

# COUNCIL MEETING

**Date:** 8 November 2017

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

**Time:** 7.30pm

**Present:** Councillors:-

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

Rosalie Beattie	Gill Mercer
Tony Boto	Sarah Peacock
David Brackenbury	Janet Pinnock
Roger Glithero JP	Ron Pinnock
Glenvil Greenwood-Smith	Roger Powell
Helen Harrison	Rupert Reichhold
Marian Hollomon	Anna Sauntson
Helen Howell	Alex Smith
Barbara Jenney	Phillip Stearn
David Jenney	Robin Underwood.
Richard Lewis	Jake Vowles
Dorothy Maxwell	Peter Wathen
Andy Mercer	Pam Whiting

## **230. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Val Carter, Annabel de Capell Brooke, Richard Gell, Marika Hillson, Dudley Hughes JP, Lance Jones and Geoff Shacklock.

## **231. MINUTES OF PREVIOUS MEETING**

The minutes of the Council meeting held on 17 July 2017 were agreed as a true and correct record of the proceedings.

## **232. DECLARATIONS OF INTEREST**

No declarations of interest were made by Members

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

The Chairman made the following address to the meeting:

Members,

*It has been almost 4 months since our last full council meeting, in which time the duties of the Chairman have increased substantially.*

*I would like at this time to formally thank Cllrs Peter Wathen and Glenvil Greenwood-Smith who helped me in my fund raising for my designated Charities, the Swivel Club and Dogs Trust by arranging a Golf Day at Wellingborough golf course. The money raised was in excess of £1000 and I cannot thank them enough for their efforts.*

*I have a Civic Cabaret night this coming Saturday night and an ABBA revival evening in January 2018. These being the only events I am arranging.*

*Wherever I can I continue to promote the district of East Northants, be its history or simply its extreme beauty.*

*My Twitter site continues to provide points of interest and the articles within the NENE VALLEY NEWS in the 'WHERE AM I' section has certainly created a lot of interest and upon my visits people do remark how interesting they find it and how they are now realizing this is a district in which to live and work.*

*Myself and the Leader Cllr Steven North have experienced some great moments when visiting various areas of the district on our visits to see where this council has offered community grants to enhance many communities. Being asked to attend the crushing of apples to make juice at Bulwick, to attempting to get into a rowing boat at Oundle, with Cllr Phil Stearn—a sight to behold I can assure you, to assisting the Councillors at Higham Ferrers in the opening of their new innovation play area.*

*Opening the Splash Pool at Rushden highlighted the new gym and restored flume, again another example of how this Council has worked to provide enhanced leisure facilities from a business partner willing to invest in our leisure facilities.*

*I have been delighted to formally open items where this district can be proud of its working relationship with contractors, housing associations and Parish and Town Councils and with the programme of forthcoming events, this looks like it will continue.*

The Chief Executive had no announcements to make.

#### **234. LEADER'S ADDRESS**

The Leader of the Council reiterated the comments made by the Chairman regarding the visits undertaken to areas of the District where community facilities grants had been awarded by the Council. Approximately £1.7m of grants had been awarded over the past few years, which had been well received by communities throughout the District.

#### **235. VARIATION OF AGENDA**

With the consent of the Council, the Chairman varied the order of the published Agenda.

## **236. TRESHAM GARDEN VILLAGE – MASTERPLAN AND DELIVERY FRAMEWORK**

The Head of the Joint Planning Unit gave a presentation to provide an update to the Council on the preparation of the masterplan and delivery framework for Tresham Garden Village and to propose arrangements for completion of the masterplan, to be finalised and consulted upon prior to consideration by the Council in April 2018.

Further work would need to be carried out before consultation on the masterplan could take place. The Project Board would consider this work at its meetings to be held in November 2017 and January 2018 with a view to carrying out the consultations between 15 January and 26 February 2018.

The Planning Policy Committee would be invited to consider the masterplan at its meeting scheduled to be held on 19 February 2018 before the masterplan was referred to full Council for agreement on 9 April 2018. It was noted that all Members would be invited to attend a site visit before the finalised masterplan was submitted to Council.

**RESOLVED:** That

- i) the progress on the masterplan and delivery framework for Tresham Garden Village be noted and the proposed programme for completion set out in Section 3 of the report be agreed.
- ii) following further consideration by the Tresham Garden Village Project Board, the Executive Director, in consultation with the Chairman of the Tresham Garden Village Project Board, Chairman of Planning Policy Committee and the Leader of the Council, be authorised to agree the consultation draft of the masterplan.

*(Reason: To enable the Garden Village proposal to be progressed in accordance with Policy 14 of the Joint Core Strategy).*

## **237. REPORTS OF COMMITTEES**

### **(a) Joint Standards Complaints Committee – 19 July 2017**

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

### **(b) Planning Policy Committee – 24 July 2017**

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

### **(c) Governance and Audit Committee – 26 July and 20 September 2017**

The reports of the above Committee, presented by the Chairman, Councillor Peter Wathen, were received.

**RESOLVED:**

That the recommendation in the following minute be approved:

## **Annual Review of the Council's Constitution**

**186** That, with the exception of the changes to Part 4.3 (Financial Procedure Rules) and 4.6 (Procurement) proposed in the report, the Constitution be amended, as set out in Appendix A to the Governance and Audit Committee minutes.

**(d) Planning Management Committee – 16 August, 13 September and 11 October 2017**

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

**(e) Policy and Resources Committee – 4 September, 9 and 30 October 2017**

The reports of the above Committee, presented by the Chairman, Councillor Richard Lewis, were received. It was noted that the recommendations in minute 229 would be considered later in the meeting under Agenda item 15.

### **RESOLVED:**

That the recommendations in the following minutes be approved:

#### **Petitions Scheme**

- 156**
- (i) the Equalities Impact Assessment be noted.
  - (ii) the proposed updates to the Petitions Scheme be approved (see pages 203 to 209).
  - (iii) option 3, to cease provision of a dedicated ENC e-petition system and signpost those wishing to submit e-petitions to a free external e-petition site, be approved.
  - (iv) the Executive Director be authorised to further amend the Petitions Scheme as necessary to incorporate any revisions to the Scheme if provision of a dedicated ENC e-petition system is agreed by Council as per the previous recommendation.

*(Reason: To ensure that the Council's Petition Scheme remains compliant with its obligations to provide accessible services in a cost effective way).*

#### **Minutes of the Finance Sub-Committee – 11 September 2017**

#### **Budget Monitoring to 31 July 2017**

- 193(a)**
- (i) the Approved Capital Programme budget be increased by £10,000 in respect of the purchase of additional wheeled bins, to be funded through an additional revenue contribution to capital; and
  - (ii) £33,589 be removed from the overall capital programme as no longer being required and the funds be reverted back to Capital Reserves.

*(Reason: To follow the formal process for approval of the amendment to the Capital Programme Budget for 2017/18.)*

Minutes of Policy and Resources Committee – 9 October 2017

**Proposed Amendments to the Covert Surveillance Policy**

- 197 That the Scheme of Delegation (Part 3.2) be updated to reflect the changes to Authorising Officers as follows:

All services or where the authorisation is likely to obtain confidential information or the deployment of a CHIS under the age of 18 or vulnerable person or where access to and disclosure of communications data is involved	Monitoring Officer
All services or where access to and disclosure of communications data is involved	Head of Customer and Community Services
All services	Head of Environmental Services

*(Reason: To ensure the Constitution is updated to reflect the revised Policy.)*

Minutes of the Welfare Reform Sub-Committee – 19 October 2017

**Council Tax Support Scheme 2018/19**

- 224 That the Council Tax Support Scheme 2018/19 for East Northamptonshire adopts the existing Council Tax Support Scheme with no amendments.

Minutes of Policy and Resources Committee – 6 November 2017

**Capital Programme 2017/18 – Request to Transfer EDRMS Funding from the Development Pool to the Approved Capital Programme.**

- 227 (i) the Approved Capital Programme budget be increased to £99,000 to implement the new ICT and EDRMS system.
- (ii) £69,000 be moved from the Housing Benefit revenue budget to the capital programme.

*(Reason: To ensure a cost effective and efficient Revenues and Benefits service.)*

**(f) Scrutiny Committee – 6 September 2017**

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

**(g) Licensing Committee – 25 October 2017**

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

## **238. OTHER REPORTS**

### **Licensing Panels**

- (i) Taxi and Miscellaneous – 4 September 2017**
- (ii) Liquor and Gambling – 9 October 2017**
- (iii) Liquor and Gambling – 23 October 2017**

The minutes of the meeting of the Licensing (Taxi and Miscellaneous) Panel held on 4 September 2017 and the meetings of the Licensing (Liquor and Gambling) Panel held on 9 and 23 October 2017 were received.

## **239. MOTIONS**

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

## **240. QUESTIONS**

The following questions were submitted by Councillor Dorothy Maxwell under Procedure Rule 10.2:

### **1. Replies to letters sent to ENC: Residents' Complaints**

When residents write to David Oliver (Chief Executive) to make various points about how Officers deal with issues relating to Planning or Environmental Health Services, could there be a policy introduced whereby letters have to be at least acknowledged within 2 weeks and then provided with a full reply within a 4 week time scale?

At present there is no time scale on replies to any correspondence received from the public and some people never get a reply. Clearly this is unacceptable in a democratic society.

*The Chief Executive replied as follows:*

*We have clear customer service standards contained within our customer services strategy, which is a public document and is available on our website. The standard for letters is that we will respond within 10 working days of receipt.*

*We also have a complaints policy which states the target time for a final Stage 1 response is 10 working days. If the complaint is particularly complex and requires longer to investigate, the customer will be advised, within 5 working days, of when a response will be received and why it will be outside our usual Stage 1 response target time. We endeavour to respond and resolve even very complex complaints within 12 weeks.*

#### **Supplementary Question:**

How many letters were received from the public in 2015/2016 and 2016/2017?

*The Chief Executive replied as follows:*

*The number of complaint letters specifically addressed to the Chief Executive and sent directly to the Chief Executive's office since 2015 to the present time are, in calendar years:*

*2015 – 27*

*2016 – 9*

*2017 (to date) - 22*

*All of these letters/complaints would have been passed directly to the relevant service area to consider under the relevant stage within the Complaints Policy, prior to the Chief Executive responding.*

## **2. Illegal immigrants**

What is ENC actively doing with the police to address the issue of illegal immigrants, many of whom are underage children, who arrive into the ENC area via the back of lorries?

*The Chief Executive replied as follows:*

*People found to have entered the UK illegally will be dealt with through direct policing arrangements. Northamptonshire Police are part of the East Midlands Special Operations Unit (EMSOU), which has network arrangements across the region to track and deal with such activity. Lorries and other vehicle, suspected to carrying people that have entered the UK illegally are intercepted and dealt with under current UK law and asylum procedures.*

*ENC works closely with Northamptonshire Police through our community safety functions and we participate in multi-agency arrangements for identifying and tackling organised crime, including modern slavery and exploitation. We have a newly adopted Modern Slavery Statement and have robust safeguarding arrangements and procedures for children and vulnerable adults.*

### Supplementary Question:

What is ENC doing to help Northamptonshire County Council with the costs involved?

The Chief Executive replied as follows:

*ENC is not providing any financial support to NCC with respect to this issue. The County Council has a statutory responsibility for this activity and should be receiving funding from the Government.*

## **241. APPOINTMENT OF A REPLACEMENT COUNCIL REPRESENTATIVE ON SERVICE SIX UNTIL MAY 2018.**

The Leader of the Council informed Members that Councillor Dudley Hughes had been appointed to replace Councillor Richard Lewis as the Council's representative on "Service Six" for the remainder of the current Municipal Year.

### **RESOLVED:**

That the appointment be noted.

## **242. FURTHER CHANGES TO THE COUNCIL'S CONSTITUTION**

The Monitoring Officer reported that, following the annual review of the Constitution, changes to the Constitution were proposed in addition to those recommended by the Governance and Audit Committee, which had been approved earlier in the meeting. The Committee had authorised the Monitoring Officer to report these proposed changes directly to Council.

The proposed additional changes related to Part 4.3 (Financial Regulations) and were intended to reduce the need to refer back to full Council for minor changes between the Development Pool and the Capital Programme.

### **RESOLVED:**

That the Constitution be amended, as set out below:

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

### **Part 4.3 (Financial Rules)**

2.4. No changes which result in any additional net expenditure being incurred may be made to any plans, policies or strategies which make up the budget and policy framework by the policy committee or officer without reference to the full Council (except as outlined in the Virement or Urgency procedures or if the changes are within the agreed Development Pool part of the Capital Programme).

### **Reserves**

4.3.1 The number, type and level of earmarked reserves will be reviewed at least annually to take into account the risks faced by the council. The level of ear-marked reserves will then be approved by full Council annually as part of the budget setting process. Use of earmarked reserves, including authorisation of expenditure, will be approved by the Chief Finance Officer.

4.32 The Delivering the Corporate Plan Reserve and the Projects & Other Investment Opportunities Reserve provide for the investment the council requires to deliver transformation projects. The use of these reserves will be on strict criteria linked to a business case and will require sign off by the Chief Finance Officer and Finance Sub Committee.

### **Scheme of Virement**

New 5.13 (and subsequent renumbering.)

5.13 The scheme of virement does not apply to reserves created or enhanced utilising underspends identified in the draft out-turn each year (which are agreed by Policy and Resources Committee under their terms of reference)

### **Part 4.6 – Procurement Rules**

17.10 The officer responsible for signing the contract must have been granted the appropriate authority (see Appendix F) and ensure that the person signing for the other contracting party has the authority to bind it.



## Appendix F

<b>VALUE</b>	<b>METHOD OF COMPLETION</b>	<b>BY</b>
Up to £10,000 (See paragraphs 11.1-11.5)	Signature Use of Purchase Order, or Written Contract for complex requirements	Officer with appropriate authority to enter into a contract. (see paragraph 17.10)
Over £10,000 and up to £50,000 (See paragraphs 11.6-11.10)	Signature Use of Purchase Order with specification attached or Written Contract for complex requirements (see paragraph 17.1)	Head of Service Finance Manager (as Deputy CFO)
Over £50,000 and up to £250,000 (see paragraphs 11.11-11.19)	Signature on Written Contract (see paragraphs 17.2-17.6)	Head of Service Finance Manager (as Deputy CFO)
Over £250,000 and up to £1,000,000 (see paragraphs 11.11-11.19)	Signature on Written Contract (see paragraphs 17.2-17.6)	Chief Executive, Executive Director and Chief Finance Officer
Over £1,000,000 (see paragraphs 11.11-11.19)	Signature on Written Contract (see paragraphs 17.2-17.6)	Chief Executive, Executive Director and Chief Finance Officer , in consultation with Chair of Policy & Resources

### **243. CHAIRMAN'S BANK ACCOUNT**

The Executive Director presented a report seeking to update the current arrangements for the operation of the Chairman's Bank Account and to incorporate a protocol for the account into Parts 4.3 (Financial Regulations) and 3.2 (Scheme of Delegation) of the Council's Constitution.

The proposal would enable branch banking to be carried out in Thrapston rather than the current arrangement, which required officers to use a branch located in Rushden, and would extend the number of signatories on the mandate to ensure that transactions could be authorised when current signatories were not available. It was also proposed to provide delegated authority to amend the mandate to enable changes to be made where necessary without reference to Council on each occasion.

#### **RESOLVED:**

That the following be added to Part 4.3 (Financial Rules) of the Constitution:

- i) the protocol below for the operation of the Chairman's Account for inclusion in the Council's Constitution be approved:.

#### **Add to Part 4.3**

##### **8.11 The Chairman's Account**

- i) East Northamptonshire Council (the Council) will operate a designated bank

account for the payment of invoices and receipt of money related to events arranged on behalf of the Chairman of the Council during their term of office and making donations to the Chairman's chosen charities. This account will be known as the "Chairman's Account".

- ii) The Chairman's Account will not be used for any purpose other than those specified in (i) above.
- iii) Two signatories will be required to sign any documents authorising transactions on the account. The following officers will be mandated to sign such documents on behalf of the Council:

First signatory – any one of	Counter signatory – any one of
Personal Assistant to the Chairman of the Council	Executive Director
Senior Democratic Services Officer	Head of Resources and Organisational Development
Democratic Services Manager	Finance Manager

- iv) the signatories listed above be included on the mandate for the account:
- v) the Executive Director, in consultation with the Finance Manager, be authorised to close down the existing Chairman's Account with HSBC Bank and to transfer any balance to a new account with Barclays Bank established in accordance with the protocol above.
- vi) the following provision be added to Part 3.2 of the Constitution (Scheme of Delegation)

The Chief Executive, in consultation with the Chairman of the Council at the time, be authorised to approve any necessary changes to the first or counter signatories on the mandate for the account to ensure that the account continues to operate effectively.

*(Reason: To ensure that the Chairman's Account is covered by appropriate governance arrangements and operates effectively).*

#### **244. UPDATE ON JUDICIAL REVIEW**

The Monitoring Officer presented a report setting out the latest information in relation to the Judicial Review of the Council's decision to grant planning permission for application 16/02119/FUL - Land end of Scalley Way, Raunds, Northamptonshire, (otherwise known as Warth Park Extension).

It was noted that the Judicial Review was a two stage process. Firstly, the claimant needed to obtain permission to apply for Judicial Review from the Court and, if permission was granted, the second stage was the substantive claim.

The first stage of an application to apply for Judicial Review was carried out via written representations and the outcome of that stage was that the Court had refused permission. A copy of the decision was circulated to Members. Where permission was refused, there was provision within the process for further representation to be made at an oral hearing and the claimant had requested such a hearing which had taken place on 31 October 2017.

Although the written notice was awaited, it was reported to the meeting that that permission for Judicial Review had been refused at the oral hearing.

It was understood that the zero cap on costs that the Council might seek to recover could potentially be increased to a cap of £5,000 as part of the latest Court decision and the Council's legal advisors would be considering the costs produced by the claimant.

The claimant had a period of 7 days to seek permission from the High Court for Judicial Review and the outcome of any request was awaited.

**RESOLVED:** That

- (i) the report and verbal updates given at the meeting be noted.
- (ii) if the Council is permitted to seek to recover costs, the Council takes all measures available to it to recover those costs.

*(Reason: To ensure Councillors are aware of recent developments and potential financial risks in relation to this decision)*

#### **245. 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 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

#### **246. DECLARATIONS OF INTEREST**

The Chief Executive, Executive Director and Finance Manager declared an "other" interest in the following item as the proposal would affect the structure of the Council's Senior Management Team and Finance staff.

#### **247. POLICY AND RESOURCES COMMITTEE – 6 NOVEMBER 2017**

The report of the above Committee had been presented by the Chairman, Councillor Richard Lewis, earlier in the meeting and had been received, with the exception of minute 229.

The Chief Executive outlined the proposal which had been considered by the Personnel Sub-Committee and the recommendations made by the Sub-Committee to Council.

**RESOLVED:** That

- i) the recommendation in the following minute be approved:

**Staffing Proposal**

- 229** (i) a full-time, permanent role of Chief Finance Officer / Director of Resources (or similar job title) be created, incorporating the statutory role of S151 Officer.
- (ii) the role be offered to the Council's current Chief Finance Officer on the terms set out in section 7.1 of the report and the Chief Executive be authorised to agree details such as the job title and the exact terms and conditions of employment.
- (iii) the costs in the current year be met from existing budgets and those for future years be built into the Medium Term Financial Plan.

*(Reason: To ensure the Council has sufficient strategic resources to enable it to meet the financial challenges it faces)*

- ii) The Monitoring Officer, in consultation with the Chairman of the Policy and Resources Committee and the Leader of the Council, be authorised to make any necessary changes to the Council's Constitution arising from the above appointment.

**Chairman**

# PLANNING MANAGEMENT COMMITTEE

Date: 15 November 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Phillip Stearn Chairman  
Gill Mercer Vice Chairman

John Farrar Anna Sauntson  
Roger Glithero JP Geoff Shacklock  
Marika Hillson Alex Smith  
Helen Howell Robin Underwood  
Barbara Jenney Peter Wathen  
Andy Mercer Pam Whiting  
Roger Powell

## 248. COUNCILLOR GLENN HARWOOD MBE

The Chairman referred to the sudden death of Councillor Glenn Harwood MBE, Deputy Leader of the Council, on 14 November. Members of the Committee observed one minutes silence in memory of Councillor Harwood.

## 249. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dudley Hughes JP and Ron Pinnock.

## 250. MINUTES

The minutes of the meeting held on 11 October 2017 were approved and signed by the Chairman.

## 251. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

### (a) Declarations of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
Roger Glithero	17/01428/FUL and 17/01483/LBC The Old Rectory, Church Lane, Bulwick	Knew the applicant, agent and affected neighbours. He also owned a strip of land close to the site.		Yes (left meeting)
Barbara Jenney	17/01469/FUL Printing Workshop, Midland Road,	Had attended a Rushden Town Council meeting when		Yes

	Rushden and 17/01720/FUL 34 Hayden Road, Rushden and 17/01491/FUL Barclays Bank Chambers, College Street, Rushden	the applications were discussed.		
Andy Mercer	17/02206/NCC Westwood A D Plant, Bedford Road, Rushden	Was Vice Chairman of the Northamptonshire County Council Development Control Committee who may make a decision on the item in the future.		Yes (left meeting)
Geoff Shacklock	17/01077/FUL Land Opposite Thorpe Cottage, Aldwincle Road, Thorpe Waterville	Knew the applicant and speaker.		Yes

**(b) Informal Site Visits**

Councillor Geoff Shacklock declared that he had visited Land Opposite Thorpe Cottage, Aldwincle Road, Thorpe Waterville (17/01077/FUL).

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

No questions were submitted under Procedure Rule 10.3.

**253. SECTION 106 AGREEMENTS – UPDATE**

The Committee received a report which provided an update on the progress of drafting 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 noted that the phasing plan had been circulated in respect of application 10/00857/OUT Irthlingborough West.

**RESOLVED:**

That the report be noted.

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

The Committee received a report which provided 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.

**RESOLVED:**

That the report be noted.

**255. PUBLIC SPEAKERS**

The following person spoke on the item as indicated:

- **Mrs J Smith** – 17/01469/FUL – Printing Workshop, Midland Road, Rushden (Agent for the Applicant)
- **Mr C Hatfield** – 17/001720/FUL – 34 Hayden Road, Rushden (Applicant)
- **Mrs C Sharp** - 17/01077/FUL - Land Opposite Thorpe Cottage, Aldwincle Road, Thorpe Waterville (Supporter)
- **Councillor D Read** - 17/01847/FUL - A14 Service Station, Huntingdon Road, Thrapston (on behalf of Thrapston Town Council)
- **Mr J Nyakatawa** - 17/01847/FUL - A14 Service Station, Huntingdon Road, Thrapston (Objector)
- **Ms V Crossthwaite** - 17/01847/FUL - A14 Service Station, Huntingdon Road, Thrapston (Applicant)

**256. PLANNING APPLICATIONS**

The Committee considered the planning applications report and representations made by public speakers at the meeting. It was noted that there was additional information on the applications included in the update sheet.

**(i) 17/01469/FUL – Printing Workshop, Midland Road, Rushden**

The Committee considered an application for the part demolition, part retention and conversion of former print works and the erection of new houses and flats to create thirteen new residential dwellings. The application had been brought before the Committee in accordance with the Scheme of Delegation as it was a major planning proposal.

Members noted that Rushden Town Council had objected to the application. Northamptonshire Highways had no objection to the proposed point of access but objected to the application on the grounds that it was to have a private drive serving more than five dwellings independently of their own direct highway frontage and that this would be a mixed development of housing and flats.

During debate on the application, Members welcomed bringing a heritage building back into use and the reduction of units. However, the tandem parking was of great concern and had been caused by the cramped development. Whilst not supporting the application in its current form, Members indicated that they would consider a scheme for fewer units and a reduction in the number of tandem spaces.

It was moved and seconded that the application be refused. On being put to the vote, there were 13 votes for, none against and one abstention, therefore the Committee **agreed to refuse** the application, contrary to officer advice, on the grounds that the proposal represents an over development of the site with the tandem parking layout being a symptom of this.

It was agreed to add an informative to the decision to inform the applicant that a less dense scheme and a reduction in tandem spaces would be more appropriate.

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 for refusal.

**(ii) 17/01720/FUL – 34 Hayden Road, Rushden**

The Committee considered an application for the erection of two, three bedroomed detached residential dwellings. The application had been brought before the Committee at the request of Councillor Barbara Jenney.

Members noted that Rushden Town Council had objected to the application and further noted that one letter objecting to the application had been received from a nearby resident. Northamptonshire Highways had no objections to the application but had advised that there was a street light at the point of the proposed access that would need to be moved as part of the development.

During debate on the application, Members noted that it was a telegraph pole and not a street light which was at the point of access and the Highways Authority had made their comments based on wrong assumptions. Members were minded to grant the application subject to additional consultation with the Highways Authority.

It was moved and seconded that the application be granted, subject to further consultation with the Highways Authority. On being put to the vote, the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report and subject to reconsultation with the Highways Authority on the siting of a telegraph pole at the point of access. If the Highways Authority has no objection then the decision can be delegated to the Head of Planning Services.

**(iii) 17/01077/FUL – Land Opposite Thorpe Cottage, Aldwincle Road, Thorpe Waterville**

The Committee considered an application for the erection of a single dwelling and carport. The application had been brought before the Committee at the request of Ward Councillor Geoff Shacklock.

Members noted that the Parish Council had no objection to the application but felt that imitation Collyweston Stone would be a more sympathetic roofing option and it also believed that the site fell outside of the village envelope. Comments had also been received from 11 interested parties who had all supported the application. Northamptonshire Highways had no objection, subject to the imposition of a condition.



Heritage England had objected to the application as the application site was located within an area of known historic settlement and to the west of the site was the site of Thorpe Castle. Given the proximity of the site to the castle there was the potential for remains of archaeological significance to survive on the site. The Council's Senior Conservation Officer had also objected to the application due to its proximity to a number of listed buildings as well as the scheduled ancient monument.

During debate on the application, Members noted that the village had supported the application and that the setting of the ancient monument was an empty field. Some Members highlighted concerns that the application could set a precedent to develop on further land around the site. The Planning Officer and Legal Adviser advised the Committee that the recommendation of refusal was clear, supported by the objections received from relevant statutory consultees. Members were further advised that case law required members to give considerable importance and weight to preserving the setting of listed buildings.

It was moved and seconded that the application be granted as it was sufficiently distant from the ancient monument not to affect its setting. On being put to the vote, there were four votes for the motion, eight against and two abstentions, therefore the motion was lost.

It was further moved and seconded that the application be refused. On being put to the vote, there were nine votes for the motion, three against and two abstentions, therefore the Committee **agreed to refuse** the application for the following reasons:

- By virtue of its scale, character and location, the site fails to meet the definition of an infill site in relation to North Northamptonshire Joint Core Strategy (JCS) Policy 11(2) and lies outside of the defined settlement boundary for Thorpe Waterville as identified in the Rural North Oundle and Thrapston Plan (RNOT). As such, the principle of development conflicts with JCS Policy 11(2) and RNOTP Policy 2.
- The Development would introduce a dwelling on a site which is undeveloped and contributes to the rural setting of the village and forms part of the setting of a group of heritage assets and is a designated open space. Extending beyond the natural form of the village the proposed would appear incongruous and out of character within the rural setting and character of this part of the village. The dwelling and garage would significantly alter the character of the site and would cause harm to the setting and in turn the significance of an important group of heritage assets and result in the loss of an area of open space. Contrary to JCS Policy 2a), 3, 7d), 8d(ii), Policy 15 of the RNOTP and NPPF para 61, 132, 133 and 134. This harm would significantly and demonstrably outweigh the benefits of the proposal and consequently the application should be refused.

**(iv) 17/01847/FUL – A14 Service Station, Huntingdon Road, Thrapston**

The Committee considered an application for the construction and operation of a Liquid Natural Gas (LNG) refuelling station, including compound, two dispensers and scheme of tree planting. The application had been brought before the Committee as Thrapston Town Council had objected to the application.

Members noted that Barratt David Wilson Northampton had also objected to the application as it failed to acknowledge or address the adjacent consented housing scheme. Members also noted that the Northamptonshire Highways had no objection to the application.

During debate on the application, Members stated that whilst they supported the use of LNG in principle, they had concerns at the height of the tanks and their impact on the visual amenity at a key entrance into Thrapston. There were also concerns on the impact on the residential development which had recently received planning permission. It was noted that there was a similar development in Daventry, but that was in an industrial area and not close to residential properties.

It was moved and seconded that the application be refused. On being put to the vote, there were 13 votes for, none against and one abstention, therefore the Committee **agreed to refuse** the application, contrary to officer advice, on the grounds that the proposed tanks would have a detrimental visual impact given their siting at a prominent gateway location and in close proximity to planned residential properties and that the benefits of the scheme do not outweigh the visual harm.

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 for refusal.

**(v) 17/01491/FUL – Barclays Bank Chambers, College Street, Rushden**

The Committee considered an application for the renewal of planning permission EN10/01373/FUL to convert the first floor into two flats. The application had been brought before the Committee at the request of Ward Member Councillor Barbara Jenney.

Members noted that Rushden Town Council had objected to the application. Northamptonshire Highways had no objection to the application on highways grounds, but recommended that the amenity issue for the flats be taken in consideration.

During debate on the application, Members raised concerns at the lack of parking and that the conversion to two flats represented an overdevelopment. It was noted that on-street parking in the area was of a premium and it would be difficult to park. Members were also concerned that the proposed bin storage would be accommodated on the ground floor below the staircase, which they felt could be a fire hazard.

It was moved and seconded that the application be refused. On being put to the vote, there were 13 votes for, none against and one abstention, therefore the Committee **agreed to refuse** the application, contrary to officer advice, on the grounds of lack of parking, inadequate bin storage and the rooms falling below national space standards.

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 for refusal.

**257. SUSPENSION OF COUNCIL PROCEDURE RULE 8**

At 8.50pm, 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.

**Councillors Roger Glithero and John Farrar left the meeting for the following items and did not return.**

### **(vi) 17/01428/FUL – The Old Rectory, Church Lane, Bulwick**

The Committee considered an application for the demolition of two existing Munition Dumps and the construction of a new single storey store. The application had been brought before the Committee at the request of Ward Member Councillor Roger Glithero.

Members noted that Bulwick Parish Council had objected to the application and that comments had been received from a neighbouring property raising concerns over the size of the proposed floor plan. The Council's Senior Conservation Officer had no objections to the application.

During debate on the application, Members indicated that they had no objection to the demolition of the Munition Dumps but did have concerns at the size and siting of the proposed store, particularly in relation to a nearby building. Concern was raised that a future application could be made to turn the building into a residential property and if permission was granted Members would like to see a condition to ensure it remained ancillary to the residential use of the site.

It was moved and seconded that the application be granted. On being put to the vote, there were 11 votes for, none against and two abstentions, therefore the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report, update sheet and an additional condition to ensure that the building remains ancillary to the residential use of the site.

### **(vii) 17/01429/LBC – The Old Rectory, Church Lane, Bulwick**

The Committee considered a Listed Building application for the demolition of two existing Munition Dumps and the construction of a new single storey store.

Members noted that Bulwick Parish Council had objected to the application and that comments had been received from a neighbouring property raising concerns over the size of the proposed floor plan. The Council's Senior Conservation Officer had no objections to the application.

It was moved and seconded that the application be granted. On being put to the vote, there were 11 votes for, none against and two abstentions, therefore the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report.

**Councillor Andy Mercer left the meeting for the following item.**

**(viii) 17/02206/NCC – Westwood A D Plant, Bedford Road, Rushden**

The Committee considered a consultation from Northamptonshire County Council detailing a Variation of Condition 20 of planning consent 17/00011/WASVOC to allow for the relocation and inclusion of a new high temperature flare. The application had been brought before the Committee due to the location of the site in relation to the application site for 17/01328/FUL (proposed poultry farm) which was currently under consideration by East Northamptonshire Council.

**RESOLVED**

To submit the following comments to NCC:

*'East Northamptonshire Council (ENC) has no objection to the replacement of the existing flare with a high temperature flare in principle; however, it notes that trees on the existing bund within a 15m radius of the flare would need to be removed. The planted bund acts as visual mitigation for the AD plant and Northamptonshire Country Council (NCC) should satisfy itself that this proposal would not prejudice the mitigation scheme which was previously deemed to be necessary. If the application is to be granted, consideration should be given to whether replacement tree planting (i.e. on land to the north/north-east of the proposed flare and bund) would be appropriate to secure by way of a planning condition.*

*A condition to ensure the removal of the redundant flare should be considered to prevent unnecessary visual clutter at the site.*

*In terms of considering visual impact and any cumulative effect, NCC is advised to note that ENC is currently considering application 17/01328/FUL for a large scale poultry farm in the vicinity.'*

**Chairman**

# JOINT STANDARDS COMPLAINTS COMMITTEE

**Date:** 22 November 2017

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

**Time:** 7.30pm

**Present:** Andy Mercer (Chairman)  
Arthur Whittaker (Vice-Chairman) (Yarwell Parish Council)

**East Northamptonshire Councillors:**

Rosalie Beattie

Gill Mercer

Annabel de Capell Brooke

Rupert Reichhold

**Town and Parish Councillors:**

Derek Lawson

(Higham Ferrers Town Council)

Dave Munday

(Stanwick Parish Council)

Roy Sparkes

(Oundle Town Council)

Robert Tyman

(Raunds Town Council)

Adrian Winkle

(Irthlingborough Town Council)

Vivienne Barnard

Independent Person

Andrew Sortwell

Reserve Independent Person

## **258. TRIBUTE TO COUNCILLOR GLENN HARWOOD MBE**

The Chairman paid tribute to Councillor Glenn Harwood MBE, Deputy Leader of the Council, who had passed away recently and observed that the Council would be diminished greatly by Councillor Harwood's passing.

The Committee stood in silent tribute to Councillor Harwood.

## **259. MINUTES**

The minutes of the meeting of the Joint Standards Complaints Committee held on 19 July 2017 were approved and signed by the Chairman.

## **260. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors David Jenney (ENC) and Fiona Cowen (Collyweston Parish Council).

## **261. DECLARATIONS OF INTEREST**

No declarations of interests were made.

**262. QUESTIONS SUBMITTED UNDER PROCEDURE RULE 10.3**

There were no questions submitted under Procedure Rule 10.3.

**263. REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been made.

**264. ACTIVITY REPORT OF THE MONITORING OFFICER**

The Monitoring Officer submitted a report outlining activity in relation to the Standards Framework covering the period from the last meeting of the Committee in July 2017 to date.

Since the last meeting, four new formal complaints had been received. Three had been concluded at the Initial Assessment stage and the outcomes were for one case of no further action; one case for “other action” and one case had been referred for investigation. One complaint remained at the Initial Assessment stage. Since the report had been prepared, two further complaints were now anticipated to be received.

Two of a possible four complaints relating to one Parish Council referred to at the previous meeting had resulted in formal complaints and additional complaints might still be forthcoming.

Problems had been experienced with the investigation of the six complaints reported to the previous meeting which related to issues at the same Parish Council. After consultation with the Chairman, Vice-Chairman, Independent Person and Reserve Independent Person, it had been agreed that the work to date would be reviewed and a further report commissioned for delivery before Christmas. There would be no charge to the Council for the initial work.

The Monitoring Officer reported that a review had been undertaken of the websites for each of the 41 Town and Parish Councils in the District to verify the following:

- a) The Council had access to a suitable website if required to do so under the requirements of the Transparency Code for Smaller Authorities (2015). It appeared that seven Councils were in this position and they would be advised of the final round of DCLG funding to assist with the creation of such a website
- b) Where the council had a website they were required to display the Registers of Interest of their Councillors. Most had chosen to link to the ENC webpages as this meant that there was only one page to be maintained. It appeared that three Councils which had websites do not do so.
- c) Names of current Councillors agreed with details held by ENC. In a recent case ENC had not received details of vacancies and as a consequence the appropriate procedures to replace the Councillors had not been followed. All names now matched.
- d) Where the Council had a website, whether or not the relevant Code of Conduct for their Councillors was published, there was no statutory requirement to publish this although it was best practice to do so.. 17 Councils had not published their Codes on their website.

The Monitoring Officer would contact all affected Councils reminding them of the legal requirements.

ENC's Internal Audit team had carried out an investigation into a complaint on a trial basis and this had proved successful. Further complaint investigations would therefore be commissioned from the Internal Audit team.

It was noted that the current level of investigation activity was significantly depleting the Monitoring Officer Investigation Reserve. It was anticipated that additional funding to support this activity might be required before the end of the current financial year and provision would be included in the Medium Term Financial Strategy to increase the budget for 2018/19 onwards. The investigation costs incurred in the current year would be reported to the next meeting of the Committee.

**RESOLVED:**

That the report be noted.

*(Reason: No further action or decisions are required as a result of this report).*

**265. RESPONSE TO GOVERNMENT CONSULTATION ON CHANGES TO DISQUALIFICATION CRITERIA FOR COUNCILLORS**

The Monitoring Officer reported that the Department for Communities and Local Government was consulting on proposals to update the criteria that barred individuals from becoming or being a local councillor or directly-elected mayor.

The Government was proposing to amend the disqualification criteria so that anyone convicted of a serious crime, regardless of whether a custodial sentence was imposed, would not be able to serve as a councillor. Individuals would be barred from standing for office if they were subject to:

- the notification requirements set out in the Sexual Offences Act 2003 ('being on the sex offenders register');
- a civil injunction granted under s.1 of the Anti-Social Behaviour, Crime and Policing Act 2014 (the 2014 Act); or
- a Criminal Behaviour Order made under s.22 of the 2014 Act.

In addition, the Committee on Standards in Public Life had announced that it intended to undertake a review of local government standards during 2017-18. Concerns had been raised by various other bodies and individuals in relation to the efficacy of the current standards regimen in relation to the possible sanctions for behaviour of councillors where there are cases of:

- misusing their public office or appointments;
- reckless behaviour resulting in the Council suffering a loss;
- persistently or materially acting against the interests of the Council (and/or partners and the public) and bringing the office of councillor or the Council into disrepute.

In terms of the government consultation, whilst the changes were welcomed, it was noted that the proposed revisions which sought to prevent those affected by certain types of orders from standing as Councillors only dealt with some of the issues that might be perceived by the public to indicate unsuitability to serve as a Councillor. A particular area of concern was where there were convictions for other sorts of abuse such as racial harassment. Councillors were also unhappy that that some existing Councillors whose behaviour was covered by the restrictions proposed would not be disqualified until after the end of their current term of office which could be up to 3 years.

There was also concern that a lot of public resources could be put into resolving complaints under the current Code of Conduct but that the range of sanctions was so limited as to be often ineffective which provided poor value for money.

**RESOLVED:**

That the Monitor Officer, in consultation with the Chairman and Vice-Chairman, should respond to the consultation to note the concerns expressed in the discussion.

*(Reason: To enable any views of this Committee to be submitted to DCLG).*

**266. PROPOSED CHANGES TO PART 9 OF THE CONSTITUTION – PROCEDURE FOR ASSESSMENT**

The Monitoring Officer reported that following a review of the procedure contained in Part 9 of the Council's Constitution, the ability to appeal should the outcome of the Initial Assessment be for referral for investigation had been removed in April this year. At the last meeting of the Committee it had been decided not to make any further changes to the appeal arrangements.

At the July 2017 Council meeting, Mr Jonathan Goolden (an external lawyer with significant experience of Code of Conduct matters) had been appointed as a Deputy Monitoring Officer. As part of Mr Goolden's consideration of complaints for this Council, he had commented on this Council's process and suggested that the Council removed the right of appeal for no or 'other action' at Initial Assessment stage.

It was noted that the complainant or Councillor(s) complained against was able to refer the matter to the Local Government Ombudsman should they feel that the Council's procedure had not been followed or if the outcome proposed was not considered appropriate.

At present, 20 working days was allowed for the appeal period. This extended the period of uncertainty for the complainant or councillor(s) complained against and it was suggested that this could be reduced to reduce the delay, whilst allowing for the parties involved to be on holiday.

**RESOLVED TO RECOMMEND TO THE GOVERNANCE AND AUDIT COMMITTEE:**

That the following changes to Part 9 of the Constitution be approved.

*(Reason: To ensure that the procedure followed for Complaints against Councillors is proportionate and fair).*

**6.0 Stage 4 – Appeals**

**6.1 Initial Assessment Outcome**

An appeal may be made **in respect of Initial Assessment where the outcome is either no further action or 'other action' only** where the complainant or councillor(s) complained about feels that

~~a) the process outlined in this procedure has not been followed~~

~~b) the outcome proposed is considered inappropriate; or~~

e) significant new evidence is available which has not been considered during the previous process.



An appeal may not be made against an Initial Assessment decision to refer for further investigation as no finding has been made at this stage.

Any such appeal should be made in writing (by letter or e-mail) to the Monitoring Officer within ~~20~~ 10 working days of the receipt of the notification of the relevant decision.

## 6.2 Hearing Outcome

An appeal may be made where the complainant or councillor(s) complained about feels that:

- a) the process outlined in this procedure has not been followed
- b) the outcome proposed is considered inappropriate; or
- c) significant new evidence is available which has not been considered during the previous process.

Any such appeal should be made in writing (by letter or e-mail) to the Monitoring Officer within 20 working days of the receipt of the notification of the relevant decision.

**Chairman**

# PLANNING POLICY COMMITTEE

Date: 27 November 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

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

Wendy Brackenbury David Jenney  
Sylvia Hobbs Gill Mercer  
Marian Hollomon Jake Vowles  
Sylvia Hughes Pam Whiting

## 267. COUNCILLOR GLENN HARWOOD MBE

The Chairman referred to the sudden death of Councillor Glenn Harwood MBE, Deputy Leader of the Council, on 14 November. Members of the Committee and officers stood in memory of Councillor Harwood.

## 268. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Farrar, Steven North and Sarah Peacock.

## 269. DECLARATIONS OF INTEREST

No declarations of interest were made.

## 270. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 24 July 2017 were approved and signed by the Chairman.

## 271. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

## 272. BRIGSTOCK ARTICLE 4 DIRECTION

The Planning Policy and Conservation Manager presented a report which informed the Committee of a proposal to designate an Article 4 Direction in respect of the Brigstock Conservation Area and to recommend consultation on the proposals.

The Council had been approached by representatives of Brigstock Parish Council who were concerned about the loss of the historic character within the designated conservation area. Specifically, the replacement of historic windows and doors, often with plastic and the loss of traditional roof coverings. Such work was currently able to be undertaken under permitted development, where no planning application was required. Following meetings with the parish council, it was considered that an Article 4 Direction would be an appropriate means of addressing this issue. The Council currently had four conservation areas that were subject to article 4 directions, Easton on the Hill, Collyweston, Duddington and Kings Cliffe.

The effect of an Article 4 Direction was that the development would no longer automatically be permitted by Article 3 of the General Permitted Development Order 2015 and must instead be subject to a planning application. This type of application would not attract a planning fee so the additional costs would be borne by the Council when determining an application.

It was proposed that the following permitted development rights were withdrawn in the case of the Brigstock Conservation Area:

- Class A of Part 1 of Schedule 2 – the enlargement, improvement or other alteration of a dwelling house
- Class B of Part 1 of Schedule 2 – the enlargement of a dwelling house consisting of an addition or alteration to its roof
- Class C of Part 1 of Schedule 2 – any other alteration to the roof of a dwelling house
- Class D of Part 1 of Schedule 2 – the erection or construction of a porch outside any external door of a dwelling house
- Class G of Part 1 of Schedule 2 – the installation, alteration or replacement chimney, flue or soil vent pipe on a dwelling house
- Class H of Part 1 of Schedule 2 – the installation, alteration or replacement of a microwave antenna on a dwelling house or within the curtilage of a dwelling house
- Class C of Part 2 of Schedule 2 – the painting of the exterior of any building or work
- Class C of Part 11 – any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure.

The Council must consult on the direction for a period of at least 21 days, and take account of any representations received during that period when deciding whether to confirm the direction. It was expected that a further report would be brought to the Committee in February 2018.

During debate on the item, Members questioned whether having a Neighbourhood Plan would address the concerns of the village. Officers advised that Brigstock was working on a Neighbourhood Plan which had undergone the first round of consultation and was hoped to go to examination next year. In response to a question from Members about the potential costs of the directions, Officers confirmed that there would be a potential cost to the Council relating to the administration of planning applications made through the directions as they did not attract a fee. Whilst Members supported the use of the directions in Brigstock, it was noted that the legislation around them had changed in 2015 and the existing four Article 4 Directions would be out of date. Officers undertook to look at that issue and would bring a report back to a future meeting if required.

## **RESOLVED**

That the content of the Article 4 Direction be approved and that it is published for consultation purposes.

*(Reason: To accord with legislation and enhance the quality of the local environment.)*

**273. 2017 AUTHORITIES MONITORING REPORT – CALCULATING A FIVE YEAR HOUSING LAND SUPPLY FOR THE DISTRICT**

The Principal Planning Policy Officer presented a report which provided an update on the Council's current five year housing land supply situation as at 1 April 2017. The five year housing land supply had been calculated on the basis of the following assumptions:

- The recently adopted JCS (Policy 28 Table 4) provided the basis for calculating the five year housing land supply;
- The total deliverable supply equated to **2735 dwellings**; basic supply 2,612 dwellings plus 123 dwellings windfall allowance;
- The assessment of delivery rates during the 2011-17 and 2017-18 monitoring period had identified an excess of **96 dwellings** against the JCS requirement for the same period. Application of the Sedgefield approach would entail a five year land supply requirement of **2100 dwellings** (i.e. 420 dwellings per year) for the 2018-23 monitoring period; with 408 dwellings per year thereafter and
- Given that housing completions had now exceeded the JCS requirement for the monitoring period (2011-18), it was concluded that a 5% buffer should be applied in calculating the five year land supply. This was also confirmed through the appeal case for Land off Benefield Road and Old Dry Lane, Brigstock. Therefore, the five year land supply requirement would equate to **2205 dwellings** (inclusive of the 5% buffer).

During the 2016-17 monitoring year, a record number of 806 dwellings had been delivered. These completions represented a full recovery for housing delivery against the JCS requirement of 420 dwellings per year.

During debate on the item, Members questioned what the implications would be of the Government's recent budget statement, particularly in relation to housing. Officers confirmed that the sector was currently considering how to respond, including the larger housebuilders and also the market. The impacts may take a little while to come through but ENC was in a good position. Members also raised concerns that the proposed Oxford-Cambridge corridor could also have an impact on housing numbers in the region. Officers confirmed that the boundaries of the corridor were not yet known and the number of houses required was still quite vague.

**RESOLVED**

- (i) That the five year housing land supply calculations against the submitted North Northamptonshire Joint Core Strategy (Policy 28/Table 4): **6.2 years**, applying the "Sedgefield approach" with a 5% buffer, be noted;
- (ii) That the schedule of sites and phasing assumptions, as amended, used in the calculation of the five year housing land supply figure for inclusion in the 2017 Authorities Monitoring Report (Appendix 2 of the report), be endorsed; and
- (iii) That the application of maintaining a 5% buffer to be applied in calculating future five year land supply requirements, be acknowledged.

*(Reason: To provide a robust housing land supply position on which to base planning decisions.)*

## **274. “MAKING” RAUNDS NEIGHBOURHOOD PLAN**

The Principal Planning Policy Officer presented a report which sought approval for the making of the Raunds Neighbourhood Plan, which had been passed at referendum on 16 November 2017.

The Neighbourhood Plan set out detailed local development management criteria relating to affordable housing, design and residential car parking. Other policies focussed upon the retention of existing assets, public open spaces, local green spaces, community facilities, the established employment space and non-designated heritage assets.

The result of the referendum held on 16 November 2017 was:

905 'Yes' votes, to make the Raunds Neighbourhood Plan  
156 'No' votes  
Turnout was 15.6%

The assessment of Local Plan policies AG4, AG9, S5, RL3, RL4 and RA2 had identified the following changes that needed to be made to the adopted development plan, for the Parish of Raunds (the defined Neighbourhood Area) that should accompany the “making” (adoption) of the Neighbourhood Plan:

- Local Plan Policy S5 be replaced by Neighbourhood Plan Policy R9
- Local Plan policies RL3 and RL4 be replaced by Neighbourhood Plan Policy R5; and
- Local Plan Policy RA2; be replaced by Neighbourhood Plan policies R10, R12 and R20.

During debate on the item, it was noted that the Neighbourhood Plan did not include new development land allocations and Members asked how the Plan would defend the town against further unwanted development. Officers advised that the Examiner was satisfied that the JCS requirements for Raunds were already being met so there was no need to further allocate land. However, it was accepted that the Neighbourhood Plan reflected a moment in time and things could change, for example if there were shortfalls elsewhere.

**RESOLVED** that:

- (i) The Raunds Neighbourhood Plan 2011-2031, in accordance with the relevant provisions in the 2011 Localism Act and 2012 Neighbourhood Planning Regulations, be adopted (“made”);
- (ii) For the Parish of Raunds, the replacement of 1996 District Local Plan Policy S5 by Raunds Neighbourhood Plan Policy R9, be approved;
- (iii) For the Parish of Raunds, the replacement of 1996 District Local Plan policies RL3 and RL4 by Raunds Neighbourhood Plan Policy R5, be approved; and
- (iv) For the Parish of Raunds, the replacement of 1996 District Local Plan Policy RA2 by Raunds Neighbourhood Plan policies R10, R12 and R20, be approved;

*(Reason: To update the adopted development plan for the Parish of Raunds in view of the passage of the Neighbourhood Plan at referendum.)*

## **275. PLANNING POLICY AND CONSERVATION UPDATE**

The Planning Policy and Conservation Manager presented a report which provided an update on key areas of work being undertaken by the Planning Policy and Conservation Team and provided updates on:

- Local Plan Making
- Neighbourhood Planning
- Tresham Garden Village
- Rushden East SUE
- Working Groups
- SPA Mitigation Strategy SPD

### Planning for the right homes in the right places: Government consultation proposals

The Government had been seeking views on a number of changes to planning policy and legislation. As the closing date for responses was 9 November, a response had been delegated to the Head of Planning Services and Leader of the Council. A copy of the response would be circulated to all members of the Committee.

The consultation had proposed reforms to the planning system by increasing housing supply and local authority capacity to manage growth. Proposals included:

- A standard method for calculating housing need;
- How neighbourhood planning groups could have greater certainty on the level of housing need to plan for;
- A statement of common ground to improve how local authorities worked together to meet housing needs across boundaries;
- Making use of viability assessments simpler, quicker and more transparent; and
- Increased planning application fees in areas where local planning authorities were delivering the homes their communities needed.

It was noted that more clarity was needed on the Government's proposed approach, but ENC was in a better situation than a lot of planning authorities to manage any changes.

### **RESOLVED**

That the current progress to date within the Planning Policy and Conservation Team be noted.

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

**Chairman**

# GOVERNANCE AND AUDIT COMMITTEE

Date: 29 November 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: Peter Wathen (Chairman)  
Alex Smith (Vice-Chairman)  
Annabel de Capell Brooke Rupert Reichhold  
Richard Gell Robin Underwood  
Sylvia Hobbs

## External attendees:

Rachel Ashley-Caunt For Agenda Items "Internal Audit – Progress and Performance  
(Head of Internal Audit) & Internal audit Planning 2018/19"

Asim Iqbal For Agenda item "Annual Audit Letter"  
(KPMG – the Councils  
External Auditors)

## 276. APOLOGIES FOR ABSENCE

No apologies for absence were received.

## 277. MINUTES

The minutes of the meeting held on 20 September 2017 were approved and signed by the Chairman.

## 278. DECLARATIONS OF INTEREST

No declarations of interest were made.

## 279. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

## 280. NATIONAL SCHEME FOR APPOINTMENT OF EXTERNAL AUDITORS – UPDATE

The Chief Finance Officer provided a verbal update on the national scheme for the appointment of external auditors.

The appointment of Ernst & Young LLP as the Council's external auditors from 1 April 2018 had been approved at the previous meeting and Public Sector Auditor Appointments (PSAA) had been advised accordingly. PSAA would meet next month to confirm the appointment, after which formal notification would be given. Following this, meetings would be arranged

with Ernst & Young LLP and the Chief Finance Officer, Monitoring Officer, Leader of the Council and the Chairman of the Governance and Audit Committee.

**281. RISK MANAGEMENT UPDATE – QUARTER 3 (2017/18)**

The Finance Manager presented a report on the Council's current risk scores for Quarter 3 of 2017/18.

It was noted that the Fire Safety Audit had now been completed and would be submitted to the next meeting of the Committee.

With regard to overdue actions in relation to contractor non-compliance with health and safety legislation, it was noted that further work was being carried out in response to feedback from the Corporate Management Team in order to complete the Health and Safety Audit Plan.

**RESOLVED:**

That the current status of risks included in the report for period to September 2017 be noted.

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

**282. VARIATION TO THE ORDER OF THE AGENDA**

With the consent of the Committee, the Chairman varied the order of the published Agenda.

**283. ANNUAL AUDIT LETTER 2016/17**

Asim Iqbal of KPMG, the Council's External Auditors, presented the Annual Audit Letter which set out the key findings of the 2016/17 External Audit.

The External Auditors had issued an unqualified value for money (VFM) conclusion and an unqualified opinion of the financial statements on 18 August 2017 indicating that KPMG believed the financial statements gave a true and fair view of the financial position of the Authority and of its expenditure and income for the year. A review of the Annual Governance Statement had concluded that it was consistent with External Audit's understanding.

The audit had identified that one audit adjustment valued at £0.269m and had made a number of recommendations to strengthen the financial environment of the Council.

After further work, an unqualified opinion would be issued on the Housing Benefit Audit and this would be reported to the next meeting of the Committee.

**RESOLVED:**

That the Annual Audit Letter be noted.

*(Reason: To ensure Members and key stakeholders are made aware of the findings of the 2016/17 External Audit).*



**284. PROGRESS ON IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS**

The Finance Manager presented a report providing current information on the progress made on the implementation of internal audit recommendations. A summary of the overdue recommendations was submitted and it was noted that there were currently six medium and three low priority recommendations outstanding.

**RESOLVED:**

That the progress against each of the audit recommendations be noted

*(Reason: To review progress on the implementation of recommendations following by Internal Audit)*

**285. INTERNAL AUDIT – PROGRESS AND PERFORMANCE**

The Head of Internal Audit provided Members with information on the progress made on the delivery of the Annual Internal Audit Plan for 2017/18 and associated measures of performance

**RESOLVED:**

That the progress and performance of Internal Audit 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)*

**286. INTERNAL AUDIT PLANNING 2018/19**

The Head of Internal Audit provided the Committee with an overview of the proposed approach to development of the Internal Audit Plan for 2018/19 and sought the Committee's views on any risk areas where assurance was required.

LGSS had been commissioned to provide 230 days to deliver the Annual Audit Plan and Internal Audit service to the Council in 2018/19. In order to ensure that the Audit Plan for 2018/19 addressed the Council's key risks and added value to the organisation, the proposed methodology to identify and prioritise the areas for coverage was outlined.

**RESOLVED:**

That the proposed approach to developing the Audit Plan for 2018/19 be agreed.

**287. PROPOSED CHANGES TO PARTS 3.2 AND 9 OF THE CONSTITUTION**

The Monitoring Officer presented a report setting out proposals for changes to Part 3.2 of the Council's Constitution in respect of specific delegations for Planning Enforcement Activity and Part 9 in respect of the appeal process after the initial assessment of Councillor Code of Conduct complaints.

Following the creation of the post of Senior Planning Enforcement Officer last year, the working practices of the team and the powers under the Scheme of Delegation had been reviewed to ensure that these were appropriate to the needs of the Council and community.

With regard to Councillor Code of Conduct complaints, the right to appeal if the outcome of the Initial Assessment was referral for investigation had been removed from the procedure by the Council in April 2017. The Joint Standards Complaints Committee had reviewed the position in relation to appeals of the other two possible outcomes again at its meeting on 22 November 2017 and had recommended further revisions to the process.

These revisions would remove the right of appeal on the grounds that the process in Part 9 had not been followed and/or where the outcome proposed was considered inappropriate. The right to appeal on the ground that “significant new evidence was available which had not been considered during the previous process” would be retained.

It was noted that the complainant or councillor(s) complained about could refer the matter to the Local Government Ombudsman should they feel that the Council’s procedure had not been followed or if the outcome proposed was not considered appropriate.

The JSCC had also recommended a reduction in the time allowed to submit an appeal in order to expedite the process.

**R.13 RESOLVED TO RECOMMEND TO FULL COUNCIL: That**

- i) the changes in relation to the Scheme of Delegation (Part 3.2 of the Constitution) set out in Appendix A be approved.

*(Reason: To ensure that the Planning Enforcement Team have the appropriate powers to undertake their role in protecting the community from unlawful planning development)*

- ii) the changes to Part 9 of the Constitution set out in Appendix B be approved

*(Reason: To ensure that the procedure followed for Complaints against Councillors is proportionate and fair).*

**288. MODERN SLAVERY**

The Executive Director verbally reported that a report had been submitted to the Policy and Resources Committee at its meeting held on 6 November 2017 and the Council’s Modern Slavery Statement had been published on the website. A copy would be circulated to members of the Governance and Audit Committee.

**Chairman**

	Enforcement		Comment/Reason for Change
5.	Institution of proceedings ( <a href="#">prosecution or direct action</a> ) for failure to comply with an enforcement notice	Executive Director, HoPS, PDM in conjunction with LGSS Legal Service 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	Clarification of action
6.	Institution of legal proceedings under the <a href="#">s224 of the Town and Country Planning (Control of Advertisement) Regulations Act (including relating to fly posting.)</a>	Executive Director, HoPS, PDM; in conjunction with LGSS Legal Service; 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	Updated legal reference
7.	Service of Planning Contravention Notices, <del>Breach of Condition Notices</del> and Requisition for Information notices <del>under pursuant to</del> Section 330 <a href="#">Town and Country Planning Act 1990 and Section 16 Local Government (Miscellaneous Provisions) Act 1976</a>	Executive Director; or HoPS, PDM; Senior Enforcement Officers and Senior Conservation Office; <del>in conjunction with LGSS Legal service</del> ; 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.	PCNs and S330s are very straightforward requests for information so there is no need to seek legal advice. Building Control Notices included next item.
8.	Issue of Enforcement Notices, Completion Notices, Stop Notices, <a href="#">Temporary Stop Notices and Breach of Condition Notices (see under Planning</a>	Executive Director; or HoPS, PDM; Enforcement Officers and Senior Conservation Officers; 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	To ensure coverage of Temporary Stop Notices which are often urgent

	<del>Listed Building and Conservation Areas Act 1990 for listed buildings enforcement)</del>	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.	<del>Rescind Enforcement Notices (or authority to take action) where matters have been satisfactorily resolved)</del>  <u>Withdraw, waive or relax any requirement of an Enforcement Notice pursuant to Section 173A of the Town and Country Planning Act 1990</u>	Executive Director; or HoPS, PDM; Senior Enforcement Officers and Senior Conservation Officers; 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	Clearer wording as <del>Enforcement Enforcement</del> Notices usually retained on file even when resolved
11.	Service of Discontinuance Notices under the Town and Country Planning (Control of Advertisement) Regulations.	Executive Director; or HoPS, PDM; in conjunction with LGSS Legal Service <del>if required</del> ; 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	Rarely used power where legal advice not often required.
12.	<b>Notifications</b>	To deal with notifications received for agricultural and telecommunications development, hazardous substances and demolition proposals HoPS, PDM; Executive Director, 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	These two lines to be moved to be new line 5 and 6 with consequent renumbering as not Enforcement issues

		AND THE DATE OF AUTHORISATION	
13.	<b>Legal Agreements (S106)</b>	Execution and completion of Agreements under Section 106 of the Town and Country Planning Act 1990 in relation to applications for planning permission granted under delegated powers. Chief Executive, HoPS, PDM, Executive Director in conjunction with LGSS Legal Service	
14.A	<b>Authority to enter land and premises for the reasons set out in Section 196A</b>	Executive Director, HoPS, PDM; Enforcement Officers, <u>Senior Enforcement Officer</u> and Senior Conservation Officer; with the ability to specify other officers to act SUBJECT TO KEEPING A RECORD OF THE OFFICERS SO AUTHORISED AND THE DATE OF AUTHORISATION	To separate out the two related powers
14B	<b><u>Authority to make applications to the Magistrates Court for a warrant authorising entry pursuant to Section 196B for enforcement purposes</u></b>	<u>Executive Director, HoPS, PDM; Enforcement Officers, Senior Enforcement Officer and Senior Conservation Officer; with the ability to specify other officers to act SUBJECT TO KEEPING A RECORD OF THE OFFICERS SO AUTHORISED AND THE DATE OF AUTHORISATION</u>	
15.	<b>Prosecution great urgency</b>		
	<u>Authority to instruct legal services to commence prosecution proceedings (including laying information for contravention of regulations and instigation of emergency injunctions)</u>	LGSS Legal Service IN CONSULTATION WITH THE CHAIRMAN AND THEN SUBJECT TO <u>RETROSPECTIVE RATIFICATION REPORTING BY PERFORMANCE MANAGEMENT DEVELOPMENT CONTROL COMMITTEE</u>	Clarification that action will be taken and reported after the event because of the urgent nature

16.	<b>Footpath Orders (both Town and Country Planning Act and Highways Act 1980)</b>	Confirmation of unopposed diversion or extinguishment orders made following the grant of planning permission. (Town and Country Planning Act) and the making and confirmation of diversion orders under the Highways Act HoPS or LGSS Legal Service (under instruction from HoPS) SUBJECT TO REPORTING TO MEMBERS	Move to Line 7 with consequent renumbering
	<b>Listed &amp; Historic Buildings: (<i>Planning (Listed Buildings and Conservation Areas) Act 1990</i>)</b>		
18.	To <del>issue serve</del> Listed Building Enforcement Notices	HoPS, PDM, Executive Director, <u>Senior Enforcement Officer</u> , Enforcement Officers and Senior Conservation Officer, in conjunction with LGSS Legal Service	Corrected wording and recognition of additional post
	<b>TREES AND LANDSCAPE</b>		New Section Header
	<b>Trees: (<i>The Hedgerow Regulations 1997</i>)</b>		
20.	The issuing of Notices to replant a hedgerow or to reinstate a gap in a hedgerow where it appears that a hedgerow has been removed in contravention of Regulation 5(1) or (9)	HoPS, PDM; Planning Policy & Conservation Manager SUBJECT TO REPORTING TO <u>LOCAL WARD</u> MEMBERS	Clarification
	<b><i>Local Government (Misc. Provisions) Act 1976</i></b>		
149	To serve Requisitions for Information (Section 16)	Head of Environmental Services; Environmental Protection Manager; Health Protection Manager; Executive Director; Chief Executive; Waste Services Manager; Senior Environmental Health	To include Planning Service requirements for information

		<p>Officer, Environmental Health Officer;          Trainee Environmental Health Officer;          Health Protection</p> <p>Officer; Licensing Enforcement Officer;          Senior Environmental Protection Officer;          Environmental Protection Officer;          Environmental Services Officer; Housing          Technical Officer; , Waste Management          Officer, <u>Head of Planning Services, Senior          Enforcement Officer, Enforcement          Officers</u></p>	
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## 6.0 Stage 4 – Appeals

### 6.1 Initial Assessment Outcome

An appeal may be made **in respect of Initial Assessment where the outcome is either no further action or 'other action' only** where the complainant or councillor(s) complained about feels that

- a) ~~the process outlined in this procedure has not been followed~~
- b) ~~the outcome proposed is considered inappropriate; or~~
- e) significant new evidence is available which has not been considered during the previous process.

An appeal may not be made against an Initial Assessment decision to refer for further investigation as no finding has been made at this stage.

Any such appeal should be made in writing (by letter or e-mail) to the Monitoring Officer within ~~20~~ **10** working days of the receipt of the notification of the relevant decision.

### 6.2 Hearing Outcome

An appeal may be made where the complainant or councillor(s) complained about feels that:

- a) the process outlined in this procedure has not been followed
- b) the outcome proposed is considered inappropriate; or
- c) significant new evidence is available which has not been considered during the previous process.

Any such appeal should be made in writing (by letter or e-mail) to the Monitoring Officer within 20 working days of the receipt of the notification of the relevant decision.



# **POLICY AND RESOURCES COMMITTEE**

**Date:** 04 December 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)

Tony Boto  
David Brackenbury  
Wendy Brackenbury  
Val Carter  
Roger Glithero JP

Dudley Hughes JP  
David Jenney  
Andy Mercer  
Sarah Peacock  
Phillip Stearn

## **289. COUNCILLOR GLENN HARWOOD MBE**

The Chairman referred to the sudden death of Councillor Glenn Harwood MBE, Deputy Leader of the Council, on 14 November. Members of the Committee and officers stood in memory of Councillor Harwood.

## **290. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Helen Harrison.

## **291. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 6 November 2017 were approved and signed by the Chairman.

## **292. DECLARATIONS OF INTEREST**

No declarations of interest were made.

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

No questions were submitted under Procedure Rule 10.3.

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

### **a) Housing Policy Working Party – 25 October 2017**

The minutes of the meeting of the Housing Policy Working Party held on 25 October 2017 were received (see pages 323 to 325).

**b) Personnel Sub-Committee – 13 November 2017**

The minutes of the meeting of the Personnel Sub-Committee held on 13 November 2017 were received (see pages 326-328).

**c) Finance Sub-Committee – 13 November 2017**

The minutes of the meeting of the Finance Sub-Committee held on 13 November 2017 were received (see pages 329 to 335).

**RESOLVED** that

- (i) a Homelessness Prevention Fund be established from 1 January 2018 to be used on a discretionary basis to prevent and alleviate homelessness;
- (ii) the expenditure incurred be funded from the remaining ring-fenced Flexible Homelessness Support Grant;
- (iii) the draft policy and procedure document be approved;
- (iv) the efficacy and value for money of the fund be reviewed after six months and evaluation after 12 months; and
- (v) the Additional Burdens Funding allocated to the district be reserved at this stage for on-going IT software costs.

*(Reason: To ensure the fair and transparent allocation of the available funding and ensure appropriate funding of statutory duties.)*

**295. HOMELESSNESS MONITORING STATISTICS AND TEMPORARY ACCOMMODATION COSTS**

The Housing Strategy and Delivery Manager presented a report which provided Members with details of the level and causes of homelessness in the district, together with Bed and Breakfast costs.

The number of homelessness applications made to ENC under the legislation, together with the number of those whom the Council accepted a full duty to provide accommodation and the number of homelessness preventions undertaken through the Housing Options Contract was:

<b>East Northamptonshire Council Homelessness Statistics</b>					
<b>Year</b>	<b>No. of Homeless Applications</b>	<b>No. of Homeless Acceptances</b>	<b>% of Applications Accepted</b>	<b>No. of Homelessness Preventions</b>	<b>Acceptances plus Preventions</b>
<b>2014/15</b>	<b>114</b>	<b>42</b>	<b>37</b>	<b>242</b>	<b>284</b>
<b>2015/16</b>	<b>125</b>	<b>48</b>	<b>38</b>	<b>266</b>	<b>314</b>
<b>2016/17</b>	<b>135</b>	<b>59</b>	<b>44</b>	<b>281</b>	<b>340</b>
<b>Qs1 &amp; 2 2017/18</b>	<b>85</b>	<b>45</b>	<b>53</b>	<b>148</b>	<b>193</b>
<i>(Prediction 2017/18)</i>	<i>(170)</i>	<i>(90)</i>		<i>(296)</i>	<i>(386)</i>

The figures showed that there was a considerable continuing upward trend in the numbers of homeless applications and acceptances. There were various reasons for homelessness and the reasons for those accepted as homeless were:

Reason for homelessness	2016/17	Qs1 & 2 2017/18
Parents no longer willing to accommodate	10	7
Other relatives/friends no longer willing to accommodate	2	1
Non-violent breakdown of relationship with partner	6	6
Violent breakdown of relationship with partner	7	1
Other forms of violence	1	0
Harassment, threats, intimidation	1	0
Mortgage repossession	0	0
Rent arrears – registered provider	0	0
Rent arrears - private sector	1	0
Loss of rented through termination of Assured Shorthold Tenancy	24	25
Loss of private rented other reason	5	3
Left hospital	2	0
Other reason	0	2
<b>Total</b>	<b>59</b>	<b>45</b>

At over 50% of cases, loss of Assured Shorthold Tenancies continued to be the highest single cause of homelessness in the district. This was largely due to landlords deciding to sell their properties, both as a result of an upturn in the housing market and less beneficial tax arrangements. In addition, fewer new properties were becoming available in the private rented sector as a result of the tax changes, in particular the increase in stamp duty for landlords purchasing property.

The significant increase in the cost of B&B from 2015/16 to 2016/17 was likely to continue into this year and beyond as a result of the Homelessness Reduction Act. The Council had resolved to increase the homelessness B&B budget to £5,000 in recognition of the anticipated increase. The cost of Bed & Breakfast on the Housing Benefit and Homelessness budgets over the last three years was:

Financial Year	Total Housing Benefit Cost	Subsidised by DWP	Not subsidised	Homelessness budget B & B Costs	Total Cost of B&B to ENC
2014/15	£17,261	£6,460	£10,801	£877	£11,678
2015/16	£8,500	£3,694	£4,806	£1,393	£6,199
2016/17	£22,149	£8,337	£13,812	Est £1,615	Est £15,427

During debate on the item, Members questioned whether under the new legislation, would rough sleepers be entitled to be rehoused. In response, officers advised that that would be dependent on individual circumstances, but unless they had a priority need we would only have a duty to provide more advice or assistance. In response to a question as to whether it would be possible to report on how many rough sleepers were not in the priority category, officers confirmed that the Council was required to provide a rough sleepers estimate on an annual basis, and the most recent estimate was that there were six people sleeping rough in the district and six in the Rushden night shelter. We did not undertake a count of rough sleepers as it was not a requirement of the government and due to the widespread nature of the district it would be a very difficult and resource intensive exercise.

**RESOLVED:**

- (i) To note the steady increase in the level of homelessness and B&B costs in the district; and

- (ii) To agree the receipt of this information by Members Briefing in future unless there is a significant change in position that requires additional resources or policy changes.

*(Reason: To ensure councillors are aware of the changing situation in respect of homelessness and of the consequent impact on the delivery of the Council's homelessness services.)*

## **296. COUNCIL TAX BASE**

The Benefits Manager presented a report which set out the Council's estimated tax base for the financial year 2018/19.

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 estimated Billing Authority tax base for 2018/19 was 31,348 compared to 30,871 for 2017/18. The increase in the tax base was attributed mainly to property growth and the reduction in Council Tax Support expenditure. The proposed tax base for 2018/19 also took into account other discounts and exemptions, anticipated additional new properties and a small provision for non-collection.

<b>2017/18 Tax base estimate</b>	<b>30,871</b>	
17/18 adjustment	217	Actual new property occupations in addition to the 342 included in the original 2017/18 estimate.
New Properties	231	Anticipated number of new property occupations in 2018/19 (adjusted for anticipated relief and discount levels)
Council Tax Support (CTS)	102	Reduction in CTS expenditure due to caseload reducing as a consequence of welfare reforms.
Discounts & Exemptions	(73)	Increase in exemptions and single occupier discounts
<b>2018/19 Tax base estimate</b>	<b>31,348</b>	

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

That a tax base of 31,348 for the year 2018/19 be adopted.

*(Reason: To fulfil the Council's statutory requirements.)*

## **297. NORTHAMPTONSHIRE SPORT**

The Head of Customer and Community Services presented a report which sought approval for a new Service Level Agreement (SLA) and financial contributions for Northamptonshire Sport (NSport), so they could deliver activities that contributed to our healthy and active lifestyle priorities 2018/2021.

The current SLA was for £7.5K, which was based on financial contributions in previous years. The Council's Healthy and Active Lifestyles Strategy was approved in April 2017 and NSport would play a key role in helping to deliver our active outreach work, which in turn would support the achievement of the outcomes of the strategy. NSport's outturn figures for

investment and additional income in East Northants in 2016/17 indicated a £ for £ leverage of £14.42.

It was proposed that a new three-year SLA, effective from 1 April 2018, be set at £7.5K per annum and subject to an annual review. The annual review would look at the results from quarterly monitoring with NSport.

The Chief Executive informed the Committee that at the recent Northamptonshire Sports Awards the Council had won the Active Workplace of the Year award, thanks to all the hard work of Joe Bailey, Healthy and Active Lifestyles Officer.

During debate on the item, Members enquired whether Northamptonshire County Council contributed to NSport and if they did, what would be the impact if that funding was cut. The Head of Customer and Community Services advised that NCC currently contributed 6% of the overall budget, which mainly covered administration costs, and there could be an impact if that funding was cut. It was noted that NSport did a lot of work with teachers, who were not qualified sports teachers, to deliver activities and it would be good to see a sports day for schools in the district in the future.

**RESOLVED:**

- (i) To note the equalities implications relating to the report; and
- (ii) To approve the development of a three-year SLA with NSport commencing on 1 April 2018, set at £7.5K per annum and subject to the provisions as set out in the report.

*(Reason: To support the delivery of our Active Communities Development Plan 2017-18 and subsequent plans to encourage participation in healthy activities.)*

**298. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**299. PROPERTY AT CARNEGIE STREET, RUSHDEN**

The Environmental Protection Manager presented a report which provided options for a property at Carnegie Street, Rushden following a successful Compulsory Purchase Order.

The property had been subject to a Compulsory Purchase Order (CPO) after it had been empty for many years and was affecting adjoining neighbours. The CPO had been approved by the Secretary of State and the property transferred into the Council's ownership in September. Since then the property had been cleared of all remaining items and the severely overgrown garden cleared.

To understand the current and potential value of the property, two local estate agents had been requested to value the property in its current state and what it would be valued at if it was renovated and what the potential income could be if renovated and rented privately. Quotes had also been received from three builders to undertake renovations to the property.

**RESOLVED:**

To approve the sale of the property at Carnegie Street, Rushden on the open market, without undertaking the renovations.

*(Reason: Consistency with previous decisions.)*

**300. CHAIRMAN'S THANKS**

As this was the last meeting of the year for the Committee, the Chairman wished to put on record his thanks to all members and staff for all their work over the year and wished everyone a Merry Christmas and Happy New Year.

**Chairman**



**Housing Policy Working Party**  
**DRAFT Minutes** of meeting held on  
**Wednesday 25 October 2017 at 2pm**  
**in the Kasen Room**

**Present**

<b>Councillors</b>	<b>Tony Boto (Chair)</b> <b>Richard Lewis</b> <b>Steven North</b> <b>Helen Harrison</b>	<b>CllrTB</b> <b>CllrRL</b> <b>CllrSN</b> <b>Cllr HH</b>
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Sharn Matthews, Executive Director (SM)  
 Carol Conway, Housing Strategy and Delivery Manager (CC)  
 Aine Cooper, Housing Enabling Officer (AC)  
 Richard Palmer, Planning Policy and Conservation Manager (RP)  
 Louise Bagley, Housing Services Officer (LB)

		<b><u>ACTION</u></b>
<b>1.</b>	<b>Apologies</b>	
	Paul Bland, Jenny Walker & Councillor Sarah Peacock.	
<b>2.</b>	<b>Minutes of the previous meeting</b>	
	The minutes of the meeting held on 13 September 2017 were approved and signed by the Chairman.	
<b>3.</b>	<b>Matters arising</b>	
3.1	Older People’s Report - LB noted that no initials had been included in the action box at item 5.4 of the minutes and queried who should do this. It was agreed that LB would reactivate the link on the website and RP would provide some wording to accompany the link.	LB/RP
<b>4.</b>	<b>Updates</b>	
<b>4.1</b>	<b>Housing</b>	
	Additional burdens funding will be spread over 3 years, ENC will receive £46,632 and have done well in comparison with other councils. IT changes for reporting and monitoring requirements will need ongoing additional costs of approx. 10k per year. Government have also issued a new Homelessness Code of Guidance for consultation.	
<b>4.2</b>	<b>Welfare reform</b>	
	Lucy Hogston had advised that Universal Credit had not been paused and full service will be rolled out shortly from the Job Centre at Rushden.	
<b>5</b>	<b>Housing Mix Report</b>	
5.1	A discussion took place regarding the next steps with the Housing Mix	

	report. The consultant had delivered to the brief and the Policy and Resources Committee on 9 October 2017 had agreed to publish on the council's website, and for the Housing Policy Working Party to consider how the recommendations should be taken forward.	
5.2	WP members agreed there was a need for a better housing mix across the district to include affordable homes, particularly in the villages, as well as the right housing to attract higher earners to the district. It was suggested that a parking survey at Rushden Lakes may show where employees live. A better mix was being encouraged at Rushden East and Tresham Garden Village and it was agreed it was important to get the right mix on these developments.	
5.3	The Government had issued a follow up consultation to the Housing White Paper 'Housing in the Right Places'. RP would circulate to WP members – closing date for consultation is 9 <sup>th</sup> November	RP
5.4	Evidence from the housing mix and older people's studies will feed into the emerging SPD on Housing Mix but account still needs to be taken of the adopted plan and government policy.	
5.5	To assist in future strategy and policy formation it was agreed that the key policy points from the study would be summarised for the December 2017 working party meeting and a framework document should be produced for the February 2018 meeting to include: <ul style="list-style-type: none"> <li>• History of housing mix across the district</li> <li>• What mix we require going forward e.g. for older people, affordable housing</li> <li>• Specific geographies – where needs larger properties and where smaller</li> <li>• What has caused any changes to the evidence base in the JCS</li> <li>• Statistics on house sizes, lack of bungalows etc.</li> </ul>	RP  RP
<b>6</b>	<b>Homelessness prevention fund</b>	
6.1	Housing Policy Working Party members considered a report from CC concerning the establishment of a discretionary Homelessness Prevention Fund to be used to prevent and alleviate homelessness, with the expenditure incurred funded from the additional ring-fenced Flexible Homelessness Support Grant.	
6.2	It was agreed that grants, rather than loans, should be offered and that the fund should be operated on a pilot basis with a review of its efficiency and value for money after 12 months.	
6.3	Uses for this fund could include: <ul style="list-style-type: none"> <li>• Payment of rent in advance to secure accommodation from Registered Providers and in the private sector</li> <li>• Payment of deposits to secure private rented accommodation</li> <li>• Payments towards rent or mortgage arrears to prevent evictions</li> <li>• Payment towards past tenant arrears which may be preventing permanent accommodation being offered by Registered Providers.</li> </ul>	



6.4	After some discussions around the amounts to be offered it was agreed that £500 was right for rent arrears and past tenant arrears but that for deposits up to £500 or one month's rent would be offered	
6.5	It was noted that some further discussion around delays with payments due to Universal Credit waiting times and what help may be available from Revenues and Benefits would be needed and then incorporated into the procedure.	LB/CC
6.6	Local connection criteria should be expanded to include the armed forces.	CC
6.7	Stage payments rather than a lump sum for rent arrears needed to be included in the procedure to ensure that tenants were continuing to pay rent and also assisting to reduce arrears.	CC
6.8	Subject to the above amendments, the report was approved by WP members and if possible a report would be submitted to Finance Sub-Committee on 13 <sup>th</sup> November 2017.	CC
<b>7</b>	<b>Work Plan Update</b>	
7.1	Housing allocations policy - implementation had been delayed due to IT changes. Now to be implemented November 2017	
7.2	Housing Options Contract – renewal is due for March 2019. Initial paper will be brought to the WP meeting in December for consideration.	CC
<b>8</b>	<b>Risk Review</b>	
8.1	It was considered that the fire risk needed to be reviewed as a corporate risk. This would be taken up as part of the internal fire safety audit being undertaken.	CC
8.2	An additional risk may need to be included in respect of the council's capacity to deliver the required housing mix for the district.	RP/CC
<b>9</b>	<b>AOB</b>	
9.1	No items noted	
<b>10</b>	<b>Next meetings – all 2pm in the Kasen Room</b>	
	Wednesday, 13 December 2017 Wednesday, 7 <sup>th</sup> February 2018 Wednesday, 28 <sup>th</sup> March 2018 Wednesday, 9 <sup>th</sup> May 2018	



## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 13 November 2017 at 10.30am, East Northamptonshire House, Thrapston**

**Present:** Councillors: Roger Glithero  
Steven North  
Sarah Peacock

Officers: David Oliver                      Chief Executive  
Aime Armstrong                      Human Resources Manager  
Jenny Walker                      Environmental Protection  
Manager

### **1.0 APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Wendy Brackenbury.

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 30 October 2017 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 VACANT POSTS**

5.1 Further to the request made by the Sub-Committee at its meeting held on 18 September 2017, the Sub-Committee reviewed data on vacant posts and the current position relating to each post.

5.2 The circumstances relating to some posts had changed since the report had been prepared and the following updates were noted:

- The Principal Planning Officer post was a full-time, 37 hours per week post.
- Appointments had been made to the posts of Principal Development Management Officer; Housing and Planning Policy Officer; Business Account Manager and ICT Business Support Manager and officers had started work with the Council.

- The revised ICT team structure would be reported to the Sub-Committee in the New Year following completion of staff consultations.
- Interviews for the Environmental Services Officer post had been deferred and would take place shortly.
- An appointment had been made to the Environmental Protection Manager post, to commence in February 2018.
- Additional vacancies had occurred, including the posts of Senior Enforcement Officer and Building Control Surveyor (which would be reported to the next meeting of the Sub-Committee).

5.3 With regard to the vacant post of Revenues Manager and the possible shared service arrangement, it was noted that the Revenues and Benefits team budget would be prepared to include staffing costs for the posts necessary in the next financial year, but the post would be retained in the establishment for the time being.

**RESOLVED:**

That the report be noted.

**6.0 ABSENCE MANAGEMENT**

- 6.1 The Human Resources Manager presented a report reviewing the effectiveness of the Council's Absence Management Policy and process which had been requested by the Sub Committee.
- 6.2 The Council's first Absence Management Policy had been approved by the Sub-Committee in 2011. The policy had then been reviewed and incorporated into the Staff Management Policy in 2013 and this policy was currently being reviewed as part of the normal cycle of policy reviews.
- 6.3 The policy and procedures for implementing it had been reviewed by Internal Audit in 2016 and had received an assessment of significant assurance for the design of the process and sufficient assurance for implementation. The Action Plan setting out the timetable for complying with the remaining recommendations was also submitted.
- 6.4 The recommendations made by Internal Audit had either been implemented or were in the process of being implemented.
- 6.5 The status of the Policy, typical absence management processes and absence management best practice were outlined to the Sub-Committee.
- 6.6 A note would be included in the Staff Management Policy, which would be submitted to the Sub-Committee for approval next year, documenting the approach taken by the Corporate Management Team to manage the workload implications arising from long-term sickness absence and to report any requirements for additional resources to the Personnel Sub-Committee.

**RESOLVED:**

That the report be noted.

## **7.0 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 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

## **8.0 EMPTY PROPERTY OFFICER POST**

- 8.1 The Environmental Protection Manager reported that at its meeting held in March 2016, the Sub-Committee had approved the creation of a two year, fixed term, part time (11 hours per week) post for the Empty Property Officer to which an appointment had subsequently been made. At the end April 2018 the post holder would have been in post for two years and a decision on the future of the role was necessary as the post holder would be entitled to redundancy should the Council decide to end the empty property work.
- 8.2 At the request of the Sub-Committee, the Environmental Protection Manager would discuss with the post-holder whether it might be feasible to extend the contracted hours and what results this could potentially achieve in bringing further empty properties into use.

### **RESOLVED:**

That the Empty Property Officer post be made permanent and included in the 2018/19 budget.

*(Reason: The Council (or customers) will receive the maximum benefit from the option).*

**Chairman**



## Finance Sub-Committee

**Minutes of a meeting held on Monday 13 November 2017 at 12 Noon, East Northamptonshire House, Thrapston**

**Present:** Councillors: Steven North (Chairman)  
Roger Glithero JP  
Glenvil Greenwood-Smith  
David Jenney  
Richard Lewis

Officers: David Oliver (Chief Executive)  
Carol Conway (Housing Strategy and Delivery Manager)  
Michelle Drewery (Finance Manager)

### **1.0 APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillor David Brackenbury

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Finance Sub-Committee held on 11 September 2017 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 HOMELESSNESS PREVENTION FUND**

5.1 The Housing Strategy and Delivery Manager presented a report proposing the establishment of a Homelessness Prevention Fund to prevent and alleviate homelessness in the district.

5.2 At its meeting on 26th June 2017, the Sub-Committee had considered homelessness prevention funding and the Homelessness Reduction Act and had made a number of recommendations to the Policy and Resources Committee. This included that the establishment of a fund, to be used to prevent and alleviate homelessness, would be referred to the Housing Policy Working Group which had recently considered the proposal.

- 5.3 It was noted that it would be necessary to purchase new IT software to enable the Housing Services Team to meet more onerous Government homelessness reporting and monitoring procedures requirements. The cost would be approximately £10,000 per annum and it was considered that the Additional Burdens Funding should be reserved at this stage to meet this cost. It was noted that this funding was separate from the cost previously agreed by Policy and Resources Committee for the one-off software changes required to implement the changes to the Council's Housing Allocation Policy.
- 5.4 Additional staffing might be required in the future and it was considered unlikely that there would be any further additional funding from the Government to meet the costs involved with increasing staff resources.
- 5.5 It was proposed that the remainder of the Flexible Homelessness Support Grant of approximately £31,000 be set aside to provide a discretionary Homelessness Prevention Fund and a draft policy was submitted for consideration.

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

That

- i) a Homelessness Prevention Fund be established from 1 January 2018 be used on a discretionary basis to prevent and alleviate homelessness.
- ii) the expenditure incurred be funded from the remaining ring-fenced Flexible Homelessness Support Grant.
- iii) the draft policy and procedure document at Appendix 1 be approved.
- iv) the efficacy and value for money of the fund be reviewed after 6 months and evaluated after 12 months.
- v) the Additional Burdens Funding allocated to the district be reserved at this stage for on-going IT software costs.

*(Reason: To ensure the fair and transparent allocation of the available funding and ensure appropriate funding of statutory duties)*

**6.0 2018-19 LOCAL GOVERNMENT FINANCE SETTLEMENT - DCLG TECHNICAL CONSULTATION**

- 6.1 The Finance Manager presented a report informing the Sub-Committee of the response provided to the Department of Communities and Local Government's consultation paper on the 2018-19 Local Government Finance Settlement.
- 6.2 In the 2015 Autumn Statement, the Chancellor of the Exchequer had announced an overall Spending Review package which aimed to address in particular the pressures experienced by councils which provided adult social care. The 2016-17 settlement offered local authorities a four year deal, giving greater certainty over their funding, which had been accepted by 97% of local authorities, including this Council. The proposed 2018-19 settlement funding was allocated in accordance with the agreed methodology which had been announced by the Secretary of State at that time. The consultation paper described the Government's intended approach for the third year of the multi-year settlement

- 6.3 The Chief Executive and Executive Director, in consultation with the Leader of the Council and/or the Deputy Leader and the Chairman or Vice-Chairman of the relevant Committee as appropriate, had been given delegated authority to respond to government consultations where the time frame was too short to permit consideration by an appropriate Committee. The response had been approved in accordance with this delegation and submitted by the deadline of 26 October 2017 and was submitted to the Sub-Committee for information.

**RESOLVED:**

That the report and the responses to DCLG's '2018-19 Local Government Finance Settlement Technical Consultation' be noted.

*(Reason: To raise awareness of current proposals on 2018-19 Local Government Finance Settlement and the potential implications for the Council).*

**7.0 PAYMENT SURCHARGES**

- 7.1 The Finance Manager reported that the Sub-Committee, at its meeting on 11 September 2017, had considered changes arising from The Payment Services Regulations 2017. This legislation meant that from 13th January 2018 the Council would not be able to apply card surcharging to consumers where payments were made by credit card. A surcharge of 1.8% was currently charged on all credit card payments. The Council did not levy any charges on debit cards and did not use PayPal as a payment method, which were also covered by the change in legislation.
- 7.2 The surcharges had been reviewed and a summary of the main service areas, the amount of income against each area and the estimated percentage and cost of surcharges that would have been allocated to each area for the financial year 2016/17 was submitted.
- 7.3 It was proposed that in future these costs should be allocated to each relevant service through support service recharges. This would enable some of those costs to be taken into account when reviewing the cost of providing the service and the relevant fees and charges could then be increased to allow full recovery of service costs where possible at their point of use.

**RESOLVED:**

That the report be noted and card charges be allocated through support service recharges as set out in paragraph 3.3 of the report.

*(Reason: In accordance with new legislation no longer allowing surcharges to be applied to card payments and ensuring that cost of service can be fully recovered where possible at the point of use).*

**Chairman**



## Homelessness Prevention Fund

### One-Off Payment Scheme and Procedure 2017

#### Index of Contents

1. Scope of Procedure
2. Aims and Objectives of the One-Off Payment Scheme
3. Examples of One-Off Payments
4. Eligibility
5. One-Off Payment Scheme Procedure
6. Recording and Monitoring Arrangements
7. Complaints and Appeals

#### 1. Scope of Procedure

Homes Direct, acting under contract for East Northamptonshire Council (the Local Authority who has the duty towards homelessness), has a number of homeless prevention tools available to them for use in assisting people who are homeless or who are threatened with homelessness (where they may become homeless within the next three months) and in particular there is a fund for one off payments that can be used innovatively to prevent homelessness.

This procedure explains how the One-Off payments scheme works and how it can be accessed. When dealing with homelessness prevention, the 'Homelessness Code of Guidance for Local Authorities' and the 'Homelessness Prevention - a guide to good practice' or any more recent guidance documents should be consulted at all times.

#### 2. Aims and Objectives of the One-Off Payment Scheme

The aim of the One-Off Payment Scheme is to assist households who are homeless/or threatened with homelessness by making relatively small one-off payments that will allow them to maintain their current accommodation, or access new accommodation, and therefore reduce the need to place people in temporary accommodation and other social costs that arise through homelessness.

The One-Off Payments Scheme is not intended to provide payments to applicants where it is felt that they have not taken sufficient responsibility to maintain their accommodation e.g. wilful non-payment of rent. This would not encourage personal responsibility and could encourage dependency on the Council. Whilst in some instances such refusals may result in the use of temporary accommodation, it should be acknowledged that the Council has a moral duty to utilise public funding in a manner that does not condone or reward deliberate behaviour on behalf of an applicant that places them at risk of losing their accommodation. However, decisions will be made on a case by case basis.

#### 3. Examples of One-Off Payments

The scheme could be used for the following;



- Rent or mortgage arrears payments to Registered Providers (RPs), private landlords or building societies where extenuating reasons for the arrears can be given e.g. illness, loss of employment, or a short term prison sentence or, in some circumstances, marital breakdown. However, such payments will only be made where (subject to current rent or mortgage payments being maintained) there is an undertaking by the landlord or building society not to evict the applicant(s) for the arrears and to allow the applicant(s) to remain in the property for at least 6 months. Rent and mortgage arrears payments will normally be paid monthly to ensure the recipient is also contributing to the arrears and maintaining current payments
- Payment of rent in advance to secure accommodation from Registered Providers or in the private sector
- Where the applicant has the funds to pay rent in advance or is eligible for the council's Rent in Advance Scheme, payments to RPs or private landlords for deposits in order to secure accommodation. Such payments will only be made if ENC is registered as the agency that paid the deposit on the deposit protection documents and if/when the tenancy ends the funding will be recouped by the council
- Payments to landlords to delay the eviction of private tenants whilst alternative accommodation is secured to prevent the need for temporary accommodation
- Travel costs e.g. to take up available accommodation elsewhere
- Any other payment that the Housing Services Officer and Housing Options Team Leader jointly believe will enable homelessness to be prevented for a minimum period of 6 months.

#### **4. Eligibility**

The scheme can assist single people or couples and families who are homeless or threatened with homelessness.

Payments will normally be restricted to a maximum of £500 or one month's rent, although each case will be judged on its merits and this may be increased in exceptional circumstances. Payments will normally be limited to 1 per household.

The payment must result in the applicant being able to maintain current accommodation or access new accommodation for a minimum of 6 months.

Households must also have a local connection to East Northamptonshire, which could be any of the following;

- Lived in East Northamptonshire for 3 years out of the last 5 years; or
- Lived in East Northamptonshire for 6 months out of the last 12 months; or
- Have stable employment in East Northamptonshire or
- Have close relatives who have lived in East Northamptonshire for the last five years; or
- Are Armed Forces Personnel (as defined in the council's Housing Allocation Policy 2017), or are war widows or widowers of Armed Forces personnel (including civil partners)
- Have special circumstances that would make the household an exception to these rules.

Households may not be eligible if:

- they have savings which would enable them to make the payments themselves

- there are alternative means of funding available e.g. if Housing Benefit payments would reduce or pay arrears
- there is evidence to suggest that they would be unable to manage a tenancy successfully, even if support was provided e.g. they have been refused access to supported accommodation owing to their needs being too high
- it becomes evident that false information has been supplied
- the accommodation is considered too expensive for the household to afford, is unsustainable, in some way unsuitable, or is in a poor state of repair
- the payment will not result in the applicant being able to access or remain in accommodation for at least 6 months
- there is a likelihood that the applicant will require further assistance in the near future and will not be able to sustain their home in the long term
- it is felt that the applicant has been responsible for worsening their housing circumstances e.g. wilful non-payment of rent/service charges, anti-social behaviour, non-engagement with debt counselling services where these have been offered
- they have been evicted for Anti-Social Behaviour in the last 12 months
- they have convictions relating to arson.

Payments will not be made for

- Bed and Breakfast, or other temporary accommodation, as the Prevention Fund is intended to facilitate alternatives to this
- anything which could be seen to support potentially illegal action being taken by a landlord e.g. attempting to make unreasonable charges to a tenant
- the same reason as a previous application e.g. rent arrears which have previously been cleared or reduced and which the applicant has since failed to address.

## **5. One-Off Payment Scheme Procedure**

When a household approaches Homes Direct for assistance, the Homelessness Prevention Officer will consider if the household's homelessness could be prevented by accessing a one-off payment and whether the use of the scheme is viable.

If the Homelessness Prevention Officer believes that a payment from the scheme is viable they will complete a form and pass it to the Senior Homelessness Prevention Officer (SHPO) for approval.

Two forms of identification must be seen and copied on file to include proof that the applicant does not have any available funds themselves, e.g. a recent bank statement and proof of identification.

Payments up to £50 can be authorised by the SHPO. Payments over £50 will be forwarded to the Housing Services Officer (or in their absence the Housing Strategy and Delivery Manager or Housing Enabling Officer) and the Housing Options Team Leader (or in their absence the Senior Homelessness Prevention Officer) for joint authorisation.

Homes Direct will make the payments and invoice ENC on a quarterly basis.

If a payment is granted to cover court costs or arrears to a landlord or building society then the Homelessness Prevention Officer must ensure the landlord signs a statement to the effect that they undertake not to evict the tenant for 6 months if a

payment is made, unless there are other grounds e.g. further arrears or Anti Social Behaviour.

## **6. Recording and Monitoring Arrangements**

Details of payments made are to be recorded by Homes Direct, together with any repayments received from deposit protection schemes.

ENC will monitor the spend under the One-Off Payment Scheme against the budget.

ENC and Homes Direct will monitor the success of the One-Off Payment Scheme by

- checking at 6 and 12 months whether the applicant is still in the accommodation retained or obtained
- estimating annually the savings made in B&B and temporary accommodation costs.

## **7. Complaints and Appeals**

Use of the fund is at the discretion of officers. There is no application procedure or appeals process.

# SCRUTINY COMMITTEE

**Date:** 6 December 2017

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

**Time:** 7.30 pm

**Present:** Councillors:- Jake Vowles (Chairman)  
Helen Howell (Vice-Chairman)  
Rosalie Beattie  
Janet Pinnock

## **301. MINUTES**

The minutes of the meeting of the Scrutiny Committee held on 6 September 2017 were approved and signed by the Chairman.

## **302. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Lance Jones, Marika Hillson, Dorothy Maxwell, Geoff Shacklock and Sylvia Hughes.

## **303. DECLARATIONS OF INTEREST**

No declarations of interest were made.

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

There were no questions submitted under Council Procedure Rule 10.3.

## **305. 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, 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.

### **306. NORTHAMPTONSHIRE COUNTY COUNCIL HIGHWAYS**

Chris Bond (CB) and Viv from Northamptonshire County Council's (NCC) Highways Department attended the meeting to discuss responses to statutory consultations.

In response to questions from members of the Committee,

- The Highways Department dealt with over 6,500 consultations across the county each year, with tight deadlines being measured against the response times. They aimed to respond to consultations within 21 days of receipt of sufficient information, and requested any missing information required within those 21 days. This timeframe was the standard consultation period, and in line with national guidance.
- Historically the Highways Department received packs of information with a consultation letter; they now received an email with a link to the ENC website. There had been issues with documents being unavailable or illegible at the time of consultation, but this had recently improved.
- Although ENC generated fewer consultations than some other Local Authorities, it still presented some challenging sites such as Rushden Lakes. Resources needed to be appropriately allocated to manage the workload efficiently.
- The Local Planning Authority should organise their consultation processes however it saw fit to meet its criteria. The Highways Department were one voice, and should not be considered a 'special' consultee. It was the responsibility of the case officer to take due consideration of all consultee responses when deciding the outcome of a planning application.
- The Highways Department regularly achieved and surpassed its 95% response rate target, and could not accelerate this any further due to lack of resources.
- Collaborative working was key. Highways officers had regular contact with case officers to advise them on applications as they developed.
- The Highways Officer would have a good working knowledge of their patch and so not every application required them to visit the site, particularly if Google Earth was up to date, and good quality plans and images had been submitted with the application.
- The Highways Department were a statutory consultee. CB was employed by WSP, part of a joint venture with Kier WSP which was a service provider for NCC. Although it was up to NCC how they delivered this facility, CB was not aware of any plans to change the current arrangement.
- There was also Standing Advice available, which could be applied to planning applications of up to 5 units, without the need for formal consultation. The case officer could seek informal advice from Highways, and /or formally consult them if they deemed it necessary to do so.
- Northamptonshire 2016 Parking Regulations dictated the required parking spaces as follows: 1 bed dwelling – 1 space, 2-3 bed dwelling – 2 spaces, 4 bed+ dwelling – 3 spaces.
- If a development had limited parking options available but was within close proximity to a public car park, it was up to the Local Authority to determine the suitability of this as potential parking for residents. This was an amenity issue as opposed to a highways matter.
- If a public car park had overnight parking restrictions, then the Highway Department would raise an objection to the application.
- Construction management plans that were submitted as part of a planning application should address the issue of advising transport routes. Legally taxed and insured vehicles could not be restricted. Weight limits could prevent vehicles accessing certain roads, unless their place of business was within that restricted area.

**RESOLVED:** That

- i) Chris Bond be invited to attend the Members training day taking place in February 2018, to explain Standing Advice and provide advice on any other Highways matters as required.
- ii) ENC ensure that the Highways Department hold up to date information on public car parks in the district.

**307. QUARTERLY PERFORMANCE REPORTING – QUARTER 2 2017/18**

The Performance Officer presented a report detailing the performance of the Council in respect of agreed indicators and other statistics for Quarter 2 2017/18.

**RESOLVED:**

That the report be noted.

**308. ANTI-SOCIAL BEHAVIOUR**

The Head of Customer and Community Services presented a report which provided an update on the works being undertaken to tackle anti-social behaviour in East Northamptonshire.

**RESOLVED:**

That the report be noted.

**309. COMMUNITY TRANSPORT PANEL**

The Executive Director presented the response to Northamptonshire County Council's consultation on public transport proposals. Members reiterated their strong concerns about the negative impact they felt the loss of the subsidised bus services would have on residents across the district, particularly young people in education and older residents wanting to socialise and access amenities. Concerns were raised that this could result in residents in more rural areas becoming socially isolated, and experience difficulty commuting to places of work/education if they did not drive. It was felt that although this was a short term saving, it would result in long term additional costs for the County Council. The Committee urged the County Council give further consideration with regards to the implications of this proposal before accepting it.

**310. NORTHAMPTONSHIRE COUNTY COUNCIL BUDGET PROPOSALS FOR LIBRARIES**

The Head of Customer and Community Services presented the Northamptonshire Libraries Consultation, in which 3 options had been identified for consideration. It was noted with regret the lack of time to respond to the consultation. The Committee raised concerns regarding how services currently provided would be legally supported and replicated in a non professional setting, as well as what assistance would be provided to enable Members to guide their communities through the process.

**RESOLVED:** That

the Executive Director and Head of Customer and Community Services be authorised to compile a response to the consultation.

**311. REVIEW OF 2017/18 AND 2018/19 WORK PROGRAMMES**

The Committee reviewed its current Work Programme and the Programme adopted for 2018/19

**RESOLVED:**

To tentatively propose the following timetable for items of discussion:

- It was noted that the threat to Leicester Hospital paediatric cover had been withdrawn
- Broadband had been delayed until 2018/19
- March 2018 – Q3 performance data
- July 2018 – wellbeing services for residents and update from planning review
- December 2018 – learning from complaints review
- September 2018 - Community transport review
- June 2019 – Waste contract

**Chairman**

# PLANNING MANAGEMENT COMMITTEE

Date: 13 December 2017

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Phillip Stearn Chairman  
Gill Mercer Vice Chairman

John Farrar Geoff Shacklock  
Helen Howell Robin Underwood  
Barbara Jenney Peter Wathen  
Andy Mercer Pam Whiting  
Anna Sauntson

## 312. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Roger Glithero JP, Marika Hillson, Dudley Hughes JP, Ron Pinnock and Alex Smith.

## 313. MINUTES

The minutes of the meeting held on 15 November 2017 were approved and signed by the Chairman.

## 314. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

### (a) Declarations of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
Barbara Jenney	17/01480/VAR Former Garage Site, Station Road, Rushden and 17/02154/FUL 26 Firdale Avenue, Rushden and 17/01378/OUT 27 Bradfield Close, Rushden	Had attended a Rushden Town Council meeting when the applications were discussed.		Yes

### (b) Informal Site Visits

Councillor Peter Wathen declared that he had visited Rowena House, Clare Street, Raunds (17/00100/FUL).



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

No questions were submitted under Procedure Rule 10.3.

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

The Committee received a report which provided an update on the progress of drafting 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 noted that the phasing plan had been circulated in respect of application 10/00857/OUT Irthlingborough West.

#### **RESOLVED:**

That the report be noted.

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

The Committee received a report which provided 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. It was noted that refusal reasons for applications 17/01469/FUL Midland Road, Rushden and 17/01847/FUL A14 Service Station, Thrapston had now been agreed and the decisions issued. It was further noted that refusal reasons for application 17/01491/FUL Barclays Bank, Rushden had been circulated for approval.

#### **RESOLVED:**

That the report be noted.

### **318. PUBLIC SPEAKERS**

The following person spoke on the item as indicated:

- **Mr N Gilliver** - 16/02305/FUL - Land Adjacent Meadowview, Woodford Road, Little Addington (Supporter)
- **Mr M Forton** - 16/02305/FUL - Land Adjacent Meadowview, Woodford Road, Little Addington (Objector)
- **Mr N Ozier** - 17/01398/REM - Oundle Marina, Barnwell Road, Oundle (Agent for the Applicant)
- **Mr A Smith** - 17/02154/FUL - 26 Firdale Avenue, Rushden, (Applicant)
- **Councillor D Maxwell** - 17/02154/FUL - 26 Firdale Avenue, Rushden, (Ward Member)

### 319. PLANNING APPLICATIONS

The Committee considered the planning applications report and representations made by public speakers at the meeting. It was noted that there was additional information on the applications included in the update sheet.

(i) **16/02305/FUL – Land Adjacent Meadow View OP1990 SP9673, Woodford Road, Little Addington**

The Committee considered an application for the erection of eleven residential dwellings, which consisted of seven affordable units and four market units and associated infrastructure including new highway access. The application had been brought before the Committee in accordance with the Scheme of Delegation as it was a major planning proposal.

Members noted that Little Addington Parish Council had objected to the application. The Local Highways Authority had no objections to the application but commented that the proposed traffic calming needed to be made clearer on the plan; a third parking space for plot 1 should be added and had requested that drainage details be forwarded for consideration. Members further noted that several letters objecting to the application had been received from nearby residents. Right to Light, consulting on behalf of a neighbour, had also submitted a number of comments.

The Council's Housing Enabling Officer addressed the Committee to explain that the proposed scheme would provide a mixture of property types and tenure that responded to locally identified need.

The Environmental Protection Team had also considered the application, specifically its proximity to the Great Addington Sewage Treatment Works and advised that there was no obvious issues with noise but should any complaints of noise or odour be received, then the Team would investigate them under the relevant legislation and take enforcement action where necessary.

During debate on the application, Members raised the issue of possible odours from the Sewage Treatment Works particularly as Anglian Water had commented that initial odour risk assessments had suggested that there was a potential for loss of amenity at sensitive properties within the proposed development. Officers confirmed that an odour assessment had been submitted and no concerns had been highlighted and an independent consultant believed that there would not be any future problems but any issues could be dealt with by the Environmental Protection Team under their legislative powers. Questions were also asked about the proposed Management Company and their responsibilities in relation to street lighting and roads. Officers confirmed that these issues would be covered in the condition relating to the Management Company. Clarification was sought as to how the Council would ensure that the affordable housing remained as such in the future and the Legal Advisor confirmed that that would be dealt with via the S106 agreement.

It was moved and seconded that the application be granted. On being put to the vote, there were eight votes for the motion, one against and one abstention, therefore the Committee **agreed to grant** the application, subject to completion of a Section 106 legal agreement, the conditions detailed in the officer's report and update sheet with a tightening of the lighting condition. The wording of that condition to be delegated to the Head of Planning Services, in consultation with the Chairman and Vice Chairman of the Committee and the Ward Member.

**(ii) 17/001398/REM – Oundle Marina, Barnwell Road, Oundle**

The Committee considered a reserved matters application for appearance, landscaping, scale, access and layout pursuant to planning application 16/01820/VAR. The application had been brought before the Committee in accordance with the Scheme of Delegation as it was a major development.

Members noted that Oundle Town Council had not objected to the application but reiterated their concerns regarding the extra amount of traffic generated by the proposal. The Local Highways Authority had no objections to the application subject to conditions. A submission by the Friends of Barnwell Country Park was tabled, however it was noted that it did not contain any planning considerations.

It was moved and seconded that the application be granted. On being put to the vote, the Committee **agreed to grant** the application, subject to updated conditions to incorporate a suitable phasing plan to be discussed further with the applicant. The wording of these conditions is delegated to the Head of Planning Services, in consultation with the Chairman and Vice Chairman of the Committee and Ward Member.

**Councillor John Farrar left the meeting and did not return.**

**(iii) 17/01072/FUL – Ditchford Lane, Rushden**

The Committee considered an application for roadway improvement works of the existing A45(T) Ditchford Road interchange which included new slip roads, widening works and replacement of existing roundabouts with signal controlled junctions, as previously granted under planning permission 12/01733/RWL.

Members noted that Rushden Town Council had no objection to the application but did have concerns that the traffic lights would create standing traffic backing up onto the A45. The Local Highways Authority had no objection, subject to the imposition of a condition. Members further noted that Wellingborough Borough Council supported the application.

During debate on the application, Members stated that whilst they welcomed the concept they did have concerns at the proposed phasing. Concerns were also raised about the proposed traffic lights. It was noted that when the initial application was given permission, the Rushden Lakes development had not yet been built.

It was moved and seconded that the application be granted. On being put to the vote, there were six votes for the motion, two against and no abstentions, therefore the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report.

**(iv) 17/00100/FUL – Rowena House, Clare Street, Raunds**

The Committee considered an application for an extension to an existing three storey apartment block for two one bed roomed, two person units and one one bed roomed, one person unit. The application had been brought before the Committee as Raunds Town Council had objected to the application.

Members noted that five letters objecting to the application had been received from nearby residents. The Local Highways Authority did not object to the application but commented that the applicant should manage the car park so the residents of the site had a minimum of nine spaces allocated to them.

During debate on the application, Members raised concerns at the over development of the site, the quality of the proposed development and loss of amenity. Officers advised that housing needs surveys for the area had indicated that there was a need for smaller dwellings to cater for demand. Members also highlighted that the existing building was currently in a state of disrepair and the owner was trying to make it better with this application.

It was moved and seconded that the application be granted. On being put to the vote, there were four votes for, two against and one abstention, therefore the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report and update sheet.

**(v) 17/01480/VAR – Former Garage Site, Station Road, Rushden**

The Committee considered an application to vary the permitted plans condition which was added under a non-material amendment application (17/01208/AMD). The application had been brought before the Committee in accordance with the Scheme of Delegation as it was a major development.

Members noted that Rushden Town Council had no objection to the application.

During debate on the application, Members expressed the view that the application appeared to be a cost cutting exercise for the applicant against quality, the removal of the proposed turret was of particular concern as its design fitted in with areas of the town. Members noted that the original permission had been granted on appeal, and Members questioned whether the Committee could refuse this application or would they be at risk of a further appeal. The Legal Advisor confirmed that the application could be refused but only on material planning considerations.

It was moved and seconded 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 subject to a deed of variation to the original S106.

**(vi) 17/02154/FUL – 26 Firdale Avenue, Rushden**

The Committee considered an application for the demolition of an existing single storey side extension and the erection of a new single two storey side extension and a single storey front extension. The application had been brought before the Committee at the request of Ward Members Councillors A Mercer and D Maxwell.

Members noted that Rushden Town Council had objected to the application due to overdevelopment of the site.

It was moved and seconded 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.

**(vii) 17/01378/OUT – 27 Bradfield Close, Rushden**

The Committee considered an outline planning application for the demolition of an existing garage and the erection of a one bedroom dwelling. The application had been brought before the Committee at the request of the Ward Member.

Members noted that Rushden Town Council had objected to the application and that one letter objecting to the application had been received from a neighbouring property.

During debate on the application, Members raised concerns at the overdevelopment of the site and loss of amenity to the existing property. It was also noted that the applicant had not yet made a financial contribution as required by the SPA Supplementary Planning Document.

It was moved and seconded that the application be refused. On being put to the vote, there were five votes for, two against and two abstentions, therefore the Committee **agreed to refuse** the application, contrary to officer advice, on the grounds that the proposal represents an overdevelopment of the site and the loss of amenity to the existing property. The wording of the refusal reasons is delegated to the Head of Planning Services, in consultation with the Chairman and Vice Chairman of the Committee and the Ward Member.

**320. 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.

**(viii) 17/01680/VAR – Darsdale Farm Site, Chelveston Road, Raunds**

The Committee considered an application to vary Condition 13, achievement of a Level 4 rating under the Code of Sustainable Strategy Study pursuant to application 16/00864/VAR. The application had been brought before the Committee in accordance with the Scheme of Delegation as it sought to vary a major planning proposal.

Members noted that Raunds Town Council had objected to the application as they believed that the applicant should maintain the Code Level 4 rating.

It was moved and seconded 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.

**(ix) 17/02296/VAR – Land Off A45 London Road, Raunds**

The Committee considered an application to vary Condition 7, to allow changes to be made to the fenestration of the building pursuant to 16/00108/REM. The application had been brought before the Committee in accordance with the Scheme of Delegation as it sought to vary a major planning proposal.

It was moved and seconded 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.

**(x) 17/02256/ADV – Land Off A45 London Road, Raunds**

The Committee considered an application to install an internally illuminated pole-mounted sign and signage on the building. The application had been brought before the Committee as the proposal was linked to 17/02296/VAR.

It was moved and seconded 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.

**Chairman**

# **POLICY AND RESOURCES COMMITTEE**

**Date:** 08 January 2018

**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)

Tony Boto David Jenney  
David Brackenbury Andy Mercer  
Wendy Brackenbury Sarah Peacock  
Helen Harrison

## **321. WELCOME**

The Chairman welcomed Ben Smith, the new Democratic Services Manager, to his first meeting.

## **322. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Val Carter, Roger Glithero JP and Dudley Hughes JP.

## **323. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 4 December 2017 were approved and signed by the Chairman.

## **324. DECLARATIONS OF INTEREST**

No declarations of interest were made.

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

No questions were submitted under Procedure Rule 10.3.

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

### **a) Personnel Sub-Committee – 4 December 2017**

The minutes of the meeting of the Personnel Sub-Committee held on 4 December 2017 were received (see pages 350 to 352).

**b) Housing Policy Working Party – 13 December 2017**

The minutes of the meeting of the Housing Policy Working Party held on 13 December 2017 were received (see pages 353 to 356).

**c) Finance Sub-Committee – 18 December 2017**

The minutes of the meeting of the Finance Sub-Committee held on 18 December 2017 were received (see pages 357 to 362).

**327. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES – NORTHAMPTONSHIRE POLICE AND CRIME PANEL**

Councillor Gill Mercer presented a report on the work of the Northamptonshire Police and Crime Panel. Councillor Mercer explained that the expected impact on the Panel of more complaints was due to the Police and Crime Commissioner hearing complaints against the Police and the belief that this may lead to more complaints against him.

In response to a question from the Committee, Councillor Mercer advised that a decision on the future governance of the Fire and Rescue Service under the Police and Crime Commissioner was still awaited from the Home Office.

**RESOLVED:**

To note the report of the Northamptonshire Police and Crime Panel.

**328. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**329. HOUSING OPTIONS CONTRACT**

The Executive Director presented a report which set out the latest position in relation to the Housing Options Contract and sought agreement to re-tender the contract. The current Housing Options Contract, operated by Midland Heart Housing Association, would expire on 31 March 2019.

An audit of the Housing Options Service had been undertaken during Autumn 2017 and, with the exception of one procedural recommendation, the contract was considered to be working well and in accordance with legislation and the Council's policies and procedures.

The Housing Policy Working Party had considered initial options for the future of the service.



**RESOLVED:**

To defer the item to enable a further report on all of the options for re-procurement of the service to be brought to the Committee's meeting in March 2018.

*(Reason: To enable the continued delivery of the service in an efficient and cost effective manner.)*

**Chairman**



## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 04 December 2017 at 6.30pm, East Northamptonshire House, Thrapston**

**Present:** Councillors: Roger Glithero (Chairman)  
Steven North (Leader of the Council)  
Wendy Brackenbury  
Sarah Peacock

Officers: David Oliver Chief Executive  
Sharn Matthews Executive Director  
Paul Bland Head of Planning Services  
Aime Armstrong Human Resources Manager

### **1.0 APOLOGIES FOR ABSENCE**

1.1 There were no apologies for absence.

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 13 November 2017 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**

- 6.1 The Head of Planning Services presented a report which sought authority to make a current fixed term Planning Enforcement Officer role permanent.
- 6.2 The service currently had a part-time fixed term enforcement role to meet increased demand and to backfill a reduction in hours by another officer. There was a continued need for the current level of planning enforcement, and as the role was already within budget, it was now proposed to convert this role to a permanent post.

### **RESOLVED:**

That the Planning Enforcement Officer post be made permanent and included in the 2018/19 budget.

*(Reason: The post provides essential capacity within the Planning Enforcement Team, in line with recommendations of the Scrutiny Review of the Planning Enforcement function.)*

## **7.0 PROPOSED BUILDING CONTROL RESTRUCTURE**

- 7.1 The Head of Planning Services presented a report which sought authority to restructure the Building Control team in order to attract and retain suitably qualified and experienced staff to meet the need to work effectively within the competitive building control market.
- 7.2 At a recent meeting of the Sub-Committee, approval was given to start the recruitment process to replace two long-serving and experienced Building Control Surveyors who would be retiring over the next few months and the anticipation that Building Control Surveyors would be difficult to recruit.
- 7.3 The response to the recruitment exercise had been disappointing with only two applications received and it was now proposed to restructure the Building Control Team in order to make the job opportunities more attractive in the job market, and to maximise the opportunity for the Council to recruit the right staff.
- 7.4 The proposal was to restructure the team into two sections, still with a total of eight members, to operate under two Principal Building Control Surveyors and to advertise the following posts:
- One new Building Control Surveyor
  - One new Principal Building Control Surveyor

### **RESOLVED:**

That the changes to the Building Control Team structure to enable the recruitment of one new Building Control Surveyor and one new Principal Building Control Surveyor be approved, subject to any additional costs being recovered via a review of hourly rates so that the service meets the statutory requirement to recover costs only.

*(Reason: The Council and its customers will receive the maximum benefit from the option proposed because the Building Control Team will be in the position to recruit sufficiently qualified and experienced staff.)*

## **8.0 DATA PROTECTION ROLE UNDER THE GENERAL DATA PROTECTION REGULATIONS**

- 8.1 The Executive Director circulated a paper on the Council's responsibilities under the General Data Protection Regulations (GDPR), which would be introduced in May 2018 and would replace the Data Protection Act.
- 8.2 The Council would be required to appoint a Data Protection Officer who had the following role:
- Inform and advise the organisation on how to comply with GDPR including staff training
  - Monitor compliance with GDPR
  - Advise on Data Protection Impact Assessments
  - Cooperate with the ICO
  - Be allocated adequate resources to perform their tasks
  - Have access to personal data and processing operations
  - Be able and supported in maintaining his or her expert knowledge
- 8.3 The Council currently had an Information Governance Officer post which would overlap in some of the functions, and it was now being proposed to incorporate the role of Data Protection Officer into this post. If agreed in principle, officers would develop a job description and person specification and job evaluate the role. The proposal would be brought back to the Sub-Committee once it had gone through that process.

### **RESOLVED:**

That the principle of incorporating the role of Data Protection Officer into the Information Governance Officer post be approved, and that a further report be brought to this sub-committee after job evaluation.

*(Reason: To meet the Council's future legislative requirements.)*

## **9.0 CHAIRMAN'S THANKS**

- 9.1 The Chairman wished to place on record his thanks to all Members and officers for their help and support over the past 12 months.

**Chairman**



**Housing Policy Working Party**  
**DRAFT Minutes** of meeting held on  
**Wednesday 13 December 2017 at 2pm**  
**in the Kasen Room**

**Present**

**Councillors**

**Tony Boto (Chair)**  
**Richard Lewis**  
**Helen Harrison**  
**Sarah Peacock**

**CllrTB**  
**CllrRL**  
**CllrHH**  
**Cllr SP**

**Officers**

Sharn Matthews, Executive Director (SM)  
 Paul Bland, Head of Planning (PB)  
 Carol Conway, Housing Strategy and Delivery Manager (CC)  
 Aine Cooper, Housing Enabling Officer (AC)  
 Richard Palmer, Planning Policy and Conservation Manager (RP)  
 Louise Bagley, Housing Services Officer (LB)  
 Chris Spong, Housing and Planning Policy Officer (CS)  
 Jenny Walker, Environmental Protection Manager (JW)  
 Andrew Longley, Joint Planning Unit (AL) *(Item 4.1)*

		<b>ACTION</b>
<b>1.</b>	<b>Apologies</b>	
	Apologies were received from Cllr Steven North.	
<b>2.</b>	<b>Minutes of the previous meeting</b>	
	The minutes of the previous meeting were agreed as a true record and signed by the Chairman.	
<b>3.</b>	<b>Matters arising</b>	
3.1	5.3 - The consultation response on 'Housing in the Right Places' had been submitted to CLG	
3.2	6.8 – Finance Sub-Committee recommended to Policy and Resources Committee that the Homelessness Prevention Fund be approved	
<b>4.</b>	<b>Updates</b>	
<b>4.1</b>	<b>Tresham Garden Village</b>	
	Andrew Longley provided an update on the current position of the project, particularly regarding the housing mix. The consultation on the draft masterplan will likely take place in February/March 2018, as there is still some work to complete on it, including the traffic modelling. There will be 1500 homes overall. A second tranche of capacity funding has been confirmed which will help drive the project forward.	
4.2	Housing Vision was commissioned to provide advice on the housing mix to create a balanced and mixed community. Their report would be made available to the Working Party. Main needs identified were for both families with young children, and later life/downsizing housing, for which	AL

	200 retirement units will be provided.	
4.3	The Right To Build (RTB) Task Force was commissioned to provide advice on the potential demand for Custom and Self Build (C&SB) housing. It is not clear what the current demand for C&SB is in the district and it is recommended that the ENC Right to Build Register is relaunched to ascertain this. A figure of 10% C&SB will be sought in the early phases of development, with an overall target figure of 17% to be achieved.	
4.4	A range of plot sizes and house types will be sought but with an emphasis on larger units. Bungalows are also included in both the affordable and open market housing. Viability testing will be undertaken on the proposed mix.	
<b>4.4</b>	<b>Housing and Welfare Reform</b>	
	<i>CllrRL declared a punitive interest in the empty homes additional council tax premium.</i>	
	CC gave an update on the aspects of the Autumn statement that will impact housing. Key measures for housing and welfare include: <ul style="list-style-type: none"> <li>• Delivering net supply of homes to around 300,000 a year by the mid 2020s</li> <li>• Investing £44 billion of capital funding, loans and guarantees to support the housing market</li> <li>• Review of the gap between planning permissions and homes started</li> <li>• Consultation on barriers to providing longer tenancies in the private rented sector</li> <li>• Expanding the Homes and Communities Agency which will become Homes England</li> <li>• Allowing local authorities to impose a 100% additional council tax premium on empty homes</li> <li>• The voluntary right to buy pilot in the West Midlands is to go ahead.</li> <li>• Set up a taskforce to halve rough sleeping by 2022 and eliminate it totally by 2027</li> </ul>	
4.5	It was noted that the number of homes although much needed, is a difficult figure to achieve. The electricity grid locally is under intense pressure and this issue must be addressed. It is also recognised that the infrastructure must be in place to support these new developments.	
4.6	Universal credit will see changes, including removal of the seven day waiting period to receive it. It was noted that the universal credit rollout has been delayed until May 2018 in the District. The Local Housing Allowance cap for affordable housing will not now proceed.	
<b>5</b>	<b>Housing Mix SPD – Key Policy Points</b>	
5.1	RP gave an update on the key policy points arising from the Housing Vision Housing Mix Report. The report focussed on the whole district, but most of our delivery options are within the Tresham Village and Rushden East developments. The report recommends providing 50 additional larger homes per annum in the larger villages and small towns across the	

	<p>district.</p> <p>There is probably an opportunity to develop policy in relation to custom build. It was recognised that people often wish to have a spare room; and it was considered that there should be more focus on 2-3 bedroom properties as opposed to 1-2 bedrooms.</p>	
5.2	<p>An area of challenge to examine within the Housing Mix SPD is the exclusivity of larger homes in smaller villages. Concerns were raised as many villages have seen their shops/pubs and other facilities close and these villages need more affordable homes. The lack of facilities has meant these sites are not favoured for development.</p>	
5.3	<p>Comparisons were drawn between the Tresham Village and Rushden East developments. Concerns were raised that a balance should be achieved regarding the allocation of larger properties on these two sites. PB explained that the two sites were not comparable. Tresham would only be viable with the addition of larger homes and the village would be an exemplar for how to deliver schemes differently.</p>	
5.4	<p>The policy background is Policy 30 of the JCS. It was considered there was enough flexibility within the policy to introduce further policies in the Local Plan Part 2 and through a Supplementary Planning Document to enable larger properties to be built within the Rushden SUE or elsewhere within the district if required. However, the SPD would need to be backed up by evidence and be deliverable. It was agreed to take this forward to the next meeting on 7<sup>th</sup> February 2018 and that a draft framework for the SPD should be circulated for discussion</p>	RP
<b>6</b>	<b>Housing Strategy 2018-23 first draft</b>	
6.1	<p>CC presented the first draft of the Strategic Housing Plan, and invited Members to provide their feedback. The document also needs to incorporate both the homelessness and tenancy strategies. For the purposes of clarity, it was agreed that the Housing Mix SPD should refer to the Strategic Housing Plan for any background information.</p>	
6.2	<p>Discussion around adding social care, health and wellbeing to the Plan; this will be incorporated. It was suggested that the aspirations for the district are included in the foreword. Page 5 – re word to read as ‘activities in Town Centres’. The numbering of the housing priorities should be omitted so no one was considered more important than others. There was also a concern from members that we were in danger of over emphasising the number of 1-2 bedroom properties required being in conflict with the JCS requirement that 70% of properties should be in the 1-3 bedroom category. Members requested that these should be addressed in the next draft. Several other minor amendments to the document were also noted. CC to complete these and present a further draft at the next meeting on 7<sup>th</sup> February 2018, in preparation for its submission to P&amp;R on 12<sup>th</sup> March.</p>	CC
<b>7</b>	<b>Housing Options Audit and Procurement</b>	
7.1	<p>Carol Conway provided an update on the audit, noting that only one recommendation was made regarding the need to ensure cases were</p>	

	documented better.	
7.2	The Housing Options contract will be due for renewal in April 2019 and work needs to begin to meet the timescale. A procurement timetable has been drawn up by Claire Ellis of Welland with the aim that the contract will be awarded in October 2018 to allow a lead in period before it is put in place.	
7.3	The option of a joint procurement was raised. Members unanimously agreed that the preferred option is to proceed separately. A stakeholder group including of a maximum of three relevant members will need to be appointed to represent the council in the conduct of this procurement. It was felt that Members should be drawn from this Working Party for the stakeholder group, subject to agreement from the Leader. These recommendations will be put forward to P&R for approval.	CC
<b>8</b>	<b>Work Plan Update</b>	
8.1	CC provided an update on the Work Programme. The Working Party noted the progress as follows: <ul style="list-style-type: none"> <li>• The Housing Allocations Policy had now been implemented</li> <li>• Housing Mix SPD in progress</li> <li>• Homelessness Prevention Fund agreed by P&amp;R</li> <li>• Housing and Homelessness Strategy in Progress</li> <li>• Housing Options Contract Procurement to commence early 2018</li> </ul>	
<b>9</b>	<b>Risk Review</b>	
9.1	Risk 5 regarding the LHA cap to be deleted and replaced with a new Risk regarding supported housing. Risk 6 regarding safety of accommodation to be incorporated into corporate risks Risk 7 regarding delivery of an appropriate housing mix will be considered at the next meeting.	CC CMT HPWP
<b>10</b>	<b>AOB</b>	
10.1	There was no other business raised.	
<b>11</b>	<b>Next meetings – all 2pm in the Kasen Room</b>	
	Wednesday, 7 <sup>th</sup> February 2018 Wednesday, 28 <sup>th</sup> March 2018 Wednesday, 9 <sup>th</sup> May 2018	
	<i>The meeting concluded at 16.12pm</i>	





## Finance Sub-Committee

**Minutes of a meeting held on Monday 18 December 2017 at 7.00pm, East Northamptonshire House, Thrapston**

**Present:** Councillors: Steven North (Chairman)  
David Brackenbury  
Glenvil Greenwood-Smith  
Richard Lewis

Councillor Peter Wathen attended the meeting as an observer.

**Officers:** David Oliver (Chief Executive)  
Sharn Matthews (Executive Director)  
Glenn Hammons (Chief Finance Officer)  
Greg Macdonald (Head of Economic and Commercial Development)  
Julia Smith (Head of Community and Customer Services)  
Michelle Drewery (Finance Manager)

### **1.0 APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillors Roger Glithero and David Jenney.

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Finance Sub-Committee held on 13 November 2017 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 DRAFT MEDIUM TERM FINANCIAL STRATEGY AND PLAN**

5.1 The Finance Manager presented a report setting out the Council's Draft Medium Term Financial Strategy (MTFS) and Plan (MFTP) 2018/19 to 2021/22; outlining the Revenue Budget 2018/19, Capital Programme 2018/19 to 2027/28 and Treasury Management Strategy 2018/19. This refreshed the Medium Term Financial Strategy 2017/18 to 2020/21 approved by Council in March 2017.

5.2 The MTFS 2018/19 to 2021/22 had been formulated since the announcement of the Autumn Statement 2017 and the Provisional Local Government Finance Settlement would be announced the following day. Once the settlement had been received and evaluated, Members would be advised of any significant implications for the Draft MTFS.

**RESOLVED:** That

the report be noted specifically the:

- Draft Medium Term Financial Strategy (MTFS)
- Draft Revenue Budget 2018/19
- Draft Capital Programme for 2018/19-2027/28

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

## **6.0 BUDGET MONITORING TO 31 OCTOBER 2017**

6.1 The Finance Manager presented a report providing an overview on the forecast revenue position against the approved budgets for the period ended 31 October 2017, highlighting any significant under or overspending and identifying the impact on the year end position. The estimated outturn for services for the year was an underspend of approximately £119,000.

6.2 The savings to date on the vacancy factor were in line with expectations to achieve the full £200,000 included in the 2017/18 budget by the end of the financial year. This would be kept under review during the course of the financial year.

6.3 The estimated underspend had arisen mainly as a result of an increase in rental income of £234,000 offset by an increase in the expected deficit in relation to the Housing Benefit Subsidy.

6.4 Within the Earmarked Reserves there was provision for Monitoring Officer costs for investigations and legal advice relating to complaints made against District and Parish Councillors. There had been a steady increase in both the number of complaints received and those referred for investigation in recent years and the existing reserve was no longer adequate to meet these costs and additional provision was required. It was noted that these costs could not be recovered from Parish Councils in respect of complaints made against their Members.

**RESOLVED:** That

- i) the latest revenue, capital and reserves positions for 2017/18 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)*

- iii) a contribution to reserves of £25,000 from the forecast underspend for 2017/18 as well as further provision of £15,000 in 2018/19 as part of the MTFS in relation to investigation and other legal costs arising from complaints against Councillors, including Town and Parish Councillors, (set out in paragraph 2.31 of the report) be approved.

*(Reason: To follow the formal process for approval of use of earmarked reserves)*

- iv) the removal of £450,000 from the Approved Capital Programme in respect of the ICT transformation in recognition that the classification of costs being incurred are revenue costs be approved.

*(Reason: To follow the formal process for approval of the amendment to the Capital Programme Budget for 2017/18)*

- v) the transfer of £2,000 from the Development Pool into the Approved Capital Programme in respect of the additional refurbishment costs to the properties at Duck Street (paragraph 3.6 and 3.7 of the report) be approved.

*(Reason: To follow the formal process for approval of the amendment to the Capital Programme Budget for 2017/18)*

## **7.0 TREASURY MANAGEMENT REPORT TO 31 OCTOBER 2017**

- 7.1 The Chief Finance Officer presented a report outlining the Treasury Management position for the period ended 31 October 2017.

### **RESOLVED:**

That the Treasury Management performance for the period to 31 October 2017 in financial year 2017/18 be noted.

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

## **8.0 FUTURE VISION FOR TWYWELL HILLS AND DALES**

- 8.1 The Head of Community and Customer Services presented a report seeking the adoption of a vision and action plan, including funding, for the future management of the above site owned by the Council.
- 8.2 The Woodland Trust operated one part of the site on behalf of the Council on a 399 year lease which had commenced in 1997. The remainder of the site was managed between Rockingham Forest Trust under a management agreement for recreational and educational purposes and the Wildlife Trust. Following recent difficulties, the Wildlife Trust had served notice to quit and was not actively managing the site but currently overseeing the site for health and safety purposes only.
- 8.3 The Land Trust had been requested to identify future options for the management of Twywell Hills and Dales and a copy of the report produced was submitted.

- 8.4 The Land Trust had developed a costed management plan for the site outlining the funding they deemed necessary to manage the site effectively in the future and had recommended a statement of intent for the site for consideration. The options for the site and, following a review by officers, the funding required were also reported.
- 8.5 It was estimated that there was a need for £53,500 capital investment and £41,000 revenue required per year in the future. Taking into account the existing payment made, this would equate an increase of £24,538 per year. Provision for this had been made in the 2018/19 budget to be submitted to Council on 26 February 2018.
- 8.6 It was noted that funds were available from those previously approved for work at the site which would be sufficient to cover the cost of any works to the Site of Special Scientific Interest which needed to be carried out in the 2017/18 financial year.

**RESOLVED:** That

- i) the following vision statement for Twywell Hills and Dales be approved:

*We would like Twywell Hills and Dales to be a valued resource for our communities and visitors that provide opportunities for people to bond with nature, undertake active recreation, and understand our heritage. We want people to connect with the Hills and Dales and as a result enhance the quality of life for both current and future generations.*

- ii) the preferred option for the management of Twywell Hills and Dales is:

*To identify one organisation willing to operate the site on a longer term lease arrangement, requiring a long term lease in excess of 100 years. This option required investment and a commitment to help fund the operating of the site and might also require a full procurement process to be undertaken, although this could be more successful in achieving the investment in the site and the vision as stated above.*

- iii) it be noted that an increase in revenue funding of £25,000 will be included in the 2018/19 budget.

*(Reason: To ensure the legal compliance with SSSI standards whilst providing open spaces to our community)*

**9.0 ASSET MANAGEMENT STRATEGY WORKING GROUP**

- 9.1 The Sub-Committee was requested to approve Terms of Reference for the Working Group which had been established in February 2017.

The Working Group had held its first meeting on 30 November 2017 and the minutes of that meeting were submitted for receipt by the Sub-Committee.

**RESOLVED:** That

- i) The Terms of Reference for the Asset Management Strategy Working Group attached at Appendix 1 be approved.
- ii) the minutes of the meeting of the Asset Management Strategy Working Group held on 20 November 2017 be received.

## **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 EAST NORTANTS ENTERPRISE CENTRE**

11.1 The Head of Economic and Commercial Development presented a report providing an update on progress on the East Northants Enterprise Centre project and seeking approval for funding as the basis for acquiring a site and procuring expertise to design the building to obtain planning permission.

### **RESOLVED TO RECOMMEND TO FULL COUNCIL: That**

- i) £1.8 million be allocated from the Council's capital reserves for site acquisition and the procurement of professional services

### **RESOLVED: That**

- i) the acquisition of the site and the procurement of professional services be approved.
- ii) it be noted that additional financial support in the region of £3 million will be required from the Council as match funding to secure the investment needed to deliver the Enterprise Centre, and that a further report will be brought to the Sub-Committee in due course.

*(Reason: To drive forward the delivery of the Enterprise Centre to the next phase of development)*

**Chairman**



## Asset Management Strategy Working Party

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### Terms of Reference

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#### Purpose

1. On 6<sup>th</sup> February 2017, the Finance Sub-Committee agreed to appoint three councillors to work with officers to review the Council's remaining property assets and report back to the Finance Sub-Committee on any proposed action to be taken forward.

#### Membership

2. The Working Party is appointed by the Finance Sub Committee and will comprise of:
  - Councillor Steven North
  - Councillor Richard Lewis
  - Councillor David Brackenbury
3. A chair and vice chair will be appointed at the first meeting
4. The Working Party will be supported by the Head of Economic and Commercial Development and the Facilities Manager with other offices being involved where relevant and as required.

#### Role

5. The Working Party will meet as and when necessary to:
  - Steer and assist officers in the review of current assets;
  - Work with officers to agree a revised Asset Management Strategy and any other associated policies such as, for example, on car parking
  - Invite individuals or representatives of other organisations, consultants, contractors or advisers to attend a particular meeting, if an item of relevance is to be discussed or where particular specialist input is needed;
  - Make recommendations to the Finance Sub Committee, for example, for the approval of the revised Asset Management Strategy
6. The Working Party is not able to agree the acquisition or disposal of any assets

## **Meetings**

7. The business of the meeting shall be set out in an agenda and notified to members of the Working Party five working days in advance of the date of the meeting.
8. Items for inclusion on the agenda will be agreed with the Chair (or Vice-Chair in their absence) and should be submitted for consideration at least 7 days prior to the date of the meeting.
9. The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.
10. Frequency of the meetings will be agreed at the first meeting of the group and reviewed on a meeting by meeting basis thereafter.

## **Members' Responsibilities**

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

## **Voting**

12. The Working Party will work towards securing mutual agreement on all aspects of the Asset Management Strategy, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chairman will have a second, or casting, vote.

## **Terms of Reference approval and variation**

13. This terms of reference will be considered and agreed at the first meeting and reviewed thereafter as required by Finance Sub Committee and approved by Policy and Resources Committee.

# JOINT STANDARDS COMPLAINTS COMMITTEE

**Date:** 17 January 2018

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

**Time:** 6.30pm

**Present:** Andy Mercer (Chairman)

**East Northamptonshire Councillors:**

**Rosalie Beattie**

**David Jenney**

**Annabel de Capell Brooke**

**Town and Parish Councillors:**

**Fiona Cowan**

(Collyweston Parish Council)

**Dave Munday**

(Stanwick Parish Council)

**Robert Tyman**

(Raunds Town Council)

**Adrian Winkle**

(Irthlingborough Town Council)

**Arthur Whittaker**

(Yarwell Parish Council)

## **330. APOLOGIES FOR ABSENCE**

Apologies for absence were received from ENC Councillors Lance Jones, Gill Mercer and Rupert Reichhold; Derek Lawson (Higham Ferrers Town Council), Roy Sparkes (Oundle Town Council), Vivienne Barnard (Independent Person) and Andrew Sortwell (Reserve Independent Person).

## **331. MINUTES**

The minutes of the meeting of the Joint Standards Complaints Committee held on 22 November 2017 were approved and signed by the Chairman.

## **332. DECLARATIONS OF INTEREST**

No declarations of interests were made.

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

There were no questions submitted under Procedure Rule 10.3.



**334. APPOINTMENT OF VICE-CHAIRMAN FOR THE REMAINDER OF THE 2017/18 MUNICIPAL YEAR**

Following the resignation of the Vice-Chairman of the Committee, Councillor Arthur Whittaker, the Committee was invited to appoint a replacement for the remainder of the Municipal Year.

**RESOLVED:** That

Councillor Dave Munday be appointed Vice-Chairman of the Committee for the remainder of the 2017/18 Municipal Year.

**335. THANKS TO COUNCILLOR WHITTAKER**

The Chairman expressed his thanks to Councillor Whittaker for the manner in which he had carried out the duties of the Vice-Chairman's role. The Joint Standards Complaints Committee was held in high regard for the role it undertook in the District and Councillor Whittaker had made a significant contribution towards the Committee attaining this reputation.

The members of the Committee also expressed their appreciation to Councillor Whittaker.

**Chairman**