

COUNCIL MEETING

Date: 11 April 2016

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
David Brackenbury
Wendy Brackenbury
Val Carter
John Farrar
Richard Gell
Glenvil Greenwood-Smith
Roger Glithero JP
Helen Harrison
Sylvia Hobbs
Helen Howell
Dudley Hughes JP
Sylvia Hughes
Barbara Jenney

David Jenney
Lance Jones
Dorothy Maxwell
Andy Mercer
Gill Mercer
Sarah Peacock
Ron Pinnock
Valerie Raven-Hill
Geoff Shacklock
Phillip Stearn
Robin Underwood
Peter Wathen
Pam Whiting

429. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Rosalie Beattie, Marian Hollomon, Richard Lewis, Janet Pinnock, Roger Powell, Anna Sauntson, Alex Smith and Jake Vowles.

430. MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings held on 24 February 2016 and 2 March 2016 were agreed as true and correct records of the proceedings.

431. DECLARATIONS OF INTEREST

The following interests were declared in the items listed below:

Member	Item	Nature of Interest	DPI	Other Interest
Councillors Richard Gell and Pam Whiting	Higham Ferrers Neighbourhood Plan Procedures for Making the Plan	Members of Higham Ferrers Town Council and Neighbourhood Plan Steering Group		Yes (took no part in the discussion or voting thereon)

432. ANNOUNCEMENTS BY THE CHAIRMAN AND CHIEF EXECUTIVE

The Chairman made the following address to the meeting:

Heading towards the end of my year, there has been plenty to report on. These are some of the events we have attended since my last report.

The Daventry District Chairman Cllr Deanna Eddon held a charity race night at Towcester race course where the dogs were more successful than the punters. Everyone had a good time and funds were raised for the Chairman's charity the Peter Spencer memorial fund.

I attended along with my guest Cllr Isabella Rollings, the Northampton Mayors Charity Fashion show at the Guild Hall which was compared by Radio Northampton's John Griff. The show was supported by well known fashion houses and raised funds for Marie Curie.

We attended Northamptonshire County Council Chairman Cllr Phil Larratt's dinner and dance at the Saints Rugby Club which was well attended and an excellent night was had by all with a charity auction which raised £2K.

Rushden Mayor Cllr Kaye Rawlins held a 1920's dinner and dance night at the Pemberton Centre. Lots of guests made an effort to dress up as flappers and gangsters, there was a great band and cooked buffet and once again money was raised for charity.

Raunds Mayor, our very own Cllr Helen Howell held her Civic Service and citizen awards. There were several nominations for selfless community minded residents all deserving of an award. I feel as Civic leaders it is important to show recognition of those among us who truly make a difference to others in our District.

In the age of bad news and cut backs, I have good news to report on. At the beginning of my year I stated I would be happy to write grant applications for local organisations seeking funding for good causes.

In the last year four organisations have approached me which I have written grant applications for. Two applications to date have been successful and two are still pending. I will be reporting on the grants and the funds raised from my charity events throughout the year in my final report next month.

The Chief Executive had no announcements to make.

433. LEADER'S ADDRESS

The Leader of the Council had no address to make to this meeting.

434. REPORTS OF COMMITTEES

(a) Joint Standards Complaints Committee – 29 February and 23 March 2016

The reports of the above Committee, presented by the Chairman, Councillor Andy Mercer, were received.

(b) Licensing Committee – 7 March 2016

The report of the above Committee, presented by the Chairman, Councillor Glenvil Greenwood-Smith, was received.

(c) Planning Management Committee – 9 and 30 March 2016

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

(d) Scrutiny Committee – 14 March 2016

The report of the above Committee, presented by the Vice-Chairman, Councillor David Jenney, was received.

(e) Policy and Resources Committee – 21 March 2016

The report of the above Committee, presented by the Vice-Chairman, Councillor Glenvil Greenwood-Smith, was received.

RESOLVED:

That the recommendations in the following minutes be approved:

406 Food Law Enforcement Service Plan and Health and Safety Service Plans 2016-17

That the Food Law Enforcement and the Health and Safety Service Plans 2016-17 be approved.

(Reason: To accord with statute and the Council's constitution.)

408 Changes in Dog Control Legislation – The Microchipping of Dogs (England) Regulations 2015

- (i) That the Council adopt The Microchipping of Dogs (England) Regulations 2015.
- (ii) That authority be delegated to the Executive Director, Head of Environmental Services, Waste Services Manager, Environmental Protection Manager, Health Protection Manager, Waste Management Officer and Environmental Services Officer to:
 - a) Serve on the keeper of a dog which is not microchipped a notice requiring the keeper to have the dog microchipped within 21 days.
 - b) Arrange for a dog to be microchipped, where the keeper has failed to comply with a notice, and recover the cost of doing so.
 - c) Take possession of a dog without the consent of the keeper for the purpose of checking if it is microchipped or for the purpose of microchipping.

(Reason: To ensure legislative compliance and the appropriate governance framework is in place within the Constitution.)

(f) Planning Policy Committee – 4 April 2016

The report of the above Committee, presented by the Chairman, Councillor David Brackenbury, was received.

RESOLVED:

That the recommendation in the following minute be approved:

426 Higham Ferrers Neighbourhood Plan Procedures for Making the Plan

That Council makes the Higham Ferrers Neighbourhood Plan.

(Reason: To support progression of the Higham Ferrers Neighbourhood Plan to adoption).

435. OTHER REPORTS

(a) From Representatives on Outside Bodies

There were no reports from the Council's representatives on outside bodies.

(b) Licensing Panels

(i) Liquor and Gambling – 14 March and 22 March 2016

The minutes of the meetings of the Licensing (Liquor and Gambling) Panel held on 14 and 22 March 2016 were received.

(ii) Taxi and Miscellaneous – 21 March 2016

The minutes of the meeting of the Licensing (Taxi and Miscellaneous) Panel held on 21 March 2016 were received.

(c) Leisure Procurement Working Party - 16 November 2015, 9 December 2015, 13 January 2016 and 4 February 2016

The minutes of the meetings of the Leisure Procurement Working Party held on 16 November 2015, 9 December 2015, 13 January 2016 and 4 February 2016 were received.

436. MOTIONS

Councillor Steven North proposed the motion set out in item 8 of the Agenda, which was seconded by Councillor Glenn Harwood MBE subject to the words "and that this Council agrees to set up a fund of up to £25,000 to cover its share of any costs there may be to achieve the Council's aims" being added to the end of the second paragraph of the motion included in the Agenda.

Councillor North indicated his willingness to incorporate the revised wording into the motion and, accordingly, the following motion was duly proposed and seconded:

“The Government, under the guise of devolution, has indicated the current ways of working are not fit for purpose.

East Northamptonshire Council will work with all partners to find the best way forward, that delivers our Corporate Plan, is most economically sound, and delivers quality services to this area and that this Council agrees to set up a fund of up to £25,000 to cover its share of any costs there may be to achieve the Council’s aims”.

Following discussion on the need for re-organisation in local government; the need for all options to be examined and that any report should be independent, and an objective of genuinely meaningful devolution being achieved, it was thereupon

RESOLVED:

That the following motion be adopted

The Government, under the guise of devolution, has indicated the current ways of working are not fit for purpose.

East Northamptonshire Council will work with all partners to find the best way forward, that delivers our Corporate Plan, is most economically sound, and delivers quality services to this area and that this Council agrees to set up a fund of up to £25,000 to cover its share of any costs there may be to achieve the Council’s aims”.

437. QUESTIONS

It was reported that no questions had been received.

438. PAY POLICY 2016/17

The Chief Executive presented a report seeking Council approval for the Pay Policy for 2016/17.

The Localism Act 2011 required a pay policy to be approved by Full Council each year. The proposed Pay Policy for 2016/2017 was essentially the same as the 2015/16 Policy, updated with the new pay structures and new pay comparisons.

RESOLVED:

That the Pay Policy 2016/2017 attached to the report be approved.

439 FUTURE APPROACH TO PLAN MAKING WITHIN THE DISTRICT

The Head of Planning Services presented a report seeking consideration by the Council of the most appropriate future approach to plan making within the District in the light of recent government guidance and local progress on Neighbourhood Plans.

The report set out the implications, costs and timescales of two available options, Option 1 for a District Wide Local Plan and Option 2 for a Four Towns Plan and Remainder of the District Local Plan. The progression of a Local Plan for the whole of the District would delay adoption by approximately 7 months beyond the anticipated adoption date for continuing with the Four Towns Plan and incorporating it into a single District Plan although every effort would be made to minimise this delay.

Councillor Andy Mercer expressed the view that a further option would be more appropriate and it was proposed by Councillor Mercer and seconded by Councillor Robin Underwood that

“Planning Policy resources within ENC be used to accelerate the completion of Neighbourhood Plans in the South of the District and, once these are completed, re-allocate the funds for the completion of a District-Wide Local Plan”

In response to questions from Members, the Head of Planning Services clarified the hierarchy of planning policy documents and the levels of protection afforded by them, particularly the status of Neighbourhood Plans before and after adoption.

On being put to the vote, the proposition was declared lost, with 9 Members voting in favour, 16 voting against and 2 noted abstentions.

The recommendation set out in the report was then duly proposed and seconded and on being put to the vote was declared carried with 18 Members voting in favour, 8 voting against and 1 noted abstention.

RESOLVED:

That approval be given to option 1 in the report (producing a single plan) as the most appropriate and cost efficient way forward for Plan Making in East Northamptonshire.

(Reason: This option provides the most efficient and cost effective approach for taking forward plan making in East Northamptonshire)

Chairman

GOVERNANCE AND AUDIT COMMITTEE

Date: 18 April 2016

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: Colin Wright (Chairman)
Peter Wathen (Vice-Chairman)
John Farrar Robin Underwood
Alex Smith

External attendees:

Yola Geen (Audit Manager KPMG - the Council's External Auditors)

Rachel Ashley-Caunt (Head of Internal Audit, Welland Internal Audit Consortium)

440. MINUTES

The minutes of the meeting held on 1 February 2016 were approved and signed by the Chairman.

441. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Barbara Jenney.

442. DECLARATIONS OF INTEREST

No declarations of interest were made.

443. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

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

444. WELLAND INTERNAL AUDIT CONSORTIUM – INTERNAL AUDIT PLAN & PERFORMANCE UPDATE 2015/16

The Head of Internal Audit presented a report which provided Members with information on the progress made by the Consortium on the delivery of the Annual Internal Audit Plan for 2015/16 and associated measures of performance. It was noted that 94% of the work set out in the Plan had been completed and one report was now outstanding.

The Committee expressed the importance of training for Members, particularly in finance matters, in order that Members were able to make informed decisions and examine and challenge financial proposals appropriately. Members requested further information on attendance at training by Councillors be provided to a future meeting.

RESOLVED:

That the progress and performance of the Consortium and the key findings from audits delivered during the period be noted.

(Reason: To review the performance of Internal Audit against the agreed plan and any key findings regarding the council's risk management and control arrangements in accordance with the Public Sector Internal Audit Standards)

445. WELLAND INTERNAL AUDIT CONSORTIUM – INTERNAL AUDIT CHARTER

The Head of Internal Audit presented a report seeking approval of the Internal Audit Charter which defined the internal audit activity's purpose, authority and responsibility.

An annual review of the Internal Audit Charter had been undertaken to confirm that it remained fit for purpose and compliant with good practice and the Public Sector Internal Audit Standards. No material changes had been made to the document or audit approach following the review, with three minor changes to the Charter being proposed.

RESOLVED:

That the Internal Audit Charter attached to the report be approved.

(Reason: To approve the internal audit activity's purpose, authority and responsibility within the organisation in accordance with the Public Sector Internal Audit Standards)

446. WELLAND INTERNAL AUDIT CONSORTIUM – AUDIT PLAN 2016/17

The Head of Internal Audit presented a report seeking approval of the Internal Audit Plan for 2016/17, in line with the requirements of the Public Sector Internal Audit Standards.

RESOLVED: That

- i) the Internal Audit Plan for 2016/17 attached to the report be approved..

(Reason: To confirm that the planned activities of the Internal Audit service provide the required range of assurances for the year ahead and, in doing so, evidence compliance with the Public Sector Internal Audit Standards)

- ii) the Section 151 Officer, in consultation with the Chairman and Vice-Chairman of the Governance and Audit Committee, be authorised to make amendments to the Plan during the financial year, if required.

(Reason: To enable the Internal Audit service to respond to changes in the risk environment and ensure coverage of key risk areas)

447. EXTERNAL AUDIT PLAN 2015/16

The External Audit Manager presented a report setting out how the Council's External Auditors (KPMG) proposed to deliver the financial statement audit work for ENC, together with the approach to be taken to value for money work for 2015/16 taking into account new guidance issued by the National Audit Office.

RESOLVED:

That the contents of the report and the External Audit Plan 2015/16 be noted.

(Reason: This is an information report which sets out the arrangements for 2015/16 External Audit of the Statement of Accounts)

448. EXTERNAL AUDIT PROGRESS REPORT AND TECHNICAL UPDATE

The Finance Manager presented a report providing an overview of audit progress and a technical update prepared by the Council's External Auditors (KPMG) in delivering their responsibilities. The report also highlighted the main technical issues currently having an impact on local government.

RESOLVED:

That the contents of the report be noted.

(Reason: This is an information report which sets out the progress that has been made by KPMG in delivering their responsibilities as our external auditors)

449. SECTOR-LED EXTERNAL AUDITOR APPOINTMENT PROPOSAL

The Finance Manager presented a report setting out the proposal by the Local Government Association (LGA) for the appointment of Public Sector Audit Appointments (PSAA) as the Sector-led body for the appointment of external auditors from 2018/19.

The Local Audit and Accountability Act 2014 had included transitional arrangements covering the audit contracts originally let by the Audit Commission in 2012 and 2014. These contracts covered the audit of accounts up to 2016/17, and gave the Department for Communities and Local Government (DCLG) the power to extend these contracts to 2019/20.

The LGA had established an independent company (PSAA) to take on the management of the external audit contracts for local public bodies following the closure of the Audit Commission during the interim period.

DCLG had announced that the audit contracts for large local government bodies, including district councils, would be extended to include the audit of the 2017/18 financial statements. From 2018/19, local government bodies would need to appoint their own auditors.

The LGA has been successful in lobbying for legislation to include the provision for the establishment of a sector-led body to procure future audit contracts and proposes to support the appointment of PSAA as the sector-led body for local government.

In order for the LGA to continue progress to secure efficient, cost effective and good quality arrangements, they had requested an expression of interest by 30 April 2016 from each council. This would not be a binding commitment and the LGA would issue formal invitations later in the year.

RESOLVED:

That an expression of interest be submitted to the Local Government Association

(Reason: To ensure that the proposal from LGA for the appointment of external Auditors can be considered as an option and that the council can satisfy its obligations in appointing an external auditor in accordance with the deadline of 31 December 2017).

450. RISK MANAGEMENT UPDATE QUARTER 4 2015/16

The Finance Manager presented a report on the Council's current risk scores for quarter 4 of 2015/16.

It was noted that the item for "loss due to major Court cases" had been revised from a score of 9 to a score of 6 following the recent conclusion of a case.

The new risk included in relation to "inappropriate sharing of personal data with/between Members" had now been assessed and scored 9 on the Risk Register.

The Finance Manager provided the Committee with an update on overdue actions shown in the report. Some actions had now been completed and others were subject to revised completion dates.

RESOLVED:

That the current status of risks included in the report for March 2016 be noted.

(Reason: To ensure the Council has an up to date and effective risk reporting process in place)

451. PURCHASE ORDER STATUS

The Finance Manager circulated a report setting out the current status of purchase orders and the Council's performance in matching purchase orders with creditor payments. The report also proposed actions to improve the Council's performance.

The Finance Manager recommended that a more detailed review should be carried out on those invoices that did not have a purchase order raised in time in order to:

- Establish the reasons why purchase orders had not been raised in time
- Identify any other expenditure which should be excluded from the target
- Identify where further training and guidance was required across the organisation
- Understand the additional resource this work would consume across the Council

RESOLVED: That

- i) the contents of the report be noted and the proposed actions set out above be supported.
- ii) this item be included as a standing item on future Agenda for meetings of the Committee.

(Reason: To ensure the Council is able to manage its resources effectively and efficiently.

452. CUSTOMER AND COMMUNITY SERVICES RISK OVERVIEW

The Interim Head of Customer and Community Services attended for this item, supported by the Executive Director who has current responsibility for part of the service area and outlined the approach to risk management taken within the service; the high, medium and low risks recorded in the Risk Register for Customer and Community Services and future issues which might impact on risk and risk management.

Chairman

PLANNING MANAGEMENT COMMITTEE

Date: 20 April 2016

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: **Councillors:** Phillip Stearn **Chairman**
Gill Mercer **Vice Chairman**

Richard Gell
Roger Glithero JP
Helen Harrison
Sylvia Hobbs
Helen Howell
Dudley Hughes JP
Lance Jones

Andy Mercer
Ron Pinnock
Geoff Shacklock
Robin Underwood
Peter Wathen
Pam Whiting

453. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Barbara Jenney, Anna Sauntson, Alex Smith and Pam Whiting.

454. MINUTES

The minutes of the meeting held on 30 March 2016 were approved as a true and correct record of the proceedings.

455. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations Of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
Richard Gell	15/02271/FUL (Chelveston Renewable Energy Park, The Airfield, Chelveston)	Member of Group responsible for getting public rights of way on the site		Yes
Roger Glithero	15/02020/OUT (Car Park and Land Rockingham Motor Speedway, Mitchell Road, Corby)	Chairman of the Rockingham Motor Speedway Forum		Yes
Helen Howell, Andy Mercer, Gill Mercer	15/02249/FUL (Land Adjacent Skew Bridge Ski Slope, Northampton Road, Rushden)	Spoke at the public inquiry of the original application		Yes

Geoff Shacklock	16/00367/FUL (Land West of Fotheringhay Road, Tansor)	Known to applicant and agent		Yes (left meeting during this item)
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(b) Informal Site Visits

Councillor Roger Glithero declared that he had on a number of occasions visited the site at Car Park and Land at Rockingham Motor Speedway, Mitchell Road, Corby (15/02020/FUL).

Councillor Dudley Hughes declared that he had visited the site at The Bridge Service Station, Higham Road, Rushden (15/02223/FUL).

456. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

457. SECTION 106 AGREEMENTS – UPDATE

In accordance with Minute 280 from the meeting held on 28 November 2012, the Planning Development Manager 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.

The Planning Development Manager advised that the S106 Agreements for the applications listed below were being drafted:

- 14/02238/FUL Rushden Hospital
- 15/01976/VAR Grensons, Queen Street, Rushden

Members considered a request by the Planning Development Manager for an extension of time in respect of applications 10/00857/OUT Irthlingborough West until the end of June 2016 and 15/00990/FUL Church Street, Irthlingborough until 13 July 2016.

RESOLVED:

1. That the report be noted.
2. That the extensions in respect of applications 10/00857/OUT Irthlingborough West and 15/00990/FUL Church Street, Irthlingborough be approved.

458. PUBLIC SPEAKERS

The following people spoke on the items as indicated:

- **Christine Tetlow** - 15/02223/FUL - The Bridge Service Station, Higham Road, Rushden (Agent for the Applicant)
- **Councillor Dorothy Maxwell** - 15/02223/FUL - The Bridge Service Station, Higham Road, Rushden (Ward Member)

- **Andrew Elliott** - 15/002020/OUT – Car Park and Land, Rockingham Motor Speedway, Mitchell Road, Corby (Agent for the Applicant)

459. 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) 15/02223/FUL – The Bridge Service Station, Higham Road, Rushden

At the Planning Management Committee meeting held on 30 March 2016 the Committee had considered an application for the demolition of an existing petrol filling station, associated kiosk, garage service station and car wash area; to be replaced by a new petrol filling station, forecourt, kiosk with external storage area, retail concession, ATM jet wash, five customer parking bays (including one disabled parking bay), air and water unit, vacuum unit, replacement fuel tanks, lighting, CCTV and boundary treatments.

The Committee had agreed to defer the application to enable a site visit to take place and to allow officers to liaise with the applicant on the issues of noise levels, provision of a layby opposite and the hours of use.

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

Members noted that three letters had been received from nearby residents objecting to the application. Members also considered a letter from Shoosmiths Solicitors which had been received on the instruction of Councillor Dorothy Maxwell.

Councillor Robin Underwood asked that his thanks to Anne Dicks for her patience in dealing with the application and all parties be minuted.

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

Condition 8:

“Prior to commencement of the development hereby permitted, a scheme of management and servicing of the petrol filling station with regard to petrol tanker deliveries shall be submitted to and approved in writing by the Local Planning Authority. The Scheme shall demonstrate that tankers can enter and leave the site in a forward gear. The approved scheme shall thereafter be implemented in accordance with the approved details in perpetuity.”

Informative:

The applicant is asked to avoid tanker deliveries during peak school start and close times.

(ii) 15/02020/OUT – Car Park and Land, Rockingham Motor Speedway, Mitchell Road, Corby

At the Planning Management Committee meeting held on 30 March 2016 the Committee had considered an application which sought outline planning permission for the development of an employment park, comprising up to 121,703 sqm (gross) floor space for light industrial, general industrial (automotive production) and storage/distribution uses (all matters reserved)

The Committee had agreed to defer the application as there were a number of outstanding issues to be resolved.

The application had been brought before the Committee as the site area exceeded that which could be determined by the Head of Planning Services under the Scheme of Delegation.

Members noted that officers were now satisfied that outstanding highway matters had been satisfactorily resolved and a decision on the application could now be taken.

The Committee considered the impact of the application on traffic through the village of Deene particularly HGVs and the need for a mandatory weight limit. The Highways Officer from Northamptonshire County Council undertook to raise this issue with the Highways Authority and to meet with the Parish Council.

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

(iii) 15/02249/FUL – Land Adjacent Skew Bridge Ski Slope, Northampton Road, Rushden

The Committee considered an application for the erection of a leisure building to include a cinema, restaurant and retail units and other leisure uses, the erection of a cycle hire facility together with proposals for access, parking and servicing space, hard and soft landscaping and other associated works.

The application had been brought before the Committee as it did not fall within the Scheme of Delegation.

Members noted that both Rushden Town Council and Irthlingborough Town Council welcomed the application and twenty four letters had been received in support of the application. Members further noted that objections had been received from Deloitte Real Estate on behalf of the Grosvenor Shopping Centre, Bedford Borough Council and Kettering Borough Council.

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

(iv) 15/02271/FUL – Chelveston Renewable Energy Park, The Airfield, Chelveston

The Committee considered an application for the construction of a B2 (general industrial) manufacturing building with ancillary B1 (business) storage/office/facilities accommodation, staff parking and associated hardstanding/HGV parking/turning area.

The application had been brought before the Committee due to an objection received from Chelveston Parish Council.

Members noted that twenty four letters had been received objecting to the application. Members further noted that a letter of support had been received from the Northamptonshire Enterprise Partnership.

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

Councillor Geoff Shacklock left the meeting for the following item.

(v) 16/00367/FUL – Land West of Fotheringhay Road, Tansor

The Committee considered an application which proposed the erection of polytunnels on land to the west of Fotheringhay Road, Tansor.

The application had been brought before the Committee as it did not fall within the Scheme of Delegation.

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

Councillor Geoff Shacklock returned to the meeting.

(vi) 16/00212/FUL – Mill Farm Buildings, Kings Cliffe Road, Blatherwycke

The Committee considered an application for the erection of a large agricultural grain storage building.

The application had been brought before the Committee as the site area exceeded that which could be determined by the Head of Planning Services under the Scheme of Delegation.

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

460. APPEAL DECISION MONITORING REPORT

The Committee received a report which provided an update on the planning appeals determined by the Planning Inspectorate from 9 March 2016 to 1 April 2016.

RESOLVED:

That the report be noted.

Chairman

POLICY AND RESOURCES COMMITTEE

Date: 25 April 2016

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

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

Tony Boto
David Brackenbury
Wendy Brackenbury
Val Carter
Roger Glithero JP

Helen Harrison
Dudley Hughes JP
Andy Mercer
Sarah Peacock
Rupert Reichhold

461. MR GEORGE OSBORNE

The Committee held a moment of reflection in memory of Mr George Osborne, a former Chairman of the Council, who had recently passed away.

462. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Anna Sauntson.

463. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 21 March 2016 were approved and signed by the Chairman.

464. DECLARATIONS OF INTEREST

There were no declarations of interest.

465. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

466. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

a) Housing Policy Working Party – 17 February 2016

The minutes of the meeting of the Housing Policy Working Party held on 17 February 2016 were received (see pages 392 to 395)

b) Finance Sub-Committee – 6 April 2016

The minutes of the meeting of the Finance Sub-Committee held on 6 April 2016 were received (see pages 396 to 398).

c) Personnel Sub-Committee – 18 April 2016

The minutes of the meeting of the Personnel Sub-Committee held on 18 April 2016 were received (see pages 399 to 401).

467. STATEMENT OF PRINCIPLES – THE SMOKE AND CARBON MONOXIDE ALARM REGULATIONS 2015

The Interim Environmental Protection Manager submitted a report which introduced the Statement of Principles that was required to be published to enable East Northamptonshire Council to use the newly adopted powers under the Smoke and Carbon Monoxide Alarm Regulations 2015. The Statement of Principles set out how the Council would consider enforcement action and the level of fines.

The Regulations had come into force on 1 October 2015 and required a smoke alarm to be installed by the landlord on every floor of privately rented accommodation. It was also noted that, where an appliance that used solid fuel (such as a woodburning stove or an open fire) was present, a carbon monoxide alarm must be provided in the room where the appliance was installed. Where such alarms were not fitted, the Council had powers to install the alarms and issue a penalty charge of up to £5,000 to the landlord. In January 2016, the Committee agreed that the penalty charge should be set at the maximum available level of £5,000. The Statement of Principles now stated that the first offence would receive a fine of £1,000 and any subsequent offence would be £5,000, which was in line with neighbouring authorities.

Following a discussion on the proposal that if payment of a penalty charge was made within a specified time then the penalty would be reduced by £500, officers confirmed that the reduction was set out in the Regulations and was common practice for penalty charges.

RESOLVED:

That the Statement of Principles be adopted and published.

(Reason – to accord with legislation and provide consistency with the previous decision to adopt the Regulations.)

468. URGENT ITEM

The following item of business had been added to the published Agenda with the consent of the Chairman in accordance with Section 100B (4)(b) of the Local Government Act 1972 as following the Council's decision to develop one Part 2 Local Plan for the whole District, and a review of resources available to deliver two other key projects in Planning Services, there was an urgent need to bring in extra resource to ensure that all three projects could progress at a satisfactory pace.

469. PLANNING SERVICES – PROJECT RESOURCES

The Head of Planning Services submitted a report which sought permission to recruit an additional temporary member of staff in Planning Services to help drive forward a number of priority projects, specifically the Rushden East Sustainable Urban Extension Masterplan.

It was important that demonstrable progress was made with the Rushden East SUE Masterplan and therefore a further officer resource was required within the Planning Policy and Conservation Team to provide the extra capacity required to focus on the preparation of the Masterplan.

A new permanent Principal Planning Officer post for the Planning Policy and Conservation Team was about to be advertised and it was proposed that an additional temporary Principal Planning Officer post should also be advertised at the same time. The temporary post would be on an 18 month contract.

RESOLVED:

- (i) That the appointment of an additional Principal Planning Officer (Grade 8) on an 18 month temporary contract be approved.
- (ii) That the temporary post be funded from any surplus in planning fee income before the use of reserves.

(Reason – to assist with the delivery of corporately important projects being led by Planning Services.)

470. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

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

471. HOUSING INVESTMENT OPPORTUNITY

The Interim Environmental Protection Manager submitted a report which provided information on a 'clawback' provision which provided a housing investment opportunity, controlled and managed by East Northamptonshire Council.

The Council had been approached by Riverside Housing Association who wished to sell two of its properties in Duck Street, Rushden. The properties had previously been owned by the Council and had been transferred to Riverside in January 1998. A pre-emption clause in the transfer documents allowed for the Council to claw back the value of the properties should they be sold other than for affordable housing. This meant that in order for Riverside to sell the properties before January 2019, they must have first offered them back to the Council and only if we formally advised them that we did not wish to buy them back were they able to put them on the open market.

R.12 RESOLVED TO RECOMMEND:

That the purchase of two properties in Duck Street, Rushden be approved.

RESOLVED:

- (i) That preliminary works towards the purchase of the two properties be authorised.
- (ii) That a decision on the future of the properties is made when the full financial situation is available.

(Reason –.to respond to an approach by Riverside Housing Association to purchase the two properties.)

472. KAREN PELL

The Chairman advised that this would be Karen Pell's last meeting before she returned to Daventry District Council. The Committee wished Karen well for the future.

Chairman

Present

Councillors	Tony Boto (Chair)	TB
	Rupert Reichhold (Vice-Chair)	RR
	Richard Lewis	RL
	Helen Harrison	HH

Also in attendance

Executive Director	Sharn Matthews	SM
Head of Planning Services	Paul Bland	PB
Housing Services Officer	Louise Bagley	LB
Housing Strategy and Delivery Manager	Carol Conway	CC
Environment Protection Manager	Karen Pell	KP
Environmental Health Protection Manager	Jenny Walker	JW

		<u>ACTION</u>
1.	Apologies	
1.1	Apologies were received from Cllr North, Cllr Peacock, Aine Cooper and Richard Palmer	
2.	Minutes of the meeting of 20th January	
2.1	The minutes were approved and signed by the chairman	
3.	Matters arising	
3.1	The Housing Options Contract had now been approved by Policy and Resources Committee subject to a couple of minor amendments. The contract would now go back to Midland Heart for final approval of the amendments prior to signing.	CC

4.	Housing Allocations Policy Review	
4.1	<p>LB gave a brief overview of the 'Choice Based Lettings Scheme', known as Homes Direct.</p> <ul style="list-style-type: none"> • The waiting list is now known as the housing register and 'points' have been replaced with 'bands'. • Available properties can be viewed via the website, at the offices or any Council building, and applicants can also see the number of properties that are available. • There are currently just under 1300 applicants on the housing register. There are around 350 properties available to bid on each year. This figure includes sheltered housing. 	
4.2	<p>The Housing Allocation Policy outlines who is eligible on the housing register and what band they are placed into. Applicants must complete an application form. They are encouraged to do this online to speed up the process, but paper applications are also accepted.</p>	
4.3	<p>An applicant must be at least 16 years old (with a guarantor until aged 18), have a local connection and be able to maintain their tenancy. They must be eligible under immigration regulations. Only armed forces/war widows are eligible without a local connection to the district.</p>	
4.4	<p>Applicants are placed in Bands 1-4 according to the level of their need. In addition, homeless applicants and other urgent applications are given a Priority Card. A person with the highest band at the earliest date will be the 'top bidder'. If two parties with the same banding bid on a property, it will go to the party who was first placed in that band. Checks on applications are carried out at the point of nomination which is more accurate than at the point of application. Feedback on properties advertised is provided, listing the type of property, the band, band date and number of bids received.</p>	
4.5	<p>Medical and social panel meet every four weeks. There is a qualified nurse on the panel who provides advice on how medical circumstances can affect housing needs.</p>	
4.6	<p>Once an applicant has refused two offers their application is deferred for six months. Homeless applicants can only bid once, although it is their choice what property they bid for. Applicants can request a review if they are deferred.</p>	
4.7	<p>Automated bidding can be actioned to aid someone to bid for the specific type of property/area they are seeking. Applicants can also bid over the telephone if they wish.</p>	

4.8	<p>Suggestions for amendments/alterations to the Housing Allocation Policy were invited.</p> <p>Issues to consider:</p> <ul style="list-style-type: none"> • Local connection and rural allocation • Employment • Homeowners and those with financial assets • Under occupancy and affordability • Medical needs and adapted properties <p>A programme has been drawn up to enable the working party to consider different aspects of the housing allocation policy at future meetings.</p> <p>It was agreed that a training session on the council's statutory obligations in respect of allocations and homelessness should be arranged for the working party.</p>	HPWP CC
4.9	<p>It was noted that benefits would be capped from September 2016 at:</p> <ul style="list-style-type: none"> • Couples and lone parents £384.62 per week (reduced from £500) • Single claimants £257.69 per week (reduced from £350) <p>At present it is not known exactly how many benefit claimants in East Northamptonshire will be affected. A paper would be prepared for the Welfare Reform Committee and shared with the Housing Policy Working Party.</p>	
5.	Accessible Properties Review	
5.1	<p>JW and KP talked through the aspirations framework. The goals are:</p> <ul style="list-style-type: none"> • Make better use of the stock we have and provide data to demonstrate the needs in the district • Make best use of the grants and resources available • Develop an up to date property database including all adapted/accessible properties, supported accommodation and care homes. 	
5.2	<p>Other points raised</p> <ul style="list-style-type: none"> • Temporary accommodation is very expensive, and not the best option for the client. • An ENC owned and controlled housing company that operates as a business and generates revenue may be an option for housing some of the applicants for whom there is currently no suitable affordable stock. • There is no means testing for disabled facilities grants (DFG's) where there is a child involved. 	
6.	NPPF Consultation Response	
6.1	<p>It was agreed that the consultation response had answered the questions posed in a balanced way.</p>	

	<p>The onus is on the council to test whether employment and commercial land is appropriate for housing development or not.</p> <p>The Joint Planning Unit (JPU) has applied for government funding to create a brownfield land register.</p>	
7.	Clawback Policy Update	
7.1	<p>The Housing and Planning Bill is going through various amendments in Parliament which may affect any decisions made in respect of clawbacks. It was therefore agreed not to progress the clawback policy until the final content of the Act was known. It was noted that Rockingham Forest Housing Association may go into a group structure with Grand Union Housing Association.</p>	
8.	Any Other Business	
8.1	<p>LB asked for members support for a representative from Homes Direct to attend all or part of future meetings, by invitation, and when appropriate, to assist with decisions in respect of the review of the Allocations Policy. Members agreed to this.</p>	LB
8.2	<p>SM advised that universal credit was rolled out for single claimants on 5 October 2015, and is due to be extended to couples and families from January 2017 at the earliest. The rollout should be completed by 2021.</p> <p>Housing Benefit responsibility for pensioners, supported exempt accommodation and Discretionary Housing Payments will remain with the council.</p>	
9.	Next Meetings	
	<p>Weds 23rd March 2016 Weds 20th April 2016</p> <p>On April 20th at 12 noon working party members are invited to the opening of the Castle Court sheltered housing scheme. CC to ensure working party members are invited to attend.</p>	CC
	The meeting concluded at 15.50	



Finance Sub-Committee

Minutes of a meeting held on Wednesday 6 April 2016 at 7.00pm, East Northamptonshire House, Thrapston

Present: Councillors: David Brackenbury
Roger Glithero
Glenvil Greenwood-Smith
Glenn Harwood MBE

Officers: David Oliver (Chief Executive)
Glenn Hammons (Chief Finance Officer)
Michelle Drewery (Finance Manager)
Julia Smith (Interim Head of Customer and Community Services)

1.0 ELECTION OF CHAIRMAN

1.1 In the absence of the Chairman and Vice-Chairman, the Sub-Committee was required to elect a Chairman to preside at this meeting.

RESOLVED:

That Councillor Glenn Harwood be elected Chairman to preside at this meeting.

2.0 MINUTES

2.1 The minutes of the meeting of the Finance Sub-Committee held on 8 February 2016 were approved and signed by the Chairman presiding at the meeting.

3.0 APOLOGIES FOR ABSENCE

3.1 Apologies for absence were received from Councillors Val Carter, Richard Lewis and Steven North.

4.0 DECLARATIONS OF INTEREST

4.1 No declarations of interest were made.

5.0 QUESTIONS UNDER PROCEDURE RULE 10.3

5.1 There were no questions submitted under Procedure Rule 10.3.

6.1 The Finance Manager presented a report providing an update on the forecast Revenue and Capital positions against the approved budgets for the period ended 29 February 2016.

6.2 The estimated services outturn for the year was an under-spend of approximately £303,000 and a contribution to reserves of £823,000.

RESOLVED:

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

(Reason: This is an information / monitoring report – no decision required)

7.0 TREASURY MANAGEMENT REPORT TO 29 FEBRUARY 2016

7.1 The Chief Finance Officer presented a report setting out the current position for Treasury Management for the period to 29 February 2016.

RESOLVED:

That the Treasury Management performance for the period to 29 February 2016 be noted.

(Reason: In accordance with CIPFA guidance and best practice in Treasury Management)

The Chief Finance Officer left the meeting following the conclusion of the above item.

8.0 EXCLUSION OF PUBLIC AND PRESS

8.1 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.

9.0 TWYWELL HILLS AND DALES – FUNDING REQUEST

9.1 The Interim Head of Customer and Community Services presented a report setting out details of works required for essential fencing at the above site, together with the associated costs, and seeking approval for a contribution for match funding a grant application.

9.2 The grant application was being made by the Wildlife Trust for Bedfordshire, Cambridgeshire & Northamptonshire (which jointly managed the site with the Rockingham Forest Trust) through the Landfill Communities Fund to provide safe access to the site whilst delivering a sympathetic restoration scheme conserving and enhancing the Lowland Calcareous Grassland habitat.

- 9.3 It was noted that a report regarding an Asset Management Plan for the site would be submitted to a future meeting of the Sub-Committee and issues concerning the terms of the lease, the livestock owner's responsibilities and responsibilities for maintenance of fencing would be addressed in the report.

RESOLVED: That

- i) match funding the grant bid of a value up to £17,659 be approved to ensure that funding is in place for the fencing at the site.

(Reason: To enable The Wildlife Trust to access funding from Mick George to improve the Twywell Hills and Dales Site)

- ii) a contribution of £26,207 be made towards to the fencing at Twywell Hills and Dales if the funding bid is unsuccessful.

(Reason: To enable The Wildlife Trust to return the sheep to Twywell Hills and Dales)

The following item of business was added to the published Agenda with the consent of the Chairman in accordance with Section 100B (4)(b) of the Local Government Act 1972 as a decision was required before the next scheduled meeting of the Sub-Committee due to the dates set out in the Option Agreement relating to the site.

10.0 DISPOSAL OF COUNCIL LAND

- 10.1 The Chief Executive presented a report concerning the proposed sale of land at Smithfield Place Raunds for housing development following the withdrawal of a planning application and a request from the potential buyer for a reduction in the selling price.

RESOLVED: That

- i) the sale price of the Council's Smithfield Place site not be reduced.
- ii) the existing Option Agreement relating to the site not be extended beyond 18 June 2016.

(Reason: To obtain the best value for money from this Council asset)

Chairman



Personnel Sub-Committee

Minutes of a meeting held on Monday 18 April 2016 at 10.30am, East Northamptonshire House, Thrapston

Present: Councillors: Roger Glithero (Chairman)
Wendy Brackenbury
Steven North
Sarah Peacock

Officers: David Oliver Chief Executive
Aime Armstrong Human Resources Manager
Rhys Bradshaw Planning Development Manager
Jenny Walker Health Protection Manager

1.0 MINUTES

1.1 The minutes of the meeting of the Personnel Sub-Committee held on 7 March 2016 were approved and signed by the Chairman.

2.0 APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received from Councillor Glenn Harwood MBE.

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 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 SECONDMENT REQUEST

- 6.1 The Health Protection Manager presented proposals for a short term secondment of an officer from the Environmental Services team to the North Northamptonshire Safety and Resilience Partnership and the backfilling of the resulting vacant post by means of a secondment to be advertised within ENC.

RESOLVED: That

- i) the three month secondment of a Health Protection Officer role to Health and Safety Officer at the North Northamptonshire Safety and Resilience Partnership be approved.

(Reason: The Council will receive the maximum benefit from the option proposed)

- ii) the backfilling of the Health Protection role by advertising a three month secondment opportunity internally, be approved.

(Reason: The Council will receive the maximum benefit from the option proposed)

7.0 FLEXIBLE RETIREMENT REQUEST – DEVELOPMENT MANAGEMENT TEAM

- 7.1 The Planning Development Manager presented a report setting out details of a request for flexible retirement made under paragraph 14.4 of the Council's Staff Benefits Policy 2015, together with proposals for changes to the Development Management team structure to maintain enforcement capacity.

RESOLVED: That

- i) the flexible retirement arrangement (a reduction to 0.4 full-time equivalent) be approved.

- ii) the recruitment of a temporary part time (0.6 full-time equivalent) Enforcement Officer be authorised to maintain the current capacity of the Planning Enforcement Team pending the outcome of the Scrutiny Review.

(Reason: Effective management: To ensure that the council has the resource to continue to take appropriate and timely enforcement action in relation to breaches of planning control).

8.0 HEAD OF SERVICE VACANCIES

- 8.1 The Chief Executive presented a report setting out options for filling two Head of Service positions that were, or were about to become, vacant.

- 8.2 The importance of maintaining service delivery and continuing to deliver the Council's Corporate Plan was emphasised and the resources required to achieve this would be kept under review.

- 8.3 It was noted that the recruitment process to Head of Service posts would need to include at least three members of the Sub-Committee and a Panel would be convened should the Sub-Committee approve the filling of one or both of the vacancies.

RESOLVED: That

- i) the post of Head of Customer & Community Services be advertised internally.
- ii) the financial implications of the resolution of the situation regarding the Head of ICT's long-term sickness absence be noted.
- iii) the Head of ICT post be kept vacant pending the outcome of the ICT strategy review.

(Reason: To ensure that the Council has appropriate resources in place at Head of Service level to maintain services and deliver the Corporate Plan)

Chairman