

Public Document Pack



Rory Ringer – Member Services Team Leader
General Enquiries: Telephone No. 01362 656870
Member Services Fax No. 01362 690821
DX743950 Dereham 2

To The Members of the Council

Our Ref: JB/L.18
Contact: Julie Britton
Direct Dial: 01362 656343
E-mail: julie.britton@breckland.gov.uk
Date: 12 April 2011

AGENDA SUPPLEMENT

Dear Sir/Madam

COUNCIL - TUESDAY 19 APRIL 2011

I refer to the agenda for the above-mentioned meeting and enclose the following items:

Item No	Report Title	Page Nos
5.	<u>Cabinet Minutes - 5 April 2011</u> Unconfirmed minutes of the Cabinet meeting held on 5 April 2011. See private & confidential reports attached at agenda item 20 and 21 on the supplementary agenda.	87 - 100
11.	<u>Licensing Committee - 6 April 2011</u> Unconfirmed minutes of the meeting of the Licensing Committee held on 6 April 2011.	101 - 103
14 (a)	<u>Youth Council Minutes - 16 March 2011 (For Information)</u>	104 - 105
18.	<u>Masterplan Funding for Attleborough (For Information)</u> Report of the Chief Executive.	106 - 107
19.	<u>Exclusion of Press and Public</u> To consider passing the following resolution: “That under Section 100(4)(A) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following items of business on the grounds that they involve the disclosure of exempt information as defined in paragraphs 1, 3 to	

the Act”.

- | | | |
|-----|---|-----------|
| 20. | <u>Acquisition of Land in Swaffham</u> | 108 - 114 |
| | This report has been attached for Members information – Cabinet Minute No. 44/11 refers. | |
| 21. | <u>Joint Management Arrangements</u> | 115 - 120 |
| | This report has been attached for Members information – see Cabinet Minute No. 45/11 above. | |

Yours faithfully

Julie Britton

Senior Committee Officer

BRECKLAND COUNCIL

At a Meeting of the

CABINET

**Held on Tuesday, 5 April 2011 at 9.30 am in
Norfolk Room, The Committee Suite, Elizabeth House, Dereham**

PRESENT

Mr J.W. Nunn (Chairman)	Lady Fisher
Mr W.H.C. Smith	Mr M.A. Kiddle-Morris
Mr S. Askew	Mr A.C. Stasiak (Vice-Chairman)
Mr P.D. Claussen	

Also Present

Mr S.G. Bambridge	Mr P.J. Duigan
Mrs M.P. Chapman-Allen	Councillor Claire Bowes
Mr J.P. Cowen	

In Attendance

Mark Stokes	- Deputy Chief Executive
Julie Britton	- Senior Committee Officer
Mark Finch	- Assistant Director of Finance
Anita Brennan	- Housing Manager
Robert Walker	- Assistant Director of Commissioning
Andrew Grimley	- Principal Environmental Health Officer
Zoe Footer	- Land Management Officer
Catherine Lang	- Community Development Officer
Dominic Chessum	- Marketing & Communications Officer
Maxine O'Mahony	- Director of Commissioning
Terry Huggins	- Chief Executive
Vicky Thomson	- Assistant Director - Democratic Services

Action By

28/11 MINUTES (AGENDA ITEM 1)

The Minutes of the meeting held on 22 February 2011 were confirmed as a correct record and signed by the Chairman.

29/11 APOLOGIES (AGENDA ITEM 2)

An apology for absence was received from Mr R Goreham.

30/11 DECLARATION OF INTEREST (AGENDA ITEM 4)

The Executive Member for Environmental Wellbeing & Communications declared a personal and prejudicial interest in Agenda item 9 and left the room whilst this item was being discussed.

Action By

31/11 NON-MEMBERS WISHING TO ADDRESS THE MEETING (AGENDA ITEM 5)

Cllr C Bowes, Mrs M Chapman-Allen, Mr G Bambridge, Mr P Cowen and Mr P Duigan.

32/11 NEW PUBLICITY CODE (AGENDA ITEM 7)

The Marketing & Communications Officer presented the report which advised Members of the implications of the New Code of Recommended Practice on Local Authority Publicity and recommended a decision regarding the future frequency of issues of Breckland Voice.

The Publicity Code provided guidance on the content, style and cost of local authority publicity. Authorities were required by law to consider the Code in coming to any decision on publicity of any form addressed to the public.

A consultation with local authority organisations on a draft revised Code closed on 10 November 2010. Over 350 responses had been received from organisations and individuals. Breckland Council had contributed to the consultation.

Breckland Council's publicity reflected the recommendations within the new Code with the exception of the recommendation around the frequency of Council publications. Under the section relating to 'Appropriate use of Publicity' the Code stated that "Where local authorities do commission or publish newsletters, newssheets or similar communications, they should not issue them more than quarterly. Breckland Voice was currently published six times a year.

Breckland Council currently published 62,000 copies of Voice which were distributed through Royal Mail to all businesses and residents in the Breckland area; it was the only publication in the District that reached everyone. Whilst Voice was the primary means of communicating with our residents, digital media was a growing opportunity and had to be considered, however, access to the internet was difficult in some areas and some people preferred to use more traditional methods. Resident's opinions were constantly monitored through surveys carried out by the Citizens Panel which showed that they were very satisfied with the publication.

Although not a significant income stream, local businesses did have the opportunity to advertise in Breckland Voice and cutting the number of issues would result in bigger challenges to deliver timely communications. The current publication schedule was timed very carefully to fit into key dates in the year. Publishing fewer issues would also increase the pagination resulting in higher printing costs eating into any savings made.

The Executive Member for Corporate Development & Performance supported the proposal for six editions. He pointed out that reducing the publication to four a year would mean that much of the information, by the time Voice had been issued, would be out of date. He felt that Breckland Council already complied with the Code's criteria in relation to style and

Action By

content and the public's satisfaction depended on the quality of the information the Council publicised.

The Vice-Chairman agreed with the aforementioned comments and added that Breckland did not have the benefit of widespread coverage of broadband.

The Executive Member for Economic & Commercial said that although Norfolk had the Eastern Daily Press many villages in Breckland did not have the facilities to deliver newspapers to the door and for elderly people Voice was the only publication that was widespread. He mentioned the fact that two of his villages in his Ward did not have broadband facility.

The Executive Member for Environmental Wellbeing & Communications stated that the Code required authorities not to be in competition with the local newspaper.

Option 1

To reduce the number of issues of Breckland Voice to reflect the recommendations of the revised Code.

Option 2

Continue to have regard to the Code but to continue to publish Voice six times a year given the considerations detailed within the report.

Reasons

The proposed changes to the Code requiring a reduction in the number of issues would cause a detrimental impact on the Council's ability to communicate with its residents effectively at a time when engaging with residents was essential.

It would impact on the timely nature of the content of the editorial and could result in increased use of other methods used to communicate which might not be as effective and were far more expensive.

The geography, population distribution, demographics and media landscape were unique to Breckland and had informed the blend of external communications streams that the Council utilised to engage with its residents in a cost effective way.

A restriction on one of the Council's most essential communication streams would dilute the effectiveness of its communications and would cost more to reach less people – one of the very issues which the revised Code required local authorities to consider.

Breckland Voice did not pose a threat to other media streams in the district in terms of editorial content, design and advertising revenue.

Breckland Council would continue to have regard to the Code of Recommended Practice on Local Authority Publicity.

Action By

**Dominic
Chessum**

RESOLVED that given the unique circumstances and media landscape of the district, Breckland Council would continue to publish the resident's magazine Breckland Voice, six times a year whilst having regard to the Code of Recommended Practice on Local Authority Publicity.

It was agreed that Breckland Council would publically support the Broadband "Back the Bid" campaign launched jointly by Norfolk County Council and the Eastern Daily Press and a link would be added to the website accordingly.

33/11 BRECKLAND WEBSITE GOVDELIVERY (AGENDA ITEM 8)

The Marketing & Communications Officer presented the report which allowed Members to discuss and decide whether the Council should procure GovDelivery to complement the Council's new website.

Breckland Council launched its new website in January 2011 and as the launch had proved to be a success, the Council needed to continue to build on its achievement and move forward and complement what had already been created. As a result, Officers had been looking at 'bolt-on' products and the one that was felt to be the most favourable was a product called GovDelivery.

This product was being widely used in England and the United States of America. Norfolk County Council had also been using it therefore, if approved, Breckland Council would be following in the footsteps of good companies.

The Marketing & Communications Officer explained how GovDelivery worked.

It was noted that the report recommended that SMS text messaging should not be included as an option due to the excessive costs involved.

The system would enable the Council to increase its reach and would allow engagement to those who were classed as 'time poor'.

The costs of having such a product were explained but it was highlighted that such costs would be found from the existing Communications budget.

The Chairman knew that Broadband was an issue in the area and therefore felt that the Council should embrace this technology as it was the right tool to be able to communicate to everyone.

The Executive Member for Corporate Resources said that getting the right balance was important and to introduce such a product would be equally as effective as Breckland Voice.

The Executive Member for Corporate Development & Performance thought that the automatic update facility would be a great boon for the Council and knew that the Business Improvement Sub-Committee would support it.

Action By

The Overview & Scrutiny Commission Chairman felt that transparency was the name of the game and this product would allow people to contact the Council with any concerns they had and it would be an opportunity for them to raise issues in a meaningful way.

Option 1 – Recommended

To agree to the procurement of GovDelivery to complement the Council's website but not take up the option of allowing customers to receive information through SMS messaging. The budget for this option would be found from within the existing Communications budget as detailed in the finance section of the report.

Option 2

To agree the procurement of GovDelivery to complement the Council's website and allow customers to receive information through SMS messaging. To agree to increase the Communications budget by £12,000 to allow for 120,000 SMS messages a year. This equated to two text messages a month for 5,000 people. The budget for all other associated costs would be found from the existing budget as detailed in the finance section of the report.

Option 3

Not to procure GovDelivery at this time.

Reasons

GovDelivery was a bolt on product which would further enhance the Council's digital output and play a part in reducing the number of calls to the Council's Customer Contact Centre, the average cost of which was £5.19 per call. Consultation had shown that it was a system which residents would value and use. GovDelivery would be paid for out of existing budgets.

RESOLVED that the procurement of GovDelivery to compliment the Council's website be approved, subject to the option of allowing customers to receive information through SMS messages not being taken up.

**Dominic
Chessum**

34/11 PROPOSED TRANSFER OF THE FORMER MULTI-USE GAMES AREA, TRAFALGAR WOOD AND RIVERSIDE AREA AT KILVERSTONE PARK IN THETFORD (AGENDA ITEM 9)

The Executive Member for Environmental Wellbeing & Communications, Lady K Fisher, declared a personal & prejudicial interest in this item and left the room whilst this item was being discussed.

The Executive Member for Economic & Commercial presented the report which requested Members to approve the transfer of the former multi-use games area, Trafalgar Wood and the Riverside Area at Kilverstone Park in Thetford to Thetford Town Council.

Action By

The report recommended that three parcels of land be transferred together with the commuted sums that had already been received from S106 Agreements and which had been retained by Breckland Council for maintenance.

Marion Chapman-Allen a Ward Member for Thetford was in attendance and welcomed the transfer of these areas, in particular Trafalgar Wood and the Water Meadow. Both these areas were much valued by the local community and were very well used. The monies for the Water Meadow would mean that after years of neglect a plan would be able to be developed to draw down Match Funding to carry out much needed improvements. She hoped that it would become a County wildlife site in future. She thought it should be appreciated that the additional S106 monies from this development had only been made possible by the tenacity of two Breckland Council Officers. She asked Members to recall that, the developers Ashwells, who had since gone into administration, had only offered this Authority £110,000.00 from the total payable of £288,431.00. Breckland's Head of Legal Services and the Land Management Officer had not been content with this amount and had challenged the developers over another asset held. This challenge had resulted in the Council being paid the full amount owed; a resounding success and without any element of compromise to Breckland Council. A success solely down to the tenacity and negotiation skills of Mike Horn and Zoe Footer without whose determination would have found the Council seriously out of pocket.

Option 1

To agree to transfer the following areas of land to Thetford Town Council at nil consideration to be retained as public open space:

- 1) the former multi-use games area at Kilverstone Park in Thetford together with the commuted sum of £34,473.00;
- 2) Trafalgar Wood at Kilverstone Park in Thetford; and
- 3) the Riverside Area at Kilverstone Park in Thetford together with the commuted sum of £163,845.00.

Option 2

To refuse to transfer these areas of land.

Reasons

To ensure the open space areas were kept to a standard acceptable by the Town Council and the facilities available could be changed in response to the town appraisals.

RESOLVED that the following areas of land be transferred to Thetford Town Council at nil consideration to be retained as public open space:

- 1) the former multi-use Games Area at Kilverstone Park in Thetford together with the commuted sum of £34,473.00;
- 2) Trafalgar Wood at Kilverstone Park in Thetford; and

Zoe Footer

Action By

- 3) the Riverside Area at Kilverstone Park in Thetford together with the commuted sum of £163,845.00.

35/11 TRANSFER OF PLAY AREAS (AGENDA ITEM 10)

The Executive Member for Economic & Commercial presented the report which asked Members to consider and approve the release of £80,961.33 to transfer three Breckland equipped play areas to Attleborough Town Council.

Background information was provided.

The Vice-Chairman believed that these open spaces should belong to Town and Parish Councils (he mentioned the success of Gaymers Meadow) and felt that the transfer and the commuted sum was excellent news for Attleborough.

The Executive Member for Corporate Development & Performance queried the wording on the Proforma B (2nd paragraph) and asked whether there was a Service Level Agreement attached. Members were informed that the play areas were being transferred not the open spaces around it. The Land Management Officer explained that the original proposal was in relation to equipped play areas only. Breckland Council did not want to dispose of any land that could be of strategic importance. It was noted that these open spaces would become part of the tranches within Active Land Management.

Options

- 1) To approve the release of £80,961.33
- 2) Not to approve the release of £80,961.33

Reasons

To ensure the facilities in these play areas are kept to a standard acceptable by Attleborough Town Council and the facilities available could be changed in response to the town appraisals.

RESOLVED that the sum of £80,961.33 be released to transfer three Breckland equipped play areas to Attleborough Town Council.

Zoe Footer

36/11 REFERENCE FROM THE OVERVIEW AND SCRUTINY COMMISSION (AGENDA ITEM 11)

- (a) ICT Options for Members

See Agenda item 13 – Minute No: 38/11 2(a) below.

- (b) Swaffham Parking Review

The Overview & Scrutiny Commission Chairman presented this item.

Action By

He reminded Members that Dereham, Attleborough and Watton had already been considered, although for the latter towns the costs, as Cabinet had previously requested, had yet to be finalised.

With regard to Swaffham, the comments listed in the report were a consequence of the public consultation that had been carried out as part of the review.

The Executive Member for Economic & Commercial queried the fourth and fifth recommendations of the report:

- (4) The Council, Norfolk County Council and Norfolk Constabulary liaise over de-criminalisation of on-street parking in Swaffham in a multi-agency approach, seeking a transfer of responsibility and action enabled through joined-up thinking and use of resources.
- (5) The Town Council's proposals to employ a traffic warden to undertake off-street parking enforcement within the five market towns.

The Overview & Scrutiny Commission Chairman stated that the off-street and on-street parking enforcement was somewhat vague at the moment but the public had supported both proposals put forward.

Referring to recommendation (4), the Executive Member for Economic & Commercial pointed out that Norfolk County Council would have responsibility for on-street parking from November 2011. With this in mind, and until further clarification had been received from Norfolk County Council, he felt that this recommendation should be re-visited at a later date.

RESOLVED that:

- 1) the disabled parking facilities in the Market Street car park be reviewed and easier access spaces be provided;
- 2) Norfolk County Council, as the Highways Authority, be requested to undertake an assessment to consider using the land opposite the old sixth form centre as a dedicated taxi rank;
- 3) Norfolk County Council be requested to produce new. Larger signs to entice people to park at the Theatre Street car park;
- 4) using a multi-agency approach, Breckland Council, Norfolk County Council and Norfolk Constabulary liaise over de-criminalisation of on-street parking in Swaffham, seeking a transfer of responsibility and action enabled through joined-up thinking and use of resources;
- 5) the Town Council's proposal to employ a traffic warden to undertake off-street parking enforcement within the five market towns be supported; and
- 6) Breckland Council's policy of providing free parking in all Breckland-owned car parks in Swaffham be retained.

**Rory
Ringer,
Teresa
Smith**

Action By

37/11 ANGLIA REVENUES AND BENEFITS PARTNERSHIP (AGENDA ITEM 12)

- (a) Report of the meeting of the Joint Committee held on 10 February 2011

RESOLVED that the Minutes of the Anglia Revenues and Benefits Partnership Joint Committee meeting held on 10 February 2011 be noted.

- (b) Report of the meeting of the Joint Committee held on 17 March 2011

The Executive Member for Planning, Health & Housing who was also a Member of the ARP Joint Committee was pleased to announce that on the 1st April 2011, St Edmundsbury District Council had joined the partnership; he congratulated the Officers involved who he felt were a credit to the organisation.

RESOLVED that the Minutes of the Anglia Revenues and Benefits Partnership Joint Committee meeting held on 17 March 2011 be noted.

38/11 BUSINESS IMPROVEMENT SUB-COMMITTEE: 1 MARCH 2011 AND 30 MARCH 2011 (AGENDA ITEM 13)

1. Business Improvement Sub-Committee: 1 March 2011

- (a) Customer Service Improvement Plan (Minute No. 22/11)

The Executive Member for Environmental Wellbeing & Communications reported that an enormous amount of progress had been made in regard to reducing the number of engaged calls which was all thanks to the new equipment that had recently been installed in the Contact Centre. Breckland Council was continuing to work with its partners to improve frontline services.

RESOLVED that the Customer Service Improvement Plan be adopted, subject to the inclusion of a requirement to use the gathered data to client manage partners and other out-sourced services.

- (b) ICT In-sourcing (Minute No. 23/11)

The Executive Member for Corporate Development & Performance, who was also the Chairman of the Business Improvement Sub-Committee, was pleased to announce that the in-sourcing project was proceeding and would be completed by 1st May 2011. Savings had been identified.

- (c) Options and Recommendation for Amalgamation of Business Improvement Sub-Committee and the Capital Programme Working Group

RESOLVED that:

- 1) a new Sub-Committee combining and replacing the Capital

**Adam
Colby**

Action By

Programme Working Group (CPWG) and Business Improvement Sub-Committee (BISC) be formed; and

- 2) the Terms of Reference as set out in Appendix 1 of the report be approved.

(d) Adoption

RESOLVED that the Minutes of the Business Improvement Sub-Committee meeting held on 1 March 2011 be adopted.

2. Business Improvement Sub-Committee (Special Meeting): 30 March 2011

(a) ICT Options for Members (Minute No. 34/11)

Members were provided with an update on this item.

The Executive Member for Corporate Development & Performance reported that the recommendations from the Joint Audit & Scrutiny Panel (JASP) had already been considered and agreed by the Business Improvement Sub-Committee; hence the Special meeting held.

The reason for the JASP being set up was because the ICT equipment which Members currently used was quite old and well past its sell by date. All Political Groups would appreciate new equipment as more and more people were contacting Members via Broadband. The Executive Member read an email he had received from one of his parishioners which had resulted in a very quick response.

Any new equipment had to provide best value for the tax payer. The Net Book had been rejected as it was felt that there were too many add-ons; therefore, JASP had been asked to re-convene on 12th April 2011 prior to BISC to consider options 1 and 6 (listed in the report). He pointed out that a desktop could be added to option 1.

The Executive Member for Economic & Commercial felt that option 1 and 6 should be ran in tandem with an allowance.

It was agreed that this option would be put to JASP at its next meeting.

The Chairman pointed out that he received 40/50 emails per day at obscure hours and this was why it was important to recognise Members needs and have up-to-date IT equipment which was simple to use and easy to maintain. Video conferencing via laptops would be a saving, not only for Members attending meetings but for Officers having to travel to South Holland.

The Overview & Scrutiny Commission Chairman said that the public also used Skype so the Council would have to very carefully consider equipment potential.

**Kevin
Rump**

Action By

The Chief Executive asked if there would be time enough to get this equipment to new Members following the meeting on 12th April. It was explained that all Members would have to receive training on the new equipment but new Members would take priority.

(b) Adoption

RESOLVED that the Minutes of the Business Improvement Sub-Committee meeting held on 30 March 2011 be adopted.

39/11 MEMBER DEVELOPMENT PANEL: 3 MARCH 2011(AGENDA ITEM 14)

The Minutes of the Member Development Panel meeting held on 3 March 2011 were noted.

40/11 REFERENCE FROM THE AUDIT COMMITTEE (AGENDA ITEM 20)

(a) Variation to Environmental Services Contract

The Cabinet at its meeting on 19th October 2010 had recommended that the Environmental Services (SERCO) contract be deferred and the Audit Committee be commissioned to investigate the financial aspects of the settlement of invoices for the Gross Annual Services Charges of the Serco contract (Cabinet Minute No. 107/10 refers).

The Audit Committee had discussed the implications of the variation of the contract and had concerns about the risks involved whilst being mindful of the savings; therefore, a one month settlement had been proposed.

The Executive Member for Economic & Commercial struggled with the notion why the Council would want to pay for services upfront that had not been received. The return would be very small and could set a precedent and could open up the Council to abuse.

The Chairman agreed with the aforementioned comments and accordingly did not support the Audit Committee's recommendation.

The Overview & Scrutiny Commission Chairman reminded Members that Breckland Council was the custodian of ratepayers' monies and felt that the principle of paying for services up front was fundamentally flawed. He stated that if the recommendation was approved, the Overview & Scrutiny Commission would call in the decision.

Options

N/A

Reasons

N/A

Action By

RESOLVED that the recommendation from the Audit Committee be refused and the Gross Annual Service Charges for the contract **not** be settled one month in advance in order to realise a 1% discount from Serco.

**Sarah
Bruton**

(b) **Match Funding Application - Diss Rugby Club**

The Cabinet at its meeting on 30 November 2010 recommended that the Diss Rugby Club Match Funding Application be deferred subject to a review by the Audit Committee (Cabinet Minute 121/10 refers).

The Audit Committee considered and reviewed the current eligibility criteria of Breckland Council's grant schemes and the Diss Rugby Club Match Funding application. The Chairman and Members fully supported what the Club was trying to achieve and recommended that no changes be made to the eligibility criteria subject to all applications being value for money to Breckland residents.

The Executive Member for Corporate Development & Performance queried the recommendation in relation to eligibility criteria and asked if anything was going to be put in place.

The Director of Community Services advised that no changes would be made to the criteria and each application would be judged on its merits.

The Overview & Scrutiny Commission Chairman pointed out that the report highlighted that 16.1% of the Club's membership were Breckland residents. He believed that the Audit Committee had reached the right decision.

The Vice-Chairman stated that the Grant Panel had looked into this application in great detail and he was pleased that this was now moving forward.

Members were informed that this matter had been brought to the Committee's attention by a concern raised by a Watton resident.

The Chairman felt that it was only right and proper that Breckland Council was seen to be giving value to its residents and highlighted the fact that funding should not be stopped in such areas just because of a line on the map.

Options

N/A

Reasons

N/A

RESOLVED that:

- 1) the funding application for Diss Rugby Football Club totalling the

**Catherine
Lang,
Robert
Leigh**

Action By

amount of £20,000 be approved;

- 2) no changes be made to the eligibility criteria for Match Funding applications, subject to it being value for money to Breckland residents;
- 3) a protocol be put in place to ensure that the local authority within which the organisation was based matched or exceeded the grant requested from Breckland; and
- 4) each case to be judged on its merits.

41/11 NEXT MEETING (AGENDA ITEM 15)

It was noted that the next meeting would be held on Tuesday, 31 May 2011 at 9.30am in the Norfolk Room.

42/11 EXCLUSION OF PRESS AND PUBLIC (AGENDA ITEM 16)

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the Press and the Public be excluded from the meeting for the following items of business on the grounds that they involve the disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A to the Act.

43/11 DOG AND PEST CONTROL CONTRACTS (AGENDA ITEM 17)

The Principal Environmental Health Officer provided Members with details of the outcome of the European Tender process for the provision of the Pest and Dog Control Services by private contractor. The companies chosen would provide good services within the budget provision.

Options

- 1) Not extend the existing pest and dog control contracts and run the risk of non-provision after April 2011.
- 2) Accept the recommended contractors to provide the pest and dog control services to the Council for the next three years with an option to extend the contracts for one year.

Reasons

The contract specifications and tender submission by the recommended contractors would ensure enhanced services to the Council and Breckland residents and represented best value, with a financial saving for the dog warden service of just under £30,000.

RESOLVED that the pest control contract be awarded to Pest Express Ltd and the dog warden service contract be awarded to Animal Warden Services as detailed in paragraph 3.2 of the report.

**Andrew
Grimley**

44/11 ACQUISITION OF LAND IN SWAFFHAM (AGENDA ITEM 18)

The Executive Member for Economic & Commercial presented the report

	<u>Action By</u>
<p>which requested Members agreement to purchase 1.6 acres of commercial land in Swaffham.</p> <p>Members agreed that it made sense to purchase and redevelop the site going forward.</p> <p><u>Options</u></p> <p>1) To purchase the commercial land in Swaffham.</p> <p>2) Not to purchase the commercial land in Swaffham</p> <p><u>Reasons</u></p> <p>See report.</p> <p><u>RECOMMEND</u> to Council that option 1 of the report be approved.</p>	<p>Ralph Burton</p>
<p>45/11 <u>JOINT MANAGEMENT ARRANGEMENTS (AGENDA ITEM 19)</u></p> <p>The Chief Executive presented the report which informed Members of the outcome of the selection process of the Shared management Team. Members were being asked to consider and agree to the proposals for dealing with vacant Joint Management posts and to agree to further consequential changes to the structure. It also asked each authority to address resulting capacity issues separately.</p> <p>The Executive Member for Economic & Commercial was pleased to see the recommendation at 2.3 of the report and hoped that the Cabinet would support it as it was very important, in the line of work that his portfolio covered, to have instant access to a legal opinion.</p> <p><u>Options</u></p> <p>See report.</p> <p><u>Reasons</u></p> <p>The recommendations responded to the circumstances and identified opportunities for some modest savings on senior management.</p> <p><u>RESOLVED</u> that the progress towards implementing the new Joint Management Structure be noted.</p> <p><u>RESOLVED</u> to note that the Council of South Holland was recommending the creation of three posts.</p> <p><u>RECOMMEND</u> to Council that the recommendations at 2.2 (a) and (b) and 2.3 of the report be supported.</p>	<p>Terry Huggins, Roger Wilkin</p>

The meeting closed at 10.45 am

CHAIRMAN

BRECKLAND COUNCIL

At a Meeting of the

LICENSING COMMITTEE

**Held on Wednesday, 6 April 2011 at 10.00 am in
Norfolk Rooms, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Mr I. Sherwood (Chairman)	Mrs K. Millbank
Mr W.P. Borrett	Mrs P.A. Spencer (Vice-Chairman)
Mr J.R. Gretton	Mr N.C. Wilkin
Mr T.J. Lamb	Councillor Claire Bowes (Substitute Member)

In Attendance

Stephanie Butcher	- Principal Licensing Officer
Nigel Payne	- Environmental Health Manager
Jane Osborne	- Committee Officer

Action By

1/11 MINUTES

The Minutes of the meeting held on 13 October 2010 were confirmed as a correct record and signed by the Chairman.

2/11 APOLOGIES

Apologies for absence were received from Cllrs. Rogers, Turner, Martin and Chapman-Allen. Cllr Bowes was in attendance as a substitute for Cllr Turner.

3/11 UPDATE ON LICENSING (FOR INFORMATION)

Stephanie Butcher, Principal Licensing Officer introduced Mr Nigel Payne the new Environmental Health Manager, who was welcomed by the Chairman.

The report of the Assistant Director Commissioning was to make the Committee aware of current licensing matters, issues and further developments to Licensing. The Principal Licensing Officer highlighted the main points for Members and the overall result of the changes were felt to be balanced in her opinion.

With regard to the Police Reform and Social Responsibility Bill, Clause 103 introduced the Licensing Authority as a responsible authority.

Clause 112, Temporary Event Notices had added Environmental Health as a relevant person to object to a TEN under any of the licensing objectives. Hours and numbers were to increase. Fees had not increased for five years. The Licensing Policy would be kept under constant review.

Action By

Clause 105, removed the “interested parties living in the vicinity” which meant representations and applications for reviews could be made by anyone wherever they lived as long as their representation or application related to a licensing objective.

Clauses 124-138 enabled a licensing authority to impose a late night levy on holders of premises licences and club premises certificates whose authorisations allowed them to supply alcohol during the “late night supply period”. It was asked if a fee could be set. Members were informed that if there was a problem area, the levy could be applied. With regard to a further question as to whether the Police could ask for such a levy the Principal Licensing Officer, stated that they would have to demonstrate there was a problem in the area. The levy would be an extra charge on such premises.

A Member wanted the changes to be as efficient as possible but had concerns about the cost. The Principal Licensing Officer said that if there was no rateable value fees would be £100, but increased substantially for large venues. It was the Chairman’s view that it should not be Breckland rate payers who subsidised businesses and legislation had drawn the issue into the public control which allowed the community to bring issues to the Council. Charges on Council tax payers were not off set by fines.

In response to a question about the Carnegie Rooms in Thetford, the Principal Licensing Officer said she was not aware their premises licence had been surrendered and would look into the matter.<2>

**Stephanie
Butcher**

The Live Music Bill looked to amend proposed time limits to be reduced to 11 p.m.

The Licensing Policy had been published on 7 January 2011.

Sexual Entertainment Venues would be dealt with by the General Purposes Committee and adopted by full Council, and would be brought back to the General Purposes Committee for fees to be set.

Licensing training for any new Members to Licensing would take place on 24 May 2011 and a refresher training update for all existing Members on 25 May 2011.

There would be a consultation on the re-evaluation of some of the Gambling fees. There had been no increase in Gambling licences.

A Breckland Safety Advisory Group had been set up at the end of 2010.

There had been very few more enquiries with regard to the Royal Wedding than for street party applications.

4/11 NEXT MEETING

The next meeting scheduled for 13 May 2011 at 10.00 a.m in the Norfolk Room was noted.

Action By

The Chairman thanked all the Committee Members and Clerks for the work they had done over the last few years.

The Principal Licensing Officer thanked the Chairman and Committee Members for their support in general and at Licensing Hearings.

The meeting closed at 10.35 am

CHAIRMAN

16th March 2011

Breckland Youth Council

Executive Cabinet Meeting

16th March 2011

Norfolk Room, Elizabeth House, Dereham

4.30-6.30 PM

Minutes:

Chairman: Stuart Green

Secretary: Alistair Wright



1. Welcome & Apologies;
 - Apologies have been received from James Whitehead.
 - Lisa Clayton is Absent without apologies
 - Councillor Diana Irving arrived for the meeting at 5.30 PM
2. Minutes of Previous Meeting- 15th February 2011
 - The Minutes were signed by the Chairman and agreed.
3. Matters Arising from previous meeting:
 - a. Manifesto. 4 of the cabinet members are still to send their contribution of the manifesto to Alistair. Until this progresses the Youth Council cannot become affiliated with other youth groups.
 - b. Affiliated groups contacts. Until the Manifesto is complete, no groups can become affiliated. However Councillors must continue to seek out groups to affiliate with.
 - c. Youth Engagement Programme: this requires updating ASAP, as it is out of date. This will hopefully also include the Manifesto of BYC and new activities.
 - Build your own politician- Stuart conducted a Build your own politician event at Scarning primary.
 - Councillor to School- Jordan has conducted a Councillor to school visit at Kenninghall Primary.
4. Financial Report
 - This will be deferred until the next meeting that the Treasurer is in attendance

16th March 2011

5. YESS Campaign
 - A Special Meeting is being held next week: 24/3/11. Alistair will write a letter to all High Schools by the time of the special meeting asking all schools to ask their pupils to complete the survey in lessons.

6. Any Other Business:
 - Membership – The cabinet had a discussion with Stephanie Barnard and Councillor Irving about future membership and ways in which the membership of Youth Council can be made more sustainable and increased.

7. Next Meeting: Tuesday 12th April 2010 4.30-6.30 PM

Meeting Close

TO ACTION:

- 1) Breckland Youth Council Post September 2011

Youth Council Executive Cabinet Members and their respective towns:
(in *italics* are Youth Councillors absent with apologies from the meeting
Youth Councillors who were absent without apologies have their names
Struck through)

Dereham	Attleborough	Swaffham	Watton	Thetford
Stuart Green	Jordan Bailey	<i>James Whitehead</i>	<i>Lisa Clayton</i>	Alistair Wright

Signed: Position:
.....
Date: 12/04 /2011

BRECKLAND COUNCIL

REPORT OF THE CHIEF EXECUTIVE
FULL COUNCIL – 19TH April 2010

MASTERPLAN FUNDING FOR ATTLEBOROUGH

1. Purpose of Report

To inform members that all funding from the Homes and Communities Agency for the Masterplan Project for the Attleborough growth, as agreed by Members on the 12th August 2010, has been received and URS Scott Wilson have delivered the Masterplan.

2. Recommendations

It is recommended that the Council:

- 2.1 Note the support and assistance of the Homes and Community in funding and delivering the Masterplan and that the Masterplan is now available for reference as part of the community engagement strategy.

Note: In preparing this report, due regard has been had to equality of opportunity, human rights, prevention of crime and disorder, environmental and risk management considerations as appropriate. Relevant officers have been consulted in relation to any legal, financial or human resources implications and comments received are reflected in the report.

3. Information, Issues and Options

3.1 Background

3.1.1 The grant was for the sum of £50,000 which was as a result of a bid for Rural Masterplan funding aimed at assisting Councils with large rural areas, tackle issues that growth and expansion may have in a particular area. The bid was made to assist the planning of the growth of Attleborough to enable the rural aspects and issues in that locality to be managed in way that fully involves the community and the Council.

3.1.3 As part of the process the Homes and Communities Agency have also set up a panel of expert consultants through a government procurement process to provide the a route for appointment of appropriate expertise for the process.

3.2 Issues

3.2.1 The funding was first awarded to the Council in February 2010 and subsequently put on hold with the change in Government and the review of funding to different projects. The funding was confirmed on the 23rd July 2010, with a request to sign up to the grant conditions and the procurement of the Consultant through the Homes and Communities Agency panel.

3.2.2 The award of funding had a short timeframe for expenditure, March 2011 and the project took 6 months to complete with all grant obligations met.

3.2.3 A procurement process was undertaken with the Homes and Communities Agency for a consultant. Consultants from the Homes and Communities Agency's approved list, which had been through a tender process under EU regulations, were asked to submit expressions of interest in the project. These submissions were then asked to submit further tenders and resulted in the interview of three consultants and the

selection of URS Scott Wilson to undertake the work.

- 3.2.4 The project as a whole contributes to the capacity of the Planning team in delivering the Local Development Framework for the Attleborough area and the Area Action Plan.

4. Other Implications

- a) Equalities: there are no Equalities issues relating to this report
- b) Section 17, Crime & Disorder Act 1998: There are no crime and disorder issues relating to this report
- c) Section 40, Natural Environment & Rural Communities Act 2006: The project will be addressing issues relating to the environment as part of the masterplan exercise and do not need to be highlighted separately
- d) Human Resources: There are no human resources issues related to this report
- e) Human Rights: There are no human rights issues related to this report
- f) Other: [e.g. Children's Act 2004]

5. Alignment to Council Priorities

- 7.1 Building safer and stronger communities, prosperous communities, Your Council your services.

6. Ward/Community Affected

- 6.1 Attleborough.

Background Papers

Lead Contact Officer:

Name/Post: Darryl Smith, Principal Housing Officer

Telephone: 01362 656890

Email: darryl.smith@breckland.gov.uk

Key Decision Status (Executive Decisions only):

Appendices attached to this report:

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

Document is Restricted

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted