

AGENDA

MEETING VENUE:

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

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Date: Wednesday, 10 July 2019

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 July, 2019** 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.

THIS MEETING WILL BE RECORDED BY THE COUNCIL

Mobile phones and other equipment may also be used to audio record, film, tweet or blog from this meeting by an individual Council Member or a member of the public. No part of the meeting room is exempt from public filming etc unless the meeting resolves to go into private session. However, the use of images or recordings arising from this is not under the Council's control.

contactus@breckland.gov.uk

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	<u>Page(s) herewith</u>
1. <u>APOLOGIES</u> To receive apologies for absence.	
2. <u>MINUTES</u> To confirm the minutes of the meeting held on 16 May 2019.	8 - 18
3. <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.	
4. <u>CHAIRMAN'S ANNOUNCEMENTS</u>	19 - 20
5. <u>LEADER'S ANNOUNCEMENTS</u> To receive a verbal update from Councillor Sam Chapman-Allen, Leader of the Council.	
6. <u>QUESTIONS ON NOTICE UNDER STANDING ORDER NO 6</u> None received.	
7. <u>QUESTIONS WITHOUT NOTICE UNDER STANDING ORDER NO 7</u>	
8. <u>CABINET MINUTES</u>	
a) <u>21 May 2019</u> Confirmed Minutes of the Cabinet meeting held on 21 May 2019.	21 - 24
b) <u>25 June 2019</u> Unconfirmed Minutes of the Cabinet meeting held on 25 June 2019.	25 - 27
9. <u>OVERVIEW AND SCRUTINY COMMISSION</u> Unconfirmed Minutes of the Overview and Scrutiny Commission meeting held on 30 May 2019.	28 - 32
10. <u>PLANNING COMMITTEE</u> Confirmed Minutes of the Planning Committee meeting held on 28 May 2019.	33 - 46
11. <u>GOVERNANCE & AUDIT COMMITTEE</u> Unconfirmed Minutes of the Governance and Audit Committee meeting held on 5 June 2019.	47 - 54

12. **NOMINATIONS FOR COMMITTEE AND OTHER SEATS**

To receive nominations for any changes to Committee and other seats from political groups:

Appointments to Committees (please see Appendix attached):

1. Joint Appointments & Disciplinary Committee

Labour Group Member to be appointed as a substitute (*no member of this Joint Committee shall be appointed to the Joint Appointments & Disciplinary Appeals Committee*)

2. Joint Appointments & Disciplinary Appeals Committee

Labour Group Member to be appointed (*no member of the Joint Appointments & Disciplinary Committee shall be appointed to this Joint Committee*)

3. Governance & Audit Committee

Labour Group Member to be appointed as a substitute

4. Planning Committee

Cllr Taila Taylor and Cllr David Wickerson to be appointed as the two Independent Group substitutes

5. Overview & Scrutiny Commission

Cllr Bowes (as an Executive Support Member) to be removed as substitute

1 x Vacancy (Substitute)

Appointments to Outside Bodies

1. Outside Body Organisations - to be removed:

- i. Thetford Grammar School Charity - no longer in existence (Current Membership: Cllr Roy Brame (to be removed));
- ii. Attleborough Neighbourhood Plan Committee – no longer in existence and no Member appointed

2. Outside Body Appointments - Members required:

- i. Health & Wellbeing Board:
 - Councillor Alison Webb to be removed and re-appointed as substitute
 - Councillor Paul Claussen to be removed as substitute
 - Councillor Sam Chapman-Allen to be appointed as the Council's representative
- ii. Norfolk Health Scrutiny Committee – Members required
 - Cllr Peter Wilkinson to be removed due to his appointment on the Queen Elizabeth Hospital Trust

- Cllr Susan Dowling to be removed as substitute as the appointee has to be a member of the Overview & Scrutiny Commission.
 - 2 vacancies including a substitute (must be Members of the O&SC)
- iii. Norfolk Joint Museums and Archaeology Committee: Member required
- 1 x Vacancy (substitute)
- iv. Norfolk County Playing Fields Association: Member required
- 1 x Vacancy
- v. Restorative Approaches Strategic Board: Member required
- Cllr Wilkinson to be removed
 - 1 x Vacancy
- vi. Youth Advisory Board – Membership to be increased to two:
- 1 x Vacancy

13. AMENDMENTS TO THE CONSTITUTION

a) Constitution - Planning Delegations

Report of Report of Councillor Paul Claussen, Deputy Leader & Executive Member for Governance and Councillor Gordon Bambridge, Executive Member for Planning.

58 - 66

14. EXCLUSION OF PRESS AND PUBLIC

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 and 2 of Schedule 12A to the Act.”

PART B – ITEM FROM WHICH THE PRESS AND THE PUBLIC ARE EXCLUDED

15. APPOINTMENT OF AN INFORMATION GOVERNANCE OFFICER

Report of Councillor Paul Claussen, Deputy Leader & Executive Member for Governance.

67 - 73

16. PUBLIC PROTECTION MANAGEMENT TEAM REVIEW

Report of Councillor Alison Webb, Executive Member for Housing, Health & Environment.

74 - 83

17. DIGITAL AND INNOVATION SERVICE REVIEW

Report of Councillor Paul Claussen, Deputy Leader & Executive Member for Governance and Councillor Ian Sherwood, Executive Member for Customer Engagement.

84 - 92

18. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT -

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.

DIGITAL INCLUSION PRESENTATION (TO TAKE PLACE IMMEDIATELY AFTER THE FULL COUNCIL MEETING)

On June 3 2019, Breckland Council launched a new service to support residents to get online and avoid becoming digitally excluded. A 'Digital Champion' from the Council's Customer Contact Centre team will be working in local libraries and other community-based venues to speak with people with no or low digital skills and give them the help they need - and confidence - to make the most of online services.

The new service will replace the existing library service, which was approved by members to run until the end of May 2019. Learnings from this temporary service, which was largely put in place to help residents transition to the new online Universal Credit system, has shown that residents often have the equipment to go online but lack the confidence and skills. Between 20-80 residents visit each library-based support session per week.

The new service will expand on the existing approach and provide opportunities to pick up a broader range of digital skills. In addition to helping people make use of the 'do it online' functions of the Council's own website – where people can pay for services, report issues and submit applications 24/7 – the service will extend to helping people access non-council services online too, such as utility e-billing, booking doctor appointments online, renewing library books, searching for information, and more.

The service is part of the Council's Customer Engagement Strategy to ensure nobody is left behind in an increasingly digital world.

Diversifying the venues means that a new service timetable has been drawn up, which differs to the library-based timetable used for the existing (old) service. The new timetable is as follows:

<i>Monday</i>	<i>10am-1pm, Watton Library 2pm-5pm, Attleborough Library</i>
<i>Tuesday</i>	<i>10am-1pm, Swaffham Library PM visiting rural venues surrounding Swaffham area</i>
<i>Wednesday</i>	<i>AM visiting rural venues surrounding Watton/Thetford areas 1pm-5pm, Watton Library</i>

Thursday *10am-1pm, Attleborough Library*
 PM visiting rural venues surrounding Attleborough area

Friday *AM visiting rural venues surrounding Dereham area*

Officers will be available after the meeting so that Members can learn more about the Digital Inclusion Project.