

COUNCIL MEETING

Date: 12 December 2016

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors:-

Rupert Reichhold	(Chairman of the Council)
Steven North	(Leader of the Council)
Glenn Harwood MBE	(Deputy Leader of the Council)

Rosalie Beattie	Sylvia Hughes
Tony Boto	Barbara Jenney
David Brackenbury	David Jenney
Wendy Brackenbury	Richard Lewis
Val Carter	Dorothy Maxwell
Richard Gell	Andy Mercer
Roger Glithero JP	Gill Mercer
Glenvil Greenwood-Smith	Phillip Stearn
Sylvia Hobbs	Jake Vowles
Helen Howell	Peter Wathen
Dudley Hughes JP	Pam Whiting

318. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Farrar, Marika Hillson, Marian Hollomon, Sarah Peacock, Janet Pinnock, Ron Pinnock, Valerie Raven-Hill, Anna Sauntson, Geoff Shacklock, Alex Smith, Robin Underwood and Colin Wright.

319. MINUTES OF PREVIOUS MEETINGS

The minutes of the Council meeting held on 17 October 2016 were agreed as a true and correct record of the proceedings.

320. DECLARATIONS OF INTEREST

No declarations of interest were made.

321. ANNOUNCEMENTS BY THE CHAIRMAN AND CHIEF EXECUTIVE

The Chairman made the following address to the meeting:

On 23 October I was the guest of the Mayor of Corby at her Civic Dinner.

On 4 November I was the guest of the Chairman of Northamptonshire County Council at a luncheon to celebrate the Heritage of Northamptonshire at Deene Park – made available by the kind invitation of Mr and Mrs Robert Brudenell.

On 9 November I attended and made the opening speech at the East Northamptonshire 6th Annual Youth Conference in Rushden. The themes of the Conference were community safety in general and healthy relationships in particular. I was impressed by the common sense and idealism of the young people present.

On 13 November, Remembrance Sunday, I laid our Council's wreath at the Oundle War Memorial.

On 21 November I represented our Council at the SPARSE Group meeting in London. This was a positive meeting; I reported accordingly to the Leader, the Chief Executive etc and will be submitting this report to the next meeting of the Council.

On 11 December I was the guest of the Mayor of Corby at her Civic Service at St John's Church, Corby.

Finally, I take this opportunity to remind councillor colleagues that my Civic Dinner will be on Friday 27 January 2017 at the Chequered Skipper, Ashton.

The Chief Executive had no announcements to make.

322. LEADER'S ADDRESS

The Leader of the Council advised Council that he had no major issues to report.

323. REPORTS OF COMMITTEES

(a) Planning Management Committee – 26 October, 16 November and 7 December 2016

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

(b) Policy and Resources Committee – 7 November and 5 December 2016

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

RESOLVED:

That the recommendations in the following minutes be approved:

301 Community Support Grants

That an additional £5,000 for the community transport theme grant be approved.

(Reason – to increase capacity in the community transport theme grant to meet the demands of the service in the future.)

304 The Smoke Free (Private Vehicles) Regulations 2015

That provision is made in Part 3.2 of the Constitution (Scheme of Delegation) to authorise the following officers to enforce the provisions of the Smoke Free (Private Vehicles) Regulations 2015:

- a. Environmental Health Officers
- b. Environmental Health Technical Officers
- c. Environmental Protection Officers
- d. Licencing Enforcement Officers
- e. Health Protection Officers
- f. Waste Management Officers

(Reason – to accord with legislation.)

(c) Scrutiny Committee – 9 November 2016

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

(d) Planning Policy Committee – 21 November 2016

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

(e) Governance & Audit Committee – 30 November 2016

The report of the above Committee, presented by the Deputy Chairman, Councillor Peter Wathen, was received.

RESOLVED:

That the recommendation in the following minute be approved:

286 Changes to Arrangements for Appointment of External Auditors

- (i) That the preferred option is to join the national scheme proposed by the Local Government Association where external auditors will be appointed through a Sector Led Body arrangement.
- (ii) That formal acceptance to “opt-in” to this scheme be submitted by the deadline of 9 March 2017.

(Reason: To ensure the Council has appropriate arrangements in place and can satisfy its obligations in appointing an external auditor in accordance with the deadline of 31 December 2017)

324. OTHER REPORTS

(a) From Representatives on Outside Bodies

There were no reports from Outside Bodies representatives.

(b) Licensing Panels

(i) Liquor and Gambling – 28 November 2016

The minutes of the meeting of the Licensing (Liquor and Gambling) Panel held on 28 November 2016 were received.

325. MOTIONS

It was reported that no Notice of Motions had been received under Procedure Rule 11.

326. QUESTIONS

It was reported that no questions had been received under Procedure Rule 10.2.

327. NOTIFICATION BY THE LEADER OF THE COUNCIL OF CHANGES TO COMMITTEE MEMBERSHIP

The Leader advised Council that he had amended the membership of the Planning Management Committee to replace Councillor Sylvia Hobbs with Councillor Marika Hillson. The Leader thanked Councillor Hobbs for her work on the Committee

Chairman

POLICY AND RESOURCES COMMITTEE

Date: 9 January 2017

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
Marika Hillson
Dudley Hughes JP
Sarah Peacock
Phillip Stearn

328. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Andy Mercer.

329. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 5 December 2016 were approved and signed by the Chairman.

330. DECLARATIONS OF INTEREST

Councillors Helen Harrison and Richard Lewis both declared a disclosable pecuniary interest in Agenda Item 8 (Discretionary Rate Relief Policy Review) and left the meeting during the consideration of the item.

331. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

332. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

a) Housing Policy Working Party – 19 October 2016

The minutes of the meeting of the Housing Policy Working Party held on 19 October 2016 were received (see pages 258 to 262).

b) Finance Sub Committee – 19 December 2016

The minutes of the meeting of the Finance Sub Committee held on 19 December 2016 were received (see pages 263 to 266).

c) Welfare Reform Sub Committee – 21 December 2016

The minutes of the meeting of the Welfare Reform Sub Committee held on 21 December 2016 were received (see pages 267 to 268).

R. 18 RESOLVED TO RECOMMEND TO COUNCIL:

That the Council Tax Support Scheme 2017/18 for East Northamptonshire adopts the existing Council Tax Support Scheme with the following amendments:

- a) Limit the number of dependent children within the calculation for Council Tax Support to a maximum of two.
- b) Reduce the period for which a person can be absent from the United Kingdom and still receive Council Tax Support to four weeks.
- c) Remove the Work Related Activity Component in the current scheme for new Employment and Support Allowance claimants.
- d) Remove entitlement to the severe Disability Premium where another person is paid Universal Credit Carer's Element to look after them.

333. HOMELESSNESS PREVENTION GRANT FUNDING

The Housing Strategy and Delivery Manager advised the committee that for a number of years the council had allocated Homelessness Prevention Grant (HPG) funding through its budget. The amount had originally been set at £50,000 in 2012/13 but had decreased by 10% per annum in line with the reduction in the Revenue Support Grant allocation from the Government. The Homelessness Prevention Grant funding for 2017/18 would be £29,525. Bids from external agencies for the funding had been received totalling £42,594 and there were also internal demands on the money totalling £6,500. Total current 'bids' for 2017/18 budget therefore totalled £48,994.

Further duties were likely to be placed on the council as a result of the Homelessness Prevention Bill; homelessness numbers remained relatively low in the district compared to neighbouring authorities but applications and acceptances under the homelessness legislation were increasing and applications were increasing in complexity. The cumulative increase in applications in the two years from 2014/15 was predicted to be 23% with an almost 50% increase in acceptances. The Housing Policy Working Party at its meeting on 6 December 2016 had agreed to recommend to this Committee that a Homelessness Prevention Grants Panel should be appointed to analyse the various bids for the HPG funding and make recommendations to this Committee on how it should be allocated, and that further consideration should be given to future HPG funding requirements.

Members expressed support for the proposal, noting that the proposed preventative work would offer a better solution for the homeless whilst also representing better value for money. A number of issues were discussed including the availability of specialist accommodation for victims of domestic violence. It was suggested that the Panel should also look strategically at the issue of homelessness and measures that could be implemented to tackle the problem.

RESOLVED:

1. That a Homelessness Prevention Grants Panel be appointed, comprising three members of the Policy and Resources Committee, to consider:
 - a) the bids for 2017/18

- b) the evidence of increasing homelessness and the implications of impending legislation in respect of future requirements for Homelessness Prevention Grant funding.
2. That the Terms of Reference of the Homelessness Prevention Grants Panel be approved.
3. That authority be delegated to the Leader of the Council to appoint three members to the Homelessness Prevention Grants Panel.

(Reason – to ensure the fair and transparent allocation of the available funding and ensure appropriate funding of statutory duties)

334. COUNCIL TAX BASE 2017/18

Billing Authorities were required to carry out the calculation of their council tax base and their budget requirement, inclusive of any local precepts, to set an amount of council tax for each financial year. The council tax base was the measure of the relative taxable capacity of different areas and was calculated in accordance with prescribed rules. The tax base figure represented the estimated full year equivalent number of chargeable dwellings in the area, expressed as the equivalent number of band D dwellings. It also took into account the Billing Authority's estimated collection rate.

The Revenues Manager reported that the estimated Billing Authority tax base for 2017/18 was 30,871 compared to 30,084 for 2016/17. The increase in the tax base was attributable mainly to property growth and the reduction in Council Tax Support expenditure. The proposed tax base for 2017/18 also took into account other discounts and exemptions, anticipated additional new properties and a small provision for non-collection.

RESOLVED:

That a tax base of 30,871 be adopted for the year 2017/18.

335. DISCRETIONARY RATE RELIEF POLICY REVIEW

(Councillors Helen Harrison and Richard Lewis left the meeting during consideration of this item)

The Revenues Manager reported that in 2012 members had approved the adoption of a policy for granting Discretionary Rate Relief to business rate payers in East Northamptonshire. The policy had been reviewed in response to legislative changes, forthcoming changes to the rating system and a new rating list, effective from 1 April 2017.

In summary, the key changes to the policy were:

- A process for determination of an application for Hardship Relief.
- A new heading, 'Charitable/Not for profit organisations'
- Removal of 'Retail Premises Relief' and 'Reoccupation Relief'
- S44A relief to be included in the policy

In addition it was proposed that authority be delegated to the Revenues Manager to make any changes required by statute to the RV ranges and % levels in S4.3 of the policy, relating to Rural Rate Relief and that applications for Section 44A relief be determined by the Finance Manager in consultation with the Revenues Manager.

The Leader of the Council, in addressing the report, cautioned that rate relief for larger businesses may impact the council in future if it became more reliant on business rate income in order to provide its services. The Deputy Leader requested an amendment to paragraph 4.5.3 of the revised policy to ensure that applicants under Section 44A will be visited as part of the application process.

RESOLVED:

1. That, subject to the additional amendment to Paragraph 4.5.3, the amendments to the council's Discretionary Rate Relief policy be endorsed; and
2. That authority be delegated to the Revenues Manager to make changes to the rateable value ranges and percentage levels in section 4.3.1 and 4.3.2 of the policy in response to legislative changes relating to the 2017 Valuation List.

(Reason - to accord with legislation or the policy of the Council and for consistency with previous decisions)

336. SHARED SERVICES STRATEGY

The Chief Executive presented a report setting out a proposed Shared Services Strategy, The Council had been involved in many shared services, entering into these partnerships where one or more of the following outcomes could be achieved without jeopardising the others:

- Increased capacity
- Increased resilience
- Improved capability
- Improved quality of service
- Efficiency savings

While the rationale for our entering into these arrangements had always been clear, a recent Internal Audit report identified the need to document that rationale, to set out the criteria that should be used to evaluate new opportunities, and to clarify the governance arrangements that should be in place. The strategy aimed to address these requirements.

RESOLVED:

That the Shared Services Strategy be approved subject to minor amendments to the Shared Services Checklist.

(Reason - to ensure that the shared service arrangements entered into by the council help to achieve its corporate outcomes and are properly governed.)

337. PLANNING SERVICES – PROJECT FUNDING

The Planning Services Manager reported that the following research and advisory projects had been identified as priorities for completion within the 2016/17 financial year:

- Rushden East Business Incubation Centre Feasibility Study: £10,000
- Housing Mix Study: up to £20,000
- Local Plan Strategic Environmental Assessment and Sustainability Appraisal (Part 1): up to £20,000
- Ashton Conservation Area Design Guidance: £5,000

As there was no Planning Services budget coverage in 2016/17 for these projects it was proposed that up to £55,000 be identified from reserves to cover the costs of these projects.

Members expressed their support for the proposal in order to ensure that these vital pieces of work could be undertaken.

R.19 RESOLVED TO RECOMMEND TO COUNCIL:

That up to £55,000 be allocated from the Delivering the Corporate Plan Reserve to enable the completion of Planning Services projects as identified in the report.

(Reason – to ensure that development in the district meet the needs of local communities in respect of housing, employment and conservation)

338. WASTE AND CLEANSING CONTRACT PROCUREMENT UPDATE

The Head of Environmental Services reported on the work of the Waste Project Board (WPB), which had been formed in early 2016 to commence and direct the procurement of the next Waste and Cleansing contract. The Board's first objective had been to establish the specification of the service. The current specification was based on:

Residual waste – fortnightly collection - 180 litre wheeled bin

- Dry recycling - fortnightly co-mingled collection - 240 litre wheeled bin
- Food waste – weekly collection - 10 litre bin and caddy
- Garden waste - fortnightly collection (subscription-based) - 240 litre wheeled bin

Members acknowledged a wish to maintain stability, consistency and simplicity of the service for the residents of East Northamptonshire and also noted the high customer satisfaction levels the service enjoyed. The current collection arrangements satisfied the requirement of The Waste (England and Wales) Regulations 2011 and the subsequent amendment of 2012 which required waste collection authorities to take all reasonable measures to apply the waste hierarchy and to provide separate collections of paper, plastic, metal and glass where it is technically, environmentally and economically practicable. The WPB had therefore recommended that basic specification of the waste and cleansing service should not be changed.

The WPB was keen to highlight that the first stage of the project was about establishing how the Council wished the service to look. Future stages would include consideration and recommendations on how the service is delivered which would then determine how the service was procured.

The Leader of the Council advised members that the authority had recently rejoined the North Northamptonshire Waste Partnership and that it was encouraging to note that no alternative recommended practices were emerging from that body.

RESOLVED:

That the procurement of the next waste collection and cleansing contract be based on the specification of the service as set out in paragraph 2.1 of the report

(Reason – the current specification of the waste collection and cleansing service provides a service that is effective and provides good customer satisfaction)

339. DRAFT WHISTLE BLOWING POLICY

The Monitoring Officer presented a revised Whistle Blowing Policy to the Committee for consideration. Whistleblowing formed part of the governance framework for the council and provided a mechanism for anyone with information about potential fraud, bribery & corruption, and weak financial or other systems such as health and safety, to bring the matter to the Council's attention in a confidential manner. It also provided protection for those that 'blew the whistle' to ensure that they were not harassed or victimised as a result.

Although the policy was accessible and staff awareness of it was good, actual use of the policy had been limited, with only three reports being made under the policy in recent years. All allegations had been investigated in accordance with the policy and no evidence of wrongdoing had been found.

The key change since the last revision of the Whistle Blowing Policy arose from provisions in the Enterprise and Regulatory Reform Act 2013. Improvements had also been made to the introduction and layout to improve readability and to include reference to the additional prescribed persons for whistle blowing laid down by the Department for Business, Energy & Industrial Strategy.

Members discussed the revised policy and queried the provision for anonymous complainants. The Monitoring Officer explained the rationale behind this provision and pointed out that such complaints would require a judgement in line with Paragraph 6.2 of the policy and that anonymous complaints tended to be less powerful than those from a named source as it was difficult to obtain sufficient supporting evidence.

RESOLVED:

That the revised Whistle Blowing Policy be approved

(Reason - to ensure the council has an up to date Whistle Blowing Policy which accords with the legislative provision as part of its governance framework)

340. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

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

341. PROPERTY INVESTMENT OPPORTUNITY

The Housing Strategy and Delivery Manager presented an update on negotiation to buy back and refurbish two properties through a 'clawback' provision in the original transfer of the properties.

The price proposed for the properties offered value for money and represented a good investment opportunity for the council.

R.20 RESOLVED TO RECOMMEND TO COUNCIL:

That the maximum purchase price of the properties in question be increased to in line with the figure stated in the report, to include purchasing costs, and that this is added to the Approved Capital Programme and funded from the Investment Opportunities Reserve.

(Reason - The recommended course of action is the most cost-effective)

Chairman



**Housing Policy Working Party
Minutes of meeting held on Wednesday 19th October
2016 at 2pm in the Kasen Room**

Present

Councillors **Tony Boto (Chair)**
Steven North
Helen Harrison
Sarah Peacock

Also in attendance

Executive Director	Sharn Matthews	SM
Planning Policy and Conservation Manager	Richard Palmer	RP
Housing Enabling Officer	Aine Cooper	AC
Housing Strategy and Delivery Manager	Carol Conway	CC
Environmental Protection Manager	Jenny Walker	JW
Housing Services Officer	Louise Bagley	LB
Principal Planning Policy Officer	Louise Jelley	LJ
Homes Direct	Beverley Tebbutt	BT

		<u>ACTION</u>
1.	Apologies and introductions	
1.1	Apologies were received from Cllr Richard Lewis and Paul Bland	
2	Minutes of the meeting of 7th September 2016	
2.1	An amendment is to be made to 6.4: which reads: ' <i>Further consideration of the issues and financial implications would therefore be required before any recommendation could be made to P&R committee</i> '. This should now read: 'Members expressed serious concerns on this funding proposal and further consideration of the issues and financial implications would therefore be required before any recommendation could be made to P&R committee.'	

	With this amendment, the minutes were approved and signed by the chairman.	
3	Matters arising	
3.1	<ul style="list-style-type: none"> JW advised that there are still no updates on the OT service, and that the numbers of OTs haven't changed. Concerns were raised that there may be backlogs if the OTs are reduced, and this would in turn affect our budgets. CC advised she is still in negotiation with the housing association regarding the purchase of two properties 	
4	Updates	
4.1	Housing: CC advised that there are no updates on the Housing and Planning Act or the Voluntary Right To Buy. A private member's homelessness bill is currently going through parliament, and is due to have its second reading on 28 th October. It has cross party support and if enacted, additional homelessness duties would be placed on local authorities.	
4.2	<p>Welfare Reform: The revised benefit cap is to be implemented from 7th November. 12 households in the district are affected by the existing benefit cap. This will increase to 97 under the revised cap.</p> <p>The local housing allowance benefit cap will not be applied to supported housing until 2019. The government are looking at proposing a new system, with a pot of money to allocate to supported housing schemes. Formal consultation on this will be published shortly, and CC to bring the formal consultation to the meeting upon its publication. If consultation timescales do not allow for this, authority to approve a response to be delegated to the chairman.</p>	CC
5	Housing Allocation Policy – draft for review attached	
5.1	New sections have been added to the policy, along with more detail on some of the existing aspects of it.	
5.2	Concern was raised over those who do some work in this area but whose employment is not based here. BT advised that this would only be an issue if there was no other local connection such as family in the area. LB suggested that if this situation did arise, it would be looked at by the social needs panel under exceptional circumstances. Band X is applied where someone who is excluded from our list or is only eligible for some exception site properties. Greater clarity is needed to better explain Band X.	

5.3	Concern was raised that RPs could refuse nominations under some circumstances but it was accepted this was needed in the policy to enable further nominations to the property where the council agreed the refusal was reasonable. The Housing Allocation policy will go to P&R subject to the agreed minor amendments being made to it.	CC
5.4	BT left the meeting at 14.40	
6	District Housing Mix	
6.1	RP gave an overview of the report and draft consultancy project brief to investigate whether a lack of higher value houses may impact upon the economic development of the district and how this might be addressed.	
6.2	It was agreed that this was a corporate Council project, not just part of the HPWP's remit and that the housing mix for the whole district needed to be considered, not just Rushden East. The brief would consider the potential for providing larger properties within the Rushden SUE, and provide emphasis for smaller properties within the rural areas of the District with the aim of improving the overall mix of properties and improving economic prosperity of the area.	
6.3	The following points were raised in discussion <ul style="list-style-type: none"> Concerns over the loss of bungalows in the district, with many being developed into two storey dwellings. This is difficult to prevent, and the development of new bungalows should be promoted. This would be beneficial as newly built bungalows would have more manageable gardens and be built to current standards, decreasing the demand for adaptations in the future. Young people were being priced out of villages which has a longer term impact on sustainable communities. The consultants would need to liaise with employers on wage profiles and to look at neighbouring districts and boroughs to establish demand/who might move to the district. 	
6.4	It was agreed that delivering the part 2 objective of the study should be the main focus of the consultant's brief, with greater emphasis on where we want to be, rather than where we are now. Part 2 of the brief should therefore be progressed with the proviso that Part 1 may need to be reviewed dependant on the outcome of the initial work.	RP/PB
6.5	Subject to the above amendments it was agreed that quotes be sought for the work. A request to fund the work from reserves will be put to Finance Sub Committee in December. An update on quotes received from consultants will be provided at the next meeting or beforehand if available.	RP/PB

7	Resident's Survey	
7.1	<p>The housing results of the resident's survey were presented. Existing residents had been asked about their current homes; whether rented or owned, any plans to move and why, and their desired location. The resident's survey is open to everybody in the district, but mainly residents aged 45+ completed it. The responses are therefore anecdotal rather than statistically accurate.</p> <ul style="list-style-type: none"> • The majority of respondents own their own homes and have no plans to move. • Of those wishing to move, just over half want to stay in East Northamptonshire. • Reasons for wanting to move were varies but 27% want to move to suit changing needs such as a disability or medical requirement and a further 22 wish to downsize. • 15% need or want a bigger property – 33% of respondents wanting a bigger or smaller property want 2 bedrooms, 40% want 3 bedrooms, 17% want 4 bedrooms. 	
8	Workplan Update	
8.1	<ul style="list-style-type: none"> • Risk review - completed • Clawback policy – to be considered once Government guidance has been received. • Accessible properties – ongoing. • Housing mix requirements supplementary planning document – this has now moved into the current workstream, with a target of March 2017 subject to government guidance on starter homes and the housing mix research being completed. 	
9	Risk Review	
9.1	<p>The risk register has been updated to reflect those relevant to the HPWP.</p> <ul style="list-style-type: none"> • Failure to deliver sufficient affordable housing in district – the score has risen to 12 to reflect the move towards starter homes and away from affordable renting. The wording of this risk needs to change to provide clarity on the different types of affordable housing which now include starter homes. • Fraudulent homeless and housing register applications – fraud procedures have been strengthened, reducing the impact. • Cessation of the choice based letting scheme – likelihood score reduced from 4 to 3 to reflect the on-going partnership work with RPs and changes to the allocations policy. • Appeals against homelessness decisions are likely to increase in line with an increase in applications. 	CC

10	AOB	
10.1	It was noted that the Farmer report on the construction industry was published this week. It raises issues of skills gaps and an aging workforce which will mean that the firms, capital and labour won't be there to produce the required housing. SM to circulate.	SM
10.2	CC and AC had attended a presentation last week by Moulton College, promoting apprenticeships. They are struggling to get people to join apprenticeships in the construction industry, so are looking to the council and RPs to do some promotional work. All employers with a payroll in excess of £3 million per annum will have to pay a 0.5% levy to apprenticeship schemes but can also use some of the money to provide apprentice places. RP advised that SEMLEP had recently sent a report to DCLG focussing on key issues for housing delivery within the region, which also provided some commentary on barriers to delivery. It is hoped that this report can be circulated to the HPWP when made available.	
11	Next and future meetings	
11.1	The next meeting will be held on 7 December at 2pm in the Kasen Room Future meetings (tentative dates tbc at the next meeting) <ul style="list-style-type: none"> • 18.1.17 • 1.3.17 • 12.4.17 	
	The meeting concluded at 15.40 pm	



Finance Sub-Committee

Minutes of a meeting held on Monday 19 December 2016 at 7.00pm, East Northamptonshire House, Thrapston

Present: Councillors: Steven North (Chairman)
David Brackenbury
Val Carter
Roger Glithero JP
Glenvil Greenwood-Smith
Glenn Harwood MBE
Richard Lewis

Officers: David Oliver (Chief Executive)
Glenn Hammons (Chief Finance Officer)
Michelle Drewery (Finance Manager)

1.0 APOLOGIES FOR ABSENCE

1.1 No apologies for absence had been received.

2.0 MINUTES

2.1 The minutes of the meeting of the Finance Sub-Committee held on 5 October 2016 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 No interests were declared.

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 OCTOBER 2016

5.1 The Chief Finance Officer provided an update on the revenue and capital positions against the approved budgets for the period ended 31 October 2016.

5.2 The estimated outturn for services for the year was an underspend of £98,000. This was due to an increase in planning application income, together with other efficiencies and pressures, including a reduction in interest receivable.

- 5.3 Details of a number of performance indicators covering several areas of financial activity were reported to the Sub-Committee. A review of total outstanding debt was currently being undertaken and a report would be submitted to the Sub-Committee in February 2017.
- 5.4 Members were pleased to note the estimated underspend. The levels of debt write offs were discussed and officers provided clarification on the process.

RESOLVED: That

- i) the latest revenue, capital and reserves positions for 2016/17 be noted.

(Reason: This is for information / monitoring purposes)

- ii) the collection and write-off performance for sundry debtors, local taxation and benefit overpayments as set out in Appendix 3 to the report be noted.

(Reason: This is for information / monitoring purposes)

6.0 TREASURY MANAGEMENT REPORT TO 31 OCTOBER 2016

- 6.1 The Chief Finance Officer presented a report outlining the Treasury Management position for the period ended 31 October 2016.
- 6.2 It was noted that Treasury Management Practices (TMPs) had been taken out of the Council's Constitution during 2016 and were required to be incorporated into the Treasury Management Strategy. This would be done with effect from the 2017/18 Strategy and in advance of this, an example of the TMPs which the Council might wish to adopt within the Strategy were set out in the report.

RESOLVED: That

- i) the Treasury Management performance for period 7 of 2016/17 be noted.
- ii) the Treasury Management Practices (set out in Appendix 2 to the report) for inclusion in the Treasury Management Strategy from 2017/18 be noted.

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

7.0 DRAFT MEDIUM TERM FINANCIAL STRATEGY AND PLAN

- 7.1 The Finance Manager presented a report setting out the Council's Draft Medium Term Financial Strategy (MTFS) and Plan (MTFP) 2017/18 to 2020/21, the outline Revenue Budget 2017/18, Capital Programme 2017/18 to 2026/27 and Treasury Management Strategy 2017/18 updating the MTFS 2016/17 to 2019/20 approved by Council in February 2016.

7.2 The MTFS 2017/18 to 2020/21 had been formulated since the announcement of the Spending Review and the Autumn Statement 2016 and the Finance Manager provided a briefing on the provisional local government finance settlement which had been announced on 15 December 2016.

7.3 The main headlines of the settlement announcement were:

- No new funding allocated to local government as part of the provisional settlement but the social care precept to be allowed to rise by up to 3% instead of 2% p.a. on condition that the total increase by 2019/20 does not exceed 6%.
- New Homes Bonus - national baseline for housing growth of 0.4% introduced where growth below this will not attract a bonus payment. The number of years for which payments are made will change from 6 years to 5 years in 2017/2018, and to 4 years from 2018/2019.
- Further consultation on New Homes Bonus will be announced to encourage more effective local planning.
- Business rates pilots in five areas have been announced that will enable aspects of the further business rates retention system to be tested.
- The top-up and tariff payments for all councils have changed due to the business rates revaluation which comes into force in April 2017.
- The closing date for responses to the consultation on the provisional finance settlement to DCLG is Friday 13 January 2017 with the final settlement expected to be published in February 2017.

7.4 Members discussed the proposed MTFS and the implications of the settlement announcement. There was general consensus that there needed to be a review of the treasury management strategy to ensure maximum return on investments. It was proposed that a report be brought to the February meeting of the sub committee and that the Treasury Management advisor be invited to attend.

RESOLVED:

That the contents of the report be noted, specifically the:

- Draft Medium Term Financial Strategy (MTFS)
- Draft Revenue Budget 2017/18
- Draft Capital Programme for 2017/18-2026/27 (subject to the on-going review of schemes within that programme)

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

8.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

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

9.0 ASSET MANAGEMENT – SALE OF LAND AND BUILDINGS PROGRESS UPDATE

- 9.1 The Chief Executive 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)

10.0 INVESTMENT OPPORTUNITY / LAND ACQUISITION

- 10.1 The Chief Executive presented a report regarding a site within the District which had recently been put on the market for sale. Due to the strategic location of the site and its potential to generate income it was considered an appropriate investment opportunity for the Council.
- 10.2 The Chief Executive provided the sub committee with a verbal update and advised that the site in question had been withdrawn from the market. However, members agreed that it highlighted the need for an appropriate decision making process to be in place for such matters that may arise in the future.
- 10.3 Members noted that a budget virement of £40,000 to meet the cost of professional advice, agreed under urgency procedures within the Financial Procedure Rules, would not now be required.

RESOLVED:

That the content of the report and the intention to produce a further report to consider an appropriate procedure for any future issues of this nature, be noted.

(Reason: To provide an effective decision making process that supports the Council's commercialisation aspirations.)

Chairman



Welfare Reform Sub-Committee

Minutes of a meeting held on Wednesday 21 December 2016 at 10am, in the Council Chamber, East Northamptonshire House, Thrapston

Present:

Councillors: Andy Mercer (Chairman)
Steven North (Leader of the Council)
Helen Harrison
Richard Lewis
Sarah Peacock

Officers: Lucy Hogston – Benefit Manager
Julia Smith – Head of Customer and Community Services
Glenn Hammons – Chief Finance Officer

1.0 APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence.

2.0 MINUTES

2.1 The minutes of the meeting held on 19 October 2016 were approved as a correct record.

3.0 DECLARATIONS OF INTEREST

3.1 No declarations of interest were made.

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 No questions had been submitted under Procedure Rule 10.3.

5.0 COUNCIL TAX SUPPORT SCHEME 2017/18

5.1 At the Sub-Committee's meeting on 19 October 2016, Members considered various options for a Council Tax Support (CTS) Scheme for 2017/18 and approved consultation on the following five proposals:

- Proposal 1 – No change to the percentage reduction in the current scheme (remain at 20%).
- Proposal 2 – To limit the number of dependent children within the calculation for Council Tax Support to a maximum of two.
- Proposal 3 – Reducing the period for which a person could be absent from the United Kingdom and still receive Council Tax Support to four weeks.
- Proposal 4 – To remove the Work Related Activity Component in the current scheme for new Employment and Support Allowance Claimants.
- Proposal 5 – To remove entitlement to the Severe Disability Premium where another person was paid Universal Credit (Carer's Element) to look after them.

5.2 The consultation ran for four weeks and 170 responses were received which was a decrease from the previous CTS consultation for 2016/17. The majority of respondents

strongly agreed or agreed with the proposals.

5.3 The financial modelling presented to the Sub-Committee on 19 October 2016 was based on the following assumptions:

- Grant funding would reduce
- CTS expenditure would reduce by the same percentage levels as experienced during 2016/17
- CTS caseload would reduce by the same percentage levels as experienced in 2016/17
- Council Tax collection rates would stay the same

The Autumn Statement did not make any significant changes to Welfare therefore it had not been necessary to revise the financial modelling.

5.4 The current CTS scheme would not be cost neutral in 2017/18 and there would be a funding gap of around £31K of which £3K related to ENC.

5.5 In response to questions from Members, Officers confirmed that the proposal to limit the number of dependent children to a maximum of two would only affect those births after 1 April 2017 and would bring the Scheme in line with Child Tax Credit. The introduction of Universal Credit would not likely have an impact in 2017/18 but could in future years.

RESOLVED

- (i) That the Equality Impact Assessment be noted.
- (ii) That the consultation responses be noted.
- (iii) That the Council Tax Support Scheme is reviewed during 2017/18 to ensure that a financially sustainable scheme is in place for 2018/19.

RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:

That Council on 23 January 2017 be recommended to approve that the Council Tax Support Scheme 2017/18 for East Northamptonshire adopts the existing Council Tax Support Scheme with the following amendments:

- a) Limit the number of dependent children within the calculation for Council Tax Support to a maximum of two.
- b) Reduce the period for which a person can be absent from the United Kingdom and still receive Council Tax Support to four weeks.
- c) Remove the Work Related Activity Component in the current scheme for new Employment and Support Allowance claimants.
- d) Remove entitlement to the Severe Disability Premium where another person is paid Universal Credit Carer's Element) to look after them.

(Reason – to deliver a Council Tax Support Scheme for 2017/18 that meets all the statutory requirements.)

Chairman

SCRUTINY COMMITTEE

Date: 11 January 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:- Jake Vowles (Chairman)
David Jenney (Vice-Chairman)
Rosalie Beattie Dorothy Maxwell
John Farrar Valarie Raven-Hill
Helen Howell Geoff Shacklock

342. MINUTES

The minutes of the meeting of the Scrutiny Committee held on 9 November 2016 were approved and signed by the Chairman.

343. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Roger Powell.

344. DECLARATIONS OF INTEREST

No declarations of interest were made.

345. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Council Procedure Rule 10.3.

346. 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 since the last meeting of the Scrutiny Committee. No decisions made by the Finance Sub-Committee, Personnel Sub-Committee, Welfare Reform Sub-Committee, Policy & Resources Committee or Planning Policy Committee had been required to be called in.

RESOLVED:

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

347. QUARTERLY PERFORMANCE REPORTING – QUARTER 2 2016/17

The Corporate Support Manager presented a report detailing the performance of the Council in respect of agreed indicators and other statistics for Quarter 2 2016/17.

Updated performance data for Land Charges searches carried out was submitted.

RESOLVED:

That the report be noted.

348. FINAL REPORT OF THE REVIEW OF REPRESENTATIVES ON OUTSIDE BODIES

The Committee had commissioned a review of ENC appointed representatives on outside bodies in June 2016 with a view to making recommendations to Council regarding the appointments to be made at the 2017 Annual Council meeting. The Committee had appointed Councillors Vowles and Beattie to a Review Panel to work alongside the Executive Director on the review.

The Committee had considered issues arising from the review at its meetings held in September and November 2016 and the Executive Director presented the final recommendations of the Panel to the Committee for consideration.

It was noted that there was currently no provision to require feedback from ENC representatives appointed to outside bodies. The Panel had recommended that Part 2, Article 2, paragraph 2.03 (b iv) of the Constitution should be amended from the current requirement for Council representatives to participate in the activities of outside bodies to which they are appointed to also include a requirement to report back at least annually to a specified Committee or Board of the Council.

R.21 RESOLVED TO RECOMMEND TO FULL COUNCIL: That

- i) at the 2017 Annual Council meeting, nominations for representatives to outside bodies be made in accordance with Appendix A
- ii) the Constitution be amended to require appointed nominees to submit a minimum of one report per year to the Committee or Board shown in Appendix A

(Reason: To enable the Council to liaise with key partners about activity that impacts on the delivery of its Corporate Plan).

349. FINAL REPORT OF THE REVIEW OF PLANNING ENFORCEMENT

In July 2015, the Committee had agreed to review the Council's approach to Planning Enforcement activity as part of its 2015/16 work programme and Councillors David Jenney, Maxwell and Raven-Hill had been appointed to carry out the review.

The review had been due to commence in November 2015 but had been delayed by the departure of the then Head of Planning Services and had actually commenced in January 2016 following the appointment of the current Head of Service. The Scrutiny Review Panel had met on eight occasions since then.

The following Terms of Reference for the review had been agreed:

To review in a holistic manner the enforcement activity undertaken by this council in relation to the following activities:

- *Implementation of plans and conditions relating to approved planning permissions (including building control regulations and listed building consent)*
- *Other works undertaken which breach planning regulations*

Councillor David Jenney presented a summary of the issues examined, together with the recommendations made by the Panel. Councillor Jenney expressed his thanks to Councillors Maxwell and Raven-Hill and to the officers who had contributed to the review.

RESOLVED:

That the following recommendations of the Review Panel be supported:

- a) Officers to risk assess all new applications to highlight those that are likely to be ongoing 'causes' of concern and implement monitoring and carry out more checks right from the start.
- b) The Case Officer to provide update/s to the Chairman and Vice-Chairman of the Planning Management Committee plus Ward Councillors when clear issues developing on site that may result in retrospective application arise.
- c) Officers develop a formal communication protocol to ensure relevant Town and Parish Councils, as well as Ward Councillors, are updated on enforcement activity in a timely manner after actions are taken.
- d) Performance measures included in the Enforcement Protocol to be reported quarterly to the Planning Management Committee from January 2017.
- e) The Senior Conservation Officer to review opportunities and implications to improve information on the Council's website about what buildings in the district are listed and what this means for owners etc.
- f) Officers to discuss with Northamptonshire County Council Highways the capacity for all sites or just certain categories/sizes of sites to have transport plans.
- g) Officers to review if two standard conditions can be drafted re delivery time, one near schools and one otherwise.
- h) Officers to consider, if possible, adding commentary to variation applications to aid understanding of the impact of changes.
- i) The revised draft policy is presented to the Planning Management Committee at the end of January for consultation, before being presented to the Planning Policy Committee in February for adoption.
- j) The revised draft Part 5.4 of the Constitution is presented to the Planning Management Committee and the Planning Policy Committee for consultation, before being presented to the Governance and Audit Committee in February and hence to (full) Council for adoption.

- k) Councillors should be offered training on the adopted revised policy and protocol (Part 5.4).
- l) Support be given to the proposal to extend the temporary Planning Enforcement staffing contract for another 12 months to provide succession planning in case of further staffing changes.

(Reason: To implement cost-effective improvements to the Planning Enforcement services offered by the Council and provide clarity to Councillors about activities related to planning services).

Chairman

Review of ENC Representatives on Outside Bodies

Outside Body	2016/17 Representative	Initial Review Outcome	Proposed Reporting Route for Feedback
Community Safety Core Group	Cllr S North	Retain	Policy and Resources (for any policy or resources changes)
Greenway Board	Cllrs S Peacock and P Stearn	Retain	District Regeneration and Tourism Board
Groundwork Northamptonshire	Cllr G Mercer	Retain	Policy & Resources (as make funding decisions)
Northamptonshire Enterprise Partnership (NEP)	Cllr S North	Delete	
South East Midlands Enterprise Partnership (SEMLEP)	Cllr G Harwood	Retain	Policy and Resources (as related to Economic Policy)
Oundle and Thrapston Youth Counselling (CHAT)	Cllr R Reichhold	Delete	
Welland Market Towns Group	Cllr P Stearn	Further Review (in August 2017)	District Regeneration and Tourism Board
Welland Partnership Board	Cllr G Greenwood-Smith	Agreed by Board in Nov 16 to end	
Welland Joint Committee	Cllrs R Lewis and S North	Delete	
University of Northampton Court	Chairman of Council (Cllr R Reichhold)	Retain	Council – as part of Chairman's Reports
Health, Adult Care and Wellbeing Scrutiny Committee, NCC	Cllr H Howell	Retain	Scrutiny Committee
Kettering General Hospital Foundation Trust	Cllr D Maxwell	Retain	Scrutiny Committee
East Northamptonshire Locality Forum - Nene Commissioning area	Cllr M Hollomon	Retain	Scrutiny Committee
East Northamptonshire Locality Forum – Borders (Peterborough)	No appointment	Reinstate	Scrutiny Committee

Commissioning area			
Destination Nene Valley	Cllr S Peacock	Retain	District Regeneration and Tourism Board
Northamptonshire Sports Partnership	Cllr S North	Retain	Scrutiny (as predominately health and well being issue)
Stanwick Lakes Management Board	Cllrs G Greenwood-Smith, D Hughes and R Lewis	Retain	Policy & Resources (potential capital implications)
Campaign to Protect Rural England (Executive Committee of County Branch	Cllr T Boto	Retain	Planning Policy Committee
East Northamptonshire Grounds Maintenance Consortium	Cllr T Boto	Retain -- move to ENC Working Groups and Panels	
North Northamptonshire Development Company (NNDC)	Cllr R Lewis	Delete from March 2017	
River Nene Regional Park Board	Cllr G Greenwood-Smith	Retain	District Regeneration and Tourism Working Party (Tourism related current activity)
Rockingham Motor Speedway Forum	Cllrs R Glithero and H Harrison	Delete (the Forum agreed to no longer meet, by agreement with all parties).	
East Midlands Leaders Board/East Midlands Council	Cllr S North	Retain	Policy and Resources (Strategic Direction)
Fourth Option Special Interest Group	Cllr P Stearn	Delete	
Local Government Association	Cllr S North	Retain	Policy and Resources (Strategic Direction)
Local Government Association Rural Commission	Cllrs V Raven-Hill and R Reichhold	Delete	
Northamptonshire Parking Committee	Cllr G Mercer	Retain	District Regeneration and Tourism Working Party (Town Centre Regeneration Related)

Northamptonshire Partnership	Cllr S North	Delete	
Northamptonshire Police and Crime Panel	Cllr G Mercer	Retain	Policy and Resources (for any policy or resources changes)
SPARSE	Cllr R Reichhold	Retain	Finance Sub Committee (Funding related)
Northamptonshire Pensions Board	Cllr R Lewis	Retain	Finance Sub Committee (Funding related)
Northamptonshire Waste Partnership	Cllrs R Lewis and S North	Retain	Waste Contract Working Party
Community Law Service	Cllr M Hillson	Retain	Welfare Reform Sub-Committee (to monitor community stress levels)
Serve Management Board	Cllr R. Reichhold	Retain	Scrutiny Committee (re Public Transport Review)
Service Six	Cllr R Lewis	Retain	Welfare Reform Sub-Committee (to monitor community financial stress levels)

LICENSING COMMITTEE

Date: 18 January 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

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

Tony Boto	Andy Mercer
Richard Gell	Geoff Shacklock
Helen Howell	Peter Wathen
Dorothy Maxwell	Pam Whiting

350. APOLOGIES FOR ABSENCE

There were no apologies for absence.

351. MINUTES

The minutes of the meeting held on 15 June 2016 were approved and signed by the Chairman as a correct record.

352. DECLARATIONS OF INTEREST

There were no declarations of interest.

353. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

Councillor Roger Glithero asked the following questions under Procedure Rule 10.3. The Chairman of the Committee provided answers to each question as shown in italics beneath.

1. What training is given to individuals sitting on Licencing Panels to aid their competence to:
 - a) Chair Licensing Panel meetings
 - b) Understand the implications of noise level reports, including differences between day and night time noise effects

All elected members are provided with training when appointed to the Licensing Committee. This training is undertaken before they undertake any panels and is updated on a regular basis. All Licensing Committee members have undertaken specific training on the Licensing Act 2003 which includes panels and Taxi Licensing. All members were also offered Chairing training on 3 November 2016. A number of members accepted this opportunity, including five members of the Licensing Committee.

In relation to training in noise level reports, etc., this training would not be provided nor would it be appropriate for members to undertake. Members are required to make a judgment on the information presented to them and to ask questions of those providing said information. Where noise reports and related matters are presented to

a licensing panel it is done by qualified officers of the council. The Licensing Act and Section 182 Guidance deems the Police to be suitably qualified to determine issues relating to crime and disorder licensing objectives and by that same vein, officers from Environmental Services who hold a diploma in Acoustics and Noise Control are also equally qualified to comment on noise related issues. The panel members are free to ask any questions and to clarify with officers anything they wish with regards to noise. Officers have always advocated that where a panel deems that additional noise related conditions should be added to a licence that these are discussed with qualified officers to ensure that they meet all the necessary legal tests.

2. What are the rules in relation to the presentation of evidence at Panel meetings – should it be made available to all parties and are there any rules about how far in advance this should be done. Are there any variations for particular types of evidence?

All evidence which is submitted by any party in support of their application or representation should be made available to all parties. The evidence may be redacted, for example if it contains personal information, but all parties should receive all evidence which is to be relied upon so that the Hearing complies with the rules of natural justice. Under the Local Government Access to Information Rules, under which Licensing Hearings operate, the agenda and supporting evidence should be sent out to all parties no later than five clear working days before the start of the hearing. However, with the consent of all parties, additional evidence may be presented at the hearing.

3. Please could Officers provide, via a Member Briefing, so that all councillors are aware, a summary of what should and shouldn't be done in relation to the following at licensed premises:
 - a) Display of Licenses for Premises and Personal Licenses
 - b) Requirements for Presence at the premises of Premises and Personal Licence Holders
 - c) Price list for various types/units of alcohol
 - d) Times/Days of opening
 - e) Fire Exits (type of sign)
 - f) Disabled Facilities
 - g) Animals (mainly dogs) in eating areas
 - h) Storage of waste materials.

Members briefings can be requested and made available to members upon almost any appropriate topic as the need arise. As such, the points listed above can be addressed in a briefing, even though not all of them are actually matters which would be considered under licensing legislation. However, the responses to these points are as below, although the answers are general and do not apply to any specific licence, which may have additional and supplementary requirements imposed and which may exceed the requirements of the answers here. The general responses to the points are:

- a) Display of Licenses for Premises and Personal Licenses
Part B of the Premises Licence should be on display at the premises at all times. Personal licences do not need to be on display, but should be accessible upon request.

It is unlikely that this requirement would be varied for premises specific licences.

b) Requirements for Presence at the premises of Premises and Personal Licence Holders

The premises licence holder does not need to be at the premises, as this is often a brewery or Ltd. company rather than a specific person.

Not everyone who works at a licensed premises needs to have a personal licence – only the Designated Premises Supervisor (DPS).

The DPS needs to be contactable, but does not need to be at the premises all of the time.

However whilst it is preferred that someone with a licence (DPS or personal licence) is present during the licensed hours, the law does not require it.

c) Price list for various types/units of alcohol

There is no specific requirement anymore for a price list, but it is considered material information which should be made available to consumers.

Best practice is to have a range of prices, around 30, including soft drinks being displayed and visible to the customer (so not behind the bar).

Any prices on display or available to the customers must be accurate and show clearly the price charged for the specific item.

There is no requirement to show an alcohol unit price.

The number of units per alcoholic drink does not need to be displayed other than on the product label.

The relative alcohol percentage need only be displayed on the product label or another label being used to promote the product, e.g. beer pull badges, and must be correct.

d) Times/Days of opening

There is no requirement to display opening times under the Licensing Act 2003, however all of these details will be on Part B of the licence which should be on display at all times, and made available to Police and other authorised Officers on request.

e) Fire Exits (type of sign)

This requirement is not covered under the Licensing Act 2003. All businesses are required to carry out and have a Fire Risk Assessment (FRA), and this should consider how occupiers of a premise can safely exit an area or building; the use of correct and appropriately located signs is an intrinsic part of this requirement.

The Fire Service is one of the statutory consultees for all new premises licence applications. They may also be available to offer guidance to businesses undertaking a FRA, but as mentioned, this is not considered under licensing legislation.

f) Disabled Facilities

This requirement is not covered under the Licensing Act 2003. Businesses are required to make reasonable provision to accommodate the requirement of disable persons. New build premises have to meet this design standard, usually regarding access, egress and the provision of toilet facilities, as part of the design and approval process. Existing premises need to consider what provision can be provided, but are not required to provide all amenities if to do so would not be practicable to do so.

- g) Animals (mainly dogs) in eating areas

This requirement is not covered under the Licensing Act 2003. Food hygiene law requires that animals are not permitted in food areas, and although this refers to areas where food is stored, prepared, handled or cooked, many businesses also extend this provision to the public eating areas. If this was to be adopted by a business, provision to allow access to guide and other assistance dogs would have to be adopted.

- h) Storage of waste materials.

This requirement is not covered under the Licensing Act 2003. Other legislation requires that waste is managed and may require certain waste to be stored in specific ways. In addition, a business may also have obligations agreed under their waste collection contract, but this would be a business specific matter.

354. ESTABLISHING A WORKING GROUP TO REVIEW PART 5.7 OF THE CONSTITUTION (LICENSING PROTOCOL)

The Monitoring Officer advised the Committee that work had recently been undertaken to update and revise the Code of Practice for Planning Procedures that sat at Part 5.4 of the Council's Constitution. The Code of Practice for Licensing Procedures, at Part 5.7 of the Constitution, was closely aligned to the Planning Code and as such it was felt that this was an appropriate opportunity to undertake a review of the Licensing Code. It was proposed that the review be undertaken by a working party comprising three members, which would consult with Licensing Committee on the findings of the review before submitting its final recommendations to the Governance and Audit Committee for consideration and recommendation to Council.

RESOLVED:

That authority be delegated to the Leader of the Council to nominate three members to sit on a Licensing Protocol Working Party.

355. 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 7 of Part 1 of Schedule 12A of the Local Government Act 1972 may be disclosed.

356. CHANGE TO THE ORDER OF THE AGENDA

At the Chairman's suggestion it was agreed to consider agenda item 7 – Licensing Act 2003 – Licensing Activity and Update Report next followed by agenda item 8 – The Role of the Central Licensing Administration Unit.

357. LICENSING ACTIVITY AND UPDATE REPORT

The Health Protection Manager presented a report detailing the Licensing Enforcement, Taxi Licensing and Central Licensing Administration Unit activity statistics from June 2016 to December 2016.

Member debated a number of the points raised in the report. Clarification was sought around the Cumulative Impact Policy (CIP) and how it could be applied. The issue of CIP on health was discussed and officers advised that they were working well with the Director of Public Health's office on improving DPH submissions to Licensing Panel.

There was some discussion about progress on a national database of licence holders and it was agreed that the Police and Crime Commissioner would be approached with a view to seeking assistance in raising the matter with the Home Office.

RESOLVED:

That the licensing activity report be noted and that a representative of the Director of Public Health be invited to attend the next meeting of the Committee.

358. THE ROLE OF THE CENTRAL LICENSING ADMINISTRATION UNIT

The Health Protection Manager provided a presentation to the Committee on the work of the Central Licensing Administration Unit explaining the background to its formation, details of its structure and workload and the future plans for the Unit.

359. ASKING THE RIGHT QUESTIONS

The Chairman led a discussion on questioning at Licensing Panels and the responsibility that members had in ensuring they had all the appropriate information required to be able to make a determination. Members debated training requirements and discussed various types of training they had received. The issue of adjournments of panels was also discussed and members sought some legal and procedural guidance.

360. REVIEW OF LICENSING PANELS

Members reviewed a number of Licensing Panel meetings held in recent months, discussing learning points and seeking clarification and updates on a number of issues.

Chairman

COUNCIL MEETING

Date: 23 January 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors:-

Rupert Reichhold	(Chairman of the Council)
Colin Wright	(Vice-Chairman of the Council)
Steven North	(Leader of the Council)
Glenn Harwood MBE	(Deputy Leader of the Council)

Rosalie Beattie	David Jenney
Tony Boto	Richard Lewis
David Brackenbury	Gill Mercer
Wendy Brackenbury	Sarah Peacock
Val Carter	Janet Pinnock
Richard Gell	Ron Pinnock
Roger Glithero JP	Roger Powell
Glenvil Greenwood-Smith	Geoff Shacklock
Helen Howell	Alex Smith
Dudley Hughes JP	Phillip Stearn
Barbara Jenney	Peter Wathen

362. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Helen Harrison, Marika Hillson, Sylvia Hobbs, Marian Hollomon Sylvia Hughes, Dorothy Maxwell, Andy Mercer, Valerie Raven-Hill, Anna Sauntson, Robin Underwood, Pam Whiting and Jake Vowles

363. MINUTES OF PREVIOUS MEETINGS

The minutes of the Council meeting held on 12 December 2016 were agreed as a true and correct record of the proceedings.

364. DECLARATIONS OF INTEREST

No declarations of interest were made.

365. ANNOUNCEMENTS BY THE CHAIRMAN AND CHIEF EXECUTIVE

The Chairman made the following address to the meeting:

First of all I take this opportunity to express our Council's appreciation of the work of our officers in supporting National Grid & British Gas in responding to the loss of gas in Oundle, now restored. Our officers' and Kiers' application and commitment calls for our approbation.

On 15th December I was the guest of the Mayor of Wellingborough at his Mayor's Christmas Night Dinner. The profits from the sales of tickets for the event went to the Mayor's Charity, Contact the Elderly, an important voluntary organisation whose work is increasingly relevant in our communities.

On 17th January I attended the East Midlands principal Councils' Consortium Summit in Leicester. This discussed the on-going co-operation between central Government and Councils in looking after asylum seekers and refugees. The Home Office Director concerned was present at this meeting and we had a very constructive discussion.

On 27th January I expect to hold my Civic Dinner in Ashton. Profits from the sale of tickets, including raffle tickets, will go to my three Chairman's Charities. This should be an enjoyable occasion: my wife and I look forward to seeing colleagues and their partners in our midst!

On 11th February, as an ex officio member of the University of Northampton Court I will be the guest of the Vice Chancellor the University's graduation ceremonies.

The Chief Executive had no announcements to make.

366. LEADER'S ADDRESS

The Leader of the Council advised Council that he had no major issues to report and also expressed his thanks to both Council officers and staff at Kier for their work in supporting the restoration of gas supplies in Oundle following the recent loss of service.

367. REPORTS OF COMMITTEES

(a) Policy and Resources Committee – 9 January 2017

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

RESOLVED:

That the recommendations in the following minutes be approved:

337 Minutes of Sub-Committees and Working Parties – Welfare Reform Sub-Committee

That the Council Tax Support Scheme 2017/18 for East Northamptonshire adopts the existing Council Tax Support Scheme with the following amendments:

- a) Limit the number of dependent children within the calculation for Council Tax Support to a maximum of two.
- b) Reduce the period for which a person can be absent from the United Kingdom and still receive Council Tax Support to four weeks.
- c) Remove the Work Related Activity Component in the current scheme for new Employment and Support Allowance claimants.
- d) Remove entitlement to the severe Disability Premium where another person is paid Universal Credit Carer's Element to look after them.

337 Planning Services Project Funding

That up to £55,000 be allocated from the Delivering the Corporate Plan Reserve to enable the completion of Planning Services projects as identified in the report.

(Reason: To ensure that development in the district meet the needs of local communities in respect of housing, employment and conservation)

341 Property Investment Opportunity

That the maximum purchase price of the properties in question be increased to in line with the figure stated in the report, to include purchasing costs, and that this is added to the Approved Capital Programme and funded from the Investment Opportunities Reserve.

(Reason: The recommended course of action is the most cost-effective)

(b) Scrutiny Committee – 11 January 2017

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

It had been confirmed earlier in the day that the Kettering General Hospital Foundation Trust's Constitution had been amended some time ago and ENC no longer had a seat on this body. The appointment of a representative was therefore not required and this outside body would need to be removed from the list.

It was also recommended that appointed representatives should be required to submit a report at least once per year on the activities of the outside body concerned to the most relevant ENC Committee or Board. Where the appointed representative was not a member of that Committee or Board, they would be able to submit a written report for inclusion on an Agenda and/or attend a meeting of that Committee or Board if they wished to present their report.

RESOLVED:

That the recommendation in the following minute be approved:

348 Final Report of the Review of Representatives on Outside Bodies

- i) at the 2017 Annual Council meeting, nominations for representatives to outside bodies be made in accordance with Appendix A..
- ii) the Constitution be amended to require appointed nominees to submit a minimum of one report per year to the relevant Committee or Board shown in Appendix A.

(Reason: To enable the Council to liaise with key partners about activity that impacts on the delivery of its Corporate Plan).

(c) Licensing Committee – 18 January 2017

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

368. OTHER REPORTS

(a) From Representatives on Outside Bodies

Reports were received from Councillor Rupert Reichhold, the Council's appointed representative on the following outside bodies:

- SPARSE
- Volunteer Action/Serve
- The University of Northampton Court
- County Corporate Parenting Board

A report was also received from Councillor Gill Mercer, the Council's appointed representative on the Northamptonshire Police and Crime Panel.

(b) Licensing Panels

(i) Liquor and Gambling – 5 December 2016

The minutes of the meeting of the Licensing (Liquor and Gambling) Panel held on 5 December 2016 were received.

(ii) Taxi and Miscellaneous – 9 January 2017

The minutes of the meeting of the Licensing (Taxi and Miscellaneous) Panel held on 9 January 2017 were received.

369. MOTIONS

It was reported that no Notice of Motions had been received under Procedure Rule 11.

370. QUESTIONS

It was reported that no questions had been received under Procedure Rule 10.2.

371. ANNUAL REVIEW OF THE CONSTITUTION

The Monitoring Officer presented a report setting out proposed changes to the Council's Constitution resulting from the annual review of the document.

The proposed amendments to the Constitution mainly reflected changes in legislation, officer structure or current council practice. Changes were also proposed to the rule on public speaking in the case of urgent items following a recommendation made by the Governance and Audit Committee, the membership of the Deenethorpe Airfield Village Board and the application of the Code of Conduct for Councillors.

In relation to the proposed changes to the Code of Conduct for Councillors, Town and Parish Councils would be advised of this change and, for those Councils which had adopted the ENC Code, they would need to determine whether to adopt the revised Code or remain with the existing Code. For those Councils which had adopted the National Association of Local Councils Code instead, the NALC Code already incorporated the provisions proposed to be included in the ENC Code.

RESOLVED:

That the Constitution be amended, as set out in Appendix B.

(Reason: To ensure that the Constitution continues to provide appropriate guidance on council decision making).

Chairman

Review of ENC Representatives on Outside Bodies

Outside Body	2016/17 Representative	Initial Review Outcome	Proposed Reporting Route for Feedback
Community Safety Core Group	Cllr S North	Retain	Policy and Resources (for any policy or resources changes)
Greenway Board	Cllrs S Peacock and P Stearn	Retain	District Regeneration and Tourism Board
Groundwork Northamptonshire	Cllr G Mercer	Retain	Policy & Resources (as make funding decisions)
Northamptonshire Enterprise Partnership (NEP)	Cllr S North	Delete	
South East Midlands Enterprise Partnership (SEMLEP)	Cllr G Harwood	Retain	Policy and Resources (as related to Economic Policy)
Oundle and Thrapston Youth Counselling (CHAT)	Cllr R Reichhold	Delete	
Welland Market Towns Group	Cllr P Stearn	Further Review (in August 2017)	District Regeneration and Tourism Board
Welland Partnership Board	Cllr G Greenwood-Smith	Agreed by Board in Nov 16 to end	
Welland Joint Committee	Cllrs R Lewis and S North	Delete	
University of Northampton Court	Chairman of Council (Cllr R Reichhold)	Retain	Council – as part of Chairman's Reports
Health, Adult Care and Wellbeing Scrutiny Committee, NCC	Cllr H Howell	Retain	Scrutiny Committee
Kettering General Hospital Foundation Trust	Cllr D Maxwell	Delete – ENC no longer has a seat on this body	
East Northamptonshire Locality Forum - Nene Commissioning area	Cllr M Hollomon	Retain	Scrutiny Committee
East Northamptonshire Locality Forum – Borders (Peterborough) Commissioning area	No appointment	Reinstate	Scrutiny Committee
Destination Nene Valley	Cllr S Peacock	Retain	District Regeneration and Tourism Board
Northamptonshire Sports Partnership	Cllr S North	Retain	Scrutiny (as predominately health and well being issue)

Stanwick Lakes Management Board	Cllrs G Greenwood-Smith, D Hughes and R Lewis	Retain	Policy & Resources (potential capital implications)
Campaign to Protect Rural England (Executive Committee of County Branch	Cllr T Boto	Retain	Planning Policy Committee
East Northamptonshire Grounds Maintenance Consortium	Cllr T Boto	Retain move to ENC Working Groups and Panels	
North Northamptonshire Development Company (NNDC)	Cllr R Lewis	Delete from March 2017	
River Nene Regional Park Board	Cllr G Greenwood-Smith	Retain	District Regeneration and Tourism Working Party (Tourism related current activity)
Rockingham Motor Speedway Forum	Cllrs R Glithero and H Harrison	Delete (the Forum agreed to no longer meet, by agreement with all parties).	
East Midlands Leaders Board/East Midlands Council	Cllr S North	Retain	Policy and Resources (Strategic Direction)
Fourth Option Special Interest Group	Cllr P Stearn	Delete	
Local Government Association	Cllr S North	Retain	Policy and Resources (Strategic Direction)
Local Government Association Rural Commission	Cllrs V Raven-Hill and R Reichhold	Delete	
Northamptonshire Parking Committee	Cllr G Mercer	Retain	District Regeneration and Tourism Working Party (Town Centre Regeneration Related)
Northamptonshire Partnership	Cllr S North	Delete	
Northamptonshire Police and Crime Panel	Cllr G Mercer	Retain	Policy and Resources (for any policy or resources changes)
SPARSE	Cllr R Reichhold	Retain	Finance Sub Committee (Funding related)
Northamptonshire Pensions C'ttee	Cllr R Lewis	Retain	Finance Sub Committee (Funding related)
Northamptonshire Waste Partnership	Cllrs R Lewis and S North	Retain	Waste Contract Working Party
Community Law Service	Cllr M Hillson	Retain	Welfare Reform Sub-Committee (to monitor community stress levels)

Serve Management Board	Cllr R. Reichhold	Retain	Scrutiny Committee (re Public Transport Review)
Service Six	Cllr R Lewis	Retain	Welfare Reform Sub-Committee (to monitor community financial stress levels)

Changes to the Constitution

Constitution Reference	
Part 2 - Articles	<p>11 Officers</p> <p>Management Structure</p> <p>Areas of responsibility for Chief Executive:</p> <p>With the Executive Director to share between them the line management of the Heads of Service for:</p> <ul style="list-style-type: none"> • Resources and Organisational Development including ICT; • Customer and Community Services including Communications and Revenues and Benefits • Planning Services • Environmental Services <p>Areas of responsibility for Monitoring Officer</p> <p>With the Chief Executive to share between them the line management of the Heads of Service for:</p> <ul style="list-style-type: none"> • Resources and Organisational Development including ICT • Customer and Community Services including Communications and Revenues and Benefits • Planning Services • Environmental Services
Part 2 - Articles	<p>13 – Finance, Contracts and Legal Matters</p> <p>13.05 Common Seal of the Council</p> <p>The Common Seal of the Council will be kept in a safe place in the custody of the Chief Executive or other person designated by him/her. A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the Chief Executive or the Council's Legal Adviser should be sealed or if the total value is over £500,000 The affixing of the Common Seal will be attested by the Chief Executive or some other person authorised by him/her.</p>

Part 3.2 Part A	7. Service of Planning Contravention Notices, Breach of Condition Notices and Requisition for Information notices under Section 330	Executive Director; or HoPS, PDM; Senior Enforcement Officer and Senior Conservation Office (in conjunction with LGSS Legal Service as required) ; with the ability to specify other officers (in addition to those shown) within Planning Services to act under the scheme SUBJECT TO KEEPING A RECORD OF THE OFFICERS SO AUTHORISED AND THE DATE OF AUTHORISATION Notice of intention to take action to be given to Ward Members.
	8. Issue of Enforcement Notices, Completion Notices and Stop Notices (see under Planning (Listed Building and Conservation Areas Act 1990 for listed buildings enforcement)	Executive Director; or HoPS, PDM; Senior Enforcement Officers and Senior Conservation Officer (in conjunction with LGSS Legal Service as required) ; with the ability to specify other officers (in addition to those shown) within Planning Services to act under the scheme SUBJECT TO KEEPING A RECORD OF THE OFFICERS SO AUTHORISED AND THE DATE OF AUTHORISATION. Notice of intention to take action to be given to Ward Members
	9. Rescind Enforcement Notices (or authority to take action) where matters have been satisfactorily resolved	Executive Director; or HoPS, PDM; Senior Enforcement Officer and Senior Conservation Officer; with the ability to specify other officers (in addition to those shown) within Planning Services to act under the scheme SUBJECT TO KEEPING A RECORD OF THE OFFICERS SO AUTHORISED AND THE DATE OF AUTHORISATION. Notice of intention to take action to be given to Ward Members
	10. Service of Notices under Section 215 – Land adversely affecting amenity	Executive Director; or HoPS, PDM; Senior Enforcement Officer and Senior Conservation Office (in conjunction with LGSS Legal Service as required) ; with the ability to specify other officers (in addition to those shown) to act under the scheme SUBJECT TO KEEPING A RECORD OF THE OFFICERS SO AUTHORISED AND THE DATE OF AUTHORISATION Notice of intention to take action to be given to Ward Members
3.2 Part B	92 Food Safety and Hygiene (England) Regulations 2013 – powers to serve hygiene improvement and hygiene prohibition notices 93 Food Information Regulations 2014	Delegation in both additions to: Health Protection Manager, Senior Environmental Health Practitioner, Environmental Health Practitioners

<p>Part 4.1 – Procedure Rules</p>	<p>9. PUBLIC TIME AT MEETINGS</p> <p>9.1 (a) General Citizens who have given notice of their intention to speak may address the Council at all meetings of the Council and committees in accordance with the Council’s published procedures. A period of not more than 15 minutes will be allowed before the formal business of the meeting during which citizens may speak for up to 3 minutes on a matter due for consideration at the meeting. A “citizen” includes a local resident, an objector or a Parish or Town Council representative, an East Northamptonshire Councillor with a Disclosable Pecuniary Interest (with a Dispensation) or other interest as a result of which they have withdrawn from the debate or decision on a related matter, and an applicant (in the case of the Development Control Committee, this can be an agent). This right reflects Articles 6 and 10 of the European Convention of Human Rights (Right to be heard and Freedom of Expression).</p> <p>Insert new section (b) and renumber: (b) Notice</p> <p>To speak at a council meeting, citizens must contact the Democratic Services Team to register their wish to speak before 5pm on the day before the meeting so they can draw up a list of speakers. This may be done by telephone or online form. This requirement may be waived at the discretion of the Committee Chair only in respect of items to be dealt with under the urgency procedure – see Part 4.3 paragraph 3.66)</p>
	<p>13. RULES OF DEBATE</p> <p>13.15 Under the Localism Act, councillors with a Disclosable Pecuniary Interest (DPI) without a Dispensation in a matter may not participate in the debate or decision about the matter. The councillor may remain in the room (unless the matter to be decided related to a regulatory function) but should physically withdraw from the Councillors making the decision. If the matter relates to a regulatory function then the councillor should leave the room (including the public gallery after any speech as a citizen). Councillors should also be mindful of any other interests they wish to declare under paragraph 2.5.3 of the Councillors Code of Conduct. If they have relevant interests they should consider whether participating in the debate or discussion might be perceived as biased as a result. If this is the case then they should consider following the same rules as for a DPI.</p>

<p>4.1 Procedure Rules</p>	<p>25. WORKING PARTIES, DISCUSSION GROUPS AND BOARDS</p> <p>25.1 A Working Party can be defined as a group set up by the Council or a Committee whose minutes record attendees, apologies and declarations of interest, and are submitted to the Council or that Committee for approval; that can make recommendations to the Council or relevant Committee for approval; and whose Members can request additions to its agenda.</p> <p>25.2 These Procedural Rules do not generally apply to Working Parties, apart from permitting their establishment under Rule 23 above. The nature and mode of operation of Working Parties is designed to encourage full discussion and exchanges of views from both councillors and officers. However, it is the practice of the Council to appoint a councillor as Chairman to preside at meetings of Working Parties; to record, in the minutes or notes of meetings of Working Parties the names of those attending (which reflects Rule 18); and to normally reach conclusions by affirmation or, if necessary, by a clear majority on a vote.</p> <p>25.3 Boards are similar to Working Parties in function but their membership is not restricted to councillors of East Northamptonshire Council.</p> <p>25.4 The Council has also adopted the practice whereby councillors are required to declare any necessary Disclosable Pecuniary and Other interests at Working Parties and Boards in the same way as required under paragraph 1 of the Code of Conduct for Council, Committee, Sub-Committee, Board and Panel meetings.</p> <p>25.5 Boards or Working Parties established by other bodies are not subject to these Procedure Rules. The (full) Council will decide if it wishes to send any representatives or delegates and who they shall be, but cannot determine the Terms of Reference of each Board.</p> <p>.</p>
	<p><u>25.6 All Working Parties and Boards established by this Council will have Terms of Reference agreed by the Committee or (full) Council that establishes them. Such Terms of Reference will usually include details of membership, quorum, arrangements for the reporting and publication of minutes, and make explicit any delegated powers.</u></p> <p>25.7 Discussion Groups cannot make recommendations to Committees through their minutes and therefore are not subject to these Council Procedure Rules.</p> <p>25.8 Partnership Boards are not subject to these Procedure Rules. The (full) Council will decide if it wishes to send any representatives or delegates and who they shall be, but can not determine the Terms of Reference of each Board</p>

Part 4.2	<p>10 EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS</p> <p>10.4 Meaning of “public” (a) The definition does not include councillors who do not serve on a particular committee or sub-committee. Rule 27 in Part 4.1 allows such councillors to remain in meetings after the exclusion of the public provided that they -</p> <ul style="list-style-type: none"> • Do not have a disclosable pecuniary interest in the matter to be discussed, and the councillor has considered the implications of the Code of Conduct in relation to interests • Fully observe Parts 5.3 - Paragraph 5 (Member & Officer Relations – Confidentiality) and 5.6 of the constitution (Protocol for Members on Confidentiality).
Part 5.1	<p>Councillors Code of Conduct</p> <p>This Code applies to all Councillors when they act in their role as Councillors of the Council or when they claim to act or give the impression of acting as a representative of the Council. This Code is a requirement of the Localism Act 2011 and forms part of the Constitution of ENC which all Councillors will follow. This code is based on the seven Nolan principles of public life:</p>

<p>Part 5.3 – Member Officer Protocol</p>	<p>Councillors’ access to Officers</p> <p>4.2 Whilst any councillor may ask a relevant Head of Service, Chief Officer or the Chief Executive for written factual information about a council service, such requests must be reasonable and not seek information relating to specific case work or items of a similar nature, such as employment matters.</p> <p>Requests will be met subject to any overriding legal considerations (which will be determined as appropriate by the Chief Executive, LGSS Legal Services or the Monitoring Officer). Requests may be refused if the recipient of any request considers the cost of providing the information requested or the nature of the request to be unreasonable. If a councillor requesting such information is dissatisfied by the refusal, he or she should raise the matter in the first place with the relevant Head of Service, and if still dissatisfied, should raise the matter with the Monitoring Officer who will discuss the issue with the relevant group leader.</p> <p>4.3 Councillors are normally free to approach any section of the Council to provide them with such information, explanation and advice about that section’s functions as they may reasonably need in order to assist them in discharging their role as councillors of the Council or any particular role to which they have been appointed by the Council. This can range from a request for general information or research about some aspect of a section’s activities to a request for specific information on behalf of a constituent. However Cllrs should be aware that, whatever the intention of councillors, junior officers may be overawed by the approach of a councillor and feel obliged to share information or an opinion, or carry out actions as a result, which a senior officer would consider incorrect or inappropriate. Junior Officers may therefore wish to seek advice from a senior officer before responding and councillors should respect this.</p> <p>4.4 If a pattern of behaviour by a councillor causes significant issues for junior officers, the Chief Executive or Monitoring Officer may require a councillor to restrict contact and requests for information to the relevant Head of Service. In such cases Councillors, therefore, should not approach or discuss an issue with a junior officer without the prior knowledge and consent of their Head of Service</p>
<p>Part 8 – Terms of Reference</p>	<p>Policy and Resources Committee xvi) Agreement of use of underspend from the previous financial year, and carry-forwards.</p>
	<p>Finance Sub Committee 9. To be responsible for the strategic management of all Council land and property assets and co-ordinate the disposal and acquisition of any capital assets. , making appropriate recommendations to the Policy and Resources Committee in relation to the principle of disposal 10. To agree the final sale details, including price, where a site has been identified by Council for disposal,</p>

	<p>Audit</p> <p>1. To consider the available mechanisms for the appointment of the External Auditor, the audit fee, the provision of any non-audit services by the external auditor and any questions of resignation or dismissal of the External Auditor.</p>
	<p>Deenethorpe Airfield Village Board</p> <p>2.1 The Board will comprise:-</p> <ul style="list-style-type: none"> - East Northamptonshire Council - 5 nominees as agreed at Annual Council (or in the case of unavoidable changes in membership at the next (full) Council). - Deene and Deenethorpe Parish Council (2 Nominees) - Benefield Parish Council (2Nominees) - Northamptonshire County Council (1 Nominee)

PLANNING MANAGEMENT COMMITTEE

Date: 25 January 2017

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
Helen Howell
Dudley Hughes JP
Barbara Jenney

Andy Mercer
Ron Pinnock
Anna Sauntson
Geoff Shacklock
Robin Underwood
Peter Wathen

372. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Marika Hillson, Alex Smith and Pam Whiting.

373. MINUTES

The minutes of the meeting held on 7 December 2016 were approved as a true and correct record of proceedings.

374. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
All Committee Members	16/02311/OUT 176 High Street, Irthlingborough	Knew applicant as he was a District Councillor		Yes
Barbara Jenney and Robin Underwood	16/02015/FUL 65 Northampton Road, Rushden; 16/02100/FUL 65 Northampton Road, Rushden; 16/02311/OUT 176 High Street, Irthlingborough	Knew the agent		Yes

Geoff Shacklock	16/01690/REM Land off Huntingdon and Market Road, Thrapston	Knew the applicant		Yes
Geoff Shacklock	16/02162/FUL Rose Cottage, Clopton Road, Thurning	Member of the Thurning Feast Committee which was made reference to in the report		Yes

(b) Informal Site Visits

Councillor Dudley Hughes declared that he had visited the Indoor Riding School, Manor Yard, Main Street, Sudborough (16/02190/FUL).

375. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

376. 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 on 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 Planning Development Manager for an extension of time in respect of applications 10/00857/OUT Irthlingborough West, 15/01976/VAR Grensons, Queen Street, Rushden, 16/00589/FUL Grensons, Queen Street, Rushden (factory conversion) and 16/00755/FUL Oundle Primary School until 28 February 2017.

RESOLVED: That

- i) the report be noted.
- ii) the extensions in respect of applications 10/00857/OUT Irthlingborough West, 15/01976/VAR Grensons, Queen Street, Rushden, 16/00589/FUL Grensons, Queen Street, Rushden (factory conversion) and 16/00755/FUL Oundle Primary School be approved.

377. 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 applications where actions had been delegated to the Head of Planning Services.

The Planning Development Manager advised that the draft conditions for application 15/00119/VAR Priors Hall were in progress. The conditions for application 16/01734/OUT 3 Main Street, Glapthorn had now been agreed and the decision issued.

RESOLVED:

That the report be noted.

378. PUBLIC SPEAKERS

The following people spoke on the items as indicated:

- **Councillor Dorothy Maxwell** - 16/02015/FUL - 65 Northampton Road, Rushden (Ward Member)
- **Mr Jon Sidey** - 16/02015/FUL - 65 Northampton Road, Rushden (Agent for the Applicant)
- **Mrs Gallo** - 16/02015/FUL - 65 Northampton Road, Rushden (Objector)
- **Councillor Dorothy Maxwell** - 16/02100/FUL - 65 Northampton Road, Rushden (Ward Member)
- **Mr Jon Sidey** - 16/02100/FUL - 65 Northampton Road, Rushden (Agent for the Applicant)
- **Mrs Gallo** - 16/02100/FUL - 65 Northampton Road, Rushden (Objector)
- **Councillor Val Carter** – 16/01690/REM – Land off Huntingdon and Market Road, Thrapston (on behalf of Thrapston Town Council)
- **Mr Edmund Fox** -16/01690/REM – Land off Huntingdon and Market Road, Thrapston (Agent for the Applicant)
- **Mr Keith Hutchinson** – 14/01420/FUL – Twelve Oaks, Rushden Road, Newton Bromswold (Agent for the Applicant)
- **Mr Jon Sidey** – 16/02311/OUT – 176 High Street, Irthlingborough (Agent for the Applicant)

379. 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) **16/02015/FUL – 65 Northampton Road, Rushden**

At the Planning Management Committee meeting held on 7 December 2016, the Committee had considered an application to amend a previously approved scheme for the erection of four two bedroomed detached bungalows, with associated garages, together with a shared access driveway off Northampton Road. The Committee had agreed to defer the application to enable a site visit to be undertaken.

The application had been brought before the Committee as Rushden Town Council had objected to the proposal and at the request of the Ward Member due to the planning history of the site as previous applications had been considered by the Committee.

Members noted that one letter objecting to the application had also been received from a nearby resident.

During debate of the application, Members stated that the proposed development would lead to an increase in the size of dwellings and massing. There was also a shortage of bungalow type accommodation in the area.

It was moved by Councillor Andy Mercer and seconded by Councillor Roger Glithero that the application be refused. On being put to the vote, seven members voted for the motion and six against.

The Committee **agreed to refuse** the application, contrary to officer advice, due to overdevelopment of the site, by reason of the increase in size and massing of the dwellings having a detrimental impact on the character of the area.

The Committee delegated authority to the Head of Planning Services, in consultation with the Chairman and Vice Chairman of the Committee and the Ward Member, to agree the detailed wording of the refusal.

(ii) 16/02100/FUL – 65 Northampton Road, Rushden

At the Planning Management Committee held on 7 December 2016, the Committee considered an application for the demolition of an existing 1.5 storey side extension, the erection of a two storey side extension, the demolition of the rear conservatory and erection of a single store rear extension. The Committee had agreed to defer the application to enable a site visit to be undertaken.

The application had been brought before the Committee at the request of the Ward Member due to the planning history of the site as previous applications had been considered by the Committee.

Members noted that Rushden Town Council had no objections to the application. One letter objecting to the application had been received from a nearby resident.

It was moved by Councillor Andy Mercer and seconded by Councillor Robin Underwood that the application be granted. On being put to the vote, the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report.

(iii) 16/011690/REM – Land Off Huntingdon and Market Road, Thrapston

The Committee considered a reserved matters application for 417 dwellings together with associated roads, access parking and landscaping pursuant to application 07/02457/OUT.

The application had been brought before the Committee as it was a major application.

Members noted that Thrapston Town Council had objected to the application and that 19 letters objecting had also been received from nearby residents.

During debate on the application, Members noted that it was proposed that the open space on the development would be transferred to a management company; however they were concerned to ensure that the public had full access to the open space in perpetuity.

It was moved by Councillor Dudley Hughes and seconded by Councillor Anna Sauntson that the application be deferred. On being put to the vote, eight members voted for the motion, three voted against and two abstained.

The Committee **agreed to defer** the application to allow officers to review the S106 in relation to public access to open space in perpetuity. If it was not covered by the S106 then other mechanisms to secure access would be explored.

(iv) 14/01420/FUL – Twelve Oaks, Rushden Road, Newton Bromswold

The Committee considered an application for the renewal of planning permission for an existing mobile home for a further two years.

The application had been brought before the Committee in accordance with the Scheme of Delegation.

During debate on the application, Members stated whilst supporting the application at this time, the applicant should note that he should prepare an application for a permanent dwelling as further extensions may not be granted.

It was moved by Councillor Richard Gell and seconded by Councillor Andy Mercer that the application be granted. On being put to the vote, the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report.

(v) 16/02311/OUT – 176 High Street, Irthlingborough

The Committee considered an application which sought outline planning permission for the erection of up to three dwellings with off-road parking and private amenity space.

The application had been brought before the Committee in accordance with the Scheme of Delegation as the applicant was a Ward Member for Irthlingborough John Pyel Ward.

Members noted that Irthlingborough Town Council had declined to comment on the application due to the application being made by an Irthlingborough Town Councillor. It was also noted that one letter objecting to the application had been received from a nearby resident.

It was moved by Councillor Andy Mercer and seconded by Councillor Dudley Hughes that the application be granted. On being put to the vote, the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report.

(vi) 16/02190/FUL – Indoor Riding School, Manor Year, Main Street, Sudborough

The Committee considered an application for the demolition of a riding school building and the erection of a single storey dwelling, and the conversion of a redundant stable to garaging and storage.

The application had been brought before the Committee at the request of Councillor Sylvia Hughes as Sudborough Parish Council had objected to the proposal.

Members noted that one letter objecting to the application had been received from a nearby resident.

During debate on the application, Members raised concerns with the use of zinc cladding and requested that the use of materials be re-evaluated.

It was moved by Councillor Dudley Hughes and seconded by Councillor Peter Wathen that the application be granted. On being put to the vote, 12 members voted for the motion and one member abstained.

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

(vii) 16/02162/FUL – Rose Cottage, Clopton Road, Thurning

The Committee considered an application for the demolition of an existing lean-to rear extension, erection of two storey extensions to side and rear, erection of a detached double garage, new access to highway and erection of 1.8m high brick wall and 1.8m high fencing to the front and side.

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

Members noted that one letter objecting to the application had been received from a nearby resident.

It was moved by Councillor Geoff Shacklock and seconded by Councillor Peter Wathen that the application be granted. The Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report and update sheet.

(viii) 16/01474/VAR – Darsdale Farm, Chelveston Road, Raunds

The application had been withdrawn by the applicant.

380. 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 the 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.

381. APPEAL DECISION MONITORING REPORT

The Committee received a report which provided an update on the planning appeals determined by the Planning Inspectorate from 21 November 2016 to 6 January 2017.

Members noted that the appeal by Lidl against the refusal of a totem sign at 25 Newton Road, Rushden had been dismissed. Councillor Barbara Jenney thanked officers for all their hard work in getting that decision.

RESOLVED:

That the report be noted.

Chairman

GOVERNANCE AND AUDIT COMMITTEE

Date: 1 February 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: Colin Wright (Chairman)

John Farrar	Alex Smith
Lance Jones	Robin Underwood
Valerie Raven-Hill	Peter Wathen

External attendees:

John Gorrie
Asim Iqbal
(External Auditors – KPMG)

For Agenda items External Audit Progress Report and Technical Update, Grant Certification 2015/16 & External Audit Plan 2016/17

Rachel Ashley-Caunt
(WIAC Head of Internal Audit)

For Agenda item Welland Internal Audit Consortium – Internal Audit Progress and Performance

382. APOLOGIES FOR ABSENCE

There were no apologies

383. MINUTES

The minutes of the meeting held on 30 November 2016 were approved and signed by the Chairman.

384. DECLARATIONS OF INTEREST

No declarations of interest were made by members of the Committee.

385. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

386. PURCHASE ORDER UPDATE

The Finance Manager provided an update of performance for December 2016 in isolation and cumulative data from April to December 2016 against the Purchase Order targets. Some areas of the authority had achieved 80% against the 70% target, however there was still work to be done to improve performance further.

Some anomalies had been identified in the way that invoices were processed between different teams and these would be addressed. An upgrade to the system was due to be installed on 3 February and this would allow timescales to be drafted for the implementation of intelligent scanning which will help to increase performance levels further through automating some of the processes. The new performance target for 2017/18 would be 90% to allow time for additional processes to embed.

Members discussed some aspects of the financial systems and sought clarification on the procedures and targets around the payment of invoices.

RESOLVED:

That the report be noted.

(Reason – to review the performance of Purchase Order process against the agreed target)

387. FUTURE OF INTERNAL AUDIT

The Chief Finance Officer presented a verbal update on the future of the Internal Audit service following the transfer of the Welland Partnership to LGSS. The draft Common Agreement and Service Level Agreement had been shared with the authorities using the service and these would be carefully scrutinised to ensure they were fit for purpose and provide the level of service required.

RESOLVED:

That the report be noted.

(Reason – to ensure the Committee is fully apprised of plans for future delivery of the service)

388. WELLAND INTERNAL AUDIT CONSORTIUM – INTERNAL AUDIT PROGRESS AND PERFORMANCE

The Welland Internal Audit Consortium provided the Internal Audit service for East Northamptonshire Council and was commissioned to provide 230 days to deliver the 2016/17 Annual Audit Plan. The Public Sector Internal Audit Standards required periodic reporting to the 'Audit committee' including the performance of Internal Audit against the agreed plan and any key findings regarding the council's risk management and control arrangements highlighted in the course of work completed.

The Committee received information on the progress made on each of the audit assignments along with performance information for the Welland Internal Audit Consortium to the end of week 40 (1 February 2017).

At the time of reporting, final reports had been issued for five assignments, a draft report had been issued for a further audit and work or planning was underway on seven assignments. At the end of week 40, the Consortium had delivered 115 of the 175 days commissioned for delivery of audit assignments.

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)

389. EXTERNAL AUDIT PROGRESS REPORT AND TECHNICAL UPDATE

The Committee received an overview of progress by KPMG, the Council's appointed External Auditors for 2015/16 and 2016/17 in delivering their responsibilities.

The report highlighted the following:

- Work undertaken in preparation for 2016/17 audit
- Summary of upcoming work
- 2016/17 Audit Deliverables

The report also highlighted the main technical issues currently having an impact on local government.

RESOLVED:

That the report be noted.

(Reason: This is an information report which sets out the progress by the external auditors and technical updates)

390. GRANT CERTIFICATION 2015/16

Jon Gorrie of KPMG advised that certification work had been undertaken on the council's Housing Benefit Subsidy claim. This had involved reviewing the council's grant submission and associated documentation and records to ensure that they were accurate and sufficient.

No issues or errors had been identified and therefore no recommendations had been made to improve the claim completion process. KPMG had therefore certified the grant claim as unqualified without any amendments.

RESOLVED:

That the report and the certification of grants and returns for 2015/16 be noted.

(Reason – this is an information report which addresses the management of benefits payments by the council)

391. EXTERNAL AUDIT PLAN 2016/17

Jon Gorrie and Asim Iqbal presented the KPMG audit plan for the current year, including how the financial statement audit work for ENC would be delivered. The report also set out the approach to be taken on value for money (VFM) arrangements work for 2016/17. The audit plan set out the headline messages and identified key risks for the financial statements audit.

The Audit and Accounts Regulations 2015 included a key requirement that the timetable for the preparation and approval of the accounts for the 2017/18 financial year be brought forward to a draft accounts deadline of 31 May and an audit deadline of 31 July. The audit plan had therefore been brought forward in readiness for moving towards the implementation deadline.

Members raised a query on the risk around pension liability and sought clarification that the risk was in connection with Northamptonshire County Council in gathering scheme membership data. Officers advised that the risk covered the member data and also the discount rate provided by the Actuary along with assurance that the rate was applicable for ENC. The county Chief Finance Officers had already met with the Actuary on three occasions and challenged them on assumptions prior to employer rates for the next three years being agreed.

In response to a question on the Business Rate appeal rate, members were advised that although the overall number was high the level of the individual appeals was relatively small scale and that 50% of the risk was borne by central government, 40% by ENC and 10% by NCC.

During a discussion on the level of underspend and reserves the Chief Finance Officer clarified that although there was not a formula or process that restricted the amount of underspend or reserves, there was a process for him to set a minimum level of reserves based on local risks. Any surplus could then be available for investment in the Council's Corporate Plan and to enable delivery of the Efficiency Plan.

RESOLVED:

That the contents of the report and the External Audit Plan 2016/17 be noted.

(Reason: This is an information report which sets out the arrangements for 2016/17 External Audit of the Statement of Accounts)

Chairman

PLANNING MANAGEMENT COMMITTEE

Date: 8 February 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Phillip Stearn Chairman
 Gill Mercer Vice-Chairman
 Roger Glithero JP Lance Jones
 Helen Harrison Andy Mercer
 Marika Hillson Ron Pinnock
 Helen Howell Geoff Shacklock
 Dudley Hughes JP Peter Wathen
 Barbara Jenney Pam Whiting

392. APOLOGIES FOR ABSENCE

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

393. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
All Committee Members	16/01662/FUL Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden	Knew one of the speakers as she was a District Councillor		Yes
Marika Hillson	16/01662/FUL Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden	Had written to the Secretary of State at the public inquiry for the original application		Yes
Helen Howell	16/01662/FUL Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden	Had spoken at the public inquiry for the original application		Yes
Barbara Jenney	16/01662/FUL Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden	Was a Member of Rushden Town Council who were a consultee; knew some of the speakers and was the Rushden Town Council		Yes

		representative on the Rushden Town Partnership who were a consultee.		
Andy Mercer	16/01662/FUL Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden	Was a Member of Rushden Town Council who were a consultee; had spoken at the public inquiry for the original application; knew all of the speakers; one of the listed speakers had contacted him to discuss Highways issues; and had written articles for the Yes to Rushden Lakes website.		Yes
Gill Mercer	16/01662/FUL Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden	Was a Member of Rushden Town Council who were a consultee; knew all of the speakers and had spoken at the public inquiry for the original application		Yes
Ron Pinnock	16/01662/FUL Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden	Was a Member of Rushden Town Council who were a consultee		Yes

(b) Informal Site Visits

No informal site visits had been undertaken.

394. PUBLIC SPEAKERS

The following people spoke on the items as indicated:

- **Councillor Dorothy Maxwell** - 16/01662/FUL – Land Adjacent Skew Bridge Ski Slope, Rushden Lakes Rushden (Ward Member)
- **Councillor David Coleman** - 16/01662/FUL – Land Adjacent Skew Bridge Ski Slope, Rushden Lakes Rushden (on behalf of Rushden Town Council)
- **Councillor Martin Griffiths** - 16/01662/FUL – Land Adjacent Skew Bridge Ski Slope, Rushden Lakes Rushden (on behalf of the Borough Council of Wellingborough)
- **Mr John McCarthy** - 16/01662/FUL – Land Adjacent Skew Bridge Ski Slope, Rushden Lakes Rushden (Applicant)

395. PLANNING APPLICATIONS

The Committee considered the planning application report, with updated information on the application, and representations made by public speakers at the meeting.

(i) 16/01662/FUL – Land adjacent to Skew Bridge Ski Slope, Rushden Lakes, Rushden

The Committee considered an application for the erection of a leisure building to include a cinema, other leisure uses and restaurant units and erection of retail units, cycle hire facilities 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 in accordance with the Scheme of Delegation as it involved over 1000m² of floor space.

Members noted that a number of other local authorities and organisations had either supported or objected to the proposal.

The existing approval had been granted in August 2016 and this new application sought planning permission for the following:

- Leisure Terrace: A leisure terrace comprising a 14 screen cinema, other leisure uses as well as 11 restaurant units on the western part of the site. This encompassed the reconfiguration and repositioning of the previously approved leisure terrace.
- Retail Terrace A: An extension to the previously approved retail Terrace A – three new retail units were proposed adjacent to Terrace A, in the space vacated by the repositioned Leisure Terrace.
- Retail Terrace D: It was proposed to replace the previously approved Hotel, Leisure Club and Restaurant R8 on the eastern part of the site with five new retail units. This would also lead to the repositioning of the Cycle Hire Facility.

The proposal sought the provision of an additional 12,088 sq.m of retail floorspace.

During debate on the application, Members expressed their disappointment at the decision of the developers to remove the hotel provision as it was felt that this was crucial in meeting local demand. In response to concerns raised that the affects on Irthlingborough and Raunds would not be mitigated, the Head of Planning Services advised that the possible impact on those towns had been considered but it was found that they were significantly different in retail offer with a more local market. The trade diversion would not be the same as for Rushden or Wellingborough and provision via S106 for Irthlingborough and Raunds could not be justified under the rules for these agreements. A new Head of Economic and Commercial Development had just been appointed and part of that role would be to work with the towns in improving the viability of the town centres.

Members noted that the proposal was contrary to NNJCS Policy 12(d) in that the proposal would increase the retail floorspace at Rushden beyond the limit expressed in that policy. In addition, the proposed floorspace increase had been assessed to have a 'significant adverse impact' on Wellingborough town centre and an 'adverse impact' on Rushden town centre. However, Members believed that the proposed mitigation measures, along with the other stated benefits of the scheme, would be sufficient to overcome the reasons for the floorspace limit in Policy 12(d) and the identified impacts on Wellingborough and Rushden town centres.

Therefore, it was moved by Councillor Andy Mercer and seconded by Councillor Pam Whiting that the application be granted. In accordance with Council Procedure Rule 16.4, Councillor Roger Glithero requested a recorded vote and the result was as follows:

FOR THE MOTION

Councillors Glithero, Harrison, Hillson, Howell, Hughes D, Jenney B, Jones, Mercer A, Mercer G, Pinnock R, Shacklock, Stearn, Wathen and Whiting (14).

AGAINST THE MOTION

None

ABSTENSIONS

None

The motion was thereupon declared **CARRIED** and it was

RESOLVED:

That, subject to the Secretary of State deciding not to call in the application under section 77 of the Town and Country Planning Act 1990, planning permission should be **GRANTED** subject to the conditions detailed in the officer's report and update sheet and the completion of a Section 106 Agreement to secure mitigation measures.

The Committee delegated authority to the Head of Planning Services, in consultation with the Chairman and Vice Chairman of the Committee and the Ward Member, to agree the wording of the conditions and detail of the Section 106 Agreement.

Chairman

POLICY AND RESOURCES COMMITTEE

Date: 13 February 2017

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)

Wendy Brackenbury Dudley Hughes JP
Val Carter Andy Mercer
Roger Glithero JP Sarah Peacock
Helen Harrison Phillip Stearn

396. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tony Boto, David Brackenbury and Marika Hillson.

397. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 9 January 2017 were approved and signed by the Chairman, subject to the addition of Councillor Helen Harrison to the list of those present.

398. DECLARATIONS OF INTEREST

No declarations of interest were made.

399. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

400. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

a) Housing Policy Working Party – 7 December 2016

The minutes of the meeting of the Housing Policy Working Party held on 7 December 2016 were received (see pages 317 to 321).

b) Housing Policy Working Party – 18 January 2017

The minutes of the meeting of the Housing Policy Working Party held on 18 January 2017 were received (see pages 322 to 325).

c) Personnel Sub-Committee – 23 January 2017

The minutes of the meeting of the Personnel Sub-Committee held on 23 January 2017 were received (see pages 326 to 328).

d) Finance Sub Committee – 6 February 2017

The minutes of the meeting of the Finance Sub Committee held on 6 February 2017 were received (see pages 329 to 336).

R.22 RESOLVED TO RECOMMEND TO FULL COUNCIL:

- (i) To approve an increase of £15,000 to the Approved Capital Programme budget in respect of 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 2016/17)

- (ii) That a reserve of £250k be created from the Council's MTFS/Efficiency Plan Reserve and that the Chief Executive and the Chief Finance Officer, in consultation with the Leader, Deputy Leader and Chairman of the Policy and Resources Committee, be given delegated authority to jointly authorise expenditure against that reserve to commission our advisors to assess investment opportunities that meet the Council's aspirations as set out in the Corporate Plan.

(Reason: To provide an effective decision making process that supports the Council's commercialisation aspirations.)

RESOLVED:

To approve that provision is made within the MTFS to increase the Homelessness Prevention Grant budget by £19,469 to £48,994 in 2017/18.

(Reason: To ensure appropriate allocation of funds to prevent homelessness and to meet our statutory duties.)

401. 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 a decision was required before the next scheduled meeting of the Committee.

e) Community Facilities Fund Working Party – 26 January 2017

The minutes of the meeting of the Community Facilities Fund Working Party held on 26 January 2017 were received (see pages 337 to 340).

RESOLVED:

- (i) To award grant funding totalling £350,223.50 to the following projects:

No.	Application	Award Given
2	Peace Labyrinth Project, Easton-on-the-Hill (Maze Garden)	32,245.00
6	Benefield Cricket Club	18,900.00
8	Rockingham Forest Trust – Stanwick Lakes	13,993.50
9	Kings Cliffe Footpath – link to KC Active	30,000.00
13	Thrapston Bowls Club	23,992.00
14	Higham Ferrers Town Council – MUGA improvements/Street Snooker	12,500.00
15	Woodford Parish Council/Greenway link	21,000.00
17	Collyweston Playing Field	50,000.00
19	Higham Ferrers Town Council – link to Greenway	40,000.00
20	Denford Church	37,593.00
24	Raunds Town Council/Bandstand	20,000.00
25	Rushden Heritage Centre	50,000.00

- (ii) To approve that the Council meet the cost of plaques/certificates for the projects, to be presented to each applicant/community group.

(Reason: To ensure effective and efficient use of the Communities Facilities Fund.)

402. MEDIUM TERM FINANCIAL STRATEGY AND PLAN

The Finance Manager presented the report which set out the Council's Medium Term Financial Strategy (MTFS) and Plan (MTFP) 2017/18 to 2020/21, outlined the Revenue Budget 2017/18, Capital Programme 2017/18 to 2026/27 and Treasury Management Strategy 2017/18.

It was reported that the MTFS 2017/18 to 2020/21 had been formulated since the announcement of the Spending Review and the Autumn Statement 2016. However, there had been very little detail announced that could be incorporated into the financial forecast, meaning there was still a considerable level of uncertainty surrounding key sources of funding that the Council would receive during this spending review period. At the end of the MTFS period in 2020/21, it was forecast that 100% of the Council's funding would be raised locally.

The Council had submitted an Efficiency Plan by the deadline of 14 October 2016. The Plan was based on the delivery of a number of works streams in order to close the funding deficit anticipated from 2018/19 onwards. The Council would now concentrate on monitoring and delivering the Plan.

The Council was waiting for further announcements on changes to the Business Rates Retention Scheme and the transition to 100% Business Rates Retention. A revaluation was being carried out by the Valuation Office and was due to come into effect from 1 April 2017, along with changes to the appeals process. The Council currently had over 200 appeals outstanding, which were estimated to have a financial impact of £2.05m, of which ENC's share was £0.82m.

The current assumption in the MTFS was for a zero increase for Council Tax. The Council Tax base had been set at 30,871 for 2017/18, with an estimated increase to the Council Tax base of 200 Band D equivalent properties per annum thereafter.

The Finance Settlement announced in December 2016 provided a provisional allocation for 2017/18 as well as some further announcements in response to the New Homes Bonus consultation. The keys points were:

- A reduction in overall funding of £241m which would be transferred into a new 'Adult Social Care Support Grant'
- A move to five year payments for existing and future allocations for 2017/18 and to four years from 2018/19
- Payments only given on growth over a 0.4% baseline (equating to around 140 band D equivalent homes for the Council) with flexibility for the government to adjust this rate in future years.

There had been improvements to the projected funding gap and currently there was a surplus of £469k for 2017/18 but more work was required to deliver efficiencies in future years to close the gap further. Items which continued to be reviewed included:

- Waste Management
- ICT
- Business Transformation
- Contracts
- Fees and charges
- Asset Management

Members noted that ENC still had one of the lowest levels of Council Tax in the country and councillors and officers had done an excellent job in managing the reduction in RSG while still delivering services.

The Chairman thanked the Finance Sub-Committee and officers for all their work in developing the MTFS.

R.23 RESOLVED TO RECOMMEND TO FULL COUNCIL:

That the Leader of the Council be invited to propose the approval of the following as part of the budget setting process:

- Medium Term Financial Strategy (MTFS)
- Revenue Budget 2017/18
- Approved Capital Programme for 2017/18 (Development Pool items are subject to the review set out within the report)
- Minimum level of Reserves and Earmarked Reserves
- Treasury Management Strategy
- Fees and Charges

(Reason – To ensure that in due course the Council complies with its constitution in setting its budget)

403. REPORT BY CHIEF FINANCE OFFICER ON ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF RESERVES

The Chief Finance Officer presented the report which advised the Council on the robustness of the estimates in the budget and the adequacy of the proposed financial reserves before recommending the Medium Term Financial Strategy 2017/21, the Revenue Budget for 2017/18, Capital Programme 2017/27, Reserve levels and Treasury Management Strategy 2017/18 to Council.

The report was being brought forward at an earlier stage to highlight that the funding gaps were getting closer than previously to enable the Council to address these gaps going forward. The Chief Finance Officer was happy to report that good progress had been made in closing the projected future funding gap, but more work remained to be done to ensure future financial sustainability.

The anticipated business rates income from the previously approved Rushden Lakes scheme was included in the budget forecast, and the recently approved extension to that scheme would also be taken into account. The Rushden East project, which was beyond this MTFs, would be included as the development started to materialise.

The Committee welcomed that based on the assumptions made in the budget 2017/18 and MTFs 2017/21, the Council could set a balanced budget for 2017/18.

RESOLVED:

- (i) To note the S151 Officer's opinion set out in Section 8 of the report in preparation for recommending the approval of the Council's Medium Term Financial Strategy 2017/22, the Revenue Budget for 2017/18, Capital Programme 2017/27 and Treasury Management Strategy 2017/18.

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

- (ii) To recognise the work undertaken over the last five years to ensure we have a balanced budget and are in a good financial position to face the medium term uncertainties.

(Reason: To ensure the Council has a stable and sustainable Medium Term Financial Strategy and Plan)

404. HOUSING ALLOCATIONS POLICY

The Housing Strategy and Delivery Manager presented the report which sought formal adoption of the Housing Allocations Policy.

The draft Housing Allocation Policy 2017 had been presented to the Committee on 5th December 2016 and had been approved for consultation. Following a consultation period of six weeks, a total of two responses had been received, one positive and one not relevant. A suggested change to Appendix 2 had been identified – 'What type of property could I bid for?' in respect of General Needs accommodation and it was now proposed that families with one child or a pregnancy over 24 weeks should not bid on one bedroom properties.

Several software changes had been identified as being necessary as a result of the changes to the policy as well as upgrades required to the system to ensure it could better process housing applications. The costs were estimated to be in the region of £15,000 and it was suggested that this one off cost be met from within the Planning Services underspend for 2016/17. The cost of the changes had originally been estimated to be in the region of £10,000 and it had now been confirmed that an estimated £9,240 would cover all the changes with the exception of local connection requirements. It was anticipated that a further £5,000 would be required to implement the upgrade needed to ensure the local connection criteria to the villages was properly applied.

RESOLVED:

- (i) To note the Equality Implications relating to the report;
- (ii) That the Housing Allocation Policy 2017 be approved and adopted for full implementation once the required changes to the IT system have been completed; and
- (iii) That the necessary one-off costs in relation to changes to the IT system being financed from the Planning Services underspend 2016/17 be approved.

(Reason – To accord with legislation and to ensure the fair allocation of affordable housing)

405. FUNDING FOR SUPPORTED HOUSING CONSULTATION

The Housing Strategy and Delivery Manager presented the report which sought approval for a suggested response to the government's consultation on a proposed new model for funding supported housing.

The draft response to the consultation had been developed by the Housing Policy Working Party and had been submitted by the deadline of 13th February 2017, subject to any additional comments arising from this Committee. The Housing Forum had been consulted on the proposed response and some of their comments had been incorporated. There would be a Green Paper on the detailed arrangements in the Spring, with a final package being announced in Autumn 2017.

The Local Housing Allowance (LHA) Cap would be introduced for all tenants from April 2019. The LHA cap would limit the rising housing benefit bill as it was the maximum amount that would be paid as housing benefit or be included as part of Universal Credit payments. The LHA Cap would also apply to supported housing. This had raised concerns from providers of supported housing in respect of both housing management and development as they feared that they may have to close supported housing schemes if they were unable to charge for the support provided to residents.

From April 2019, there would be a new funding model to ensure that supported housing continued to be funded at the same level it otherwise would have been in 2019/20. Core rents and service charges would be funded through Universal Credit (or HB for pensioners and in areas where UC has not been fully rolled out) up to the level of the applicable LHA rate. Top-up funding would be devolved to top tier authorities, recognising the higher average costs of supported accommodation. The top-up fund would be ring-fenced to ensure it continued to support vulnerable people.

RESOLVED:

To approve the draft consultation response for formal submission to the Department for Communities and Local Government.

(Reason – to ensure the Council's views on the administration of the new Supported Housing Funding Model are taken into account)

406. HOUSING LEGISLATION CHANGES

The Environmental Protection Manager presented the report which detailed a number of housing legislation changes that had recently taken effect or would do in the next year.

Under the Housing and Planning Act 2016, Banning Orders had been created so that a person could be banned from letting out a property, engaging in letting agency work or engaging in property management work if they had been convicted of a relevant offence. Further regulations on these orders were due to be issued by the government in 2017. The government was also to set up a national database of rogue landlords and property agents, which would be made available to all Local Authorities. It would also create Rent Repayment Orders, where a tenant could claim the rent back for a property where the landlord failed to undertake required works and had committed an offence under the legislation enforced by Local Authorities.

Members noted that Schedule 9 of the Act had made amendments to the Housing Act 2004, allowing Local Authorities to impose financial penalties of up to £30,000 as an alternative to prosecution. Members indicated that they wished to see a schedule of fines according to the severity of the offence and officers advised that the detail was not yet known and further reports would be brought when available.

Expected changes to the legislation in 2017 regarding more properties being licensed if they were operating as a house of multiple occupation, could see a significant increase in the number of properties affected in the district, with numbers rising from four up to approximately 100-150. This would have resourcing implications due to the officer time taken to ensure the work was carried out.

R.24 RESOLVED TO RECOMMEND TO FULL COUNCIL:

That the Housing and Planning Act 2016 Part 2 Rogue landlords and property agents in England, Part 5 Housing, estate agents and rent charges: other charges and associated schedules be adopted and added to the Council's Scheme of Delegation with delegation given to Chief Executive, Executive Director, Head of Environmental Services and Officers so delegated by them.

(Reason – To accord with legislation or the policy of the Council)

RESOLVED:

To note the report and note that changes with any staff resourcing implications would be submitted to Personnel Sub-Committee for approval.

(Reason – The recommended course of action if the most cost-effective)

407. DRAFT CALENDAR OF MEETINGS 2017/18

The draft calendar of meetings 2017/18 was considered by the Committee.

R.25 RESOLVED TO RECOMMEND TO FULL COUNCIL:

That the Draft Calendar of Meetings for the 2017/18 municipal year be approved (see pages 341 to 342)

Chairman



**Housing Policy Working Party
Final Minutes of meeting held on Wednesday
7 December 2016 at 2pm in the Kasen Room**

Present

Councillors	Tony Boto (Chair)	CllrTB
	Steven North	CllrSN
	Helen Harrison	CllrHH
	Richard Lewis	CllrRL
	Sarah Peacock	CllrSP

Also in attendance

Executive Director	Sharn Matthews	SM
Head of Planning Services	Paul Bland	PB
Planning Policy and Conservation Manager	Richard Palmer	RP
Housing Enabling Officer	Aine Cooper	AC
Housing Strategy and Delivery Manager	Carol Conway	CC
Housing Services Officer	Louise Bagley	LB
Senior Planning Policy Officer	Louise Jelley	LJ
Community Partnerships Manager	Mike Greenway	MG

		<u>ACTION</u>
1.	Apologies and introductions	
1.1	Apologies received from Jenny Walker	
2	Minutes of the meeting of 19th October 2016	
2.1	The minutes were approved and signed by the Chairman.	
3	Matters arising	
3.1	The draft Housing Allocation Policy was approved by Policy and Resources Committee to go out to consultation. Any changes will be taken back to P&R in February/March.	
4	Updates	
4.1	Housing (DCLG letter)	

4.1.1	<p>Key points noted in the letter from DCLG were:</p> <p>An additional £1.4 billion for housing associations to deliver more affordable homes of every tenure</p> <p>Expansion of the Right To Buy pilot scheme for housing association tenants</p> <p>A new £2.3 billion Housing Infrastructure fund, which we will be bidding into as part of the North Northants broader approach, tied in with NEP/SEMLEP</p> <p>Not proceeding with the 'Pay to Stay' policy</p> <p>Banning letting agents from charging fees to tenants</p> <p>Doubling the size of the Rough Sleeping Fund</p> <p>A White Paper will be published in January setting out further measures to release more land for housing, speed up development and diversify the range of people building new homes.</p>	
4.2	Welfare Reform	
4.2.1	<p>An update from Lucy Hogston was noted; the full service rollout of universal credit is commencing in the area gradually as there are five different job centres covering the district with different dates of rollout. The first will be Corby in February 2017, followed by Peterborough, Rushden (Feb 18), Kettering and lastly Wellingborough (Aug 18).</p>	
5	Housing Mix Project Brief update	
5.1	<p>It was noted that this is currently out to tender. The bids will be shortlisted and analysed, with interviews conducted in the New Year, and work being completed by the end of the financial year.</p>	
5.2	<p>It was agreed that Cllr TB will join the selection panel for the consultant. RP to inform TB of dates in the new year.</p> <p><i>(Cllr RL joined the meeting at 14.20)</i></p>	RP
6	Homelessness Update Report	
6.1	<p>The Homelessness Reduction Bill going through Parliament will place new duties on the council. There is also an increase in the projected number of homelessness applications for 2016/17 and an increase in complex cases and people with multiple debts. B&B accommodation is only used as a last resort, with the average length of stay being weeks as opposed to months. There is a slight increase in rough sleepers recorded for this year at 4 (3 being recorded last year).</p>	
6.2	<p>At present the council has a duty to provide advice and assistance to intentionally homeless households and temporary accommodation for a reasonable time to allow them to secure alternative accommodation; this is usually 28 days. Under the Homelessness Reduction Bill this is likely to increase to 56 days.</p>	

	<p>A great deal of work is undertaken by the Housing Services Team in conjunction with the Homes Direct Housing Options Team to prevent homelessness, and this minimises the number of homelessness applications and of those needing to go into temporary accommodation, with an average of 5 households recorded in temporary accommodation at the end of each month.</p> <p>The Bill proposes to extend the definition of threatened with homelessness to someone who is likely to become homeless within 56 days, double the current 28 days.</p> <p>The council would be required to ensure that services are designed to meet the needs of particular groups at increased risk of becoming homeless e.g. victims of domestic abuse, people with mental illness/impairment, those leaving care, the prison system, hospital or the armed forces. If the council is satisfied someone is homeless then they must take reasonable steps to help them secure suitable accommodation available for their occupation for at least 6 months. The Bill would place a requirement on all applicants to co-operate with the council's attempts to comply with their prevention and relief duties. Specified local agencies will have to refer those homeless or at risk of being homeless to LA housing teams. The government is supporting the Bill and has indicated that some funding will be available to councils to fund the additional burdens it will bring.</p> <p>Members expressed concern that there was also a need for daytime support for homeless and other people in Rushden.</p>	
6.3	<p>The Homelessness Prevention Grant funding will be £29,525 in 2017/18, with bids totalling £48,994.</p> <p>It was agreed to recommend to the next P&R committee meeting that the Homelessness Grants Panel should be reconvened to begin discussions on how the money should be allocated and to highlight the potential shortfall in the level of funding available.</p>	CC
6.4	<p>The local housing allowance cap has been postponed until April 2019. Rent in advance payments to Registered Providers have not yet been a problem but this will be monitored in the coming months.</p> <p>Work is in progress with Spire Homes to prepare applicants for the responsibilities of taking on a tenancy and other providers are to be approached to agree a joint approach. Longer term, e-learning modules are being developed that applicants will need to complete before they can submit an application. It is also hoped to develop a common affordability test so that all organisations are applying the same criteria when applicants are nominated for tenancies.</p>	
	<i>SM left the meeting at 3.05</i>	

7	Development of Services for Victims of Domestic Violence	
7.1	MG gave an update on the service, advising that Wellingborough and East Northants Women's Aid has recently closed due to funding issues. A review is to be undertaken to ascertain the financial situations of voluntary organisations in the district.	
7.2	Funding of services for domestic abuse victims is being considered by the countywide group Violence Against Women and Girls. There is a funding pot of £2.5 million available from the government for all of the UK. There will be a county bid for this funding.	MG
8	Supported Housing Funding Consultation	
8.1	The Local Housing Allowance Cap will not take effect until April 2019, but will apply to all tenants on Universal Credit, not just those who take on new tenancies. The LHA Cap will also apply to supported housing from April 2019, raising concerns from providers in respect of housing management and development. Providers are unwilling to commit to new supported housing schemes and development has halted until the details of the new arrangements are known.	
	<i>Cllr SN arrived at 15.15</i>	
8.2	The framework for the new funding model has been set, and the consultation is seeking views on the key system design of the new model. We need to begin to formulate a response, and incorporate any views of the providers into it that members wish to include. The consultation will be taken to the Housing Forum meeting on 8 th December 2016, and CC will feed back at the next HPWP in January, followed by a draft response for approval by P&R committee in February.	CC
9	Work Plan Update	
9.1	CC provided an update on the work plan, advising that the Housing Allocations Policy has been to P&R, and will be out to consultation this week.	
10	Risk Review	
10.1	Risk 1 – The wording has been updated to take into account the changes to starter homes Risk 4 – Score increased to reflect a potential increase in homelessness applications as a result of the Homelessness Reduction Bill going through.	

	Risk 6 – score reduced to reflect the LHA cap being delayed until April 2019.	
11	AOB	
11.1	No items were raised.	
12	Next and future meeting dates	
	Wednesday 18 th January 2017 2pm Kasen Room Wednesday 1 st March 2017 2pm Kasen Room Wednesday 12 th April 2017 2pm Kasen Room	
	The meeting concluded at 15.40pm	



Housing Policy Working Party
Draft Minutes of meeting held on Wednesday 18th
January 2017 at 2pm in the Kasen Room

Present

Councillors	Tony Boto (Chair)	CllrTB
	Helen Harrison	CllrHH
	Richard Lewis	CllrRL
	Sarah Peacock	CllrSP

Also in attendance

Executive Director	Sharn Matthews	SM
Head of Planning Services	Paul Bland	PB
Planning Policy and Conservation Manager	Richard Palmer	RP
Housing Strategy and Delivery Manager	Carol Conway	CC
Housing Services Officer	Louise Bagley	LB
Environmental Protection Manager	Jenny Walker	JW

		<u>ACTION</u>
1.	Apologies and introductions	
1.1	Apologies were received from Cllr Steven North and Aine Cooper	
2	Minutes of the Meeting of 7th December 2016	
2.1	The minutes were approved and signed by the Chairman.	
3	Matters arising	
3.1	P&R agreed to reconvene the Homelessness Grants Panel A meeting of the panel is scheduled for Monday 23 rd January to discuss the bids that have been submitted. A bid for funding of services for domestic abuse victims has been submitted to government and we are currently waiting to hear if this was successful.	
4	Updates	
4.1	Housing Waiting for the housing white paper. Nothing more has come	

	through regarding starter homes. It was noted that we were unsuccessful in our bid for money towards starter homes but we were successful with our garden communities bid, and will receive funding to facilitate the Deenethorpe Airfield Garden Village project.	
4.1.1	A report from JW is due to go to P&R to provide an update on the changes to private sector housing legislation. Changes to enforcement procedures mean that penalties can now be issued for each single offence of up to £30k. Changes in the requirement for HMO licences will see an increase from 4 to approximately 100-150 properties that will require a licence. Concerns were raised that more landlords will pull out as a result of this, making it harder to rehouse people.	
4.1.2	The Homelessness Reduction Bill is still going through parliament, with additional funding being made available £48m for the whole of the UK over next 2 years. There is concern that this won't be enough to cope with the extra duties being imposed on Local Authorities.	
4.2	Welfare Reform	
4.2.1	No updates to note	
5	Housing Mix Project Brief update	
5.1	RP advised that the brief went out to consultants and two responses were received. Both are within budget and have indicated that they can complete the work within the proposed timescales. Interviews are taking place tomorrow (January 19 th). RP to provide updates at future meetings as work progresses.	RP
6	Housing Allocation Policy	
6.1	The draft has been out to consultation following approval by Policy and Resources Committee, with no changes being suggested as a result of the consultation. It will go back to P&R in February for final approval. CC to provide Cllr RL with a copy to review.	CC
6.2	Members were asked to consider an alteration to page 34 of the policy; the removal of the tick for a 1 child family or pregnant person over 24 weeks to be able to bid for a 1 bed property. Members agreed to this as otherwise such tenants would have no priority for a larger property as children become older.	LB
7	Supported Housing Funding Consultation	
7.1	The concerns of the housing forum were noted and some organisations will be submitting their own responses to the consultation.	

7.2	<p>Members were asked for their feedback on the draft response. Another authority had compiled a constructive and imaginative response, and it was agreed to add some of their responses to our own.</p> <p>CC to redraft the response and circulate to HPWP early next week, with feedback required by the end of the week.</p> <p>The response date is 13th February; the same date as P&R. It was agreed to send a draft response to DCLG, noting it is subject to approval from P&R.</p>	<p>CC</p> <p>All</p> <p>CC</p>
7.3	<p>Concerns were raised that if the money did go directly to the County Council, some of our local schemes would miss out on the funding they require, with funding being used to focus on the county wide priorities instead RPs would not want to deliver new schemes if revenue funding arrangements were uncertain.</p>	
8	Housing and Support for Older People	
8.1	<p>The study was commissioned by Northamptonshire County Council to investigate the current housing and support provision for older people and to predict future needs.</p> <p>The initial indication is that there is no demand for additional rented accommodation. However, some schemes are out of date and need to be remodelled. The closure of nursing homes and the impact this would have on housing demand was discussed. It was noted that we need to have a strategic input into the areas of perceived need in order to ensure their development meets local requirement. Questions were raised as to how we get the results of the study into the Local Plan and subsequently out to the developers to ensure delivery.</p>	
8.2	<p>Dementia care housing schemes need to be investigated and each district should look at providing one dementia friendly care scheme in the next 3-5 years, with the size being dependent on need. <i>4 out of every 20 homes in a development for older people need to be for dementia care.</i></p> <p>More needs to be understood about dementia and the potential numbers of residents in the district that could be affected in the future.</p> <p>Policies for this need to come through the Local Plan so that they can be applied to planning applications. Housing mix also needs to be factored into it.</p> <p>Once the report has been finalised CC will organise a presentation to members to include information on dementia</p>	<p>CC</p>
9	Work Plan Update	
9.1	<p>The Housing Allocations policy is completed. CC to send copy of policy to Cllr Lewis once finalised</p> <p>Clawback policy. Potential to proceed with a clawback policy, excluding the Right to Buy element until more detail is known.</p> <p>Agreed to put on the agenda for the next meeting</p>	<p>CC</p> <p>CC</p>

	Property investment opportunities – SM advised there needs to be clarity on what is to be delivered from any investment vehicle created, to ensure the goals set are achieved. SM to circulate slides from investment meeting (if not confidential) Housing mix SPD needs to be refreshed but awaiting details on starter homes. Housing and homelessness strategy – this now needs to be progressed.	SM
10	Risk Review	
10.1	HPWP risks were reviewed. Risk of increase in homelessness applications to be discussed at the next meeting as the likelihood may need to be increased to very high in light of changes in the Homelessness Reduction Bill and to the private rented sector.	ALL
11	AOB	
11.1	Members agreed draft HPWP mins to go to P&R to avoid delays.	
12	Next and future meeting dates	
	All Wednesdays at 2pm in the Kasen Room 1 st March 2017 12 th April 2017 24 th May 2017 5 th July 2017	
	The meeting concluded at 15.40 pm	



Personnel Sub-Committee

Minutes of a Meeting held on Monday 23 January 2017 at 10.30am, East Northamptonshire House, Thrapston

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

Officers: David Oliver Chief Executive
Katy Everitt Head of Resources and Organisational
Development
Paul Bland Head of Planning Services
Rhys Bradshaw Planning Development Manager

1.0 APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Sarah Peacock.

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 14 November 2016 were approved and signed by the Chairman.

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 item of business because exempt information, as defined under paragraphs 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

6.0 PLANNING ENFORCEMENT OFFICER - EXTENSION OF TEMPORARY CONTRACT

- 6.1 The Planning Development Manager reported that in April 2016 the Sub-Committee had approved a flexible retirement request within the Planning Enforcement team and the creation of a temporary additional Planning Enforcement Officer post at 0.6 FTE to maintain a 1FTE post overall. An officer had been recruited to the temporary post until 31 December 2016 to coincide with the conclusion of the Planning Enforcement Scrutiny Review
- 6.2 The Planning Enforcement Scrutiny Review had concluded and the Panel's findings reported to the Scrutiny Committee on 11th January 2017. The Committee had supported the extension of the temporary contract until 31 December 2017 to allow the procedures in the updated Enforcement Plan to establish.
- 6.3 The Sub-Committee considered that sufficient resources were required to maintain an effective planning enforcement function and there was likely to be a demand for planning enforcement work for some time ahead. Accordingly, it would be appropriate to review the current team structure again before the temporary contract expired.

RESOLVED: That

- (i) the extension of the temporary part-time contract until 31 December 2017 be approved.
- (ii) a further report be submitted to the Sub-Committee in approximately 10 months' time to assess the effectiveness of the current Planning Enforcement Team structure

(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).

7.0 PROPOSED DELETION OF POST - PLANNING SERVICES ADMINISTRATION TEAM

- 7.1 The Head of Planning Services reported that one of the five Administration Assistants within Planning Services had retired from the Council in December 2016 and it was proposed to delete the post from the establishment. The successful implementation of the new 'Paperless Planning' project had enabled this reduction to be made.

RESOLVED :

That the deletion of post number 03/578 (Administration Assistant – part-time) from the Planning Services establishment be approved.

(Reason: To realise efficiencies delivered by the Business Transformation 'Paperless Planning' project).

8.0 TEMPORARY COVER FOR HR MANAGER POSITION

- 8.1 The Head of Resources and Organisational Development reported that the Council's HR Manager has been absent from work for several months and, to date, the vacancy had been covered from existing staff resources. However, this was not considered to be sustainable and additional support was required, particularly to undertake projects the Council was under an obligation to carry out.
- 8.2 Additional funding was requested to be used to purchase HR consultancy days from East Midlands Councils, subject to relevant procurement rules being satisfied. The quality of previous support obtained from HR staff at East Midlands Councils had been good.

RESOLVED:

That additional funding of up to £10,000 from any forecast underspend within 2016/17 be approved to provide temporary cover for the HR Manager post.

(Reason: To ensure the HR team is appropriately resourced to ensure effective service delivery).

Chairman



Finance Sub-Committee

Minutes of a meeting held on Monday 6 February 2017 at 7.00pm, East Northamptonshire House, Thrapston

Present: Councillors: Steven North (Chairman)
David Brackenbury
Val Carter
Roger Glithero JP
Glenvil Greenwood-Smith
Glenn Harwood MBE
Richard Lewis

Officers: David Oliver (Chief Executive)
Glenn Hammons (Chief Finance Officer)
Sharn Matthews (Executive Director)
Katy Evertitt (Head of Resources and Organisational Development)
Julia Smith (Head of Customer and Community Services)

1.0 APOLOGIES FOR ABSENCE

1.1 No apologies for absence had been received.

2.0 MINUTES

2.1 The minutes of the meeting of the Finance Sub-Committee held on 19 December 2016 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 No interests were declared.

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 DECEMBER 2016

5.1 The Chief Finance Officer presented a report which provided an update on the revenue and capital positions against the approved budgets for the period ended 31 December 2016.

- 5.2 This included an expected £150,000 underspend as a result of additional income on planning applications and garden waste, despite additional pressures resulting from lower than anticipated income from investments and that the Council was also unlikely to meet its vacancy target. Although it was noted that all of these factors had been included in the report, it was noted that further work was required to explore some items such as the recharges for elections, together with the provision of enhanced explanations as to the disconnect in the report between the actual to date and estimated out-turn in relation to ICT and Customer and Community Services. It was agreed that these points would be addressed in future monitoring reports
- 5.3 In relation to the Capital Programme, it was estimated that there would be an underspend. This was mostly due to DFG schemes spreading over the financial year end plus requests for additional funding for waste bins which would be funded by underspends on the revenue budgets i.e. self funded.
- 5.4 Members also noted that the strong growth in the number of houses meant that more bins would be required, as well as replacement bins. This eventuality had been anticipated via provision within the Capital Programme but now an additional sum was required in this year.

RESOLVED:

- (i) That the latest revenue, capital and reserves positions for 2016/17 be noted; and
- (ii) That the collection and write off performance for sundry debtors, local taxation and benefit overpayments as set out in Appendix 3 to the report be noted.

(Reason: This is for information / monitoring purposes)

RESOLVED TO RECOMMEND TO FULL COUNCIL:

To approve an increase of £15,000 to the Approved Capital Programme budget in respect of 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 2016/17)

6.0 TREASURY MANAGEMENT REPORT TO 31 DECEMBER 2016

- 6.1 The Chief Finance Officer presented a report which outlined the Treasury Management position for the period ended 31 December 2016 and which highlighted two key areas.
- 6.2 Firstly, interest rates had been falling to an average of 0.25% and although the Council's investments were currently performing ahead of this at an average 0.41%, this was below the budgeted target of 0.85%.
- 6.3 Secondly, the Council's average cash balances had increased within the year, following the usual pattern, but they would also usually reduce over the last quarter as most Council Tax income would already have been received. There also tended to be less government income in the last quarter.

RESOLVED:

- (i) That the Treasury Management performance for period 9 of 2016/17 be noted.
- (ii) That the Treasury Management Practices (set out in Appendix 2 to the report) for inclusion in the Treasury Management Strategy from 2017/18 be noted.

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

7.0 REPORT BY CHIEF FINANCE OFFICER ON ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF RESERVES

- 7.1 The Chief Finance Officer presented a report which advised the Council on the robustness of estimates in the budget and the adequacy of the proposed financial reserves before recommending to Council the Medium Term Financial Strategy 2017/21, the Revenue Budget for 2017/18, Capital Programme 2017/27, reserves levels and Treasury Management Strategy 2017/18.
- 7.2 This report was being brought to the Finance Sub-Committee and Policy and Resources Committee for the first time. It was noted that in previous years, the Council had been well placed, with funding gaps predicted some years into the future. However, as potential funding gaps were now closer, the Chief Finance Officer thought it was more appropriate for this report to be considered along with the other key MTFS reports.
- 7.3 In summary, the view of the Chief Finance Officer was that next year's budget was robust and the financial position on reserves adequate and acceptable. He did however note the number of known unknowns for the near future, the impact of which had had to be estimated for the MTFS. These included firm proposals on business rates retention, which were thought unlikely to be received before December 2017 when they may be published alongside the Local Government Settlement. Others included possible further changes to the New Homes Bonus plus wider global economic uncertainties arising from recent and future elections. As a result the MTFS showed a funding gap for 2018/19 and the Council would need to focus on filling this gap in the next financial year to provide a balanced budget for 2018/19 onwards.
- 7.4 Members welcomed the setting of a balanced budget for 2017/18 and the changes to the Capital Programme which separated out the DFGs from other capital expenditure. They also commended the clarity of the information provided in relation to the impact of decisions in relation to Council Tax levels for the Council.
- 7.5 Members questioned the latest position in relation to the payment of Disabled Facilities Grants monies from the Better Care Fund. It was noted by officers that only the first two quarter's instalments had been received to date. Additional information had been requested from the Council before payment of the next instalment and there remained the issue of the potential withholding of the final 10% because Better Care Fund Targets had not been met despite legal and DCLG advice that Disabled Facilities Grant monies should not be affected. The Chief Executive noted that the District and Borough Councils were meeting to agree a common way forward to resolve this issue.

RESOLVED:

- (i) To note the S151 Officer's opinion as set out in Section 8 of the report in preparation for recommending the approval of the Council's Medium Term Financial Strategy 2017/22, the Revenue Budget for 2017/18, Capital Programme 2017/27 and Treasury Management Strategy 2017/18 to Policy and Resources Committee and thence to Council.

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

- (ii) To recognise the work undertaken over the last five years to ensure we have a balanced budget and are in a good financial position to face the medium term uncertainties.

(Reason: To ensure the Council has a stable and sustainable Medium Term Financial Strategy and Plan)

8.0 MEDIUM TERM FINANCIAL STRATEGY AND PLAN

- 8.1 The Chief Finance Officer presented a report which set out the Council's Medium Term Financial Strategy (MTFS) and Plan (MFTP) 2017/18 to 2020/21, an outline of the Revenue Budget 2017/18, Capital Programme 2017/18 to 2026/27 and Treasury Management Strategy 2017/18.
- 8.2 It was noted that the report had been updated from the draft presented to the last Sub-Committee. Some of the updates were of a technical nature, but others were the result of the delivery of projects from the Efficiency Plan.
- 8.3 In terms of the overall position, it was noted that as a result of the delivery of parts of the agreed Efficiency Plan, the overall position had improved since the previous year, with an increase in the projected surplus in 2017/18 and lower projected deficits in 2018/19 and 2019/20. In addition, the agreement of that Efficiency Plan in October 2016 had enabled the projection of more certain levels of central government funding in future years.
- 8.4 The significant areas of positive change arising from Efficiency Plan included more income from the Leisure Contract and recognition of the projected savings from the ICT Strategy, together with additional income arising from higher than projected growth in the District.
- 8.5 It was noted however that there were still gaps to close in order to provide a balanced budget in future years. The key area of activity would be in relation to the 'More Commercial Approach' work stream of the Efficiency Plan. The Council had built up cash reserves over the past few years and the question now would be how to make best use of these reserves. Appendix 1 of the report outlined a range of options from Treasury Management decisions to possible direct or indirect property investment and it would be necessary to establish the principles of risk and return that the Council wished to apply for the future assessment of options. Members noted the importance of the Treasury Management Strategy going forward and suggested an informal workshop of Finance Sub-Committee members be held to explore in more detail the principles that should be applied to commercial approaches, following on from the presentation before this meeting.

- 8.6 The contents of the remainder of the report were noted, including details of the Budget and MTFs, risks and the Capital Programme. In relation to the Treasury Management Strategy it was proposed that the updated version of the current strategy would be recommended to Policy and Resources Committee for consideration by Council and it was noted that any subsequent property investment decisions would require a decision by Full Council.
- 8.7 Members proposed minor changes to the presentation of the information in the report before it was submitted to Council and sought confirmation that the impact of the Rushden Lakes planning applications and other growth approved to date would be included in the estimates from 2017/18 onwards.

RESOLVED:

- (i) That the contents of the report be noted;
- (ii) That Councillors Steven North, Richard Lewis and David Brackenbury be appointed to review the Capital Programme and Development Pool with CMT; and
- (iii) That the report be referred to the Policy and Resources Committee for consideration at its meeting on 13 February 2017.

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

9.0 HOMELESSNESS PREVENTION GRANT FUNDING

- 9.1 The Executive Director presented a report which updated Members on the progress of the Homelessness Prevention Grants Panel and its recommendations in respect of funding for 2017/18.
- 9.2 The Panel had met once since being established by the Policy and Resources Committee to consider the bids for 2017/18 and the evidence of increasing homelessness and the implications of impending legislation in respect of future funding requirements for Homelessness Prevention Grant funding.
- 9.3 It was noted that the number of homelessness applications and acceptances had remained fairly constant over the past six years. However, the level of homelessness preventions had increased significantly in the past three years although the amount paid under the Housing Options Contract for this work and the level of Homelessness Prevention Grant had reduced.
- 9.4 It was considered that the very proactive approach with early intervention, by both the Housing Services Team and the Housing Options Team, was part of the reason for keeping the applications and acceptances fairly static. Members commended this early intervention, together with the availability and good work done by targeted local schemes which had kept bed and breakfast costs much lower than surrounding councils.

- 9.5 At their meeting the Panel were of the opinion that the majority of bids should be supported although they wished to receive further information about two particular bids. The Panel was therefore recommending that a further £14,469 should be allocated to the Homelessness Prevention Grant Fund in 2017/18. It was proposed that any allocation not spent would be reported as an underspend.
- 9.6 Members however noted that the potential demand was in excess of the recommended sum and that the Panel were minded to approve the remainder of the grants although they were seeking further information before making a final decision. It was therefore proposed that the additional allocation should be increased to £19,469 to allow all bids to be approved if appropriate.
- 9.7 It was noted that once the final allocations for 2017/18 had been determined, the Panel would then consider future requirements. To assist with this it was proposed that going forward quarterly homelessness monitoring reports would be taken to Policy and Resources Committee.

RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:

That provision is made within the MTFS to increase the Homelessness Prevention Grant budget by £19,469 to £48,994 in 2017/18.

(Reason: To ensure appropriate allocation of funds to prevent homelessness and to meet our statutory duties)

10.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

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

11.0 ASSET MANAGEMENT – SALE OF LAND AND BUILDINGS PROGRESS UPDATE

- 11.1 The Head of Resources and Organisational Development presented a report which provided the Sub-Committee with an update on progress made in relation to the sale of Council owned land and buildings.
- 11.2 It was proposed that Members and officers undertake a strategic review of the sites noted in the report to look at future options, including as investment opportunities.

RESOLVED:

- (i) That the contents of the report be noted; and
- (ii) That Councillors Steven North, Richard Lewis and David Brackenbury be appointed to a review panel to work with officers, including Planning Management, Housing Strategy and the new Head of Economic and Commercial Development, to review the Council's remaining land assets and report back to the Finance Sub-Committee on any proposed action to be taken forward.

(Reason: To note the progress on the sale of assets and agree the way forward with remaining land assets owned by the Council)

12.0 RESPONDING TO INVESTMENT OPPORTUNITIES

- 12.1 The Chief Executive presented a report that advised Members of the outcome of action taken under the Urgency Procedure in December 2016 in relation to an investment opportunity in Rushden that arose at the time, and proposed an approach to dealing with future opportunities in a timely manner as and when they arose.
- 12.2 The report highlighted the need for timely decision making by the Council if it wished to take advantage of future opportunities of this nature. It was therefore proposed to procure retained advisers to assist the Council and to set aside a reserve to fund this due diligence work in similar circumstances in the future. The level of the reserve was estimated to allow for up to three due diligence investigations of this scale. Members noted that there was a need to balance the aims of the Efficiency Plan, which included a more commercial approach, with proper use of tax-payers money and the due diligence process.
- 12.3 Members welcomed the creation of the reserve to facilitate exploring such opportunities which, with the recent appointment of the new Head of Economic and Commercial Development, were likely to arise more frequently in future.

RESOLVED:

- (i) That the latest position in relation to the Rushden investment opportunity, including the action taken to process a virement under the Council's Urgency Procedures be noted; and
- (ii) That the procurement of professional advisors be approved.

RESOLVED TO RECOMMEND TO FULL COUNCIL:

That a reserve of £250k be created from the Council's MTFs/Efficiency Plan Reserve and that the Chief Executive and the Chief Finance Officer, in consultation with the Leader, Deputy Leader and Chairman of the Policy and Resources Committee, be given delegated authority to authorise expenditure against that reserve to commission our advisors to assess investment opportunities that meet the Council's aspirations as set out in the Corporate Plan.

(Reason: To provide an effective decision making process that supports the Council's commercialisation aspirations)

13.0 TWYWELL HILLS AND DALES UPDATE

- 13.1 The Head of Customer and Community Services presented a report which provided an update on the erection of fencing at Twywell Hills and Dales by the Wildlife Trust.
- 13.2 It was proposed that the Council could reallocate some of the funding intended for the fencing costs to other initiatives, including signage, to assist in the management of dogs on the site. Members also requested that officers review the agreements relating to management of the site with a view to updating and simplifying them.

RESOLVED:

- (i) That the report be noted;
- (ii) To request that officers review the management of the site in the longer term as well as manage risk in the shorter term; and
- (iii) To approve the reallocation of the unspent proportion of the previously agreed budget on further initiatives, including signage, to assist in the management of dogs on the site.

(Reason: To note the update on erection of fencing at Twywell Hills and Dales)

Chairman



Community Facilities Fund Working Party

Minutes of meeting held on
Thursday 26 January 2017 at 11am in the Kasen Room

Present:

- Councillors:** Councillor Steven North (Chair) Cllr SN
 Councillor Roger Glithero Cllr RG
 Councillor Richard Lewis Cllr RL
 Councillor Helen Harrison Cllr HH
- Officers:** Julia Smith, Head of Customer & Community Services JS
 Mike Greenway, Community Partnerships Manager MG
 Michelle Drewery, Finance Manager MDwy
 Lucy Hawes, Community Development Officer LH
- Minutes:** Sharon Prior, PA/Executive Support to Chief Executive SP
sprior@east-northamptonshire.gov.uk

ACTION

1. **Apologies**

- 1.1. Apologies were received from Cllrs Glenn Harwood MBE and Wendy Brackenbury.

2. **Minutes of previous meeting held on 19 October 2016**

- 2.1. The minutes of the previous meeting were agreed as a true record. **SP**

3. **Declarations of interest**

3.1.	Councillor	Item	Nature of Interest	DPI	Other
	Lewis	2 nd stage applications	Member of Rushden Historical Transport Society		Yes
	Lewis	2 nd stage applications	Known to applicant for Rushden Heritage Church application		Yes
	Lewis	2 nd stage applications	Represents East Northamptonshire Council on the Stanwick Lakes Management Board		Yes
	Glithero	2 nd stage applications	Known to all members of Kings Cliffe Parish Council		Yes

4. **Financial position update**

- 4.1. MDwy presented a summary sheet showing the New Homes Bonus funding levels for the last four years and the allocation for the present

ACTION

year (£405,198). The meeting considered the summary sheet and noted their positive comments on the current position. Cllr SN noted that over £1m had been invested back into the community since the creation of the fund.

5. Applications for Round 4 Second Stage

5.1. MG presented the covering report on the second stage applications to be considered at this meeting, which the meeting noted.

5.2. The meeting considered an update on previous applications:-

Rushden Historical Transport Society (RHTS) – RHTS were awarded £40,000 in Round 2, but since that award they have encountered problems with the acquisition of the Goods Shed. Advice has been sought from solicitors and the Charities Commission regarding these unresolved issues and RHTS have responded to Northamptonshire County Council's enquiries. RHTS are hopeful of a favourable response, which would allow this project to go ahead. If a response is not favourable, Officers will review the situation again with Members to decide on the way forward with this grant. Members **agreed** with this approach.

Agreed

Rushden Town Council (RTC) – RTC were awarded £50,000 in Round 3. The Town Council have taken the decision to provide the match funding requirements themselves. Tenders have been advertised for the work and the process to award the contract is expected to take place before the end of the current financial year. Members **noted** this change in match funding for this project.

Noted

Irthlingborough Cricket Club (ICC) – ICC were awarded £38,000 in Round 3. However, they were unsuccessful with their bid to Sport England for the other 50% match funding. ICC have since applied to Suez (previously SITA) for the match funding and have been successful with their application. The project was two-fold: installation of security fencing and renovation of the cricket field. The club has proceeded with the security fencing element as this was scheduled to take place as soon as the Grant Agreement was signed. Now that match funding has been secured, the second element of the project – cricket ground renovation – is due to take place in August 2017 after the cricket season. It is therefore recommended that the remaining monies of their grant (approximately £22,000 after the fencing cost) be carried over to the 2017/18 in order for their project to be completed. Members **agreed** with this recommendation.

Agreed

5.3. Cllr RG enquired whether the Council should provide a plaque to the applicant/group to display within the facility funded under the scheme to note the project had been funded by the Council. Cllr SN noted that groups are asked to recognise the Council in any literature prepared and photographs are taken with the Chair of this Working Party and the Chairman of the Council with community group representatives which are published in the Council's quarterly newsletter, ENCircle. Cllr RL suggested that the Council provide either a plaque or mounted certificate to be presented to community groups with their award. Cllrs SN, HH and RG supported this proposal.

Agreed

ACTION
(in principle)

The Working Party then **agreed, in principle**, to provide either a plaque or mounted certificate to each community group awarded a grant. The Council would meet the costs of each plaque (£60-£100 per plaque) for this year (Round 4). A request for this plaque/certificate to be displayed within/on the facility provided would be included within the grant agreement.

6. Applications to Round 4 second stage

- 6.1. The Working Party considered and agreed their decision on each of the applications received under the second stage:-

No.	Application	Decision	Award given
2	Peace Labyrinth Project, Easton-on-the-Hill (Maze Garden)	Approved	32,245.00
6	Benefield Cricket Club	Approved	18,900.00
8	Rockingham Forest Trust – Stanwick Lakes	Approved	13,993.50
9	Kings Cliffe footpath – link to KC Active*	Approved	30,000.00
13	Thrapston Bowls Club	Approved	23,992.00
14	Higham Ferrers Town Council – MUGA improvements/Street Snooker	Approved	12,500.00
15	Woodford Parish Council/Greenway ink	Approved	21,000.00
17	Collyweston Playing Field	Approved	50,000.00
19	Higham Ferrers Town Council – link to Greenway	Approved	40,000.00
20	Denford Church	Approved	37,593.00
24	Raunds Town Council/Bandstand	Approved	20,000.00
25	Rushden Heritage Centre	Approved	50,000.00
Total to be awarded			£350,223.50

* The Working Party noted their concerns with the future wear and tear of the footpath, as it will be used by the school and for access to the sports field. Members agreed to add a clause to the grant agreement that NCC be requested to provide funding for any future wear and tear repairs required to the footpath. Members also requested that the materials used for this footpath/access road be of high quality due to the heavy traffic expected.

7. Confirmation of recommendations to Policy & Resources Committee

- 7.1. The Working Party **Resolved to Recommend** to Policy and Resources Committee meeting on 13 February 2017:-

The award of grant funding totalling **£350,223.50**, to the projects as outlined in 6.1 above.

The Council meets the cost of plaques/certificates for projects listed

ACTION

above in 6.1, to be presented to each applicant/community group.

8. Date of Next Meeting

- 8.1. It was agreed that a date for the next meeting of the Working Party would be scheduled for the end-April 2017 to review the criteria for future applications.

Meeting concluded at 12.27pm

JS/MG/LH/SP 6.2.17

East Northamptonshire Council

Calendar of Meetings for 2017/18

COMMITTEE	DATE	DAY & TIME
Annual Council	17 May 2017	Wednesday
Policy and Resources	05 June 2017	Monday
Scrutiny	07 June 2017	Wednesday
Finance Sub	12 June 2017	Monday (7pm)
Planning Management	14 June 2017	Wednesday (7pm)
Personnel Sub	19 June 2017	Monday (10.30am)
Governance and Audit	21 June 2017	Wednesday
Welfare Reform Sub	29 June 2017	Thursday (10am)
Licensing	05 July 2017	Wednesday
Policy and Resources	10 July 2017	Monday
Planning Management	12 July 2017	Wednesday (7pm)
COUNCIL	17 July 2017	Monday
Joint Standards Complaints	19 July 2017	Wednesday
Planning Policy	24 July 2017	Monday
Governance and Audit	26 July 2017	Wednesday
Recess		
Planning Management	16 August 2017	Wednesday (7pm)
Policy and Resources	04 September 2017	Monday
Scrutiny	06 September 2017	Wednesday
Finance Sub	11 September 2017	Monday (7pm)
Planning Management	13 September 2017	Wednesday (7pm)
Personnel Sub	18 September 2017	Monday (10.30am)
Planning Policy	18 September 2017	Monday
Governance and Audit	20 September 2017	Wednesday
Policy and Resources	09 October 2017	Monday
Planning Management	11 October 2017	Wednesday (7pm)
COUNCIL	16 October 2017	Monday
Welfare Reform Sub	19 October 2017	Thursday (10am)
Licensing	25 October 2017	Wednesday
Policy and Resources	06 November 2017	Monday
Personnel Sub	13 November 2017	Monday (10.30am)
Planning Management	15 November 2017	Wednesday (7pm)
Planning Policy	20 November 2017	Monday
Joint Standards Complaints	22 November 2017	Wednesday
Governance and Audit	29 November 2017	Wednesday
Policy and Resources	04 December 2017	Monday
Scrutiny	06 December 2017	Wednesday
Planning Management	13 December 2017	Wednesday (7pm)
Welfare Reform Sub	14 December 2017	Thursday (10am)
Finance Sub	18 December 2017	Monday (7pm)
Policy and Resources	08 January 2018	Monday
Planning Management	10 January 2018	Wednesday (7pm)
Personnel	15 January 2018	Monday (10.30am)
Licensing	17 January 2018	Wednesday

COUNCIL	29 January 2018	Wednesday
Governance and Audit	31 January 2018	Wednesday
Finance Sub	05 February 2018	Monday (7pm)
Policy and Resources	12 February 2018	Monday
Planning Management	14 February 2018	Wednesday (7pm)
Planning Policy	19 February 2018	Monday
BUDGET COUNCIL	26 February 2018	Monday
Scrutiny	07 March 2018	Monday
Policy and Resources	12 March 2018	Monday
Planning Management	14 March 2018	Wednesday (7pm)
Personnel Sub	19 March 2018	Monday (10.30am)
Joint Standards Complaints	21 March 2018	Wednesday
Finance Sub	26 March 2018	Wednesday (7pm)
COUNCIL	9 April 2018	Monday
Planning Management	11 April 2018	Wednesday (7pm)
Policy and Resources	16 April 2018	Monday
Licensing	18 April 2018	Wednesday
Planning Policy	23 April 2018	Monday
Governance and Audit	25 April 2018	Wednesday
Finance	30 April 2018	Monday (7pm)
Scrutiny	02 May 2018	Wednesday
Planning Management	09 May 2018	Wednesday (7pm)
Personnel Sub	14 May 2018	Monday (10.30am)
ANNUAL COUNCIL	16 May 2018	Wednesday

Notes:

1. All meetings, unless otherwise indicated, will be held at Cedar Drive, Thrapston.
2. All meetings start at 7.30pm except where otherwise stated and are open to the public.
3. A provisional Licensing Panel will be scheduled every Monday morning at 10am. In the event that the meeting is required, the Democratic and Electoral Services Manager will appoint three members of the Licensing Committee to serve as required.

PLANNING MANAGEMENT COMMITTEE

Date: 15 February 2017

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
Marika Hillson
Helen Howell
Barbara Jenney

Andy Mercer
Ron Pinnock
Alex Smith
Geoff Shacklock
Robin Underwood
Pam Whiting

408. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dudley Hughes JP, Lance Jones, Anna Sauntson and Peter Wathen.

409. MINUTES

The minutes of the meeting held on 25 January 2017 were approved as a true and correct record of proceedings.

410. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

(a) Declarations of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
Richard Gell	16/01944/REM Rear of Green Close, Wellingborough Road, Irthlingborough	Member of The Ramblers Association who were a consultee		Yes
Andy Mercer	17/00025/FUL Nature Reserve, Rushden Lakes, Rushden	Was a Member of Rushden Town Council who were a consultee; had spoken at the public inquiry for the original application; knew the speaker; and had written articles for the Yes to Rushden Lakes website.		Yes

Geoff Shacklock	16/01690/REM Land Off Huntingdon and Market Road, Thrapston	Knew applicant		Yes
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(b) Informal Site Visits

Councillor Helen Harrison declared that she passed Gadsby Field, Main Road, Collyweston (16/02307/FUL) on a regular basis.

411. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

412. 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 on 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 agreements for 16/00589/FUL Grensons, Queen Street, Rushden and 16/01934/VAR 77 Kimbolton Road, Higham Ferrers had now been completed.

RESOLVED:

That the report be noted.

413. 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 applications where actions had been delegated to the Head of Planning Services.

The Planning Development Manager advised that the draft conditions for application 15/00119/VAR Priors Hall were still in progress. The wording of the refusal reason for application 16/02015/FUL 65 Northampton Road, Rushden had now been agreed and the decision issued.

RESOLVED:

That the report be noted.

414. PUBLIC SPEAKERS

The following people spoke on the items as indicated:

- **Ms Stephanie Gonda** - 16/01690/REM - Land Off Huntingdon and Market Road, Thrapston (Objector)
- **Mr Edmund Fox** - 16/01690/REM - Land Off Huntingdon and Market Road, Thrapston (Applicant)
- **Councillor W Brackenbury** - 16/02345/OUT - Field opposite playing field, Toll Bar Road, Islip (Ward Councillor)
- **Mr R Finch** - 16/02345/OUT - Field opposite playing field, Toll Bar Road, Islip (Objector)
- **Mr Ed Barrett** - 16/02345/OUT - Field opposite playing field, Toll Bar Road, Islip (Applicant)
- **Mr S Pearce** - 16/02307/FUL - Gadsby Field, Main Road, Collyweston (Objector)
- **Mr Noble** - 16/02307/FUL - Gadsby Field, Main Road, Collyweston (Objector)
- **Mr Paul Gibbons** - 16/02307/FUL - Gadsby Field, Main Road, Collyweston (Applicant)
- **Councillor D Maxwell** – 17/00025/FUL Nature Reserve, Rushden Lakes, Rushden (Ward Member)

415. 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) 16/01690/REM – Land Off Huntingdon and Market Road, Thrapston

At the Planning Management Committee meeting held on 25 January 2017, the Committee considered a reserved matters application for 417 dwellings together with associated roads, access parking and landscaping pursuant to application 07/02457/OUT. The application had been brought before the Committee as it was a major application.

The Committee had agreed to defer the application to enable further information to be provided regarding:-

- Access to the public open space being controlled to ensure it remained open for the public in perpetuity
- Thrapston Town Council being re-consulted on the amended plans
- The density of the development in terms of dwellings per hectare
- Road widths
- Boundary treatments
- Site waste management.

Members noted that 19 letters objecting to the application had been received from nearby residents. Members also noted that Thrapston Town Council had originally objected to the application but following a meeting with the developer their main concerns had now been addressed.

It was moved by Councillor Alex Smith and seconded by Councillor Helen Harrison that the application be granted. On being put to the vote, the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report.

(ii) 16/01944/REM – Rear of Green Close, Wellingborough Road, Irthlingborough

The Committee considered a reserved matters application for the appearance, landscaping layout and scale pursuant to planning permission 13/00077/OUT - outline application for the erection of up to 60 dwellings, public open space and associated access and other necessary infrastructure. The application had been brought before the Committee as it was a major application.

Members noted that Irthlingborough Town Council had no objections to the application, but did have a number of concerns, including highways and flood management. Members further noted that two letters objecting to the application had been received from nearby residents.

The Local Highway Authority was satisfied that the development was acceptable with regards to parking and highway safety as the parking provided at the site met the standards as set out within the North Northamptonshire Parking Strategy 2016.

During debate on the application, it was noted that the requirements of the Upper Nene Valley Gravel Pits Special Protection Area did not apply to this application as outline permission had been granted prior to the adoption of the Joint Core Strategy. Members raised concerns at the dangers of the road and asked if the 30mph speed limit could be extended. Officers advised that the speed limit was a matter for Northamptonshire County Council but they would raise the issue with them.

It was moved by Councillor Marika Hillson and seconded by Councillor Helen Howell that the application be granted. On being put to the vote, the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report.

(iii) 16/02345/OUT – Field Opposite Playing Field, Toll Bar Road, Islip

The Committee considered an application which sought outline planning permission for the development of up to 80 dwellings, public open space, play area and associated works, including means of access, with other matters (relating to appearance, landscaping, scale and layout) reserved. The application had been brought before the Committee in accordance with the Scheme of Delegation.

Members noted that Tom Pursglove MP, Islip Parish Council, Thrapston Town Council and the Council for the Protection of Rural England had objected to the application. Members further noted that 56 letters objecting to the application and 11 letters in support of the application had been received from nearby residents. A detailed objection had also been received on behalf of Islip Residents Group; also a petition of 281 signatures had been received in opposition to the development. The Council's Senior Conservation Officer had also raised concerns at how the development would affect a number of heritage assets including the Grade I listed Church of St Nicholas.

It was noted that the applicant had requested that the application be deferred to a later meeting of the Planning Management Committee but officers considered that there was already sufficient information for the proposal to be understood and the submission of the additional information would not overcome the identified concerns, therefore it was felt unnecessary to delay the decision.

During debate on the application, Members highlighted that the application conflicted with the JCS as it could not demonstrate that it was required to support a prosperous rural economy or meet a local need. Also, the site had not been allocated for development and the Council already had an identified five year land supply. However, other Members, whilst accepting the application was against policy, stated that such development was needed to prevent people being priced out of village, especially younger house buyers and to sustain the village in the future.

It was moved by Councillor Alex Smith and seconded by Councillor Andy Mercer that the application be refused. On being put to the vote, 11 members voted for the motion and two against with no abstentions.

The Committee **agreed to refuse** the application for the following reasons:-

- The development by virtue of its location, would conflict with the spatial strategy for Islip, set out at Policy 11(2) of the JCS. The application fails to demonstrate that a development of the scale proposed is required to support a prosperous rural economy or to meet a locally arising need, which cannot be met more sustainably at a nearby larger settlement (criterion 2a) and the site is not allocated in the Part 2 Local Plan (criterion 2c).
- The development by virtue of its location, scale and impact on views and vistas, would harm the setting and thereby the significance of heritage assets, including the Islip Conservation Area and Grade I listed Church of St Nicholas. The level of harm is categorised as 'less than substantial' and it would not be outweighed by the public benefits of the proposal. Consequently the proposal is contrary to JCS Policy 2 (parts a-d) and NPPF paragraphs 132 and 134.
- The development would fail to conserve or enhance the character and quality of the local landscape, make provision for retention or enhancement of features of landscape importance, would not safeguard or enhance important views, or protect the landscape setting of Islip contrary to JCS Policy 3 (parts a-d) and NPPF paragraphs 17 and 109.
- In the absence of a satisfactory unilateral undertaking or any other form of Section 106 legal agreement, the Local Planning Authority is not convinced that the infrastructure directly required for the proposed development will be provided and as such the proposal would be contrary to JCS Policy 10, Developer Contributions SPD 2006, and Northamptonshire County Council Planning Obligations Framework and Guidance 2011.

(iv) 16/02431/VAR – Asda Store, Michael Way, Raunds

The Committee considered an application to vary Condition 19 by amending the access and car parking layout of the previously approved scheme and to make an alteration to the shop front by installing a green coloured metal 'goal post' feature to demark the entrance area to the store. The application had been brought before the Committee in accordance with the Scheme of Delegation as it was a major proposal.

It was moved by Councillor Helen Howell and seconded by Councillor Alex Smith that the application be granted. On being put to the vote, the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report and update sheet.

(v) 16/02307/FUL – Gadsby Field, Main Road, Collyweston

The Committee considered an application for the demolition of an existing building and erection of offices and visitor centre. The application had been brought before the Committee in accordance with the Scheme of Delegation as it involved over 1000m² of non residential floor space.

Members noted that Collyweston Parish Council had no objection to the application. Members further noted that two letters objecting to the application had been received from nearby residents.

During debate on the application, Members highlighted that the site had been in a poor condition for many years. Concern was raised at the speed of traffic on the A43 near the site and officers agreed to raise this issue with Northamptonshire County Council.

It was moved by Councillor Helen Harrison and seconded by Councillor Robin Underwood that the application be granted. On being put to the vote, the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report.

(vi) 17/00025/FUL – Nature Reserve, Rushden Lakes, Rushden

The Committee considered an application for the addition of an education shelter and four wildlife discovery structures – otter holt, heronry, abandoned barge and spider sculpture. The application had been brought before the Committee as East Northamptonshire Council were the landowners; however the application was being made by the Wildlife Trust.

It was moved by Councillor Andy Mercer and seconded by Councillor Barbara Jenney that the application be granted. The Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report and update sheet.

416. 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 paragraphs 6 and 7 of Part 1 of Schedule 12A of the Local Government Act 1972 may be disclosed.

417. PLANNING ENFORCEMENT REPORT – QUARTER 3

The Committee received a report which provided an update on Planning Enforcement complaints for Quarter 3 October to December 2016.

RESOLVED:

That the report be noted.

Chairman

