

# COUNCIL MEETING

**Date:** 9 December 2019

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

**Time:** 7.30pm

**Present:** Councillors:-

Dudley Hughes	(Chairman of the Council)
Helen Howell	(Vice-Chairman of the Council)
Steven North	(Leader of the Council)

Rosalie Beattie	Richard Lewis
Tony Boto	Dorothy Maxwell
David Brackenbury	Andrew Mercer
Wendy Brackenbury	Gillian Mercer
Val Carter	Sarah Peacock
Annabelle de Capell Brooke	Roger Powell
Richard Gell	Rupert Reichhold
Roger Glithero	Geoff Shacklock
Glenvil Greenwood-Smith	Alex Smith
Helen Harrison	Phillip Stearn
Sylvia Hughes	Jake Vowles
Barbara Jenney	Peter Wathen
David Jenney	Colin Wright
Lance Jones	

## **300. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors John Farrar, Sylvia Hobbs, Marian Hollomon, Harriet Pentland, Janet Pinnock, Ronald Pinnock, Robin Underwood, and Lee Wilkes.

## **301. MINUTES**

The minutes of the council meeting held on 14 October 2019 were agreed as a true and correct record of the proceedings, subject to an amendment to minute 223 f) to note that the Chairman of the Licensing Committee was Barbara Jenney, not David Brackenbury as had been written.

Following approval of the amendment to the minutes, they were duly signed by the Chairman.

## **302. DECLARATIONS OF INTEREST**

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

No declarations of interest were made.

### **303. ANNOUNCEMENTS BY THE CHAIRMAN**

The Chairman reported to Council that he had attended a number of civic events since the last meeting of the Council, which included:-

16 October	Lunch and presentation for volunteers in Oundle
20 October	NCC Civic Service at Weston Favell
26 October	'Boobs and Brass' charity concert, Thrapston
2 November	NBC Civic Dinner
10 November	Wreath laying at Higham Ferrers Remembrance Service
	Parade and wreath laying at Raunds Remembrance Service
11 November	Wreath laying at USAF Memorial, Cambridge
20 November	Northamptonshire Sports awards
27 November	ENC Youth Conference at Raunds at which 45 young people participated
8 December	Carol Service, Peterborough Cathedral

The Chairman also reminded members of two of his forthcoming civic events, as follows:

1 March 2020	Chairman's Civic Service, St John's Church, Chelveston at 3.00pm
21 <sup>st</sup> March 2020	Musical evening with Doctor Busker, Saxon Hall, Raunds at 7.30pm

### **304. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE**

The Chief Executive had no announcements to make.

### **305. LEADER'S ADDRESS**

The Leader of the Council had no address for the meeting.

### **306. REPORTS OF COMMITTEES**

#### **(a) Joint Standards Complaints – 16 October 2019**

The report of the above Committee, presented by its Vice-Chairman, Councillor Gillian Mercer, was received.

#### **(b) Planning Management Committee – 23 October, 13 November and 20 November 2019**

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

#### **(c) Policy and Resources – 4 November 2019**

The report of the above Committee, presented by its Chairman, Councillor Richard Lewis, was received.

### Council Tax Support Scheme

#### **RESOLVED:**

That the existing Council Tax Support Scheme for East Northamptonshire for 2020/21, with no amendments, be adopted.

*(Reason: To deliver a Council Tax Support Scheme for 2020/21 that meets all statutory requirements.)*

### Office Transformation Project Phase 2

#### **RESOLVED:**

- (i) That the budget and funding sources be added to the Development Pool of the Capital Programme.
- (ii) That the detail of the proposal for the two spaces on the lower floor as described in section 2.8 of the report be worked up.

*(Reason: To improve staff areas of ENC House and to improve collaborative working with Future Northants).*

### Statement of Licensing Policy

#### **RESOLVED:**

That the Statement of Licensing Policy be approved (see pages 326 to 352).

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

#### **(d) Transformation – 6 November 2019**

The report of the above Committee, presented by its Chairman, Councillor Helen Howell, was received.

#### **(e) Governance and Audit – 27 November 2019**

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

### **307. REPORTS FROM LICENSING PANELS**

The report of the Liquor and Gambling Licensing Panel held on 4 November 2019 was received, together with the reports of the Taxi and Miscellaneous Licensing Panel held on 23 September, 16 October, 11 November and 25 November 2019.

### **308. MOTIONS**

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

### **309. QUESTIONS**

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

- 1. When planning proposal letters are sent to residents informing them of a planning application, can the Ward Councillor also receive a copy?**

*Response by the Chief Executive*

*Councillors are notified about planning applications via a 'weekly list' which is circulated to all councillors. It lists applications which we have validated during that week. In terms of timings, neighbour letters are sent out at approximately the same time.*

*Sending letters to Ward Councillors about each individual application would duplicate the weekly list and result in unnecessary use of resources so we are not proposing to do that.*

*Councillor Maxwell asked the following supplementary question:-*

*How are ward councillors informed if a revised application is made?*

*Response by the Chief Executive*

*All councillors are notified of this via the 'weekly list'.*

- 2. Could East Northants Council promote a more eco-friendly approach to recycling by providing recycling waste bins for each class room in Years 1, 2, 3 in East Northants area to encourage a culture of recycling from an early age?**

*Response by the Chief Executive*

*Schools waste is technically chargeable and as it is ENC already provides free collections for this material.*

*It is for schools to determine their own onsite waste management practices. Recycling can be collected in any container in the classroom so schools could recycle large cardboard boxes or any other containers to separate material. On site staff such as cleaners and/or caretakers will be responsible for placing the material out for collection so it would be best that each school puts in a process that works for them.*

Councillor Maxwell asked the following supplementary question:-

What happens with County Council run schools? How do we get young children to understand the process?

Response by the Chief Executive

*We undertake a lot of awareness raising in all schools across the District.*

- 3. Two years ago a research project was carried out by the Scrutiny Committee into transport for rural areas. What has happened to this report?**

**Why was it never published?**

**We now have villages like Barnwell with No public transport at all. What can be done to help these residents who have no cars?**

Response by the Chief Executive

*The former Scrutiny Committee approved the creation of a Public Transport Scrutiny Group in September 2015; it subsequently met a number of times in the remainder of 2015 and through 2016.*

*The Group reported back to the Scrutiny Committee on 8<sup>th</sup> June 2016, providing a summary of the work it had carried out to date and its initial findings regarding the potential for creation of a car sharing scheme.*

*A report was not produced, but on 9<sup>th</sup> November 2016, following a final update from the Group, the Scrutiny Committee recommended to the Policy and Resources Committee that the Council should increase the grant for community transport provision by £5,000 for 2017/18. This funding was approved and was used for a marketing campaign to recruit more volunteer drivers.*

*There are many rural areas that have no bus services because it is not economically viable to provide them. This Council has no statutory obligation to provide bus services and provides what assistance it can via its rural transport grants.*

Councillor Maxwell asked the following supplementary question:-

Is there any likelihood of a follow-up given there is no scrutiny committee anymore?

Response by the Chief Executive

*I would advise Councillor Maxwell to direct her enquiry to the County Council as the responsible body for public transport.*

### **310. MAKING (ADOPTION) OF THE BARROWDEN AND WAKERLEY NEIGHBOURHOOD PLAN 2016-2036**

The Democratic and Electoral Services Manager presented a report seeking approval for the Council to “make” (adopt) the Barrowden and Wakerley Neighbourhood Plan 2016-2036.

It was noted that over the past four years Barrowden Parish Council had worked with the cross border communities of Barrowden in Rutland and Wakerley in East Northamptonshire to prepare a Neighbourhood Plan which had culminated in the acceptance of this Plan at a referendum, held on Thursday, 17 October 2019.

Both Rutland and East Northamptonshire Councils were now required to “make” (adopt) the Plan as part of their statutory development plans and to use it when making decisions on planning applications in the Plan Area (in this case, the parishes of Barrowden and Wakerley).

In addition to adopting the Plan, this Council was required to identify those local plan policies that would be superseded by the Barrowden and Wakerley Neighbourhood Plan, for the Parish of Wakerley.

**RESOLVED:** That

- a) the Barrowden and Wakerley Neighbourhood Plan 2016-2036 be adopted (“made”) as part of the statutory development plan for East Northamptonshire, in accordance with the relevant provisions in the 2011 Localism Act and 2012 Neighbourhood Planning Regulations;
- b) it be agreed the making of the Barrowden and Wakerley Neighbourhood Plan will result in the deletion of the following Rural North, Oundle and Thrapston Plan policies in respect of Wakerley parish:
  - RNOTP policies 4 and 10, replaced by Neighbourhood Plan Policy BW5;
  - RNOTP Policy 15, replaced by a combination of Neighbourhood Plan policies BW4, BW14 and BW15; and
  - RNOTP Policy 23, replaced by Neighbourhood Plan Policy BW6.

*(Reason – To update the adopted development plan for the Parish of Wakerley in view of the making of the Barrowden and Wakerley Neighbourhood Plan)*

### **311. APPOINTMENTS TO COMMITTEES**

The Democratic and Electoral Services Manager reported that he had received nominations from Councillor Richard Gell, Group Leader, in respect of changes to committee appointments for the Independent Group on the Council.

**RESOLVED:**

The following changes to committee appointments:-

- a) Councillor Richard Gell to replace Councillor Lance Jones on the Governance and Audit Committee;

- b) Councillor Lance Jones to replace Councillor Richard Gell on the Planning Management Committee.

*(Reason – To accord with Council's role in making appointments to committees)*

**Chairman**

# PLANNING POLICY COMMITTEE

**Date:** 17 December 2019

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

**Time:** 7.00pm

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

Sylvia Hobbs Gill Mercer  
Sylvia Hughes Roger Powell  
Richard Lewis Jake Vowles  
Dorothy Maxwell

## 312. WELCOME

The Chairman welcomed Anne Dicks, the newly appointed Planning Policy Officer, to her first meeting of the Committee.

## 313. PUBLIC SPEAKERS

At the invitation of the Chairman, a number of speakers addressed the meeting in respect of the following items:

Agenda item 6 (Additional Housing Site Assessments Local Plan Part 2)

Agenda item 7 (Local Plan Update and Progression)

## 314. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Val Carter and Sarah Peacock.

## 315. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 30 September 2019 were approved and signed by the Chairman.

## 316. RESUBMISSION OF THE MINUTES OF THE MEETING HELD ON 29 JULY 2019

The Democratic and Electoral Services Manager resubmitted the minutes of the meeting held on 29 July 2019 for the Committee to reconsider as it had been brought to his attention that two of the resolutions of that meeting (minute numbers 143 and 145 refer) had been incorrectly recorded due to a clerical error. Two minor grammatical changes were sought, in order that the resolutions could not be read ambiguously and so provide an accurate reflection of the decisions made.



## RESOLVED:

That the resubmitted minutes of the meeting held on 29 July 2019 be approved and signed by the Chairman.

### 317. DECLARATIONS OF INTEREST

Councillor	Item	Nature of Interest	DPI	Other Interest
Jake Vowles	Local Plan Update and Progression	Ward Member for Oundle		Yes

### 318. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

### 319. ADDITIONAL HOUSING SITE ASSESSMENTS LOCAL PLAN PART 2

The Planning Policy Manager presented a report which set out the Council's position in relation to meeting its future housing requirements and which proposed a preferred solution.

The North Northamptonshire Joint Core Strategy (JCS) set out the minimal housing requirements for the District of 8,400 new homes from 2011-2031. The distribution of those homes was mainly allocated to the designated Growth Town of Rushden and the Market Towns of Higham Ferrers, Irthlingborough, Raunds, Thrapston and Oundle. Whilst housing completion rates were roughly in line with the housing requirements, completions at Rushden and Irthlingborough were showing a significant undersupply. Additional work had been undertaken to ensure the implications were fully understood.

The latest housing land supply data, as at 1 April 2019, identified an increase in the potential housing shortfalls for both Rushden and Irthlingborough, as follows:

- Rushden – 256 dwellings
- Irthlingborough – 323 dwellings

Whilst the deficits at Rushden and Irthlingborough were offset by higher levels of completion elsewhere in the District, the overall position raised concern and a quantum of around 350-450 houses was proposed. The assessment of potential site options had identified a shortlist of five potential delivery locations:

- Land to the north of the A6, Irthlingborough
- Land to the north and east of Crow Hill, Irthlingborough
- Land to the east of Higham Ferrers
- Land to the south east of Rushden
- Land to the west of Rushden Lakes

Detailed site assessments had been undertaken and the location to the west of Rushden Lakes was considered to provide the most sustainable and deliverable option for addressing the potential shortfall in housing delivery in the short/medium term and if developed this proposal could deliver around 400 houses.

During debate on the item, Members welcomed the identification of potential additional sites. Whilst the land west of Rushden Lakes was identified, one Member questioned whether the site was acceptable due to existing issues with the road network in the area. Questions were also raised about not progressing the identified sites in Irthlingborough as previous proposals to the north of the A6 Bypass had been approved. It was acknowledged that Irthlingborough could benefit from development but this was likely to happen through a review of the JCS.

Officers were commended on their work in identifying the potential additional sites.

**RESOLVED:**

- (i) That the findings of the additional housing site assessment work, as set out in Appendix 1 of the report, be endorsed.
- (ii) That a focussed public consultation on the Local Plan in early 2020, to provide the opportunity for representations to be submitted in respect of the proposal to include a draft allocation for the development of land to the west of Rushden Lakes, be approved.

*(Reason: To ensure a robust approach to future housing delivery and to allow the Plan to meet legislative requirements.)*

**320. LOCAL PLAN UPDATE AND PROGRESSION**

The Planning Policy Manager presented a report which provided an update of the issues impacting on the progression of the Local Plan and to consider a way forward.

At the Committee's last meeting, a revised timetable for the delivery of the Local Plan was agreed. A number of issues were currently being progressed, or were subject to consideration, and would need to be resolved to enable the Local Plan to be taken forward in line with the revised timetable. The issues could be summarised as follows:

- The need to address the outstanding representations and proposed housing allocations for Oundle
- The need to consider the potential shortfall in meeting the District's overall housing requirements within the Plan period
- The need to consult on any significant changes to the Local Plan, if required, in advance of submitting the Plan for examination.

At the Committee's meeting on 29 July 2019, Members resolved to defer the endorsement of the proposed housing site allocations for Oundle and officer responses to the relevant Local Plan representations until the outcome of the examination of the Oundle Neighbourhood Plan (ONP) was known. The Examiner's interim report had now been published and raised fundamental issues regarding the legality of the ONP, with a conclusion that the Plan could not progress in its current state. He advised that the options were withdrawal of the Plan or that it be put back to Regulation 14 for further consultation, with clear evidence provided to justify the approach to its housing site selection.

The outcome of the examination was likely to delay the production of the ONP by a considerable length of time. This delay would impact on the ability to deliver the Local Plan in advance of the potential unitary status in 2021 and the Committee was now asked to reconsider its position in respect of putting the Local Plan on hold in advance of the outcome of the ONP.

Two major planning applications for Oundle had also now been submitted to Planning Management Committee and whilst both applications had been deferred, their determination would be required well in advance of any potential ONP being made.

During debate on the item, Members recognised that the Council had decided to develop a District-wide Local Plan Part 2 which would give the whole District protection and it was necessary to progress the Local Plan in accordance with the agreed timetable. There had now been a clear steer from the Examiner on the ONP which meant that the timings would no longer work to allow the Local Plan Part 2 to be adopted in advance of the move to unitary status. It also needed to be remembered that with proposed Shadow Authority elections in May, a period of Purdah would be in place when no consultation would be able to be taken.

Councillor Vowles, as an Oundle Ward Member, advised that during the public consultation residents were strongly opposed to two of the sites in the Local Plan, whilst the ONP had the support of the whole town. A proposal for the Planning Policy Team and Oundle Town Council to work together to identify sites was proposed, but not supported by the Committee, as it was difficult to see how this would be able to take the Local Plan forward in line with the timetable. It was suggested, though not supported, that the ONP sites could deliver more houses and bring sites through quicker. A larger number of people were opposed to two of the three Local Plan sites. If the Planning Management Committee ultimately decided to refuse the two planning applications then ENC would not meet its Local Plan requirements.

Given the policy position, as advised in the reports, officers had recommended that the reports be approved. Additional work was currently being undertaken on mitigating technical constraints raised in respect of the two planning applications.

It was acknowledged that a lot of work had been put into the ONP but ENC's concerns had reflected those of the Examiner. These highlighted fundamental concerns regarding the evidence base and consultation, which indicated that the ONP had failed to meet basic conditions and would therefore be considered unlawful. It was requested that the Oundle representations and draft site allocations be brought back to a future meeting of the Committee for consideration.

Councillor North moved the recommendations in the report and Councillor Vowles moved an amendment to recommendation 2 that "Agree that officers **work with Oundle Town Council** to prepare a report to consider the outstanding Local Plan representations and draft housing allocations for Oundle early in the New Year.", as there was no seconder to the amendment, the amendment fell. The substantive motion was then put to the vote.

**RESOLVED:**

- (i) That the Local Plan is no longer on hold so that it may progress in line with the Local Plan timetable.
- (ii) That officers prepare a report to consider the outstanding Local Plan representations and draft housing allocations for Oundle early in the New Year.

*(Reason: To allow the progression of the Local Plan in line with the timetable set out in the Local Development Scheme).*

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

At 8.58pm, it was proposed that Council Procedure Rule 8 (Duration of Meeting) be suspended to enable the Committee to continue the business on the agenda. On being put to the vote, it was

#### **RESOLVED:**

That Council Procedure Rule 8 be suspended to enable the Committee to continue the business on the agenda.

### **322. ANNUAL POSITION STATEMENT – CALCULATION OF A FIVE YEAR HOUSING LAND SUPPLY FOR THE DISTRICT FOR THE 2019 AUTHORITIES MONITORING REPORT**

The Principal Planning Policy Officer presented a report which updated Members on East Northamptonshire Council's current five year housing land supply situation as at 1 April 2019.

The five year housing land supply had been calculated on the basis of the following assumptions:

- The adopted JCS (Policy 28 Table 4) provided the basis for calculating the five year housing land supply;
- The total deliverable supply equated to **2,660 dwellings**; basic supply 2,537 dwellings plus 123 dwellings windfall allowance;
- The assessment of delivery rates during the 2011-19 monitoring period had identified an excess of **134 dwellings** against the JCS requirement for the same period. Application of the Sedgefield approach would entail a five year land supply requirement of **2,100 dwellings** (i.e. 420 dwellings per year) for the 2019-24 monitoring period; with 401 dwellings per year thereafter and
- Given that housing completions currently exceeded the JCS requirement for the monitoring period (2011-19), the NPPF required that a 5% buffer should be applied in calculating the five year land supply. Therefore, the five year land supply requirement would equate to **2,205 dwellings** (inclusive of the 5% buffer).

The report set out the current five year land supply calculation and assumed a delivery housing land supply of 2,660 dwellings, compared to a five year land supply requirement of 2,205 dwellings. Therefore, the current five year land supply calculated provided **6.03 years** housing land supply. The Committee also noted the list of sites included in the latest Housing Site Schedule. During the 2018-19 monitoring year, 473 dwellings had been delivered.

As the Council moved towards joining with the other North Northamptonshire councils, it was important to understand the wider North Northamptonshire context for the five year housing land supply. The 2018 Authorities Monitoring Report had identified a five year housing land supply for the monitoring period 2019-24 for North Northamptonshire of:

Corby	5.3 years
East Northamptonshire	6.28 years
Kettering	6.98 years
Wellingborough	7.47 years
North Northamptonshire (mean housing land supply)	6.5 years

**RESOLVED:**

- (i) That the five year housing land supply calculations against the submitted North Northamptonshire Joint Core Strategy (Policy 28/Table 4): 6.03 years, applying the “Sedgefield approach” with a 5% buffer be noted.
- (ii) That the schedule of sites and phasing assumptions used in the calculation of the five year housing land supply figure – the Council’s “Annual Position Statement” – for inclusion in the 2019 Authorities Monitoring Report be endorsed.
- (iii) That the application of a 5% buffer in calculating the five year land supply requirement, in accordance with national policy requirements (NPPF paragraph 73) be acknowledged.
- (iv) That the updated North Northamptonshire Joint Annual Monitoring Report be reported to the Committee when it is available.

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

**323. “MAKING” (ADOPTION) OF THE WARMINGTON NEIGHBOURHOOD DEVELOPMENT PLAN FOR THE TIMESCALE UP TO 2031**

The Principal Planning Policy Officer presented a report which requested that the Committee “make” (adopt) the Warmington Neighbourhood Development Plan for the timescale up to 2031 and to accept which policies from the Council’s Rural North, Oundle and Thrapston Plan (RNOTP) are superseded by ones in the Neighbourhood Plan.

The Neighbourhood Plan set out a distinctive local vision for Warmington in 2031. This sought to ensure Warmington would retain its character as a rural parish and a thriving village with an historic core set in open countryside and made the following points:

- The diverse open spaces that were essential to the character of the village would be preserved and maintained.
- Organic growth through small scale housing developments would be welcomed where they met an evidenced local need and were of a design that preserved and enhanced the existing natural and built environment in a sustainable manner.
- Economic development that made use of existing underused commercial sites within the parish would be encouraged where it improved the surrounding environment and offered sustainable local employment.
- Improvements to local infrastructure and community facilities would be encouraged and supported where they improved sustainability, improved renewable energy production and use, and reduced dependence on fossil fuels.

- By 2031 facilities would be more closely matched to the community needs; residents would be able to walk, cycle and drive safely on properly maintained paths, tracks and roads both locally and to neighbouring villages and towns and visitors would be attracted to 'Destination Warmington'.

The Plan made provision for the development of housing for Warmington to 2031 through a combination of an allocated site, infill development within the defined settlement boundary and, providing various criteria were met, housing adjacent to or outside the settlement boundary. Other site specific policies included ones relating to design, preventing inappropriate tandem and backland development, local green spaces, other local spaces, landscape character, traffic management and transport improvements, sustainable transport, support for business, sustainable recreational and tourism activities and developer contributions.

A referendum on the Warmington Neighbourhood Development Plan was held on 24 October 2019, where the outcome was:

- 354 "Yes" votes, to "make" the Warmington Neighbourhood Development Plan out of 384 votes issued – 92% in favour
- Turnout was 48% of those on the electoral roll.

The assessment of RNOTP Policies 2, 4, 5, 6, 10, 12, 15, 23, 24 and WAR 1 had identified the following changes that needed to be made to the adopted development plan, for the Parish of Warmington that should accompany the making of the Neighbourhood Plan:

- Neighbourhood Plan Policy W12 was considered suitable to replace Policy 15 of the RNOTP.
- RNOTP Policy WAR 1 was replaced by Neighbourhood Plan Policies W2 and W12.

**RESOLVED:**

- (i) To adopt "make" the Warmington Neighbourhood Development Plan for the period up to 2031, as part of the statutory development plan for East Northamptonshire, in accordance with the relevant provisions in the 2011 Localism Act and 2012 Neighbourhood Planning Regulations.
- (ii) That the replacement of Policies 15 and WAR1 of the Rural North, Oundle and Thrapston Plan by Neighbourhood Plan Policies W2 and W12 be approved.

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

**324. ADDITIONAL MEETING OF THE COMMITTEE**

**RESOLVED:**

That an additional meeting of the Committee would be held on Monday 20 January 2020 at 7pm.

**325. CHAIRMAN'S THANKS**

The Chairman thanked Members and Officers for all their work during the past year and wished everyone a Merry Christmas and Happy New Year.

**Chairman**

# PLANNING MANAGEMENT COMMITTEE

Date: 18 December 2019

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.00pm

Present Councillors: Phillip Stearn Chairman  
Gill Mercer Vice Chairman  
Roger Glithero Ron Pinnock  
Helen Howell Geoff Shacklock  
Barbara Jenney Alex Smith  
Andy Mercer Robin Underwood  
Harriet Pentland Lee Wilkes

## 326. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lance Jones and Peter Wathen.

## 327. MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings held on 13 and 20 November 2019 were approved and signed by the Chairman.

## 328. DECLARATIONS OF INTEREST AND INFORMAL SITE VISITS

### (a) Declarations of Interest

Councillor	Application	Nature of Interest	DPI	Other Interest
Geoff Shacklock	19/01154/FUL Lutton Farm Buildings, Washingley Road, Lutton	Applicant is known to him.		Yes

### (b) Informal Site Visits

Councillor Barbara Jenney declared that she had visited Hamblin House, Hamblin Court, Rushden (19/01437/FUL).

Councillors Helen Howell, Harriet Pentland and Lee Wilkes declared that they had visited East View, Raunds Road, Chelveston (19/00499/FUL).



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

There were no questions under Council Procedure Rule 10.3.

### **330. PUBLIC SPEAKERS**

The following people spoke on the item as indicated:

- 19/01437/FUL – Hamblin House, Hamblin Court, Rushden – Rushden Town Council and the agent for the applicant.

### **331. SECTION 106 AGREEMENTS & DELEGATIONS TO HEAD OF PLANNING SERVICES**

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 noted that the Planning Development Manager had requested an extension of time for applications 10/00857/OUT, Land between Wellingborough Road and Finedon Road, Irthlingborough for additional time to arrange a meeting with relevant parties and 18/02171/FUL Land off Fenn Close, Nassington for additional time to conclude the legal agreement.

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

- 15/00119/VAR Priors Hall – current application was unlikely to proceed with the new owners. Submission of a new planning application had been received.
- 18/01648/OUT 300 dwellings, south east of Ferrers School, Higham Ferrers – negotiations were progressing.
- 19/01024/OUT Mike Wells Cars, Montague Street, Rushden – negotiations were progressing.

#### **RESOLVED:**

- (i) That the report be noted.
- (ii) That the extension of time for applications 10/0857/OUT and 18/02171/FUL until 28 February 2020 be approved.

### **332. 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) 19/01437/FUL – Hamblin House, Hamblin Court, Rushden**

The Committee considered an application for a change of use from existing commercial offices to domestic dwellings and alteration and refurbishment of existing commercial offices to form dwellings consisting of four single storey one-bedroomed ground floor flats; one single storey two bedroom first floor flat, one two storey one-bedroom dwelling and one two storey two-bedroom dwelling and waste bin storage. The application had been brought before the Committee in accordance with the Scheme of Delegation and that Councillor Barbara Jenney had referred it to the Committee as Rushden Town Council had made an objection due to the proposed dwellings not having any provision for parking within the development, no provision had been made for amenity space, the floor space for some of the dwellings did not comply with building regulations and the proposal was an overdevelopment of the site.

Members noted that a letter in support of the application had been received from a nearby resident. The Local Highways Authority (LHA) had advised that they objected to the application owing to the proposed parking arrangement as they had concerns with any consent which relied on an agreement for parking that may come to an end.

During debate on the application, Members noted that under permitted development planning permission was not needed for change of use from offices to residential and the application had been made because of minor external changes to the exterior to accommodate new doors and windows. Concerns were raised at the number of flatted dwellings in Rushden and that there was an overprovision of that type of property. The proposed flats would not be suitable for disabled people as there would be access issues due to no specific parking on the High Street. Concerns were also raised about how bins would be stored and collected and the Planning Officer advised that the applicants had submitted a waste management plan which offered a private collection service. There was also concern about the lack of consultation with the Police about anti-social behaviour, particularly as there was a lack of lighting in the alleyway which would be used by future residents. If the Committee were minded to grant planning permission, a condition should be added to ensure that construction vehicles did not park on the High Street and used the car park instead. Members supported the concerns of the LHA about the guarantee of parking provision in the future especially as the public car parks in Rushden did not allow for overnight parking. It was noted that the site was land locked and questions were raised about the right of access across land to future householders. The Planning Officer advised that he had been assured by the applicant that there was right of access over land. In light of the questions around access over land, it was suggested that deferral of the application should be considered to ensure that assurance is received over access on land not owned by the applicant.

It was moved and seconded that the application be deferred. On being put to the vote, there were 10 votes for the motion, none against and one abstention, therefore the Committee **agreed to defer** the application to seek clarity on:

- The rights of access;
- For officers to consider and report back on the potential for the following two conditions:
  - Construction vehicles cannot deliver from the High Street/can only deliver from the car park
  - Lighting for the alleyway serving flats 5 and 6 and the alleyway to the High Street.

**(ii) 19/01154/FUL – Lutton Farm Buildings, Washingley Road, Lutton**

The Committee considered a retrospective application for the continued retention of caravans for seasonal agricultural workers and stationing of welfare facilities. The application had been brought before the Committee in accordance with the Scheme of Delegation.

Members noted that no comments had been received from Lutton Parish Council. The LHA had commented that if the number of caravans on the site was to increase then they would require improvements. The Planning Officer advised that they had considered the response of the LHA however as the proposal represented a modest increase in the number of mobile homes it was considered that there would be minimal implications for vehicular movements, so the recommendation remained unaltered.

During debate on the application, Members fully supported the application as it provided employment and was a large producer of local produce.

It was moved and seconded that the application be granted. On being put to the vote, the Committee **agreed to grant** the application, subject to the conditions detailed in the officer's report and update sheet with the following amendment to conditions:

- Amend condition 4 to clarify that the five new caravans are included in the restriction for Area 3.

**(iii) 19/00499/FUL – East View, Raunds Road, Chelveston,**

The Committee considered an application for a two storey rear extension and conversion of first floor of a detached garage to habitable room with two new dormer windows. The application had been brought before the Committee as it had been submitted by a staff member.

Members noted that Chelveston Parish Council had not objected to the extension element of the application, but had objected to the Velux windows on the front elevation and to the proposed location of the Heat Pump.

The Council's Senior Conservation Officer had identified the building as a non-designated heritage asset because of the building's architectural qualities, and if assuming it was used as a post office, it would also have some communal value which would add to its significance. It was considered that the proposed development would be harmful upon the significance of the non-designated heritage asset by harming its character and would therefore be contrary to the guidance contained within the NPPF and Policy 2 of the JCS.

During debate on the application, Members stated that they did not support the refusal. Having looked at the streetscene, there was already a mix of housing and the setting of the houses did not cause any significant issues. It was accepted that the proposed extension was large, but it was felt to be subservient to the existing dwelling. Concerns were also raised at the proposed windows, including the false window, and it was felt that they needed to be more in keeping with the original property.

It was moved and seconded that the application be granted. On being put to the vote, there were 10 votes for the motion, none against and one abstention, therefore the Committee **agreed to grant** the application, contrary to officer recommendation, as the proposed extension would not result in visual harm to the dwelling/streetscene, subject to:

- (i) Receipt of amended drawing(s) amending the false window on the north side elevation to an obscure glazed window;
- (ii) Re-consultation of neighbouring properties on the amended drawing(s);
- (iii) No objections being received as a result of the re-consultation;
- (iv) Imposition of conditions (to include a condition to restrict construction times and to require sash windows) – conditions to be delegated to the Head of Planning Services, in consultation with the Chairman and Vice Chairman of the Committee and Ward Member.

### **333. APPEAL DECISION MONITORING REPORT**

The Committee received a report which provided an update on the planning appeals determined by the Planning Inspectorate from 26 October 2019 to 3 December 2019.

#### **RESOLVED:**

That the report be noted.

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

#### **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following item of business (Planning Enforcement Report) in accordance with paragraphs 6 and 7 of Part 1 of Schedule 12A of Section 100A of the Local Government Act 1972 as exempt information may be disclosed.

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

At 9.00pm, it was proposed that Council Procedure Rule 8 (Duration of Meeting) be suspended to enable the Committee to continue the business on the agenda. On being put to the vote, it was

#### **RESOLVED:**

That Council Procedure Rule 8 be suspended to enable the Committee to continue the business on the agenda.

### **336. PLANNING ENFORCEMENT REPORT**

The Committee received a report providing an update on planning enforcement complaints as at December 2019.

#### **RESOLVED:**

That the report be noted.

**Chairman**

# **POLICY AND RESOURCES COMMITTEE**

**Date:** 13 January 2020

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

**Time:** 7.30pm

**Present:** Councillors: Richard Lewis (Chairman)  
Glenvil Greenwood-Smith (Vice Chairman)  
David Jenney (Deputy Leader of the Council)

Tony Boto Roger Glithero JP  
David Brackenbury Helen Harrison  
Wendy Brackenbury Andy Mercer  
Val Carter Phillip Stearn

## **337. APOLOGIES FOR ABSENCE**

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

## **338. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 04 November 2019 were approved and signed by the Chairman.

## **339. DECLARATIONS OF INTEREST**

No declarations of interest were made.

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

No questions were submitted under Procedure Rule 10.3.

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

### **a) Personnel Sub-Committee – 18 November 2019**

The minutes of the meeting of the Personnel Sub-Committee held on 18 November 2019 were received (see pages 396 to 398).

### **b) Personnel Sub-Committee – 16 December 2019**

The minutes of the meeting of the Personnel Sub-Committee held on 16 December 2019 were received (see pages 390 to 400).

**c) Community Facilities Fund Working Party – 04 December 2019**

The minutes of the meeting of the Community Facilities Fund Working Party held on 04 December 2019 were received (see pages 401 to 402).

**d) Finance and Performance Sub-Committee – 16 December 2019**

The minutes of the meeting of the Finance and Performance Sub-Committee held on 16 December 2019 were received (see pages 403 to 409).

Draft Medium Term Financial Strategy and Plan

**R.8 RESOLVED TO RECOMMEND TO FULL COUNCIL:**

- (i) That delegated authority be given to the Chief Executive, following consultation with the s151 Officer and Leader, to represent the Council on the Business Rates Pilot Board and to make whatever decisions necessary to represent the interest of the Council on that Board within the parameters set out by MCHLG and which shall include the authority to agree the allocation of this funding.
- (ii) That authority be delegated to the Chief Executive and s151 Officer, following consultation with the Leader, to monitor the spend of £2.4m, subject to the additional £1.9m being approved in the Budget 2020/21, against the milestones and aims of the Future Northants Programme as directed by the Secretary of State and any future Structural Change Order, when made.

*(Reason: To ensure the monies allocated into the Future Northants Programme are governed appropriately)*

Asset Management Update

**R.9 RESOLVED TO RECOMMEND TO FULL COUNCIL:**

- (i) To approve the allocation of £50,000 in 2019/20 to the Revenue Budget. This will be funded from re-allocating revenue contribution (reserves) planned to finance the capital programme. The capital programme will reduce by £50,000 to offset this.

*(Reason: To deliver the Audit Action Plan)*

**342. COUNCIL TAX BASE**

The Interim Head of Customer and Community Services presented a report which set out the Council's estimated tax base for the financial year 2020/21.

Billing Authorities were required to carry out the calculation of their council tax base and their budget requirement, inclusive of any local precepts, to set an amount of council tax for each financial year. The estimated Billing Authority tax base for 2020/21 was 32,320 compared to 31,860 for 2019/20. The increase in the tax base was attributable mainly to property growth and the reduction in Council Tax Support expenditure. The proposed tax base also took into account other discounts and exemptions, anticipated additional new properties and a small provision for non-collection:

<b>2019/20 Tax base estimate</b>	<b>31,860</b>	
19/20 adjustment	181	Actual new property occupations in addition to the 262 included in the original 2019/20 estimate.
New Properties	296	Anticipated number of new property occupations in 2020/21 (adjusted for anticipated relief and discount levels)
Council Tax Support (CTS)	53	Reduction in CTS expenditure due to caseload reducing as a consequence of welfare reforms.
Exemptions	(18)	Increases in the following exemptions: Class B – Unoccupied and owned by a charity Class E - liable person in hospital or care home Class N – occupied only by students
Discounts	(52)	Increase in discounts.
<b>2020/21 Tax base estimate</b>	<b>32,320</b>	

**R.10 RESOLVED TO RECOMMEND TO FULL COUNCIL:**

That a tax base of 32,320 for the year 2020/21 be approved.

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

**343. MODERN SLAVERY STATEMENT 2018/19**

The Corporate Support Manager presented a report which detailed the voluntary statement which set out the steps taken to ensure that human trafficking and slavery did not occur within the Council or its supply chains. A revised Statement had been circulated prior to the meeting. The Statement covered the prior financial year and was updated annually.

The Modern Slavery Act 2015 was the first of its kind in Europe, and one of the first in the world, to specifically address slavery and trafficking in the 21<sup>st</sup> Century. The Act consolidated the current offences relating to trafficking and slavery and specified the duties incumbent on organisations under the Act. The transparency in supply chains provision in the Act meant that every large commercial organisation had a responsibility to publish a statement about what it was doing to prevent slavery in its business and supply chain. Whilst the term 'commercial organisation' did not apply to public bodies, the Local Government Association recommended that councils produced an annual statement in line with the Act.

During discussion on the report, Members felt that the Chairman of the Council should also be a signatory to the Statement and an amendment was moved that the recommendation should include the Chairman of the Council as one of the signatories. On being put to the vote the amendment was approved. The substantive motion was put to the vote and it was therefore

**RESOLVED:**

- (i) That the Modern Slavery Statement 2018/19 be approved; and

- (ii) That authority is delegated to the Chief Executive, in conjunction with the Leader and Chairman of the Council, to sign the Statement on behalf of the Council as the basis for publication.

*(Reason: To ensure the Council promotes fundamental human rights in all of its policies and services to the end of reducing instances of slavery.)*

#### **344. FUNDING SUPPORT FOR VOLUNTARY AND COMMUNITY SECTOR ORGANISATIONS**

The Community Partnerships Manager presented a report which provided options for how East Northamptonshire Council would support the voluntary and community sector during its final financial year of 2020/21.

ENC had provided grants and funding support to the voluntary and community sector for several years. Community Support Grants (CSGs) were awarded across the themes of debt management, counselling and support, and community transport. The current CSGs expired on 31 March 2020. Funding was also provided to the sector for specific work and initiatives that helped achieve our corporate outcomes. These were delivered through Service Level Agreements (SLAs).

With the current CSGs terminating at the end of this financial year, it effectively left the year up to Vesting Day on 1 April 2021, without any approved arrangements. A number of options had been considered and it was recommended that the three current CSGs be extended for one year, based on the existing Grant Agreements.

The neighbouring North Northamptonshire councils had contrasting arrangements, although Wellingborough's current arrangements terminated at the same time as ours. Corby and Kettering both had provisions in place to continue to Vesting Day and, in Corby's case, beyond. Potential options for North Northamptonshire in the future would be considered through the Local Government Reform Programme.

Two SLAs provided resources to our multi-agency hub, Northamptonshire Domestic Abuse Service and Groundwork Northamptonshire. Both SLAs covered the current financial year and terminated on 31 March 2020. It was recommended to continue the two SLAs in 2020/21, subject to continued satisfactory performance and on the basis of what we had in the SLAs now. Both SLAs had been included in the draft 2020/21 budget.

Members congratulated officers on the excellent work done with the CSGs and SLAs.

During discussion on the report, Officers confirmed that it would be possible to approve the CSGs for longer than one year but that may not be the right option for the proposed unitary council and would be best left for the Shadow Authority to consider how to take forward.

**RESOLVED** that:

- (i) the full Equalities Impact Assessment of the proposals be noted;
- (ii) Option 2, continuation of the three Community Support Grants in 2020/21 with the necessary financial requirements (£90k) included in the 2020/21 draft budget, be approved; and



- (iii) the continuation of the SLA Grants with Northamptonshire Domestic Abuse Services and Groundwork Northamptonshire in 2020/21, be approved. The provision of £30k is included in the 2020/21 draft budget.

*(Reason: To maintain a strong and effective partnership arrangement with the voluntary and community sector so they can continue to provide specialist services for our most vulnerable residents.)*

**Chairman**



## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 18 November 2019 at East Northamptonshire House, Thrapston**

**Present:** Councillors: Sarah Peacock (Vice-Chairman – in the chair)  
Tony Boto  
Glenvil Greenwood-Smith  
David Jenney  
Steven North

Officers: Michelle Drewery Head of Resources  
Stella Jinks HRSS Manager (Interim)  
Jeremy Rawling Business Transformation Manager  
Charlotte Milligan-Everitt HR Officer  
David Oliver Chief Executive  
Julia Smith Head of Customer & Community Services

### **1.0 APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Roger Glithero, Chairman of the Sub Committee.

### **2.0 MINUTES OF THE LAST MEETING**

2.1 The minutes of the meeting held on Monday 19 August 2019 were approved and signed by the Vice Chairman.

### **3.0 DECLARATIONS OF INTEREST**

3.1 No declarations of interest were made.

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

4.1 There were no questions submitted under Procedure Rule 10.3.

### **5.0 HR PERFORMANCE DATA**

5.1 The Interim Human Resources Shared Services Manager submitted a report setting out Human Resources performance data and workforce statistics as at the end of September 2019. Comparative data for the two other councils in the shared service was also given.

5.2 The Performance Indicators covered:-

- Sickness
- Digital Take Up
- Recruitment
- Counselling Services
- Mandatory Inductions
- New Starter Satisfaction.

5.3 Members asked a number of questions and made several comments, especially in relation to sickness absence. The Committee noted that the current reporting format provided more accurate data on sickness absence. It was requested that future reports:-

- Include a note to reflect the range of staff employed by each council in relation to sickness absence, and
- Highlight any major issues in relation to staff absence, without breaking data protection requirements.

**RESOLVED:**

That the report be noted and the new format be welcomed, subject to the modifications outlined above.

**6.0 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

**7.0 ELECTORAL SERVICES – PROPOSALS FOR JOINT WORKING**

7.1 The Business Transformation Manager reported on proposals for a new operating model for Electoral Services, working jointly with the Borough Council of Wellingborough.

The report was not for publication under paragraphs 1 and 2 of Part 1 of Schedule 12 A of the Local Government Act 1972.

**RESOLVED:**

- (1) That the approach to a new operating model for Electoral Services be endorsed in principle.

*(Reason – to continue to develop the Joint Working Programme principles)*

- (2) That the commencement of formal consultation after the conclusion of the General Election on 12 December be endorsed.

*(Reason – to minimise impact on staff and on delivery of the General Election)*

- (3) That the Chief Executive be authorised to make any minor changes considered necessary to the proposal, following consultation with the Chairman of the Personnel Sub-Committee.

*(Reason – to maintain project momentum and democratic oversight)*

## **8.0 HISTORICAL LAND AND PROPERTY DATA**

- 8.1 The Sub-Committee considered a report from the Business Transformation Manager on staffing proposals for the Local Land Charges service, to provide additional capacity to correct historical data, thereby improving service quality and reducing corporate risk.

The report was not for publication under paragraphs 1 and 2 of Part 1 of Schedule 12 A of the Local Government Act 1972.

- 8.2 Members noted that a job evaluation would be undertaken for the holder of post 02/482 The funding allocation set out in the report was noted.

### **RESOLVED:**

That approval be given to the creation of two Administration Assistant (Local Land Charges) posts for 18 months to provide additional staffing capacity to improve the Council's historical land and property data.

*(Reason - To bring the Council's land and property data up to an acceptable standard).*

**Chairman**



## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 16 December 2019 at East Northamptonshire House, Thrapston**

**Present:** Councillors: Sarah Peacock (Vice-Chairman – in the chair)  
Tony Boto  
Roger Glithero  
Glenvil Greenwood-Smith  
David Jenney  
Steven North

Officers: Glenn Hammons Executive Director, Resources and Commercial  
Stella Jinks HRSS Manager (Interim)  
Ben Smith Deputy Monitoring Officer

### **1.0 APPOINTMENT OF CHAIRMAN**

1.1 Cllr Glithero informed the Committee that on this occasion he was unable to chair the meeting.

It was then moved, seconded and

#### **AGREED:**

That Councillor Sarah Peacock, Vice Chairman of the Subcommittee, chair the meeting.

### **2.0 APOLOGIES FOR ABSENCE**

2.1 An apology for absence was received from Councillor Val Carter.

### **3.0 MINUTES OF THE LAST MEETING**

3.1 The minutes of the meeting held on Monday 18 November 2019 were approved and signed by the Vice Chairman, in the Chair.

### **4.0 DECLARATIONS OF INTEREST**

4.1 No declarations of interest were made.

## **5.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

5.1 There were no questions submitted under Procedure Rule 10.3.

## **6.0 EXCLUSION OF PRESS AND PUBLIC**

### **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

- Head of Service – Vacant Posts

## **7.0 HEAD OF SERVICE – VACANT POSTS**

7.1 The Executive Director, Resources and Commercial presented a report advising of forthcoming vacancies on the council's Corporate Management Team and which proposed a process for the replacement of vacant Head of Service roles.

### **RESOLVED:**

- a) That the process set out in paragraph 5.2 of the report for the replacement of the posts of the current Head of Customer & Community Services and the Head of Resources be approved, subject to b) below
- b) That the initial period for the post of Interim Head of Customer & Community Services be extended to the end of May 2020;
- c) That a three member panel be established for the purposes of appointing to the post of Interim Head of Customer & Community Services, comprising as follows:-
  - i) Councillor Tony Boto;
  - ii) Councillor David Jenney; and
  - iii) Councillor Sarah Peacock.

*[Reason: To ensure that the Council has the right senior management capacity for the period between now and the expected unitary Vesting Day of 1<sup>st</sup> April 2021]*

**Chairman**

# Community Facilities Fund Working Party

**Draft** Minutes of meeting held on  
Wednesday 4 December 2019 at 2pm at Brigstock Village Hall

## Present:

<b>Councillors:</b>	Councillor Steven North (Chair)	Cllr SN
	Councillor Roger Glithero	Cllr RG
	Councillor Peter Wathen	Cllr PW
	Councillor Richard Lewis	Cllr RL
	Councillor Janet Pinnock	Cllr JP
	Councillor Annabel de Capell Brooke	CllrAdCB
<b>Officers:</b>	Julia Smith, Head of Customer & Community Services	JS
	Katherine Hayward, Assistant Finance Manager	KH
	Lucy Hawes, Community Development Officer	LH
	Mike Greenway, Community Partnerships Manager	MG
<b>Minutes:</b>	Charlie Christmas, Democratic Services and Corporate Support <a href="mailto:cchristmas@east-northamptonshire.gov.uk">cchristmas@east-northamptonshire.gov.uk</a>	CC

## ACTION

### 1. Apologies

1.1. No apologies were received

### 2. Minutes of previous meeting held on 25 September 2019

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

### 3. Declarations of interest

3.1 No new declarations were received.

### 4. Financial position update

4.1. KH provided an update, which was noted by the Working Party, advising that £1.9m had been paid so far from Rounds 1-7. The balances to be claimed from Rounds 5 to 7 total £412k. An additional £200k was approved by Policy and Resources Committee for Round 8.

KH also advised that Raunds Town Council film project, Oundle Bowls Club and Rushden and Higham Cricket Club had claimed their funding. Woodford Reading Rooms had claimed £4450 of the £10k they were awarded and Kings Cliffe Active had claimed £17,488 of the £50k they were awarded.

### 5. Update on projects

5.1. LH provided an update on the projects, many of which were complete or due for completion within the deadline of 31<sup>st</sup> January 2020. A number of the projects had also been visited. The following points were noted:

**MG**

## **ACTION**

- Newton Road School had failed to provide an update, despite numerous attempts to contact them, they had failed to respond. MG to write to them formally requesting an update, along with a meeting to assess their progress
- Warmington Parish Council had an extension agreed until 30<sup>th</sup> September 2020
- Kings Cliffe Active had an extension granted until April 2020; £17,488 of the total £50k funding had been invoiced so far
- Hope Methodist Church had an extension agreed until 30<sup>th</sup> September 2020
- Kings Cliffe Active were addressing some snagging issues
- Fermyn Woods Contemporary Art would be purchasing the Dome

5.2 Thrapston Baptist Church had requested an extension. The Working Party agreed to an extension until 30<sup>th</sup> September 2020

### **6. Round 8 timetable/progress**

6.1 It was agreed to launch Round 8 on 16<sup>th</sup> December, with a deadline for applications to be submitted by 14<sup>th</sup> February. The successful bidders to be announced on March 20<sup>th</sup>, with a deadline to spend the funding by 31<sup>st</sup> January 2021; it would be made explicitly clear that no extensions to that date would be permitted.

6.2 The timetable for Round 8 would be altered to reflect the dates agreed as above and circulated to the Working Party.

**LH**

### **7. Celebration event 2020**

7.1 A showcase event would take place in September/October 2020, with all funding recipients to be invited. Options for the event would be explored.

**LH**

### **8. Date of next meeting**

- Wednesday 4<sup>th</sup> March, 2pm. Venue to be confirmed.

9. The Working Party noted that this was the last meeting for JS, and thanked her for her commitment and support.

*The meeting concluded at 14.40*





## Finance and Performance Sub Committee

**Minutes of a meeting held on Monday 16 December 2019 at 7.00pm, at East Northamptonshire House, Thrapston**

**Present:** Councillors: Steven North, in the chair  
Roger Glithero JP  
Glenvil Greenwood-Smith  
David Jenney  
Richard Lewis

Officers: Michelle Drewery Head of Resources  
Glenn Hammons Executive Director (Resources and Commercial)  
Katherine Hayward Finance Manager  
Matt Lineham Facilities Manager  
Greg Macdonald Head of Economic and Commercial Development  
Stacey Parker Corporate Support Manager

### **1.0 APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillor David Brackenbury.

### **2.0 Minutes**

2.1 The minutes of the meetings held on 28 October 2019 were approved as a correct record.

### **3.0 DECLARATIONS OF INTEREST**

3.1 No declarations of interest were made.

### **4.0 QUESTIONS FROM MEMBERS**

4.1 There were no questions received from members.

### **5.0 BUDGET MONITORING TO 31 OCTOBER 2019**

5.1 The Finance Manager provided an update on the forecast Revenue and Capital positions against the approved budgets for the period ended 31 October 2019 in financial year 2019/20.

Following a request for clarification at the previous meeting, it was noted that in Appendix 1 to the report the £484k rebate relating to waste services was in relation to the whole contract.

**RESOLVED:-**

- a) That the latest forecast on the high risk revenue and capital budgets as at period 7 for 2019-20 be noted;

*(Reason: This is for information / monitoring purposes)*

- b) That the supplementary estimate drawn down to period 7 be noted.

*(Reason: This is for information / monitoring purposes)*

**6.0 TREASURY MANAGEMENT REPORT TO 31 OCTOBER 2019**

- 6.1 The Finance Manager provided an update on the current position for Treasury Management for the period to 31 October 2019 in financial year 2019/20.

Arising from discussion, it was noted that where money was lent to other councils, this was undertaken through a broker, with interest rates dependant on the timing of the transaction.

**RESOLVED:-**

That Treasury Management performance for the period to 31 October 2019 in financial year 2019/20 be noted.

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

**7.0 QUARTERLY PERFORMANCE REPORTING**

- 7.1 The Corporate Support Manager presented a report providing members with high level information about performance across the council in relation to agreed performance indicators and other statistics that supported the monitoring of performance.

It was noted that of the 35 key performance measures, 85% were either over-performing or within tolerance. In respect of the HR data set out in page 10 of the appendix, no data had been provided from April to June 2019 due to this being the time period in which the new shared service was merging its data sets and so was unable to produce the required data.

**RESOLVED:**

That the contents of the report be noted.

## **8.0 DRAFT MEDIUM TERM FINANCIAL STRATEGY AND PLAN**

- 8.1 The Executive Director, Resources and Commercial (and Section 151 Officer) presented a report, the purpose of which was to set out the council's draft Medium Term Financial Strategy (MTFS) 2020/21 to 2024/25, and outline the draft Revenue Budget 2020/21, draft Capital Programme 2020/21 to 2029/30, draft Treasury Management Strategy 2020/21 and draft Capital Strategy 2020/21.

It was noted that the draft MTFS was being prepared at a unique time in the council's life with a number of areas of the business which required contextualising in order to provide greater budgetary certainty, including:-

- i) Local Government Reform/Future Northants – this was potentially the final budget to be prepared for East Northamptonshire Council;
- ii) Government Funding - the Provisional Local Government Finance Settlement figures were awaited, which would be announced after the new government was formed following the General Election. Draft proposals set out in a Technical Consultation paper issued in October 2019 suggested a 'roll forward' of the 2019/20 settlement, with more significant reforms to be delayed until 2021/22;
- iii) Withdrawal from the European Union - A high level of uncertainty still remained surrounding the UK's planned withdrawal from the European Union, adding to the pressure and uncertainty on Local Government finances over the medium term;
- iv) New Homes Bonus – this was expected to taper away over the next two to three years.

It was noted that recently, CIPFA had undertaken a piece of work on financial resilience and had rated East Northamptonshire Council as being in a good position.

It was further noted that the level of earmarked reserves was forecast to decrease from £19m at March 2020 to £15.4m in March 2025. This was on the basis that in recent years, reserves had been increased prior to the building of the Enterprise Centre, and was now expected to move back to earlier levels as the costs of that project were drawn down.

### **RESOLVED:-**

- a) That the contents of this report be noted, specifically the:
  - Draft Medium Term Financial Strategy (MTFS)
  - Draft Revenue Budget 2020/21
  - Draft Capital Programme for 2020/21-2029/30
  - Reserves forecast for 2020/21

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

- b) That a three member working party be established to review key elements of the draft revenue budget, draft capital programme and draft MTFS alongside officers, to include a focus on waste, asset management and ICT;

*(Reason: To ensure that members have reviewed the Budget)*

- c) That the composition of the membership of the working party be delegated to the Leader, in consultation with the Deputy Leader.

**Recommended to Resolve to Council:**

- d) That delegated authority be given to the Chief Executive, following consultation with the s151 Officer and Leader, to represent the Council on the Business Rates Pilot Board and to make whatever decisions necessary to represent the interest of the Council on that Board within the parameters set out by MHCLG and which shall include the authority to agree the allocation of this funding.
- e) That authority be delegated to the Chief Executive and s151 Officer, following consultation with the Leader, to monitor the spend of £2.4m, subject to the additional £1.9m being approved in the Budget 2020/21, against the milestones and aims of the Future Northants Programme as directed by the Secretary of State and any future Structural Changes Order, when made.

*(Reason: To ensure the monies allocated into the Future Northants Programme are governed appropriately)*

**9.0 DRAFT CAPITAL STRATEGY**

- 9.1 The Executive Director, Resources and Commercial (and Section 151 Officer) presented a report setting out the draft Capital Strategy 2020/21.

Consideration was given to the draft Strategy, noting that:-

- i) Priority areas for investment were economic investment, disabled facilities grants, maintenance of the Council's assets (including Cedar House, the Rushden Centre, Leisure and Tourism sites, Retail and Commercial sites, IT infrastructure and equipment and car parks) and other initiatives based on sustainable business plans; and
- ii) Current priority schemes for 2020/21 were Enterprising East Northants, Rushden Lakes, Rushden East Sustainable Urban Extension and Tresham Garden Village;
- iii) In respect of Freedom Leisure, maintenance of assets was the responsibility of the tenant with only the car park remaining the responsibility of the Council during the lease period.

**RESOLVED:-**

That the draft Capital Strategy for 2020/21 be noted.

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

## **10.0 DRAFT TREASURY MANAGEMENT STRATEGY**

- 10.1 The Finance Manager presented a report, the purpose of which was to set out the draft Treasury Management Strategy Statement (TMSS) for 2020/21.

It was noted that on the basis of the North Northamptonshire Council being established in April 2021, any investments at that point would novate into that of the new council. All investment decisions up until that point remained the responsibility of East Northamptonshire Council.

### **RESOLVED:-**

That the draft Treasury Management Strategy Statement for 2020/21 be noted.

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

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

### **11.1 RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed:-

- Asset Management Update;
- Enterprise Centre East Northants;
- Minutes of Meetings of the East Northamptonshire Centre Working Party.

## **12.0 ASSET MANAGEMENT UPDATE**

- 12.1 The Head of Economic and Commercial Development provided an update on the council's asset management strategy and to seek approval for various actions to be taken in relation to specific assets.

The report was not for publication under paragraph 3 of Part 1 of Schedule 12 A of the Local Government Act 1972.

The Head of Economic and Commercial Development wished to commend the Facilities Manager for all his hard work in preparation of the report.

Following discussion the recommendations in the report were proposed and seconded, with each sub recommendation being considered in turn. All recommendations were approved, apart from original recommendation f) with one voting in favour and two against, and original recommendation g) with no votes in favour and four against.

**RESOLVED:-**

- a) That the updates detailed in the asset tracker be noted.

*(Reason: To deliver and monitor the Asset Management Strategy)*

- b) That the Recommended Option (**Option 3 – Refurbishment based on VRV air-conditioning**) as per Appendix 1 regarding the Air Handling Unit at ENC House be approved, to be funded from a re-prioritisation of the 2020/21 development pool, subject to approval by Full Council in March 2020 as part of the budget setting process;

- c) That (subject to b) above) delegated authority be provided to the Head of Economic and Commercial Development, following consultation with the Chair of the Finance and Performance Sub Committee, to procure and deliver the associated works;

*(Reason: To deliver the AHU to improve working conditions at ENC House)*

- d) That approval be given to the proposal relating to the Facilities Management and Property Audit as detailed in the report and in Appendices 2 & 3 as the basis for:

- i. **Recommending to Council that it** agree the allocation of £50,000 in 2019/20 to the Revenue Budget. This will be funded from re-allocating revenue contribution (reserves) planned to finance the capital programme. The capital programme will reduce by £50,000 to offset this;
- ii. Informing the budget setting process as detailed in the relevant budget reports to provide an additional £200,000 revenue, subject to approval as part of the Budget in March 2020, for 2020/21 to support the proposed joint working with Corby Borough Council;
- iii. Reviewing the current Facilities Management and Property capital budgets to produce a new work programme focused on delivering against the Audit Action Plan

*(Reason: To deliver the Audit Action Plan)*

- e) That (subject to council approval of d) above) delegated authority be provided to the Head of Economic and Commercial Development, following consultation with the Chair of the Finance and Performance Sub Committee, to finalise and agree the draft Memorandum of Understanding with Corby Borough Council, as detailed in Appendix 3 of the report.

*(Reason: To deliver the Audit Action Plan)*

- f) That, as building owners, a request from the Rushden and District History Society to install a plaque on the Wilko building at Eaton Walk be approved, noting that this is to commemorate 80 years since the site was bombed in WW2.

*(Reason: To respond, as owners of the building, to a request from a local community group)*

- g) That delegated authority be provided to the Head of Economic and Commercial Development, following consultation with the Chair of the Finance and Performance Sub Committee, to procure and deliver works associated with the Office Transformation Project Phase 2 and the improvements to the reception area.

*(Reason: To deliver the Office Transformation Project)*

### **13.0 ENTERPRISE CENTRE EAST NORTHANTS**

- 13.1 The Head of Economic and Commercial Development provided an update on the Enterprise Centre: East Northants (ECEN); a priority project as set out in, Enterprising East Northants the Economic Development, Tourism and Regeneration Strategy.

#### **RESOLVED:-**

- a) That the updates as detailed in the report be noted;

*(Reason – To monitor progress to provide governance over project delivery)*

- b) That delegated authority be provided to the Head of Economic and Commercial Development, following consultation with the Chair of the Finance & Performance Sub Committee, to agree and sign licences relating to the letting out of space at the ECEN on behalf of the council.

*(Reason – To maximise occupancy levels and deliver the easy in/out offer)*

### **14.0 MINUTES OF MEETINGS OF THE EAST NORTHAMPTONSHIRE ENTERPRISE CENTRE WORKING PARTY HELD ON 11 NOVEMBER AND 12 DECEMBER 2019.**

- 14.1 It was noted that the minutes of the 12 December meeting of the East Northamptonshire Enterprise Centre Working Party would be submitted to the next meeting of the Sub Committee.

#### **RESOLVED:-**

That the minutes of the Enterprise Centre Working Party held on 11 November 2019 be noted.

*(Reason – for information purposes only)*

**Chairman**