

# COUNCIL MEETING

**Date:** 9 April 2018

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

**Time:** 7.30pm

**Present:** Councillors:-

<b>Colin Wright</b>	<b>(Chairman of the Council)</b>
<b>Wendy Brackenbury</b>	<b>(Vice-Chairman of the Council)</b>
<b>Steven North</b>	<b>(Leader of the Council)</b>

<b>Rosalie Beattie</b>	<b>David Jenney</b>
<b>David Brackenbury</b>	<b>Dorothy Maxwell</b>
<b>Val Carter</b>	<b>Andy Mercer</b>
<b>Richard Gell</b>	<b>Gill Mercer</b>
<b>Roger Glithero JP</b>	<b>Harriet Pentland</b>
<b>Glenvil Greenwood-Smith</b>	<b>Rupert Reichhold</b>
<b>Helen Harrison</b>	<b>Anna Sauntson</b>
<b>Marika Hillson</b>	<b>Geoff Shacklock</b>
<b>Sylvia Hobbs</b>	<b>Alex Smith</b>
<b>Helen Howell</b>	<b>Phillip Stearn</b>
<b>Dudley Hughes JP</b>	<b>Robin Underwood</b>
<b>Sylvia Hughes</b>	<b>Peter Wathen</b>
<b>Barbara Jenney</b>	<b>Pam Whiting</b>

## **462. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Tony Boto, Annabel de Capell Brooke, John Farrar, Marian Hollomon, Richard Lewis, Sarah Peacock, Janet Pinnock, Ronald Pinnock, Roger Powell, and Jake Vowles.

## **463. MINUTES OF PREVIOUS ORDINARY MEETING**

The minutes of the Council meeting held on 26 February 2018 were agreed as a true and correct record of the proceedings.

## **464. MINUTES OF PREVIOUS EXTRAORDINARY MEETING**

The minutes of the Extraordinary Council meeting held on 5 March 2018 were agreed as a true and correct record of the proceedings.

## **465. DECLARATIONS OF INTEREST**

The Chairman invited those who wished to do so to declare any interests in respect of items on the agenda.

All officers present declared a disclosable pecuniary interest (DPI) in item 10 on the agenda 'Pay Policy 2018/19' as the policy governed the remuneration of all employees of the Council.

David Oliver as Chief Executive, Glenn Hammons as Executive Director Resources and Commercial, and Sharn Matthews as Executive Director and Monitoring Officer all declared a DPI for item 10 Pay Policy in respect of the section on salary scales for Chief Officers as they would be directly affected by any increase agreed. They undertook to leave the meeting for consideration for that part of the item.

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

The Chairman made the following announcements to the meeting:

*Members*

*This meeting will be my last as Chairman of the Council, and it goes without saying the time has flown by.*

*I am continuing right to the end of my term to continue to promote East Northants and for your information and in particular those Councillors representing Thrapston and neighbouring villages, please make a date in your diary, Saturday May 5<sup>th</sup> 2pm.*

*When I took office my first visit together with the Leader it was to visit Thrapston Bowls Club to look at where a Community Grant from this Council had been of benefit to them.*

*I offered to assist in their promotion of the changes they have made and their club and as a result they are holding an open day on Saturday May 5<sup>th</sup> and I feel it would be great if those Councillors who represent this area could join me in being at the club for a 2.30pm opening. It will allow an opportunity for constituents to see that their local Councillor is supporting them and we as a Council are working with the community. Cllr Steve North, you may wish to join me as well.*

*The one thing I have learnt over the last year is the good work done by this Council, its Officers and its Members within the community and this is an event whereupon there is an opportunity to promote the benefits of Community grants and East Northants Council.*

*From now until the AGM, I will continue with the Civic Dinners and increase my waist size, Chair a Dragons' Den event, open a Nene Valley Scouts Event, attend the induction of a new Archdeacon within the District, and a few other events as well.*

#### **467. LEADER'S ADDRESS**

The Leader of the Council made the following address to the meeting:

*Chairman, Members.*

*A day can be a long time in politics, six weeks can be a lifetime. A fair amount has happened since the last council meeting. However it is worth having a recap.*

*Last time, as it was the budget meeting, I mentioned that we have gone from a £6m revenue support grant to around £400,000 and have still managed to deliver services to our community. This has been something we have all delivered together.*

*On top of that we have delivered Rushden Lakes which is the biggest change in retail and leisure for a generation. We have delivered a new leisure service with the outreach element to help with the health and wellbeing agenda. We have delivered housing growth year on year. We have invested in Rushden retail units to provide the council with added income and we have balanced the books each year including a small provision to reserves. This council is very much on course to deliver its corporate plan.*

*The reason I have mentioned this again tonight is that sometimes events elsewhere overtake things. You will be aware that a best value inspection report was carried out at Northamptonshire County Council (NCC) which was very critical and controls have been put in place; this is a public document and I do not think I need to pass further comment.*

*In relation to this the Secretary of State has made a statement inviting a proposal for the restructuring of governance in Northamptonshire. Within the statement there are some very clear criteria, with a response required by the end of July.*

*As much as we would like to stay as we are and continue to deliver the services we have been undertaking it looks likely that the districts and boroughs and NCC will cease to exist by April 2020. There is a long way to go on this but it is hoped that in Northamptonshire the one joint proposal required will be put forward.*

*We are on a very tight schedule and reports will be brought back to council, but I must emphasise we will not be working in isolation and not putting our own bid forward.*

*The only other thing to mention tonight is that there has been a consultation on the improvements to Chowns Mill roundabout. This is very much welcome and something we have been lobbying for. The work is due to commence sometime next year.*

The Chief Executive had no announcements to make.

#### **468. REPORTS OF COMMITTEES**

##### **(a) Scrutiny – 7 March 2018**

The report of the above Committee, presented by the Vice-Chairman, Helen Howell, was received.

##### **(b) Policy and Resources – 12 March 2018**

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

##### **(c) Planning Management – 14 March 2018**

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

##### **(d) Joint Standards Complaints – 21 March 2018**

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

**(e) Governance and Audit – 28 March 2018**

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

**469. MOTIONS**

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

**470. QUESTIONS**

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

- 1. East Northamptonshire Council two years ago commissioned a report from Deloitte LLP on Unitary Authority. Was this report ever published? What was the cost of this report? Were the Councillors given a copy of it?**

The Chief Executive replied:-

The report was actually commissioned jointly by all the District and Borough Councils, and it has yet to be finalised. We have not yet received an invoice but you will recall all councils agreed to an equal sum up to £25k to cover the cost.

- 2. Since Sajid Javid MP, Secretary of State, sent you a letter regarding your views on the next move over Unitary Authority, will you be sharing this information with the Councillors before 27<sup>th</sup> July 2018?**

The Chief Executive replied:-

The Secretary of State sent a letter inviting a specific proposal to come forward. As stated by the Leader in his statement earlier tonight, the proposal will be shared with members if one is agreed before the 27<sup>th</sup> July.

- 3. What support will be given to officers in light of this development?**

The Chief Executive replied:-

The Leader and I held meetings with officers earlier today to make them aware of the situation and give them the opportunity to ask questions. We will continue to ensure that they are fully engaged in the process.

**471. PAY POLICY STATEMENT 2018/19**

The Executive Director Resources and Commercial presented a report setting out the background to preparation of the annual pay policy statement, which had been updated on an annual basis since its introduction in 2012/13.

The Executive Director provided an update on the position of the national unions in respect of the proposed national deal. The two larger unions, Unison (ENC's recognised trade union) and Unite, had both now approved the national deal with the smaller, GMB, having rejected

it. The three unions were expected to meet later during the week to discuss a final response to national employers.

It was noted that the pay policy statement included a number of updates including a revision to staff salaries below chief officer level to incorporate a 2% pay rise, addition of a new Director role and a number of delegations in respect of terms and conditions of service. It was confirmed that other staff benefits were contained in the Staff Management Policy.

The Chief Executive, Executive Director and Monitoring Officer, and Executive Director, Resources and Commercial all then left the meeting, at which point the Democratic Services Manager presented proposals for an increase in the salary scales for Chief Officer posts.

**RESOLVED:** That

- (i) The Pay Policy 2018/19, including the salary scales in Appendix A of the Pay Policy for Grades 1-10, be approved with effect from 1 April 2018.
- (ii) Approval be given to an increase in the salary scales for the Chief Officer posts in Appendix A of the Pay Policy following agreement by their relevant national pay body or 2%, whichever is lower, to be backdated to 1 April 2018.

*(Reason: To ensure compliance with legislation and clarity of payment mechanisms.)*

**Chairman**

# PLANNING MANAGEMENT COMMITTEE

Date: 11 April 2018

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Phillip Stearn Chairman  
 Gill Mercer Vice Chairman

Richard Gell Ron Pinnock  
 Roger Glithero JP Roger Powell  
 Marika Hillson Anna Sauntson  
 Helen Howell Geoff Shacklock  
 Barbara Jenney Robin Underwood  
 Andy Mercer Pam Whiting  
 Harriet Pentland

Councillor Harriet Pentland attended the meeting to observe proceedings. She did not take part in any of the discussions or vote on any proposals.

## 472. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Alex Smith.

## 473. MINUTES

The minutes of the meeting held on 14 March 2018 were approved and signed by the Chairman.

## 474. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

### (a) Declarations of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
Marika Hillson	17/02559/FUL Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden	Has a client who may move there in the future		Yes (left meeting)
Barbara Jenney	17/02559/FUL Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden	The Mayor of Rushden's Charity Account had received sponsorship for a mayoral function in February 2018		Yes (left meeting)
Andy Mercer	18/00349/NCC Works at Upper	Was currently Vice Chairman of the NCC		Yes (left meeting)

	Higham Lane, Rushden	Development Management Committee but would not be from the next meeting of that Committee		
Roger Powell	16/01431/OUT Nene Business Park, Diamond Way, Irthlingborough	Had attended a pre- application meeting.		Yes

**(b) Informal Site Visits**

No informal site visits were declared.

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

No questions were submitted under Procedure Rule 10.3.

**476. SECTION 106 AGREEMENTS AND DELEGATIONS TO HEAD OF PLANNING SERVICES – 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 and on the applications where actions had been delegated to the Head of Planning Services.

The Committee noted that there were no extensions being sought for Section 106 Agreements. It was also noted that the wording of the conditions for application 15/00119/VAR Priors Hall were now in progress, the wording of refusal for application 17/02142/REM Land between Oakleas Rise and A14 Thrapston had now been agreed and issued. It was further noted that an update report on application 17/02559/FUL Rushden Lakes would be considered later in the meeting.

**RESOLVED:**

That the report be noted.

**477. PUBLIC SPEAKERS**

The following people spoke on the items as indicated:

- **Mr D Bainbridge** – 16/01431/OUT – Nene Business Park, Diamond Way, Irthlingborough (Agent for the Applicant)
- **Mr M Sherwood** - 17/02559/FUL – Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden (Agent for the Applicant)
- **Cllr D Maxwell** - 17/02559/FUL – Land Adjacent Skew Bridge Ski Slope, Rushden Lakes, Rushden (Ward Member)
- **Mr M Izzard** - 18/03349/NCC – Works at Upper Higham Lane, Rushden (Objector)

#### **478. 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) 16/01431/OUT – Nene Business Park, Diamond Way, Irthlingborough**

The Committee considered an outline planning application for up to 100 residential dwellings including vehicular access. The application had been brought before the Committee in accordance with the Scheme of Delegation. When the application had first been submitted in 2016, it had also included proposals for a care home; however that element of the proposal had now been omitted.

Members noted that both Irthlingborough Town Council and the Local Highways Authority had no objections to the application. Members also noted that various concerns had been raised by a number of nearby residents, including the impact that the development would have on highway safety; strain on local services; risk of flooding and the visual impact.

Members further noted that Northamptonshire County Council had requested S106 contributions towards primary and secondary education, libraries and a condition to secure fire hydrants. The NHS had also been asked to confirm that they still required a contribution towards health provision.

During debate on the application, Members raised concerns that an archaeological survey would not be undertaken due to the site's proximity to an historic monument and suggested that a condition be added that a survey should be undertaken before commencement. There were also concerns at the proposed proportion of affordable housing considering that the Council's policy was for 30%. The split of the site between open space and developable land was also raised by Members, however those issues were not being considered in this outline application. The inclusion of a Construction Management Plan condition was also proposed.

In response, the Planning Officer requested that Councillor Hillson submit the evidence she had about the archaeology and he would submit it to the County Archaeologist for them to consider and if it was felt necessary a condition could be added. With regards to affordable housing, it was noted that both the Joint Core Strategy and the NPPF allowed for viability to be considered in regard to affordable housing, so the application was not contrary to policy.

It was moved and seconded that the application be granted. On being put to the vote, there were 12 votes for the motion, one against and no abstentions, therefore the Committee **agreed to grant** the application subject to the completion of a S106 legal agreement and:

- (i) Changes to and additional conditions as detailed in the report and update sheet;
- (ii) An additional Construction Management Plan condition, to replace conditions 8 and 9, and to include mud on the road;
- (iii) Additional archaeological evidence being submitted by Councillor Hillson to ENC officers and reviewed by NCC and Historic England. If the consultees consider it appropriate, an archaeological investigation condition should be imposed; and
- (iv) The parameters of open space being stipulated in the S106.

The wording of these points is delegated to the Planning Development Manager, in consultation with the Chairman, Vice Chairman and Ward Member.



**Councillors Marika Hillson and Barbara Jenney left the meeting for the following item.**

**(ii) 17/02559/FUL – Land Adjacent to Skew Bridge Ski Slope, Rushden Lakes, Rushden**

At the Planning Management Committee meeting held on 14 March 2018, the Committee resolved to grant permission for the application subject to the following:

1. A revised site plan showing an additional 15 staff parking spaces on land to the rear of the service yard (amendment to condition 2).
2. An amendment to Condition 7 to omit Kettering and add Higham Ferrers and Irthlingborough to the 'no poach' restriction.
3. Agreement on the final wording of the BREEAM condition(s).

These points were delegated to the Planning Development Manager in consultation with the Chairman, Vice Chairman and Ward Member.

Since the last meeting, the applicant had requested that Members give further consideration to the wording of condition 7 (the 'no-poach' condition) in respect of tenancy terms, in addition to the agreed amendments from the last meeting. There had been further dialogue with the applicant and officers were now of the view that there could be some merit in revisiting the tenancy-related wording. Revised plans had also been received for condition 2 which showed an additional 18 staff car parking spaces following Members original agreement for 15 additional spaces.

In light of the further dialogue with the applicant, officers now proposed a revised recommendation, which was to grant permission subject to:

1. A revised site plan showing a minimum of an additional 15 staff parking spaces on land to the rear of the service yard (to be captured in an amendment to condition 2).
2. An amendment to Condition 7 to omit Kettering and add Higham Ferrers and Irthlingborough to the 'no poach' restriction, and to revisit the wording with regard to tenancy terms.
3. Agreement on the final wording of the BREEAM condition(s).

Since the last meeting, the applicant had proposed alternative wording relating to lease terms. Officers had considered this proposed wording and remained sceptical that the applicant's proposed wording should be accepted.

During debate on the item, Members again raised concerns at the number of staff parking spaces available at the site. Members also sought clarification from the Legal Officer as to whether the wording of the current 'No-poach' condition could be deemed unreasonable at appeal. In response the Legal Officer confirmed that the condition was not unreasonable. The Legal Officer advised that if Members were minded to agree revisiting the tenancy terms, being whether a tenant could stay at Rushden Lakes if their town centre lease expired before a period of five years, careful consideration should be given to the wording as there could be a risk to nearby town centre provision where a tenancy had only a very short period remaining.

It was moved and seconded that the application be granted, subject to:

1. A revised site plan showing a minimum of an additional 15 staff parking spaces on land to the rear of the service yard (to be captured in an amendment to condition 2).

2. An amendment to Condition 7 to omit Kettering and add Higham Ferrers and Irthlingborough to the 'no poach' restriction, and to revisit the wording with regard to tenancy terms.
3. Agreement on the final wording of the BREEAM condition(s).

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, subject to legal input into the final wording of condition 7.

The final wording of condition 7 is delegated to the Planning Development Manager in consultation with the Chairman, Vice Chairman and Ward Member.

**Councillors Marika Hillson and Barbara Jenney returned to the meeting.**

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

**(iii) 18/0349/NCC – Works at Upper Higham Lane, Rushden**

The Committee considered an application for the construction of a plastic recycling and recovery facility. The application had been brought before the Committee as it related to a major waste development within the district. The application would be determined by Northamptonshire County Council as the Waste Planning Authority and East Northamptonshire Council had been consulted as a neighbouring authority.

The process at the site would involve the conversion of waste plastic by pyrolysis into diesel, petrol and liquid petroleum gas. In physical terms, this would involve the construction of new buildings and plant and the laying of a new concrete hardstanding.

Members noted that whilst Chelveston Parish Council did not object to the application, they had requested a number of conditions around landscaping, water run-off and drainage discharge, traffic and vehicle movements.

During debate on the item, Members expressed very strong concerns at the environmental impacts of the application, particularly the dispersal of the output and the impact on nearby residents. It was suggested that NCC be advised that an analysis of similar sites should be undertaken. Pressure also needed to be put on the Environment Agency in relation to the permit to operate. Members also requested that NCC be asked if any residual waste would be left on the site at any time.

**RESOLVED:**

That Northamptonshire County Council be informed that East Northamptonshire Council strongly objects to the application on environmental grounds.

The detailed wording of the objection is delegated to the Planning Development Manager, in consultation with the Chairman, Vice Chairman and Ward Member.

**Chairman**

# **POLICY AND RESOURCES COMMITTEE**

**Date:** 16 April 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  
Wendy Brackenbury  
Val Carter  
Roger Glithero JP  
Helen Harrison

Dudley Hughes JP  
David Jenney  
Andy Mercer  
Sarah Peacock

## **479. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors David Brackenbury and Phillip Stearn.

## **480. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 12 March 2018 were approved and signed by the Chairman.

## **481. DECLARATIONS OF INTEREST**

The Chairman invited those who wished to do so to declare any declarations of interest in respect of items on the agenda.

No declarations were made.

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

No questions were submitted under Procedure Rule 10.3.

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

#### **a) Housing Policy Working Party – 7 February 2018**

The minutes of the meeting of the Housing Policy Working Party held on 7 February 2018 were received.

**b) Personnel Sub-Committee – 19 March 2018**

The minutes of the meeting of the Personnel Sub-Committee held on 19 March 2018 were received.

**c) Finance Sub-Committee – 26 March 2018**

The minutes of the meeting of the Finance Sub-Committee held on 26 March 2018 were received.

**RESOLVED** that:

(i) the Minutes be received;

(ii) the Asset Management Strategy be adopted;

*(Reason: To provide the policy basis for the asset management review through 2018)*

(iii) the amendments to the Council's Discretionary Rate Relief Policy be approved;

*(Reason: To assist businesses by supporting them financially.)*

(iv) the preferred option to fund the purchase of the fleet for the waste and cleansing contract is from earmarked reserves; and

*(Reason: To ensure the procurement of the fleet is concluded with due fiscal consideration.)*

(v) the Executive Director (Resources and Commercial), in consultation with Chairman of the Finance Sub-Committee and Chairman of the Policy and Resources Committee, be authorised to determine which earmarked reserves will be used should more than one be required.

*(Reason: To ensure use of reserves is balanced in accordance with needs of the Council.)*

**R.17 RESOLVED TO RECOMMEND TO FULL COUNCIL:** That:

The Approved Capital Programme budget be increased by £20,000 in respect of the purchase of additional wheeled bins, to be funded through an additional revenue contribution to capital (as set out in paragraph 3.5 of the report).

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

**483. DRAFT STRATEGIC HOUSING PLAN 2018-2023**

The Housing Strategy and Delivery Manager presented a report setting out the Draft Strategic Housing Plan 2018-23 requesting its approval for consultation.

The new legislation carried more emphasis on homelessness prevention and a strengthened obligation on councils to provide more meaningful support to homeless people. East Northamptonshire had a night shelter in the area of Rushden, sited there because it held the largest population and need. There was also a housing contractor who, when made aware of rough sleepers, went out and made contact with those individuals to assess need

It was noted that the section in the Plan on homelessness included the council's initial Homelessness Strategy in response to the new Homelessness Reduction Act. The Strategy would be kept under review over the next 12 months in order that it remained relevant and appropriate.

During discussion, members were informed that average affordability prices for a three bed property had been defined in the document for illustration, but prices for other sized properties were also available based on the Strategic Housing Market Assessment (SHMA).

Since the most recent SHMA it was noted that delivery of Rushden Lakes had changed the dynamic of employment and where a number of people were likely to want to be housed in future. It was felt that this should be taken into account as part of the consultation.

It was also noted that the anticipated removal of the majority of rural bus subsidies was likely to have an impact on the ability of residents and workers to travel between locations and thus demand for properties changed as a result.

**RESOLVED:**

- (i) That the Equality Implications relating to the report are noted.

*(Reason: To accord with legislation and the policy of the Council.)*

- (ii) To approve the draft Strategic Housing Plan 2018-2023 for consultation.

*(Reason: To ensure that the strategic direction of the housing service is fit for purpose and accords with legislation.)*

**Chairman**



**Housing Policy Working Party**  
**DRAFT Minutes of meeting held on**  
**Wednesday 7<sup>th</sup> February at 2pm**  
**in the Kasen Room**

**Present**

<b>Councillors</b>	<b>Tony Boto (Chair)</b>	<b>CllrTB</b>
	<b>Sarah Peacock</b>	<b>Cllr SP</b>
	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)	
	Paul Bland, Head of Planning Services (PB)	
	Jenny Walker, Environmental Protection Manager (JW)	
	Chris Spong, Housing and Planning Officer (CP)	

*Minutes – Charlie Christmas, Democratic Services and Corporate Support Officer (CCh)*

		<b><u>ACTION</u></b>
<b>1.</b>	<b>Apologies</b>	
	Apologies were received from Councillors Steven North, Helen Harrison and Richard Lewis	
<b>2.</b>	<b>Minutes of the previous meeting</b>	
	The minutes of the meeting of 13 <sup>th</sup> December 2017 were agreed as a true record and signed by the Chairman.	
<b>3.</b>	<b>Matters arising</b>	
3.1	There were no matters arising.	
<b>4.</b>	<b>Updates – Housing and Welfare Reform</b>	
4.1	The Working Party reviewed the briefing note compiled by Lucy Hogston, Benefits Manager, which summarised the changes to Universal Credit (UC) and the implications this will have on both councils and stakeholders. It was noted that from February 2018, the seven day waiting period will be abolished; meaning that the overall waiting time for customers to receive their first payment will be reduced to five weeks. From January 2018, customers can also apply for 100% (previously limited to 50%) of their estimated entitlement of UC, repayable over a 12 month period. The WP also noted the changes to the rollout schedule.	
4.2	From April 2018, support for mortgage interest (SMI), which helps financially constrained homeowners with their mortgage interest payments will cease. The government will instead offer to loan the money, which will have to be repaid later with interest. This could have a possible impact on homelessness figures as only a small percentage of	

	people on the benefit have currently registered for the loan. It is thought this will affect mostly older people. CC to make Homes Direct aware of these changes.	CC
<b>5</b>	<b>Housing Mix SPD Report</b>	
5.1	<p>The SPD is a strategic document, which will set a benchmark for the wider area and be tailored to meet the needs of the district. A combined approach to the SPD, incorporating both the Affordable Housing and Housing Mix into one concise document was proposed. This approach was agreed, subject to each element having its own clear sections within the document.</p> <p>A draft of the first two sections of the SPD will be brought to the meeting in May for review.</p>	RP/CC
<b>6</b>	<b>Changes to Allocations Policy</b>	
6.1	<p>The new Homelessness Reduction Act comes into force on April 3<sup>rd</sup> 2018, and determines that those who are homeless or threatened with homelessness are given additional reasonable preference in Housing Allocation Policies, irrespective of their priority need or local connection, to help prevent and relieve homelessness. If a person arrives in the district and it is believed that they will be homeless within 56 days, East Northamptonshire Council will be obligated to provide help, known as 'the prevention duty'. Members reviewed the proposed changes to the Housing Allocation Policy and noted that the full impact will be clearer once the new legislation is in place. The changes will be recommended for approval to the Policy and Resources Committee and then put out to consultation subject to any changes at P&amp;R. Due to the timescales involved the changes will have to be implemented on 3<sup>rd</sup> April, with delegated authority to the Executive Director should further changes be required as a result of the consultation.</p>	CC/LB
<b>7</b>	<b>Housing Strategy – second draft update</b>	
7.1	<p>The homelessness section of the strategy is dependant on the requirements of the Homelessness Reduction Act and may need to be considered in more depth next year. CC to present the second draft of the Housing Strategy at the next meeting of the Working Party.</p>	CC
<b>8</b>	<b>Housing Options Procurement</b>	
8.1	<p>After consideration, the Working Party resolved to recommend to Policy and Resources Committee to proceed on an ENC only basis with the Housing Options Procurement.</p>	CC
<b>9</b>	<b>Supported Housing Funding Consultation</b>	
9.1	<p>A Member Briefing will be circulated when the impact of any changes is fully known.</p>	CC

<b>10</b>	<b>Work plan update</b>	
10.1	The Working Party noted the updates to the work plan. Remaining items to be completed are the Housing Strategy, Housing Options Procurement and Housing Mix SPD.	
<b>11</b>	<b>Risk Review</b>	
11.1	The Working Party noted the updates to the risk schedule including the new risk in respect of changes to Supported Housing Funding. The risk of an increase in homelessness appeals would need to be reviewed once the effects of the Homelessness Reduction Act became clearer.	
<b>12</b>	<b>AOB</b>	
12.1	AC presented the Housing Strategy Team's response to an online survey about Rural Housing commissioned by the Rural Services Network. The details will be circulated via email.	AC
<b>13</b>	<b>Next and future meetings</b>	
13.1	The next meeting will be at 2pm on Wednesday, 9 <sup>th</sup> May 2018 in the Kasen Room.	





## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 19 March 2018 at 10.30am, East Northamptonshire House, Thrapston**

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

Officers: David Oliver Chief Executive  
Glenn Hammons Executive Director (Resources & Commercial)  
Michelle Drewery Finance Manager

### 1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillors David Jenney and Steven North.

### 2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 22 January 2018 were approved and signed by the Chairman.

### 3.0 DECLARATIONS OF INTEREST

3.1 The following declarations of interest were made:

Officer/Member	Item	Nature of Interest	DPI/Other Interest
All officers present	Pay Policy	The policy governs the remuneration of all employees of the Council.	DPI (remained in the meeting).
David Oliver and Glenn Hammons	Pay Policy – salary scales for Chief Officers	Directly affected by any increase agreed	DPI (left meeting for consideration of this item)
Cllr Sarah Peacock	Re-grading – Post Reference 02/483	Member of the Board of Destination Nene Valley and Chairman of the Greenway Board	Other interest (remained in meeting)

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

4.1 There were no questions submitted under Procedure Rule 10.3.

#### **5.0 WORKFORCE STATISTICS**

5.1 The Sub-Committee reviewed data concerning staff sickness, turnover and the number of staff employed, particularly the impact of long-term absences on the overall sickness levels.

#### **RESOLVED:**

That the report be noted.

#### **6.0 PAY POLICY**

6.1 The Chief Executive presented the draft Pay Policy for 2018/19 for consideration by the Sub-Committee prior to submission to Council on 9 April 2018 for adoption in accordance with legislation. The 2017/18 policy had been reviewed and updated and the changes incorporated into the 2018/19 draft policy were outlined to the Sub-Committee.

6.2 The Council had previously adopted a 5 year staged pay rise operating until March 2021, with a commitment to honour any national pay agreement which was higher than the agreed deal. The National Employers had made a 2 year final pay offer of essentially a 2% increase per annum for 2018/19 and 2019/20, although this varied slightly across spinal points. The application of a 2% increase had resulted in some points on the ENC pay scale being lower than the national offer and some higher, with the higher of the two being applied.

6.3 The national pay offer covered all posts up to and including Heads of Service, but not the Council's three Chief Officer posts. The Sub-Committee was therefore asked to consider what increase for Chief Officers, if any, Full Council should be advised to implement. In view of the interests declared on this item, this element of the policy would be considered later in the meeting (see minute 13).

#### **RESOLVED:** That

- i) Council be advised that the salary scales in Appendix A of the Pay Policy for Grades 1-10 should be approved.
- ii) the report be noted and the Pay Policy be submitted to Full Council for approval in accordance with legislation,

*(Reason: To ensure compliance with legislation and clarity of payment mechanisms).*

#### **7.0 ASSISTANT FINANCE MANAGER**

7.1 The Finance Manager presented a report setting out a proposal for the creation of a new post of Assistant Finance Manager. The post would support the Finance Manager in the day to day operational financial functions of the Council and assisting the External Funding Manager in developing business cases for external funding bids.

- 7.2 The post had not as yet been job evaluated and the proposal had been prepared on the basis of the anticipated outcome of the job evaluation process. The actual result would be reported to the next meeting of the Sub-Committee.

**RESOLVED:** That

- i) a new post of Assistant Finance Manager be established and funded from the base budget for 2018/19.
- ii) delegated authority be given to the Executive Director (Resources & Commercial) in consultation with the Chairman of the Personnel Sub-Committee to agree the recruitment of the role once the job evaluation process has concluded.

*(Reason: To ensure Council has appropriate resource to support delivery of Corporate Plan and medium term financial plan).*

## **8.0 ICT SERVICE REDESIGN**

- 8.1 The Chief Executive presented a report seeking the approval of a new structure of the ICT service following approval by the Sub-Committee in September 2016 for the process to commence and approval of the ICT Strategy by the Council on 17 October 2017.
- 8.2 Phase 1 of the process had been reported to the Sub-Committee in May 2017 and a summary of the key points arising from the consultation carried out on phase 2 of the redesign was submitted. This included queries about some aspects of job descriptions and person specifications and these would be considered by the HR team and Unison. This meeting had not yet taken place and any grading changes occurring as a result would be reported to the next meeting of the Sub-Committee..
- 8.3 Subject to the above process, the redesign would result in savings of approximately £252,000 per year which would be shared with Wellingborough Borough Council.

**RESOLVED:** That

- i) the new structure for the ICT service set out in Appendix 1 of the report be approved.

*(Reason: To enable the ICT strategy to be delivered)*

- ii) the savings delivered by the redesign, which have been fed into the budget and the Medium Term Financial Strategy for 2018-19 and beyond, be noted.

*(Reason: To help deliver the Council's Efficiency Plan)*

## **9.0 EMPLOYMENT OF A HEALTH AND PLANNING CO-ORDINATOR**

- 9.1 The Chief Executive reported that the Northamptonshire Health and Wellbeing Board, on which he represented District and Borough Councils, had set up a sub-group to consider how to link health and planning more effectively and, consequently, it was proposed to employ a health and planning co-ordinator to work with planning services and health partners across the County.

- 9.2 Grant funding had been obtained by the North Northamptonshire Joint Planning Unit and further funding would be contributed by the County Council's Public Health Service as part of its ring-fenced grant from Public Health England.
- 9.3 The long-term intention was for posts such as this to be hosted and funded by health partners, but an interim arrangement was required in the meantime. It was therefore proposed that the co-ordinator post would be employed by the Council and report to the Head of the Joint Planning Unit.

**RESOLVED:** That

- i) the recruitment of a Health and Planning Co-ordinator be approved.
- ii) it be noted that the appointment will be at no cost to the Council.

*(Reason: To enable health considerations to be taken into account more effectively in the planning process across the county while ensuring that the Council is not exposed to any increased financial or non-financial risks as a result)*

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

## **11.0 RESTRUCTURE OF CARETAKER ROLES AT COUNCIL OFFICES**

- 11.1 The Executive Director (Resources & Commercial) presented proposals for restructuring the caretaker roles at the Council's offices in Thrapston and Rushden.

**RESOLVED:** That

- i) the change in hours of both the site supervisor and part-time caretaker, as indicated in section 1.2 of the report, be approved.

*(Reason: To meet increased demands on and provide greater resilience to the site supervision and caretaking function)*

- ii) the appointment to the part-time caretaker role be approved.

*(Reason: To fill the current vacant position)*

## **12.0**

### **REGRAIDING - POST REFERENCE 02/483**

#### **12.1**

The Executive Director (Resources & Commercial) presented a report seeking approval for the re-grading of the above post following job evaluation.

**RESOLVED:** That

- i) the change in grade for post reference 02/483 from grade 5 to grade 7 effective from the date of the Job Evaluation Panel held on 21 December 2017 be approved.

*(Reason: Consistency with existing posts and much needed increased management support for the economic and commercial development service)*

- ii) funding for the grade change for 2018-19 and thereafter be built into the base budget and Medium Term Financial Strategy be approved and it be noted that the funding from 21 December 2017 to 31 March 2018 will come from Economic and Commercial Development Service salary savings.

*(Reason: To ensure the post can be adequately funded).*

*(Having declared a Disclosable Pecuniary Interest in the following item, the Chief Executive and the Executive Director (Resources & Commercial) left the meeting during consideration of the item).*

### **13.0 PAY POLICY – CHIEF OFFICER PAY SCALES**

- 13.1 Further to consideration of the Pay Policy earlier in the meeting, the Sub-Committee considered the element of the policy relating to the salary scales for Chief Officers.

**RESOLVED:** That

Council be advised that the salary scales for the Chief Officer posts in Appendix A of the Pay Policy should be increased by the level agreed by their relevant national pay body, or 2%, whichever is lower.

**Chairman**



## Finance Sub-Committee

Minutes of a meeting held on Monday 26 March 2018 at 7.00pm, East Northamptonshire House, Thrapston

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

Councillor Peter Wathen attended as an observer.

Officers: Glenn Hammons Executive Director (Resources and Commercial)  
Greg Macdonald Head of Economic and Commercial Development  
Michelle Drewery Finance Manager  
Lucy Hogston Benefits Manager  
Lewis Gabb Business Analyst

### **1.0 APOLOGIES FOR ABSENCE**

1.1 No apologies for absence were received.

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Finance Sub-Committee held on 31 January 2018 were approved and signed by the Chairman.

### **3.0 DECLARATIONS OF INTEREST**

3.1 No interests were declared.

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

4.1 There were no questions submitted under Procedure Rule 10.3.

### **5.0 BUDGET MONITORING TO 28 FEBRUARY 2018**

5.1 The Finance Manager presented a report providing an overview on the forecast revenue position against the approved budgets for the period ended 28 February 2018, highlighting any significant under or overspending and identifying the impact on the year end position.

5.2 The estimated outturn for services for the year was an underspend of approximately £98,000. This had changed since the previous report for the period to 31 December 2017 when an estimated £24,000 underspend had been reported. The changes were mainly due to a further reduction in planning fee income offset by additional grant income in respect of Neighbourhood Plans; a further reduction in Joint Planning Unit contribution;

savings in timings of expected pension auto enrolment and delivery of some efficiency savings.

- 5.3 The forecast underspend included £41,000 relating to projects that had not been completed within Planning Services. It was likely that there would be a request to carry forward this underspend to 2018/19 so that the projects could progress. This would be subject to approval by Committee and, if approved, would reduce the forecast outturn to an underspend of approximately £57,000. Further details would be presented in the draft outturn report.
- 5.4 It was noted that a stock take had been undertaken on wheelie bins and it had been identified that a further £20,000 worth of bins would need to be purchased to meet demand in the current financial year. This additional spending could be covered from revenue underspends within Environmental Services.
- 5.5 It was noted that vacancy factor savings were on course to achieve the £200,000 target by the end of the financial year. Salary savings of £140,000 had been used on other staffing costs which would otherwise have been included in the salary savings made.

**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)*

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

The Approved Capital Programme budget be increased by £20,000 in respect of the purchase of additional wheeled bins, to be funded through an additional revenue contribution to capital (as set out in paragraph 3.5 of the report).

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

## **6.0 TREASURY MANAGEMENT REPORT TO 28 FEBRUARY 2018**

- 6.1 The Finance Manager presented a report outlining the Treasury Management position for the period ended 28 February 2018.

**RESOLVED:**

That the Treasury Management performance for period up to 28 February 2018 in financial year 2017/18 be noted.

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

## **7.0 ASSET MANAGEMENT STRATEGY WORKING PARTY**

- 7.1 The Head of Economic and Commercial Development presented a report providing an update on the work of the Asset Management Working Party and seeking approval for the

Asset Management Strategy that was considered and agreed at its meeting on the 28 February 2018

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

That

the Asset Management Strategy attached at Appendix 1 be adopted.

**RESOLVED:** That

the Minutes of the meeting of the Asset Management Strategy Working Party held on 28 February 2018, attached at Appendix 2 be noted.

*(Reason: To provide the policy basis for the asset management review through 2018)*

**8.0 LOCAL DISCRETIONARY RELIEF 2018/19**

- 8.1 The Benefits Manager presented a report setting out the proposed Local Discretionary Relief Scheme for 2018/19 for consideration by the Sub-Committee.
- 8.2 It had previously been announced by Central Government that 'eligible pubs' with a Rateable Value of less than £100,000 would receive a £1,000 discount on Business Rates, for 2017/18 only, which was known as the 'support for pubs' scheme. In the Autumn Budget 2017, the Government had extended the scheme for 2018/19.
- 8.3 The Government had also announced that it would make available £300m of extra funding over 4 years for local authorities to provide discretionary relief to those businesses facing the steepest increase in their bills as a result of revaluation. The Government was of the view that individual authorities were in the best position to determine how these extra monies should be targeted and administered in order to support those businesses with the greatest need. This was referred to as the 'local discretionary relief' scheme (LDR).
- 8.4 It was noted that on 4 September 2017 the Policy and Resources Committee had approved an amended Discretionary Rate Relief Policy that included an LDR scheme for 2017/18
- 8.5 This Council had been awarded £42,000 for 2018/19 and modelling had been undertaken based on this allocation which showed that qualifying businesses could be awarded 45% relief on the increase in their rate bill due to the 2017 revaluation. The total amount granted on this basis would be approximately £39,900.

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

That

the amendments to the Council's Discretionary Rate Relief Policy, as outlined above, be approved.

*(Reason: To assist businesses by supporting them financially).*

**9.0 OFFICE TRANSFORMATION PROJECT**

- 9.1 The Head of Economic and Commercial Development presented a report setting out



proposals for the Office Transformation Project and seeking approval for its implementation and a budget of £150,000 to fund delivery.

- 9.2 The proposals promoted key aspects of the recently adopted Commercialisation Strategy and the emerging Asset Management Strategy. The project sought to review and reconfigure the Council's existing operational building layout in order to make best use of assets to improve the working conditions of staff and delivery of services, whilst generating income and enabling new ways of working.
- 9.3 A breakdown of the costs was provided. This included a sum of £40,000 for staff support, the source of which still needed to be determined.
- 9.4 The Head of Economic and Commercial Development placed on record his appreciation for the good work already carried out by the Business Transformation Team on this project.

**RESOLVED:** That

- i) the proposals detailed in the report be approved.
- ii) £150,000 be transferred from the Development Pool into the Approved Capital Programme (to be funded from Capital Reserves)

*(Reason: To drive forward the delivery of the Office Transformation Project)*

## **10.0 EAST NORTHANTS ENTERPRISE CENTRE**

- 10.1 The Head of Economic and Commercial Development presented a report setting out a draft timeline for taking decisions relating to the Enterprise Centre (ENEC) through the Committee process regarding funding and the procurement, design and construction stages and to seeking approval to set up a Working Party to review key elements in preparation for reporting to Committee.
- 10.2 An outline application for European Union funding for the ENEC had been submitted and it was anticipated that it would be known within the next 4-6 weeks whether a full application would be requested indicating initial support for the proposal. A final decision on the application was expected around November 2018, although it was noted that other options for funding the project were being considered should the funding application be unsuccessful.

**RESOLVED:** That

- i) the timeframe for decision making set out in the report be approved.
- ii) the Terms of Reference for the East Northants Enterprise Centre Working Party attached at Appendix 3 be approved.
- iii) The Leader and Deputy Leader of the Council and Councillors Roger Glithero and Glenvil Greenwood-Smith be appointed to serve on the East Northants Enterprise Centre Working Party

*(Reason: To ensure effective member involvement in the design and delivery of the ENEC).*

## **11.0 EXCLUSION OF PRESS AND PUBLIC**

### **RESOLVED:**

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

## **12.0 ASSET MANAGEMENT – MARCH 2018 UPDATE**

- 12.1 The Head of Economic and Commercial Development presented a report providing an overview of current activity associated with the Council's assets.

### **RESOLVED:**

That the report be noted.

*(Reason: Update understanding of current asset related matters)*

## **13.0 WASTE AND CLEANSING CONTRACT – PROCUREMENT OF FLEET**

- 13.1 The Finance Manager presented a report setting out the options for the purchase of the vehicle fleet to support the delivery of the waste and cleansing contract and seeking a recommendation on which option to pursue.

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

That

- i) the preferred option to fund the purchase of the fleet for the waste and cleansing contract is from earmarked reserves.

*(Reason: To ensure the procurement of the fleet is concluded with due fiscal consideration)*

- ii) the Executive Director (Resources and Commercial) in consultation with the Chairman of Finance Sub-Committee and Chairman of Policy and Resources Committee, be authorised to determine which earmarked reserves will be used should more than one be required.

*(Reason: To ensure use of reserves is balanced in accordance with needs of the Council)*

**Chairman**



East  
Northamptonshire  
Council

Enterprising  
**East Northants**

# Asset Management Strategy



Enterprising East Northants Council  
January 2018 | Working Draft V1

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## Document Version Control

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## Change History

Issue	Date	Comments
V0.1	21 December 2017	Circulated to CMT and members working group for comment

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

## Consultees

Internal	External
CMT	
Middle Managers	

## Distribution List

Internal	External
All members	
CMT	
Middle Managers	

## Links to other documents

Document	Link
Corporate Plan	
Medium Term Financial Strategy	
Economic Development, Tourism and Regeneration Strategy	
Asset Management Plan	In development
Organisational Development Plan	In development

## Additional Comments to note

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## Appendices:

Appendix A – Action Plan to 2021

# 1. Introduction

## 1.1 Purpose and Scope

1.2 This document sets out the Council's policy position with regards to asset management and how it will support the delivery of the Corporate Plan and Medium Term Financial Strategy (MTFS). The policy will, for the most part, focus on providing assets to support service delivery, income generation and regeneration but will also influence (and make reference to) activity that is (or will be) covered by other Council policy regarding:

- Treasury Strategy
- Car Park Strategy
- Commercialisation
- Capital Investment
- Efficiency Plan
- Business Transformation
- Organisational Development
- Land use planning
- Economic Development
- Destination Management
- Customer Service

1.3 **Drivers for asset management** – The main drivers for asset management within ENC are:

- To ensure fit for purpose assets to support service delivery now and in the future as the services evolve to reflect changes in:
  - The districts demographic profile
  - Broader socio-economic trends.
  - Customer Services Strategy
  - The needs of our communities
  - Technology
  - Environmental pressures
  - Political and governance structures relating to the district
  - To generate income to support the delivery of the MTFS

- To provide leadership, and an example to others, in the development of place through driving new developments that set a high quality standard for design and delivery
- To ensure our assets are maintained to a high standard with a clear asset management budget and maintenance programme in place

**1.4 Best practice** – The development of this policy has involved reviewing best practice from across all sectors. This will be continued through to delivery to ensure a culture of continuous improvement underpins the Council’s approach to asset management.



## 2. Policy

**2.1 Outcome** – By 2021 the Council will have an asset portfolio that enables:

- Effective service delivery at the most appropriate locations to meets the needs of service users
- Growth in income from assets as a proportion of the MTFS to support service delivery
- Faster delivery of high quality residential and commercial development on council owned land to meet the demands of residents and businesses.

**2.2 Status** – The current position relating to the above is characterised by:

- Significant savings have been made through delivery of an efficiency plan
- Major investment of a Rushden town centre site to generate income and secure interest into a strategic site as basis for driving redevelopment and reconfiguration of the town centre
- Asset management strategy that in recent years has focused on disposal of land assets to developers which have generated capital receipts
- Piecemeal and market led approach to disposal of assets which has seen the most viable sites being sold with the Council being left with the more difficult sites.
- Several surface car parks sites that do not reflect the current and changing demands of the town centres they serve
- Several ransom strips that are not currently being utilised
- A treasury strategy that is focused on low risk investments
- Ambition to undertake more direct development to set the pace and tone of development but as yet there is no mechanism for taking this forward.
- Plans for a new Enterprise Centre are underway which will set quality standards in design, provide space for new businesses and generate revenue that will support service delivery
- Work environment for Council services does not reflect current best practice in office design and does not make the best use of the space available.
- The need for a robust asset management programme and delivered by appropriate contractors.

**2.3 Policy** - To move the Council from its current position described in section 2.2 towards to desired outcome presented in section 2.1 the following policy will be pursued:

The council will focus its asset management on 2 distinct but interrelated work streams:

- Asset Planning - Producing an asset plan for each asset to consider current and potential use and all associated resource and service implications including matters of maintenance, performance management, estate management, risk, income generation and economic, environmental and social implications.
- Asset Development - Rationalising and developing its assets which will include keeping all assets under review and, where appropriate, acquiring and disposing of assets and developing assets to provide a range of residential, commercial and mix use development schemes.

Appendix 1 details the action plan up until March 2021 to take forward the work streams presented in the policy. This action plan presents the headline actions, leads and timeframes under each work stream. The detail of the headline actions will be worked up through a combination of the Council's project management process, briefing notes and reports to committee.

### 3 Next Steps

**3.1 Governance and management arrangements** – All decisions relating to the implementation of this strategy will be taken via the formal committee process with the Asset Management Strategy Working Party taking a more detailed oversight of the delivery of the action plan:

- Council – Oversight of decision making process
- Policy and Resources Committee – Approval of Policy
- Finance Sub Committee – Recommendations on decision making on project proposals
- Asset Management Strategy Working Party – Oversight of action plan delivery; reviewing and revising where required
- Corporate Management Team – Oversight of project development
- Other groups will be established as required

**3.2 Processes and procedures to support delivery** – The delivery of the strategy will be overseen by the Head of Economic and Commercial Development with support from a range of internal and external resources. This will include, for example, involving the Northamptonshire Property Group in exploring joint initiatives regarding public sector assets,

Internally, it is proposed that a virtual commercial team is set up to oversee the day to day management of the delivery of this strategy. It is suggested that this includes:

- Head of Economic and Commercial Development (HECD)
- Section 151 Officer
- Finance Manager
- Facilities Manager
- Property Management Contractor (to be procured)
- Specialist Legal advice as required

Other officers will be involved on an ad hoc basis depending of the focus of the work being undertaken. The team will report through to CMT to ensure all services areas have an oversight and input into the delivery of the action plan.

## Appendix A – Action Plan to 2021

Work Stream	Headline Actions	Lead	Timeframe
WS1 – Asset Planning	1. Asset Plan – Undertake a review to understand current conditions and maintenance requirements of each asset	FM	Dec 18
	2. Facilities Plan – To programme works to be undertaken on all assets as part of the budgeting and service planning process	FM	Oct 18 (Annually)
	3. Produce an annual asset statement to report on: <ul style="list-style-type: none"> <li>• Number / value of assets held</li> <li>• Rent and yield levels</li> <li>• Statutory duties</li> <li>• Income generated</li> <li>• Economic, environmental and social implications</li> <li>• Maintenance undertaken</li> <li>• Disposals</li> <li>• Acquisitions</li> <li>• Developments</li> <li>• Voids</li> <li>• Risks</li> <li>• Estate management matters</li> </ul>	FM	Nov (each year)
WS 2 – Asset Development	4. Asset acquisitions/ disposals	HECD	On going
	5. Produce Car Parking Strategy	FM	Feb to Oct 18
	6. Deliver the Enterprise Centre project	HECD	Jan 18 to Mar 20
	7. Review use of Council offices	HECD	Feb 18 to Mar 19
	8. Explore joint venture options	HECD	Aug 18 to Mar 19 Spring 19

	9. Ransom Strip Delivery Strategy		
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**Note** – This work programme will be reviewed annually and updated as required.

**Asset Management Strategy Working Party**

**Draft Minutes of meeting held on Wednesday 28<sup>th</sup> February at 11.30am in the CX Office**

**Present**

<b>Councillors</b>	<b>Richard Lewis</b>	<b>CIrRL</b>
	<b>David Brackenbury</b>	<b>CIrDB</b>
	<b>Steven North</b>	<b>CIrSN</b>

**Also in attendance**

<b>Head of Economic and Commercial Development</b>	Greg Macdonald	GM
<b>Head of Customer and Community Services</b>	Julia Smith	JS

*Minutes – Charlie Christmas, Democratic Service and Corporate Support CC*

		<b><u>ACTION</u></b>
<b>1.</b>	<b>Apologies and introductions</b>	
1.1	Apologies were received from Sharn Matthews, Paul Bland and Matt Lineham	
<b>2</b>	<b>Minutes of the last meeting</b>	
2.1	The minutes of the meeting held on November 20 <sup>th</sup> 2017 were agreed as a true and accurate record, subject to an amendment in paragraph 2.1, referencing the appointment of the Deputy Chair as Councillor Richard Lewis.	
<b>3</b>	<b>Declarations of Interest</b>	
3.1	No declarations were made.	
<b>4</b>	<b>Review of Draft Asset Management Strategy</b>	
4.1	The aim is to have a portfolio of assets in place by 2021 in order to drive service delivery and enable growth in income from those assets, as well as using them to deliver high quality residential and commercial development. A number of acquisitions (and disposals) are currently underway, as we move forward towards achieving the aims as set out in the Strategy.	

4.2	The next steps were considered, and it was confirmed that the Strategy will be submitted to FSC and then P&R for consideration. The ASMWG to review, revise and drive forward the action plan. .	
<b>5</b>	<b>Review of Draft Asset Management Plan</b>	
5.1	The Plan is a work in progress, and will be brought to the September meeting of this Working Group for review, with an aim to getting it signed off in December. The work plan to be updated, and information pertaining to some Rushden sites as details in previous FSC reports and the Asset Monitoring Report from March 2017 to be obtained.	CC
<b>6</b>	<b>Car Parking Strategy</b>	
6.1	A condition and use survey will be carried out, the results of which will influence the strategy going forward.	
6.2	The enforcement of car parking regulations was discussed, where it was noted that if it is private land owned by East Northamptonshire Council, any monies generated from fines within those car park would be ours to keep. It was also noted that it would be expensive to establish our own car parking enforcement service, with no income being generated to supplement this, aside from any parking fines.	
<b>7</b>	<b>Site Development Strategy</b>	
7.1	This forms part of the discussions around commercialisation work. Corby is looking at working on some of their own sites, and we may be able to utilise their existing infrastructure bring forward some of ENC sites.	
7.2	GM to explore the options, and bring these back to the September meeting of this Working Group. GM to update Members on any developments. GM to meet with Nick Bolton in April.	GM CC
<b>8</b>	<b>Ransom Strips</b>	
8.1	A review of the Ransom Strips is ongoing.	
<b>9</b>	<b>Any Other Business</b>	
9.1	GM presented a briefing note, detailing current issues for consideration: <ul style="list-style-type: none"> <li>Rushden Centre – the new lease has yet to be signed, concerns were raised regarding the amount of time that has elapsed, and GM is chasing this matter. There are several options to consider going</li> </ul>	

	<p>forward on how to best utilise the site. Matt Lineham to speak to the agent and present details of the options.</p> <ul style="list-style-type: none"> <li>Thrapston offices – there will be a phased approach to the reconfiguration of the office accommodation; agile working will also be promoted. A meeting to be arranged for the Business Transformation Group in the next few weeks.</li> </ul>	ML  CC
9.2	GM made Members aware of the proposal to introduce electric charging points in a number of car parking spaces at the Thrapston offices. It was agreed that GM should explore this further and report back with a detailed and costed proposal.	GM
<b>10</b>	<b>Dates for future meetings</b>	
10.1	The next meeting will take place on Wednesday 13 <sup>th</sup> June, at 10am in the Members Room.	



## Terms of Reference

### East Northants Enterprise Centre Working Party

#### 1 Purpose

1.1 This working party has been created to oversee, inform and drive delivery of the East Northants Enterprise Centre (the Project) with regards to funding, design, procurement and communications.

1.2 The Working Party will be councillor led but will include key officers tasked with providing information and liaison with key partners. It will provide a forum for discussion and distillation of options and approaches and for ensuring the responses are compiled in a timely manner.

1.3 The Working Party has no statutory role and has no formal decision making powers. It will make recommendations to Finance Sub-Committee regarding:

- Submission of ERDF bid (including agreement of ENC match funding)
- Procurement of Construction and Operator contracts
- Designs ready for planning application submission
- Award of operating contract (subject to planning and funding)
- Award of construction contract (subject to planning and funding)
- Signing of ERDF funding agreement

#### 2 Membership

2.1 The Working Party will comprise of the Chair and three other councillors drawn from Finance Sub Committee. It will be advised by the Head of Economic Development and Finance Manager, together with other officers as appropriate.

2.2 The Working Party will be serviced by East Northamptonshire Council.

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

#### 3 Meetings

3.1 Working Party meetings will take place when required. The business of the meeting shall be set out in an agenda and notified to members of the Working Party five days in advance of the date of the meeting. At least 2 members of the Working Party will need to be present for the meeting to be quorate.

3.2 The Working Party will chaired by the Leader, with the Deputy Leader acting as Deputy Chair.

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

3.4 The minutes of the previous meeting shall be submitted for agreement at the start of

every meeting.

3.5 In order to provide for free and frank discussions, reports and minutes will be confidential to the Working Party until otherwise agreed by the Working Party. Once no longer considered confidential, reports and minutes will be published on the Council's website.

#### **4 Members' Responsibilities**

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

#### **5 Voting**

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

#### **6 Variation of the Terms of Reference**

6.1 These Terms of Reference may be altered by vote at (full) Council.

# LICENSING COMMITTEE

Date: 18 April 2018

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

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

<b>Tony Boto</b>	<b>Gill Mercer</b>
<b>Richard Gell</b>	<b>Steven North</b>
<b>Helen Howell</b>	<b>Geoff Shacklock</b>
<b>Dorothy Maxwell</b>	<b>Peter Wathen</b>
<b>Andy Mercer</b>	<b>Pam Whiting</b>

## 484. WELCOME

The Chairman welcomed Samantha Edmunds, Health Protection Manager and Emma Matthews, Licensing Compliance Officer to their first meeting of the Committee.

## 485. APOLOGIES FOR ABSENCE

There were no apologies for absence.

## 486. MINUTES

The minutes of the meeting held on 25 October 2017 were approved and signed by the Chairman as a correct record.

## 487. DECLARATIONS OF INTEREST

There were no declarations of interest.

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

There were no questions by Members under Council Procedure Rule 10.3.

## 489. ENTERPRISING EAST NORTHANTS – BUSINESS CHARTER

The Head of Economic and Commercial Development gave a brief presentation on the Enterprising East Northants Business Charter. The Business Charter was a key work stream for Enterprising East Northants and gave our commitment to:

- Promote and support local businesses
- Deliver the highest quality of service for businesses
- Provide value for money
- Seek the views of businesses to help plan services

- Deal with businesses honestly and with integrity

These commitments would be delivered through joint working arrangements which included a Business Support Group, made up of council officers from across all services, and an external Economic Group, made up of representatives from the Council and businesses.

#### **490. LICENSING PROTOCOL AND REPORTING OF LICENSING PANEL DECISIONS**

The Monitoring Officer presented a report on the draft Licensing Protocol which had been proposed by the Licensing Protocol Working Party.

The Working Party had met on three occasions and proposed to revise the format of the Protocol to align with the Planning Code. The main revisions related to:

- Consistency in wording throughout the document.
- Strengthening the requirements regarding Councillors being suitably trained and required to attend Hearing pre-meetings before being able to participate in licensing decisions.
- Ward Members to be notified of Hearings relating to premises within their Ward.
- A reserve member to be appointed to Licensing Panel Hearings and to serve on the Panel if required to do so.

A review of the practice for publishing the minutes of Panel Hearings had also been undertaken following recent complaints relating to a licensing review. Currently, minutes of Panel Hearings were submitted to the next available Council meeting for noting, but this could involve a delay of several weeks depending when the Hearing fell in the cycle of meetings. The content of the minutes may also need to exclude any information which fell under the provisions of Part 1 of Schedule 12A of the Local Government Act 1972, when the Hearing was held in the absence of the public and press.

As a result of the review of the process, the following process would now be adopted for reporting Panel decisions in future:

- i) As soon as possible after the Hearing is held, the decision notice which was produced and read out at the Hearing would be published on the Council's website, excluding any "exempt" information;
- ii) The minutes of the Hearing would be submitted to the next available Council meeting for noting as was done now. These minutes would consist of a brief summary of the proceedings and incorporate the decision notice, excluding any "exempt" information.
- iii) A comprehensive record of proceedings at the Hearing would be produced to provide a full account of the Panel's deliberations. This record would be used to defend any appeal or to address any other action arising from the Hearing, but would otherwise be considered confidential.

During discussion on the item, Members proposed a number of amendments to the draft protocol to aid with clarity of the document:

- i) Paragraph 1.7 – "Members of Licensing Panels are required to attend the pre-meeting held immediately prior to the commencement of the Hearing in order to ensure that they are aware of all **procedural** information relevant to the Hearing."

- ii) Paragraph 1.8 – “A reserve member will be appointed to licensing Hearing Panels and **will be required to attend pre-meetings** to serve on the Panel if required to do so.”
- iii) Paragraph 1.17 – “Failure to undertake the initial training offered or persistent failure to undertake any further training by councillors who are members of the Committee will result in disqualification from ~~the Committee~~ **servicing on Panels**.”

**RESOLVED:**

- (i) To endorse the draft Licensing Protocol for submission to the Governance and Audit Committee, subject to the amendments agreed by the Committee; and
- (ii) That the revised procedure for reporting decisions of Licensing Panel Hearings be noted.

*(Reason: To ensure the continued relevance and appropriateness of the Council's policies and procedures.*

**491. TAXI LICENSING UPDATES**

The Health Protection Manager presented a report which provided Members with updates on a number of taxi licensing matters.

Taxi Fare Increase

In January 2017, the taxi trade had requested a fare increase. The request was brought back to the Policy and Resources Committee in February 2018 to consider following public consultation, which had favoured a single staged fare increase. Following approval by the Committee, the fare increase would be implemented in April 2018, subject to the consideration of any objections following publication of the new fares in a local newspaper.

Taxi Policy Consultation – Removal of the “Grandfather Rights”

In September 2017, a report was taken to the Policy and Resources Committee in relation to proposed changes to the taxi policy which included removal of the ‘Grandfather Rights’ held by 36 Hackney Carriage vehicle plates. A consultation was approved by members and ended in December 2017. There were four individual responses to the consultation and a petition with 52 signatures, which all focussed on the removal of the ‘Grandfather Rights’. On the 12 March 2018, a report was taken to the Policy and Resources Committee which included a proposal to remove the ‘Grandfather Rights’. Four individuals, including the taxi trade and Hackney Carriage users, spoke during the meeting. The taxi trade had asked that the decision be deferred to allow them to form a Taxi Trade Association. The Hackney Carriage users raised concerns regarding those with mobility issues who were not wheelchair users being able to easily get into and out of wheelchair accessible vehicles.

The effect of removing the ‘Grandfather Rights’ would be that all Hackney Carriages would need to be wheelchair accessible vehicles. Currently our policy was not a level playing field as those with the current ‘Grandfather Rights’ plates did not need to be wheelchair accessible vehicles. However other Hackney Carriage vehicles, of which there were currently four, were wheelchair accessible vehicles. Under Section 163 of the Equalities Act 2010, there was a legal requirement for all Hackney Carriage vehicles to be wheelchair accessible vehicles, although this provision was yet to be enacted.

Members noted that in the case of R v Manchester City Council, ex parte Reid and McHugh 1989, the City Council had increased the size of its Hackney Carriage fleet by 100 vehicles and imposed a condition that all vehicles were required to be London-style cabs and wheelchair accessible vehicles. The condition was challenged and at Judicial review it was held that a policy that Hackney Carriage licences could only be granted to wheelchair accessible vehicles was lawful.

The decision of the Committee was to defer the removal of 'Grandfather Rights' and the matter would be brought back to the Policy and Resources Committee for consideration at its June meeting.

#### Development of New National Taxi Database

The Local Government Association had commissioned the development of a National database of Hackney Carriage and Private Hire Vehicle driver license refusals and revocations. The new database would allow councils to record details of where a driver's licence has been refused, revoked or suspended and allow local authorities to check new applicants. The database was being developed and hosted by the National Anti-Fraud Network (NAFN) and was a subscription based service providing a range of data and intelligence services. Annual corporate membership for 2018-19 would be £1,050 and the Revenues and Benefits department of the Council would also benefit from us joining NAFN for the recovery of Council Tax, Business Rates and Housing Benefit debts and also in supporting investigations of Council Tax fraud. All the other six Local Authorities in Northamptonshire had NAFN membership.

During discussion on the item, Members gave full support to the Council subscribing to NAFN as it would assist in our duty of protecting the public. However, it was suggested that consideration should be given to recovering the costs of the subscription through fees going forward. In response to a question about the status of the ECINS database, PC David Bryan advised that the database was still being used by the police, but more for collecting information. Councils could ask for access to the database but a lot of the information was sensitive personal information. It was confirmed that we did use ECINS for anti-social behaviour and safeguarding type work.

#### **RESOLVED:**

- (i) That the report be noted; and
- (ii) That the Committee support ENC joining the National Anti-Fraud Network.

*(Reason: To seek members views on joining the NAFN.)*

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

#### **RESOLVED**

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

**493. PRESENTATION BY THE IMMIGRATION SERVICE**

The Chairman welcomed Andy Morfill from the Immigration Service to the meeting who gave an overview of the work of the Immigration Service, including their new powers as a responsible authority in licensing and how they could support the police and council in their licensing duties.

**494. REVIEW OF LICENSING PANELS**

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

**RESOLVED**

That the report be noted.

**495. CHAIRMAN'S THANKS**

The Chairman advised the Committee that he would be standing down as Chairman for the next municipal year and he wished to thank all Members and Officers who had supported him during his time as Chairman. In response, the Vice Chairman thanked the Chairman for all of his work on behalf of the Committee and stated that he would be a hard act to follow.

**Chairman**

# PLANNING POLICY COMMITTEE

**Date:** 23 April 2018

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

**Time:** 7.30pm

**Present:** Councillors: David Brackenbury (Chairman)  
Tony Boto (Vice-Chairman)  
David Jenney (Deputy Leader of the Council)

Wendy Brackenbury Marian Hollomon  
Val Carter Gill Mercer  
Sylvia Hobbs Jake Vowles

## **496. WELCOME**

The Chairman welcomed Joanne Spurrell, Planning Policy Officer and Chris Spong, Housing and Planning Officer to their first meeting of the Committee.

## **497. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Marika Hillson, Steven North, Sarah Peacock and Pam Whiting.

## **498. DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **499. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 19 February 2018 were approved and signed by the Chairman.

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

There were no questions submitted under Procedure Rule 10.3.

## **501. TRESHAM GARDEN VILLAGE MASTERPLAN AND DELIVERY STRATEGY**

The Head of the North Northamptonshire Joint Planning Unit presented a report which sought the Committee's feedback on the consultation Masterplan and Delivery Strategy which had been prepared for Tresham Garden Village and sought endorsement of its conformity with Policy 14 of the North Northamptonshire Joint Core Strategy (JCS).



Development of the Masterplan and Delivery Strategy had been facilitated through a close working relationship between local members, officers and the promotion team via a number of working groups. A Technical Steering group had been established with a focus on driving masterplanning, viability and delivery activities. This was supplemented by the independent OPUN Design Review Panel, which comprised an interdisciplinary panel of experts which reviewed the Masterplan at key stages. These work streams were reported to the Project Board which had been established to shape the development proposals, including agreeing the key outcomes and project plan, and ensuring a policy compliant masterplan and delivery strategy. The Board had also ensured that key local concerns associated with development at the site, such as traffic generation and flood risk, had been considered in the development of the Masterplan and Delivery Strategy, recognising that further detailed technical work would be required for any subsequent planning application.

Homes England's viability consultant GVA had also undertaken a viability assessment of the masterplan proposals and indicated that it should be possible to deliver a viable development, to the standards proposed, provided that funding could be secured to meet the high up-front costs of infrastructure, and that the landowner took a reasonable and long-term approach to land value receipts. The Council's recent bid for Housing Infrastructure Funding to assist with infrastructure costs had been unsuccessful, largely on prematurity grounds given that no planning permission were in place, but Homes England had reiterated its support for the Garden Village and officers were continuing to work with the promoters to explore potential funding sources.

The site promoters had recently completed a six week consultation on the draft Masterplan and Delivery Strategy. This had included a number of public exhibitions where the promoters' consultancy team were in attendance to discuss the proposals and background work and officers of the JPDU were also present. Following the end of the consultation process, responses would now be reviewed by the promoters and the Project Board, with a view to making amendments to the Masterplan and Delivery strategy as necessary. The aim was to report the final Masterplan and Delivery Strategy to a special meeting of the Council in June for endorsement. If agreed, this finalised masterplan and delivery strategy would be an important material consideration when determining the subsequent planning application, which the promoters intended to submit in summer 2018.

As the Masterplan and Delivery Strategy was a draft document, there were still a number of issues to be addressed ahead of the submission of a planning application. These included the strategy for secondary school provision, the most appropriate Energy Strategy to follow, Stewardship arrangements and highways and drainage adoptions. These issues continued to be developed by the promotion team and would be aided by relevant responses received to the consultation. Notwithstanding these outstanding issues, officers were satisfied that overall, the Masterplan and Delivery Strategy conformed to the requirements of JCS Policy 14.

During discussion on the item, Members highlighted local residents concerns, especially in Benefield and Weldon, at the proposed accesses to the site, particularly about traffic going through Benefield. In response to a question about housing infrastructure funding, officers confirmed that Housing England were supportive of the scheme and asked to be kept informed of progress and when further funding was available the Council would apply. It was noted that a fleet of electric community buses was being proposed, and Members questioned who would be funding that element of the scheme. Officers explained that they were looking to explore this with the promoters and looked to engage with commercial operators to seek some commercial interest.

## RESOLVED

- (i) To support the draft Masterplan and Delivery Strategy for Tresham Garden Village; and
- (ii) To confirm that the Committee is satisfied that, subject to the resolution of outstanding issues, the draft Masterplan and Delivery Strategy are in general conformity with Policy 14 of the North Northamptonshire Joint Core Strategy.

*(Reason: To provide the Committee's input on a strategic development proposal, which is being progressed in accordance with Policy 14 of the JCS.)*

### **502. BRIGSTOCK ARTICLE 4(1) DIRECTION**

The Senior Conservation Officer presented a report which provided Members with the outcome of the consultation on the making of an Article 4(1) Direction in respect of the Brigstock Conservation Area and to recommend confirmation of the Direction.

The Committee had previously approved consultation on a proposal to make an Article 4 Direction in respect of the land which formed the Brigstock Conservation Area. A six week consultation period had commenced in January 2018. Three responses had been received as part of the consultation; one from Historic England and two from owners/occupiers. The comments received had related to the boundary of the conservation area and that the wording of the one of the classes was believed to be overly restrictive.

It was proposed that the Direction would come into force on 1 June 2018.

It was noted that the Council may be liable to pay compensation to those occupiers whose permitted development rights had been withdrawn if the Council:

- Refused planning permission for development which would have been permitted development if it were not for an article 4 direction; or
- Granted planning permission subject to more limiting conditions than the GDPO would normally allow, as a result of an article 4 direction being in place.

Compensation would only be payable in respect of planning applications made within 12 months beginning on the date that the direction took effect. It was not anticipated that it would be a significant amount should there be a claim, since it was measured on the capital value of the property had the planning permission been granted, compared with the capital value of the property without. The compensation did not include any element for the expenses incurred by the applicant in attempting to obtain planning permission.

The proposals also gave rise to expenditure relating to the administration of planning applications which arose through the direction, since the Council did not currently charge for them. These costs would be met through the existing Development Management budget.

During discussion on the item, Members queried whether the Council would look at charging applicants if the number of applications rose and how and who would assess any compensation. In response, officers confirmed that the Council could now charge up to around £250 per application and this could be looked at if necessary through a review of fees and charges. With regards to compensation, assessments would be undertaken by the District Valuer and would be based on the capital value of the property.

## RESOLVED

That the Brigstock Article 4 Direction be confirmed.

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

### **503. REVISION TO THE LOCAL DEVELOPMENT SCHEME 2018-2021**

The Planning Policy and Conservation Manager presented a report which sought agreement for a revision to the Local Development Scheme.

Following the resolution of Council on 11<sup>th</sup> April 2016 to produce a single District-wide Local Plan, officers had reported on progress and issues arising to the Committee on a regular basis.

The setting out of key milestones for taking forward the Local Plan had been agreed by the Committee at its meeting in February 2017 and set out the purpose, scope and project plan for the District Wide Local Plan in the form of a revised Local Development Scheme (LDS). Officers had provided a comprehensive progress update on the Local Plan at the meeting of the Committee held in July 2017 and that report made clear that further revisions would be required to ensure that the LDS accurately reflected the timetable for its preparation.

Following the Regulation 18 consultation early in 2017, key stages of work had been undertaken and included a series of local plan workshops, developing the evidence base and assessing housing allocation delivery. The Planning Policy Officer post, which had been vacant since July 2017, had now been filled with the officer commencing in April and who would provide key assistance in progressing the Plan to adoption.

Revisions were now required to the LDS to ensure it provided an up to date timetable indicating the major milestones for taking the Local Plan through to adoption. A summary of the revisions is:

Stage	Timescale
Formal Commencement/Consultation on the scope of the Part 2 Local Plan/Call For Sites, including Issues/Options Consultation (Regulation 18)	Undertaken January- March 2017
Pre-submission consultation	April/May 2019
Submission of Plan to Secretary of State	June 2019
Examination of Plan	November 2019
Modifications to the Plan	January/February 2020
Receipt of Inspectors Report	April 2020
Adoption of Plan	June 2020

The main costs associated with preparation of the Local Plan were the evidence base and the examination process, in particular ensuring that the tests for examination were met to ensure a sound plan and sufficient resourcing would be required to ensure these elements of the plan were properly resourced. In particular, resourcing of the examination costs would need to be met in the financial year 2019/20. Resourcing of the evidence base would largely be provided through existing revenue budgets. However, resourcing of the Plan after submission, particularly meeting the costs of contracting the Planning Inspectorate to undertake an examination were not currently identified through the medium term financial strategy.

During discussion on the item, Members highlighted that no dates had been included for the Committee to consider the draft document, prior to its consultation. Officers confirmed that a series of meetings would be programmed to ensure detailed review of the document prior to consultation. Members also noted that the revised LDS was showing an adoption date of June 2020 and queried what would happen if the document was not adopted prior to any local government reorganisation and that the timing of local elections should be added as a risk to the project plan. Officers clarified that any new council would need to adopt the document if it was not adopted before reorganisation.

## **RESOLVED**

That the revised timetable to the preparation of the District Wide Local Plan be approved.

*(Reason: To inform the legislative requirements, which are to be included in the revised Local Development Scheme.)*

## **504. NEIGHBOURHOOD PLANNING UPDATE**

The Principal Planning Policy Officer presented a report which informed the Committee as to the current status of the submitted Neighbourhood Plans for Rushden, Glapthorn and Brigstock. It also provided information as to those Neighbourhood Plans that were anticipated to be published for consultation in 2018.

Following the publication of the final Examiner's report for the Rushden Neighbourhood Plan, a referendum would now take place on 24 May 2018. The Glapthorn Neighbourhood Plan was currently under examination, with a possible referendum set for 5 July 2018. The Brigstock Neighbourhood Development Plan had been submitted for independent examination.

In December 2017, Glapthorn Parish Council formally submitted the Glapthorn Neighbourhood Plan for examination. The Regulation 16 consultation had taken place between 12 January – 26 February 2018 and 10 responses had been received. The independent examination for the Plan had commenced in early March 2018.

On 5 March 2018, Brigstock Parish Council formally submitted the Brigstock Neighbourhood Development Plan for examination. Alongside the draft Neighbourhood Plan itself, the Parish Council had also submitted a suite of other documents, in accordance with Regulation 15. These included the Basic Conditions Statement and Consultation Statement. Officers had reviewed the set of submission documents and had written to the Parish Council to confirm that it was satisfied that the submission draft version of the Neighbourhood Plan and associated documentation fulfilled all of the relevant statutory requirements. The Regulation 16 consultation had commenced on 6 April 2018 with a closing date for representations of 21 May 2018. An Examiner had been appointed for the Neighbourhood Plan and he would commence his examination in June 2018. Officers would review the Regulation 16 consultation feedback, with a view to reporting this to the next Planning Policy Committee meeting.

Further Neighbourhood Plans were expected to come forward for consultation and potential submission during 2018. The King's Cliffe Neighbourhood Plan, which was published for Regulation 14 consultation in July 2017, was likely to be submitted for examination in the near future. The Oundle Neighbourhood Plan had very recently been published for Regulation 14 consultation. The Regulation 14 version of the Barrowden and Wakerley Neighbourhood Plan had been published by Barrowden Parish Council for consultation between 14 April and 26 May 2018. Preparation for the Plan had been led by Barrowden

Parish Council on behalf of Wakerley Parish Meeting and it was intended that an officer response to the draft Plan would be prepared.

In response to a question from Members, Officers confirmed that the promotion for the Rushden referendum would be led by the Town Council, however as it would be a full election, poll cards would be sent out by ENC to residents informing them of the referendum. Members noted that the Council received £20,000 for each Neighbourhood Plan to cover the cost of referendum and enquired whether the funding would meet the costs of a large referendum for Rushden. Officers confirmed that there was a slight risk that Rushden would run at a slight loss but this would be balanced by the much smaller referendum for Glapthorn.

Members wished to place on record their thanks to all Members, officers, particularly Michael Burton and parish and town councils for all their work in bringing forward Neighbourhood Plans.

**RESOLVED** that:

- (i) the current stage in preparation of the Glapthorn Neighbourhood Plan 2016-2031 and the summary of Regulation 16 consultation responses be noted;
- (ii) the current stage in preparation of the Brigstock Neighbourhood Development Plan 2011-2031 be noted; and
- (iii) the progress of other Neighbourhood Plans that are anticipated to come forward during 2018 be noted.

*(Reason: To support the forthcoming Glapthorn and Brigstock Neighbourhood Plans through examination.)*

## **505. 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
- Historic Conservation
- Tresham Garden Village
- Rushden East SUE
- Working Groups
- SPA Mitigation Strategy SPD

During discussion on the item, Members noted that further detailed policy announcements on developer contributions had been recently published by the Government. Officers confirmed that consultation on the proposals was currently underway and a link to the consultation documents would be circulated, along with a briefing note for all Members. Consideration was currently being given as to how to respond.

**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: 25 April 2018

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  
Sylvia Hobbs Robin Underwood

## External attendees:

Rachel Ashley-Caunt For Agenda Item "Internal Audit - Progress and Performance"  
(Head of Internal Audit)

Tony Crawley For Agenda item "External Audit Progress Report"  
(KPMG – the Council's  
External Auditors)

## 506. APOLOGIES FOR ABSENCE

No apologies for absence were received.

## 507. MINUTES

The minutes of the meeting held on 28 March 2018 were approved and signed by the Chairman.

## 508. DECLARATIONS OF INTEREST

No declarations of interest were made.

## 509. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

## 510. 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. It was noted that reports had been finalised for all assignments which had been agreed with the Council's management team with the exception of one assignment (cyber security) which the management team had requested be deferred to 2018/19 and the procurement compliance testing where evidence had not yet been provided by officers to enable testing to be completed.

The Committee expressed serious concern at the deferral of the cyber security audit and considered that it should be given priority in Quarter 1 of the 2018/19 Audit Plan, notwithstanding the pressures on the IT service. The Executive Director (Resources and Commercial) outlined the reasons for the deferral and assured the Committee that the audit would be completed in the first quarter of 2018/19. It was noted that security software upgrades and subsequent testing had been implemented during the last month with satisfactory results.

The Executive Director (Resources and Commercial) informed the Committee that the agreed Audit Plan would need to be reviewed in light of the local government reform proposals for Northamptonshire to ensure that the Plan remained fit for purpose. A report would be submitted to the next meeting of the Committee to enable the Committee to review the Audit Plan and consider any resourcing requirements needed as a consequence of the review.

**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)*

**511. RISK MANAGEMENT UPDATE – QUARTER 4 (2017/18)**

The Head of Resources presented a report on the Council's current risk scores for Quarter 4 of 2017/18.

With reference to the risk score for "Failure to meet corporate health and safety requirements" (CORP 020) the Committee expressed concern that this risk did not have a higher priority and the Head of Resources undertook to speak to the risk owner to ascertain the reasons for this and report back to the Committee.

The Committee were conscious of the immanent implementation of the General Data Protection Regulations and considered that they were not sufficiently well informed of the implications arising from this and requested that a report be brought to the next meeting of the Committee providing an overview of GDPR implementation.

**RESOLVED:** That

the current status of risks included in the report for period to March 2018 be noted.

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

**512. EXTERNAL AUDIT PROGRESS REPORT**

Tony Crawley of KPMG presented a report providing the Committee with an overview of progress by KPMG in delivering their responsibilities as the Council's external auditors.

The report highlighted a summary of progress against 2017/18 audit deliverables and the 2017/18 Audit Deliverables.



**RESOLVED:** That

the report be noted.

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

### **513. PROGRESS ON IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS**

The Head of Resources presented a report providing current information on the progress made on the implementation of internal audit recommendations as at March 2018.

A summary of the overdue actions was submitted and it was noted that there were currently five medium and three low priority recommendations outstanding from 2016/17 and for the 2017/18 audits under the revised categories of prioritisation, there were five important and eight standard priority recommendations outstanding.

The Head of Resources provided the following updates on the outstanding audit recommendations:

Corporate Counter Fraud Arrangements		The Executive Director would provide an update to the Committee at its next meeting.
Safeguarding	Designated Safeguarding Officer contacts the Northamptonshire Safeguarding Adults Board to arrange ENC representation at the relevant sub-committees.	Northamptonshire County Council had reviewed this without District Council input. A response had been sent to NCC and a reply was awaited.
Safeguarding	Assign responsibility for safeguarding arrangements to a Member or committee. Best practice guidance advises that the Council allocate a specific committee or Member responsibility for the Council's safeguarding arrangements in order to ensure that the Council are equipped to fulfil its responsibilities.	Council would be asked to include this in the Committee's Terms of Reference.
Safeguarding	List the CDO as a key contact point in the safeguarding policy. The Community Development Officer should be listed as a key contact in the 'Early Help' and 'Safeguarding' policy and procedural documentation.	This had now been completed.
Safeguarding	Right to work checks - In line with best practice it is recommended that Right to Work checks are completed prior to the employee commencing duties. Council procedures should be amended to reflect this.	An update on this would be given at the next meeting of the Committee.
Safeguarding	Enhance procurement documents and training material to ensure safeguarding arrangements are considered.	This would be completed by 30 April 2018.

	Review of Changes to Employee Master Data Report.	The process was in place and commenced on 1 April 2018.
Payroll	HR Manager to send monthly update to the Finance Manager and Payroll Manager to confirm the result of the audit and any actions required/taken.	
Procurement Contract Management	Review of contracts register	The new contract would be in place from 1 May 2018.
Fire Safety		Additional support was being sought to cover the Facilities Manager post

With regard to the outstanding recommendations on the audit of "IT Service Desk, Software Licensing and Asset Management 2015-16" the Committee expressed concern that the original implementation date for these recommendations was 29 February 2016 and this had extended into 2018/19 as part of the ICT Strategy programme.

The Committee requested that a presentation be given at its next meeting to aid the Committee's understanding of the issues involved.

With reference to the outstanding recommendations on Fire Safety, the Committee expressed concern that health and safety matters were not being taken as seriously as they should be and they needed to be given a higher priority and staff absences should not prevent actions being taken.

The Executive Director (Resources and Commercial) undertook to contact the Head of Commercial and Economic Development to ensure actions were implemented and given the highest priority for the interim Facilities Manager. The Chairman and Vice-Chairman of the Committee would meet with the Executive Director (Resources and Commercial) to discuss the matter prior to a note of the discussions being circulated to Members of the Committee and copied to the Chief Executive and Executive Director and an update would be reported to the next meeting of the Committee.

The Committee was also concerned at the delays in the North Northamptonshire Safety and Resilience Partnership (NNSRP) carrying out actions. The Committee requested that the Corporate Management Team review the Council's relationship with NNSRP to ensure that it remained fit for purpose and report back to the next meeting of the Committee.

**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)*

**R.18 RESOLVED TO RECOMMEND TO FULL COUNCIL:** That

the Terms of Reference for the Governance and Audit Committee in Part 8 of the Constitution be amended to include under Governance an additional paragraph (with consequent renumbering) as follows:

18. To have oversight of the safeguarding arrangements in order to ensure that the Council is equipped to fulfil its responsibilities.

## **Chairman**

# SCRUTINY COMMITTEE

**Date:** 2 May 2018

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

**Time:** 7.30 pm

**Present:** Councillors:- Jake Vowles (Chairman)  
Helen Howell (Vice-Chairman)  
Rosalie Beattie Harriet Pentland  
Sylvia Hughes Roger Powell  
Lance Jones

## 514. MINUTES

The minutes of the meeting of the Scrutiny Committee held on 7 March 2018 were approved and signed by the Chairman.

## 515. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Marika Hillson, Dorothy Maxwell, Janet Pinnock and Geoff Shacklock.

## 516. DECLARATIONS OF INTEREST

No declarations of interest were made.

## 517. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

The following questions were submitted by Councillor Dorothy Maxwell under Procedure Rule 10.3:

1. *Under 430, Car Park Regulations. In Rushden's Neighbourhood (sic) Plan it states that the Town Council owns the car parks in Rushden, is this correct?*
2. *Under item 6, 5.4 - Are we allowed to ask which company owes the council £207k in Business Rates?*
3. *What was the final cost of the report from Deloitte LLP on Unitary Authority? This report was published April 2018.*

The Chairman stated that a written response would be sent to Councillor Maxwell after the meeting.

#### **518. 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.

#### **519. REPORT ON NATIONAL NON DOMESTIC RATES DEBT WRITE OFFS AND OUTSTANDING DEBT AT 31 MARCH 2018**

Further to the verbal report presented to the Committee at the meeting held on 6 March 2017, the Benefits Manager presented a report setting out the amount of National Non Domestic Rates (NNDR) debt that had been written off during the financial year 2017/18 and providing an analysis of outstanding debt at 31 March 2018.

At 31 March 2018, the total business rates arrears amounted to £1,025,447.52. Approximately £334,000 of the amount outstanding was due to 12 businesses at the Rushden Lakes development being billed during February 2018. In addition, approximately £207,000 was for one business that was currently party to a national appeal pending with the Valuation Office Agency. The likely outcome of this appeal was that the one assessment currently in place for the property would be split into 1498 units and Small Business Rates Relief would apply, thereby eliminating this debt.

It was noted that since the preparation of the report, an additional £80,000 had been received from business rates owing to the Council. There would now be one write-off exceeding £25,000 that would need to be reported to the Policy and Resources Committee for approval resulting from the liquidation of a limited company.

As part of cyclical audit work, the Council's Internal Auditors had carried out an audit of Local Taxation in 2016/17 for which "substantial assurance" rating had been given. The Council's collection rates exceeded the national average and the debt write-off level of 0.1% was below the national average. The Committee congratulated the Business Rates team on their performance.

#### **RESOLVED:**

That the position of debts written off for financial year 2017/18 and the latest information on outstanding debts at 31 March 2018 be noted.

#### **520. HOUSE OF COMMONS COMMUNITIES AND LOCAL GOVERNMENT COMMITTEE – REPORT ON THE EFFECTIVENESS OF LOCAL AUTHORITY OVERVIEW AND SCRUTINY COMMITTEES**

A copy of the above report had been circulated to members of the Committee in February 2018, together with a summary of the inquiry process and recommendations made in the report provided by the Local Government Information Unit (LGIU).

The Committee reviewed the issues raised in the report and was content that the Council already met the conditions arising from the proposed revisions to Government guidance on scrutiny committees.

It was considered appropriate for the Council to use its Internal Auditors to provide scrutiny support where necessary. The Committee was also of the view that one issue which should be given further consideration was the appointment of an “independent” Chairman of the Scrutiny Committee.

**RESOLVED:** That

The report be noted.

## 521. REVIEW OF FUTURE WORK PROGRAMME

The Committee considered its work programme for future meetings and the following activities were agreed, although it was noted that the timing of some items might be subject to change.

Meeting date	Activity
6 June 2018	<ul style="list-style-type: none"> <li>• Q4 2017/18 Performance Clinic</li> <li>• Planning enforcement review update</li> <li>• Wellbeing services for residents - Committee requests Head of Environmental Services to attend</li> <li>• Early examination of impact of transition to a Unitary Authority</li> <li>• Impact of closure of Libraries</li> </ul>
5 September 2018	<ul style="list-style-type: none"> <li>• Q1 2018/19 Performance Clinic</li> <li>• Update on community transport review</li> <li>• Review of previous Scrutiny activity.</li> <li>• Housing Associations role in the line management of tenant anti-social behaviour issues</li> </ul>
5 December 2018	<ul style="list-style-type: none"> <li>• Q2 2018/19 Performance Clinic</li> <li>• Update on review of car parking regulations</li> <li>• Update on impact of transition to a Unitary Authority</li> </ul>
6 March 2019	<ul style="list-style-type: none"> <li>• Q3 2018/19 Performance Clinic</li> <li>• Learning from complaints review</li> </ul>
June 2019	<ul style="list-style-type: none"> <li>• Q4 2018/19 Performance Clinic</li> <li>• Waste contract review</li> <li>• Update on review of wellbeing services for residents</li> </ul>
September 2019	<ul style="list-style-type: none"> <li>• Q1 2019/20 Performance Clinic</li> <li>• Update on learning from complaints review</li> </ul>
December 2019	<ul style="list-style-type: none"> <li>• Q2 2019/20 Performance Clinic</li> </ul>
March 2020	<ul style="list-style-type: none"> <li>• Q3 2019/20 Performance Clinic</li> </ul>
June 2020	<ul style="list-style-type: none"> <li>• Q4 2019/20 Performance Clinic</li> <li>• Update on review of waste contract review</li> </ul>

The Chairman referred to changes being implemented in bus services in the District and the Public Transport Review Panel would re-examine this issue in due course.

**Chairman**

# PLANNING MANAGEMENT COMMITTEE

Date: 09 May 2018

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present: Councillors: Phillip Stearn Chairman  
Gill Mercer Vice Chairman

Richard Gell Harriet Pentland  
Roger Glithero JP Geoff Shacklock  
Marika Hillson Robin Underwood  
Barbara Jenney Peter Wathen  
Andy Mercer Pam Whiting

## 521. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Helen Howell, Ron Pinnock, Anna Sauntson and Alex Smith.

## 522. MINUTES

The minutes of the meeting held on 11 April 2018 were approved and signed by the Chairman.

## 523. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

### (a) Declarations of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
Barbara Jenney	18/00532/VAR 3 Northampton Road, Rushden	Has attended a Rushden Town Council Planning Committee meeting when the application was discussed		Yes

### (b) Informal Site Visits

Councillor Robin Underwood declared that he had visited 3 Northampton Road, Rushden (18/00532/VAR).

## 524. QUESTIONS FROM MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.



## **525. SECTION 106 AGREEMENTS AND DELEGATIONS TO HEAD OF PLANNING SERVICES – 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 and on the applications where actions had been delegated to the Head of Planning Services.

Members considered a request by the Planning Development Manager for an extension of time for the Section 106 agreement in respect of application 10/00857/OUT Irthlingborough West until the end of July. It was also noted that LGSS Law had now been instructed in relation to application 16/01431/OUT Nene Business Park.

The progress on delegations to the Head of Planning Services was noted as follows:

- 15/00119/VAR Priors Hall – wording of conditions was in progress;
- 16/01431/OUT Nene Business Park – the wording of the Construction Management Plan condition would be circulated when other matters had been concluded and also to date no archaeological evidence had been submitted by Councillor Hillson. Councillor Hillson clarified at the meeting that she had submitted an archaeological case;
- 17/02559/FUL Rushden Lakes – the revised site plan and wording of the BREEAM condition had now been resolved. The wording of condition 7 was still to be agreed with the applicant following input from the Council's solicitor but should be agreed shortly;
- 18/00349/NCC Upper Higham Lane, Rushden – the wording had been agreed and the objection issued.

### **RESOLVED:**

- (i) That the report be noted; and
- (ii) That the extension of time for the Section 106 agreement in respect of 10/00857/OUT Irthlingborough West until the end of July 2018 be approved.

## **526. PUBLIC SPEAKERS**

The following person spoke on the item as indicated:

- **Councillor D Maxwell** – 18/00532/VAR 3 Northampton Road, Rushden (Ward Member)

## **527. 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) 18/00448/VAR – Nene Business Park, Diamond Way, Irthlingborough**

The Committee considered a variation of conditions pursuant to planning application 15/01191/FUL, development of two buildings to provide an Aldi food retail store and day care centre. The application had been brought before the Committee as it sought to vary a major planning proposal.

The application sought to vary the approved plans by replacing the previously approved footpath link with a footpath in an alternative location and design. As changes were now being proposed to the footpath link/layout, the applicant was also seeking to adjust the lighting and landscaping to suit the revised proposals.

Members noted that both Irthlingborough Town Council and the Local Highways Authority had no objections to the application. The Council's Senior Tree and Landscape Officer had no objection to the submitted landscaping scheme, however it was recommended that a replacement planting condition be attached to ensure that any planting that died or was removed within five years would be replaced.

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.

**(ii) 18/00532/VAR – 3 Northampton Road, Rushden**

The Committee considered the variation of a condition pursuant to planning application 17/00319/REM, reserved matters pursuant to planning application 16/00469/OUT for the demolition of an existing dwelling and outbuildings and residential development of up to nine dwellings. The application had been brought before the Committee as the previous application had been determined by the Committee.

The application sought to substitute some of the drawing numbers to allow a change to the floor plans and elevations for plot 9 to accommodate a small side extension. This extension would mean an amendment to the approved parking layout to re-locate the two approved spaces.

Members noted that Rushden Town Council had objected to the application as they considered that the enlargement of plot 9 would have a detrimental impact on the quality of living for nearby residents and that they had also understood that the proposed variation had already been implemented without prior planning approval. It was noted that the Local Highways Authority had no objection. It was further noted that a number of comments had been submitted by neighbouring residents and letters had also been received from the Ward Member and the applicant's agent.

In response to the Town Council's objections, officers clarified that a site visit had been undertaken where it was confirmed that the proposed variation had not yet been implemented.

During debate on the application, Members did not believe that the proposed variation would cause overlooking on neighbouring properties as it would be a one storey extension which would have no side windows. They also did not believe that the development would constitute overdevelopment as the extension was proposed for one of the properties only and in other circumstances it would have been permitted development. Members welcomed that the tandem parking issue would now be addressed.

Councillor Barbara Jenney clarified that Rushden Town Council's objection had followed a presentation at their Planning Committee which had led Members to believe that the variation had already been undertaken and it was therefore a retrospective application, however it was now clear that work had not yet started.

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**