

Public Document Pack



AGENDA

MEETING VENUE:

**Anglia Room, The
Conference Suite,
Elizabeth House, Dereham**

Our Ref: JB

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Date: Thursday, 11 May 2017

Dear Sir/Madam,

Members of the Council are hereby summoned to a Meeting of the **District Council** which will be held at **10.00 am** on **Thursday, 18th May, 2017** in the **Anglia Room, The Conference Suite, Elizabeth House, Dereham**

Yours faithfully

Anna Graves
Chief Executive

The Democratic Services Officer to call the roll of Members

Members of the Council requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.

contactus@breckland.gov.uk

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	<u>Page(s)</u> <u>herewith</u>
1. <u>CHAIRMAN</u>	
a) To elect the Chairman of the Council for the ensuing year.	
b) The newly elected Chairman to sign the required Declaration of Acceptance of Office.	
2. <u>VICE-CHAIRMAN</u>	
a) To elect the Vice-Chairman of the Council for the ensuing year.	
b) The newly elected Vice-Chairman to sign the required Declaration of Acceptance of Office.	
3. <u>VOTE OF THANKS TO THE OUTGOING CHAIRMAN</u>	
4. <u>APOLOGIES</u>	
To receive apologies for absence.	
5. <u>MINUTES</u>	6 - 11
To confirm the minutes of the meeting held on 6 April 2017.	
6. <u>DECLARATION OF INTERESTS</u>	
The duties to register, disclose and not to participate for the entire consideration of the matter, in respect of any matter in which a Member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011. Members are also required to withdraw from the meeting room as stated in the Standing Orders of this Council.	
7. <u>CHAIRMAN'S ANNOUNCEMENTS</u>	12
8. <u>LEADER'S ANNOUNCEMENTS</u>	
To receive a verbal update from Councillor Nunn, Leader of the Council.	
9. <u>QUESTIONS ON NOTICE UNDER STANDING ORDER NO 6</u>	
10. <u>QUESTIONS WITHOUT NOTICE UNDER STANDING ORDER NO 7</u>	
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Unconfirmed minutes of the Cabinet meeting held on 25 April 2017.	
12. <u>OVERVIEW AND SCRUTINY COMMISSION</u>	16 - 19
Unconfirmed minutes of the Overview and Scrutiny Commission meeting held on 30 March 2017.	
13. <u>PLANNING COMMITTEE</u>	20 - 27
Confirmed minutes of the Planning Committee meeting held on 3 April 2017.	

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14. <u>MEMBER DEVELOPMENT PANEL</u> To note the minutes of the meeting held on 16 March 2017.	28 - 34
15. <u>APPOINTMENT OF COMMITTEES AND OTHER REPRESENTATIVES AND CHAIRMEN AND VICE CHAIRMEN 2017-2018</u> Report of Executive Director for Strategy and Governance.	35 - 37
16. <u>APPOINTMENTS TO OUTSIDE BODIES 2017-2018</u> Report of Executive Director for Strategy and Governance.	38 - 43
17. <u>AMENDMENTS TO THE CONSTITUTION</u>	
18. <u>ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT</u> NOTE: No other business is permitted unless by reason of special circumstances, which shall be specified in the minutes, the Chairman is of the opinion that the items(s) should be considered as a matter of urgency.	
19. <u>EXCLUSION OF PRESS AND PUBLIC</u> To consider passing the following resolution: "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, 2, 3 and 4 of Schedule 12A to the Act".	
<u>PART B – ITEMS FROM WHICH THE PRESS AND THE PUBLIC ARE EXCLUDED</u>	
20. <u>CIP SERVICE REVIEW</u> Report of Sam Chapman-Allen, Deputy Leader of the Council and the Executive Member for Strategy, Governance and Transformation.	44 - 52
21. <u>ESTABLISHMENT OF CENTRAL CONTRACTS TEAM (SHARED WITH SOUTH HOLLAND COUNCIL)</u> Report of Sam Chapman-Allen, Deputy Leader of the Council and the Executive Member for Strategy, Governance and Transformation.	53 - 65
22. <u>CAPITA BUSINESS PLAN</u> Report of Stephen Ottewell, Director Capita Planning.	66 - 111

For Information

CHAIRMAN AND EXECUTIVE MEMBERS' SURGERY

At the end of the Council meeting, Chairmen of Committees and Executive Members will be available to members who wish to put forward specific questions, for example on ward issues.

Page(s)
herewith

BRECKLAND COUNCIL

At a Meeting of the

COUNCIL

**Held on Thursday, 6 April 2017 at 10.00 am in the
Anglia Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Mr T J Ashby	Mrs S.M. Matthews
Mr S Askew	Mrs K. Millbank (Vice-Chairman)
Mrs E J Bishop	Mrs L.H. Monument
Mr W.P. Borrett (Chairman)	Mr T F C Monument
Councillor C Bowes	Mr M J Nairn
Mr R. F. W. Brame	Mr J Newton
Mr T R Carter	Mr J.W. Nunn
Councillor M. Chapman-Allen	Mr D R R Oliver
Mr S H Chapman-Allen	Mr R. R. Richmond
Mr H. E. J. Clarke	Mr W. R. J. Richmond
Mr P.D. Claussen	Mr M. S. Robinson
Mr J.P. Cowen	Mr J.D. Rogers
Mr D M Crawford	Mr F.J. Sharpe
Mr P. R. W. Darby	Mr I. Sherwood
Mr P. M. M. Dimoglou	Mr W.H.C. Smith
Mr R.W. Duffield	Mrs L.S. Turner
Mr P.J. Duigan	Mr M. A. Wassell
Mrs J. Hollis	Mrs A M Webb
Mr T. J. Jermy	Mr N.C. Wilkin
Mr A.P. Joel	Mr P S Wilkinson
Mr K. Martin	

In Attendance

Anna Graves	- Chief Executive
Mark Stinson	- Executive Manager Governance (Deputy Monitoring Officer BDC)
Julie Britton	- Democratic Services Officer

52/17 MINUTES (AGENDA ITEM 1)

With regard to Minute No 29/17 (Chairman's Announcements), the word 'dessert' was changed to 'desert' and under Minute No. 38/17 (Budget Setting, Medium Term Plan & Capital Strategy), the letter 'e' had been omitted from Councillor Clarke's surname.

Subject to the above amendments the Minutes of the meeting held on 23 February 2017 were agreed as a correct record and signed by the Chairman.

53/17 APOLOGIES (AGENDA ITEM 2)

Apologies for absence were received from Councillors Bambridge, Gilbert, Gould, P Hewett, T Hewett, Stasiak and Taylor.

54/17 DECLARATION OF INTERESTS (AGENDA ITEM 3)

None.

Action By

55/17 CHAIRMAN'S ANNOUNCEMENTS (AGENDA ITEM 4)

The Chairman was pleased to announce the following presentations:

(a) Charter Plus Award

The Chairman introduced Cllr Tom FitzPatrick, the Leader of North Norfolk District Council and the Chairman of the East of England Local Government Association (EELGA) who was in attendance to present the Charter Plus award for member development. This accreditation was the highest recognition that the EELGA could bestow as it demonstrated that Breckland Council had a strong commitment in supporting its Elected Members by meeting their learning and development needs.

The Chairman of the EELGA stated that Breckland was an exemplar Council as it had actually exceeded Charter Plus standard and had been accredited as one of the top three authorities in the region alongside a County and a Unitary Council. He congratulated the Council for gaining Charter Plus status for the third time in succession before presenting the award to the Chairman of Member Development, Councillor Ian Sherwood.

Councillor Ian Sherwood said that he had great pleasure to receive the award on behalf of the Council. He conveyed his thanks to both Anthony Hodson-Curran, the Council's Development Co-ordinator and Leanne Neave for all their hard work and dedication which demonstrated that even with little resource a great deal could still be achieved.

(b) Fundraising Crohn's and Colitis UK

Councillor Webb, the Executive Member for People & Information had great pleasure in presenting a certificate to staff from the Customer Services Team on behalf of Crohn's and Colitis UK for their fundraising effort over the Christmas period. £2,212 had been raised for this particular charity as well as another similar amount for Alzheimer's UK.

56/17 LEADER'S ANNOUNCEMENTS (AGENDA ITEM 5)

The Leader provided Members with an update on the following matters:

- A47 – the Highway's Authority had started its consultation. Breckland Council would compile a co-ordinated response; involvement from all Members would be welcomed.
- Market Town Initiatives – meetings had been had with all five Town Councils, a number of quick wins together with some very long strategic aims had been flagged up. The Secretary of State was now putting more pressure on District Councils to work with towns but Breckland was already one step ahead.
- Unsightly sites – this project was now moving forward. Members were encouraged to identify such sites within their Wards.
- Neighbourhood Plan – Yaxham had moved forward with its Neighbourhood Plan; this would most probably be the first of many.
- Corporate Peer Review – Members were encouraged to ask questions in

relation to the recommendations in the LGA Corporate Peer Review report at Agenda item 16.

57/17 QUESTIONS ON NOTICE UNDER STANDING ORDER NO 6 (AGENDA ITEM 6)

None.

58/17 QUESTIONS WITHOUT NOTICE UNDER STANDING ORDER NO 7 (AGENDA ITEM 7)

Councillor Crawford asked the Leader a question about the car parking initiative in Thetford as a number of Councillors both from the Town Council and the District Council had requested a review. The Leader pointed out that a car park survey had already taken place and the documentation was available in the St George's Room for Members to view. Anecdotal evidence had been gathered; therefore, Officers had been asked to examine the evidence and establish the way forward through the Committee process.

Councillor Clarke asked a question in relation to the Council's reduction to the affordable housing element in the Local Plan. In response, the Leader advised that the original 40% target was very seldom met and had led to many appeals. Officers had suggested a 25% affordable housing target which could be achieved. Councillor Wilkin, the Chairman of Planning Committee, pointed out that reducing the affordable housing target would alleviate the delays in development.

59/17 CABINET MINUTES (AGENDA ITEM 8)

RESOLVED that the unconfirmed Minutes of the Cabinet meeting held on 21 March 2017 be adopted.

60/17 OVERVIEW AND SCRUTINY COMMISSION (AGENDA ITEM 9)

RESOLVED that the unconfirmed Minutes of the Overview & Scrutiny Commission meeting held on 16 February 2017 be adopted.

61/17 PLANNING COMMITTEE (AGENDA ITEM 10)

RESOLVED that the now confirmed Minutes of the Planning Committee meeting held on 6 March 2017 be adopted.

62/17 COMMITTEE OF THE LICENSING AUTHORITY (AGENDA ITEM 11)

RESOLVED that the unconfirmed Minutes of the meeting of the Committee of the Licensing Authority held on 22 March 2017 be adopted; subject to the functions listed on page 46 of the agenda pack being amended by the insertion of the words 'to monitor' at the beginning of bullet points four and five and the insertion of the words 'to investigate' at the beginning of bullet point six.

63/17 LICENSING COMMITTEE (AGENDA ITEM 12)

RESOLVED that the unconfirmed Minutes of the Licensing Committee meeting held on 22 March 2017 be adopted.

64/17 GOVERNANCE & AUDIT COMMITTEE (AGENDA ITEM 13)

RESOLVED that the Minutes of the Governance & Audit Committee meeting held on 24 February 2017 be adopted.

65/17 REVIEW OF LOCAL STANDARDS ARRANGEMENTS (AGENDA ITEM 14)

The Executive Manager for Governance presented the report which proposed the adoption of a revised set of Local Arrangements for dealing with Standards Complaints.

The current arrangements had been in place for more than 5 years and these revised proposals had been designed to streamline the process enabling complaints to be dealt with in a timely and efficient manner. The key changes were highlighted in Section 2 of the report.

A number of minor changes had been suggested to the Code of Conduct one of which, under section 2.4.1, that had been recommended by an external person, was that the gifts and hospitality value of £100 was too high and should be reduced to £50. Members felt that the current level of £100 was appropriate but did propose a change to the wording of the paragraph as follows: "You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value of £50 which you have accepted or have been offered as a member from any person or body other than the Authority.

Members also proposed amendments to, Appendix B – the sanctions listed at 'At the end of an investigation' to read: "Withdrawal of certain facilities or services from the member including access to Council premises and/or IT facilities so long as it does not interfere with access to Council meetings". The same amendment would apply to the Hearing procedures at Appendix D (at sanction 7).

Councillor Crawford welcomed the revised proposals.

RESOLVED that subject to the aforementioned amendments the revised set of Local Arrangements for dealing with Standards Complaints be approved.

66/17 CAMBRIDGE NORWICH TECH CORRIDOR (CNTC) (AGENDA ITEM 15)

The Executive Member for Growth & Commercialisation presented the report which concerned the acceptance of a £200k award from the Norfolk Business Rates Pool (BRP) on behalf of the Cambridge Norwich Tech Corridor (CNTC) Partnership as part of a funding package to support a two year CNTC delivery programme.

Members were informed that the £200k BRP monies would be match funded with contributions from Norfolk CNTC partners to create a £600k pot of money.

Breckland's contribution of £37.5k would be funded from the Organisational Development Reserve.

Members were recommended to accept the £200k award.

RESOLVED that:

1. the BRP award of £200k, to support the delivery of the Cambridge Norwich Tech Corridor delivery programme be accepted;

2. the amount of £37.5k from the Organisational Development Reserve be allocated as a contribution to the match funding required to draw down the BRP award;
3. subject to the satisfactory completion of all necessary legal and contractual due diligence, any negotiation with the funding body that arises from that process, and being satisfied that the project remains in the best interests of the Council and the Breckland District, the Chief Executive in consultation with the Leader be given delegated authority to sign the grant award contract and proceed with the project; and
4. the authority for Breckland Council to finance manage the programme, up to a programme budget of £600k, on behalf of the CNTC Partnership be granted.

67/17 LGA CORPORATE PEER REVIEW REPORT (AGENDA ITEM 16)

The Leader presented the final report following the LGA Corporate Peer review for both Breckland Council and South Holland District Council in December 2016.

The report was very positive, and included some key recommendations on page 3 (page 95 of the agenda pack).

Having been through the Peer Review, Councillor Jermy had found the process quite fascinating but had been surprised by the second key recommendation and although in agreement wondered how the Council proposed to capture questions and comments received from residents. He felt that a mechanism should be put in place to enable everyone to see the results. He mentioned the 'Could We Should We' exercise as an example.

The Chief Executive was already looking into this matter.

Referring to page 60 of the report (98 in the agenda pack), the Executive Member for Finance felt that it was important to be mindful of the capacity of the Corporate/Exec, Management Team and other officers. The Leader agreed and felt that it was important to ensure that the Council's processes were streamlined.

RESOLVED that:

1. the content and recommendations of the LGA Corporate Peer Review Challenge report be noted; and
2. the Chief Executive in consultation with the Leader develop an action plan arising from the report.

68/17 NOMINATIONS FOR COMMITTEE AND OTHER SEATS (AGENDA ITEM 17)

RESOLVED that Councillor Newton be replaced by Councillor Hollis on the Planning Committee and Councillor Taylor be appointed as the substitute.

69/17 AMENDMENTS TO THE CONSTITUTION (AGENDA ITEM 18)

See Minute No. 65/17 above.

70/17 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT
(AGENDA ITEM 19)

Action By

None.

The meeting closed at 10.45 am

CHAIRMAN

Engagement List - Chairman

6th April 2017 – 18th May 2017

Date	Event	Host
12 th May 2017	Norfolk and Norwich Festival Opening Reception – The Forum Norwich	Norfolk and Norwich Festival
12 th May 2017	Chairman’s Civic Reception	Chairman of Norfolk County Council David Collis and Consort Mrs Margaret Taylor
17 th May 2017	ViP Awards for Breckland Council Staff	Breckland Council

Engagement List - Vice-Chairman

6th April 2017 – 18th May 2017

Date	Event	Host
25 th April	Judging Panel Staff Recognition Awards	Anna Graves
17 th May	ViP Awards for Breckland Council Staff	Breckland Council

BRECKLAND COUNCIL

At a Meeting of the

CABINET

**Held on Tuesday, 25 April 2017 at 9.30 am in
Anglia Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Mr S H Chapman-Allen (Vice-Chairman) Mr P. M. M. Dimoglou
Mr S.G. Bambridge Mr M. S. Robinson
Mr P.D. Claussen Mrs A M Webb
Mr J.P. Cowen

Also Present

Mr W.P. Borrett Councillor M. Chapman-Allen

In Attendance

Phil Adams - Executive Manager Public Protection
Alison Chubbock - Chief Accountant (Deputy Section 151 Officer)
 (BDC)
Anna Graves - Chief Executive
Maxine O'Mahony - Executive Director of Strategy & Governance
Teresa Smith - Democratic Services Team Leader
Rob Walker - Executive Director Place

Action By

43/17 MINUTES

The minutes of the meeting held on 21 March 2017 were confirmed and signed by the Chairman.

44/17 APOLOGIES

An apology had been received from Councillor Nunn.

45/17 URGENT BUSINESS

None.

46/17 DECLARATION OF INTERESTS

None.

47/17 NON-MEMBERS WISHING TO ADDRESS THE MEETING

Councillors Bill Borrett and Marion Chapman-Allen.

48/17 CHAIRMAN'S ANNOUNCEMENTS (IF ANY)

The Deputy Leader said the Local Plan was progressing well. Members had

Action By

requested if the design build specification could be included within the plan, which would mean the timetable would be delayed approximately 6-weeks.

49/17 BRECKLAND COMMUNITY FUNDING APPLICATIONS (STANDING ITEM)

(a) Match funding for Lyng & District Community Hall

The Executive Member Place was pleased to present the report to members adding that it had been the wish of the Parish Council for many years to replace the existing hall.

The Executive Director Place asked that the recommendation be amended to reflect that due to the grant value requested, it should be a Cabinet decision, and not that of the Executive Member Place.

Councillor Borrett, the Ward Member for Lyng added it had been a very well organised campaign within the village for raising money and fully supported the application.

Councillor Bambridge also added his support.

Councillor Webb referred to the report asking if the planning application had been received. The Executive Director Place confirmed that the funding would not be released until the planning application was in place.

Options

- 1) To fully fund the application set out in the report
- 2) To partly fund the application set out in the report
- 3) Do nothing.

Reasons

The grant application meets the criteria of the scheme.

RESOLVED that Cabinet approve £20,000 (or 2.26% of the project costs, whichever is the lower amount) to Lyng & District Community Hall towards the costs of constructing a replacement village hall.

50/17 CORPORATE DEBT MANAGEMENT & RECOVERY POLICY

The Executive Member Finance presented the report informing Members that the policy is formally reviewed every three years to ensure that it remains up to date and appropriate for the Council and reflect the latest working practices.

Options

- 1) That the corporate debt management recovery policy be approved
- 2) That the corporate debt management recovery policy be amended before being approved.

Reasons

To provide a clear policy and procedure to manage the recovery of Council debt.

It was **RESOLVED** that the Corporate Debt Management Recovery Policy be

Action By

approved.

51/17 NEXT MEETING

The arrangements for the next meeting held on 30 May 2017 in the Norfolk Room, Elizabeth House, Dereham were noted.

52/17 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100(A) 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 involve the disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A to the Act.

53/17 ESTABLISHMENT OF CENTRAL CONTRACTS TEAM (SHARED WITH SOUTH HOLLAND COUNCIL)

The Deputy Leader introduced the report which sought Member approval to establish a Shared Centralised Contracts Team.

The Chief Executive responded to Member questions by confirming that she would update Cabinet Members on how the staffing structure had changed.

In addition, it was agreed that a sub-group of Cabinet would be set up to look at Contracts and focus on the outputs, not the process.

It was **RESOLVED** that Members approved the recommendations.

The meeting closed at 9.52 am

CHAIRMAN

BRECKLAND COUNCIL

At a Meeting of the

OVERVIEW AND SCRUTINY COMMISSION

**Held on Thursday, 30 March 2017 at 2.00 pm in the
Anglia Room, The Conference Suite, Elizabeth House, Walpole Loke, Dereham**

PRESENT

Councillor E. Gould (Chairman)	Mrs S.M. Matthews
Mrs E J Bishop	Mr T F C Monument
Mr R. F. W. Brame	Mr D R R Oliver
Mr D M Crawford	Mr R. R. Richmond
Mr T. J. Jermy	Mr A.C. Stasiak (Vice-Chairman)
Mr A.P. Joel	Mr P S Wilkinson (Substitute Member)

In Attendance

Phil Adams	- Executive Manager Public Protection
Alison Chubbock	- Chief Accountant (Deputy Section 151 Officer) (BDC)
Maxine O'Mahony	- Executive Director of Strategy & Governance
Greg Pearson	- Corporate Improvement and Performance Manager
Teresa Smith	- Democratic Services Team Leader

29/17 MINUTES

The Chairman asked for an amendment under minute reference 17/17 – PFI contract, paragraph 9, to read: ‘The Dereham Leisure Centre will be celebrating the 10 year anniversary since the opening of the new complex, in May 2017 and more details would be shared with Members in due course’.

Subject to this amendment, the minutes of the meeting held on 16 February 2017 were confirmed as a correct record and signed by the Chairman.

30/17 APOLOGIES AND SUBSTITUTES

Apologies were received from Councillor Nairn. Councillor Wilkinson was present as his substitute.

31/17 URGENT BUSINESS

None.

32/17 DECLARATION OF INTERESTS

None.

33/17 NON-MEMBERS WISHING TO ADDRESS THE MEETING

None.

Action By

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34/17 TASK AND FINISH GROUPS

(a) Budget Task & Finish Group Identified Opportunities

The Chief Accountant informed Members the report had been created for information on the progress of opportunities that had been considered as requested at the previous meeting of the Overview and Scrutiny Commission. The appendix to the report included a table detailing each opportunity and also where this project was in progress how it would be monitored through existing systems in the future.

The Chairman asked for Members views on how the Committee would monitor the progress. The Chief Accountant reported there were a number of long term projects, however, the Committee requested a report back every 3-months.

Councillor Jermy asked how the Committee could assist the process and feed into it as the principles were not necessarily new and did not want to reinvent the wheel. He suggested to look at best practice across other local authorities and to share it.

The Executive Director for Strategy and Governance said feedback was very important, and the Chairman suggested that any changes to the document were highlighted in red.

35/17 DISCUSSION ON BEING AN INTELLIGENT COUNCIL

The Corporate Improvement & Performance Manager gave a presentation to Members sharing how the Council used information and the data we have and how it is shared across the Council to shape its services.

Workshops had been held with Officers and the key actions identified were shared with Members.

Councillor Oliver asked if the IT allowed for one shared drive which everyone could access. The Executive Director Strategy and Governance said a major project was being undertaken to look at retention of documents and how they were stored. The IT Strategy allowed for one system to be created which would enable the sharing of information across the Council to be much easier.

Councillor Oliver went on to ask what interaction the Members would have on the choice of systems to be used. It was expected that following on from feedback today, the piece of work would be started and would be reported back to Overview and Scrutiny at a future date.

The Chairman added that in the past there was a Year Book that listed useful contacts. The information was now on the website, but was not easy to find. It was suggested that something be added so that all contact could be found easily on the phone.

The Executive Director Strategy and Governance said there was a booklet produced listing the management details which was currently being updated. In addition, she had taken on board the suggestion.

Councillor Brame said that the new system which directly entered

Action By

committee meetings straight into the Members diary was a great idea and found this very useful. He asked if there was a similar system which could be set up for the contact details of Officers. He also queried the issue of data protection when sharing information. It was confirmed that data could be shared as long as individuals were aware of this, so the organisation was setting itself up in the right way before it could look at sharing information. The Corporate Improvement & Performance Manager added he was in discussion with the Legal team to take this project forward during the next quarter.

Councillor Jermy asked if the software would allow connection between Breckland service areas and the resident as this was absolutely key. Analysis was being undertaken on how residents dealt with the council over the next 3-6 months. In addition dealing with Complaints was now dealt within the Corporate Improvement and Performance team so more data could help to support building the council.

36/17 OUTSIDE BODY FEEDBACK (STANDING ITEM)

Councillor Wilkinson informed Members that good feedback had been received on the request for regional funding for pharmacies.

Councillor Richmond said he had recently attended the Safer Neighbourhood Area Partnership meeting for Dereham where three priorities were highlighted; drugs, hooded cyclists and speeding. He questioned why a Breckland Council Officer was not present at these meetings. The Executive Director Strategy and Governance would look into this.

Councillor Brame asked what the benefit was for the Council in a Councillor to sit on the outside body. The Executive Director Strategy and Governance said that there was an outside body review being undertaken in readiness for the appointments being made at the Annual Council meeting in May.

Councillor Jermy said Norfolk County Council issued a form which gathered a lot of detail and suggested that Breckland used the same.

37/17 SCRUTINY CALL-INS (STANDING ITEM)

None.

38/17 COUNCILLOR CALL FOR ACTION (STANDING ITEM)

None.

39/17 WORK PROGRAMME

Councillor Oliver asked for the Commission to look into the Council investment Strategy. The Scrutiny Officer would make the necessary arrangements.

The Chairman introduced the Member Development Co-ordinator to Members and said that proposals were being considered on training for Members. It was agreed that bitesize training worked well. In addition, a 'guide to OSC' for Members had been drafted which would be shared

at the next meeting. The Chairman asked Members to share ideas for training to the Member Development Co-ordinator.

40/17 NEXT MEETING

The arrangements for the next meeting on 11 May 2017 at 2.00pm were noted.

41/17 EXCLUSION OF PRESS & PUBLIC

RESOLVED that under Section 100(A) 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 involve the disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A to the Act.

42/17 ESTABLISHMENT OF CENTRAL CONTRACTS TEAM

The Executive Manager for People and Public Protection presented the report to Members which sought Member approval to establish a Shared centralised contracts team.

Members were encouraged to see the report but asked that the split funding between Breckland District Council and South Holland District Council be reviewed annually.

The recommendations of the report were approved, subject to an amendment of recommendation 3, that reflect that the proposed split of funding be reviewed each year.

Action By

The meeting closed at 3.30 pm

CHAIRMAN

BRECKLAND COUNCIL

At a Meeting of the

PLANNING COMMITTEE

**Held on Monday, 3 April 2017 at 9.30 am in
Anglia Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Mr N.C. Wilkin (Chairman)	Mr A.P. Joel
Mr F.J. Sharpe (Vice-Chairman)	Mr K. Martin
Mr H. E. J. Clarke	Mr M. J. Nairn
Mr P.J. Duigan	Mr P. S. Wilkinson

Also Present

Mr P. R. W. Darby (Substitute Member)	Mr R.W. Duffield
Mrs J. Hollis (Substitute Member)	Mr W.P. Borrett
Mr S.G. Bambridge	

In Attendance

Michael Horn	Solicitor to the Council
Mike Brennan	Head of Development Management
Simon Wood	Interim Business Manager*
Rebecca Collins	Principal Planning Officer*
Chris Hobson	Principal Planning Officer*
Cathey Rix	Technical Support Officer*
Julie Britton	Democratic Services Officer

* Capita for Breckland Council

33/17 MINUTES (AGENDA ITEM 1)

The Minutes of the meeting held on 6 March 2017 were confirmed as a correct record and signed by the Chairman.

34/17 APOLOGIES & SUBSTITUTES (AGENDA ITEM 2)

Apologies for absence were received from Councillors Bowes, M Chapman-Allen, Brame and Newton.

Councillor Hollis and Councillor Darby were in attendance as substitutes for Councillors Newton and M Chapman-Allen respectively.

35/17 DECLARATION OF INTEREST AND OF REPRESENTATIONS RECEIVED (AGENDA ITEM 3)

All Members had received direct representation for agenda item 8, Schedule items 2 (Billingford) and 8 (Gressenhall).

36/17 CHAIRMAN'S ANNOUNCEMENTS (AGENDA ITEM 4)

A site visit would be arranged for the deferred application 3PL/2015/1045/O: Dereham: Land West of Etling View. The date and time would be confirmed.

Action By

**37/17 REQUESTS TO DEFER APPLICATIONS INCLUDED IN THIS AGENDA
(AGENDA ITEM 5)**

Agenda Item 8, Schedule Item 1 (Longham) and Schedule Item 9 (Necton) had been withdrawn from the Agenda.

38/17 URGENT BUSINESS (AGENDA ITEM 6)

None.

39/17 DEFERRED APPLICATIONS (AGENDA ITEM 7)

None.

40/17 SCHEDULE OF PLANNING APPLICATIONS (AGENDA ITEM 8)

The Committee's consideration of the following applications is not summarised here, as Planning Committee meetings are now recorded and provided that a request is made by the scheduled date of the next Planning Committee meeting – a copy of the recording can be made available.

RESOLVED that the applications be determined as follows:

- a. Item 1 – Longham: The Old Airfield, Wendling Farm: Installation of wind turbine (77m) – new access track, hardstanding area, small substation, mast & assoc. infrastructure: Applicant: Easterly Wind Energy Co-operat: Reference: 3PL/2014/1163F

Withdrawn

- b. Item 2 – Billingford and Swanton Morley: Billingford Lakes, Elmham Road: Erection of visitor centre and change of use of land for campsite, outdoor recreation & centre with associated works and outline permission fo 8 holiday lodges: Applicant: Wensum Valley Hotel, Golf & Country Club: Reference: 3PL/2016/0533/H

Consideration was given to the report presented by Simon Wood, the Interim Business Manager (Capita).

Members debated the matter and fully explored the details of the application in light of prevailing policies and guidance.

The following representations were made in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Ward Representatives: Councillor Borrett and Councillor Bambridge

Applicant: Bridgette Hall

Agent: Ashley Wyatt

Solicitor: Ms Lisa Foster (Richard Buxton, Environmental & Public Law Solicitors (on behalf of Mr & Mrs Mackay)

Action By

Swanton Morley Parish Council:	Cllr Steve Westbury (Vice-Chairman)
Billingford Parish Council:	Cllr Philippa Challen
Hoe & Worthing Parish Council:	Cllr Trevor Wood (Chairman)
Supporters:	Roger Atterwill, Jay Mehta (Howes Percival/Solicitor)
Objectors:	Matt Payne, Professor Roger Thorneley, John Labouchere
Other Representatives:	James Hodson (Ecologist) & Andrew Dye (Pinnacle Consulting Engineers) – to answer questions only

DECISION: Members voted 7-1 for Approval + 1 abstention

- 1. That planning permission be granted subject to conditions.**
- 2. That delegated authority be given to Officers to agree the conditions.**
- 3. That 1 and 2 above is subject to the exercise by the Secretary of State of his power to call in the Application**

- c. Item 3: Mattishall: Land north of Dereham Road: Residential development of up to 16 dwellings including access with all other matters reserved: Applicant: Mr Michael Nunn: Reference: 3PL/2015/0589/O

Consideration was given to the report presented by Chris Hobson, the Principal Planning Officer (Capita).

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

A representation was made in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Objector: Mrs Cox

DECISION: Members voted unanimously for Refusal

- d. Item 4: Attleborough: Land of Hillsend Lane, London Road: Erection of 5 dwellings: Applicant: Mcintyre Gant Homes Ltd: Reference: 3PL/2016/0825/F

Consideration was given to the report presented by Rebecca Collins, the Principal Planning Officer (Capita).

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

The following representations were received in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Action By

Developer: Kevin Lawn

Attleborough Town Council: Cllr Sam Taylor

DECISION: Members voted unanimously for Approval

That planning permission be granted subject to the conditions as listed in the report

- e. Item 5: Mattishall: Land off Cedar Rise: Residential Development: Applicant: Abel Homes Ltd: Reference: 3PL/2016/1414/D
Consideration was given to the report presented by Rebecca Collins, the Principal Planning Officer (Capita).

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

The following representations were made in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Applicant: Tony Abel

Applicant's Agent: Paul LeGrice

Mattishall Parish Council: Dr David Piper (on behalf of the Parish Council)

Objector: Mr French

DECISION: Members voted unanimously for Approval

That planning permission be granted subject to the conditions listed in the report and subject also to additional conditions and notes listed on the supplementary agenda (page 188).

- f. Item 6: Attleborough: The Poplars, Carvers Lane: Demolition of existing dwelling and construction of 4 new dwellings: Applicant: H&B Development Ltd: Reference: 3PL/2016/1101/F

Consideration was given to the report presented by Rebecca Collins, the Principal Planning Officer (Capita).

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

The following representations were made in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Applicant: Andrew Heginbotham

Applicant's Agent: Jason Barber

Attleborough Town Council: Cllr Sam Taylor

Supporter: Tony Crouch

DECISION: Members voted unanimously for Approval

That planning permission be granted subject to the conditions listed in the report.

- g. Item 7: Guist: Building plot to the south of The Barn, Malthouse Lane: Erection of one two storey dwelling: Applicant: Mr Stephen Hackett: Reference: 3PL/2017/0138/F

Consideration was given to the report presented by Chris Hobson, the Principal Planning Officer (Capita).

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

No representations were made in respect of the application in accordance with the Council's scheme of public speaking at Planning Committee meetings.

DECISION: Members voted unanimously for Approval

That planning permission be granted subject to the conditions listed in the report.

- h. Item 8: Gressenhall: Land to be known as Church Farm, Church Lane: Erection of dwelling and double garage: Applicant: Mrs Amanda Wilcox: Reference: 3PL/2016/1360/F

Consideration was given to the report presented by Chris Hobson, the Principal Planning Officer (Capita).

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

The following representations were received in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Ward Representative:	Councillor Duffield
Applicant:	Amanda Wilcox
Gressenhall Parish Council:	Leanne Jarrett (Clerk)
Objector:	Tom Kemp

DECISION: Members voted 5-4 for Refusal

- i. Item 9: Necton: Residential development with new adoptable vehicle & pedestrian access & modified road layout: Applicant: Mr Bernard John Bell: Reference: 3PL/2017/0048/O

Withdrawn

Action By

- j. Item 10: Besthorpe: Land between Oak House and Cameo, Norwich Road: Erection of 5 new dwellings and garages, creation of new access to Norwich Road: Applicant: Mr Dunning: Reference: 3PL/2016/1399/F

Consideration was given to the report presented by Chris Hobson, the Principal Planning Officer (Capita).

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

A representation was received in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Applicant's Agent: Chris Codling

DECISION: Members voted unanimously for Approval

That planning permission be granted subject to the conditions listed in the report; and subject also to:

- **the removal of the outline condition**
- **the removal of the Reserved Matters condition**
- **the addition of a full planning permission condition**
- **the addition of an external materials condition**
- **the addition of a foul water condition**

- k. Item 11: Great Ellingham: Rose Farm, Bow Street: Conversion & extension of barn to dwelling: Applicant: Mr Tim Davidge: Reference: 3PL/2016/1312/F

Consideration was given to the report presented by Chris Hobson, the Principal Planning Officer (Capita).

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

The following representations were made in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Ward Representative: Councillor Smith

Applicant's Agent: John Barbuck

Objector: James Abbott

DECISION: Members voted 8-1 for Refusal

- l. Item 12: Gressenhall: Lodge Farm Barn, Chequers Lane: Retention of sited caravan for residential use (retrospective): Applicant: Mr M Mitchell: Reference: 3PL/2017/0243/F

Consideration was given to the report presented by Rebecca Collins, the Principal Planning Officer (Capita).

Action By

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

A representation was received in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Ward Representative: Councillor Duffield

DECISION: Members voted 6-3 for Refusal

That planning permission be refused as recommended; subject to the deferral of any enforcement action for a period of six months to allow the applicant to demonstrate that there is an essential need for a dwelling on site to serve the rural enterprise.

- m. Item 13: Attleborough: Woods View, Poplar Road: Erection of 2no. two storey dwellings with integral garages, shared access and associated works: Applicant: Vantage Construction (EA) Ltd: Reference: 3PL/2017/0172/F

Consideration was given to the report presented by Rebecca Collins, the Principal Planning Officer (Capita).

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

Representations were received in respect of the application, in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Attleborough Town Council: Cllr Tony Crouch

Applicant's Agent: Max Short

DECISION: Members voted 8-1 for Approval + 1 abstention

41/17 APPLICATIONS DETERMINED BY THE EXECUTIVE DIRECTOR OF PLACE (AGENDA ITEM 9)

Noted.

42/17 APPEALS DECISIONS (AGENDA ITEM 10)

Noted.

Closing Remarks

The Solicitor to the Council suggested that the style and the content of the Planning Committee Minutes should change, in order to reflect widely the adopted modern day custom and practice in Local Planning Authorities. The Minutes themselves would be more succinct and an example was provided.

Full notes would still be taken by the Democratic Services Officer and copies of the recordings of Committee meetings would be available on request, provided that a request for such a copy of the recording is made by the scheduled date of the next Planning Committee meeting.

Action By

Members agreed to adopt this approach.

The meeting closed at 3.05 pm

CHAIRMAN

BRECKLAND COUNCIL

At a Meeting of the

MEMBER DEVELOPMENT PANEL

**Held on Thursday, 16 March 2017 at 10.00 am in
Dereham Room, Elizabeth House, Dereham**

PRESENT

Mr I. Sherwood (Chairman)
Mrs E J Bishop
Mr P. R. W. Darby

Mr M J Nairn
Mr H. E. J. Clarke (substitute)

Also Present

Mrs L.S. Turner
Mr P. Wilkinson

In Attendance

Anthony Hodson-Curran - Councillor Development Co-ordinator
Leanne Neave - Democratic Service Officer

Action By

10/17 MINUTES

The minutes of the meeting held on 12th January were agreed as a correct record.

11/17 APOLOGIES

Apologies were received from Terry Jermy, Harry Clarke attended in his absence.

12/17 URGENT BUSINESS

There were no matters of Urgent Business.

13/17 DECLARATION OF INTERESTS

None.

14/17 NON-MEMBERS WISHING TO ADDRESS THE MEETING

Councillors Lynda Turner and Peter Wilkinson.

15/17 BTS TRAINING PROGRAMME

Richard Wills Managing Director, Breckland Training Services (BTS) presented the proposed member training programme for 2017-18.

Action By

A Training needs analysis had been carried out with Members in July 2017, an 80% return was achieved. This analysis looked at the needs of Members now and in the future.

He explained that New Members Induction was identified as an area for development. BTS's proposal included potential items to include "How do you define the role of a Councillor?" and "Setting the scene to date", this gives new members some background history to Breckland and a who's who.

A discussion took place regarding the suggested courses to be included in the Training Programme.

The Chairman thanked Richard for the proposal stating an evidence based programme was useful.

LT stated the Induction programme hit the mark far better than previous years. She commented that Members need to understand the "basics" when they are elected and the complexities of being a Councillor.

PD suggested it would be useful for new Members to have clarity over areas of responsibilities as Districts remit was very different to that of County or Town and Parish.

The Chairman agreed this was a valid point.

PW pointed out that at the previous "Basic IT" course only 3 members attended.

The Chairman felt with a catchment of 49, three attendees was acceptable.

The Councillor Development Co-ordinator advised there were three benefits apparent to him;

- Planning early on the Induction is beneficial to ensure its right
- It gives an opportunity to look at joint working with South Holland as the previous Induction had a joint purpose
- There is a commercial opportunity to make money by offering service to other Councils all looking to run an Induction Programme following Election.

The Chairman questioned if the Courses/Induction Programme were held close to Kings Lynn would many of our Members travel to it?

AHC confirmed it was not suggested that the sessions be joined up but the programme as a whole, each running independently.

Action By

JB commented that the Licensing training worked well as joined up sessions. She believed what was listed in Item 3 "The core skills of a Councillor" was good however it needed to include sessions on Housing and ARP, she believed these were more valuable to Members than speed reading or problem solving.

LT agreed and suggested Planning was also needed.

HC agreed stating as a new member you received a lot of things, skills training was required but knowledge of "common" things he felt took priority. He also commented that a buddy or mentor was very useful.

LT confirmed that that Mentor training was offered to all Members prior to the 2015 election.

The Managing Director of BTS advised Individual modules would run alongside the normal programme. He confirmed the training programme would remain the same for 3 years. The courses were "stepping stones", something new would be added into each course year on year so skills in each course would evolve over the 3 years.

The Chairman commented that the findings needed to be remembered, trainers were needed to deliver sessions not "experts" in that field.

The Managing Director of BTS confirmed that the programme could be moulded year on year to reflect the needs of Local Authorities. It also looked at future needs, "how do you prepare to be a 21st Century Member".

The Chairman advised he was pleased with the "Councillor of the future", society had changed tremendously and subjects such as dementia, homosexuality, mental health and gender were not talked about as much as they should be. There was the need for awareness of these issues to be included in the programme to keep up with the changing society.

LT advised as a Local Authority we had a bigger responsibility regarding Health and Wellbeing that included Domestic Abuse.

MN agreed saying it was a matter of Social Care, Members needed to be aware that some residents would have these issues.

The Chairman advised he was pleased to see personal resilience on the programme. He thanked the Managing Director of BTS for the report and confirmed it had achieved what he had hoped.

Action By

The Managing Director of BTS left the meeting.

The Councillor Development Co-ordinator confirmed that the programme designed by BTS was an accurate reflection of the TNA carried out. It showed clear links to the corporate priorities and those of Members. It forms a strong base for what was hoped to achieve and was seen as a skills for life/ skills for work programme. He believed it should be a certificated programme. He advised as the TNA was carried out in summer of 2016 the programme would not run in its entirety due to election in 2019. He advised the panel should look at choosing which courses they would like delivered in the following 18months. He confirmed the 3 year programme would commence post Election 2019.

The Chairman believed the focus should be on the Induction 2019 to ensure it was better than previous years. He suggested the Councillor Development Co-ordinator look at the most useful sessions to deliver.

AHC

16/17 MEMBERSHIP

The Councillor Development-Co-ordinator presented the report. It was suggested that the membership to the panel be open to all Members and for newly elected Members to immediately get involved. The size of the panel should be no more than 9 but enough members were needed to engage in a debate. Suggested composition of Panel was:

- Chairman – elected at first Council
- Vice Chairman – elected at first Council
- Majority group – no more than two thirds
- Opposition – minimum of two
- Most recent intake – minimum of two, one majority one opposition
- Twin/Triple Hat – minimum of two

LT believed that as a panel there should be little emphasis on politics. She felt it was more important the members represented each councillor, newly elected, long serving etc.

JB queried how many Members knew about Member Development Panel. The need was for people who wanted to be involved being a member of the Panel.

The Chairman confirmed the panel should be open to all Members. However there was a need for a “core” list of Members. He felt there was validity in the Membership proposal but not 100% on the composition. He believed all parties, groups and independents should be invited to nominate a representative. He

	<u>Action By</u>
<p>asked if Councillor Development Co-ordinator could write a proposal for Cabinet.</p> <p>The Councillor Development-Co-ordinator clarified the wishes of the Panel.</p> <ol style="list-style-type: none">1. No more than nine members including Chairman and Vice-Chairman2. Chairman and Vice Chairman elected at Annual Meeting of the Council3. All non-Executive / Chairing Councillors asked to express interest to the Chairman4. Chairman selects from the expressions of interest5. MDP to invite any further Councillors needed to ensure representative and appropriate membership6. MDP to elect successor chairman / vice-chairman from membership if necessary7. Ensure that newly elected Councillors are encouraged and supported to join	<p>AHC</p>
<p>The Chairman requested Councillor Development-Co-ordinator submit the proposal to the Portfolio Holder.</p>	<p>AHC</p>
<p><u>17/17 TERMS OF REFERENCE</u></p>	
<p>The Councillor Development Co-ordinator presented the Terms of Reference Proposal. It was noted that point 4 under Description and Membership be amended when Membership proposal had been agreed.</p>	
<p>The Chairman requested the Portfolio holder be invited to the next meeting to give his view on Terms of Reference and Membership proposals. He confirmed he was happy with the Terms of Reference Proposal.</p>	<p>LN</p>
<p>It was requested that both documents be sent to the Chairman before coming back to the Panel.</p>	<p>AHC</p>

Action By

18/17 CHARTER PLUS ACTION PLAN

The Chairman queried the arrangements for the presentation at Council.

The Democratic Services Officer confirmed that the Chairman of EELGA Tom Fitzpatrick would be attending to present the award. A press release would follow.

The Councillor Development Co-ordinator presented the improvement plan.

The Chairman advised a question had been raised as to the validity of Charter Plus. He strongly believed Charter Plus made the Council do what they were supposed to do in terms of Member Development. He suggested a discussion could be had with the Portfolio Holder at the next meeting.

MN felt Charter Plus was the most valuable audit of what the Member Development Panel and the Council did in terms of Member Development. Without it there would be no measure of what was done. The assessment confirms as a Council what is needed to be done is done and it was being done well.

JB agreed. To be in the top 3 performing Councils in SEEMP assessing area was a great achievement and fantastic news.

PW pointed out it was a kite mark to external bodies to encourage them to work with Breckland Council.

LT commented that it demonstrated the value put into Members which is a plus point for new Members.

HC agreed. He felt it was important for current Members and new potential Members, he was 100% behind Charter Plus.

PD stated it showed Breckland was striving to be a better council. It gives a benchmark and is something electors can see and know the Council are committed to developing Members.

The Chairman queried how much Charter Plus cost.

The Councillor Development Co-ordinator advised it was a £3000 one off payment. With additional expenses for the assessment team on the day of assessment, once every three years. There was a Councillor training budget of £10,500 per annum. There was a need to look at value for money. BTS addressed the needs of Members and developed a focussed training programme. If there were not the disciplines of Charter Plus in place the Panel could be overrun by individual requests for training.

Action By

19/17 LOCAL DEMOCRACY - COUNCIL TAKEOVER DAY

The Democratic Services Officer gave a verbal update regarding the Council Takeover day event for High Schools.

This formed part of the Local Democracy Programme. Four schools were participating in the event with a total of five teams submitted. Each team would become the Cabinet of Breckland District Council. A number of issues, tasks for completion, meetings with the Chief Executive, calls from constituents and producing a community newsletter demonstrated to the students the many different aspects of being a Councillor. Each team had a Member mentor giving advice and sharing experiences.

This was the first time this event had been delivered, the initial idea and design had been discussed with BTS who would deliver the event. It was hoped that if successful BTS could market the product to other Councils and links to the National Take Over Day in November could be made.

The Councillor Development Co-ordinator advised that this event would not happen without Charter Plus as it was an area identified through the assessment process.

20/17 NEXT MEETING

The date of the next meeting was confirmed as Thursday 11th May, 10am Dereham Room Elizabeth House Dereham.

Due to a fire alarm evacuation there was a break in the meeting.
The meeting closed at 12.15 pm

CHAIRMAN

BRECKLAND DISTRICT COUNCIL

Report of: Executive Director for Strategy and Governance
To: Council – 18 May 2017
(Author: Teresa Smith, Democratic Services Team Leader)
Subject: Appointment of Committee membership and Chairmen and Vice-Chairmen 2017-2018
Purpose: To appoint Councillors to Committees and to appoint Chairmen and Vice-Chairmen 2017-2018

Recommendation(s):

- 1) That Council appoints for 2017-2018 the Committees and Panels as set out in Appendix A.
- 2) That, where so indicated on the Appendix, Council appoints the Chairmen and Vice-Chairmen of those Committees and Panels.

1.0 BACKGROUND

1.1 In accordance with the constitution the Council is required to make appointments to the following Committees and Panels:

- Planning Committee
- Overview & Scrutiny Commission
- Licensing Committee / Committee of the Licensing Authority
- Governance and Audit Committee
- Joint Appointments & Disciplinary Committee
- Joint Appointments & Disciplinary Appeals Committee

1.2 There are also a number of other meetings that are not constitutionally required (but may be required for other reasons). Both constitutional and other committees and Panels are listed on the Appendix to this report.

2.0 APPOINTMENT OF FORMAL COMMITTEES

2.1 Planning Committee

2.1.1 Constitution: 12 Members, appointed in accordance with political group regulations: Conservative 10 seats, UKIP 1 seat, Other 1 seat.

2.1.2 Plus three named substitutes.

2.2 Overview & Scrutiny Commission

2.2.1 Constitution: 12 Members, appointed in accordance with political group regulations: Conservative 10 seats, UKIP 1 seat, Other 1 seat.

2.2.2 Plus three named substitutes

2.2.3 Executive Members are excluded from appointment to the Commission.

2.3 Licensing Committee / Committee of the Licensing Authority

2.3.2 Constitution: 15 Members, appointed in accordance with political group regulations: Conservative 13 seats, UKIP 1 seat, Other 1 seat.

2.4 Governance and Audit Committee

2.4.1 Constitution: 6 Members, appointed in accordance with political group regulations: Conservative 5 seats, UKIP 1 seat

2.4.2 Plus two named substitutes

2.4.3 Plus two independent, non-voting Lay Advisors (appointed by the Committee)

2.5 Joint Appointments & Disciplinary Committee

2.5.1 Constitution: 8 Members consisting of 4 Members from Breckland Council and 4 Members from South Holland District Council, appointed in accordance with political regulations: Conservative 3 seats, UKIP 1 seat

2.6 Joint Appointments & Disciplinary Appeals Committee

2.6.1 Constitution: 8 Members consisting of 4 Members from Breckland Council and 4 Members from South Holland District Council, appointed in accordance with political regulations: Conservative 3 seats, UKIP 1 seat

2.6.2 No Member of the Joint Appointments & Disciplinary Committee can be a Member of this Committee.

3.0 REASONS FOR RECOMMENDATION(S)

3.1 The appointments are made in accordance with the Constitution and/or for the effective discharge of the Council's business.

4.0 EXPECTED BENEFITS

4.1 Effective discharge of the Council's business.

5.0 IMPLICATIONS

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Moving Forward Programme. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

5.1 Constitution & Legal

5.1.1 The recommendations are in accordance with the law and the Constitution.

5.1.2 Whilst the Local Government (Committees and Political Groups) Regulations 1990 apply to most committees, there are exceptions – including where Council agrees unanimously not to apply them.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 All Wards

7.0 **ACRONYMS**

7.1 None.

Background papers:- None

Lead Contact Officer

Name and Post: Teresa Smith, Democratic Services Team Leader
Telephone Number: 01362 656295
Email: Teresa.smith@breckland.gov.uk

Key Decision: No

Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report:

Appendix A Council Appointments to the Committees and Panel 2017-2018 **To follow**

BRECKLAND DISTRICT COUNCIL

Report of: Executive Director for Strategy and Governance
To: Full Council: 18 May 2017
(Author: Julie Britton (Democratic Services Officer)
Subject: Representatives on Outside Bodies for 2017-18
Purpose: To consider approving the appointment of representatives on Outside Bodies 2017-18

Recommendation(s):

1. That Council appoints the most suitable representatives to serve on the list of Outside Bodies.
2. That a further report be presented to Council, later in the current municipal year, to provide fuller detail as to the aims and objectives of each outside body, whether our appointees exercise any decision-making powers, and the insurance status of each outside body.

1.0 BACKGROUND

- 1.1 The Council currently appoints representatives to over 40 organisations. Appointments are made to these outside bodies for various reasons – for instance, following an invitation by the outside body; or to enable the authority to be represented on national forums and groups.
- 1.2 The Council's Constitution, which sets out how the Council operates, provides that appointments to outside bodies will be made at the annual meeting of the Council. Appointments may also be made by a committee or an officer with delegated power to make the appointment, or by the Cabinet if the appointment relates to an executive function. Should an appointment need to be made or altered during the municipal year, this can be done at an ordinary meeting of Full Council.
- 1.3 Each year, all outside bodies are contacted and asked to provide information on any changes to their organisation. In some instances, the information provided may only be minor, such as change of address. In some instances, however, information may be provided informing the Council that the body has been disbanded, no longer requires appointments or has changed its name. Any such changes are identified in the Appendix.
- 1.4 This year we have also asked for additional information in respect of the aims and objectives of the body along with confirmation as to whether the body has insurance for professional indemnity, public liability, and employer liability. We have also asked outside bodies to confirm whether any insurance that they do hold would protect our appointees. Not all have replied to this request at the time of drafting this report. It is therefore proposed that a subsequent report be presented to full Council at a later date in the current municipal year. It should be noted that our own professional indemnity insurance does cover formal appointments of our members to outside bodies. Appendix A also sets identifies the Council's current representatives, details any vacancies, indicates whether the organisation is under review and identifies those that no longer exist.

1.5 Members appointed should be able to attend meetings regularly.

2.0 **OPTIONS**

2.1 That appointments are made to all outside bodies listed at Appendix A with new appointments where necessary;

2.2 That Council do not appoint to any outside bodies;

2.3 That Council appoint only to certain outside bodies.

3.0 **REASONS FOR RECOMMENDATION(S)**

3.1 To ensure that the most suitable representative is appointed to serve on the relevant Outside Body.

4.0 **EXPECTED BENEFITS**

4.1 To facilitate or continue good partnership working across the District.

5.0 **IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 Councillors are expected to travel to meetings of outside bodies, which can have an impact on the individual's carbon footprint. There may be an expectation that Councillors print copies of paperwork for meetings.

5.2 **Constitution & Legal**

5.2.1 Full Council has the authority to appoint, nominate or remove representatives to outside bodies. The Cabinet may also make appointments.

5.3 **Corporate Priorities**

5.3.1 Having representatives appointed to outside bodies ensures that the District is well represented at each organisation. Councillors can, where appropriate, ensure that Breckland's priorities are voiced (detailed in the Corporate Plan 2015-2019) and help to achieve common goals.

5.4 **Financial**

5.4.1 Travel and subsistence allowances are payable in respect of attendance at meetings of all outside bodies and budget provision has been made for this. Details are set out in the Scheme of Members Allowances at Part 6 of the Council's Constitution.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 Appointments may have an effect on Breckland as a whole District. However, it is not considered that the appointment itself would have a significant effect on the District, other than to ensure representation of the Authority.

7.0 **ACRONYMS**

7.1 None.

Background papers:- None

Lead Contact Officer

Name and Post: Leanne Neave, Democratic Services Officer
Telephone Number: 01362 656225
Email: leanne.neave@breckland.gov.uk

Key Decision: No

Exempt Decision: No

This report refers to a Discretionary Service

Appendices attached to this report: Appendix A Representatives on Outside Bodies 2017-2018

**REPRESENTATIVES ON OUTSIDE BODIES
2017 / 2018**

Organisation	Representative(s)
A47 Alliance	Councillor Paul Claussen
	Councillor William Nunn (Substitute)
Attleborough Development Partnership	Councillor Tristan Ashby
Attleborough Neighbourhood Steering Group	Councillor Adrian Joel
	Councillor Keith Martin
Banham Poultry Ltd Community Liaison Committee	Councillor Keith Martin
Breckland Area Museum Committee (Joint Committee with Norfolk County Council)	Councillor Harry Clarke
	Councillor Paul Darby
	Councillor Phillip Duigan (Chairman)
	Councillor Claire Bowes
	VACANCY
Breckland Bridge Ltd	Pablo Dimoglou
Breckland Bridge Ltd Joint Venture Monitoring Board	All Cabinet Members with the exception of any Cabinet Member who is appointed as a director of Breckland Bridge Ltd.
Breckland Older People's Forum	Councillor Lynda Turner
Charles Burrell Museum Trust	Councillor Roy Brame
East Harling Internal Drainage Board	Councillor Steve Askew
East of England Government Association – Member Development Network (no longer exists to be removed)	Councillor Gordon Bambridge
East of England Local Government Association (EELGA)	Councillor William Nunn
East of England Local Government Association – Improvement & Efficiency Panel	Councillor Sam Chapman-Allen
Greater Thetford Development Partnership	Councillor Sam Chapman-Allen
Hamond's Educational Charity	Councillor Paul Darby
	Councillor Shirley Matthews
Health & Wellbeing Board	Councillor Paul Claussen
	Councillor Trevor Carter (Substitute)
Hingham Education Trust	Councillor Nigel Wilkin

Organisation	Representative(s)
Iceni Partnership	Councillor Paul Darby
Keystone Development Trust	Councillor Mark Robinson
Local Government Association – Network Assembly	Councillor William Nunn
	Councillor Sam Chapman-Allen (substitute)
Norfolk Armed Forces Covenant Board	Councillor Sam Chapman-Allen
	Councillor Paul Claussen (Substitute)
Norfolk Arts Forum Steering Committee	Councillor Paul Claussen
Norfolk County Playing Fields Association	Councillor John Rogers
Norfolk Countywide Community Partnership Scrutiny Sub Committee	Councillor Paul Claussen
Norfolk Health Scrutiny Committee	Councillor Peter Wilkinson
	Councillor Robert Richmond (Substitute)
Norfolk Joint Museums and Archaeology Committee	Councillor Phillip Duigan
	Councillor Paul Darby (Substitute)
Norfolk LGA Health Sub-Group	Councillor Marion Chapman-Allen
	Councillor Harry Clarke (Substitute)
Norfolk Parking Partnership	Councillor Paul Claussen
Norfolk Police & Crime Panel	Councillor William Richmond
	Councillor Mark Robinson (Substitute)
Norfolk Rail Group	Councillor Philip Cowen
Norfolk Records Joint Committee	Councillor Phillip Duigan
	Councillor Marion Chapman-Allen (Substitute)
Norfolk Rivers Internal Drainage Board	Councillor Gordon Bambridge
	Councillor Bill Borrett
	Councillor Linda Monument
Norfolk Rural Community Council (under review)	No representative appointed
Norfolk Waste Partnership	Councillor Paul Claussen
Restorative Approaches Strategic Board	Councillor Peter Wilkinson
Supporting People Commissioning Body – Member Champions Group	Councillor Trevor Carter

Organisation	Representative(s)
The Queen Elizabeth Hospital NHS Trust	Councillor Ian Sherwood
Thetford Grammar School Charity	Councillor Roy Brame
Thetford Tourism Heritage Partnership Steering Group	Councillor Mark Robinson
Wayland Partnership	Councillor Claire Bowes
	VACANCY (Substitute)
Woodland Trust (under review, deletion suggested)	Councillor Marion Chapman-Allen
Youth Advisory Board	Councillor Peter Wilkinson

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