted in 2011, the evidence base for it had been completed in 2009 and gathered in the years before and was therefore somewhat older than the Plan adoption date. While the RNOT Plan ran until 2021, given the Government advice for local plans to project 15 years ahead, the plan would become weaker as it neared its expiry date. The RNOT Plan now only looked ahead for 7 years and any new Plan would need to cover the period to 2031.

The Head of Planning Services referred to the pressure placed upon local authorities to deliver housing and the five-year housing land supply was calculated for the whole District. An Inspector considering a Four Towns Plan would be considering a development plan for half of the District only and was likely to wish to know what provision would be made in the remainder of the District. Local authorities generally took the approach of preparing development plans for the whole of their area.

Several Members expressed the view that Councillors had a responsibility for the whole District, not their Ward alone, and a single District-wide Local Plan was therefore the correct approach. Other Members took the view that the Council needed to complete the Four Towns Plan in order to provide protection for the south of the District from inappropriate development and the timescale for having an adopted Plan in place was a consideration as national planning policy might change after the 2015 General Election.

It was proposed by Councillor Bob Nightingale, and seconded by Councillor David Brackenbury, that the recommendation in the report to prepare a single District-wide site specific development plan be agreed.

On being put to the vote, the voting was declared equal with 10 Members voting in favour and 10 against. On the Chairman's casting vote, the proposition was declared lost.

It was then proposed by Councillor Andy Mercer, and seconded by Councillor Gill Mercer, that the Council continue to progress work on the Four Towns Plan (option A in the report).

On being put to the vote, the proposition was declared carried with 11 Members voting in favour and 9 voting against.

**RESOLVED:**

That the Council continue to progress the Four Towns Plan and leave the Rural North, Oundle and Thrapston Plan unreviewed in the short to medium term.

*(Reason – in order to provide up-to-date planning policies for the District)*

**Chairman**