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To The Members of the Council

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Date: 06 December 2011

AGENDA SUPPLEMENT

Dear Sir/Madam

COUNCIL - THURSDAY 8 DECEMBER 2011

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

Item No	Report Title	Page Nos
5.	Cabinet Unconfirmed Minutes of the Cabinet meeting held on 29 November 2011.	60 - 71
7.	Planning Committee Minutes (b) 28 November 2011 Unconfirmed Minutes of the Planning Committee meeting held on 28 November 2011.	72 - 84
9.	Appeals Committee Minutes Unconfirmed Minutes of the Appeals Committee meeting held on 30 November 2011.	85 - 89
11.	Audit Committee Minutes Unconfirmed Minutes of the Audit Committee meeting held on 25 November 2011.	90 - 117

Yours faithfully

Julie Britton

Senior Committee Officer

BRECKLAND COUNCIL

At a Meeting of the

CABINET

**Held on Tuesday, 29 November 2011 at 9.30 am in
Norfolk Room, The Committee Suite, Elizabeth House, Dereham**

PRESENT

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

Also Present

Mrs D.K.R. Irving	Mr T. J. Jermy
Mr J.P. Cowen	Mr B J English
Mr R.G. Kybird	Mr W. R. J. Richmond
Mr I. Sherwood	Mr R. R. Richmond
Mr A.P. Joel	Mrs S Armes
Mr F.J. Sharpe	Mr M. A. Wassell
Mr S.G. Bambridge	

In Attendance

Robert Walker	- Assistant Director of Commissioning
Vicky Thomson	- Assistant Director - Democratic Services
Mark Stokes	- Deputy Chief Executive
Julie Britton	- Senior Committee Officer
Mark Finch	- Assistant Director of Finance
Sam Dawson	- Arts Development Officer
David Spencer	- Principal Planning Policy Officer
Sarah Robertson	- Planning Policy Officer
Kevin Ward	- Growth Programme Manager
Dr G Brighty	- Area Manager for the Environment Agency

Action By

82/11 MINUTES (AGENDA ITEM 1)

The Minutes of the meeting held on 18 October 2011 were confirmed as a correct record and signed by the Chairman.

83/11 APOLOGIES (AGENDA ITEM 2)

An apology for absence was received from the Chief Executive.

84/11 URGENT BUSINESS (AGENDA ITEM 3)

In accordance with Part 1(d)(ii) of the Council's Contract Standing Orders, the Chairman agreed to take Agenda item 20 as an item of urgent business.

Action By

85/11 DECLARATION OF INTEREST (AGENDA ITEM 4)

Mr M Wassell declared a personal and prejudicial interest in Agenda item 10 in his capacity as a Watton Town Councillor but was allowed to speak on the matter. He then left the meeting whilst this item was being discussed.

86/11 NON-MEMBERS WISHING TO ADDRESS THE MEETING (AGENDA ITEM 5)

Mrs S Armes, Mrs D Irving, Mr G Bambridge, Mr P Cowen, Mr B English, Mr A Joel, Mr R Kybird, Mr R Richmond, Mr W Richmond, Mr F Sharpe, Mr I Sherwood and Mr M Wassell.

87/11 STATE OF THE ENVIRONMENT (AGENDA ITEM 7)

Dr Geoff Brighty, the Area Manager for the Environment Agency was in attendance and he provided Members with a presentation about the work that the Environment Agency covered and how this then related to the development and land use pressures within the Breckland area.

The Environment Agency was an independent agency that had three key roles – a regulator, an operator of significant assets and an advisor to Government and local authorities. It was responsible for reducing flood risk and protecting the environment.

The presentation focused on water, or the lack of it. Breckland was considered to be a great environment to live and work but was, in fact, the driest area in the entire country. The growth in Breckland would put a great challenge on the water supply and the effluent going back in. This growth might then not be sustainable and would be a challenge to the Council's Core Strategy and therefore a new solution would be required. Water would need to be moved around and be pumped from other sources so that increased demand could be met. Flood risk areas in Breckland were currently standing at moderate to low.

The Environment Agency's concern was how to manage drought as river flow for this time of the year was very low. Ground water levels were plummeting and at least an average rainfall was needed for the next 4 months to bring the water back to normal levels; if not, the Breckland area could be classed as critical next year. The message was to expect the worst – hosepipe bans could be implemented early in the year. Anglian Water was already sending out public messages to try and get the public to save as much water as possible.

Mr Wassell asked if there was a national grid for water and if there was a facility locally to move it. Members were informed that this work was the responsibility of Anglian Water. Water was moved from this part of the region to Essex but it was an expensive process. Anglian Water also had control of bore holes which could be turned on or off. Unfortunately, there was not a great deal of new water available and the Environment Agency and Anglia Water was encouraging farmers to put in their own reservoirs.

Action By

The Overview & Scrutiny Commission Chairman asked about regulations and which of these would 'kick in' to address issues such as grey water installations in new homes that building regulations did not require. He further asked, as this was a national issue, whether the Environment Agency was asking the DCLG what it was doing about it. Dr Brighty explained that Breckland Council had to adhere to its own policies but the Water Cycle Study had shown that Breckland did have water supply issues. As far as the latter question was concerned, the Environment Agency was already lobbying the DCLG.

Mr Richmond asked if the farmers were taking this message seriously, and if not, would statutory regulations have to be brought in by the Government. Dr Brighty advised that the Environment Agency was already working with farmers to come with low cost solutions. The poorest quality areas were being looked at first and there were stewardship monies available.

There was some discussion about the challenges the Environment Agency was facing in relation to agricultural phosphates. Mr Bambridge asked what the Agency was doing about domestic phosphate prevention. Dr Brighty explained that the Agency had made significant progress in the last few years and a new programme of works on this matter would be delivered in future.

The Environment Agency had been working in partnership with Breckland Council on the no. 1 sluice in Thetford. Prior to the work being done there was a set of steps and the Leader of the Labour Group asked why these had since been removed. Dr Brighty believed that the removal of these steps was probably due to health and safety issues but there was further work being done to put in a safe passage for canoeists.

Members were informed that Dr Brighty would be giving the same presentation to the Planning Committee in December.

The Chairman, on behalf of the audience and Cabinet Members thanked Dr Brighty for attending the meeting and for providing such an excellent presentation. He commended his environmental knowledge and was encouraged that the links between Breckland Council and the Environment Agency were much better.

88/11 DRAFT BUDGET SETTING (AGENDA ITEM 8)

The Assistant Director of Finance presented the report which set out the draft budget for 2012/13.

There had been a number of issues in order to balance the budget. Officers and Executive Members had been and were continuing to work on a number of schemes which could have an impact on the budget.

Mr Kybird had been disappointed that the recent Audit Committee meeting had not been provided with the detailed figures particularly in relation to pensions. There had been much debate on this matter and the actuary assumptions of the pension fund had been queried. In his

Action By

defence, the Assistant Director of Finance stated that there had been a change in approach at the last actuary review and the detailed figures had not been available due to the timing of the Committee's; however, he agreed to prepare a paper on pensions for the next Audit Committee meeting. It was further agreed that a Norfolk Pension Fund Manager would be invited to attend.

The Overview & Scrutiny Commission Chairman stated that the Council had set up an Audit Committee to understand all this financial wizardry and he too was disappointed that the Audit Committee had not been provided with all the financial background figures. He also queried the figures in relation to the pension percentages. The Chairman, as a former Member of the Norfolk County Council Pensions Committee, provided a detailed explanation of how the new actuaries had been set up. He stated that the real risk was that the cost to the tax payer was going to increase.

Mr Sherwood was not embarrassed about admitting that he did not understand the pension fund but had a feeling that there was nothing that could be done. The Chairman said that his thinking was correct. Norfolk County Council managed the pension fund but the Government had overall control and unfortunately the fund had dropped significantly and the only way that it could be made up was for someone else to top it up. As a public sector, this authority's pension contributions had to increase as the number of people paying into it was going down.

Referring to the pension deficit, Mr Wassell asked if some of this figure included interest. The Assistant Director of Finance explained that the interest had been factored in to flat-line until 2013.

The Vice-Chairman asked if new terms and conditions for staff was envisaged in the future. It was pointed out that this was against the law not unless Ministers were lobbied.

In response to a question about when the tax base figures would be available, Members were informed that as soon as they were known they would be passed onto all Parish and Town Councils.

OPTIONS

To note the report and make changes as necessary.

REASONS

To comply with the budgetary and policy framework.

RESOLVED that:

- 1) the report be noted; and
- 2) a report be prepared on pensions for the next Audit Committee and a Pension Fund Manager be invited.

Action By

89/11 MATCH FUNDING GRANT PANEL REPORT ROUND 3 2011/12
(AGENDA ITEM 9)

The Arts Development Officer presented the report and summarised the funding recommendations that had been agreed at the Grant Panel meeting on Monday 10 October 2011.

Speaking on behalf of New Buckenham Church, Mr Joel informed Members that the village shop and the public house had since re-opened so hopefully the village was '*on the up*'. If the funding application was approved, this would enable the Church to have a new heating system installed and therefore be used by community groups. Mr Andrews from the Parish Council was in attendance to answer questions.

Mr Bambridge was in support of Project Bawdeswell. He explained that this amount of money would help to kick start this project, allow it to continue and provide many facilities for community use.

The Vice-Chairman strongly supported the funding for Attleborough Boxing Club as it was a tremendous asset.

The Chairman hoped that Breckland Council could continue funding these types of community based projects in future as well as reducing the budget. Members were reminded of the budget deficit that had to be found not just for next year but in future years.

Options

To support or not support the match funding applications.

Reasons

See report.

RESOLVED that:

- 1) The Capital Match Funding application of £6,160 towards a new heating system and lowered ceiling for Attleborough Boxing Club be approved, subject to:
 - (a) a maximum of £6,160 or 30% of the project cost whichever is the lower from the Capital Match Funding Reserve; and
 - (b) the balance of all other funding being confirmed.

- 2) The Capital Match Funding application of £7,936 towards the extension of the existing Village Hall (phase 2) for Project Bawdeswell be approved, subject to:
 - (a) a maximum of £7,936 or 30% of the project cost whichever is the lower from the Capital Match Funding Reserve; and
 - (b) the balance of all other funding being confirmed.

Action By

- 3) The Revenue Match Funding application of £5,145 towards new heating for New Buckenham Church be approved, subject to:
- a) a maximum of £5,145 or 30% of the project cost whichever is the lower from the Revenue March Funding Reserve; and
 - b) the balance of all other funding being confirmed.

90/11 TRANSFER OF EQUIPPED PLAY AREA IN WATTON TO WATTON TOWN COUNCIL (AGENDA ITEM 10)

Mr M Wassell reported that this debate had been on-going for many years and was going to be discussed at the Town Council meeting later that day. Mr Wassell then left the room whilst this item was being discussed.

The Executive Member for Assets and Strategic Development informed Members that the play areas that Breckland Council owned in Attleborough, Swaffham and Thetford were in the process of being transferred to the Town Councils. The two play areas in question were situated in Lovell Gardens and Bridal Way in Watton.

The Chairman said that this was only the first step of devolving the right things back to the relevant Town and Parish Councils to enable them to manage and protect their own communities.

Options

To approve or not approve the release of £22,136.05.

Reasons

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

RESOLVED that the release of £22,136.05 to transfer two Breckland equipped play areas to Watton Town Council be approved.

91/11 ANNUAL MONITORING REPORT 2011 (AGENDA ITEM 11)

The Executive Member for Assets and Strategic Development presented the Annual Monitoring Report (AMR) for the 2010/2011 financial year. This was the second AMR to be produced since the adoption of the Core Strategy and Development Control Policies by Breckland Council in 2009. All local authorities were required to produce an AMR in conjunction with Section 35 of the Planning and Compulsory Purchase Act 2004. Members were informed that even with the announcement of the Localism Act Breckland Council would still be producing its AMR.

The Principal Planning Policy Officer highlighted a number of key points within the report. In terms of moving forward, Councils still had a duty to monitor its performance and in terms of the environment, no permissions had been granted contrary to the Environment Agency's advice.

Action By

The Overview & Scrutiny Commission Chairman felt that Breckland was going to be much bigger by the time this report came to fruition; it would also be a lot drier and dirtier. He felt that this authority was not looking forward in terms of water usage and permitted development. He further felt that there would be another challenge to face in terms of RAF Watton putting another 188 acres on the market. None of these matters had been factored into the Council's policies or strategies. He urged Members and Officers to put the Core Strategy high on the agenda for next year. In response, the Executive Member for Assets and Strategic Development advised the meeting of the LDF Work Programme for 2012 (highlighted at Section 7 of the report) and in particular the commitment to review the Core Strategy (see paragraph 7.2). Members were advised that such a review would enable the opportunity to formulate a Local Plan as set out in the draft National Planning Policy Framework within the two year time frame.

Referring to the RAF Watton land disposal, the Chairman pointed out that the Ministry of Defence (MOD) had no right to put housing on that land without going through the formal planning procedures. The Principal Planning Policy Officer agreed and stated that the site should have been offered back to the original land owners in the first instance. Carbrooke had seen a significant amount of development over the years and such a large site would need to be considered strategically. Mr Wassell, a Ward Member for Watton had noted the growth of Carbrooke illustrated on page 72 of the report and pointed out that 95% of the site was in Griston whose residents all used the facilities in Watton. He asked if the MOD could sell the land with planning permission. Members were informed that the MOD did have a facility through itself to submit for planning permission but Breckland Council would still have overall control to refuse or approve such an application as the Local Planning Authority.

Referring to Great Ellingham, the Executive Member for Internal Services mentioned the 150 dwellings earmarked for the village between now and 2026 and pointed out that the Parish Councillors did not want to see such major development and were not happy about it.

The Executive Member for Assets and Strategic Development stated that an AMR would be carried out every year as an evidence based document. Policies that were not working in the Local Development Framework would also be re-considered. The Executive Member for Planning and Environmental Services said that this was a huge opportunity for the Council to review its planning strategy and policies. The timing to carry out such a review was crucial particularly since the announcement of the Localism Act and work would start on this review using local evidence appropriate to Breckland for the AMR.

The Chairman had noticed the scale of sites that already had the benefit of planning permission that were either under construction, or awaiting implementation. He questioned why those houses that had been passed were not being built and whether the issue rested with particular developers. He asked that this be investigated.

Options

Action By

See report.

Reasons

See report.

RESOLVED that the contents of the Annual Monitoring Report be noted.

92/11 SHIPDHAM CONSULTATION FOR SITE SPECIFICS POLICIES AND PROPOSALS DEVELOPMENT PLAN DOCUMENT (AGENDA ITEM 12)

The Executive Member for Assets & Strategic Development presented the report which advised Member of the additional consultation being carried out in Shipdham. A draft response letter to the Planning Inspector had been circulated.

Members were informed that the Officers had expected the single site allocation to the north of Chapel Street (SH1) to be passed; however, the Inspector had found one policy, in his opinion, to be unsound. The reasons to his response had been highlighted in the report. The preferred site, site SH1, had been discussed at various meetings and had been considered to have a number of favourable criteria compared to other sites, including site SH2, in the village. This particular site was considered to be too far away from the amenities in the village and would also have an impact on the landscape/townscape of that part of Shipdham.

The Executive Member for Localism, Community & Environmental Services, who was also the Ward Member for Shipdham, read a statement from the residents of the village reflecting their views to the Inspectors report. She advised the meeting that these views, which were predominantly in support of Breckland Council's position, had been part of two public meetings held in the village during the consultation.

The Principal Planning Policy Officer pointed out that 70 responses to the consultation, that was soon to be closed, had already been received.

The Overview & Scrutiny Commission Chairman had been surprised by the Inspectors comments with regard to the restructuring of the cycle and walkway routes; bearing in mind that residents, if SH2 was approved, would have to navigate the treacherous bends near the Church. He reminded Members of the accidents that had occurred over the years in that particular area and therefore, for the Inspector to suggest that site SH2 was viable was, in his opinion, a disgrace.

Mr Bambridge agreed with the aforementioned comments but also had concerns about the access onto SH1. He felt that Chapel Street was not a good road for a 100 plus residents to come out on. The Principal Planning Officer emphasised that Norfolk County Council had confirmed the access onto the site was acceptable due to the significant frontage.

The Chairman felt that the Council should draft a letter to the Secretary of State as he was concerned that the Planning Inspectors were not engaging in the Localism Bill and should be brought in line with what the Secretary of State was trying to do. The Executive Member for Localism,

Action By

Communities & Environmental Services pointed out that the Parish Council, herself as Ward Representative and George Freeman MP, had already written to the Secretary of State and had received a negative response.

Options

The Inspector has stated that Breckland Council could provide soundness representations on the proposed changes to the site allocation in Shipdham. As such, there were two main options:

1. Respond to the consultation on the Inspectors proposed changes objecting to the change in Shipdham's allocation, due to impact on landscape and the sustainability of site SH2.
2. Do not respond to the consultation on the Inspectors changes.

Reasons

It was recommended that Breckland Council respond to the consultation as outlined in the report at option 1. Prior to submitting the Site Specifics document to the Planning Inspectorate, site SH1 had been discussed at meetings of the LDF Task & Finish Group and at Cabinet. The site was still considered to have a number of favourable criteria compared to other sites in Shipdham particularly, due to its central location, and it was not felt that the Inspector's reasoning in relation to landscape/townscape alter this. Additionally, it was considered that site SH2 would also impact on the townscape/landscape of that part of Shipdham.

RESOLVED that Breckland Council responds to the Planning Inspectors consultation on Shipdham, as per the draft letter of response presented to and agreed by Members, as part of the Examination into the Breckland Local Development Framework Site Specifics Development Plan Document.

93/11 DRAFT CALENDAR OF COUNCIL AND COMMITTEE MEETINGS 2012 - 2013 (AGENDA ITEM 13)

The Deputy Chief Executive presented the calendar of meetings for 2012/13 for approval.

It was agreed that the Audit Committee meeting on 9th November 2012 be moved to a later date in that month. Audit Committee Members would then be able to consider the draft budget in more detail before presentation to Cabinet.

Options

- To recommend the attached schedule of meetings for the Council's approval.
- To suggest amendments.

Reasons

Action By

To comply with Standing Orders and the scheme of delegation for the recommendation to Council for adoption of a calendar of meetings for 2012-2013.

RECOMMEND to Council that the schedule of Council and Committee meetings for 2012-2013 be approved.

94/11 REFERENCE FROM THE OVERVIEW AND SCRUTINY COMMISSION (AGENDA ITEM 14)

Although there had not been any references for Cabinet to consider the Overview & Scrutiny Commission Chairman wanted Members to know of the fulsome conversation that had been had at the meeting in relation to Housing and Homelessness Policies.

The Commission had agreed to establish a Task & Finish Group which would be reviewing, in a joined up manner, tenancy, allocations and homelessness. The Localism Bill allowed greater freedom for the Council to set its own criteria and would have a bearing on all what the Council did in future; therefore, it was important that the right buttons were hit now to move forward in the district.

It was noted that the Forward Plan had since been amended.

95/11 BUSINESS IMPROVEMENT AND PROJECTS SUB-COMMITTEE (AGENDA ITEM 15)

(a) Capital Programme (Minute No. 78/10)

The Executive Member for Internal Services highlighted the fact that a number of projects had not, as yet, been actioned.

(b) Minutes

RESOLVED that the Minutes of the Business Improvement & Projects Sub-Committee meeting held on 11 October 2011 be adopted.

96/11 ANGLIA REVENUES AND BENEFITS PARTNERSHIP JOINT COMMITTEE (AGENDA ITEM 16)

RESOLVED that the Minutes of the Anglia Revenues & Benefits Partnership Joint Committee meeting held on 13 October 2011 be adopted.

97/11 NEXT MEETING (AGENDA ITEM 17)

The arrangements for the next meeting on Tuesday, 10 January 2012 at 9.30am in the **Anglia Room** were noted.

98/11 EXCLUSION OF PRESS AND PUBLIC (AGENDA ITEM 18)

Action By

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 likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A to the Act.

99/11 ENVIRONMENTAL HEALTH REVIEW (AGENDA ITEM 19)

The Assistant Director of Commissioning apologised for the late circulation of the replacement report.

A final business case following the formal consultation would be brought back to Cabinet and Council for a decision in due course.

The detail of the proposal being put forward was explained which, if approved, would create further savings. The main savings and where they would come from were highlighted.

Mr English, who was a Member of the General Purposes Committee, was dismayed that the report had still not been tidied up with regard to grammar and phrasing as previously requested at the General Purposes meeting. He highlighted the errors.

In response to a question about whether mobile/remote working would create further savings, Members were informed that a further review on this matter could be carried out once the new technology was in place.

Referring to the Minute extract from the General Purposes Committee meeting, Mr Sherwood asked for reassurance that the new Police Reform and Social Responsibility Act had been taken into account. He was all in favour of joined up working as long as two distinct teams remained for each authority, particularly where Licensing was concerned. He asked that due consideration be given on this matter. The Executive Member for Planning & Environmental Services and Mr Sherwood both believed that sufficient local knowledge should be retained.

The Assistant Director of Commissioning agreed that from the emerging Bills and Acts it had been made clear that there would be more responsibility on local authorities, particularly in relation to Licensing.

The Vice-Chairman was confused about the local element. Members were informed that the public facing support team would be of local origin for both Breckland and South Holland but not at Management and Team Leader level. However, working practices and processes would be shared.

The Executive Member for Internal Services said that the Business Improvement Team had made the processes in the Licensing Team the best they could be but would be no good if it did not have local people behind it.

The Overview & Scrutiny Commission Chairman queried the structure and could not see how the Council could fulfil the Licensing function in Breckland without local Officers at the top.

Action By

There were further discussions about the structure and whether Officers from both Councils would be able to cope once the new Acts came into force. The Assistant Director for Commissioning assured Members that the structure would be robust.

Options

- To continue to deliver these services independently.
- To share managers but not service delivery.

Reasons

The Environmental Health and Licensing Service had been indentified as being worthy of consideration of reorganisation as a joint service.

RECOMMEND to Council that:

- 1) formal consultation commence with staff and Trade Unions on the introduction of a shared service for Environmental Health and Licensing and a proposed staffing structure; and
- 2) a further report be produced at the conclusion of the formal consultation to include final staffing proposals, IT solutions, finance and business case.

100/11 RIVERSIDE REGENERATION DELIVERY TEAM (AGENDA ITEM 20)

The Executive Member for Assets & Strategic Development presented the report and explained the urgency.

Options

To approve or not approve the recommendation to waive Standing Orders.

Reasons

See report.

RESOLVED that under Standing Order 4B – Contract Standing Orders Part A 1 (d)(ii) be waived for the contractors listed in the report who form part of the Riverside Regeneration Delivery Team.

The meeting closed at 11.55 am

CHAIRMAN

BRECKLAND COUNCIL

At a Meeting of the

PLANNING COMMITTEE

**Held on Monday, 28 November 2011 at 9.30 am in
Anglia Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Councillor C Bowes	Mr S. J. F. Rogers
Mr T R Carter	Mr F.J. Sharpe
Councillor E. Gould (Chairman)	Mrs P.A. Spencer
Mr T.J. Lamb	Mr N.C. Wilkin (Vice-Chairman)
Mrs J A North	Mr P.J. Duigan (Substitute Member)
Mr W. R. J. Richmond	Mr T. J. Jermy (Substitute Member)
Mr M. S. Robinson	

Also Present

Lady Fisher (Ward Representative)	Mr J.P. Cowen (Ward Representative)
Mr K.S. Gilbert (Ward Representative)	Mr A.C. Stasiak (Ward Representative)
Mr S.G. Bambridge (Ward Representative)	Mr K. Martin (Ward Representative)
	Mr M. A. Wassell (Ward Representative)

In Attendance

Paul Jackson	- Planning Manager
Nick Moys	- Principal Planning Officer (Major Projects)*
Mike Brennan	- Principal Planning Officer*
Sue Bloomfield	- Planning Obligations Officer (Capita Symonds for Breckland Council)
Jane Osborne	- Committee Officer
Michael Horn	- Solicitor to the Council

* Capita Symonds for Breckland Council

Action By

170/11 MINUTES

With regard to minute number 164/11 (i) Item 9, page 6, in the paragraph prior to the deferred outcome, the word bio should read 'by'.

Subject to the above amendments, the Minutes of the meeting held on 31 October 2011 were confirmed as a correct record and signed by the Chairman.

171/11 APOLOGIES & SUBSTITUTES

Apologies for absence were received from Cllr C Clark, Cllr T Jermy was in attendance as his substitute.

Cllr Rogers could not attend the start of the meeting, so Cllr P Duigan was in attendance as his substitute until his arrival.

172/11 DECLARATION OF INTEREST AND OF REPRESENTATIONS RECEIVED

With regard to Agenda Item 12, Schedule of Planning Applications, the following declarations were made :

Action By

Cllr Sharpe declared a prejudicial interest in Item 5 Mileham, by virtue of being an Executive Support Member for Asset Management.

Cllr Bowes declared a prejudicial interest in Item 7 (Watton) as her family owned land adjacent to the site, and a prejudicial interest with regard to Item 10 (Watton) as the applicant owned a strip of land in front of her property.

Cllr Martin, declared a prejudicial interest by virtue of living in Edenside Drive with regard to Item 9 Attleborough.

173/11 REQUESTS TO DEFER APPLICATIONS INCLUDED IN THIS AGENDA

Scheduled Item No. 3, Dereham, of Agenda Item No. 12, Schedule of Planning Applications, had been withdrawn.

174/11 LOCAL DEVELOPMENT FRAMEWORK (STANDING ITEM)

Site Specifics – The Council was currently carrying out consultation requested by the Inspector examining the soundness of the Site Specifics DPD in relation to his proposed changes to the allocations for Shipdham. These changes included a reduction in the size of site of the allocation at SH.1 and the reapportionment of the balance onto a second site at Old Post Office Street (SH.2). The consultation period closes on 5 December and subject to responses, it was envisaged that the Inspectors Report would be received by the end of the year. This would hopefully enable the Site Specifics to be adopted in February 2012.

Thetford Area Action Plan (TAAP) – The Council had now submitted the TAAP for Examination in Public. The Planning Inspectorate had appointed Mr Ian Broyd as Examining Inspector who will hold hearings into the soundness of the document. The hearings are expected to be held in Spring 2012.

Attleborough and Snetterton Heath AAP – Further evidence gathering was taking place with a view to further consultation later in 2012.

175/11 EPR THETFORD LIAISON GROUP

Deferred - The item would be discussed on 29 November by the Thetford Town Council; therefore the item would come back to the Planning Committee on 19 December 2011.

176/11 INTERNAL DRAINAGE BOARDS (IDBS)

RESOLVED to include the IDBs as consultees in the planning process, by providing them with a copy of the weekly Planning Lists.

177/11 DEFERRED APPLICATIONS

177 .a **Roudham/Larling & Bridgham : Change of use of agricultural buildings for commercial storage at buildings 1, 3, 8 and 15 Camp Farm, Roudham Road : Applicant : Paul Rackham Ltd : Reference : 3PL/2011/0851/CU**

Members had received various documents and correspondence with regard to the item.

Action By

Paul Jackson, Planning Manager had returned the application to the Planning Committee in the interests of transparency of process and explained his reasons why.

The Minutes were an entirely accurate record of the meeting he attended on 31 October 2011. He was not aware of the source of the inaccurate allegations made with regard to the time between the writing of the report and the Committee meeting, all of which were without exception, without foundation.

The resolution reached following a lengthy debate, was arrived at by Members entirely properly and was soundly based.

He welcomed openness and transparency. The Camp Farm file had been open and available for public inspection and it still was, with documents also available on the Council website, despite no requirement in law for Councils to publish their planning records online. Members of the public along with Parish Councils were well consulted with, and the entire process had been transparent and robust.

The Planning Inspector's earlier decision and the details contained within the report prepared by Reading Agricultural Consultants Ltd set out why the buildings had become "redundant". Taking into account all the salient facts, Officers advised Members on 31 October 2011 that the first of the two reasons for refusal (failure to demonstrate that the use could not be on an allocated site) was in their view considered to be incapable of substantiation. He was not of the view that any of the information was not in the public domain. Statutory requirements were met and were exceeded. Additional representations received raised no new planning issues not previously considered in either the report itself or during the debate.

He concluded by inviting Members to consider if the process or the resolution was unusual or flawed and to endorse their earlier resolution.

The Head of Legal Services explained the process that would then be followed.

Comments from Members were that the Planning Manager's report was succinct and completely accurate and that the process carried out on 31 October 2011 was a normal planning one.

Lady Fisher, Ward Representative, stated that a letter from Knights Solicitors had been sent to the Principal Planning Officer on 28 October 2011 which had not been made available in the public domain until 31 October and questioned whether the Chairman had seen the letter prior to the Committee meeting held on 31 October 2011. The two reasons put forward by Officers for refusal had not been expanded on and were scanty in the extreme. She questioned how Members had familiarised themselves with the site as it was not visible from the country lane.

The Chairman clarified that the letter had been clearly referred to by the Principal Planning Officer during his presentation of the application on Monday, 31 October 2011 and a frank discussion followed. The Planning Manager added that the letter which was in the public domain on Friday, 28 October 2011 did not add anything to the application submission and did not raise any new significant information. All conditions were debated and the Planning Manager was specifically asked by the Chairman to read out to Members all the conditions, before they voted, to ensure the conditions

Action By

were clear and precise.

The Chairman added that no formal site visit had been undertaken, but Members did drive past the site on their way back from having attended a site visit elsewhere.

RESOLVED that the previous resolution at Minute 164/11 (g) including the imposition of conditions and a legal agreement being entered into be re-confirmed.

The Head of Legal Services advised therefore, that there would not be a re-consideration of the merits, and the resolution by the Committee held on 31 October 2011 stood.

177 .b Lyng: Change of Use of Land to Stand Touring Caravans at The Mallards, Farman Close by Mr Mark Woods: 3PL/2011/0953/CU

The Parish Council no longer objected to the proposal and wished that the whole site could benefit from a March–December season. 2 further letters of support had been received and one of objection with regard to the 3m gap required between the bungalows and the site before any standing of caravans was allowed.

Mr Lambley, Lyng Parish Council, advised that whilst they had not objected, there was a history of caravans on site and were keen to ensure a series of conditions. Quarry Lane was already under a great deal of pressure due to the Lakeside development, and should only be used for emergency use. A gate was felt to be better than a sign with regards to providing a clearer marker. They felt if the season of use was the same for the proposed piece of land as it was for the existing caravan park, it would be more enforceable. The site was adjacent to a County Wildlife Site and he brought attention to the Tree & Countryside Officer's comments in the report.

Mr Butcher, supporter, had owned a shop in Lyng for the last six years and the caravan park generated a lot of his turnover and if the site closed a significant amount of his trade would be lost. It was important for Lyng to remain a community and support businesses within them.

Mr Sneesby, Objector, stated that if planning permission was granted, it would allow the applicant to have more caravans, as the site licence had been ignored for many years. The village sustained a shop and garage for decades before the caravan park opened. It was a nature conservation area.

Mr Bude, Objector, who had lived next door to the site for 5 years stated that two objections had been submitted last week. One of the reasons the 2006 planning application was rejected was due to its close proximity, noise and disturbance. Extending the season by two months would increase activity. The tranquil atmosphere would not remain until 2023. The narrow piece of land at the back of 2 Farman Close had been regularly used for 2 or 3 caravans without a 3m space. A buffer zone would serve both parties best.

Ms Jarvis, Applicant, stated she had run the site for 26 years as a tranquil retreat mostly for those suffering illness and who had mobility difficulties. Caravans had been positioned on the site concerned for 20 years. She was very keen to regularise the situation with regard to planning

Action By

permission, and the proposal would allow more space between the caravans and ensure her business remained running. It was very important to her to make the site disabled friendly. The Drift would not be used, noise would not increase and the gate was not intended to be used significantly more than it was at present, unless for emergencies. There was no legal requirement for an emergency exit but she wanted to provide one as a precautionary measure.

Mr Bambridge, Ward Representative informed Members that whilst it was important for the village that the caravan site remained, the rights of those who lived beside it needed to be reserved, and that an area should be designated where caravans were kept clear. Seasonal restrictions should be the same for the whole of the site. The applicant did not intend to seek to increase the number of caravans on the site.

Guidance was provided by the Planning Manager with regard to not duplicating matters covered by the Site Licence.

RESOLVED that the application be approved as recommended with the extra condition of additional planting between the nearest dwellings and the site.

178/11 VARIATION OF SECTION 106 AGREEMENT : RESIDENTIAL DEVELOPMENT : LAND OFF THE LAMMAS/MALSTERS CLOSE, MUNDFORD : REFERENCE : 3PL/2007/0356/F : APPLICANT : BENNETT HOMES

Cllr Jermy supported and welcomed shared ownership.

RESOLVED as recommended, that the Section 106 Agreement be varied to allow the shared ownership units to be let as social rented units by the provider.

179/11 SCHEDULE OF PLANNING APPLICATIONS

RESOLVED that the applications be determined as follows :

- (a) **Item 1 : Attleborough : Change of use of land for siting of 6 static caravans & 2 tourers, erection of general purpose building & associated work : Reference : 3PL/2011/419/F**

Correspondence had been received by Members. An Enforcement Notice was valid on the site. The Town Council had raised objections, and Highways had recommended refusal of the scheme. Four representations had been received from local residents.

Messrs Harvey & Becker, Objectors, questioned it if was a Romany site or not. Commercial fridges on site were being disposed of without a licence. Conditions had not been adhered to. 5 static caravans were there and no tourers. There was a long history of anti social behaviour and local businesses had to provide 24 hour security. There were very large vehicle and container movements, with litter and human waste on the site.

Mr Jones, Applicant, lived in Leys Lane, as his family had done for 4 generations and he wished to extend the site to make it less crowded. Whilst he accepted the site had been untidy in the past, it was now clear and if permission was granted it would stay in a tidy

Action By

condition. He owned the site which he called a Romany site but he did not want gypsies or travellers to live there, only his family, who would remain there.

Members were advised, that if they were minded to approve the application, names could be provided of those who would occupy the static caravans.

Refused, as recommended.

- (b) Item 2 : Necton : Residential development (10 dwellings) : Reference : 3PL/2011/0877/O

Refused, as recommended, with an additional reason given by Members being the lack of noise assessment information.

- (c) Item 3 : Dereham : Change of use of land for parking provision for additional two lorries : Reference : 3PL/2011/0896/CU

Application withdrawn.

- (d) Item 4 : Necton : Residential development (10 dwellings) : Reference : 3PL/2011/0909/O

Refused, as recommended.

- (e) Item 5 : Mileham : Construction of 13 dwellings : Reference : 3PL/2011/0938/O

Cllr Sharpe declared a prejudicial interest by virtue of being an Executive Support Manager for Asset Manager, he left the room.

Concern from Members covered the possibility that the 6 parking spaces could get blocked in, the development would be cramped, and there was no children's play area.

Deferred, to allow Officers the opportunity to investigate if the drainage lagoon area could be a play area and look into the points raised by Members, which were over development of the site, poor design, and no provision for open space.

- (f) Item 6 : Wretham : Potato/onion storage and general farm storage sheds : Reference : 3PL/2011/0954/F

The Parish Council raised no objection. Since the report had been written, further information had been received from the RSPB and they no longer raised an objection. Natural England raised no objection provided that certain mitigation was supplied. There were strong objections from the Policy Team and Officers. The Principal Planning Officer stated that the site was approximately 1200m from land within the Breckland Special Protection Area supporting or capable of supporting stone curlews, and the proposed development represented a significant intensification of the site. In light of lack of evidence to the contrary, it could not be concluded that the development would not have an adverse effect and given the Waddenzee principle it was recommended that a precautionary approach be adopted in this instance.

Action By

Mr Abrey, Applicant explained that he and his family farmed 500 acres in Norfolk and Suffolk. Whilst the storage would only represent 30% of the company's sales, it would represent 100% of their storage for the future and would be bespoke and allow for expansion. Old fashioned, inadequate and unsustainable storage was currently rented elsewhere. Natural England supported the development as did RSPB who they had worked with since 1971, he added that stone curlews had increased in numbers on their land. He said the proposed development would be better inside the buffer zone rather than create a new yard outside the buffer zone. 50 staff were employed on the Norfolk farm, which was an important part of the local economy.

Mr Cowen, Ward Representative, stated that agricultural buildings had no impact on the stone curlew population. The proposal would reduce food miles and the business should be encouraged as 50% of the area was rural and agricultural businesses needed to prosper. RSPB had clearly written and stated they had withdrawn their objection. The company had liaised with experts, who had engaged with them and supported them.

The recommendation to refuse planning permission was not supported by Members as the proposed development was surrounded on 3 sides by existing buildings and they failed to see what proof there was to the detriment of stone curlews.

RESOLVED, that contrary to the recommendation, the application be approved subject to conditions listed below, as given the views of the Officers, RSPB and Natural England, Members concluded that with proposed restrictions, the development would not adversely affect the SPA.

The conditions were :

- (i) The construction of a 3m high bund to effectively screen low level human activity and vehicles on the application site to be completed outside the breeding season
- (ii) No external lighting facing the SPA
- (iii) Pest control imposed
- (iv) 10% on site renewable energy
- (v) Colour of buildings
- (vi) The construction of the potato store to be outside the breeding season

- (g) Item 7 : Watton : Erection of 69 residential dwellings with associated open space (revised scheme to 3PL/2010/0639/F) : Reference : 3PL/2011/0981/F

Cllr Bowes declared a prejudicial interest as her family owned land adjacent to the site, she would utilise her right to speak, and then leave the room.

As the Local Planning Authority were not in possession of the Inspector's report relating to the results of its examination of its site specific policies and proposals development plan, the Principal Planning Officer (Major Projects) advised that Officers' views were that the application was "premature" in planning terms. He gave a verbal update on comments received from Highways.

Action By

The Application had raised a significant number of representations from residents and the Town Council.

Cllr Gilbert, Watton Town Council, stated that Hopkins Homes Ltd had not had a discussion with the Town Council on the current proposal. It was outside the Settlement Boundary. The Inspector's report detailed the situation, and the application made a mockery of the site specific process. The development was in the wrong place and the field opposite had been refused planning permission as it too was outside the Settlement Boundary.

Mr Hinkins, Saham Toney PC and local resident, advised that a single track bridge had to be crossed when the village was approached which was dangerous for pedestrians, and further traffic flow would make the area a greater "rat run".

Mr Bunce, Saham Toney PC, stated that the proposed development would increase flooding already in the area. Members of the Parish Council had listened to all objections and they strongly objected themselves to the proposal.

Mr Upton, Objector, made the Members aware of the residents' concerns of noise, road safety and the impact on the town's infrastructure which was already over burdened. The closeness of the affordable housing, lack of reference to a property in the Visual Assessment documentation, and that 91 homes were to be built on the site were also given as objections. 860 signatures of objection had been obtained which equated to 10% of the population of Watton. The estate would be out of character with the area.

Mr Smith, Applicant, informed Members that they had looked to address all fears and it was just prematurity that was outstanding due to the LDF report. They remained of the opinion it was a highly sustainable site and even with the LDF there would still be a 5 year land supply shortage.

Mr Wassell, Ward Representative, stated that Watton was the smallest area of Breckland's towns but was the most densely populated and did not appear to be short of future homes or those for sale. It was outside the Settlement Boundary and should not be considered for development and he urged Members to reject the application and make Watton a better place with a brighter future.

Cllr Bowes, Ward Representative, said that little had changed since the previous application was submitted. Local residents were genuinely concerned about keeping the character of their town. She left the room.

Concerns from Members were that the application was premature, it was sited in the wrong place, access was not sustainable, traffic movement would increase greatly and affordable housing should look like the other housing.

Refused, as recommended.

(h) Item 8 : Attleborough : Erection of 17 dwellings : Reference : 3PL/2011/0988/F

Action By

The presence of a high pressure gas pipe had determined the layout of the scheme as shown on the plans to Members. The scheme included 7 affordable units and not 6 as stated in the report. The applicant had provided further information with regard to the protected oak tree and how they proposed to undertake infilling however, the Tree & Countryside Officer had not changed his view on the impact on the tree.

Mr Hall, Attleborough Community Team, stated that the scheme should be considered in the context of the LDF proposals. Attleborough had doubled in size over the last 20 years. Objections had been received from Old Buckenham Parish Council, Norfolk County Council and Attleborough Town Council and along with the 3500 signatures he urged Members to listen to the local community and representatives.

Mr Cracknell, Attleborough Chamber of Trade and resident of Old Buckenham, stated ASHAAP (which he was a Member of) were opposed to any housing programme before the Attleborough infrastructure had been substantially improved.

Ms Aitkin, Agent, stated there was a mix of high quality house types and great care had been taken in providing flexible living spaces and well laid out houses, all of which would maximise from solar gain and high insulation. Sustainable life style choices had been accommodated. The site was adjacent to the Settlement Boundary and would use a currently underused site. Access had been planned to maximise visibility in both directions. No evidence of aquatic fauna had been found in the shallow pond which was of limited environmental value, and would dry out seasonally. There were other drainage ditch arrangements. Infill material would allow for water penetration with regard to the category 'B' oak tree. Her client would accept conditions.

Mr Cumming, Agent, added that a 100 year assessment, attenuation and water plan had been accepted following comments about the pond being dry. He advised Members that Code Level 3 would be easily achieved. Fossil fuel would be relied on and renewable energy used. Although no full assessment had been done, he suspected that Code Level 4 could be achieved.

Mr Stasiak, Ward Representative, told Members that the reaction of the close residents he had spoken to liked the proposed development as it was not the "usual bog standard builders' boxes", they liked the layout, design and the flair in which they had overcome the main gas pipe. The 40% affordable units would provide much needed affordable housing for those on the housing register.

Refused, as recommended.

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- (i) Item 9 : Attleborough : Six single storey houses for persons with learning disabilities & alterations to access at 7 Edenside Drive : Reference : 3PL/2011/1010/O

Significant objection had been received from local residents which consisted of a 37 signature petition and 5 letters. 1 letter of support had been received and the Town Council did not object.

Mr Page, Objector, whilst he accepted the need for this type of development he was concerned about vehicle access as parking was congested already and would be a nightmare for residents.

Mr Becker, Applicant, stated that the site was perfectly suitable and sustainable and the end user had no requirement for cars. The development would provide independent living with support.

Mr Blake, for the Applicant, was a specialist consultant in the health and social care sector and stated that the proposal was a very much needed resource. Residents would be independent but carer support would be available should they require it.

Mr Martin, Ward Representative, declared a prejudicial interest as he lived in Edenside Drive which was a cul-de-sac. Access was of major concern, no parking areas were proposed only 3 parking spaces at the front of the site and he felt utility companies for example, would have a problem accessing the site as would visitors. He questioned the exit strategy for the dwellings in the event the scheme became unviable, as this could result in 6 residential units available on the open market. The outline application should have included more information with regard to vision splays. He left the room.

Mr Stasiak, Ward Representative, advised Members he supported the application as there was a shortage of this type of accommodation across the district. The Town Council raised no objection to the single storey houses and privacy would not be compromised. Caring in Attleborough had always been a high priority, and the proposed development would give the residents the opportunity to integrate. Whilst values should be looked at, property values should not.

Members' were concerned with access, parking and over-development. It was suggested that for residents' well-being, a green space within the development would be beneficial.

RESOLVED that the application be deferred and the Officers be authorised to approve it as recommended, subject to conditions, on completion of a legal agreement in relation to the bungalow to be kept for the use of the carer/warden and an additional condition for the erection of an acoustic fence.

- (j) Item 10 : Watton : Variation of condition 2 of pp 3PL/2006/1163/F – As-built drawings to parking, siting & elevations of plots 7-10 : Reference : 3PL/2011/1089/F

Cllr Bowes declared a prejudicial interest as the applicant owned a strip of land in front of her property and she left the room.

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The Principal Planning Officer (Major Projects) showed photographs of the differences to the proposed application to that refused earlier in the year. He updated Members that the Town Council had confirmed that they wished to raise an objection as their view was that the internal layout should revert back to the original scheme. The removal of the larger balcony structures would address the concern raised by Members on the previous application.

Mr Gilbert, Ward Representative and Chair of Watton Town Council Planning Committee, explained that on the original plans, the lounge and kitchen were on the ground floor which they did not object to. Local people believed the new proposal was not a minor amendment, as the lounges would now look out at their gardens. Windows were still large and doors would be fully glazed where people would sit in their lounge and overlook people in their private gardens. The internal layout should revert back to the original application that local residents wanted.

Mr Crook, Objector, was the owner of an existing house on Fairway Drive, and stated the application was another revision of the March application. He raised concerns about inadequate parking, vehicle turning and that the reversal of living arrangements would result in some of the plots being overlooked.

Mr Irvine, Agent, advised that the balconies would be removed by Christmas. If buildings were to revert back to the original layout, the distances between buildings would be the same. Internal arrangements would have to be completely demolished to re-shape them. He spoke of the economic factor and that the application was to help and support Richmond Park Golf Club, and to rebuild would have serious implications. There would be no traffic plan with regard to speed. Building Control had passed the design of the buildings, which would meet disability requirements.

Mr Wassell, Ward Representative, stated the overlooking was relevant to the utilisation of rooms and local residents would still be overlooked. Economic affects were relevant to the application just as they were for local residents and a better place for local residents should be considered.

Issues raised by Members covered the narrow path and roadway, no site specific speed policy, the need for obscure glazing at least on the northern elevation and safety concerns with regard to vulnerability in having the kitchens upstairs with only one exit for each of the properties.

Approved, as recommended.

- (k) Item 11 : Attleborough : Erection of conservatory & brick wall (retrospective) : Reference : 3PL/2011/1157/F

Approved, as recommended.

Notes To Schedule

Item No.	Speaker
1	Mr Harvey, Objector Mr J Becker, Objector Mr Jones, Applicant
2	
3	Withdrawn
4	
5	
6	Mr Abrey, Applicant Mr Feakes, for Applicant Mr Cowen, Ward Representative
7	Mr Gilbert, Town Council Mr Bunce, Parish Council Mr Hinks, Parish Council Mr Upton, Objector Mr Smith, Applicant Mr Wassell, Ward Representative
8	Ms Aitken, Agent Mr Cumming, Agent Mr Hall, Attleborough Comm Team Mr Cracknell, Attleborough Comm Team Mr Stasiak, Ward Representative
9	Mrs Page, Objector Mr S Becker, Applicant Mr Mathews, Agent Mr Blake, for Applicant Mr Martin, Ward Representative Mr Stasiak, Ward Representative
10	Mr Crook, Objector Mr Irvin, Agent Mr Gilbert, Ward Representative Mr Wassell, Ward Representative
11	

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Written Representations Taken Into Account

Reference No.	No. of Representations	
3PL/2011/0419/F	5	
3PL/2011/0877/O	2	
3PL/2011/0896/CU		
3PL/2011/0909/O	6	
3PL/2011/0938/O	2	
3PL/2011/0954/F		
3PL/2011/0981/F	70	
3PL/2011/0988/F	2	
3PL/2011/1010/O	9	
3PL/2011/1089/F	3	
3PL/2011/1157/F		
3PL/2011/0953/CU	11	
3PL/2011/0851/CU	15	

180/11 APPLICATIONS DETERMINED BY THE DIRECTOR OF COMMISSIONING

Noted.

181/11 APPEAL DECISIONS (FOR INFORMATION)

Noted.

182/11 APPLICATIONS DETERMINED BY NORFOLK COUNTY COUNCIL (FOR INFORMATION)

Noted.

The meeting closed at 3.47 pm

Action By

CHAIRMAN

At a Meeting of the

APPEALS COMMITTEE

Held on Wednesday, 30 November 2011 at 10.00 am in
Norfolk Rooms, The Conference Suite, Elizabeth House, Dereham

PRESENT

Mrs S Armes	Mr I. Sherwood (Vice-Chairman)
Mr S.G. Bambridge	Mr M. A. Wassell
Mrs L.H. Monument (Chairman)	Mr B J English (Substitute Member)

In Attendance

Mr Philip Mason	- Solicitor
Helen McAleer	- Senior Committee Officer
Patrick O'Brien	- Licensing Officer

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36/11 MINUTES (AGENDA ITEM 1)

The Solicitor referred to the final bullet point on page 4 and advised that the Race Relations Act 1976 had been incorporated into the Equality Act 2010.

Subject to that amendment, the Minutes of the meeting held on 7 September 2011 were confirmed as a correct record and signed by the Chairman.

37/11 APOLOGIES (AGENDA ITEM 2)

Apologies for absence had been received from Mr R Duffield. Mr B English was present as his substitute.

It was clarified that named substitutes had been appointed at the Council meeting held on 23 June 2011. No Labour/Other substitute had been nominated. The Chairman sought clarification on whether it would be acceptable for a Conservative substitute to stand in for the Labour/Other Member if necessary. Mrs Armes (Labour) agreed to raise that matter and report back.

38/11 URGENT BUSINESS (AGENDA ITEM 3)

None.

39/11 DECLARATION OF INTEREST (AGENDA ITEM 4)

Mr Sherwood declared a personal and prejudicial interest in Agenda Item 8 by virtue of having been copied in on a letter of complaint about Council procedures from the applicant to his Member of Parliament, for whom Mr Sherwood worked as an aide.

40/11 NON-MEMBERS WISHING TO ADDRESS THE MEETING (AGENDA ITEM 5)

None.

41/11 HEARING PROCEDURES (AGENDA ITEM 6)

The procedures were noted.

42/11 EXCLUSION OF PRESS AND PUBLIC (AGENDA ITEM 7)

RESOLVED that under Section 100(a)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they were likely to involve the disclosure of exempt information as defined in paragraphs 1, 2 and 7 of Part 1 of Schedule 12A to the Act.

43/11 APPLICATION FOR A GRANT OF A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE (AGENDA ITEM 8)

Mr Sherwood left the room before this item was discussed.

The Committee heard the application in accordance with the Council's agreed procedure.

The Hearing took place in the presence of the applicant, a Licensing Officer and Mr P Mason, the Council's Solicitor.

The Chairman made introductions and explained the procedures to the applicant.

The Licensing Officer presented the report which was to determine an application for the grant of a Hackney Carriage/Private Hire driver's licence in accordance with Section 51(1) of the Local Government (Miscellaneous Provisions) Act 1976. (Not section 53(1)(b) as referred to in the report.)

On his signed statutory declaration the applicant had failed to declare two unspent driving convictions. The Chairman said it was the Committee's duty to consider those two offences and invited the applicant to explain the circumstances.

The applicant advised that both offences had occurred in Norwich. There had been many speed limit changes in the City and he had been caught out. In mitigation he explained that there had been no significant indication of the changes and that one speed limit sign had been partially obscured by overhanging trees.

With regard to his failure to declare the convictions on his application, he apologised that he had misread the form and the omission had been unintentional.

The Chairman advised that the Council was extremely strict regarding the filling in of forms, particularly with regard to driving offences. She also pointed out that if the licence was granted, any further convictions must be notified to the authority within seven days to enable the Council to keep tight control over the people it licensed.

Having heard all the evidence the Committee withdrew to consider their options. The Solicitor explained that the Members would apply the statutory test to the application to determine if they considered that the applicant was

Action By

a fit and proper person to hold a Hackney Carriage/Private Hire driver's licence.

After considering the matter the Committee returned.

The Solicitor advised the following findings of fact:

1. Having considered all the evidence it was clear that the applicant had found the speed restriction changes in Norwich confusing
2. The Committee accepted that the applicant had not been as observant as he should have been
3. the Committee accepted that the applicant had committed a genuine mistake in omitting the offences from his declaration and they were also aware that he had not committed any further offences
4. The Committee accepted that the applicant was a fit and proper person

Accordingly it was:

RESOLVED to

- (1) grant a Hackney Carriage/Private Hire driver's licence in accordance with Section 51(1) of the Local Government (Miscellaneous Provisions) Act 1976; and
- (2) draw the applicant's attention to the necessity of reading all the literature provided and of reporting any further convictions of any kind within seven days.

Question to the Licensing Officer

Mr Sherwood returned to the room.

The Chairman asked if the explanatory notes attached to the statutory declaration advised applicants that motoring offences should be included. She suggested that the words 'including motoring offences' should be included after the word 'offence' in both sections 1 and 2 of the statutory declaration for clarity.

The Licensing Officer agreed to amend the forms as requested.

44/11 APPLICATION FOR A GRANT OF A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE (AGENDA ITEM 9)

The Committee heard the application in accordance with the Council's agreed procedure.

The Hearing took place in the presence of the applicant, a Licensing Officer and Mr P Mason, the Council's Solicitor.

The Chairman made introductions and explained the procedures to the applicant.

The Licensing Officer presented the report which was to determine an application for the grant of a Hackney Carriage/Private Hire driver's licence in accordance with Section 51(1) of the Local Government (Miscellaneous Provisions) Act 1976. (Not section 53(1)(b) as referred to in the report.)

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On his signed statutory declaration the applicant had failed to declare one spent and two unspent driving convictions. The Licensing Officer advised that Hackney Carriage/Private Hire drivers were an exempt occupation under the Rehabilitation of Offenders Act 1974 meaning that spent convictions could be taken into account.

The Chairman told the applicant that the prime duty of the Committee was to ensure public safety. They also needed to be assured that he was honest. She asked why he had not declared his motoring convictions.

The applicant explained that he believed the first two convictions were already spent and did not need to be mentioned. The third one he knew was still valid but he had forgotten to mention it.

The Chairman asked him why two convictions were so close and he explained that he had been doing three jobs at the same time then. He had also just moved to Cambridge where there were a lot more speed cameras. He now took more care in Cambridge and had received no more convictions.

The Chairman advised that he needed to be careful everywhere, not just where there might be speed cameras. The Committee needed to be sure that passengers would be safe. She stressed the requirement to report any further convictions within seven days if the licence was granted. She asked if he understood the importance of doing that and he confirmed that he understood.

A Member asked the applicant if he had ever held a Hackney Carriage/Private Hire drivers licence in Cambridge or anywhere else and the he said no.

The Chairman asked why the application was being made to Breckland when the applicant lived in Cambridge and he explained that his partner lived in Thetford.

Finally a Member asked the applicant to clarify that the reason he had not declared his convictions was because he thought the three year time-spent rule applied and the applicant agreed that that was the case.

Having heard all the evidence the Committee withdrew to consider their options. The Solicitor explained that the Members would apply the statutory test to the application to determine if they considered that the applicant was a fit and proper person to hold a Hackney Carriage/Private Hire driver's licence.

After considering the matter the Committee returned.

Following their discussions the Chairman sought clarification on behalf of the Committee that the applicant had never been refused a licence or applied to another Authority. He confirmed that he had not.

The Solicitor advised the following findings of fact:

1. Notwithstanding the fact that he had nine points on his licence, the applicant believed his convictions were time spent

Action By

2. The Committee believed that he had not intended to deceive
3. The Committee was concerned that the applicant should observe all the speed restrictions within the Breckland District.

He further explained that the Licensing Authority had the power, under Section 51(2) of the Local Government (Miscellaneous Provisions) Act 1976 to attach conditions to a Licence that they considered reasonably necessary.

RESOLVED

- (1) to grant the licence initially for twelve months only
- (2) at the end of the twelve months to carry out a second enhanced CRB check
- (3) to delegate authority to the Licensing Team to issue the remaining term of the licence, subject to a satisfactory CRB check

The reason for adding the conditions was that the Committee needed to be convinced that the applicant was a fit and proper person to hold a licence.

The Solicitor advised that the applicant had the right to appeal against the conditions under Section 52(2) of the Local Government (Miscellaneous Provisions) Act 1976.

The meeting closed at 11.38 am

CHAIRMAN

BRECKLAND COUNCIL

At a Meeting of the

AUDIT COMMITTEE

**Held on Friday, 25 November 2011 at 10.00 am in
Norfolk Room, Conference Suite, Elizabeth House, Dereham**

PRESENT

Mr M. A. Wassell
Mr R.P. Childerhouse

Mr C.R. Jordan (Chairman)
Mr R.G. Kybird (Vice-Chairman)

Also Present

Mr K. Stevens

Mr T. Ludlow

In Attendance

Robert Murray
Sandra C. King
Alison Chubbock
Julie Britton
Stephen James

- District Auditor, Audit Commission
- Head of Internal Audit
- Accountancy Manager
- Senior Committee Officer
- Senior Procurement and Performance Officer

Action By

62/10 MINUTES (AGENDA ITEM 1)

- (a) Audit Committee Self Assessment Exercise and Action Plan (Minute No. 57/11)

It was noted that no further reports were required in respect of the Audit Committee's self assessment exercise as full compliance with best practice requirements had been noted.

- (b) Minutes

The Minutes of the meeting held on 30 September 2011 were confirmed as a correct record and signed by the Chairman.

It was agreed that the slides from the training session held after the meeting on 30 September 2011 would be attached to the Minutes for those Members who had inadvertently been missed from the invitation list.

63/10 APOLOGIES (AGENDA ITEM 2)

Apologies for absence were received from Lady K Fisher and Mr T Jermy.

64/10 JOINT AUDIT & SCRUTINY PANEL MINUTES (AGENDA ITEM 6)

The Minutes of the Joint Audit & Scrutiny Panel meeting held on 25 October 2011 were noted.

65/10 QUARTER 2 GOVERNANCE REPORT RISKS (AGENDA ITEM 7)

The Senior Procurement and Performance Officer presented the quarterly

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risk report.

At the last Audit Committee meeting, Members were advised that the Council was reviewing its Corporate Plan. This review had now been completed, with a new Corporate Plan produced allowing for the creation of a new strategic risk register. The new risk register should be ready for presentation to Members in February 2012.

In terms of the risks for Quarter 2, new risks, decreased risks and closed risks that had occurred or changed over the last three months were highlighted.

A new risk had been identified during Quarter 2 relating to the provision of sporting activities at Redcastle Furze Community Centre. As part of the PFI arrangements the Council could not support alternate competing facilities and this had been reflected in a clause in the lease for the Community Centre. Further control measures were in place to ensure that the Council did not break any contractual arrangements in relation to the PFI.

Two risks decreased during Quarter 2. The first was the risk associated with the Council's Icelandic investments, which had moved from a score of 6 to a score of 4 following the recent test case which had been awarded priority status to certain UK depositors – although there had not, as yet, been any guidance of how the Supreme Courts decision would be applied to non-test cases such as Breckland. It was anticipated that the amount to be recovered would be 93% of the original deposit.

The second risk related to Snetterton Utilities project that had been decreased from 6 to 3 following a significant amount of work that had been undertaken with Icen Power in relation to providing power to the site.

The three closed risks related to bringing the ICT service back in-house from Steria. None of the risks had been realised and the Council had benefited from improved performance as well as an annual saving of £200,000.

The remainder of the report discussed the risks that sat outside the Council's risk appetite and these remained largely static. The current position of each had been detailed in the report.

Members' comments were welcomed.

Mr Kybird had received a comment from Lady Fisher in relation to the Snetterton Utilities project. She had not understood why this risk had been decreased. The Senior Procurement and Performance Officer explained that the information he had received had demonstrated that a timeline had been set for the Biomass Plant to be built subject to planning permission.

Mr Stevens questioned the PFI competing facilities in relation to the terms of contract at the Redcastle Furze Community Centre and asked whether Parkwood, the Council's Leisure Contractors, had been informed of these activities. Members were informed that the current tenant was aware of what the Community Centre could and could not do and control measures

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had been put in place. The Procurement & Performance Manager said that he would be surprised if this had not been mentioned to Parkwood but he would check this out with the relevant officer.

The Chairman stated that PFI should be taken into account at all times for anything that the Council did in terms of leisure and should be recorded and Parkwood automatically informed.

Mr Stevens reminded the Committee of his PFI background and stated that reassurance from Parkwood had been acquired in the past particularly in regard to Sporle School. He felt that the same reassurance should be required for Redcastle Furze.

The report was otherwise noted.

66/10 ESTIMATES 2012/13 (AGENDA ITEM 8)

The Accountancy Manager presented the draft estimates for 2012/13 to the Committee and sought Members' views on the main assumptions and risks as set out.

A presentation was provided and paper copies were circulated (a copy of the presentation slides are attached for Members' information).

The following points and comments were noted:

Revenue Budget & Efficiency Requirements

The opening efficiency requirement position for 2012/13 had been £1.3m - the current efficiency requirement now stood at £666,430. The major cost pressures to consider had been interest rates, commercial property income, which had been less than what had been anticipated, the income from the Anglia Revenues & Benefits Partnership and the loss of interest from the new Capital Programme. The recent changes to pensions were shown as a cost pressure since the budget had been presented to the Executive Board but was not a 'true' increase. The Chairman thought it would have been helpful to have seen some background details on these matters. It was agreed that the information would be emailed to Committee Members accordingly. Mr Kybird felt that the change in treatment to pensions needed to be understood and agreed that much more detail was required. The Accountancy Manager explained how the changes to pensions had come about which had initially been misinterpreted by Finance when the budget had been first presented to the Executive Board; however, it was not a true increase when compared to the previous years budget estimates. Whilst discussing salary and pensions issues, Mr Wassell reported that Group had been given the wrong impression in relation to the figures at their meeting the previous evening. Mr Ludlow felt that the pension scheme figure should be shown differently and should, in his opinion, be considered as a virtual variance thus having a different in-treatment. He then explained how the pension fund worked and how it had been set up. After further debate it was agreed that the pension deficit needed further explanation as it had been incorrectly reported.

Capital Programme

It was noted that the funding for the Moving Thetford Forward Riverside

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Regeneration project would be going forward to Council for approval but the figures had been included for budget purposes.

The Chairman felt that the budget papers seemed to be full of expenditure and felt unbalanced. Members were informed that there would be potential revenue to be gained from the Riverside Project.

Capital Programme Risks

The cash available for capital projects was not reliant on Icelandic investments being repaid.

Reserves

The Council had healthy reserve levels but they could not be used for long term support.

What Next?

The draft budget was currently on the Council's website for consultation. The Executive would be providing further direction on efficiency measures.

The final budget would be presented to Cabinet on 10 January 2012 followed by Council approval on 19 January 2012.

Mr Stevens queried the vacancy rates and asked for the position on compulsory redundancy if targets could not be met. Members were informed that the Council was going through various departmental restructures; as far as compulsory redundancies were concerned, the Chairman had never known of any since being elected and he was not aware of any policy changes to that affect.

The report was otherwise noted.

67/10 TREASURY MANAGEMENT MID-YEAR REPORT (AGENDA ITEM 9)

The Accountancy Manager updated the Committee on the mid-year Treasury Management Strategy, Policy and Prudential Indicators.

The report highlighted the key changes to the Council's capital activity (the prudential indicators), the economic outlook and the actual and proposed treasury management activity (borrowing and investment). The reasons for these changes were explained.

In response to a question Members were informed that MMFs stood for Money Market Funds.

Referring to the recovery of the Council's Icelandic investments, the Accountancy Manager explained that the test cases had been heard and the Council's claim had been lodged in the next round. Distribution was expected soon either before or just after Christmas.

The Treasury Management Mid Year report was otherwise noted.

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68/10 PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY, APRIL - OCTOBER 2011 (AGENDA ITEM 10)

The Head of Internal Audit presented the report which provided Members with an update on the delivery of the Annual Audit Plan 2011/12.

In addition to providing summaries of the completed audit assignments, the Head of Internal Audit highlighted the various changes made to the Audit Plan (see paragraph 3.2.2 of the report) and the effectiveness of Internal Audit during April and October 2011. She also provided Members with an update on the future of the Internal Audit Contract with Deloitte.

At present, four audit assignments had been completed and the management summaries of each had been included at Appendix 2 of the report.

The effectiveness of the overall service through compliance with the CIPFA Code of Practice had been continually monitored and there had been three key developments over recent months. In October, a constructive meeting had been held with colleagues from Audit Lincolnshire, which provides the Internal Audit Service to South Holland District Council. The meeting had involved benchmarking plans and service provision, and explored ways in which the two sets of auditors might effectively operate together in the future. Alternative arrangements for providing Internal Audit Services to the Anglia Revenues Partnership were also being investigated; these investigations were still on-going. A more general review of Internal Audit's working practices had also been undertaken and the outcomes had been discussed with Members of the Norfolk Internal Audit Consortium. Changes to working practices were currently being refined, whilst the approach to future strategic audit planning was being amended to permit even greater consultation with the Corporate Management Team. In the event of major changes being applied to the annual audit needed assessment process, these would be brought to the attention of the Audit Committee in February 2012 when new Audit Plans for 2012/13 were presented.

Further discussions had been held with Deloitte in relation to their contract. These discussions had resulted in the extension of the contract to September 2014 and the freezing of the contractual day rate, such that the 2010/11 day rate now applied until September 2014, rather than increasing year on year in line with RPI increases.

The management summaries of completed audit assignments had been attached to the report at Appendix 2(a) to 2(d). Members were asked to note that the Audit opinion on Accountancy Services had gone from adequate to a **good** but the opinion on Virus Protection and Spyware had deteriorated from an adequate to a **limited assurance**.

The report was otherwise noted.

69/10 REPORT ON THE STATUS OF AUDIT RECOMMENDATIONS DUE FOR IMPLEMENTATION BY 30 SEPTEMBER 2011 (AGENDA ITEM 11)

The Head of Internal Audit informed Members of the progress made in

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implementing audit recommendations due at 30 September 2011.

Additional information had been included at Appendix 2 as previously requested (see paragraph 3.1.3 of the report) which related to outstanding recommendations due to be implemented in the first six months of 2011/12, together with those agreed actions with revised deadlines for completion now occurring after September 2011.

The number of outstanding recommendations, listed per audit, had been attached at Appendix 1 and a summary of the current and previously reported position had been highlighted at section 4.1.1 of the report. The Head of Internal Audit was able to provide the Committee assurances that the situation regarding management's implementation of audit recommendations had improved significantly since the last status report provided in June 2011.

In response to a queries raised by Mr Kybird, the Head of Internal Audit agreed to email Members more information regarding Appendix 2 and revised deadline dates recorded therein.

The report was otherwise noted.

70/10 WORK PROGRAMME (AGENDA ITEM 12)

The Work Programme was agreed subject to the date of the March 2012 meeting being amended to **23** March 2012.

71/10 NEXT MEETING (AGENDA ITEM 13)

The arrangements for the next meeting on Friday, 3 February at 10.00am were noted.

The meeting closed at 11.45 am

CHAIRMAN

Draft Budget 2012-13

Audit Committee 25th
November 2011



Introduction

- o Revenue budget & efficiency requirement
- o Risks & sensitivity
- o Capital programme & available funding
- o Reserves



Revenue Budget Assumptions

Salaries assumptions (Non ARP Staff)

- o 5% Vacancy factor
- o Blended PRP levels:
 - o 2012-13 = 0.325%
 - o 2013-14 = 4.30%
 - o 2014-15 = 4.30%

Revenue Budget Assumptions

- Salaries assumptions (ARP Staff)
 - o 2.5% Vacancy factor
 - o Incremental grades plus cost of Living increase:
 - o 2012-13 = 0.00%
 - o 2013-14 = 2.50%
 - o 2014-15 = 2.50%

Revenue Budget Assumptions

Members Allowances

Rates subject to independent remuneration panel

o 2011-12 = 0.00%

o 2012-13 = 3.40%

o 2013-14 = 3.10%

o 2014-15 = 3.30%



Revenue Budget Assumptions

No inflation added unless specifically contracted

Inflation rates used (RPI):

o 2012-13 = 3.40%

o 2013-14 = 3.10%

o 2014-15 = 3.30%

o Contract rates vary by individual contract



Revenue Budget Assumptions

Council Tax

o Zero for 12-13, then CPI increase

o 2012-13 = £64.05 (0.00%)

o 2013-14 = £65.33 (2.00%)

o 2014-15 = £66.64 (2.00%)

o 2015-16 = £68.04 (2.10%)

o 2016-17 = £69.47 (2.10%)



Council Tax Sensitivity

- o £1 increase on CT equates to £44k pa (£235k over 5 yrs)
- o 1% increase on CT equates to £28k pa (£150k over 5 yrs)



Revenue Budget Assumptions

- Grant Settlement and non-ring fenced grants
 - o RSG & NDR at levels forecast last budget setting
 - o New Homes Bonus – current level (£471k) 4 yrs
 - o Homelessness grant - £141k 12-13 only
 - o Council tax freeze grant – additional £70k for 1 year only



Revenue Budget Assumptions

- Other assumptions
 - o Tax base increases by 1.42%
 - o Commercial Property surplus offsets Council Tax
 - o Interest levels returning to 'normal' levels after 14-15



Revenue Budget Summary

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
	ACTUAL	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE
	£	£	£	£	£	£	£
NET COST OF SERVICES	15,225,943	12,559,860	12,686,550	12,647,240	12,494,300	11,961,319	12,160,815
Supported Growth Bids	0	0	0	0	0	0	0
Corporate Contingency/(Efficiency)	0	61,496	(666,430)	(774,260)	(984,600)	(254,050)	(646,460)
BRECKLAND BUDGET REQUIREMENT	15,225,943	12,621,356	12,020,120	11,872,980	11,509,700	11,707,269	11,514,355
<u>FINANCING</u>							
Local Government Settlement	(11,057,615)	(9,519,608)	(8,363,246)	(8,287,977)	(7,823,850)	(7,988,151)	(8,155,902)
Area Based Grant & LABGI	(519,969)	0	0	0	0	0	0
New Homes Bonus (applied from reserves)	0	0	(471,170)	(471,170)	(471,170)	(471,170)	0
Homelessness Grant	0	(141,470)	(141,470)	0	0	0	0
Council Tax Freeze Grant	0	(69,800)	(143,630)	(73,450)	(73,450)	0	0
Collection Fund - Council Tax	(34,883)	(57,870)	(28,880)	0	0	0	0
Special Expenses		(62,550)	(62,550)	(134,340)	(134,980)	(134,980)	(134,980)
BRECKLAND PRECEPT REQUIREMENT	3,613,476	2,770,058	2,809,174	2,906,043	3,006,250	3,112,968	3,223,473
BRECKLAND BAND D COUNCIL TAX		64.05	64.05	65.33	66.64	68.04	69.47
PERCENTAGE INCREASE			0.00%	2.00%	2.00%	2.10%	2.10%
Tax Base		43,248	43,859	44,482	45,113	45,754	46,404

Efficiency Requirement

	2012-13
Opening Efficiency Requirement Position	1,359,240
Efficiencies Identified	(2,025,246)
Cost pressures	1,332,436
Current Efficiency Requirement	666,430



Revenue Growth Bids

Growth Bids Submitted, but not Included in Budgets						
Description	2012-13	2013-14	2014-15	2015-16	2016-17	TOTAL
Asset Management - Additional 16 hours for grade 10 post	8,500	8,866	9,247	9,644	10,059	46,316
Undertake tree works	15,000	15,000	15,000	TBC	TBC	45,000
TOTAL	23,500	23,866	24,247	9,644	10,059	91,316

Risks & Sensitivity

- o Business rates retention proposals from April 2013
- o Council Tax Benefit changes & reduction in grant from April 2013
- o Inflation levels on Council's large contracts (1% change equates to circa £81k in 2012-13)
- o 5% vacancy factor – achievable? (£300-£340k)



Risks & Sensitivity

- o ESPO forecast rises of 16% for electricity & 30% for gas (this equates to circa £14k & £5k in 12-13)
- o Commercial property income levels in current climate
- o PFI contract benchmarking in 2013-14
- o Efficiencies not met/not met within timescales

Capital Programme

	11-12	12-13	13-14	14-15	TOTAL
	£'000	£'000	£'000	£'000	£'000
Existing capital programme	3,502	1,995	1,581	1,496	8,574
New schemes added to programme:					
Air Quality/Noise Monitoring Equipment	0	50	0	0	50
Planning & Building Control investment	128	0	0	0	128
Car Park Re-surfacing	0	227	226	227	680
MTF - Riverside Regeneration	0	1,500	4,500	0	6,000
Skate Park Land	23	0	0	0	23
Revised capital programme	3,653	3,772	6,307	1,723	15,455
Capital Receipts	(784)	(168)	(922)	(186)	(2,060)
Capital Funding	(681)	(703)	(1,736)	(502)	(3,622)
Net Cost of Capital Programme	2,188	2,901	3,649	1,035	9,773

Capital Financing Requirement

Forecast Capital Financing Requirement (CFR)

	2011-12	2012-13	2013-14	2014-15
	£'000	£'000	£'000	£'000

Opening CFR	(2,881)	(693)	2,208	5,857
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Movement in year (This is capital spend offset by capital receipts and specific funding, shown above)	2,188	2,901	3,649	1,035
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PFI Liability	(9,660)	(9,492)	(9,315)	(9,129)
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CFR - Underlying Borrowing requirement	(10,353)	(7,284)	(3,458)	(2,238)
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Future projects which may impact on capital programme (not yet fully worked up)				1,090
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CFR - Underlying Borrowing requirement				(1,148)
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Capital Programme

Capital programme risks

- o When Capital Financing Requirement becomes positive borrowing required
- o Capital receipts
- o Risk of rising costs for projects due to timing delays
- o Cash available is not reliant on Icelandic investments being repaid



Reserves

- o Healthy reserve levels currently but cannot use them for long term support
- o Need funding for invest to save initiatives which could be funded from ODR

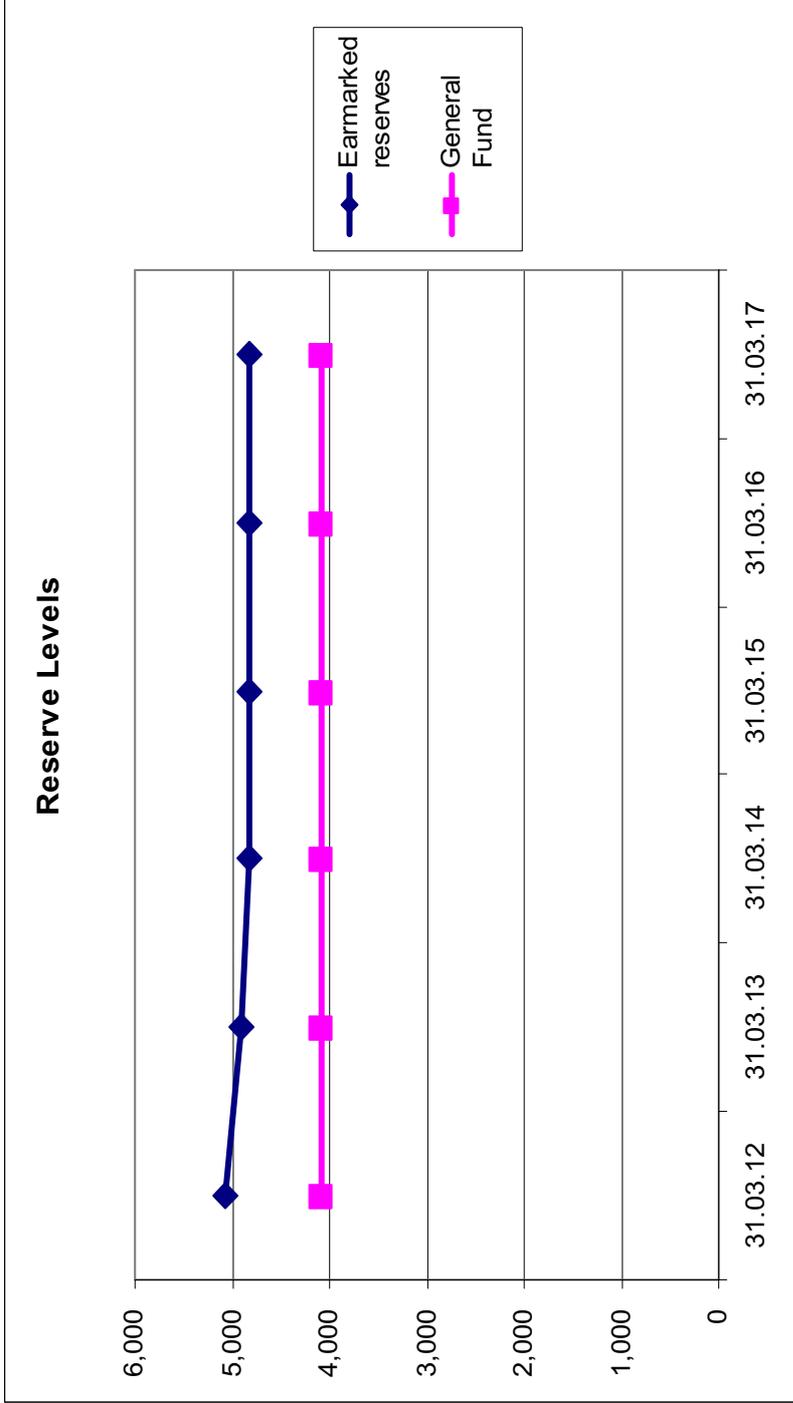
Reserves

Unallocated Reserve Amounts

The following details the unallocated amounts held within the differing reserves as at 31 August 2011

Reserve Name	Unallocated Amount Available
General Fund	4,080,749
Earmarked Reserves:	
Commercial Property	553,830
Insurance Reserve	25,827
PFI Reserve	122,196
Revenue Match Funding	1,764,781
Organisational Development	2,361,544
LABGI	10,982
Area Based Grant	10,802
HPDG	25,420
Total (Excl General Fund)	4,875,382

Reserves



What next?

- o Draft revenue & capital budgets, medium term plan & capital strategy to Cabinet 29-11-11
- o The Executive will give direction on efficiency measures to be included
- o Final budget to Cabinet 10-01-12
- o Final budget to Full Council 19-01-12
- o Council Tax Setting at Full Council 23-02-12

