

# AGENDA

**MEETING VENUE:**

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

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Date: Tuesday, 4 September 2018

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, 13th September, 2018** 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.**



## **PRESENTATIONS**

Members are asked to note that Dr Chris Bushby, Chief Executive of the Big C, will be in attendance to deliver a short presentation and discuss the Chairman's charity for 2018-19 – this will be presented under agenda item 4.

Members are encouraged to attend a Universal Credit Briefing that will take place immediately following the Full Council meeting. The Briefing will be delivered by Anglia Revenues Partnership and the Department for Works & Pensions.

### **1. APOLOGIES**

To receive apologies for absence.

### **2. MINUTES**

To confirm the minutes of the meeting held on 12 July 2018.

6 - 11

### **3. DECLARATION OF INTERESTS**

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.

### **4. CHAIRMAN'S ANNOUNCEMENTS**

12 - 13

### **5. LEADER'S ANNOUNCEMENTS**

To receive a verbal update from Councillor Nunn, Leader of the Council.

### **6. QUESTIONS ON NOTICE UNDER STANDING ORDER NO 6**

### **7. QUESTIONS WITHOUT NOTICE UNDER STANDING ORDER NO 7**

### **8. CABINET MINUTES**

14 - 19

Unconfirmed Minutes of the Cabinet meeting held on 24 July 2018.

### **9. OVERVIEW & SCRUTINY COMMISSION**

a) Unconfirmed Minutes of the Overview and Scrutiny Commission meeting held on 12 July 2018.

20 - 27

b) Unconfirmed Minutes of the Special Overview & Scrutiny Commission meeting held on 17 August 2018

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### **10. PLANNING COMMITTEE**

a) Confirmed Minutes of the Planning Committee meeting held on 2 July 2018.

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	<u>Page(s)</u> <u>herewith</u>
b) <u>Unconfirmed Minutes of the Planning Committee meeting held on 30 July 2018.</u>	44 - 59
<b>11. <u>COMMITTEE OF THE LICENSING AUTHORITY</u></b>	60 - 63
Unconfirmed Minutes of the Committee of the Licensing Authority meeting held on 17 July 2018.	
<b>12. <u>LICENSING COMMITTEE</u></b>	64 - 65
Unconfirmed Minutes of the Licensing Committee meeting held on 17 July 2018.	
<b>13. <u>GOVERNANCE &amp; AUDIT COMMITTEE</u></b>	66 - 69
Unconfirmed Minutes of the Governance and Audit Committee meeting held on 13 July 2018.	
<b>14. <u>FLEXIBLE HOUSING SUPPORT GRANT</u></b>	70 - 72
Report of Councillor Gordon Bambridge, Executive Member for Growth.	
<b>15. <u>CAPITAL FOR PUBLIC PROTECTION SOFTWARE SYSTEMS REPLACEMENT</u></b>	73 - 78
Report of Councillor Alison Webb, Executive Member for People and Information.	
<b>16. <u>APPOINTMENT OF AN INDEPENDENT REMUNERATION PANEL</u></b>	79 - 80
Report of Maxine O'Mahony, the Executive Director for Strategy & Governance and Monitoring Officer.	
<b>17. <u>APPOINTMENT OF DEPUTY ELECTORAL REGISTRATION OFFICER</u></b>	81 - 82
Report of Maxine O'Mahony, Executive Director of Strategy & Governance & Electoral Registration Officer.	
<b>18. <u>MEMORANDUM OF AGREEMENT</u></b>	83 - 86
Report of Councillor Sam Chapman-Allen, Deputy Leader and Executive Member for Corporate Strategy and Investment.	
<b>19. <u>CONSTITUTION</u></b>	87 - 100
Report of Maxine O'Mahony, the Executive Director for Strategy & Governance and Monitoring Officer.	
<b>20. <u>NOMINATIONS FOR COMMITTEE AND OTHER SEATS</u></b>	
To receive nominations for any changes to Committee and other seats from political groups.	
<b>21. <u>ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT -</u></b>	
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.	

**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.

**UNIVERSAL CREDIT BRIEFING/PRESENTATION**

Members are encouraged to remain after the meeting to attend a Universal Credit Briefing. The presentation/briefing will be delivered by Adrian Mills, Strategic Manager (Benefits) ARP, Ian Thetford, Department for Work & Pensions (DWP) UC Partnership Manager and Zoe Webster, Customer Contact Centre Manager (Interim).