

# AGENDA

**MEETING VENUE:**

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

Contact: Julie Britton  
Direct Dial: 01362 656343  
e-mail: [julie.britton@breckland.gov.uk](mailto:julie.britton@breckland.gov.uk)

Date: Tuesday, 14 January 2020

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, 23rd January, 2020** 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](mailto:contactus@breckland.gov.uk)

Breckland Council Elizabeth House, Walpole Loke, Dereham, Norfolk NR19 1EE  
Telephone: 01362 656870 [www.breckland.gov.uk](http://www.breckland.gov.uk)



**1. APOLOGIES**

To receive apologies for absence.

**2. MINUTES**

To confirm the following Minutes:

a) 28 November 2019

Unconfirmed Minutes of the meeting held on 28 November 2019.

6 - 16

b) 6 December 2019

Unconfirmed Minutes of the Special meeting held on 6 December 2019.

17 - 18

**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**

19 - 20

**5. LEADER'S ANNOUNCEMENTS**

To receive a verbal update from Councillor Sam Chapman-Allen, 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**

To confirm the following Minutes:

a) 6 December 2019

Confirmed Minutes of the Cabinet meeting held on 6 December 2019.

21 - 27

b) 13 January 2020

Unconfirmed Minutes of the Cabinet meeting held on 13 January 2020.

28 - 31

**9. OVERVIEW AND SCRUTINY COMMISSION**

a) 6 December 2019

Confirmed Minutes of the Overview & Scrutiny Commission meeting held on 6 December 2019.

32 - 34

b) 19 December 2019

Unconfirmed Minutes of the Overview & Scrutiny Commission meeting held

35 - 39

	<u>Page(s)</u> <u>herewith</u>
on 19 December 2019.	
<b>10. <u>PLANNING COMMITTEE</u></b> Confirmed minutes of the Planning Committee meeting held on 16 December 2019.	40 - 44
<b>11. <u>LICENSING COMMITTEE</u></b> Unconfirmed Minutes of the Licensing Committee held on 13 November 2019.	45 - 47
<b>12. <u>COMMITTEE OF THE LICENSING AUTHORITY</u></b> Unconfirmed Minutes of the Committee of the Licensing Authority meeting held on 13 November 2019.	48 - 52
<b>13. <u>POLLING DISTRICTS, POLLING PLACES &amp; POLLING STATIONS REVIEW (AGENDA ITEM 13)</u></b> Report of Maxine O' Mahony, Executive Director for Strategy and Governance & Returning Officer.	53 - 67
<b>14. <u>REVIEW OF THE LOCAL COUNCIL TAX REDUCTION SCHEME (LCTRS) FOR 2020-21</u></b> Report of Councillor Phillip Cowen, Executive Member Finance & Growth and Christine Marshall, Executive Director Commercialisation.	68 - 72
<b>15. <u>ANGLIA REVENUES PARTNERSHIP JOINT COMMITTEE AGREEMENT RECONSTITUTION</u></b> Report of Councillor Phillip Cowen, Executive Member Finance & Growth and Christine Marshall, Executive Director Commercialisation.	73 - 129
<b>16. <u>NOMINATIONS FOR COMMITTEE AND OTHER SEATS</u></b> To receive nominations for any changes to Committee and other seats from political groups.	
<b>17. <u>AMENDMENTS TO THE CONSTITUTION</u></b>	
<b>18. <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.

**MEMBERS ARE ASKED TO NOTE THAT THERE WILL BE 2 PRESENTATIONS  
TAKING PLACE IMMEDIATELY FOLLOWING THE MEETING**

- 1) Anglia Revenues & Benefits Partnership presentation - Adrian Mills (Strategic Manager (Billing & Benefits) ARP);
- 2) Engagement with Elected Members interactive presentation – Cllr Paul Hewett, Executive Member for Contracts & Assets and Craig Fowler (Commercial Manager).