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To The Members of the Council

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Date 11 May 2010

AGENDA SUPPLEMENT

Dear Sir/Madam

COUNCIL - THURSDAY 13 MAY 2010

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

Item No	Report Title	Page Nos
8a	<u>CONSTITUTION - REVIEW OF COMMITTEE STRUCTURE</u>	

Following consideration at the Overview & Scrutiny Commission meeting (29th April) and the Cabinet meeting (11 May), Council is asked to approve the following recommendations from Cabinet:

Committee Structure

- 1 That no changes be made to the existing Committee Structure.
- 2 That the number of Task and Finish Groups that can be operated by the Overview and Scrutiny Commission (OSC) be limited to a maximum of three at any one time (including the LDF Group, but excluding the Joint OSC on Shared Services and ARP).
NB: The Council's Constitution will include a clause whereby Full Council OR the Leader of the Council and Chairman of the OSC can establish a further Task Group, if the item for discussion is considered suitably expedient.
- 3 That, in future, the Three Task and Finish Group Chairmen be appointed by the Overview and Scrutiny Commission (normally from within their own membership) on a task by task basis rather than at the Annual Meeting of Council.

Meeting Schedule

- 4 That no changes be made to the 2010/11 Meeting Schedule, as agreed by Full Council on 12 November 2009.

Committee Membership

- 5 That committee membership is revised in accordance with the proposal in paragraph 3.2.8.
- 6 That, during the 2010/11 municipal year, the use of two named Conservative substitutes and one opposition substitute is trialled for appropriate committees.

A copy of the report can be viewed on the Cabinet Agenda for the 11th May 2010.

- | | |
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| <p>9. <u>ANNUAL APPOINTMENT OF THE LEADER, DEPUTY LEADER, COMMITTEES, GROUPS AND OTHER REPRESENTATIVES AND CHAIRMEN AND VICE-CHAIRMEN 2010-2011</u></p> <p>A list of attendances for 2009-2010 is attached for Members' information.</p> | <p>86 - 115</p> |
| <p>14. <u>JOINT LDF/CABINET MEETING - 26 APRIL 2010</u></p> <p>Unconfirmed minutes of the Joint LDF/Cabinet meeting held on 26 April 2010.</p> | <p>116 - 128</p> |
| <p>15. <u>OVERVIEW AND SCRUTINY COMMISSION - 29 APRIL 2010</u></p> <p>Unconfirmed minutes of the meeting of the Overview and Scrutiny Commission held on 29 April 2010.</p> | <p>129 - 138</p> |
| <p>25. <u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100(A)(4) of the Local Government Act 1973, the press and the public be excluded from the meeting for the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act.”</p> <p style="text-align: center;"><u>PART B – ITEMS FROM WHICH THE PRESS AND THE PUBLIC ARE EXCLUDED</u></p> | |
| <p>26. <u>FORMER ANCHOR HOTEL AND ADJACENT CAR PARK AND BUS STATION, THETFORD</u></p> <p>Report by the Head of Asset Management.</p> | <p>139 - 145</p> |

Yours faithfully

Julie Britton

Senior Committee Officer

Councillor Claire Bowes	Conservative	30	22	73%	1	8	27%	7	88%	<p>Council, 12/11/09 Present</p> <p>Development Control Committee, 23/11/09 Apologies received</p> <p>Development Control Committee, 14/12/09 Apologies due to Council business</p> <p>Council, 17/12/09 Apologies received</p> <p>Development Control Committee, 04/01/10 Apologies received</p> <p>Council, 15/01/10 Present</p> <p>Development Control Committee, 25/01/10 Apologies received</p> <p>Council, 28/01/10 Absent</p> <p>Council, 25/02/10 Present</p> <p>Council, 01/04/10 Present</p> <p>Development Control Committee, 11/05/09 Present</p> <p>Commercial & Communities Portfolio, 18/05/09 Present</p> <p>Council, 28/05/09 Present</p> <p>Development Control Committee, 01/06/09 Present</p> <p>Development Control Committee, 22/06/09 Present</p> <p>Commercial & Communities Portfolio, 22/06/09 Apologies due to Council business</p> <p>Council, 09/07/09 Present</p> <p>Development Control Committee, 13/07/09 Present</p> <p>Commercial & Communities Portfolio, 27/07/09 Absent</p> <p>Council, 30/07/09 Apologies received</p> <p>Development Control Committee, 03/08/09 Present</p> <p>Development Control Committee, 02/09/09 Present</p> <p>Development Control Committee, 21/09/09 Present</p> <p>Council, 01/10/09 Present</p> <p>Development Control Committee, 12/10/09 Apologies received</p> <p>Development Control Committee, 02/11/09 Present</p> <p>Council, 12/11/09 Apologies received</p> <p>Development Control Committee, 14/12/09 Present</p> <p>Council, 17/12/09 Present</p> <p>Development Control Committee, 04/01/10 Apologies received</p> <p>Council, 15/01/10 Present</p> <p>Development Control Committee, 25/01/10 Present</p> <p>Council, 28/01/10 Present</p> <p>Development Control Committee, 15/02/10 Present</p> <p>Council, 25/02/10 Present</p> <p>Development Control Committee, 08/03/10 Apologies received</p> <p>Development Control Committee, 29/03/10 Apologies received</p> <p>Council, 01/04/10 Present</p> <p>Development Control Committee, 19/04/10 Present</p> <p>Development Control Committee, 11/05/09 Apologies received</p> <p>Licensing Committee, 27/05/09 Absent</p> <p>Attleborough Task Force, 27/05/09 Present</p> <p>Council, 28/05/09 Present</p> <p>Development Control Committee, 01/06/09 Apologies received</p> <p>Overview and Scrutiny Commission, 18/06/09 Present</p> <p>Development Control Committee, 22/06/09 Absent</p> <p>Council, 09/07/09 Present</p> <p>Development Control Committee, 13/07/09 Present</p> <p>Overview and Scrutiny Commission, 23/07/09 Apologies received</p> <p>Council, 30/07/09 Apologies received</p> <p>Development Control Committee, 03/08/09 Present</p> <p>Development Control Committee, 02/09/09 Apologies received</p> <p>Overview and Scrutiny Commission, 03/09/09 Present</p> <p>Development Control Committee, 21/09/09 Apologies received</p> <p>Attleborough Task Force, 23/09/09 Present</p> <p>Council, 01/10/09 Present</p> <p>Development Control Committee, 12/10/09 Present</p> <p>Overview and Scrutiny Commission, 15/10/09 Present</p> <p>Licensing Committee, 21/10/09 Absent</p> <p>Development Control Committee, 02/11/09 Apologies received</p> <p>Council, 12/11/09 Present</p> <p>Development Control Committee, 23/11/09 Apologies received</p> <p>Overview and Scrutiny Commission, 26/11/09 Present</p>
Councillor Alec Byrne	Conservative	38	23	61%	0	15	39%	12	80%	<p>Development Control Committee, 23/11/09 Present</p> <p>Development Control Committee, 14/12/09 Apologies received</p> <p>Development Control Committee, 04/01/10 Apologies received</p> <p>Development Control Committee, 25/01/10 Present</p> <p>Development Control Committee, 15/02/10 Present</p> <p>Development Control Committee, 08/03/10 Apologies received</p> <p>Development Control Committee, 29/03/10 Apologies received</p> <p>Council, 01/04/10 Present</p> <p>Development Control Committee, 19/04/10 Present</p> <p>Development Control Committee, 11/05/09 Apologies received</p> <p>Licensing Committee, 27/05/09 Absent</p> <p>Attleborough Task Force, 27/05/09 Present</p> <p>Council, 28/05/09 Present</p> <p>Development Control Committee, 01/06/09 Apologies received</p> <p>Overview and Scrutiny Commission, 18/06/09 Present</p> <p>Development Control Committee, 22/06/09 Absent</p> <p>Council, 09/07/09 Present</p> <p>Development Control Committee, 13/07/09 Present</p> <p>Overview and Scrutiny Commission, 23/07/09 Apologies received</p> <p>Council, 30/07/09 Apologies received</p> <p>Development Control Committee, 03/08/09 Present</p> <p>Development Control Committee, 02/09/09 Apologies received</p> <p>Overview and Scrutiny Commission, 03/09/09 Present</p> <p>Development Control Committee, 21/09/09 Apologies received</p> <p>Attleborough Task Force, 23/09/09 Present</p> <p>Council, 01/10/09 Present</p> <p>Development Control Committee, 12/10/09 Present</p> <p>Overview and Scrutiny Commission, 15/10/09 Present</p> <p>Licensing Committee, 21/10/09 Absent</p> <p>Development Control Committee, 02/11/09 Apologies received</p> <p>Council, 12/11/09 Present</p> <p>Development Control Committee, 23/11/09 Apologies received</p> <p>Overview and Scrutiny Commission, 26/11/09 Present</p>

LDF Task & Finish Group, 25/11/09										Apologies received
LDF Task & Finish Group, 11/12/09										Present
Development Control Committee, 14/12/09										Apologies received Other commitments.
Council, 17/12/09										Apologies received Medical reasons
Development Control Committee, 04/01/10										Apologies received Other work commitments
General Purposes Committee, 06/01/10										Present
Council, 15/01/10										Apologies received
Thetford Task Force, 18/01/10										Present
LDF Task & Finish Group, 19/01/10										Present
Development Control Committee, 25/01/10										Present
Council, 28/01/10										Present
LDF Task & Finish Group, 28/01/10										Present
Licensing Sub Committee, 10/02/10										Present
EPR Theiford Ltd Liaison Group, 12/02/10										Absent
Development Control Committee, 15/02/10										Present
Council, 25/02/10										Present
LDF Task & Finish Group, 25/02/10										Apologies received Medical reasons
General Purposes Committee, 03/03/10										Present
Development Control Committee, 08/03/10										Present
Development Control Committee, 29/03/10										Apologies received
Thetford Task Force, 29/03/10										Present
Council, 01/04/10										Apologies received Other business.
Development Control Committee, 19/04/10										Present
Cabinet, 26/04/10										Present
Council, 28/05/09	100%		10	56%						Apologies received
Audit Committee, 12/06/09										Apologies received Work commitments
Council, 09/07/09										Present
Council, 30/07/09										Present
Audit Committee, 11/09/09										Apologies received Work commitments
Audit Committee, 29/09/09										Apologies received work commitments
Council, 01/10/09										Apologies received
Council, 12/11/09										Apologies received
Audit Committee, 13/11/09										Absent, sent repres Substituted by Councillor Linda Monument
LDF Task & Finish Group, 11/12/09										Apologies received
Council, 17/12/09										Present
Audit Committee, 15/01/10										Present
Council, 15/01/10										Apologies received Other work commitments
Council, 28/01/10										Present
Council, 29/02/10										Present
Audit Committee, 12/03/10										Apologies received Other business.
Council, 01/04/10										Present
Executive Board (Formal), 11/05/09	100%		6	11%						Apologies received Other business.
Cabinet, 12/05/09										Present
Commercial & Communities Portfolio, 18/05/09										Apologies received
Anglia Revenues and Benefits Partnership Joint Council, 28/05/09										Apologies received
Executive Board (Formal), 01/06/09										Present
Business Improvement Sub-Committee, 02/06/09										Present
Executive Board (Formal), 15/06/09										Present
Commercial & Communities Portfolio, 22/06/09										Present
Cabinet, 23/06/09										Present
Executive Board (Formal), 29/06/09										Present
Council, 09/07/09										Present
Executive Board (Formal), 13/07/09										Present
Business Improvement Sub-Committee, 14/07/09										Apologies received Due to other Council business
Executive Board (Formal), 27/07/09										Apologies received
Commercial & Communities Portfolio, 27/07/09										Apologies received Other Council business : attending Active Norfolk A:
Council, 30/07/09										Present
Anglia Revenues and Benefits Partnership Joint Council, 03/08/09										Present
Executive Board (Formal), 03/08/09										Present
Cabinet, 04/08/09										Present
Business Improvement Sub-Committee, 04/08/09										Present
Executive Board (Formal), 01/09/09										Present

Councillor Robert Childerhouse

Conservative

18 8 44% 0 10 56% 10

100%

Councillor Paul Claussen

Conservative

57 51 89% 7 6 11% 6

100%

Councillor Lady Fisher	Conservative	49	44	90%	8	5	10%	4	80%	Parking Task and Finish Group, 22/02/10 Present Council, 25/02/10 Present LDF Task & Finish Group, 25/02/10 Present General Purposes Committee, 03/03/10 Present Development Control Committee, 08/03/10 Present Parking Task and Finish Group, 15/03/10 Apologies received Development Control Committee, 29/03/10 Diary clash. Present Parking Task and Finish Group, 30/03/10 Present Council, 01/04/10 Present Development Control Committee, 19/04/10 Present Cabinet, 26/04/10 Present Governance and Finance Portfolio Group, 05/05/10 Present Executive Board (Formal), 11/05/09 Present Cabinet, 12/05/09 Present Council, 28/05/09 Present Executive Board (Formal), 01/06/09 Present Executive Board (Formal), 15/06/09 Present Governance and Finance Portfolio Group, 19/06/09 Present Cabinet, 23/06/09 Present Executive Board (Formal), 29/06/09 Present Council, 09/07/09 Present Executive Board (Formal), 13/07/09 Present Executive Board (Formal), 27/07/09 Present Governance and Finance Portfolio Group, 28/07/09 Present Council, 30/07/09 Apologies received Executive Board (Formal), 03/08/09 Present Cabinet, 04/08/09 Present Executive Board (Formal), 01/09/09 Present Business Improvement Sub-Committee, 07/09/09 Present Executive Board (Formal), 14/09/09 Present Cabinet, 15/09/09 Present Executive Board (Formal), 28/09/09 Present Council, 01/10/09 Present Business Improvement Sub-Committee, 06/10/09 Absent Executive Board (Formal), 12/10/09 Present Executive Board (Formal), 26/10/09 Present Cabinet, 27/10/09 Present Executive Board (Formal), 09/11/09 Present Council, 12/11/09 Present Executive Board (Formal), 23/11/09 Present Business Improvement Sub-Committee, 01/12/09 Present Cabinet, 08/12/09 Present Executive Board (Formal), 14/12/09 Present Council, 17/12/09 Present Business Improvement Sub-Committee, 05/01/11 Present Executive Board (Formal), 11/01/10 Present Cabinet, 12/01/10 Present Council, 15/01/10 Apologies received Council, 28/01/10 Apologies received Executive Board (Formal), 08/02/10 Apologies received Executive Board (Formal), 22/02/10 Present Council, 25/02/10 Present Cabinet, 02/03/10 Present Executive Board (Formal), 22/03/10 Present Council, 01/04/10 Present Business Improvement Sub-Committee, 06/04/11 Present Executive Board (Formal), 12/04/10 Present Cabinet, 13/04/10 Present Executive Board (Formal), 19/04/10 Present Cabinet, 26/04/10 Present Appeals Committee, 06/05/09 Present Development Control Committee, 11/05/09 Present Athleborough Task Force, 27/05/09 Present Council, 28/05/09 Present		
		39	34	87%	3	5	13%	5	100%	Appeals Committee, 06/05/09 Present Development Control Committee, 11/05/09 Present Athleborough Task Force, 27/05/09 Present Council, 28/05/09 Present		
		Councillor Peter Francis										
		Conservative										

Councillor Michael Griffin	Conservative	10	7	70%	1	3	30%	2	67%	<p>Overview and Scrutiny Commission, 18/06/09</p> <p>Council, 09/07/09</p> <p>Apologies received Other unavoidable commitments</p> <p>Overview and Scrutiny Commission, 23/07/09</p> <p>Council, 30/07/09</p> <p>Apologies received</p> <p>Present</p> <p>Licensing Sub Committee, 19/08/09</p> <p>Overview and Scrutiny Commission, 03/09/09</p> <p>Absent</p> <p>Council, 01/10/09</p> <p>Present</p> <p>Licensing Committee, 21/10/09</p> <p>Council, 12/11/09</p> <p>Absent</p> <p>Overview and Scrutiny Commission, 26/11/09</p> <p>Council, 17/12/09</p> <p>Present</p> <p>Overview and Scrutiny Commission, 17/12/09</p> <p>Council, 15/01/10</p> <p>Absent</p> <p>Council, 28/01/10</p> <p>Present</p> <p>Overview and Scrutiny Commission, 04/02/10</p> <p>Council, 25/02/10</p> <p>Present</p> <p>Overview and Scrutiny Commission, 18/03/10</p> <p>Council, 01/04/10</p> <p>Apologies received</p> <p>Licensing Sub Committee, 09/04/10</p> <p>Apologies received Urgent other work commitment.</p> <p>Overview and Scrutiny Commission, 29/04/10</p> <p>Council, 28/05/09</p> <p>Present</p> <p>Council, 09/07/09</p> <p>Present</p> <p>Council, 30/07/09</p> <p>Present</p> <p>Council, 01/10/09</p> <p>Apologies received Other business.</p> <p>Council, 12/11/09</p> <p>Present</p> <p>Council, 17/12/09</p> <p>Apologies received Medical reasons</p> <p>Council, 15/01/10</p> <p>Present</p> <p>Council, 28/01/10</p> <p>Present</p> <p>Council, 25/02/10</p> <p>Present</p> <p>Council, 01/04/10</p> <p>Absent</p> <p>Council, 28/05/09</p> <p>Present</p> <p>Audit Committee, 12/06/09</p> <p>Absent</p> <p>Audit Committee, 25/06/09</p> <p>Apologies received Work commitments</p> <p>Council, 09/07/09</p> <p>Apologies received</p> <p>Council, 30/07/09</p> <p>Apologies received Work commitments.</p> <p>Audit Committee, 11/09/09</p> <p>Audit Committee, 29/09/09</p> <p>Absent, sent repres Substituted by Councillor Richard Duffield</p> <p>Council, 01/10/09</p> <p>Apologies received</p> <p>Council, 12/11/09</p> <p>Present</p> <p>Audit Committee, 13/11/09</p> <p>Present</p> <p>Council, 17/12/09</p> <p>Apologies received</p> <p>Audit Committee, 15/01/10</p> <p>Present</p> <p>Council, 15/01/10</p> <p>Present</p> <p>Council, 28/01/10</p> <p>Apologies received Other work commitments</p> <p>Council, 25/02/10</p> <p>Apologies received</p> <p>Audit Committee, 12/03/10</p> <p>Present</p> <p>Council, 01/04/10</p> <p>Present</p> <p>Executive Board (Formal), 11/05/09</p> <p>Cabinet, 12/05/09</p> <p>Present</p> <p>Council, 28/05/09</p> <p>Present</p> <p>Executive Board (Formal), 01/06/09</p> <p>Present</p> <p>Executive Board (Formal), 15/06/09</p> <p>Cabinet, 23/06/09</p> <p>Apologies received</p> <p>Executive Board (Formal), 29/06/09</p> <p>Council, 09/07/09</p> <p>Present</p> <p>Executive Board (Formal), 13/07/09</p> <p>Present</p> <p>Executive Board (Formal), 27/07/09</p> <p>Present</p> <p>Commercial & Communities Portfolio, 27/07/09</p> <p>Council, 30/07/09</p> <p>Present</p> <p>Executive Board (Formal), 03/08/09</p> <p>Present</p> <p>Cabinet, 04/08/09</p> <p>Present</p> <p>Executive Board (Formal), 01/09/09</p> <p>Present</p> <p>Executive Board (Formal), 14/09/09</p> <p>Present</p> <p>Cabinet, 15/09/09</p> <p>Present</p>				
		Councillor Paul Hewett	Conservative	17	7	41%	4	10	59%	9	90%			
				Councillor Theresa Hewett	Conservative	42	38	90%	4	4	10%	4	100%	

Councillor	Diana Irving	Conservative	56	46	82%	8	10	18%	9	90%	Apologies received	Other work commitments
Executive Board (Formal), 28/09/09											Apologies received	Other work commitments
Council, 01/10/09											Present	
Executive Board (Formal), 12/10/09											Present	
Executive Board (Formal), 26/10/09											Present	
Cabinet, 27/10/09											Present	
Executive Board (Formal), 09/11/09											Present	
Council, 12/11/09											Apologies received	Other work commitments.
Executive Board (Formal), 23/11/09											Present	
Cabinet, 08/12/09											Present	
Executive Board (Formal), 14/12/09											Present	
Council, 17/12/09											Present	
Executive Board (Formal), 11/01/10											Present	
Cabinet, 12/01/10											Present	
Council, 15/01/10											Present	
Council, 28/01/10											Present	
Executive Board (Formal), 08/02/10											Present	
Executive Board (Formal), 22/02/10											Present	
Council, 25/02/10											Present	
Cabinet, 02/03/10											Present	
Executive Board (Formal), 22/03/10											Present	
Council, 01/04/10											Present	
Executive Board (Formal), 12/04/10											Present	
Cabinet, 13/04/10											Present	
Executive Board (Formal), 19/04/10											Apologies received	
Cabinet, 26/04/10											Present	
Development Control Committee, 11/05/09											Present	
Commercial & Communities Portfolio, 18/05/09											Apologies received	On other Council business
Council, 28/05/09											Present	
Development Control Committee, 01/06/09											Present	
Member Development Panel, 16/06/09											Present	
Overview and Scrutiny Commission, 18/06/09											Present	
Development Control Committee, 22/06/09											Present	
Commercial & Communities Portfolio, 22/06/09											Apologies due to Council business	
Council, 09/07/09											Present	
Development Control Committee, 13/07/09											Present	
Member Development Panel, 14/07/09											Present	
Overview and Scrutiny Commission, 23/07/09											Present	
Commercial & Communities Portfolio, 27/07/09											Absent	
Council, 30/07/09											Present	
Development Control Committee, 03/08/09											Present	
Development Control Committee, 02/09/09											Present	
Overview and Scrutiny Commission, 03/09/09											Present	
Development Control Committee, 21/09/09											Present	
Member Development Panel, 22/09/09											Present	
Council, 01/10/09											Present	
Task & Finish Group (Sickness Absence Policy											Present	
Development Control Committee, 12/10/09											Present	
Overview and Scrutiny Commission, 15/10/09											Present	
Community For a Task & Finish Group, 23/10/09											Present	
Development Control Committee, 02/11/09											Present	
Council, 12/11/09											Present	
Parking Task and Finish Group, 17/11/09											Apologies received	
Development Control Committee, 23/11/09											Apologies received	
Overview and Scrutiny Commission, 26/11/09											Present	
Task & Finish Group (Sickness Absence Policy											Present	
Community For a Task & Finish Group, 02/12/09											Present	
Parking Task and Finish Group, 10/12/09											Apologies received	
Development Control Committee, 14/12/09											Present	
Member Development Panel, 15/12/09											Apologies received	Other commitments.
Council, 17/12/09											Present	
Overview and Scrutiny Commission, 17/12/09											Present	
Development Control Committee, 04/01/10											Present	
Parking Task and Finish Group, 12/01/10											Present	
Council, 15/01/10											Present	

Councillor Roy Kemp	Audit Committee, 13/11/09									Present
	Council, 17/12/09									Present
	Audit Committee, 15/01/10									Present
	Council, 15/01/10									Present
	Council, 28/01/10									Present
	Council, 25/02/10									Present
	Audit Committee, 12/03/10									Present
	Council, 01/04/10									Present
	100% Development Control Committee, 11/05/09	8	30%	1	8	70%	19	27	43	Apologies received No reason given.
	Council, 28/05/09									Present
	Development Control Committee, 01/06/09									Present
	Development Control Committee, 22/06/09									Present
	Council, 09/07/09									Present
Development Control Committee, 13/07/09									Present	
Council, 30/07/09									Apologies received	
Development Control Committee, 03/08/09									Apologies received	
Development Control Committee, 02/09/09									Present	
Development Control Committee, 21/09/09									Apologies received	
Council, 01/10/09									Present	
Development Control Committee, 12/10/09									Present	
Development Control Committee, 02/11/09									Present	
Council, 12/11/09									Present	
Development Control Committee, 23/11/09									Present	
Development Control Committee, 14/12/09									Apologies received	
Council, 17/12/09									Present	
Development Control Committee, 04/01/10									Present	
Council, 15/01/10									Present	
Development Control Committee, 25/01/10									Apologies received	
Council, 28/01/10									Present	
Development Control Committee, 15/02/10									Apologies received	
Council, 25/02/10									Apologies received	
Development Control Committee, 08/03/10									Present	
Development Control Committee, 29/03/10									Present	
Council, 01/04/10									Present	
Development Control Committee, 19/04/10									Present	
100% Development Control Committee, 11/05/09	3	7%	9	3	93%	40	43	43	Present	
Council, 28/05/09									Present	
Development Control Committee, 01/06/09									Present	
Overview and Scrutiny Commission, 18/06/09									Present	
Development Control Committee, 22/06/09									Present	
Council, 09/07/09									Present	
Development Control Committee, 13/07/09									Present	
Overview and Scrutiny Commission, 23/07/09									Present	
Council, 30/07/09									Present	
Development Control Committee, 03/08/09									Present	
Development Control Committee, 02/09/09									Present	
Overview and Scrutiny Commission, 03/09/09									Present	
Development Control Committee, 21/09/09									Present	
LDF Task & Finish Group, 22/09/09									Present	
Council, 01/10/09									Present	
Development Control Committee, 12/10/09									Present	
LDF Task & Finish Group, 14/10/09									Present	
Overview and Scrutiny Commission, 15/10/09									Present	
Development Control Committee, 02/11/09									Present	
LDF Task & Finish Group, 03/11/09									Present	
Executive Board (Format), 09/11/09									Present	
Council, 12/11/09									Present	
Development Control Committee, 23/11/09									Apologies received	
Executive Board (Format), 23/11/09									Present	
Cabinet, 08/12/09									Present	
Executive Board (Format), 14/12/09									Present	
Council, 17/12/09									Present	
Development Control Committee, 04/01/10									Apologies due to Council business	
Executive Board (Format), 11/01/10									Present	

	Conservative	46	46	100%	1	0	0%	0	0%		
Development Control Committee, 01/06/09											Present
Development Control Committee, 22/06/09											Present
Council, 09/07/09											Present
Development Control Committee, 13/07/09											Apologies received
Council, 30/07/09											Present
Development Control Committee, 03/08/09											Present
Development Control Committee, 02/09/09											Present
Development Control Committee, 21/09/09											Present
Council, 01/10/09											Present
Development Control Committee, 12/10/09											Present
Development Control Committee, 02/11/09											Present
Council, 12/11/09											Present
Development Control Committee, 23/11/09											Present
Development Control Committee, 14/12/09											Present
Council, 17/12/09											Present
Development Control Committee, 04/01/10											Present
Council, 15/01/10											Present
Development Control Committee, 25/01/10											Present
Council, 28/01/10											Apologies received
Development Control Committee, 15/02/10											Present
Council, 25/02/10											Present
Development Control Committee, 08/03/10											Present
Development Control Committee, 29/03/10											Present
Council, 01/04/10											Apologies received
Development Control Committee, 19/04/10											Present
0% Council, 28/05/09											Present
Local Joint Consultative Committee, 09/06/09											Present
Overview and Scrutiny Commission, 18/06/09											Present
Council, 09/07/09											Present
Local Joint Consultative Committee, 15/07/09											Present
Overview and Scrutiny Commission, 23/07/09											Present
Parking Task and Finish Group, 27/07/09											Present
Council, 30/07/09											Present
Old Buckenham Airfield Joint Consultative Comr											Present
Overview and Scrutiny Commission, 03/09/09											Present
Parking Task and Finish Group, 14/09/09											Present
LDF Task & Finish Group, 22/09/09											Present
Attleborough Task Force, 23/09/09											Present
Local Joint Consultative Committee, 24/09/09											Present
Council, 01/10/09											Present
Parking Task and Finish Group, 13/10/09											Present
LDF Task & Finish Group, 14/10/09											Present
Overview and Scrutiny Commission, 15/10/09											Present
LDF Task & Finish Group, 03/11/09											Present
Council, 12/11/09											Present
Parking Task and Finish Group, 17/11/09											Present
LDF Task & Finish Group, 25/11/09											Present
Overview and Scrutiny Commission, 26/11/09											Present
Attleborough Task Force, 01/12/09											Present
Parking Task and Finish Group, 10/12/09											Present
LDF Task & Finish Group, 11/12/09											Present
Council, 17/12/09											Present
Overview and Scrutiny Commission, 17/12/09											Present
Parking Task and Finish Group, 12/01/10											Present
Council, 15/01/10											Present
LDF Task & Finish Group, 19/01/10											Present
Council, 28/01/10											Present
LDF Task & Finish Group, 28/01/10											Present
Overview and Scrutiny Commission, 04/02/10											Present
Local Joint Consultative Committee, 11/02/10											Present
Attleborough Task Force, 17/02/10											Present
Parking Task and Finish Group, 22/02/10											Present
Local Joint Consultative Committee, 24/02/10											Present
Council, 25/02/10											Present

Councillor Keith Martin

Councillor Shirley Matthews	Conservative	42	36	86%	3	6	14%	6	100%	<ul style="list-style-type: none"> LDF Task & Finish Group, 25/02/10 Present Parking Task and Finish Group, 15/03/10 Present Overview and Scrutiny Commission, 18/03/10 Present Parking Task and Finish Group, 30/03/10 Present Council, 01/04/10 Present Cabinet, 26/04/10 Present Overview and Scrutiny Commission, 29/04/10 Present Breckland Area Museums Committee, 22/05/09 Apologies received Council, 28/05/09 Apologies received Local Joint Consultative Committee, 09/06/09 Present Overview and Scrutiny Commission, 18/06/09 Present Council, 09/07/09 Present Local Joint Consultative Committee, 15/07/09 Present Overview and Scrutiny Commission, 23/07/09 Present Council, 30/07/09 Present Overview and Scrutiny Commission, 03/09/09 Present Parking Task and Finish Group, 14/09/09 Present Local Joint Consultative Committee, 24/09/09 Present Council, 01/10/09 Apologies received Task & Finish Group (Sickness Absence Policy) Present Overview and Scrutiny Commission, 15/10/09 Present Community For a Task & Finish Group, 23/10/09 Present Council, 12/11/09 Present Parking Task and Finish Group, 17/11/09 Present Overview and Scrutiny Commission, 26/11/09 Present Task & Finish Group (Sickness Absence Policy) Present Community For a Task & Finish Group, 02/12/09 Present Parking Task and Finish Group, 10/12/09 Present Council, 17/12/09 Present Overview and Scrutiny Commission, 17/12/09 Present General Purposes Committee, 06/01/10 Present Parking Task and Finish Group, 12/01/10 Present Council, 15/01/10 Present Task & Finish Group (Sickness Absence Policy) Present Council, 28/01/10 Apologies received Standards Committee, 02/02/10 Present Overview and Scrutiny Commission, 04/02/10 Apologies received Local Joint Consultative Committee, 11/02/10 Apologies received Parking Task and Finish Group, 22/02/10 Present Local Joint Consultative Committee, 24/02/10 Present Council, 25/02/10 Present General Purposes Committee, 03/03/10 Present Task & Finish Group (Sickness Absence Policy) Present Standards Committee, 15/03/10 Present Parking Task and Finish Group, 15/03/10 Present Overview and Scrutiny Commission, 18/03/10 Present Parking Task and Finish Group, 30/03/10 Present Council, 01/04/10 Present Overview and Scrutiny Commission, 29/04/10 Present General Purposes Committee, 13/05/09 Present Licensing Committee, 27/05/09 Present Council, 28/05/09 Present General Purposes Committee, 24/06/09 Apologies received Council, 09/07/09 Present Council, 30/07/09 Present Licensing Sub Committee, 19/08/09 Present Council, 01/10/09 Apologies received Licensing Committee, 21/10/09 Present Council, 12/11/09 Present Council, 17/12/09 Present General Purposes Committee, 06/01/10 Present Council, 15/01/10 Apologies received Council, 28/01/10 Apologies received Licensing Sub Committee, 10/02/10 Present 	Other commitments.
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Councillor Kate Millbank	Conservative	18	14	78%	1	4	22%	4	100%	<ul style="list-style-type: none"> Task & Finish Group (Sickness Absence Policy) Present Council, 28/01/10 Apologies received Standards Committee, 02/02/10 Present Overview and Scrutiny Commission, 04/02/10 Apologies received Local Joint Consultative Committee, 11/02/10 Apologies received Parking Task and Finish Group, 22/02/10 Present Local Joint Consultative Committee, 24/02/10 Present Council, 25/02/10 Present General Purposes Committee, 03/03/10 Present Task & Finish Group (Sickness Absence Policy) Present Standards Committee, 15/03/10 Present Parking Task and Finish Group, 15/03/10 Present Overview and Scrutiny Commission, 18/03/10 Present Parking Task and Finish Group, 30/03/10 Present Council, 01/04/10 Present Overview and Scrutiny Commission, 29/04/10 Present General Purposes Committee, 13/05/09 Present Licensing Committee, 27/05/09 Present Council, 28/05/09 Present General Purposes Committee, 24/06/09 Apologies received Council, 09/07/09 Present Council, 30/07/09 Present Licensing Sub Committee, 19/08/09 Present Council, 01/10/09 Apologies received Licensing Committee, 21/10/09 Present Council, 12/11/09 Present Council, 17/12/09 Present General Purposes Committee, 06/01/10 Present Council, 15/01/10 Apologies received Council, 28/01/10 Apologies received Licensing Sub Committee, 10/02/10 Present 	Other work commitments
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Apologies received Prior appointment at North Norfolk District Council.

Executive Board (Formal), 27/07/09									Apologies received Due to other Council business
Council, 30/07/09									Present
Executive Board (Formal), 03/08/09									Present
Cabinet, 04/08/09									Present
Executive Board (Formal), 01/09/09									Present
Local Strategic Partnership Board, 10/09/09									Present
Executive Board (Formal), 14/09/09									Present
Cabinet, 15/09/09									Present
Executive Board (Formal), 28/09/09									Present
Council, 01/10/09									Present
Executive Board (Formal), 12/10/09									Present
Executive Board (Formal), 26/10/09									Present
Cabinet, 27/10/09									Apologies received
Local Strategic Partnership Board, 05/11/09									Apologies received
Executive Board (Formal), 09/11/09									Present
Council, 12/11/09									Present
Executive Board (Formal), 23/11/09									Present
Cabinet, 08/12/09									Present
Executive Board (Formal), 14/12/09									Present
Council, 17/12/09									Present
Executive Board (Formal), 11/01/10									Present
Cabinet, 12/01/10									Present
Council, 15/01/10									Present
Council, 28/01/10									Present
Local Strategic Partnership Board, 28/01/10									Apologies received
Executive Board (Formal), 08/02/10									Present
Executive Board (Formal), 22/02/10									Present
Council, 25/02/10									Present
Cabinet, 02/03/10									Present
Local Strategic Partnership Board, 11/03/10									Apologies received
Executive Board (Formal), 22/03/10									Present
Council, 01/04/10									Present
Executive Board (Formal), 12/04/10									Apologies received
Cabinet, 13/04/10									Present
Executive Board (Formal), 19/04/10									Present
Cabinet, 26/04/10									Present
Licensing Sub Committee, 07/05/09									Present
100%									Present
Licensing Committee, 27/05/09									Present
Council, 28/05/09									Present
Overview and Scrutiny Commission, 18/06/09									Present
Council, 09/07/09									Present
Overview and Scrutiny Commission, 23/07/09									Present
Breckland Area Museums Committee, 24/07/09									Present
Council, 30/07/09									Present
Overview and Scrutiny Commission, 03/09/09									Present
Council, 01/10/09									Present
Overview and Scrutiny Commission, 15/10/09									Present
Licensing Committee, 21/10/09									Present
Council, 12/11/09									Present
Overview and Scrutiny Commission, 26/11/09									Present
Council, 17/12/09									Present
Overview and Scrutiny Commission, 17/12/09									Present
Council, 15/01/10									Apologies received
Council, 28/01/10									Other Council commitment.
Overview and Scrutiny Commission, 04/02/10									Present
Licensing Sub Committee, 10/02/10									Present
Council, 25/02/10									Present
Overview and Scrutiny Commission, 18/03/10									Present
Council, 01/04/10									Present
Overview and Scrutiny Commission, 29/04/10									Present
Council, 09/07/09									Present
80%									Present
Development Control Committee, 13/07/09									Present
Council, 30/07/09									Present
Development Control Committee, 03/09/09									Apologies received

Councillor	William Smith	Conservative	54	51	94%	2	3	6%	3	100%			
Licensing Committee, 27/05/09	Present												
Council, 28/05/09	Present												
Local Joint Consultative Committee, 09/06/09	Apologies received												Could not attend as substitute as had other work co
Member Development Panel, 16/06/09	Present												
Appeals Committee, 17/06/09	Apologies received												Other commitments
General Purposes Committee, 24/06/09	Present												
Council, 09/07/09	Present												
Member Development Panel, 14/07/09	Present												
Council, 30/07/09	Present												
Appeals Committee, 16/09/09	Present												
Member Development Panel, 22/09/09	Apologies received												Work commitments
Council, 01/10/09	Apologies received												Work commitments.
Licensing Committee, 21/10/09	Present												
Appeals Committee, 28/10/09	Apologies received												Other urgent business.
Council, 12/11/09	Present												
Appeals Committee, 09/12/09	Present												
Member Development Panel, 15/12/09	Present												
Council, 17/12/09	Present												
General Purposes Committee, 06/01/10	Present												
Council, 15/01/10	Present												
Council, 28/01/10	Present												
Council, 25/02/10	Apologies received												Due to other work commitments
General Purposes Committee, 03/03/10	Present												
Member Development Panel, 11/03/10	Present												
Appeals Committee, 17/03/10	Present												
Licensing Sub Committee, 23/03/10	Present												
Council, 01/04/10	Present												
Appeals Committee, 28/04/10	Present												
Executive Board (Formal), 11/05/09	Present												
Cabinet, 12/05/09	Present												
Anglia Revenues and Benefits Partnership Joint Council, 28/05/09	Present												
Executive Board (Formal), 01/06/09	Present												
Business Improvement Sub-Committee, 02/06/09	Present												
Executive Board (Formal), 15/06/09	Present												
Cabinet, 23/06/09	Present												
Executive Board (Formal), 29/06/09	Present												
Council, 09/07/09	Present												
Executive Board (Formal), 13/07/09	Present												
Business Improvement Sub-Committee, 14/07/09	Apologies received												
Executive Board (Formal), 27/07/09	Present												
Council, 30/07/09	Present												
Anglia Revenues and Benefits Partnership Joint Executive Board (Formal), 03/08/09	Present												
Cabinet, 04/08/09	Present												
Business Improvement Sub-Committee, 04/08/09	Apologies received												
Executive Board (Formal), 01/09/09	Apologies received												
Business Improvement Sub-Committee, 07/09/09	Present												
Executive Board (Formal), 14/09/09	Present												
Cabinet, 15/09/09	Present												
Executive Board (Formal), 28/09/09	Present												
Council, 01/10/09	Present												
Business Improvement Sub-Committee, 06/10/09	Present												
Anglia Revenues and Benefits Partnership Joint Executive Board (Formal), 12/10/09	Present												
Executive Board (Formal), 26/10/09	Present												
Cabinet, 27/10/09	Present												
Executive Board (Formal), 09/11/09	Present												
Council, 12/11/09	Present												
Executive Board (Formal), 23/11/09	Present												
Business Improvement Sub-Committee, 01/12/09	Present												
Anglia Revenues and Benefits Partnership Joint Cabinet, 08/12/09	Present												
Executive Board (Formal), 14/12/09	Present												

Councillor Nigel Wilkin	Conservative	33	29	88%	1	4	12%	3	75%	<p>Council, 12/11/09 Present</p> <p>LDF Task & Finish Group, 25/11/09 Present</p> <p>LDF Task & Finish Group, 11/12/09 Present</p> <p>Council, 17/12/09 Present</p> <p>General Purposes Committee, 06/01/10 Present</p> <p>Council, 15/01/10 Present</p> <p>LDF Task & Finish Group, 19/01/10 Apologies due to C: On other Council Business</p> <p>Council, 28/01/10 Present</p> <p>LDF Task & Finish Group, 28/01/10 Apologies received On other Council business</p> <p>Council, 25/02/10 Present</p> <p>LDF Task & Finish Group, 25/02/10 Present</p> <p>General Purposes Committee, 03/03/10 Present</p> <p>Council, 01/04/10 Apologies received Other business.</p> <p>Cabinet, 26/04/10 Apologies received</p> <p>Development Control Committee, 11/05/09 Present</p> <p>Licensing Committee, 27/05/09 Absent</p> <p>Council, 28/05/09 Present</p> <p>Development Control Committee, 01/06/09 Present</p> <p>Local Joint Consultative Committee, 09/06/09 Apologies received Could not attend as substitute due to other commitm</p> <p>Development Control Committee, 22/06/09 Present</p> <p>Council, 09/07/09 Present</p> <p>Development Control Committee, 13/07/09 Apologies received</p> <p>Council, 30/07/09 Apologies received</p> <p>Development Control Committee, 03/08/09 Present</p> <p>Development Control Committee, 02/09/09 Present</p> <p>Development Control Committee, 21/09/09 Present</p> <p>Council, 01/10/09 Present</p> <p>Development Control Committee, 12/10/09 Present</p> <p>Licensing Committee, 21/10/09 Present</p> <p>Development Control Committee, 02/11/09 Present</p> <p>Council, 12/11/09 Present</p> <p>Development Control Committee, 23/11/09 Present</p> <p>Development Control Committee, 14/12/09 Present</p> <p>Licensing Sub Committee, 16/12/09 Present</p> <p>Council, 17/12/09 Present</p> <p>Development Control Committee, 04/01/10 Present</p> <p>Council, 15/01/10 Present</p> <p>Development Control Committee, 25/01/10 Present</p> <p>Council, 28/01/10 Present</p> <p>Development Control Committee, 15/02/10 Present</p> <p>Council, 25/02/10 Present</p> <p>Development Control Committee, 08/03/10 Present</p> <p>Licensing Sub Committee, 23/03/10 Present</p> <p>Development Control Committee, 29/03/10 Present</p> <p>Council, 01/04/10 Present</p> <p>Licensing Sub Committee, 09/04/10 Present</p> <p>Development Control Committee, 19/04/10 Present</p> <p>General Purposes Committee, 13/05/09 Absent</p> <p>Council, 28/05/09 Present</p> <p>Business Improvement Sub-Committee, 02/06/0 Present</p> <p>Local Joint Consultative Committee, 09/06/09 Apologies received Apologies sent due to other urgent work commitmer</p> <p>Standards Committee, 23/06/09 Present</p> <p>General Purposes Committee, 24/06/09 Apologies received Apologies sent due to other work commitments</p> <p>Council, 09/07/09 Apologies received</p> <p>Business Improvement Sub-Committee, 14/07/0 Present</p> <p>Local Joint Consultative Committee, 15/07/09 Present</p> <p>Council, 30/07/09 Absent</p> <p>Business Improvement Sub-Committee, 04/08/0 Absent</p> <p>Standards Committee, 04/08/09 Apologies received Medical reasons</p> <p>Local Joint Consultative Committee, 24/09/09 Present</p> <p>Council, 01/10/09 Apologies received</p> <p>Standards Committee, 27/10/09 Apologies received work commitments</p> <p>Council, 12/11/09 Apologies received</p> <p>Standards Committee, 08/12/09 Apologies received</p>
Councillor David Williams JP	Conservative	28	11	39%	2	17	61%	11	65%	<p>Council, 12/11/09 Present</p> <p>LDF Task & Finish Group, 25/11/09 Present</p> <p>LDF Task & Finish Group, 11/12/09 Present</p> <p>Council, 17/12/09 Present</p> <p>General Purposes Committee, 06/01/10 Present</p> <p>Council, 15/01/10 Present</p> <p>LDF Task & Finish Group, 19/01/10 Apologies due to C: On other Council Business</p> <p>Council, 28/01/10 Present</p> <p>LDF Task & Finish Group, 28/01/10 Apologies received On other Council business</p> <p>Council, 25/02/10 Present</p> <p>LDF Task & Finish Group, 25/02/10 Present</p> <p>General Purposes Committee, 03/03/10 Present</p> <p>Council, 01/04/10 Apologies received Other business.</p> <p>Cabinet, 26/04/10 Apologies received</p> <p>Development Control Committee, 11/05/09 Present</p> <p>Licensing Committee, 27/05/09 Absent</p> <p>Council, 28/05/09 Present</p> <p>Development Control Committee, 01/06/09 Present</p> <p>Local Joint Consultative Committee, 09/06/09 Apologies received Could not attend as substitute due to other commitm</p> <p>Development Control Committee, 22/06/09 Present</p> <p>Council, 09/07/09 Present</p> <p>Development Control Committee, 13/07/09 Apologies received</p> <p>Council, 30/07/09 Apologies received</p> <p>Development Control Committee, 03/08/09 Present</p> <p>Development Control Committee, 02/09/09 Present</p> <p>Development Control Committee, 21/09/09 Present</p> <p>Council, 01/10/09 Present</p> <p>Development Control Committee, 12/10/09 Present</p> <p>Licensing Committee, 21/10/09 Present</p> <p>Development Control Committee, 02/11/09 Present</p> <p>Council, 12/11/09 Present</p> <p>Development Control Committee, 23/11/09 Present</p> <p>Development Control Committee, 14/12/09 Present</p> <p>Licensing Sub Committee, 16/12/09 Present</p> <p>Council, 17/12/09 Present</p> <p>Development Control Committee, 04/01/10 Present</p> <p>Council, 15/01/10 Present</p> <p>Development Control Committee, 25/01/10 Present</p> <p>Council, 28/01/10 Present</p> <p>Development Control Committee, 15/02/10 Present</p> <p>Council, 25/02/10 Present</p> <p>Development Control Committee, 08/03/10 Present</p> <p>Licensing Sub Committee, 23/03/10 Present</p> <p>Development Control Committee, 29/03/10 Present</p> <p>Council, 01/04/10 Present</p> <p>Licensing Sub Committee, 09/04/10 Present</p> <p>Development Control Committee, 19/04/10 Present</p> <p>General Purposes Committee, 13/05/09 Absent</p> <p>Council, 28/05/09 Present</p> <p>Business Improvement Sub-Committee, 02/06/0 Present</p> <p>Local Joint Consultative Committee, 09/06/09 Apologies received Apologies sent due to other urgent work commitmer</p> <p>Standards Committee, 23/06/09 Present</p> <p>General Purposes Committee, 24/06/09 Apologies received Apologies sent due to other work commitments</p> <p>Council, 09/07/09 Apologies received</p> <p>Business Improvement Sub-Committee, 14/07/0 Present</p> <p>Local Joint Consultative Committee, 15/07/09 Present</p> <p>Council, 30/07/09 Absent</p> <p>Business Improvement Sub-Committee, 04/08/0 Absent</p> <p>Standards Committee, 04/08/09 Apologies received Medical reasons</p> <p>Local Joint Consultative Committee, 24/09/09 Present</p> <p>Council, 01/10/09 Apologies received</p> <p>Standards Committee, 27/10/09 Apologies received work commitments</p> <p>Council, 12/11/09 Apologies received</p> <p>Standards Committee, 08/12/09 Apologies received</p>

Member Development Panel, 15/12/09 Apologies received Work commitments.
 Council, 17/12/09 Present
 Overview and Scrutiny Commission, 17/12/09 Present
 Cabinet, 12/01/10 Apologies received Other work commitments
 Discretionary Rate Relief Task & Finish Group, 1 Present
 Council, 15/01/10 Apologies received Other work commitments
 Task & Finish Group (Sickness Absence Policy) Absent
 Council, 28/01/10 Present
 Overview and Scrutiny Commission, 04/02/10 Present
 Council, 25/02/10 Present
 Cabinet, 02/03/10 Apologies received
 Task & Finish Group (Sickness Absence Policy) Absent
 Member Development Panel, 11/03/10 Apologies received
 Overview and Scrutiny Commission, 18/03/10 Present
 Council, 01/04/10 Present
 Cabinet, 13/04/10 Apologies received
 Overview and Scrutiny Commission, 29/04/10 Present

BRECKLAND COUNCIL

At a Joint Meeting of the

CABINET AND LOCAL DEVELOPMENT FRAMEWORK TASK & FINISH GROUP

**Held on Monday, 26 April 2010 at 10.00 am in
Watton Sports Centre, The Gallery Bar, Watton**

PRESENT

Mr J.W. Nunn (Chairman)	Mr B. Rose
Mr W.H.C. Smith	Mr K. Martin
Mr S. Askew	Mr D.S. Myers
Mr P.D. Claussen	Mrs M.P. Chapman-Allen
Lady Fisher	Mr P.J. Duigan
Mrs T. Hewett	Mr A.P. Joel
Mr M.A. Kiddle-Morris	Mr I.A.C. Monson
Mr A.C. Stasiak	Mr F.J. Sharpe

In Attendance

Julie Britton	- Senior Committee Officer
Phil Daines	- Development Services Manager (Capita Symonds for Breckland Council)
David Spencer	- Principal Planning Policy Officer (Capita Symonds for Breckland)
Mark Stokes	- Deputy Chief Executive
Trevor Holden	- Chief Executive
Jamie Smith	- Environmental Planning Officer (Capita Symonds for Breckland Council)
Phil Mileham	- Senior Planning Policy Officer (Capita Symonds for Breckland Council)
Robert Leigh	- Marketing and Communications Manager
Sarah Robertson	- Planning Policy Officer (Capita Symonds for Breckland Council)
Jon Durbin	- Capita Symonds

Action By

38/10 APOLOGIES (AGENDA ITEM 1)

Apologies for absence were received from Mrs A Steward and Mrs L Turner.

39/10 DECLARATION OF INTEREST (AGENDA ITEM 3)

The following declarations were made:

- Mr F. Sharpe – personal and prejudicial interest as a member of Swaffham Town Council in relation to a parcel of land the Town Council had an interest in for proposed retail units which would be situated near to his own unit.
- Mr W. Smith – personal and prejudicial interest in Gt Ellingham as

Action By

- he lived in the village and had submitted land for consideration.
- Mr S. Askew – personal and prejudicial interest in Old Buckenham as he lived in the village and had submitted land for consideration.
- Lady K. Fisher – personal interest in relation to land ownership within the stone curlew buffer zone.
- Mr P. Duigan – personal and prejudicial interest as a member of Dereham Town Council that had an interest in land.....
- Mr I. Monson – personal and prejudicial interest as a landowner in Oxborough.
- Mrs T. Hewett – personal and prejudicial interest on land in Shipdham that she had withdrawn from the LDF process.

40/10 NON-MEMBERS WISHING TO ADDRESS THE MEETING (AGENDA ITEM 4)

None.

41/10 SITE SPECIFIC POLICIES & PROPOSALS DEVELOPMENT PLAN DOCUMENT 2001-2026: PREFERRED OPTIONS CONSULTATION DOCUMENT (AGENDA ITEM 6)

The Chairman, William Nunn explained that this document had been put together by Capita Symonds Planning Policy Team which incorporated the findings of the eight meetings of the LDF Task & Finish Group and the views of the Towns and Parish Councils.

The joint meeting sought Members' endorsement for the document to be published for a six week consultation period starting towards the end of May 2010. Following the consultation, the Preferred Options document would then be brought back to Cabinet for formal approval. A final document would be submitted for a further period of public consultation in October 2010, prior to proceeding to Public Examination.

The Chairman felt that the document was very clear and concise. Members were not therefore being asked to go through every map and report page by page as this work had already been completed by the Task & Finish Group.

Members were provided with a presentation highlighting the key points contained in the document (presentation attached).

Officers from the Planning Policy Team were introduced and were in attendance to make their presentations and answer questions.

The Principal Planning Policy Officer provided the meeting with a brief background to the process which covered 108 rural parishes and three market towns. The remaining towns, Attleborough and Thetford would be discussed and addressed through Area Action Plans.

The background information, issues and options were as fully set out in paragraph 3 of the report.

A range of reasonable alternative options had been considered for housing and employment and these had been presented in the document

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at Appendix A. Officers had advised that there was a reasonable prospect that these allocations could come forward and as a result should be consulted on in the preferred options stage.

The draft Sustainability Appraisal report (Appendix C) which was a large 300+ page document was available for Members to view at the meeting if they so wished.

1. DEREHAM

In terms of housing, the preferred allocations for new housing in Dereham comprised three sites all allocated to the east of the town along Norwich Road. This was land at the former Maltings, land off Greenfields Road and land adjacent to Windmill Avenue (reference D1, D2 and D3). The preferred sites for employment development were at Rash's Green and land at Dereham Business Park, adjacent to the Breckland Council building (ref: D4 and D5).

Reference D12 – Georges Road/Nunn's Way to Cowper Road was land that had been identified as an area of search that could accommodate a balance of around 5,000m² retail allocation.

Reference D15 – land east of Dereham Town Football Club was identified as open space for a new cemetery.

The preferred options were endorsed as recommended.

Referring to the alternative sites, revised options were presented, the first being at Dumpling Green and the second off Draytonhall Lane, Scarning (site reference D.7R and D.8R). It was agreed that site D.7R should remain as a reasonable alternative option and site D.8R be excluded from the document as it was considered unreasonable particularly in regard to the impact of increased traffic onto the trunk road network at an access point with known safety concerns. The remaining alternative sites on page 26 of the document were being put forward as reasonable alternative options and were agreed as proposed.

2. SWAFFHAM

The preferred option for new employment development was for an extension to the existing Ecotech business park to the north of the town referenced at SW.2 and SW.3.

The preferred allocation for new housing in Swaffham comprised one site at reference SW.1 to the south of the town on the Brandon Road which would bring together the existing permitted housing development on the former Redlands Rooftiles site. However, the LDF T&F Group had not endorsed this option and had recommended an alternative approach - to split the allocation of housing. This included a reduced area at Brandon Road and a new allocation to the north of the town on former allotment land off New Sporle Road, located on the map at SW.9. Officers had advised that this alternative was presently undeliverable. Objections had

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been received from the Highways Department on this proposal for SW.9. No highways objections had been received for the preferred site SW.1.

The Deputy Leader advised that the proposal should be changed in line with the Officers recommendations. A Member said that he opposed any development near to main trunk roads and if the site was to be split, dwellings should be reduced on the outer edges of the site and a buffer zone should be included.

The Executive Member for the Economic and Commercial Services Portfolio suggested that Members adopt the Officers proposal and delete SW.9 from the document as it was undeliverable.

It was agreed, however, that SW.9 should still remain in the document as a reasonable alternative site.

3. WATTON

The Strategy originally required that allocations were made for approximately 300 dwellings. However, this figure had been reduced to 252 to take account of 48 units that had been granted outside the settlement boundary. There was sufficient infrastructure capacity to accommodate the proposed 250 new dwellings.

WAT.1 to WAT.15 proposed changes to Watton's settlement boundary and had all been agreed by the LDF T&F Group. Proposed residential allocation at Watton (sites W1 to W5) had all been agreed by the LDF Task & Finish Group. However a suggestion had been made to present W1 and W6 as a larger preferred option site to facilitate the future expansion and enhancement of Wayland High School.

It was agreed that W1 and W6 be amalgamated as mentioned above and that this be presented as an amended preferred option for 11 dwellings and six acres for the High School.

4. HARLING

Page 99 of Appendix A highlighted the preferred sites for Harling and page 103 highlighted the alternative sites. All of the alternative sites had been agreed by the LDF T&F Group.

The Executive Member for the Communities and Benefits Portfolio pointed out that the option of smaller pockets of development should be considered in villages rather than larger ones. She felt that the alternative sites were smaller and would therefore sit more comfortably in such surroundings.

The Chairman of the Cabinet highlighted an interesting development that was being suggested in the Conservative Manifesto; the public would be able to choose where they thought dwellings should be situated in their villages.

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As well as HAR.1, it was agreed that a new site at reference HAR.2 on the West Harling Road should be included as an additional amendment (see Appendix F).

The Executive Member for the Environmental Well-Being and Customer Contact Portfolio who was also one of the Ward Members for Harling said that the Parish Council had been very keen for this piece of land (HAR.2) to be included as an additional amendment to the boundary. She highlighted the fact that the site was not a disused pit as mentioned in the report and further highlighted that the trees that were subject to a Tree Preservation Order (TPO) should not affect any future development of the site.

The Development Services Manager reminded Members that the planning application on this particular site had been refused on the grounds that it was outside the settlement boundary. As far as the latter was concerned, the TPO would have to be considered as part of the Development Control process.

5. NARBOROUGH

The preferred residential development site at land west of Chalk Lane (reference NAR.1) was agreed as proposed. The revised settlement boundary was also agreed which included an area of floodplain to the rear of the Maltings and the Surgery from the settlement boundary – to limit opportunities for development that would be at high risk of flooding (see Appendix B).

Sites NAR.2, land off Meadow Lane and NAR.3, land to the south of Swaffham Road which were alternative sites for residential allocation were also agreed.

6. SHIPDHAM

Preferred sites for residential were being considered at reference: SH.1, SH.2 and SH.3 – 50 dwellings were allocated for SH.1, 30 dwellings for SH.2 and 20 for SH.3. However, the LDF T&F Group had requested that further consideration be given for SH.2 to be retained as open space and should not be developed.

Reasonable alternative sites for development at site reference SH.4 to SH.13 had also been endorsed by the LDF T&F Group.

A Member had always advocated that Shipdham would eventually expand but felt it to be very important that the green space at reference SH.2 should be retained in the centre of the village. He questioned the decision to build on this site which would only leave 576 sqm of children's play space on site.

The Executive Member for the Communities and Benefits Portfolio also felt that this green space was crucial for the village. She also questioned the linear of the proposed changes to Shipdham Settlement Boundary which in her opinion stretched out too far.

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The Executive Member for the Communities and Benefits Portfolio highlighted the recent permissions that had been granted and asked if the overall allocation should be decreased as mentioned for Harling. In response, Members were informed that Shipdham was different as all the development would be within the settlement boundary.

There was some discussion about the restrictive covenant on SH.2. Members were informed that this would be picked up in the consultation.

The aforementioned sites were agreed as proposed.

7. SWANTON MORLEY

Site reference SM.4 – land at Rectory Road, was agreed as the preferred site for 50 dwellings and the remainder from SM.1 to SM.7 were agreed as alternative sites.

Members' attention was drawn to the revised settlement boundary maps at Appendix F of the document.

A. BEESTON

The Officer recommendation to the LDF T&F Group on the 19th January 2010 was for Beeston's settlement boundary to be amended. The proposal included eight amendments.

BEE.1, BEE.2, BEE.3 and BEE.6 had been endorsed. BEE.4, BEE.5, BEE.7 and BEE.8 were not fully endorsed by the Group.

It was agreed to exclude the whole Public House site (BEE.4) from the settlement boundary as a reasonable alternative to the recommendation and to include additional land extending to Back Lane from the rear of the Old Post Office site (BEE.5) as a further reasonable alternative option.

It was further agreed to keep the boundary as it was at BEE.7 and BEE.8.

B. CROXTON

It was agreed that the settlement boundary from around 'Loudain' on The Street at site reference CRO.4 be removed.

It was agreed to tighten the settlement boundary to the back of properties of 41-44 The Street – site reference CRO.5.

It was agreed to tighten the settlement boundary to the back of the properties between 99 The Street and Ty Cae Cottage – site reference CRO.6.

It was agreed to tighten the settlement boundary to the back of 7 Church Avenue - site reference CRO.7.

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The remaining three amendments - CRO.1 to CRO.3 were also agreed for consultation to ensure the settlement boundary followed logical features on the ground.

C. EAST TUDDENHAM

It was agreed to amend the settlement boundary at site reference ET.1 to land north and west of property, The Green, which was situated north of The Street resulting in the removal of this part of the settlement boundary.

It was agreed to remove properties 32 and 33 Mattishall Road from the settlement boundary north of Mattishall Road, site reference ET.2, to provide consistency with the removal of ET.1 to protect the form and character of this part of the settlement.

It was agreed to redraw the settlement boundary on land to the north of property 'The Beeches' on the east side of Common Road at site reference ET.3, to limit the potential of over development of this site which could cause harm to the character of this part of East Tuddenham village.

D. GARVESTONE

Site reference GV.2 – it was agreed to remove land to the rear of 'Greenways', 'Sunnydene' and 'Accra' on the Dereham Road to limit opportunities for backland development that could harm the form and character of this part of the village.

Site reference GV.3 – it was agreed to re-draw the boundary to exclude the undeveloped frontage to Street Farm, Dereham Road to limit the opportunities for infill development that could harm the form and character of this part of the village.

Site reference GV.4 – it was agreed to re-draw the boundary to exclude land to the rear of 'Bardon', Dereham Road to limit the opportunities for backland development that could harm the form and character of this part of the village.

Site reference GV.5 – it was agreed to re-draw the boundary to remove land at Manor Farm, Town Lane to limit opportunities for infill development that could harm the form and character of this part of the village.

Site reference GV.6 – it was agreed to amend the boundary at Greenfield, Town Lane to reflect the planning permission granted and regularise the boundary.

Site reference GV.7 – it was agreed to amend the boundary to exclude rear gardens of properties to the east of Town Lane to limit opportunities for backland development that could harm the form and character of this part of the village.

E. GOODERSTONE

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Gooderstone lied completely within the 1,500m of Special Protection Area (SPA) supporting or capable of supporting Stone Curlew (the orange diagonal hatching on the map on page 228 of the document depicted the stone curlew buffer zone). The green areas on the map highlighted the protected European habitat sites.

Site reference GOOD.9 and GOOD.10 – it was agreed that the land adjacent to ‘Ivy Nook’ and the settlement boundary at Church Farm be amended to reflect the full extent of recent planning permissions.

The Executive Member for the Communities and Benefits Portfolio felt that some of the settlement boundary lines were extremely close to dwellings and asked if this would in any way restrict the residents from extending their homes.

Ian Monson, Ward Member for Gooderstone pointed out that the Parish Council would have liked to see a less restrictive boundary that would allow for further growth. He was glad that this document had got further to run and hoped that the disparity would be brought out in the public consultation and would go some way to meet the Parish Council’s proposals.

F. GREAT HOCKHAM

Site reference GTH.1 – it was agreed that the boundary to include ‘Springfield’, off School Square be re-drawn to reflect development and features on the ground.

Site reference GTH.2 – it was agreed that the boundary to include additional garden land at ‘St. Christopher’, be re-drawn to allow for a smaller scale site which could provide for additional infill development.

It was noted that the Parish Council had considered other options but only the aforementioned two above had been agreed.

G. HARLING

See 4. above.

H. SAHAM TONEY

Site reference ST.5 – agreed to include the amended settlement boundary for consultation.

I. YAXHAM

Following a meeting with representatives of the Parish Council, further recommendations for the boundary to be tightened had been put forward. Members endorsed the three original amendments along with the following:

Site reference YA.4 – it was agreed to exclude the land at Station Road from the settlement boundary to limit the opportunities for

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further infill development that could harm the form and character of this part of the village.

Site reference YA.5 – it was agreed to remove the land to the rear of properties along ‘Pinebanks’ from the settlement boundary to limit opportunities for backland development that could harm the form and character of this part of the village.

Site reference (YA.6) – it was agreed to re-draw the boundary to exclude the rear garden of the property to the south of Norwich Road to limit the opportunities for backland development that could harm the form and character of this part of the village.

Site reference (YA.7) – it was agreed to re-draw the boundary to exclude the rear garden land of properties at Church Lane to limit the opportunities for backland development that could harm the form and character of this part of the village.

Site reference (YA.8) – it was agreed to re-draw the boundary to exclude ‘The Elms’, Norwich Road to limit the opportunities for backland development that could harm the form and character of this part of the village.

J. SHROPHAM

A number of suggested changes had been made by the Parish Council to include the land surrounding sites 4 and 7 in the consultation.

Ian Monson stated that the residents of Shropham seemed extremely enthusiastic about these changes particularly in regard to being close to the A11 corridor.

It was agreed that the land surrounding the ‘Green’ at site reference 086(004) and 086(007) be included in the consultation.

At the conclusion of the meeting a Member stated that it was vital that Breckland Council did everything in its power to raise awareness that this consultation was taking place.

The Chairman agreed with the aforementioned statement and said that local people must be made aware of the details that affected their communities - and that they had their say. It was about the public taking ownership and stating where they wanted and did not want development to take place as the shape of some villages and towns would be changed. It was also important for the Ward Members to call meetings in their parishes to inform their communities of any potential impact.

Members were assured that notices would go out in the local press.

The Executive Member for the Communities and Benefits Portfolio pointed out that her land was still included in the document on page 148 and would like it removed.

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Almost half the villages in Breckland would have their settlement boundaries removed and it was asked whether this would be part of the consultation. Members were informed that it would.

OPTIONS

There were essentially two options presented in respect of the report.

- A) To consider the contents of the report and agree it, subject to any changes, for consultation for a period of six weeks commencing as soon as practicable after this meeting.
- B) Not to agree the document for consultation.

Officers recommend that option A above be endorsed. Members were also advised that Option B presented considerable risks to the Council as failure to make expedient progress with Site-Specific Allocations could result in the location of housing being determined through early applications for development.

REASONS

The recommendation to endorse Option A was to ensure the Site Specific Policies and Proposals document was presented for public consultation in accordance with the Council's adopted Local Development Scheme timetable.

Delivering this document was important in making timely progress towards securing a five year supply of housing land in the District in accordance with Government guidance contained in PPS3. This would help to ensure development in the District was managed through the Development Plan process.

RESOLVED that Option A of the report be endorsed and the Preferred Options document be published for a six week consultation period starting in May, subject to the following amendments:

- 1) Dereham – land at Dumpling Green – site reference D.7R – to remain as a reasonable alternative option;
- 2) Dereham – land west of Drayton Hall Lane, Scarning - site reference D.8R - to be excluded from the document as has been classified as an unreasonable site;
- 3) Beeston - site reference BEE.4 – to exclude the whole Public House site from the Settlement Boundary (see Appendix F) as a reasonable alternative;
- 4) Beeston - site reference BEE.5 – to include additional land extending to Back Lane from the rear of the Old Post Office site as a reasonable alternative;
- 5) Croxton - site reference CRO.4 – to remove the settlement

**Phil
Mileham,
David
Spencer**

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- boundary from around Loudoun on The Street to prevent infill which could harm the form and character of the village;
- 6) Croxton - site reference CRO.5 – to tighten the settlement boundary to the back of properties 41-44 The Street to prevent infill which could harm the form and character of the village;
 - 7) Croxton - site reference CRO.6 – to tighten the settlement boundary to the back of properties between 99 The Street and Ty Cae Cottage to prevent infill which could harm the form and character of the village;
 - 8) Croxton - site reference CRO.7 – to tighten the settlement boundary to the back of 7 Church Avenue to prevent infill which could harm the form and character of the village;
 - 9) East Tuddenham - site reference ET.1 – to amend the settlement boundary to land north and west of property, The Green, which is situated north of The Street resulting in the removal of this part of the settlement boundary;
 - 10) East Tuddenham - site reference ET.2 – to remove properties 32 and 33 Mattishall Road from the settlement boundary north of Mattishall Road to provide consistency with the removal of ET.1 to protect the form and character of this part of the settlement;
 - 11) East Tuddenham - site reference ET.3 - to redraw the settlement boundary on land to the north of property 'The Beeches' on the east side of Common Road to limit the potential of over development of this site which could cause harm to the character of this part of East Tuddenham village;
 - 12) Garvestone - site reference GV.1 – to exclude garden land at Reymerton Lane to limit opportunities for backland development that could harm the form and character of this part of the village;
 - 13) Garvestone - site reference GV.2 – to remove land to the rear of 'Greenways', 'Sunnydene' and 'Accra' on the Dereham Road to limit opportunities for backland development that could harm the form and character of this part of the village;
 - 14) Garvestone - site reference GV.3 – to re-draw the boundary to exclude the undeveloped frontage to Street Farm, Dereham Road to limit the opportunities for infill development that could harm the form and character of this part of the village;
 - 15) Garvestone - site reference GV.4 – to re-draw the boundary to exclude land to the rear of 'Bardon', Dereham Road to limit the opportunities for backland development that could harm the form and character of this part of the village;
 - 16) Garvestone - site reference GV.5 – to re-draw the boundary to

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- remove land at Manor Farm, Town Lane to limit opportunities for infill development that could harm the form and character of this part of the village;
- 17) Garvestone - site reference GV.6 – to amend the boundary at Greenfield, Town Lane to reflect the planning permission granted and regularise the boundary;
 - 18) Garvestone - site reference GV.7– to amend the boundary to exclude rear gardens of properties to the east of Town Lane to limit opportunities for backland development that could harm the form and character of this part of the village;
 - 19) Gooderstone - site reference GOOD.10 – the settlement boundary at Church Farm be amended to reflect the full extent of recent planning permissions;
 - 20) Gooderstone - site reference GOOD.9– that the settlement boundary at ‘Ivy Nook’ be amended to reflect the full extent of recent planning permissions;
 - 21) Great Hockham - site reference GTH.1 – to re-draw the settlement boundary to include ‘Springfield’, off School Square to reflect development and features on the ground;
 - 22) Great Hockham - site reference GTH.2 – to re-draw the settlement boundary to include additional garden land at ‘St Christopher’, Harling Road to allow for a small scale site which could provide for additional infill development;
 - 23) Harling - site reference HAR.2 – the settlement boundary be amended to include HAR.2 as recommended by the LDF Task & Finish Group;
 - 24) Saham Toney - site reference ST.5 – the existing settlement boundary be amended as recommended by the LDF Task & Finish Group;
 - 25) Yaxham - site reference YA.4 – to exclude the land at Station Road from the settlement boundary to limit the opportunities for further infill development that could harm the form and character of this part of the village;
 - 26) Yaxham - site reference YA.5– to remove the land to the rear of properties along ‘Pinebanks’ from the settlement boundary to limit opportunities for backland development that could harm the form and character of this part of the village;
 - 27) Yaxham - site reference (YA.6) – to re-draw the boundary to exclude the rear garden of the property to the south of Norwich Road to limit the opportunities for backland development that could harm the form and character of this part of the village;
 - 28) Yaxham - site reference (YA.7) – to re-draw the boundary to

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exclude the rear garden land of properties at Church Lane to limit the opportunities for backland development that could harm the form and character of this part of the village;

- 29) Yaxham - site reference (YA.8) – to re-draw the boundary to exclude 'The Elms', Norwich Road to limit the opportunities for backland development that could harm the form and character of this part of the village;
- 30) Shropham – to include the land surrounding the 'Green' at sites 4 and 7 in the consultation.

The meeting closed at 11.45 am

CHAIRMAN

BRECKLAND COUNCIL

At a Meeting of the

OVERVIEW AND SCRUTINY COMMISSION

**Held on Thursday, 29 April 2010 at 2.15 pm in the
Town Hall, Queen's Square, Attleborough**

PRESENT

Mr J.P. Cowen (Chairman)	Mr R.G. Kybird
Mr S.G. Bambridge	Mr K. Martin
Mr A.J. Byrne	Mrs S.M. Matthews
Mr K.S. Gilbert	Mr J.D. Rogers
Mr R.F. Goreham (Vice- Chairman)	Mr B. Rose
Mr A.P. Joel	Mr A.C. Stasiak

Also Present

Mrs M.P. Chapman-Allen	Mr M.A. Kiddle-Morris
Lady Fisher	

In Attendance

Mark Broughton	- Scrutiny Officer
Phil Daines	- Development Services Manager (Capita Symonds for Breckland Council)
Diana Dring	- Committee Officer
Helen McAleer	- Senior Committee Officer
Mark Stokes	- Deputy Chief Executive

31/10 MINUTES

The minutes of the meeting held on 18 March 2010 were confirmed as a correct record and signed by the Chairman.

32/10 APOLOGIES

Apologies for absence were received from Mr J Gretton, Mrs D Irving and Mr S Chapman-Allen. It was noted that Mr G Bambridge would be arriving late for the meeting.

33/10 URGENT BUSINESS

None.

34/10 DECLARATION OF INTEREST

Mr P Cowen declared a personal interest in Agenda Item 8 (Contract Monitoring) by virtue of being an architect in practice in Breckland.

Lady K Fisher declared a personal interest in Agenda Item 8 (Contract Monitoring) by virtue of her family owning land in Thetford.

Mr J Rogers declared a personal interest in Agenda Item 6 (Portfolio Update) by virtue of being Chairman of the NCC Planning Committee which had authorised a composting and waste site.

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35/10 NON-MEMBERS WISHING TO ADDRESS THE MEETING

Mrs M Chapman-Allen, Lady K Fisher and Mr M Kiddle-Morris were in attendance.

36/10 EXECUTIVE MEMBER PORTFOLIO UPDATE

Lady Kay Fisher spoke to the Commission in her capacity of Executive Member for Environmental Services and Customer Access.

Lady Fisher explained that her Portfolio covered two very different areas: Access and Environment, but that both were very customer/client/council tax payer focussed.

Customer Access

Previously there had been problems with customers contacting the Council and Contact Centre working practices had been changed in an effort to overcome this. Shift patterns have been amended to reflect the patterns of public demand and to provide more cover when increased calls were expected, such as when the Council Tax bills were sent out and currently when high volumes of calls were being received regarding Election enquiries.

A more efficient data capture system was being introduced to assist with performance monitoring throughout the Council and to predict where more resources might be needed. Lady Fisher urged Members to visit the Contact Centre and see the efficient and sensitive way that calls were handled. She commended the work of the staff there who dealt with a huge variety of queries before passing the more detailed or complicated calls to the experts in the back office.

She then went on to discuss the presence offices which now operated in all five market towns. These were expensive to run, but did provide a valuable service, particularly to the harder to reach residents. The presence offices offered a wide range of services, including internet access, help with form filling and advice. It was hoped that other service providers such as the Police, NCC and NHS would join the Council and provide a service from the presence offices.

There had been problems with networks and ICT, but these were being reviewed and the finance was available for equipment to be updated. A strategy was being prepared which would encompass all the updated requirements of the service and allow for future joint working.

Environment

This was also a high profile area and Lady Fisher paid tribute to Serco and the way in which they had maintained their high level of service during the recent bad winter weather.

There were issues of contamination due to the wrong sorts of rubbish being placed in the collection bins and it was important to educate the public to avoid this happening. Various methods were being looked at, to overcome this problem, including the use of different languages on bins; picture and colour coding, etc.

School visits were carried out to educate the young and to encourage

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their participation. There were many exciting green projects being delivered with the Breckland Pride agenda.

Fly tipping was a problem and Lady Fisher paid tribute to the Council's Enforcement Officer, Keith Fuller, who had been successful in prosecuting some perpetrators.

Work was being carried out with Norfolk County Council on a new recycling centre in Dereham. There was also a joint project with South Norfolk to investigate recycling of food waste.

The Green Agenda had been revitalised and the Green Agenda Working Group was gathering information to bring project ideas to Cabinet. It was important that a green strand should run through the whole organization. Examples of this were the Swaffham bag-free zone which would be launched shortly; the REV active project and the use of some of the Council's surplus land for biodiversity projects.

Lady Fisher concluded by saying that she had been interviewed by the Audit Commission recently and had told them about the homeless hostel, John Room House which had been refurbished using energy efficient materials including a sedum roof.

With regard to proposals for recycling of food waste, Members expressed concern about the lack of consultation and the potential problems caused by additional recycling bins, especially in urban areas.

Lady Fisher explained that comments had not been sought because the cost implications were being investigated first. Detailed discussions with other Local Authorities were also taking place to understand the implications.

Mr Rogers (who declared a personal interest in this item) said that NCC had authorised a food waste composting site and he thought that there would be a number around the County.

The Member from Old Buckenham said that the village would be holding an Environmental Day in June and he thanked Lady Fisher for the work her team had done.

The Chairman thanked Lady Fisher for her presentation.

37/10 TASK AND FINISH GROUPS

(a) Parking Task & Finish Group

The Chairman introduced this item saying that it was an excellent piece of work and showed what good scrutiny could produce. He thought it should be used as an exemplar of how a Task and Finish Group could deliver a piece of work and he thanked those involved in its production.

The Scrutiny Officer detailed the main points, explaining that the Group had been set up in July 2009, originally to investigate on and off-street parking in the five market towns. However, at the request of the Town Council work had been done on Attleborough first. The

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Group would be considering Watton next.

Eight meetings had been held and the Group had spoken with stakeholders and residents. Research had also been commissioned from the University of East Anglia's Norwich School of Business.

The conclusions and recommendations were listed in the report. There had been a minor change to recommendation No 4, extending the proposed time limit to three hours (from two). It had also been agreed to recommend the proposal at 5b and not 5a.

Seven appendices were attached to the report which summarised the main elements and findings of the Group. The recommendations had not been costed and it would be up to Cabinet to commission that work.

The Executive Member, Economic and Commercial, explained that Asset Management was responsible for car parks and with the recent de-criminalisation of on-street parking, they were looking to form partnerships.

With reference to enforcement, he advised that the fines did not pay for the service; parking charges would be needed to cover that cost. He suggested that short term free parking, with charges for longer stays, could be enforced using CCTV which could be used to note times and car registration numbers as they entered and exited car parks.

A Member asked if each car park would be assessed individually. The Scrutiny Officer confirmed this and said that the Group had concluded that charges could not be determined on a 'one size fits all' basis.

RECOMMEND TO CABINET that:

- (1) the Council retains its policy of providing free parking in all three Breckland-owned car parks in Attleborough;
- (2) the Council adopts parking orders to cover all three Breckland-owned car parks in Attleborough stipulating uses and prohibitions based on the parking orders made in 1995 in order to regulate car park use, facilitate enforcement and thus turnover of spaces;
- (3) the Council undertakes in the first instance to seek an agency agreement with Attleborough Town Council to provide enforcement in Attleborough on a similar basis to the existing agreement operating in Swaffham. In the event that a partnership with Attleborough Town Council is not forthcoming, to then explore other agencies or options for enforcement accordingly;
- (4) the Council adopts a three hour limit in short term parking orders applicable in Attleborough with a basic default fine levied of at least £30 (given that the equivalent fines at J Sainsbury is £50 and £70 at Lidl);

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- (5) the Council create short and long term parking areas within all three Attleborough car parks on the basis of 50:50 at Edenside with 100% short stay in Horse Pit and two thirds short stay, one third long stay in Queens Square. This recommendation would result in 123 short-stay spaces and 64 long-stay spaces in Breckland's car parks;
- (6) *J Sainsbury Ltd take appropriate action to effectively manage staff parking at their store, while acknowledging that imposition of enforceable short term parking orders should largely resolve this issue from the Council's point of view, and encourage staff to park at Connaught Hall, further to the local agreement which is in place;
- (7) *Norfolk Constabulary resumes operational random on-street enforcement in the centre of Attleborough at an early opportunity in order to increase turnover of parking spaces;
- (8) Breckland Council, Norfolk County Council and Norfolk Constabulary liaise over de-criminalisation of on-street parking in Attleborough in a multi-agency approach, seeking a transfer of responsibility and action enabled through joined-up thinking and use of resources;
- (9) the Council instructs Breckland officers to explore possible re-design of the Queens Square car park to generate additional parking spaces, whilst cognisant of costs and planning considerations;
- (10) the Council instructs Breckland senior officers to liaise directly with officials of National Express East Anglia, Norfolk County Council and Network Rail to be apprised of the expected expansion of the rail station car park. The rail operator is also requested to give immediate attention to the condition of its buildings in the vicinity of the rail station given the potential health and safety issue;
- (11) the Council instructs senior officers to liaise with Norfolk County Council to ascertain whether there is a possibility of utilising the land behind the adult training centre in Station Road as a car park, on either an interim or permanent basis, thus adding local parking capacity;
- (12) the Council allocates sufficient funding and authorises remedial works at Horse Pit and Edenside to bring these car parks up to a reasonable standard;
- (13) the Council keeps the issue of interactive sign provision under review, in tandem with the expansion of Attleborough over the next 16 years and tied in to the planning process.;

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- (14) *Norfolk County Council undertake further local promotion and advertising of both the Harling and Wayland flexibus services in order to try to increase patronage and in doing so ease local parking problems;
- (15) should there be scope to do so, the Council should look to address provision of adequate parking for future developments in town centres (particularly in relation to flats) by amending its planning policies accordingly;
- (16) permit parking schemes should not be sought at present in Attleborough but that the issue remain under review, in conjunction with the future ongoing development of the town; and
- (17) an action plan be devised in order to track implementation of the recommendations and report progress into the Overview and Scrutiny Commission in December 2010.

** Recommendation (6) is directed at J Sainsbury Ltd, Recommendation 7 is directed at Norfolk Constabulary and Recommendation 14 is directed at Norfolk County Council.*

38/10 CONTRACT MONITORING - PLANNING AND BUILDING CONTROL/CAPITA

The Deputy Chief Executive presented this item and explained that the contract was currently meeting all its critical performance indicators, which were linked to payment clauses. These key indicators and a range of other 'dashboard' indicators were being reviewed.

A Member noted that the indicators looked fine, but asked how the contract was working in terms of staff morale. He was also concerned that some staff had left but had not been replaced.

The Development Services Manager (Capita) agreed that staff feelings were mixed. Some were still concerned but the vast majority were settling into the change. There was a staff forum, which fed concerns upwards. This had identified a number of IT issues caused by the computerisation of the Land Charges system and the introduction of planning applications on the website. The in-house IT team, Steria and Capita were working hard to resolve these problems.

With reference to staffing levels, he noted that recruitment would depend on workload. With the current economic climate there had been insufficient demand for more staff, however, they had been successful in winning work elsewhere and were discussing bringing in additional staff.

The Deputy Chief Executive explained that under the terms of the contract the Council had no direct control over staffing levels and could only intervene if performance levels were affected.

A Member noted that a number of builders had raised concern at the increasing difficulty in arranging informal chats with officers. The

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Development Services Manager (Capita) acknowledged that this had also been the feed-back from some agents at a recent Agent's Forum although others had not noticed any difference. He admitted that the focus had been on ensuring contract delivery, but to address the concerns raised they had set up hunt-groups on their telephones and introduced a Duty Officer rota.

The problems with recruiting for the Moving Thetford Forward team were discussed. One vacancy had been advertised twice without any suitable applicants and was currently being covered by existing staff. The Chairman had thought that Capita resources would have been available to provide for such instances.

The Development Services Manager (Capita) said that this was the case and they were able to draw on expertise within Capita. Some of the Moving Thetford Forward work was being managed remotely by Capita as they had taken the decision that it was more appropriate to use skills elsewhere.

There was concern amongst Members that there had been problems attracting suitable applicants for these posts when other Local Authorities were laying-off staff.

Discussion then turned to Land Charges. A Member felt that the figures in the report were totally misleading as it was taking five weeks for searches.

The Deputy Chief Executive explained that the indicator in the contract was in respect of putting new land charges onto the Register. Speed of turn round for Searches was not currently included. This would be addressed in the future Business Plan. He agreed that the previous indicator requiring turn-around within ten days was more relevant and that the current four to five weeks was not acceptable, however there were mitigating circumstances.

The Development Services Manager (Capita) explained that the delays were mainly triggered by IT issues. Computerisation of the Land Charges system had identified a problem with data matching, leading to work duplication with both paper and computer systems running concurrently.

The Council had removed the computer facility in reception used by the Search Companies due to new regulations, and this had significantly increased workload as 50% of the Searches now came from the Search Companies. More staff had been allocated to this work to help overcome the problem.

The Deputy Chief Executive said that the IT issues were not acceptable and the Head of IT was looking into how other Local Authorities were managing the new regulations.

A Member asked when changes could be made to the indicators in the Contract and the Deputy Chief Executive advised that the new Business Plan would be starting in June and work was currently underway to agree new service levels and negotiate baseline and resource levels. This would however trigger a Capita option to increase charges.

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As a result of a recent consultation issue, the Deputy Chief Executive also confirmed that new processes were being put in place relating to sign-off of such matters.

The Chairman thanked the officers for their update.

The report was noted.

39/10 COMMERCIAL PROPERTY INVESTMENT

The Deputy Chief Executive presented this item in the absence of the Head of Asset Management.

He explained that the report showed current investment policy. This was being reviewed in the forthcoming Service Delivery Plan. The current plan was included in the report. He highlighted the success noted at paragraph 3.1.2(2) of the report in respect of the Audit Commission's high rating for use of resources.

With regard to the poor state of some footpaths, a Member thanked the Portfolio Holder for his help in sorting out some local problems.

The report was noted.

40/10 REVIEW OF COMMITTEE STRUCTURE

In the absence of the report author, the Chairman presented this item.

Following a request from Full Council a review of the committee structure, meeting schedule and committee membership had been carried out, with the aim of streamlining the current decision making processes and ensuring good cross town representation on committees, with committed members able to devote enough time to remain throughout meetings.

It was proposed to reduce the number of members on Development Control Committee and on the Commission itself from 16 to 12. The Vice-Chairman agreed with the need to encourage greater commitment, but was concerned that reducing the membership would lead to a reduction in opposition representation at these meetings, which would be disappointing. He suggested that if the reduction was agreed, the Leader should be asked to suspend the Widdicombe Rule.

Unanimous support was expressed to waive the political balance requirement.

The Chairman was also keen to encourage a wider cross-section of members to take part in Task & Finish Groups to provide expertise and to give more opportunities for involvement. However, Members were unanimous in agreeing that the Chairmen of the Task & Finish Groups should be drawn from sitting members of the Commission to allow for detailed questions of the Chairmen at Commission meetings.

RECOMMENDS TO CABINET that:

- (1) no changes be made to the existing Committee Structure;

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- (2) the number of Task and Finish Groups that can be operated by the Overview and Scrutiny Commission (OSC) be limited to a maximum of three at any one time (including the LDF Group, but excluding the Joint OSC on Shared Services);
NB The Council's Constitution will include a clause whereby Full Council OR the Leader of the Council and Chairman of the OSC can establish a further Task Group, if the item for discussion is considered suitably expedient.
- (3) the Three Task and Finish Group Chairmen be appointed by the Overview and Scrutiny Commission (from within their own membership) on a task by task basis rather than at the Annual Meeting of Council;
- (4) That no changes be made to the 2010/11 Meeting Schedule, as agreed by Full Council on 12 November 2009;
- (5) committee membership is revised in accordance with the proposal in paragraph 3.2.8; and
- (6) during the 2010/11 municipal year, the use of two named Conservative substitutes and one opposition substitute is trialled for appropriate committees.

41/10 SCRUTINY CALL-INS (STANDING ITEM)

There were none.

42/10 COUNCILLOR CALL FOR ACTION (STANDING ITEM)

There were none.

43/10 WORK PROGRAMME

The Scrutiny Officer presented this item and tabled additional pages missed from the printed agenda supplement.

At a half-day scrutiny workshop held on 11 March 2010 Members had identified their priorities for the coming year. A new Scrutiny Commission Evidence Document was proposed which would provide Members with core information prior to items coming forward to the Commission, and a new report layout was proposed which would allow the inclusion of a narrative on all relative topics and indicators.

The Vice-Chairman noted that verbal updates should be avoided where possible apart from Executive Member updates. He felt it was important for Members to have information to scrutinise in advance of meetings.

The Chairman agreed and said that the only other exception should be where an item was moved back on the programme and Members were given an update to explain the current position.

Members were asked to let the Scrutiny Officer have their suggestions for other topics to be considered before the next meeting, when the updated work programme would be discussed.

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44/10 NEXT MEETING

The arrangements for the next meeting on 27 May 2010 were noted.

The meeting closed at 4.35 pm

CHAIRMAN

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