

# COUNCIL MEETING

**Date:** 13 July 2015

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

**Time:** 7.30pm

**Present:** Councillors:-

**Marika Hillson (Chairman of the Council)**  
**Rupert Reichhold (Vice-Chairman of the Council)**  
**Steven North (Leader of the Council)**  
**Glenn Harwood MBE (Deputy Leader of the Council)**

**Tony Boto**  
**Wendy Brackenbury**  
**Val Carter**  
**John Farrar**  
**Roger Glithero**  
**Glenvil Greenwood-Smith**  
**Sylvia Hobbs**  
**Dudley Hughes JP**  
**Sylvia Hughes**  
**Sylvia Hughes**  
**Barbara Jenney**

**Lance Jones**  
**Richard Lewis**  
**Sarah Peacock**  
**Ron Pinnock**  
**Geoff Shacklock**  
**Alex Smith**  
**Phillip Stearn**  
**Jake Vowles**  
**Peter Wathen**  
**Pam Whiting**  
**Colin Wright**

## **50. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Rosalie Beattie, David Brackenbury, Richard Gell, Helen Harrison, Marian Hollomon, Helen Howell, David Jenney, Dorothy Maxwell, Andy Mercer, Gill Mercer, Janet Pinnock, Valerie Raven-Hill, Anna Sauntson and Robin Underwood.

## **51. MINUTES**

Subject to the amendment of the final sentence of minute 4 in respect of the election of the Vice-Chairman, the minutes of the annual meeting held on 27 May 2015 were agreed as a true and correct record of the proceedings.

## **52. DECLARATIONS OF INTEREST**

All councillors present declared an Other Interest in Item 10 (Report and Recommendations of the Independent Remuneration Panel on Members' Allowances), as they were in receipt of the basic allowance. The Monitoring Officer advised that members in receipt of special responsibility allowances would have a disclosable pecuniary interest in the event of individual allowances being debated.

The Chief Executive and Monitoring declared an Other Interest in respect of Item 11 (Changes to the Constitution – Article 9 and Officer Employment Procedure Rules).

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

The Chairman made the following address to the meeting:

*“Since I was elected, we had the honour to be invited to attend HM The Queen’s garden party at Buckingham Palace, along with thousands of other guests which was memorable. We were then invited to attend the hangar dance at RAF Molesworth where we were treated to Glenn Miller music played by the band ‘Swings the Thing’.*

*On 4 June I attended, along with hundreds of other brightly dressed mourners, Cllr George Whiting’s funeral to celebrate his life. The service was very moving and he clearly made a difference to the people he served.*

*In the last few weeks we have attended several civic services hosted by South Northamptonshire District Council, the City of Peterborough, Daventry District Council and Kettering Borough Council, where we met the Chief Executive of the council who sent his best wishes to our own Chief Executive! I also had the pleasure to attend the 3<sup>rd</sup> Stage of the Women’s Cycle Tour, hosted by Oundle for the second time, which had 100 international cyclists competing in 16 different teams from nine different countries.*

*On 27 June we attended the Armed Forces Day Band Concert hosted by the British Legion, which featured the Rushden Town Band and Alfred Street Junior School Choir. On 2 July I experienced my first American Independence Day when we were welcomed by the Commander to RAF Alconbury’s Independence Day firework celebrations.*

*On 3 July we were honoured to be invited by the High Sheriff of Northamptonshire to Boughton House for a drinks reception. His guests included other distinguished High Sheriffs, Earl Spencer and the Duke of Buccleuch. On 4 July we had a great day out at St Neots Armed Forces Day gala themed boat parade. We and other members of the ‘Chain Gang’ were unexpectedly entered into the best dressed Mayor contest, which was rightly won by the Mayoress of St Neots. We were then treated to a 28 boat floatilla cruise along the Ouse where we were seen off by thousands of visitors and were served champagne – it’s a hard life!*

*I would like to thank our Vice-Chairman, Councillor Rupert Reichhold, for covering events that I could not attend.*

*I conclude my report with my first Chairman’s charity event held on Saturday (11 July) to mark the 75<sup>th</sup> Anniversary of the Battle of Britain. The event was sold out and we raised the roof in Irthlingborough to much loved wartime songs and well known military anthems played by the excellent Thrapston Town Brass Band and supported by the classical voice of Tracey Barker and locally based Michelle Randle Dancers. We had a cracking first prize won by Councillor Isabella Rollings of the town council.*

*The event was a great success which saw a donation made to the Royal British Legion for £1,000 on the night, which was presented to the former Royal British Legion Chairman’s widow, Mrs Julie Walker, and Irthlingborough Mayor and present British Legion Chairman, Councillor Alan Short. We also made presentations to our very own Barbara Wiggins, who is retiring and a thank you presentation to the volunteers who gave up their time to make this event a success. The final figure for the funds raised was £1,537.*

*When I was advised that Barbara Wiggins was retiring after thirteen years of much valued service to the council, I was sadly moved. She is a special lady and has been the PA to many former Chairmen of East Northamptonshire Council, some of whom are here tonight. In the short time she has been my PA I have highly valued her assistance in the last few*

*months and shall miss her. On behalf of the Council, and from me personally, I wish Barbara all the best in her retirement.”*

The Chief Executive did not make any announcements.

#### **54. LEADER’S ADDRESS**

The Leader of the Council did not make an address to the meeting.

#### **55. REPORTS OF COMMITTEES**

##### **(a) Planning Management Committee – 10 June and 1 July 2015**

The reports of the above Committee, presented by the Chairman, Councillor Phillip Stearn, were received.

##### **(b) Joint Standards Complaints Committee – 6 July 2015**

The report of the above Committee, presented by Councillor Rupert Reichhold, in the absence of the Chairman, was received.

##### **(c) Scrutiny Committee – 8 July 2015**

The report of the above Committee, presented by the Chairman, Councillor Jake Vowles, was received.

#### **56. OTHER REPORTS**

##### **(a) Licensing Panels**

###### **(i) Liquor and Gambling Panel – 16 June 2015**

The minutes of the meeting of the Licensing (Liquor and Gambling) Panel held on 16 June 2015 was received.

###### **(ii) Taxi and Miscellaneous – 26 March, 16 June and 29 June 2015**

The minutes of the meeting of the Licensing (Taxi and Miscellaneous) Panel held on 26 March, 16 June and 29 June 2015 were received.

#### **57. MOTIONS**

It was reported that no motions had been received.

#### **58. QUESTIONS**

It was reported that no questions had been received.

**59. REPORT AND RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES**

Consideration was given to a report submitted by the Democratic and Electoral Services Manager introducing the report and recommendations of the Independent Remuneration Panel which had reviewed Members' Allowances in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. The report had previously been considered and deferred by the council at its meeting on 15 December 2014 (minute 298c refers).

Members gave consideration to the specific recommendations from the Panel and expressed disagreement with a number of the conclusions reached within the report. Having regard to the views of members, a motion was proposed to accept an increase to the basic allowance in line with the Panel's recommendation and to increase those Special Responsibility Allowances which they had identified for an increase, but to reject any reduction in the allowance payable to specific roles identified by the Panel. Having been seconded and put to the vote it was

**RESOLVED:-**

That the existing Allowances Scheme for Councillors continue to be operate subject to the following amendments, with effect from the date of this meeting:

- 1) The Basic Allowance for Councillors be increased to a sum of £4,600 per annum and index linked to the annual percentage cost of living award for Local Government staff at pay scale point 49.
- 2) The Special Responsibility Allowance for specific roles be paid as follows:

Leader of the Council	£8,000
Deputy Leader of the Council	£5,000
Leader of the Opposition	£3,683
Chairmen of Planning Management, Planning Policy and Policy & Resources Committees	£3,683
Chairmen of Governance & Audit and Scrutiny Committees	£3,250
Chairman of Licensing Committee	£2,000
Chairman of Personnel Sub-Committee	£1,228
Chairman of Finance Sub-Committee	£1,000
Vice-Chairmen of Planning Management, Planning Policy and Policy & Resources Committees	£1,228
Vice-Chairmen of Governance & Audit and Scrutiny Committees	£1,083
Vice-Chairman of Licensing Committee	£600
Vice Chairman of Personnel Sub-Committee	£0
Vice-Chairman of Finance Sub-Committee	£250
- 3) Only one Special Responsibility Allowance shall be payable to Councillors holding more than one post and there will be no further increase in Special Responsibility Allowances pending the next review.
- 4) Payment of travel and subsistence expenses, and Child and Carers allowances' incurred on prior approved duties as per Appendix D of the Independent Remuneration Panel's report.
- 5) There be a cap on Child and Carers' allowance of £1,200.

- 6) Co-opted members appointed by the council be remunerated up to a maximum of £300 per meeting attended.
- 7) The cost of Broadband shall not be covered by the Basic Allowance.

*(Reason – to ensure that Council's Scheme of Members' Allowances is reviewed and updated in accordance with statutory regulation.)*

## **60. CHANGES TO THE CONSTITUTION – ARTICLE 9 AND OFFICER EMPLOYMENT PROCEDURE RULES**

Consideration was given to a report submitted by the Democratic and Electoral Services Manager which proposed amendments to the constitution following the enactment of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 by the Secretary of State earlier in the year.

It was reported that the regulations had changed the disciplinary process for the council's statutory officers (i.e. the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer) by removing the requirement for a Designated Independent Person to be appointed to investigate and make binding recommendations on any proposed dismissal on disciplinary grounds. The regulations provided for a new process whereby decisions would be taken by full council after it had considered any advice, views or recommendations from an Independent Panel, the conclusions of any investigation into the proposed disciplinary action and any representations from the officer concerned.

The report recommended changes to the council's constitution which already provided a procedure for taking disciplinary action against the statutory officers of the council. The proposed amendments were highlighted in Appendix A to the report.

In considering the report, Members considered that it would be more appropriate to appoint a panel of three Independent Persons and recommended that the council recruit a third person.

### **RESOLVED:-**

- (i) That, subject to the amendment of Article 9.4(e) to include a third Independent Person, the proposed amendments to the Constitution set out in Appendix A be adopted.
- (ii) That authority be delegated to the Head of Resources and Organisational Development:
  - a) to issue invitations to Independent Persons and make appointments to establish an Independent Panel of three persons to advise and make recommendations to Council on proposed disciplinary action against the Council's statutory officers
  - b) to approve the remuneration to be paid to the members of an Independent Panel, up to the maximum amount permitted by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

- c) to appoint a suitably qualified person to carry out a full and thorough investigation into the allegations and submit a report on the findings of such an investigation to the Independent Panel.

*(Reason – to ensure that the Council's Constitution is legally robust to manage any disciplinary matters affecting the Council's statutory officers.)*

**Chairman**

# GOVERNANCE AND AUDIT COMMITTEE

Date: 15 July 2015

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: Colin Wright (Chairman)  
Peter Wathen (Vice-Chairman)  
Barbara Jenney Alex Smith  
Lance Jones Robin Underwood

## External attendees:

Rachel Ashley-Caunt (Head of Internal Audit)  
Nicola Scott (Internal Audit Manager)

## 61. MINUTES

The minutes of the meeting held on 16 March 2015 were approved and signed by the Chairman.

## 62. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor John Farrar.

## 63. DECLARATIONS OF INTEREST

No declarations of interest were made.

## 64. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

## 65. ANNUAL REPORT OF INTERNAL AUDIT 2014/15

The Head of Internal Audit presented a report which set out the annual opinion on the Council's governance, risk and control framework and the basis for this opinion being given. The opinion was that Sufficient Assurance could be given that there was a generally sound and effective system of internal control in place and the Internal Audit Consortium was operating in general conformance with the Public Sector Internal Audit Standards.

It was noted that 3 items identified in the table showing the implementation of audit recommendations (Table 4 of Appendix 1 to the report) would need to also be incorporated into the summary of overdue recommendations (Table 5 of the Appendix).

The delivery of 203 Audit Days of the 230 agreed had resulted from the deferment of two audits at the request of the Council's Management Team and these would now be included in the work carried out in 2015/16.

**RESOLVED:**

That the Annual Internal Audit Report and Assurance Opinion for 2014/15 be received and noted.

*(Reason – to demonstrate that the committee is discharging its responsibilities in conformance with the Public Sector Internal Audit Standards).*

**66. WELLAND INTERNAL AUDIT CONSORTIUM – INTERNAL AUDIT PROGRESS AND PERFORMANCE 2015/16**

The Audit Manager reported on the progress made by the Consortium on the delivery of the Annual Internal Audit Plan for 2015/16 and associated measures of performance.

Further consideration would be given to the feasibility of incorporating an audit of the processes associated with the maintenance of the Council's fixed assets into the Audit Plan and identifying the re-allocation of the necessary Audit Days for this work.

With reference to the implementation of overdue recommendations arising from audits, it was noted that these were reported to the relevant performance clinics and the Council's Management Team for scrutiny and oversight of the actions taken.

**RESOLVED:**

That the progress and performance of the Consortium be noted.

*(Reason – to demonstrate that the committee is discharging its responsibilities in conformance with the Public Sector Internal Audit Standards).*

**67. DRAFT STATEMENT OF ACCOUNTS 2014/15**

The Committee considered the Draft Statement of Accounts 2014/15, which formed the financial representation of every activity that the Council had been directly or indirectly involved with over the course of the 2014/15 financial year.

The Draft Statement of Accounts would be subject to audit by the Council's external auditors and submitted to the Committee in September 2015 for sign-off, together with the Annual Governance Report.

**RESOLVED:**

That the Draft Statement of Accounts 2014/15 be endorsed prior to KPMG auditing the financial statements.

*(Reason: to provide Members with a copy of the Draft Statement of Accounts prior to external audit in accordance with best practice)*

## **68. RISK MANAGEMENT UPDATE**

The Finance Manager reported that following the approval of the Risk Strategy, the new risk management system had been rolled out to all staff along with relevant training to ensure that risk could be managed effectively in line with the strategy.

A detailed assessment of risk had also been carried out, which had involved reviewing current risks, adding new or emerging risks and deleting those risks that were no longer relevant to the Council. This information had been recorded on the new risk register and a quarterly update of risks produced.

It was noted that managers were reviewing and updating the scores for risks within their remit and recommendations from internal audit had been considered and actioned where appropriate. Internal Audit had benchmarked identified risk scores with other Authorities and Audit Days had been provided for within the 2015/16 Audit Plan for further work in this area.

The Committee expressed its wish to see the risk management system fully operational by the next meeting in September 2015.

### **RESOLVED:**

That the current status of risks included in the report be noted.

*(Reason – to ensure the council has an up to date and effective risk report process in place)*

## **69. ANNUAL LETTER FROM LOCAL GOVERNMENT OMBUDSMAN**

The Committee considered the annual letter received from the Local Government Ombudsman, together with an annual review of complaints involving ENC. It was noted that four complaints had been upheld in 2014/15, one of which had previously been reported to the Committee and three of which related to the same property.

### **RESOLVED:**

That the report be noted and a similar report be produced annually.

*(Reason - to meet the terms of reference of this Committee to receive external regulatory body reports and to demonstrate best practice in making reports available to councillors and the public).*

**Chairman**

# PLANNING POLICY COMMITTEE

**Date:** 20 July 2015

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

**Time:** 7.30pm

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

Wendy Brackenbury	David Jenney
Val Carter	Gill Mercer
Glenn Harwood MBE	Roger Powell
Sylvia Hughes	Pam Whiting

Councillor Dorothy Maxwell attended the meeting as an observer.

## 70. CHAIRMAN'S WELCOME AND THANKS

The Chairman welcomed members to the first meeting of the Committee in the 2015/16 Municipal Year, both Members who had served on the Committee previously and to Councillors Val Carter and Roger Powell who were newly appointed to the Committee following their election to the Council in May.

The Chairman also expressed thanks to Councillor Glenvil Greenwood-Smith and former Councillors Peter Baden, Bob Nightingale and Jeremy Taylor for their work on the Committee during the previous year.

## 71. MINUTES

The minutes of the meeting held on 23 February 2015 were approved and signed by the Chairman.

## 72. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Marian Hollomon, Steven North Phillip Stearn and Jake Vowles.

## 73. DECLARATIONS OF INTEREST

The following interest was declared in the Agenda item specified below:

Councillor	Agenda item	Nature of Interest	DPI	Other Interest
Pam Whiting	Higham Ferrers Neighbourhood Plan – Update Report	Member of Neighbourhood Plan Steering Group		Yes

**74. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3**

There were no questions submitted under Procedure Rule 10.3.

**75. PLANNING POLICY IN EAST NORTHAMPTONSHIRE**

The Head of Planning Services provided the Committee with a presentation on the planning policy framework within East Northamptonshire.

**76. PILTON, STOKE DOYLE AND WADENHOE VILLAGE DESIGN STATEMENT: DRAFT SUPPLEMENTARY PLANNING DOCUMENT**

The Senior Planning Policy Officer presented a report seeking authority to undertake consultation on the draft Pilton, Stoke Doyle and Wadenhoe Village Design Statement, with a view to ultimately adopting the Village Design Statement as a Supplementary Planning Document.

**RESOLVED:**

That the draft Pilton, Stoke Doyle and Wadenhoe Village Design Statement (Appendix 1 to the report) be approved for consultation as a draft Supplementary Planning Document, incorporating amendments to the document set out in appendices 2 and 3 to the report, with the consultation proposed to take place over 6 weeks, from 17 August – 28 September 2015 (inclusive).

*(Reason – to allow for the adoption of the Pilton, Stoke Doyle and Wadenhoe Village Design Statement by East Northamptonshire Council as a statutory Supplementary Planning Document)*

**77. HIGHAM FERRERS NEIGHBOURHOOD PLAN – UPDATE REPORT**

The Senior Planning Policy Officer reported that Higham Ferrers Town Council had submitted the Higham Ferrers Neighbourhood Plan to East Northamptonshire Council on 11 June 2015 for independent examination and set out the current stage and status of the Plan; the progress made by the Town Council and the Higham Ferrers Neighbourhood Plan Steering Group to date in preparing the draft Plan together with the steps to be taken following submission of the Plan.

**RESOLVED:**

That the content of the Higham Ferrers Neighbourhood Plan Submission Version be noted and endorsed.

*(Reason – to support progression of the Higham Ferrers Neighbourhood Plan to examination)*

**78. PLANNING POLICY AND CONSERVATION UPDATE**

The Head of Planning Services presented a report providing an update on work on the North Northamptonshire Joint Core Strategy, Four Towns Plan, Neighbourhood Plans and other key areas of work being undertaken by the Planning Policy and Conservation team.

It was noted that consultants had been commissioned to undertake a Conservation Area Appraisal in Ashton following changes of ownership of properties within the village and decisions would be made on how to progress the Community Infrastructure Levy once the new Planning Policy and Conservation Manager commenced work with the Council in October 2015.

It was also noted that the Policy and Resources Committee would consider an update report on the recently constituted North Northamptonshire Joint Delivery Committee and Joint Delivery Unit at its meeting to be held on 27 July 2015. This has been set up in response to the Government's Garden Communities initiative, and could provide opportunities for infrastructure funding towards the delivery of the Rushden East sustainable urban extension.

**RESOLVED:**

That the current progress to date with the Local Plan, Neighbourhood Plans and Town/ Village Design Statements be noted.

*(Reason – to keep Members informed as to current progress with plan making)*

**Chairman**

# PLANNING MANAGEMENT COMMITTEE

**Date:** 22 July 2015

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

**Time:** 7.00pm

**Present:**

<p><b>Councillors:</b> Phillip Stearn Gill Mercer</p> <p>Roger Glithero Helen Harrison Sylvia Hobbs Helen Howell Dudley Hughes JP Barbara Jenney Lance Jones</p>	<p><b>Chairman</b> <b>Vice Chairman</b></p> <p>Andy Mercer Ron Pinnock Geoff Shacklock Alex Smith Peter Wathen Pam Whiting</p>
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## 79. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Richard Gell, Anna Sauntson and Robin Underwood

## 80. MINUTES

The minutes of the meeting held on 01 July 2015 were approved as a true and correct record and signed by the Chairman.

## 81. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

### (a) Declarations Of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
Andy Mercer	15/00966/FUL Unit 1B, Haldens Parkway, Thrapston	A member of Northamptonshire County Council (the Lead Local Flood Authority) and a member of the Anglian Northern Regional Flood and Coastal Committee		Yes

### (b) Informal Site Visits

Councillor Roger Glithero stated that he was familiar with the site at Wood Lane in Kings Cliffe (13/00059/REM) and visited the site on a number occasions.

Councillors Dudley Hughes JP and Alex Smith declared that they were familiar with the site on Chapel Lane in Denford (15/01084/OUT), with the latter declaring that he had undertaken a specific site visit at the request of ward constituents.

**82. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3**

It was noted that no questions had been received.

**83. SECTION 106 AGREEMENTS – UPDATE**

In accordance with Minute 280 from the meeting held on 28 November 2012, the Head of Planning Services submitted an update 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 by the Head of Planning Services for an extension of time in respect of application 14/01190/FUL (Former 18 High Street, Ringstead) until the end of August 2015.

Further extension requests were sought by the Head of Planning Services in respect of applications 14/01350/FUL (Land north of New Brook Farm, Islington, Titchmarsh), 14/00683/FUL and 14/01380/FUL (Grensens Factory, Allen Road, Rushden) and 14/02003/VAR (Herne Road, Oundle).

**RESOLVED:**

1. That the report be noted.
2. That the extensions until 31 August 2015, in respect of applications 14/01190/FUL (Former 18 High Street, Ringstead), 14/01350/FUL (Land north of New Brook Farm, Islington, Titchmarsh), 14/00683/FUL and 14/01380/FUL (Grensens Factory, Allen Road, Rushden), be approved.
3. That the extension until 30 September 2015 in respect of application 14/02003/VAR (Herne Road, Oundle) be approved.

**84. DELEGATIONS TO HEAD OF PLANNING SERVICES**

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

It was noted at the committee meeting held on 20 April, that a sink hole had appeared on the Irthlingborough West site. The Head of Planning Services confirmed that appropriate investigations had been undertaken.

**EN/10/00857/OUT** The Head of Planning Services confirmed that discussions were still ongoing. However, he reported that he would refer the application to Committee in due course and a full list of conditions would be included with the information.

## **85. PUBLIC SPEAKERS**

The following people spoke on the items as indicated:

- **Val Coleby** - 15/01084/OUT - Hill House, Chapel Lane, Denford (Agent for the Applicant)
- **Cllr. Tony Baines** - 15/01084/OUT - Hill House, Chapel Lane, Denford (On behalf of Denford Parish Council)
- **Glyn Harry** - 15/01084/OUT - Hill House, Chapel Lane, Denford (Objector)
- **Mark Ferguson** - 13/00059/REM- Wood Lane Sawmills, Wood Lane Kings Cliffe (Applicants Agent)
- **Peter Davies** - 15/01013/FUL - Cherry Orchard, 23 Park Walk, Brigstock (Applicant)
- **Malcolm Smith** - 15/01013/FUL - Cherry Orchard, 23 Park Walk, Brigstock (Objector)

## **86. 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.

### **(i) 15/01084/OUT – Hill House, Chapel Lane, Denford**

The committee considered an application which sought outline planning permission for the erection of up to four residential dwellings with access from Peggs Lane.

The application had been brought before the committee at the request of the local ward Member.

The committee noted that the outline application 15/00353/OUT for five residential dwellings and garages, with access from Pegs Lane had been brought before the committee on 20 April. The committee had refused the application for the reason of overdevelopment of the site

Members noted that letters of objection had been received from nearby residents.

The committee **agreed to defer** consideration of the application pending a site visit proposed to be undertaken on Friday 7 August 2015

### **(ii) 13/00059/REM – Wood Lane Sawmills, Wood Land, Kings Cliffe**

The committee considered a reserved matter application for layout, appearance, scale, landscaping and access for two five bedroom detached residential dwellings.

The application had been brought before the committee at the request of the Ward Member. Members noted that Kings Cliffe Parish Council had objected to the application.

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

**(iii) 15/00966/FUL – Unit 1B, Haldens Parkway, Thrapston**

The committee considered a report detailing an application for the construction of an industrial/warehouse unit to be used for storage and distribution (Class B8) and ancillary offices (Class B1c light industry).

The application had been brought before the committee as it is a major planning application which proposed more than 1,000 square metres of non-residential development.

Members noted that one letter of objection had been received from a nearby resident.

Members further noted that Northamptonshire County Council had referred to the policies in the Northamptonshire Minerals and Waste Local Plan 2014 and Supplementary Planning Document and had requested that the applicant submit a Waste Audit/Waste Management Strategy with the application.

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

**(iv) 15/00972/FUL – Land adjacent Hayden Walk, Hayden Road, Rushden**

The committee considered an application for the demolition of a shed and the erection of five two bedroom terrace starter homes with front courtyard and off road parking to the rear.

The application had been brought before the committee as Rushden Town Council had objected to the application.

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

**(v) 15/01013/FUL – Chery Orchard, 23 Park Road, Brigstock**

The committee considered an application for the replacement of an existing garage with a larger alternative to accommodate up to four cars

The application had been brought before the Committee at the request of the Ward Member.

The committee **agreed to defer** consideration of the application pending a site visit proposed to be undertaken on Friday 7 August 2015

**(vi) 15/01148/FUL – 4 Church Street, Nassington**

Members were presented with an application which sought permission for a single store front extension, a Single storey rear extension to replace the existing garden room, roof space conversion with catslide dormer on front elevation and flat roof former on rear elevation and new rendered external finish to existing porch.

Permission had previously been granted under reference 14/02328/FUL for a single storey front extension, a single storey rear garden room and front and rear dormer windows. The current application is a resubmission which sought permission to increase the front elevation

from 3.0 metres to 4.0 metres in length, and to alter the external materials for the rear sunroom to use mainly render as opposed to brickwork for the walls.

The application had been brought before the Committee at the request of the Ward Member.

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

**(vii) 15/00999/FUL – 29 Allen Road, Irthlingborough**

The committee considered an application for a change of use from a church meeting hall to a dance studio. The studio would hold dance classes for children between the ages of 3 and 16 and also dance classes for adults.

The application had been brought before the committee due to an objection received from Irthlingborough Town Council

Members noted that concerns had been raised by nearby residents regarding noise disturbance and insufficient parking. Members further noted that a letter had been received from the applicant addressing the objections and concerns raised by the local residents and the Town Council.

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

**87. APPEAL DECISION MONITORING REPORT**

The committee noted the content of the Appeals Decision Monitoring Report, which provided an update on the appeal decision from the Planning Inspectorate from 16 March 2015 to 3 July 2015

**Chairman**

# **POLICY & RESOURCES COMMITTEE**

**Date:** 27 July 2015

**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>Tony Boto</b>	<b>Helen Harrison</b>
<b>David Brackenbury</b>	<b>Sarah Peacock</b>
<b>Wendy Brackenbury</b>	<b>Rupert Reichhold</b>
<b>Val Carter</b>	<b>Anna Sauntson</b>
<b>Roger Glithero</b>	

## **88. PUBLIC SPEAKING**

The committee was addressed by Terry Knights JP, Chairman of the Corby Magistrates Bench, Mr David Young JP, Deputy Chairman of the Corby Magistrates Bench, and Mr Mark Bates, Immediate Past Chairman of the Corby Magistrates Bench, regarding the consultation which had been launched by the Ministry of Justice on the disposal of the court estate, which proposed the closure of the Magistrates Courts in Corby and Kettering with court business being transferred to Wellingborough Magistrates Court in the first instance.

They set out the magistrates' key reasons for objecting to the closure as:

- Difficulty in accessing more distant courts by public transport and the length of journey time
- Where public transport existed, the increased cost would be beyond the means of most court users
- Caseload from the area remained steady, but was already being transferred to other courts and thereby restricting access to local justice
- Local population was projected to continue to increase and consequently place an increased demand on the court
- Technology planned to improve remove access to justice was not ready or fit for purpose.

They sought the council's support in opposing the closure of Corby Magistrates' Court and invited the council to respond to the consultation before the closing date of 8 October 2015.

Members offered a number of observations on the points raised and considered that it would be appropriate for the council to respond to the consultation as a voice of the community in opposition to the proposed closure of the Corby Magistrates Court.

## **RESOLVED:**

That the Chief Executive be authorised to outline the council's objection to the proposed closure of the Corby Magistrates Corby within the Ministry of Justice's proposal on the provision of court and tribunal services in the Midlands region.

*(Reason – to ensure that the council's views are submitted prior to the end of the consultation period on 8 October 2015.)*

## **89. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Dudley Hughes JP and Andy Mercer.

## **90. MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Resources Committee meeting held on 23 March 2015 were approved and signed by the Chairman

## **91. DECLARATIONS OF INTEREST**

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

<b>Councillor/ Officer</b>	<b>Agenda item</b>	<b>Nature of Interest</b>	<b>DPI</b>	<b>Other Interest</b>
Roger Glithero	7 – Authority to Submit an Enterprise Zone Bid	ENC representative on the Rockingham Motor Speedway Forum		Yes
Helen Harrison	7 – Authority to Submit an Enterprise Zone Bid	ENC representative on the Rockingham Motor Speedway Forum		Yes

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

It was reported that no questions had been received.

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

### **(a) Personnel Sub-Committee – 23 March 2015 and 20 July 2015**

The minutes of the meetings held on 23 March 2015 and 20 July 2015 were received (see pages 55 to 61).

### **(b) Finance Sub-Committee – 22 June 2015**

The minutes of the meeting held on 22 June 2015 were received (see pages 62 to 79) and the following recommendations were considered.

**RESOLVED:**

**Minute 9 – Budget Monitoring Draft Outturn 2014/15**

- (i) That the carry forward requests outlined in Appendix 4 to the report be approved.

*(Reason – for formal approval into the capital budget for 2015/16.)*

- (ii) That use of the 2014/15 underspend set out in Section 7 and Appendix 2 of the report be approved.

*(Reason – for formal approval to incur expenditure in 2015/16 and strengthen reserves.)*

- (iii) That the reserves position set out in Appendix 3 to the report be approved.

*(Reason – for approval of the strengthened reserves to mitigate some future financial risks.)*

**Minute 12 – Anti-Money Laundering Policy**

That the Anti-Money Laundering Policy be approved.

*(Reason – to reduce the risk to the Council and its employees of contravening money laundering regulations.)*

**R.1 RESOLVED TO RECOMMEND:**

**Minute 11 – Capital Programme 2015-16**

That the increase to the Disabled Facilities Grant budget in the Approved Capital Programme as a result of additional funds being received from Northamptonshire County Council be approved.

*(Reason – for formal approval of the amendment to the Capital Programme Budget for 2015/16.)*

**Minute 13 – Fees and Charges for Reprographic Services**

- (i) That the Fees and Charges for 2015-16 be amended to include the insertion of a fixed fee for the provision of printing services to be levied to all external customers.
- (ii) That the Council set a minimum fixed fee at £57.18, the equivalent of one hour's cost, and automatically increased annually in line with cost increases incurred in the delivery of printing services.

*(Reason – to ensure that the Fees and Charges levied by the council fully recover the costs incurred in the delivery of printing services.)*

**94. GARDEN COMMUNITIES PROPOSAL FOR NORTH NORTHAMPTONSHIRE**

The Head of Planning Services submitted an update report on developments since the committee decision to support the garden communities initiative on 16 February 2015 (minute 370 refers).

It was reported that the other three local authorities in North Northamptonshire had taken a similar decision and a proposal for capacity funding to assist the delivery of sustainable urban extensions had been submitted to the Department for Communities and Local Government, which had secured funding of £750,000 during 2015/16. It was noted that the funding would be paid to Kettering Borough Council, which was the accountable body. No funds had been committed for 2016/17, although it was hoped that the government would continue to recognise the importance of ongoing capacity funding.

It was further reported that the absence of a commitment to ongoing funding from government had dictated the recruitment approach for the Joint Delivery Unit on a basis of secondment, rather than permanent appointment. No posts from East Northamptonshire Council were proposed to form part of the co-located Joint Delivery Unit until its modus operandi had been established. An initial piece of consultancy work on the preparation of an overall delivery plan for the North Northamptonshire Garden Communities had been let to a consortium of consultants after a procurement process.

The first meeting of the Joint Delivery Committee, which would be accountable for the overall initiative, would be held on 12 August 2015 and the council's representatives appointed to that body were the same as had been appointed to the Joint Planning Committee given the synergy between the work of both bodies.

**RESOLVED:**

That the current position in respect of the Garden Communities Initiative for North Northamptonshire be noted.

**95. URGENCY PROCEDURE – SECTION 100B(4) OF THE LOCAL GOVERNMENT ACT 1972**

The Chairman reported that two items of business requiring urgent consideration by the committee had been submitted. He advised the committee that it would be necessary to consider a report seeking authority to submit an Enterprise Zone Bid and a report seeking authority to instruct Counsel.

**RESOLVED:**

That the following items of business be considered by the Committee in accordance with the provisions of Section 100B(4) of the Local Government Act 1972.

**96. AUTHORITY TO SUBMIT AN ENTERPRISE ZONE BID**

The Chief Executive submitted a report which sought approval of the delegation of authority, in consultation with Members, to submit a bid in partnership with Corby Borough Council for an Enterprise Zone covering parts of Corby, and the Rockingham area of East Northamptonshire.

It was reported that the government had invited bids for new Enterprise Zones, limited to one per Local Enterprise Partnership, with a deadline of 14 August 2015. It was proposed that there would be a joint bid by Corby Borough Council and East Northamptonshire Council, as the proposed zone would include the Rockingham area which straddled the boundary between the two authority areas. It was explained that both councils would put the bid through the Northamptonshire Enterprise Partnership, with a discussion proposed to take place on 6 August 2015.

The benefits of enterprise zones were set out, however the report detailed a number of issues that required further clarification before the council could be satisfied that it would be in its interests to be part of the bid. It was noted that a further report would be submitted to the next meeting of the committee to provide answers to the issues requiring clarification.

**RESOLVED:**

- (i) That authority be delegated to the Chief Executive, in consultation with the Leader of the Council, Deputy Leader of the Council and the Chairman of the Committee (or, in his absence, the Vice-Chairman of the Committee) to work in partnership with Corby Borough Council to submit a bid to the Northamptonshire Enterprise Partnership for an Enterprise Zone including the Rockingham area of the district.
- (ii) That a further report be submitted to the next meeting of the Committee detailing the rationale for the decision as to whether to be involved in the bid, with clarification of the conditions and incentives associated with the latest round of Enterprise Zone allocations by the government.

*(Reason – to enable the council to attract businesses to the Rockingham area of the district.)*

**97. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

**98. AUTHORITY TO INSTRUCT COUNSEL**

The committee gave consideration to a report from the Chief Executive which delegation of authority to instruct Counsel in respect of a case due to be considered by the Crown Court.

The matter under consideration had previously been authorised by a committee of the council and, in view of the date of the court hearing and the impending summer recess, it was considered expedient to seek delegated authority for the Chief Executive and/or the Monitoring Officer to instruct Counsel accordingly.

**RESOLVED:**

That authority be delegated to the Chief Executive and/or the Monitoring Officer to instruct Counsel in the matter.

*(Reason – to enable the council to respond to the Criminal Cases Review Commission’s decision to refer the case back to the Crown Court.)*

**Chairman**



East  
Northamptonshire  
Council

## Personnel Sub-Committee

### Minutes of a meeting held on 23 March 2015 at 6.00pm, East Northamptonshire House, Thrapston

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

David Oliver	Chief Executive
Phil Grimley	Head of ICT Services
David Reed	Head of Planning Services
Aime Armstrong	Human Resources Manager
Kerri Branson	Acting Building Control Manager
James McLaughlin	Democratic and Electoral Services Manager

#### 1.0 MINUTES

1.1 The minutes of the meeting held on 9 March 2015 were approved and signed by the Chairman.

#### 2.0 APOLOGIES FOR ABSENCE

2.1 An apology for absence was received from the Vice-Chairman, Councillor Jeremy Taylor.

#### 3.0 DECLARATIONS OF INTEREST

The following interests were declared in the items listed below:

3.1	Officer	Item	Nature of Interest	DPI	Other Interest
	Aime Armstrong	Secondment Opportunity	Intended to apply for the secondment opportunity		Yes

#### 4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3

## **5.0 EXCLUSION OF PUBLIC AND PRESS**

### **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

## **6.0 ICT DATA CENTRE REVIEW PROJECT**

- 6.1 The Head of ICT Services submitted a report which sought permission to consult with staff who may be affected by the outcome of the ICT Data Centre Review Project, which had been approved by the Policy and Resources Committee on 16 February 2015 (minute 368 refers).
- 6.2 It was reported that any change to the current arrangements would inevitably impact on staff and, as the next meeting of the sub-committee was not scheduled to take place until mid-June, the request for permission to consult had been submitted to enable consultation at the earliest opportunity.
- 6.3 It was noted that a report outlining the options and conclusions reached in the review would be considered by the Policy and Resources Committee after the review had been completed and staff consulted.

### **RESOLVED:**

That consultation with affected employees be commenced at an appropriate point in the project.

*(Reason: To ensure that council policies and employment law have been adhered to.)*

## **7.0 RE-DESIGNATION OF POST – PLANNING SERVICES**

- 7.1 The Head of Planning Services submitted a report which sought approval of a change in grade for an employee within his service area following a job evaluation.
- 7.2 It was reported that the post holder had been operating effectively at a higher level for a number of years and it was considered fair to recognise the reality of the situation. It was noted that regrading would enable the Building Control Team's performance to be maintained.

### **RESOLVED:**

That, following the decision of the Job Evaluation Panel to re-grade the post to grade 4, approval be given to change the grade of the Building Control Technical Administrator accordingly from September 2013 and the post be designated as Building Control Technician.

## **8.0 SECONDMENT OPPORTUNITY**

*(Having declared an interest, Aime Armstrong left the meeting before the sub-committee considered this item.)*

- 8.1 The Chief Executive submitted a report which sought approval for the Head of Customer and Community Services to undertake a twelve-month secondment with Kettering Borough Council. The report also sought approval of proposals to cover the duties of that post.
- 8.2 The report explained the benefits of the secondment for the individual and the authority and set out the proposed redistribution of the Head of Customer and Community Services role, as well as proposed changes to line management and officer representation on groups and partnerships.
- 8.3 It was noted that all Middle Managers would be invited to apply for the secondment opportunity to the Interim Head of Customer and Community Services role and, following short-listing of the applicants, interviews would be held in late April 2015 with the involvement of members of the sub-committee.

### **RESOLVED:**

- (i) That the secondment of the Head of Customer and Community Services to Kettering Borough Council for twelve months be approved.
- (ii) That the proposed reallocation of duties currently undertaken by the Head of Customer and Community Services be approved.
- (iii) That the Leader of the Council and the Chairman of the Sub-Committee be involved in the interview process for the Interim Head of Customer and Community Services.

*(Reason – To ensure that the council has staff with the right knowledge and skills.)*

**Chairman**



## Personnel Sub-Committee

### Minutes of a meeting held on 20 July 2015 at 10.30am at East Northamptonshire House, Thrapston

**Present:** Councillors Wendy Brackenbury  
Roger Glithero  
Glenn Harwood MBE  
Steven North  
Sarah Peacock

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

#### 1.0 APPOINTMENT OF CHAIRMAN

##### RESOLVED:

That Councillor Roger Glithero be appointed Chairman of the Personnel Sub-Committee for the year 2015/16

#### 2.0 APPOINTMENT OF VICE-CHAIRMAN

##### RESOLVED:

That Councillor Sarah Peacock be appointed Vice-Chairman of the Personnel Sub-Committee for the year 2015/16.

#### 3.0 MINUTES

3.1 The minutes of the meeting held on 23 March 2015 were approved and signed by the Chairman.

#### 4.0 APOLOGIES

4.1 No apologies for absence were received.

## **5.0 DECLARATIONS OF INTEREST**

5.1 The following interests were declared in the items listed below:

<b>Officer/Member</b>	<b>Item</b>	<b>Nature of Interest</b>	<b>DPI</b>	<b>Other Interest</b>
David Oliver, Sharn Matthews, Katy Everitt and Paul Smith	Family and Work/life Balance Policy; Staff Benefits Policy	Members of staff affected by the policies.		Yes.
Cllrs Steven North and Sarah Peacock	Permanent Extension of Hours Request – Environmental Services	Members of Rushden Town Council, which is funding the additional hours		Yes.

## **6.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

6.1 There were no questions submitted under Procedure Rule 10.3

## **7.0 WORKFORCE STATISTICS**

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

## **8.0 VACANT POSTS UPDATE**

8.1 The Sub-Committee received a report on posts currently vacant within the Council.

## **9.0 FAMILY AND WORK/LIFE BALANCE POLICY UPDATE**

9.1 The Head of Resources and Organisational Development reported that a number of statutory changes to maternity pay and parental leave had been incorporated into the family and work/life balance policy when it had been approved in 2013 and the update incorporated changes which had not been anticipated when the earlier policy had been adopted.

### **RESOLVED:**

That after fully considering the implications of the equality impact assessment, the changes to the policy be approved.

*(Reason – to ensure the Council's HR Policies and Procedures remain up-to-date and take into account changes in employment legislation)*

## **10.0 STAFF BENEFITS POLICY**

10.1 The Head of Resources and Organisational Development reported that a review had been undertaken of the Staff Benefits Policy. Staff and UNISON had been

consulted on the revised policy, which was submitted for the Sub-Committee's consideration.

10.2 A number of policies within the Staff Benefits Policy reflected existing practice, but which had not previously been documented.

10.3 The Sub-Committee considered the arrangements for the closure of the Council Offices on 24 December 2015 for the Christmas and New Year holidays and was of the view that the Offices should close to the public at 4.00pm. In recognition of the contribution staff had made to the Council over the past year, staff would not be expected to make up the time arising from the early closure of the offices.

**RESOLVED:** That

- i) the policy be approved.

*(Reason – to ensure the Council's HR Policies and Procedures remain up-to-date and take into account changes in employment legislation)*

- ii) the Council Offices be closed at 4.00pm on 24 December 2015 for the Christmas and New Year holiday closure and where necessary a flexi-time credit of up to 1 hour be given to each member of staff to bring their working hours to 7 hours 24 minutes for that day.

*(Reason - in recognition of staff contribution to the council's service delivery with a lower level of staff over the past year)*

**11.0 REVENUES AND BENEFITS SERVICES APPRENTICE**

11.1 The Executive Director presented a report seeking the creation of a new Revenue and Benefit Services Apprentice post to undertake work previously undertaken by the Revenue Support Group (RSG) staff. The RSG comprised a group of casual employees providing administrative support to the service and over the past five years the number of employees in the RSG had reduced from 15 to 7.

11.2 In previous years the reduction in numbers had not impacted greatly on the service. However, the availability of the RSG had now become a concern and administrative tasks were often being absorbed into officers' roles, taking them away from direct service delivery. The reduced availability of hours was projected to create a budget underspend of £10,000 in 2015/16.

**RESOLVED:**

That a Revenue and Benefit Services Apprentice post be created.

*(Reason - to maintain service delivery through a period of significant change)*

**12.0 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined

under paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

**13.0 PERMANENT EXTENSION OF HOURS REQUEST – ENVIRONMENTAL SERVICES**

13.1 The Sub-Committee considered a report seeking to make permanent the extension in working hours of a part-time post whose hours had been increased from 22 hours to 37 hours per week for a two year period commencing on 5th May 2013

**RESOLVED:**

That the working hours of the Environmental Services post be permanently increased to 37 per week and that the additional hours be funded through external contributions as identified in the report.

*(Reason – To ensure the post is adequately resourced to deliver required service levels)*

**14.0 FLEXIBLE RETIREMENT REQUEST**

14.1 The Executive Director reported a request for flexible retirement under ENC's Pensions Discretion Policy & Procedure.

14.2 It was confirmed that each request made under the policy was considered on its own merits and the determination of this request would not set a precedent for any future requests.

**RESOLVED:** That

- i) the flexible retirement be approved in principle, provided a suitable candidate to cover for the reduced hours can be identified through an open recruitment process.
- ii) the final decision be delegated to the Chief Finance Officer, in consultation with the Chairman of the Personnel Sub-Committee, subject to the proposed change being delivered within existing budget and a suitable candidate being appointed.

*(Reason - to retain capacity, knowledge and skills in the recovery team)*

**Chairman**



## Finance Sub-Committee

**Minutes of a meeting held on Monday 22 June 2015 at 7.30pm, East Northamptonshire House, Thrapston**

<b>Present:</b>	<b>Councillors:</b>	David Brackenbury Roger Glithero JP Glenvil Greenwood-Smith Glenn Harwood MBE Richard Lewis Steven North
	<b>Officers:</b>	David Oliver (Chief Executive) Glenn Hammons (Chief Finance Officer) Michelle Drewery (Finance Manager) Katy Everitt (Head of Resources and Organisational Development) Phil Grimley (Head of ICT Services) James McLaughlin (Democratic and Electoral Services Manager)

### **1.0 APPOINTMENT OF CHAIRMAN FOR THE 2015/16 MUNICIPAL YEAR**

#### **RESOLVED:**

That Councillor Steven North be appointed Chairman of the Sub-Committee for the 2015/16 Municipal Year.

### **2.0 APPOINTMENT OF VICE-CHAIRMAN FOR THE 2015/16 MUNICIPAL YEAR**

#### **RESOLVED:**

That Councillor Richard Lewis be appointed Vice-Chairman of the Sub-Committee for the 2015/16 Municipal Year.

### **3.0 MINUTES**

3.1 The minutes of the meeting of the Finance Sub-Committee held on 9 February 2015 were approved and signed by the Chairman

### **4.0 APOLOGIES FOR ABSENCE**

4.1 Apologies for absence were received from Councillor Val Carter.

## **5.0 DECLARATIONS OF INTEREST**

5.1 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>
Glenvil Greenwood-Smith	Fees and Charges for Reprographic Services	Customer of Reprographic Services		Yes
Roger Glithero JP	Treasury Management Report	Account holder with Banks referred to in report		Yes

## **6.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

6.1 There were no questions submitted under Procedure Rule 10.3.

## **7.0 EXCLUSION OF PUBLIC AND PRESS**

7.1 **RESOLVED:**

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

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

8.1 The Head of Resources and Organisational Development presented a report providing 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 update report be noted.

*(Reason: to note the progress on the sale of assets)*

*(At the conclusion of this item, members of the public and press were able to be admitted to the meeting for the remaining items of business)*

## **9.0 BUDGET MONITORING DRAFT OUTTURN 2014/15**

9.1 The Chief Finance Officer reported revenue and capital expenditure against the approved budget for the financial year 2014/15, highlighting any significant under or overspending against the budget and proposals for use of the underspend on the budget.

**RESOLVED:**

That the revenue, capital and reserves positions for 2014/15 be noted.

*(Reason – information / monitoring report – no decision required)*

**RESOLVED TO RECOMMEND to the Policy and Resources Committee:**

That

- (i) the carry forward requests outlined in Appendix 4 to the report be approved.

*(Reason – for formal approval into the capital budget for 2015/16)*

- (ii) Use of the 2014/15 underspend set out in Section 7 and Appendix 2 of the report be approved.

*(Reason – for formal approval to incur expenditure in 2015/16 and strengthen reserves)*

- (iii) The reserves position set out in Appendix 3 to the report be approved.

*(Reason – for approval of the strengthened reserves to mitigate some future financial risks)*

**10.0 TREASURY MANAGEMENT REPORT PERIOD 4 2014/15**

- 10.1 The Chief Finance Officer presented a report outlining the Treasury Management position for the fourth quarter of 2014/15.

**RESOLVED:**

That the Treasury Management performance for quarter 4 2014/15 be noted.

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

**11.0 CAPITAL PROGRAMME 2015-16**

- 11.1 The Finance Manager presented a report setting out proposals to transfer a number of ICT projects from the Development Pool to the Approved Capital Programme, together with revisions proposed to the Disabled Facilities Grants budget arising from the receipt of additional funds from Northamptonshire County Council.

**RESOLVED:**

That the transfer of the proposed ICT schemes from the Development Pool to the Approved Capital Programme be approved and the changes shown in the revised Capital Programme be noted.

**RESOLVED TO RECOMMEND to Council:**

That the increase to the Disabled Facilities Grant budget in the Approved Capital Programme as a result of additional funds being received from Northamptonshire County Council be approved.

*(Reason - For formal approval of the amendment to the Capital Programme Budget for 2015/16)*

**12.0 ANTI-MONEY LAUNDERING POLICY**

12.1 The Finance Manager reported that the Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002 had broadened the definition of money laundering and increased the range of activities covered by the statutory framework. Whilst ENC, as a Local Authority, did not have a statutory duty to comply with these regulations, it was committed to following best practice and establishing internal procedures to prevent money laundering in all of its dealings and relationships.

12.2 The Sub-Committee considered a draft policy to recommend to the Policy and Resources Committee for adoption.

**RESOLVED:**

That the Equality Impact Assessment has been considered and noted.

**RESOLVED TO RECOMMEND to the Policy and Resources Committee**

That the Anti-Money Laundering Policy attached at Appendix 1 to these minutes be approved.

*(Reason - to reduce the risk to the Council and its employees of contravening money laundering regulations)*

**13.0 FEES AND CHARGES FOR REPROGRAPHIC SERVICES**

13.1 The Democratic and Electoral Services Manager reported that there was currently no provision within the Fees and Charges schedule to levy a charge for printing work undertaken on behalf of other public sector organisations, community groups or individuals.

13.2 To ensure that the Council recovered its costs when carrying out work for external organisations, an appropriate hourly rate had been calculated and the introduction of a revised charging schedule to incorporate this charge, together with a minimum fixed charge for work carried out, was proposed.

**RESOLVED TO RECOMMEND to the Policy and Resources Committee:**

That the Committee recommends to the Council:

- (i) that the Fees and Charges for 2015-16 be amended to include the insertion of a fixed fee for the provision of printing services to be levied to all external customers;

- (ii) that the Council sets a minimum fixed fee at £57.18, the equivalent of one hour's cost, and automatically increased annually in line with cost increases incurred in the delivery of printing services.

*(Reason – to ensure that the Fees and Charges levied by the council fully recover the costs incurred in the delivery of printing services.)*

**Chairman**



East  
Northamptonshire  
Council

Appendix 1

# Anti-Money Laundering Policy



Definition, prevention, disclosure of money  
laundering and employee guidance

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

## Document Version Control

<b>Author (Post holder title)</b>	Michelle Drewery, Finance Manager
<b>Type of document</b>	Policy
<b>Version Number</b>	V0.3
<b>Document File Name</b>	Anti-Money Laundering Policy
<b>Issue date</b>	
<b>Approval date and by who (SMT / committee)</b>	
<b>Document held by (name/section)</b>	
<b>For internal publication only or external also?</b>	Internal and external
<b>Document stored on Council website or Eunice?</b>	Eunice / Website
<b>Next review date</b>	

## Change History

Issue	Date	Comments
0.1	May 2015	New Policy following Internal Audit recommendation
0.2	May 2015	Front page
0.3	May 2015	Amendments to staff guidance

*NB: Draft versions 0.1 - final published versions 1.0*

## Consultees

Internal	External
All staff and managers	Members

## Distribution List

Internal	External
All staff and managers	Agency staff/ Volunteers/ Agents/ Members/ Suppliers/ Partners/ Contractors

## Links to other documents

Document	Link

## Additional Comments to note

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## **Contents**

	<b>Page</b>
<b>1.0 Introduction / foreword</b>	<b>5</b>
<b>2.0 Scope</b>	<b>5</b>
<b>3.0 Policy outcomes</b>	<b>5</b>
<b>4.0 Definition</b>	<b>6</b>
<b>5.0 The Council's obligations</b>	<b>6</b>
<b>6.0 Prevention</b>	<b>7</b>
<b>7.0 Responsibilities</b>	<b>7</b>
<b>8.0 Conclusion</b>	<b>8</b>
<b>Appendices:</b>	
Appendix A – Anti-Money Laundering – Employee Guidance	<b>9</b>
Appendix B – Anti-Money Laundering – Disclosure Form	<b>10</b>
Appendix C – High risk areas for money laundering	<b>11</b>

## 1 Introduction / foreword

- 1.1 The Money Laundering Regulations 2007 and the Proceeds of Crime Act 2002 broadened the definition of money laundering and increased the range of activities covered by the statutory framework. The Council, as a Local Authority, does not have a statutory duty to comply with these regulations. However, the Council is committed to following best practice and will therefore establish internal procedures to prevent money laundering in all of its dealings and relationships.
- 1.2 This policy enables the Council to meet its legal requirements in a proportionate manner that recognises that there is only a low risk of the Council contravening the legislation.
- 1.3 The Council expects staff, suppliers and contractors to lead by example in combating money laundering. Where money laundering is suspected it will be dealt with seriously. Failure to comply with the procedures set out in the policy and guidance may lead to disciplinary action
- 1.4 This policy serves to protect Council employees by making them aware of their personal obligations and to provide them with a mechanism to raise any concerns.
- 1.5 This policy should be read in conjunction with the supporting Anti-Money Laundering - Employee Guidance (Appendix A).

## 2 Scope

- 2.1 This policy covers all Council activities and applies to all Council employees, Members, temporary and agency staff, volunteers, contractors, agents, consultants and partners acting on the Council's behalf, all of whom could potentially contravene the money laundering regulations.

## 3 Policy outcomes

- 3.1 The outcomes to be delivered by this policy are:

<b>Policy outcomes</b>	<b>Links to corporate outcomes (delete as appropriate)</b>
<ul style="list-style-type: none"><li>• Appropriate action is taken to prevent, reduce and report crime in relation to money laundering activities</li><li>• Staff, managers and other affected parties are made aware of the Councils' obligations and understand their responsibilities in respect of money laundering</li></ul>	<ul style="list-style-type: none"><li>• Effective partnership working</li><li>• Effective management</li><li>• Councillors and staff with the right knowledge, skills and behaviours</li></ul>

## 4 Definition

- 4.1 Money laundering is generally used when describing the activities of organised crime where the intention is to 'legitimise' income by creating a plausible explanation for its source. However, for most people who come across it or are affected by it, it will involve a suspicion that someone you know, or know of, is benefitting from dishonest activities.
- 4.2 Legally, money laundering is defined as:
- concealing, disguising, converting, transferring criminal property or removing it from the UK (section 327 of the Proceeds of Crime Act 2002);
  - entering into or becoming concerned in an arrangement which you know or suspect facilitates the acquisition, retention, use or control of criminal property by or on behalf of another person (section 328 of the Proceeds of Crime Act 2002);
  - acquiring, using or possessing criminal property (section 329 of the Proceeds of Crime Act 2002);
  - becoming concerned in an arrangement facilitating concealment, removal from the jurisdiction, transfer to nominees or any other retention or control of terrorist property (section 18 of the Terrorism Act 2000)
- 4.3 Potentially any individual could contravene the money laundering provisions if they know of, or suspect money laundering, and either become involved with it in some way and/or do not report it. In addition, an offence of "Tipping off" could be committed should an individual make a disclosure that is likely to prejudice a current or potential investigation into any potential money laundering (section 342 of the Proceeds of Crime Act 2002).
- 4.4 Whilst the risk to the Council of contravening the legislation is low because it does not deal in cash transactions, **it is important that all employees are familiar with their legal responsibilities**, as serious criminal sanctions may be imposed for breaches of the legislation with potentially heavy penalties, including imprisonment, for those who are convicted of breaking the law.
- 4.5 The Council's Monitoring Officer has overall responsibility for this policy and is the Council's Money Laundering Reporting Officer. This role includes carrying out regular reviews of the Council's operational experience under this policy to ensure that all Council activities and any organisational changes still comply with best practice or changes in legal requirements. In the absence of the Monitoring Officer, the Finance Manager is authorised to deputise
- 4.7 The Council's Chief Finance Officer will also have a role to assist the Monitoring Officer as required and ensure the integrity of any proceedings under this policy, including decisions on the procedure to be followed in case of doubt, is maintained.

## 5 The Council's obligations

- 5.1 To comply with its statutory obligations the Council has:
- Ensured it has a Money Laundering Reporting Officer
  - Implemented a procedure for the reporting of money laundering suspicions. This has been communicated to its employees through this policy in the Anti-Money Laundering Employee Guidance section of this policy.

## 6 Prevention

- 6.1 The Council is committed to working and co-operating with other organisations to prevent money laundering. Wherever possible, subject to data protection obligations, the Council will help, and exchange information with, other councils and public bodies to deal with money laundering. Where the Council suspects that money laundering has occurred it will consult directly with those external agencies as appropriate.
- 6.2 The Council will do all it can to prevent, wherever possible, the Council and its staff being exposed to money laundering, to identify potential areas where it may occur and to comply with all legal and regulatory requirements, especially with regard to the reporting of actual or suspected cases. It is impossible to provide a complete list of activity that may be subject to money laundering but some high risk areas can be found at Appendix C.
- 6.3 The Council does not accept cash payments and offers alternative payment methods. Payees are asked to pay any sums owed to the Council by cheque or other financial instrument such as debit/credit card or direct debit. These provide an evidence trail so are much lower risk, especially if payments in and out are made via the same method
- 6.4 Where the Council is entering into a relationship with a new customer/client .e.g. setting up a new creditor or new council tax account, steps should be taken by staff to confirm the identity of that customer. Written instructions at the outset of the matter on either the organisation's official letterhead, or an email from the organisation, are regarded as being appropriate evidence of identity. .

## 7 Responsibilities

- 7.1 The prevention, detection and reporting of money laundering and other forms of corruption are the responsibility of all employees working for the Council. Employees are expected to be aware of the possibility that money laundering may exist in the workplace and to share any concerns with their manager.
- 7.2 Employees should make sure that they are aware of their personal responsibilities in relation to money laundering by reading and understanding and complying with this policy (including the Anti-Money Laundering –

Employee Guidance in Appendix A). In addition, they must adhere to the standards of personal conduct and behaviour outlined in Council's Officer Code of Conduct (The Council's Constitution Part 5.2)

- 7.3 It is the responsibility of the individual starting a relationship or transaction with the council to obtain satisfactory evidence of identity before any financial transactions take place. Written instructions at the outset of the matter on either the organisation's official letterhead, or an email from the organisation, are appropriate evidence of identity. If the identity cannot be confirmed in this way the matter should be reported to the Monitoring Officer before taking any further action.
- 7.4 Managers within the Council are responsible for ensuring that staff are provided with a copy of this policy and they understand their responsibilities under it.
- 7.5 Managers must carry out the following:
- ensure that awareness training is provided where appropriate, especially in services where staff are at greater risk of being exposed to money laundering activities.
  - ensure that any reports or suspicions of money laundering are reported to the Monitoring Officer without delay
  - take appropriate action to ensure staff are protected from any form of victimisation, bullying or harassment
- 7.6 The Monitoring Officer will, where there is evidence of money laundering, disclose the matter as soon as practicable to the National Crime Agency (NCA). In reaching the decision whether to report to the NCA, the Monitoring Officer may undertake further enquiries to ensure that all available information is taken into account, such as:
- reviewing other transaction patterns and volumes; and
  - consider the length of any business relationship involved.
- All enquiries will be made in such a way as to avoid tipping off those involved.
- 7.7 Where the Monitoring Officer concludes that there are no reasonable grounds to suspect money laundering then he/she shall mark the report accordingly and give consent for any ongoing or imminent transaction(s) to proceed.
- 7.8 All disclosure reports referred to the Monitoring Officer, and reports made by them to the NCA, will be retained by the Monitoring Officer in a confidential file kept for that purpose, for a minimum of five years.

## 8 Conclusion

- 8.1 Given the nature of what the Council does and who it can provide services for, instances of suspected money laundering are unlikely to arise.

8.2 **However please take prompt and proper action if you have any suspicions** and feel free to consult the Monitoring Officer at any time should you be concerned with any issues relating to money laundering.

## Anti-Money Laundering - Employee Guidance

### 1 Introduction

1.1 This guidance note supports the Council's Anti-Money Laundering Policy. All employees should read this policy and understand their responsibilities in respect of money laundering. You should be aware that under the legislation it is a criminal offence to:

- assist a money launderer
- "tip off" a person suspected to be involved in money laundering that they are suspected or that they are the subject of police investigations
- fail to report a suspicion of money laundering and
- acquire, use or possess criminal property

### 2 When might money laundering occur?

2.1 It is impossible to give a definitive list of ways in which to spot money laundering. At all times staff should:

- be wary of unusually large cash transactions
- be wary of the absence of an obvious legitimate source of funds
- be alert to the possibility of money laundering by a client or a prospective client

2.2 To take a recent example, another council reported a suspected case of money laundering to the police. In this case, a council tax payer had set up a direct debit to pay an annual council tax bill by instalments. A lump sum overpayment was then made by credit card. The customer subsequently requested a refund to be paid into the account from which the direct debit had been set up. After further investigation, it was established that the credit card used to make the original payment had, in fact, been reported as stolen.

***Please be alert and report any suspicions you have as soon as possible, via the attached disclosure form (Appendix B) to the Monitoring Officer.***

### **3 What should I do if I suspect Money Laundering?**

- 3.1 Where you know or suspect that money laundering activity is taking/has taken place, you must disclose this as soon as practicable to the Monitoring Officer, using the attached disclosure form, who will advise you on what action to needs to be taken.
- 3.2 Once the individual has reported the matter to the Monitoring Officer they must not make any further enquiries into the matter.
- 3.3 Under no circumstances should an individual voice any suspicions to the person(s) suspected of money laundering.
- 3.4 Employees should not make any reference on a client file to a report having been made to the Monitoring Officer.

<b>MONEY LAUNDERING DISCLOSURE FORM</b>	
<b>Please complete all possible sections</b>	
<b>Date of Disclosure</b>	
<b>Name and Job Title of Officer making disclosure</b>	
<b>Officer Contact Details</b>	
<b>Subject Details</b>	
<b>Title</b>	
<b>Surname</b>	
<b>Forename</b>	
<b>Date of Birth</b>	
<b>In case of a legal entity (company)</b>	
<b>Name</b>	
<b>Address</b>	
<b>Company Number (if known)</b>	
<b>Reason for Disclosure</b>	
<p><i>Please explain why you are suspicious. Outline the details of the activities and who was involved (what, when, where, how). Please provide as much information as you can , including copies of any relevant supporting documentation . Continue on a separate sheet, if necessary.</i></p>	
<b>Please pass this form as quickly as possible to the Monitoring Officer.</b>	

## High risk areas for Money Laundering

The following are types of risk factors which may, either alone or cumulatively, suggest the possibility of money laundering activity:

### Universal risk factors

- A secretive customer/client: e.g. refuses to provide requested information without a reasonable explanation;
- Concerns about the honesty, integrity, identity or location of a customer/client;
- Illogical third party transactions, such as the unnecessary routing or receipt of funds from third parties or through third party accounts;
- Significant overpayments by a client and subsequent requests for refunds;
- Involvement of an unconnected third party without logical reason or explanation;
- Absence of an obvious legitimate source of the funds;
- Movement of funds overseas, particularly to a higher risk country or tax haven;
- Where, without reasonable explanation, the size, nature and frequency of transactions or instructions (or the size, location or type of a client) is out of line with normal expectations;
- Refunds following the cancellation or reversal of an earlier transaction;
- Poor business records or internal accounting controls;
- Extensive use of corporate structures and trusts in circumstances where the customer/client's needs are inconsistent with the use of such structures;
- A transaction without obvious legitimate purpose or which appears uneconomic, inefficient or irrational;
- Instructions to receive and pay out money where there is no linked substantive property transaction involved (surrogate banking).
- A request is made for the refund to be paid via a different method to which it was paid (e.g. originally paid by credit card and request to refund amount to a bank account).

### Property transaction risk factors

- Unusual property investment transactions if there is no apparent investment purpose or rationale;
- Funds received for deposits or prior to completion, in respect of a property transaction, from an unexpected source or where instructions are given for settlement funds to be paid to an unexpected destination.

# PLANNING MANAGEMENT COMMITTEE

Date: 12 August 2015

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Phillip Stearn Chairman  
 Gill Mercer Vice-Chairman  
 Richard Gell Ron Pinnock  
 Roger Glithero Anna Sauntson  
 Helen Harrison Geoff Shacklock  
 Sylvia Hobbs Robin Underwood  
 Helen Howell Peter Wathen  
 Andy Mercer Pam Whiting

## 99. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dudley Hughes JP and Barbara Jenney.

## 100. MINUTES

The minutes of the meeting held on 22 July 2015 were approved as a correct record and signed by the Chairman.

## 101. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

### (a) Declarations Of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
Roger Glithero	10/00857/OUT	In receipt of Pension from Applicant	Yes (left meeting)	
Richard Gell	15/01051/VAR 15/01220/REM 10/00857/OUT	Member of Association consulted on applications		Yes
Helen Howell	15/01084/OUT	Knew public speaker on application		Yes
Andy Mercer	10/00857/OUT	Deputy Chairman of County Council Development Control Committee		Yes (left meeting)

### (b) Informal Site Visits

No informal site visits were declared.

## **102. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3**

No questions were submitted under Procedure Rule 10.3

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

In accordance with Minute 280 from the meeting held on 28 November 2012, the Head of Planning Services submitted an update 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.

### **RESOLVED:**

That the report be noted.

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

In accordance with Minute 441 of the meeting held on 21 March 2012, the Committee received a report providing an update on application 10/00857/OUT where actions had been delegated to the Head of Planning Services.

### **RESOLVED:**

That the report be noted.

## **105. PUBLIC SPEAKERS**

The following people spoke on the items as indicated:

- **David Shaw** - 15/01051/VAR - Phase 2, Warth Park Way, Raunds (Agent for the Applicant)
- **David Shaw** - 15/01220/REM - Phase 2, Warth Park Way, Raunds (Agent for the Applicant)
- **Tony Baines** – 15/01084/OUT – Hill House, Chapel Lane, Denford (on behalf of the Parish Council)
- **Peter Davies** – 15/01013/FUL – Cherry Orchard, 23 Park Walk, Brigstock (Applicant)
- **Alan Pack** - 10/00857/OUT - Land between Wellingborough Road and Finedon Road, Irthlingborough (Objector)
- **Gary Stephens** - 10/00857/OUT - Land between Wellingborough Road and Finedon Road, Irthlingborough (Agent for the Applicant)
- **Councillor Marika Hillson** - 10/00857/OUT - Land between Wellingborough Road and Finedon Road, Irthlingborough (Ward Member)

## **106. 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.

**(i) 15/01051/VAR – Phase 2, Warth Park Way, Raunds**

The Committee considered an application to vary condition 13 of planning permission 11/00700/OUT to increase the permitted B8 floor space limit by 14,990 sq. m above the 100,000 sq. m permitted under condition 13.

The Committee **agreed to grant** the variation, subject to the variation of the existing S106 agreement in respect of development contributions towards Construction Futures.

**(ii) 15/01220/REM – Phase 2, Warth Park Way, Raunds**

The Committee considered a reserved matter application for layout, scale and landscaping for a B8 (storage or distribution) unit to provide 60,880 sq. m of B8 space, including 1,394 sq. m of office space. The increase in B8 floor space permitted under planning permission 11/00700/OUT had been considered under the previous application. .

The Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report and the update sheet and the objection from Northamptonshire County Council Lead Local Flood Authority being resolved.

**(iii) 15/01084/OUT – Hill House, Chapel Lane, Denford**

Consideration of this application had been deferred by the Committee at its meeting held on 22 July 2015 for a site visit.

The Committee considered an application which sought outline planning permission for the erection of up to four dwellings with all matters reserved except for access.

The application had been brought before the Committee at the request of the Ward Member and it was noted that letters of objection had been received from nearby residents.

The Committee agreed to **grant the application**, subject to the conditions detailed in the officer's report, a suitable swept path analysis being provided and the addition of an informative to seek to move the access further into the site.

**(iv) 15/01013/FUL – Cherry Orchard, 23 Park Road, Brigstock**

Consideration of this application had been deferred by the Committee at its meeting held on 22 July 2015 for a site visit.

The Committee considered an application for the replacement of an existing garage with a larger alternative allowing for the parking of up to four cars.

The application had been brought before the Committee at the request of the Ward Member and it was noted that additional representations had been submitted which were set out in the update sheet.

The Committee agreed to **grant the application**, subject to the conditions detailed in the officer's report and satisfactory comments being received from the Wildlife Trust.

**(v) 15/01130/FUL – Chase Farm, Dusthill Road, Brigstock**

The Committee considered an application for the conversion of redundant farm buildings to provide up to 8 artisan studios/workshops and a two bedroom holiday let.

The application had been brought before the Committee as Brigstock Parish Council had objected to the proposal.

The Committee agreed to **grant the application**, subject to the conditions detailed in the officer's report and the update sheet.

**(vi) 10/00857/OUT – Land between Wellingborough Road and Finedon Road, Irthlingborough**

It was reported that planning permission had been granted (subject to a s106 agreement) by the Committee at its meeting held on 24 November 2014 for the erection of a residential development with up to seven hundred dwellings, employment development within use classes B1, B2 and B8, land for the expansion of Huxlow Science College, open space, and landscaping, associated highway and drainage infrastructure including a new roundabout junction on Finedon Road (A6).

Members had also agreed to delegate authority to the Head of Planning Services, in consultation with the Chairman and Vice-Chairman of the Committee and the Irthlingborough Ward Members on the Committee, to finalise the wording of the conditions and the S106 Agreement.

Since the resolution to grant at the November 2014 Committee, negotiations had taken place in relation to the level and nature of contributions required and this had led to changes to both the amount of contributions for specific items and the wording of several conditions. Given the extent of the changes and in view of changes to both the Chairman and Vice-Chairman of the Committee since the delegation had been granted, these revisions had been re-submitted to the Committee for consideration.

**RESOLVED:** that

- (i)** the surplus amount of Developer Contributions amounting to £341,512 be allocated to the contribution for the provision of Community Facilities
- (ii)** subject to the amendment in (i) above, the S106 Agreement Heads of Term be approved
- (iii)** the amendments to the conditions set out in the report be approved

**Chairman**

# PLANNING MANAGEMENT COMMITTEE

**Date:** 2 September 2015

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

**Time:** 7.00pm

**Present:**

<b>Councillors:</b>	<b>Phillip Stearn</b>	<b>Chairman</b>
	<b>Gill Mercer</b>	<b>Vice-Chairman</b>
	<b>Richard Gell</b>	<b>Andy Mercer</b>
	<b>Helen Harrison</b>	<b>Ron Pinnock</b>
	<b>Sylvia Hobbs</b>	<b>Anna Sauntson</b>
	<b>Helen Howell</b>	<b>Geoff Shacklock</b>
	<b>Dudley Hughes JP</b>	<b>Alex Smith</b>
	<b>Barbara Jenney</b>	<b>Robin Underwood</b>
	<b>Lance Jones</b>	<b>Peter Wathen</b>

## 107. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Roger Glithero and Pam Whiting.

## 108. MINUTES

The minutes of the meeting held on 12 August 2015 were approved as a true and correct record of the proceedings.

## 109. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

### (a) Declarations Of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
All committee members	EN/15/01327/FUL (Former Recycling Centre Car Park and Council Depot, Newton Road, Rushden)	Knew two public speakers on the item		Yes
Councillor Barbara Jenney	EN/15/01327/FUL (Former Recycling Centre Car Park and Council Depot, Newton Road, Rushden)	Had secured goods in kind from the Applicant on behalf of a local community group		Yes
All committee members	EN/14/01966/FUL and EN/14/01967 (110 Higham Road, Rushden)	Knew one of the public speakers on the item.		Yes
Councillor Robin Underwood	EN/14/01966/FUL and EN/14/01967 (110 Higham Road, Rushden)	A resident of a neighbouring property was friendly with a member of Councillor Underwood's family.		Yes

Councillors Richard Gell, Sylvia Hobbs, Helen Howell, Dudley Hughes JP, Barbara Jenney, Andy Mercer, Gill Mercer, Ron Pinnock, Anna Sauntson, Robin Underwood and Peter Wathen	EN/15/01045/FUL (24 Saffron Road, Higham Ferrers)	Knew one of the public speakers on the item.		Yes
Councillor Richard Gell	EN/15/01045/FUL (24 Saffron Road, Higham Ferrers)	Member of the town council which had objected to the application.		Yes
Councillor Anna Sauntson	EN/15/01045/FUL (24 Saffron Road, Higham Ferrers)	Resident at a property on Saffron Road and a Member of the town council which had objected to the application.		

**(b) Informal Site Visits**

Councillor Barbara Jenney declared that she had undertaken two visits to the site at the Former Recycling Centre Car and Council Depot, Newton Road, Rushden (EN/15/01327/FUL).

**110. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3**

Councillor Dudley Hughes had submitted the following question in accordance with the provisions of Council Procedure Rule 10.3:

'East Northamptonshire has a very knowledgeable Conservation Officer and has invested heavily in forming Conservation Areas and the RNOT Plan to protect our villages and towns from inappropriate developments. For recent applications for Sudborough and Brigstock the strong advice from the Conservation Officer was ignored therefore I ask that as a policy the Planning Officers recommend refusal when the Conservation Officer recommends this and it should be a primary objection and support the Conservation Officer and his recommendations. This would reduce the number of applications called in.'

The Head of Planning Services was invited to respond to the points raised in the question and, in doing so, indicated that the views of the Conservation Officer were important but only one consideration in arriving at a recommendation in respect of planning applications and there were often wider considerations that needed to be taken in account. With regard to the specific applications referred to, it was noted that both applications had been approved by the committee following site visits.

As a supplementary question, Councillor Hughes enquired whether it would be possible for Ward Members to be consulted when the Conservation Officer objected to any application. In response, the Head of Planning Services reminded the committee that all Members are consulted on every application received by the local planning authority and had the opportunity to call in the application for consideration by the committee. He did not consider

that it would be practical to further consult Members where objections were received from the Conservation Officer.

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

In accordance with Minute 280 from the meeting held on 28 November 2012, the Head of Planning Services submitted an update 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 by the Head of Planning Services for an extension of time in respect of applications 14/000683/FUL and 14/01380/FUL (Grensens Factory, Allen Road, Rushden) until the end of September 2015.

#### **RESOLVED:**

1. That the report be noted.
2. That the extensions until 30 September 2015, in respect of applications 14/00683/FUL and 14/01380/FUL (Grensens Factory, Allen Road, Rushden), be approved.

#### **112. PUBLIC SPEAKERS**

The following people spoke on the items as indicated:

- **Mr Clive Wood** - 15/01327/FUL – Former Recycling Centre Car Park and Council Depot, Newton Road, Rushden (Objector)
- **Stephanie Eastwood** – 15/01327/FUL – Former Recycling Centre Car Park and Council Depot, Newton Road, Rushden (Agent for the Applicant)
- **Councillor Barbara Jenney** – 15/01327/FUL – Former Recycling Centre Car Park and Council Depot, Newton Road, Rushden (Ward Councillor)
- **Councillor David Jenney** - 5/01327/FUL – Former Recycling Centre Car Park and Council Depot, Newton Road, Rushden (on behalf of the Town Council)
- **Mr Jake West** - 14/01966/FUL – 110 Higham Road. Rushden (Objector)
- **Councillor Dorothy Maxwell** - 14/01966/FUL – 110 Higham Road. Rushden (Ward Councillor)
- **Mr Jake West** - 14/01967/FUL – 110 Higham Road. Rushden (Objector)
- **Councillor Dorothy Maxwell** - 14/01967/FUL – 110 Higham Road. Rushden (Ward Councillor)
- **Councillor Derek Lawson** – 15/0145/FUL – 24 Saffron Road, Higham Ferrers (on behalf of the Town Council)

#### **113. 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.

**(i) 15/01127/VAR – Land adjacent Skew Bridge Slope, Northampton Road, Rushden**

The Committee considered an application to vary conditions 1, 5, 6, 8, 14, 37, 38, 41, 42, 43, 44, 45, 46, 47 and 48 of planning permission 14/01938/VAR.

Members noted that Kettering Borough Council had objected to the variations.

The Committee **agreed to grant** the variations, subject to conditions detailed in the officer's report, the update report and the completion of the legal agreement.

**(ii) 15/01327/FUL – Former Recycling Centre Car Park and Council Depot, Newton Road, Rushden**

The Committee considered an application to provide an area of staff car parking and associated point of access.

The application had been brought before the Committee at the request of the Ward Councillor, it was also noted that both Rushden Town Council and Northamptonshire Police had strongly objected to the application and that eight letters of objection had been received from nearby residents

The Committee **agreed to refuse** the application on the basis of loss of residential amenity and security concerns highlighted by Northamptonshire Police. In doing so, the committee delegated authority to the Head of Planning Services, in consultation with the Chairman, Vice-Chairman and Ward Member to confirm the exact wording of the refusal.

**(iii) 14/01966/FUL – 110 Higham Road, Rushden**

The Committee considered an application for the installation of two extractor fans (condenser units) on the ground floor to the side of the building (retrospective). The condenser units had been moved to the proposed location but had been turned off since June 2014.

The application had been brought before the Committee due to its planning history.

The Committee noted that Rushden Town Council had objected to the application and that two letters had been received from a Rushden Ward Member regarding their concerns. Members further noted that eleven letters of objection had been received from nearby residents.

The Committee agreed to **grant the application**, subject to the conditions detailed in the officer's report, the update report being amended to ensure that the acoustic cabinets are installed prior to the shop reopening and to secure monitoring of the faulty condenser to ensure that it is restored to working order. The committee delegated authority to the Head of Planning Services, in consultation with the Chairman, Vice-Chairman and Ward Member, to finalise the wording of the conditions on the permission.

**(iv) 14/01967/VAR – 110 Higham Road, Rushden**

The Committee considered an application to vary Condition 2 – alternative colour for shutters pursuant to planning permission 13/01359/FUL.

The Committee noted that retrospective planning permission had been granted by the Development Control Committee on 6 November 2013 for the installation of external roller shutters. Members had requested that the existing blue coloured shutters be replaced with an alternative colour and Condition 2 was imposed.

The application had been brought before the Committee due to its planning history as the application seeks the removal of Condition 2 imposed by the Development Control Committee (now Planning Management Committee) to allow the shutters and associated fittings to be retained in the existing blue colour.

The Committee noted that Rushden Town Council had objected to the application and that one letter had been received from a Rushden Ward Member regarding their concerns. Members further noted that five letters of objection had been received from nearby residents.

The Committee **agreed to refuse** the application for the variation on the basis of a negative impact on the character of the area. The committee delegated authority to the Head of Planning Services, in consultation with the Chairman, Vice-Chairman and Ward Member, to confirm the exact wording of the reason for refusal.

**(v) 15/00408/VAR – Land off Mitchell Road, Corby**

The Committee considered an application to vary Condition 4 of planning permission 14/00749/VAR regarding storage to include the wording “together with the ancillary storage and distribution of food and/or drink items to be sold as a minor part of the wider good range”. The application had been brought before the Committee as it proposed a variation to a major application.

The Committee agreed to **grant the variation**, subject to the conditions detailed in the officer’s report and the update report.

**(vi) 15/01045/FUL – 24 Saffron Road, Higham Ferrers**

The Committee considered an application for the demolition of a commercial building and the erection of two semi-detached residential dwellings.

The application had been brought before the Committee as Higham Ferrers Town Council had objected to the application. Members noted that letters of objection had been received from nearby residents.

The Committee agreed to **grant the application**, subject to the conditions detailed in the officer’s report and the update report, with an amendment to condition 4 to prevent deliveries to the site during school opening and closing times and an additional condition requiring the submission of swept path analysis. The committee delegated authority to the Head of Planning Services, in consultation with the Chairman, Vice-Chairman and Ward Member, to finalise the wording of the revised and additional conditions.

**(vii) 15/00963/FUL – 91 Main Road, Collyweston**

The Committee considered an application for the demolition of an existing dwelling and the erection of two semi-detached two and a half storey residential dwellings and one detached two and a half storey residential dwelling and associated works.

The application had been brought before the Committee as Collyweston Parish Council had objected to the application.

The Committee agreed to **grant the application**, subject to the conditions detailed in the officer's report and the update report.

#### **114. SUSPENSION OF COUNCIL PROCEDURE RULE 8**

At 8.55pm, the Chairman proposed the suspension of Council Procedure Rule 8 (Duration of Meeting) to enable the committee to conclude business on the agenda. On being put to the vote, it was

#### **RESOLVED:**

That Council Procedure Rule 8 be suspended to enable the committee to complete the business detailed on the agenda.

#### **115. APPEAL DECISION MONITORING REPORT**

The committee noted the content of the Appeals Decision Monitoring Report, which provided an update on the appeal decision from the Planning Inspectorate from 6 July 2015 to 7 August 2015

#### **116. LOCAL LIST OF INFORMATION REQUIREMENTS**

Members considered a report which provided advice regarding new Government guidance for the preparation of a Local List of Information Requirements for the validation of planning applications. The report highlighted the main changes required to the existing Local List and the process for consultation on the changes.

#### **RESOLVED:**

That the revised Local List of Information Requirements be approved for consultation.

**Chairman**

# JOINT STANDARDS COMPLAINTS COMMITTEE

**Date:** 3 September 2015

**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:

Rosalie Beattie  
Gill Mercer  
Valerie Raven-Hill

Rupert Reichhold  
Colin Wright

## Town and Parish Councillors:

Fiona Cowan  
Derek Lawson  
Dave Munday  
Roy Sparkes

(Collyweston Parish Council)  
(Higham Ferrers Town Council)  
(Stanwick Parish Council)  
(Oundle Town Council)

Vivienne Barnard  
Andrew Sortwell

Independent Person  
Reserve Independent Person

### **117. MINUTES**

The minutes of the meeting of the Joint Standards Complaints Committee held on 6 July 2015 were approved and signed by the Chairman.

### **118. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors Derek Lawson (Higham Ferrers Town Council) and Robert Tymon (Raunds Town Council).

### **119. DECLARATIONS OF INTEREST**

Councillor Munday declared an other interest in item 5 on the agenda (Requests for Dispensations) as he had requested a dispensation from the Monitoring Officer in respect of matter to be considered by Stanwick Parish Council in which he had a disclosable pecuniary interest.

### **120. QUESTIONS SUBMITTED UNDER PROCEDURE RULE 10.3**

There were no questions submitted under Procedure Rule 10.3.

## **121. REQUESTS FOR DISPENSATIONS**

The Monitoring Officer reported that two requests for dispensations in relation to disclosable pecuniary interests had been received from Stanwick and Ashton Parish Councils.

The first request concerned Councillor I Campbell of Ashton Parish Council who had a Disclosable Pecuniary Interest in the Green at Ashton by virtue of his tenancy of the Chequered Skipper Public House. The request was for an extension of the dispensation granted by the Committee in November 2014.

The second request concerned Councillor D Munday who had a Disclosable Pecuniary Interest in a plot in Stanwick Cemetery which was managed by Stanwick Parish Council. The Parish council discussed and made decisions on a number of activities which were carried out as part of this management role.

Reflecting on the second request, it was recognised that this issue could impact on many members of town and parish councils across the district and it was proposed that authority be delegated to the Monitoring Officer to grant dispensations in such cases without recourse to a decision from the committee.

### **RESOLVED:**

- i) That a dispensation be granted under S33 (2) (c) of the Localism Act to Cllr I Campbell, member of Aston Parish Council, until August 2019 to enable his involvement in Parish Council discussions and decisions relating to the management of the Green at Ashton unless these discussions involve any changes in rights, responsibilities or charges for the use of the Green by the Chequered Skipper public house.
- ii) That a dispensation be granted under S33 (2) (c) of the Localism Act to Cllr D Munday, member of Stanwick Parish Council, until August 2019 to enable his involvement in Parish Council discussions and decisions relating to the management of Stanwick Cemetery unless these discussions involve any changes in rights, responsibilities or charges for the use of the cemetery plot in which he has a disclosable pecuniary interest.

*(Reason: to allow these councillors to represent their communities on issues of wider community concern in relation to the Parish Council's management of these spaces whilst acknowledging the personal interest they have in part of the space).*

- iii) That authority be delegated to the Monitoring Officer to grant dispensations to members of town or parish councils to enable their involvement in discussions and decisions relating to the management of cemeteries where they have a DPI in a relevant cemetery.

*(Reason: to enable expedient decision making on the granting of dispensations in such cases).*

## **122. 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 held in July 2015 to date.

She reported that following the elections held in May 2015, all District Councillors and 87% of town and parish councillors had returned their Register of Interest forms. Anecdotal evidence suggested that performance for the district was strong compared to neighbouring authority areas across Northamptonshire.

Following the discussions at the last meeting, letters had been sent to the clerks of the parish councils which at that point had not returned any forms. These produced responses from councillors at only one of the councils concerned and individual letters would now be sent to all councillors who had not returned a Register. The Monitoring Officer also reported that one councillor was seeking to withhold the publication of part of their Register of Interests because of fear of related crime. She was in discussion with local police as to the level of risk associated with these circumstances.

Since the previous meeting, the Monitoring Officer had received eight enquiries relating to standards issues and eight new town and parish council complaints had been received, all of which related to the same parish council. Initial assessment determinations had been issued on these complaints and the period for submitting any appeals against those determinations was currently running.

**RESOLVED:**

That the report be noted.

**Chairman**

# SCRUTINY COMMITTEE

**Date:** 9 September 2015

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

**Time:** 7.30 pm

**Present:** Councillors:- **Jake Vowles** (Chairman)  
**David Jenney** (Vice Chairman)  
Rosalie Beattie Janet Pinnock  
Helen Howell Valerie Raven-Hill  
Dorothy Maxwell Geoff Shacklock

## **123. MINUTES**

Subject to an additional sentence referring to the Public Transport review, the minutes of the meeting held on 8 July 2015 were approved.

## **124. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor John Farrar and Sylvia Hughes.

## **125. DECLARATIONS OF INTEREST**

No declarations of interest were noted.

## **126. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3**

There were no questions submitted under Council Procedure Rule 10.3.

## **127. UPDATE ON CALL-IN OF POLICY DECISIONS**

The committee was presented with an update on the activities of the council's policy committees and sub-committees and decisions taken in the previous two months. Updates were provided on the Finance Sub-Committee, Planning Policy Committee and Policy & Resources Committee.

As Councillor S. Hughes had submitted an apology, an update on the activities of the Personnel Sub-Committee was provided by officers.

It was noted that no issues requiring call-in had been considered by the policy committees or sub-committees since the last meeting of the Scrutiny Committee in July.

## **RESOLVED**

That the update on the call-in of policy decisions be noted.

## **128. PLANNING SERVICES – SERVICE PLAN**

The Head of Planning Services attended the meeting to present the detail of the service plan for his service area for 2015/16. The committee noted the structure of the service area, which had seen a number of changes in management personnel in recent year and the specific challenges and work streams that were underway to assist economic growth and the development of the built environment across the district.

The committee welcomed the information provided and noted the challenges facing the service area, which had been amplified by the impending departure of the Head of Planning Services. Members made a number of observations on the performance of the service, and queried the processes applied in administering planning applications, capacity for enforcement activity and the level of homelessness in the district.

Discussions also focused on the number of applications that were called-in for consideration by the Development Management Committee. Members referred to the possibility that the current target of 10% of applications was too low and the Head of Planning Services indicated that the threshold could be higher.

### **RESOLVED:**

That the Head of Planning Services be thanked for the presentation and the content of the service plan be noted.

## **129. QUARTERLY PERFORMANCE REPORT – QUARTER 1 2015-16**

The Corporate Support Manager presented a report detailing the performance of the council in respect of agreed indicators and other statistics for the period from April to June 2015.

Members considered the overall performance of the council and more detailed measures in respect of Land Charges and the Waste Team. The committee also noted the achievements of the various service areas of the council.

### **RESOLVED:**

That the report be noted.

## **130. PUBLIC TRANSPORT SCRUTINY GROUP – TERMS OF REFERENCE**

In the opinion of the Chairman, this item of business was urgent under the provisions of Section 100B(4) of the Local Government Act 1972.

It was reported that Councillors Howell, J. Pinnock and Shacklock had held an initial meeting in August to scope the work of the public transport scrutiny exercise. Having drafted terms of reference, it was necessary for the committee to give approval in order for activities to continue.

### **RESOLVED:**

That the Terms of Reference for the Public Transport Scrutiny Group be:

- (i) To establish the commercial and voluntary public transport services provided in the district and connections to public transport in adjoining areas.

- (ii) To evaluate public transport services in the district and identify any gaps in the services provided in relation to:
  - a) Access to medical facilities
  - b) Access to leisure facilities (including Rushden Lakes and Stanwick Lakes)
  - c) Access to locations providing employment opportunities for younger people.
- (iii) To make recommendations to the Scrutiny Committee on measures that East Northamptonshire Council could take to improve or promote public transport access to the above facilities/locations.

**Chairman**

# LICENSING COMMITTEE

Date: 16 September 2015

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:- **Glenvil Greenwood-Smith (Chairman)**  
**Barbara Jenney (Vice-Chairman)**

**Tony Boto**

**Richard Gell**

**Roger Glithero**

**Helen Howell**

**Dorothy Maxwell**

**Andy Mercer**

**Gill Mercer**

**Peter Wathen**

## 131. CHAIRMAN'S WELCOME

The Chairman welcomed Councillor Barbara Jenney to her first meeting as Vice Chairman of the Committee. He also extended a welcome to PC Dave Bryan of Northamptonshire Police, as well as new committee members.

Reflecting on the retirement of the committee's most recent clerk, the Chairman reported that Louise Tyers would join the council on 21 September 2015 and would support the committee and its panels henceforth.

Reference was also made to the secondment of Jenny Walker to the role of Interim Health Protection Manager and the Chairman thanked her for her good work and welcomed her to the committee meeting.

## 132. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Anna Sauntson.

## 133. MINUTES

The minutes of the meeting held on 4 March 2015 were approved and signed by the Chairman as a correct record.

## 134. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 135. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

It was reported that no questions had been received under Procedure Rule 10.3.

### **136. LICENSING LEGISLATION - UPDATE**

The Interim Health Protection Manager presented a report outlining changes to the licensing legislation and guidance and updated Members on licensing matters.

The report detailed the implications of the Deregulation Act 2015, the provisions of which had been previously discussed by the committee in March 2015 (minute 410 refers). It was noted that commencement dates for various parts of the Act were spread over a number of dates.

Reference was also made to the Legislative Reform (Entertainment Licensing) Order 2014 which had made change to regulations regarding live and recorded music entertainment. From 6 April, there would be no requirement for a licence for live (indoor and outdoor) and recorded music (indoor only) from 0800 hours to 2300 hours and with an audience not exceeding 500 people.

The committee discussed the issue of Child Sexual Exploitation at length and particular reference was made to the information leaflet on the subject which would be provided in all renewal and new driver applications. It was suggested that failure to attend compulsory training on and understand policies in respect of child sexual exploitation could be incorporated as a reason for refusing a licence application in the future.

In an update to the report, it was noted that applicants for new taxi licences would be required to sign two separate declarations giving permission to the council, Northamptonshire Police and the Driver and Vehicle Licensing Agency (DVLA) to access and check their criminal record and DVLA records throughout the life of their licence.

The Chairman made reference to the imminent retirement of PC Kevin Murphy of Northamptonshire Police and members joined him in paying tribute to the work that PC Murphy had done to uphold the licensing objectives with the council across the district.

#### **RESOLVED:**

1. That the report be noted.
2. That the Chairman write to PC Kevin Murphy of Northamptonshire Police conveying the thanks and best wishes of the committee for a long and happy retirement.

### **137. EXCLUSION OF PUBLIC AND PRESS**

#### **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972 may be disclosed.

### **138. LICENSING ACTIVITY AND UPDATE REPORT**

The Committee received a report detailing applications received under the Licensing Act 2003 in the previous six months, broken down into new licences and licence variations, Temporary Event Notices and personal licence applications received.

Members discussed the licensing activity and reviewed the data made available within the report and sought clarification in respect of specific activity in respect of a number of licensed premises across the district. It was noted that the data lacked qualitative insight and that in future a more detailed breakdown analysing specific circumstances may be of greater benefit to the committee in reviewing activity in East Northamptonshire.

**RESOLVED:**

That the contents of the report be noted

**Chairman**

# POLICY AND RESOURCES COMMITTEE

**Date:** 21 September 2015

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

**Time:** 7.30pm

**Present:** Councillors: Richard Lewis (Chairman)  
Glenvil Greenwood-Smith (Vice-Chairman)  
Glenn Harwood MBE (Deputy Leader of the Council)

Tony Boto	Helen Harrison
David Brackenbury	Dudley Hughes JP
Wendy Brackenbury	Andy Mercer
Val Carter	Sarah Peacock
Roger Glithero	Rupert Reichhold

Councillors Dorothy Maxwell and Peter Wathen attended as observers.

## 139. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Steven North and Anna Sauntson and Glenn Hammons (Chief Finance Officer).

## 140. MINUTES

The minutes of the meeting held on 27 July 2015 were approved and signed by the Chairman.

## 141. DECLARATIONS OF INTEREST

The following interest was declared in the Agenda item specified below:

Councillor	Agenda item	Nature of Interest	DPI	Other Interest
Andy Mercer	Climate Change Strategy 2014-2017	Member of North Anglia Flood and Coastal Committee		Yes

## 142. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

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

### **a) Finance Sub-Committee – 7 September 2015**

The minutes of the meeting of the Finance Sub-Committee held on 7 September 2015 were received (see pages 105 to 107) and the following recommendation was considered.

The Chief Executive provided an update concerning the distribution of recycling credits where it was noted under minute 5 that distribution payments to District/Borough Councils had been paused. The Chief Executive of Northamptonshire County Council had subsequently confirmed that payments would continue to be made to District/Borough Councils and further discussions would take place at the County Chief Executives' meeting taking place the following week.

### **Minute 5 – Budget Monitoring to 31 July for 2015/16**

## **R2. RESOLVED TO RECOMMEND:**

That an increase to the Approved Capital Programme budget in respect of the following items be approved:

- i) The late Nene Centre Roof invoice of £3,000 to be met from existing capital reserves
- ii) An increase of £20,000 for the purchase of additional wheeled bins, to be funded through an additional revenue contribution to capital.

*(Reason – to follow the formal process for approval of the amendment to the Capital Programme Budget for 2015/16.)*

## **144. STATEMENT OF GAMBLING POLICY**

The Interim Health Protection Manager reported that the Gambling Act 2005 required each licensing authority to publish a Statement of Licensing Principles, otherwise known as the Gambling Policy. ENC's current policy had been in place for the past three years and a review was required to be undertaken and public consultation to be carried out on the proposed revised policy.

The Gambling Act required the licensing authority to determine a resolution on the provision of casinos within the District which then formed part of the Statement of Licensing Principles (Gambling Policy). The Council had previously agreed not to have a policy on casinos within the District (a 'no casino' resolution) which had been included in the current policy. Whilst this resolution could be revoked by a counter resolution being passed, there were currently no casinos located within the District and none had been applied for and it was therefore considered that a continuation of the 'no casino' resolution was appropriate.

In response to Members' questions concerning the control of on-line gambling, the Interim Health Protection Manager would ascertain the powers available to the Gambling Commission and provide a response to Members after the meeting.

**RESOLVED:** That

- i) the draft Statement of Licensing Principles under the Gambling Act 2005 attached to the report be approved for the 6 week consultation period.

*(Reason - To accord with legislation)*

- ii) the 'no casino' resolution as in the existing policy under Section 166 of the Gambling Act 2005 be approved

*(Reason - To accord with legislation and current council policy)*

#### **145. CONTAMINATED LAND INSPECTION STRATEGY**

The Interim Environmental Protection Manager reported that Under Part IIA of the Environmental Protection Act 1990 local authorities in England had been given responsibilities for regulating contaminated land incorporating an inspection function and an enforcement function.

There was a statutory requirement for each local authority to publish a strategy for carrying out the inspection of its area to identify land that may be contaminated. ENC had first published its Contaminated Land Strategy in June 2001 and Statutory Guidance required local authorities to keep its strategy under periodic review. The current ENC strategy had been produced in 2006.

**RESOLVED:** That,

subject to any necessary grammatical changes being made, the revised strategy attached at Appendix 1 to the report be adopted.

*(Reason - to accord with legislation and statutory guidance)*

#### **146. CLIMATE CHANGE STRATEGY 2014 – 2017**

The Interim Environmental Protection Manager submitted a report advising the Committee of the outcome of the Northamptonshire Climate Change Strategy 2010-2014 and associated annual action plans over the past four years and seeking approval of the proposed Northamptonshire Climate Change Strategy 2014-2017 and first year action plan.

**RESOLVED:**

That the revised strategy attached to the report be adopted.

*(Reason – to have a policy in place for the period 2014-2017 in collaboration with other Authorities)*

#### **147. FEES AND CHARGES FOR LAND CHARGES, TAXIS AND SAFER FOOD BETTER BUSINESS PACKS**

The Interim Head of Customer and Community Services reported that revised fees and charges for Land Charges, Taxi Driver and Operator Licences and Safer Food Better Business Packs were being sought. This had arisen as a result of the following:

- i) An internal audit report conducted in 2014 on the land charges service had recommended a review of the fees and charges element of the service be carried out.
- ii) The Deregulation Act 2015 introduced changes to the length of time licences for taxi drivers and private hire operators should be issued for. The legislation had taken effect in October 2015 and, consequently, revised fees and charges were required.
- iii) The fees and charges made by the ENC Print Room had recently been reviewed and this has impacted on the fee currently paid by businesses for a copy of the food safety management system known as Safer Food Better Business.

**RESOLVED:**

That the amendments to the Fees and Charges for Land Charges, Taxis and Safer Food Better Business Packs set out in the report be adopted.

*(Reason – to ensure that the Council meets financial requirements and accord with legislation)*

**148. ENTERPRISE ZONE – UPDATE ON SUBMISSION OF BID**

The Chief Executive reported that a bid for a Corby & East Northamptonshire Enterprise Zone covering the Rockingham area of East Northamptonshire and nearby sites in Corby had been submitted by the Northamptonshire Enterprise Partnership on 18 September 2015 and consultants had been engaged to advise on various issues relating to the Enterprise Zone. An initial approval decision was now awaited.

The Chief Executive outlined the governance arrangements which would be applied and confirmed that there would be ENC Member representation on a sub-board of the Enterprise Partnership and, therefore, involvement in the governance arrangements.

**149. EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items 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.

**150. HOUSING POLICY WORKING PARTY**

The Housing Strategy and Delivery Manager reported that the Council would be required to undertake a number of significant pieces of work in relation to housing and housing policy issues over the coming months. Accordingly, the Committee was requested to re-institute the Housing Policy Working Party and appoint Members to it.

**RESOLVED:** That

- i) the reinstatement of a Housing Policy Working Party be approved.
- ii) the Terms of Reference for the Housing Policy Working Party set out in Appendix 1 be approved:

- iii) Councillors Tony Boto, Richard Lewis, Steven North, Sarah Peacock and Rupert Reichhold be appointed to the Housing Policy Working Party.

*(Reason – to ensure the continued relevance and appropriateness of the council's policies and procedures)*

#### **151. COVENANT CONSENT – SANDLANDS AVENUE, BRIGSTOCK**

The Head of Resources and Organisational Development presented a report seeking approval for covenant consent for works to a property in Sandlands Avenue, Brigstock and set out the background to the request being made and the legal procedures involved.

**RESOLVED:** That

- i) the restrictions set out in paragraph 1.3 of the report be lifted.
- ii) where legal advice confirms that a premium cannot be charged by the Council to remove a consent from a property sold under the Right to Buy legislation, each of the following officers be given delegated authority to determine a request made:  
Chief Executive  
Executive Director  
S151 Officer  
Head of Resources and Organisational Development.

*(Reason: to enable officers to respond to the request to lift the restrictions contained in the covenant on this property)*

**Chairman**

## Housing Policy Working Party

### Terms of Reference

#### 1. Membership

Members: Councillors Tony Boto, Richard Lewis, Steven North, Sarah Peacock and Rupert Reichhold

<b>Lead Officers:</b>	Sharn Matthews Richard Palmer Jenny Walker Karen Pell Carol Conway Louise Bagley Aine Cooper	Executive Director Planning Policy Manager Health Protection Manager Environmental Protection Manager Housing Strategy and Delivery Manager Housing Services Officer Housing Enabling Officer
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There may also be a need to involve other officers as and when required, such as representatives from Benefits, Finance, or Planning Services as well as from our Registered Housing Providers and other partners.

#### 2. Terms of Reference

- i. To consider any proposed changes to the terms and conditions of the Contract for the Housing Options Service prior to presentation to Policy and Resources Committee
- ii. To review the Housing Allocation Policy for presentation to Policy & Resources Committee
- iii. To steer the development of flexible and fair housing policies for the provision, adaptation and allocation of accessible properties for presentation to Policy and Resources Committee
- iv. To steer the development of a Supplementary Planning Document in respect of the Housing Mix Requirements for the district for presentation to Planning Policy Committee
- v. To consider the consequences for housing in the district, and report any recommended action to the appropriate committee, as a result of
  - a. Changes to the Right to Buy and rent setting legislation for housing associations
  - b. Welfare reform and in particular the introduction of Universal Credit
  - c. The current refugee crisis.
- vi. If appropriate following the review of the Allocations Policy and changes to legislation, to review the Tenancy Strategy for presentation to Policy & Resources Committee



## Finance Sub-Committee

### Minutes of a meeting held on Monday 7 September 2015 at 7.30pm, East Northamptonshire House, Thrapston

**Present:** Councillors: Richard Lewis (Vice-Chairman in the Chair)  
Val Carter  
Glenvil Greenwood-Smith  
Glenn Harwood MBE

Councillor Dorothy Maxwell attended as an observer

**Officers:** Glenn Hammons (Chief Finance Officer)  
Michelle Drewery (Finance Manager)  
Katy Everitt (Head of Resources and Organisational Development)

#### **1.0 MINUTES**

1.1 The minutes of the meeting of the Finance Sub-Committee held on 22 June 2015 were approved and signed by the Vice-Chairman.

#### **2.0 APOLOGIES FOR ABSENCE**

2.1 Apologies for absence were received from the Chairman of the Sub-Committee, Councillor Steven North, Councillors David Brackenbury and Roger Glithero and the Chief Executive, David Oliver.

#### **3.0 DECLARATIONS OF INTEREST**

3.1 No declarations of interest were made.

#### **4.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

4.1 There were no questions submitted under Procedure Rule 10.3.

#### **5.0 BUDGET MONITORING TO 31 JULY FOR 2015/16**

5.1 The Finance Manager presented a report providing an update on the forecast Revenue and Capital positions against the approved budgets for the period ended 31 July 2015.

- 5.2 It was noted that a £20,000 increase had been included in the capital programme for the wheeled bins scheme as part of the waste contract. The funding source was from within approved waste revenue budgets and was subject to approval by Council.
- 5.3 The forecast outturn for 2015/16 was shown being £3,000 above budget. This had arisen following the receipt of a legitimate late invoice relating to works carried out on the Nene Leisure Centre roof after the project had been removed from the programme due to its completion and approval to fund this from existing capital reserves was being sought.
- 5.4 The Sub-Committee was apprised of the outcome of a meeting which had taken place earlier in the day between District/Borough Councils and the County Council regarding the distribution of Recycling Credits. Payments to District/Borough Councils in Northamptonshire had been paused and legal advice was being sought on the position by District/Borough Councils in the County. It was noted that Recycling Credits distributed to ENC amounted to approximately £600,000 annually, of which some £36,000 was from Green Waste Recycling Credits.

**RESOLVED:**

That the revenue, capital and reserves positions for 2015/16 be noted.

*(Reason – information / monitoring report – no decision required)*

**RESOLVED TO RECOMMEND TO COUNCIL:**

That an increase to the Approved Capital Programme budget in respect of the following items be approved:

- i) The late Nene Centre Roof invoice of £3,000 to be met from existing capital reserves
- ii) An increase of £20,000 for the purchase of additional wheeled bins, to be funded through an additional revenue contribution to capital.

*(Reason – to follow the formal process for approval of the amendment to the Capital Programme Budget for 2015/16.)*

**6.0 TREASURY MANAGEMENT REPORT TO 31 JULY FOR 2015/16**

- 6.1 The Chief Finance Officer presented a report setting out the current position for Treasury Management for the period to 31 July 2015.
- 6.2 It was reported that the Council had recently appointed Capita as its Treasury Management advisor to provide support and advice on financial management matters. Capita had offered to provide a briefing session for Members on its role and this could be arranged to take place prior to the next meeting of the Sub-Committee.

**RESOLVED:**

That the Treasury Management performance for the period to 31 July 2015 be noted.

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

## **7.0 EXCLUSION OF PUBLIC AND PRESS**

### **7.1 RESOLVED:**

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

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

8.1 The Head of Resources and Organisational Development presented a report providing the Sub-Committee with an update on progress made in relation to the sale of Council owned land and buildings, together with information about remaining Council-owned land sites and the Sub-Committee was asked to determine whether any of these remaining sites should be sold.

### **RESOLVED:** That

- i) the contents of the update report be noted.
- ii) the transfer of 16 garages to Spire Homes be completed.
- iii) the Council be registered as the owners of the Single Garage at Oundle.
- iv) the grazing land at Kings Cliffe be placed back on the market for sale should the contracts not be signed by the current prospective purchaser by the end of September 2015.
- v) the Council-owned land assets identified in section 5.1 of the report be not marketed for sale at the present time and the options available for the disposal or development of the five sites identified in Rushden and Raunds be explored and a further report be submitted to this Sub-Committee.

*(Reason: to note the progress on the sale of assets and help the Council to provide financial stability)*

**Chairman**