
BRECKLAND COUNCIL

At a Meeting of the

CABINET

**Held on Monday, 10 July 2017 at 9.30 am in
Anglia Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Mr J.W. Nunn (Chairman)
Mr S.G. Bambridge
Mr P.D. Claussen

Mr J.P. Cowen
Mr M. S. Robinson
Mr A.C. Stasiak

Also Present

Mr D. M. Crawford
Mrs J. Hollis
Mr K. Martin

Mrs S.M. Matthews
Mr J Newton
Mr P S Wilkinson

In Attendance

Alex Chrusciak
Anna Graves
Stephen James
Christine Marshall

James Mann
Phil Mileham
Tim Mills
Maxine O'Mahony
Sarah Robertson
Teresa Smith
Rob Walker

- Director of Planning and Building Control
- Chief Executive
- Communities Manager
- Executive Director Commercialisation (S151 Officer)
- Planning Policy Officer
- Strategic Planning Manager
- Executive Manager Growth
- Executive Director of Strategy & Governance
- Senior Planning Policy Officer*
- Democratic Services Team Leader
- Executive Director Place

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69/17 MINUTES

The minutes of the meeting held on 30 May 2017 were confirmed and signed by the Chairman.

70/17 APOLOGIES

Apologies were received from Councillors S Chapman-Allen and Webb.

71/17 URGENT BUSINESS

The minute from the item of Urgent Business can be found at reference 82/17.

72/17 DECLARATION OF INTERESTS

Councillor Cowen declared an interest in Agenda Item 7 as he worked as an

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Architect within the Breckland district.

73/17 NON-MEMBERS WISHING TO ADDRESS THE MEETING

Councillors Crawford, Hollis, Newton, Martin, Matthews and Wilkinson were in attendance.

74/17 CHAIRMAN'S ANNOUNCEMENTS (IF ANY)

None.

75/17 BRECKLAND LOCAL PLAN AND THE STRATEGIC HOUSING MARKET ASSESSMENT DOCUMENT

The Senior Planning Policy Officer informed Members that the Central Norfolk Strategic Housing Market Assessment formed the key element of the housing evidence which was required to support the Local Plan. The key element of the report was the housing target to be delivered across the district equated to 612 dwellings per annum for the Local Plan during the period of 2011 – 2036.

The Executive Member for Growth added that there had been a good debate of both the Strategic Housing Market Assessment (SHMA), and the Breckland Local Plan at the Overview and Scrutiny meeting held on 6 July.

He went on to ask Members for an additional recommendation, which would be for Cabinet only; to approve the seventh revision Local Development Scheme (Appendix C) and publish on the Council's website and make available as per the provisions of the Planning and Compulsory Purchase Act (2004), as amended.

Councillor Cowen asked if the SHMA reflected the fact that Breckland looked to the Cambridge area, especially as Thetford would continue to grow and work continued with the A11 Technology Corridor. The Director of Planning and Building Control said the SHMA considered the best fit for the majority of the district which had an indelible link with Norwich based on current patterns of movement in the housing market and travel to work patterns.

Councillor Martin noted there had been a number of applications for Attleborough which in turn had made the Attleborough Link Road viable. He asked if the plan would continue to support growth in Attleborough. The Director of Planning and Building Control responded by informing Members that the update to the SHMA had identified that the number had increased by 400, due to people living in smaller houses, and it would be a combination of development and housing that would continue to see the performance against the need.

Councillor Cowen raised a number of points:

- Housing Policy 3 - why had growth been restricted when considering the difference of the 5-year land supply given Breckland were under-achieving.
- Housing policy 4 and 5 - over the next 12 months there would be no growth in the villages and wanted confirmation that there would be a flexible view on this.
- Housing Policy 13 referred to agricultural workers of which there were

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a number of industries that relied upon a large number of contractors within the agricultural industry, and was keen to ensure a flexible approach to this.

- It was noted that the Biomass Power Station had not been highlighted within the map.

The Director of Planning and Building Control clarified that the document was the pre-submission of the Local plan and were asking for comments on the soundness of the plan. The Plan would set out the way in which the Planning Authority would facilitate large scale development in Attleborough and Thetford. Housing Policy 3 would provide flexibility up to a point, but it would not be open ended as it could not be easily managed.

With regard to agricultural workers the policy related to national guidelines which set out the baseline.

The Director of Planning and Building Control said that following the question raised at the Overview and Scrutiny meeting regarding the policy relating to open space, changes would be made to the preamble and the glossary of terms to ensure that it was explicit that this included allotments as a form of open space. In addition changes would also be made with regard to the County Council's minerals and waste Local Plan policies for safeguarding mineral resources.

The Strategic Planning Manager clarified that the Snetterton Biomass power station had been under construction, and as such, there was no accompanying policy in the plan. Therefore, there was no requirement for zoning on the policies map. He pointed out that once constructed the power station would appear on the Ordnance Survey base mapping that the local plan maps were derived from hence would be visible.

Councillor Claussen reminded the Members that the Mattishall map needed to be amended as per the Overview and Scrutiny recommendation and the site should not be within the document. It was confirmed this map would be corrected before submission to Full Council.

Councillor Wilkinson said a car was essential within the rural area but that housing should be developed within villages to allow families to move to be closer together.

The Chairman thanked the Executive Member for Growth, Members and Officers that had been involved in the Local plan, and recognised that this had not been an easy task.

Options

Option A: Members agree that the Council publishes the Local Plan document in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Members further agree to submit the Local Plan to the Secretary of State for an Examination in Public by a Government appointed Inspector. Where minor modifications are needed prior to the submission of the Local Plan and/or any amendments to the Local Plan arising during the Examination in Public, Members agree that these be delegated to the Strategic Planning Manager in consultation with the Leader and Executive Member for Growth.

Option B: Members do not agree that the Council publishes the Local Plan document, nor agree to submit the Local Plan document to the Secretary of

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State for an Examination in Public by a Government appointed Inspector.

Reasons

Members are asked to approve Option A in order to allow the timely progression of a sound Local Plan development framework for the District.

It was **RESOLVED** that:

Cabinet approve the seventh revision Local Development Scheme (Appendix C) and publish on the Council's website and make available as per the provisions of the Planning and Compulsory Purchase Act (2004), as amended.

Cabinet **RECOMMENDS** to **FULL COUNCIL**:

- 1) that Members endorse the Regulation 19 Pre-Submission Local Plan, Sustainability Appraisal and Habitats Regulations Assessment for a six week publication period be endorsed;
- 2) to agree that, following statutory public consultation, delegate powers to the Strategic Planning Manager in consultation with the Leader and Executive Member for Growth to submit the Local Plan, subject to any minor modifications for examination provided that no substantive objections have been submitted;
- 3) to delegate to the Strategic Planning Manager in consultation with the Leader and Executive Member for Growth to make minor modifications and amendments to the draft Local Plan prior to commencement of the Statutory Public Consultation;
- 4) to delegate to the Strategic Planning Manager in consultation with the Leader and Executive Member for Growth to agree amendments to the Local Plan arising during the Examination in Public.

In addition, Members considered the Central Norfolk Strategic Housing Market Assessment as part of the evidence base to inform the Local Plan.

76/17 GRANT FUNDING

The Executive Member for Place said the report asked Members to consider the funding arrangements going forward to ensure the sustainability of the grant giving programme in the long term and said the £500 grant given makes a huge difference to people.

The Executive Director for Place was proud of the grant funding over the years, of which over £200,000 had been given out over a significant period of time and wanted to continue to do this. He said that £150,000 would be available for the next 2 years, and asked for any remaining balance from the reserve be deallocated. He was conscious that if this approach was taken then there would be less finance available that had been used to, hence the introduction of a Breckland Lottery scheme. He added that similar local authorities had reported a return of £60,000 in availability.

This would involve new procedures in terms of the Gambling Act and there would be a requirement of registering named Officers as individual Licence holders.

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Councillor Robinson added that 39 Authorities were currently operating this scheme, and felt it was a good initiative allowing residents to see the causes that their money would be supporting.

The Chairman asked that the deallocated reserve be linked to the Council's developing investment strategy and should be added to Recommendation 1.

Options

A combination of Options 4. and 5. is recommended.

- 1) It is recommended that £300,000 is maintained in the match funding reserve to support local voluntary and community groups in 2017/18 and 2018/19 with up to £150,000 funding per annum. The current match funding procedures will remain in place for this sum.
- 2) It is recommended that the remaining balance in the match funding reserve is deallocated and made available for spend elsewhere linked to the Council's developing Investment Strategy.
- 3) It is further recommended that a Breckland Lottery is established to supplement the grant giving arrangements described above.
- 4) Continuing to operate the match funding (as it stands) for the remainder of 2017/18 and through 2018/19 [with £150,000 available per annum] will enable the transition to the new arrangements to be managed effectively, i.e. the lottery scheme to be introduced and the return from any investment to be realised (and subsequently used for grant funding).
- 5) The combination of both options would ensure that we can continue to invite applications from communities across the district (using the investment yield) for funding and support specific, pre-identified "good causes" through the Breckland Lottery.
- 6) This combined approach would ensure the longevity of grant funding, provide a more strategic approach to any allocations and be more affordable.

Reasons

A combination of Options 4. and 5. is recommended.

It is recommended that £300,000 is maintained in the match funding reserve to support local voluntary and community groups in 2017/18 and 2018/19 with up to £150,000 funding per annum. The current match funding procedures will remain in place for this sum.

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The combination of both options would ensure that we can continue to invite applications from communities across the district (using the investment yield) for funding and support specific, pre-identified “good causes” through the Breckland Lottery.

This combined approach would ensure the longevity of grant funding, provide a more strategic approach to any allocations and be more affordable.

It was **RESOLVED** that:

- 1) Cabinet **RECOMMENDS to FULL COUNCIL** a match funding reserve of £300,000 is maintained for grant giving in 2017/18 and 2018/19 (£150,000 per annum) and that the remaining balance from this reserve is deallocated and made available for investment linked to the Councils developing investment strategy;
- 2) A Breckland Lottery is introduced and subject to due diligence and procurement an External Lottery Management company is engaged;
- 3) The Executive Director of Place and the Place Manager are nominated to be the Personal Licence holders for the Breckland Lottery;
- 4) Delegated authority is given to the Executive Director of Place, in consultation with the Executive Member of Place, to agree the criteria for the inclusion of ‘good causes’ that would benefit from lottery funding.

77/17 PUBLIC SPACES PROTECTION ORDER (PSPO) - THETFORD

The Communities and Environmental Services Manager outlined the report on behalf of the Executive Member. An online consultation had been created, as well as paper copies made available within public buildings across the town. In total, 450 responses had been received.

He went onto explain that the Public Space Protection Order (PSPO) would replace the Designated Public Place Order (DPPO) as this gave more flexibility of powers for the police, and did not just relate to alcohol. The Council had a statutory duty to work in partnership with other agencies to reduce crime and anti-social behaviour.

Councillor Cowen asked for the definition of a public place as he felt implementing the PSPO could have an impact on the Riverside area within Thetford. It was confirmed that the order would not have an impact on the licensed areas.

Councillor Bambridge said he had seen that the PSPO covered a large area within Thetford including residential areas, and asked if this would have an impact on residents who wanted to hold garden parties. The Communities and Environmental Services Manager said that the area had been developed

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in partnership with the Police who would consider if Anti-Social behaviour was taking place, and therefore would have the powers should they wish to use it.

Councillor Crawford supported the PSPO and added that a thorough consultation had been carried out and felt it was much needed within Thetford.

Councillor Robinson asked for assurance that the communication strategy was clear across all stakeholders.

Councillor Newton appreciated the time and effort that had been put into the report of the PSPO. However, he reiterated the importance of the continued support of the public required to call 101 to report the street drinking occurrences for the order to succeed. He asked for assurance that if the proposal was agreed appropriate signage would be placed in the designated area and civil action be taken against resistant drinkers.

The Chairman said that the document provided a framework for the remaining market towns to follow. He added that there were people within local communities who had influence such as communities and ward members to work together to tackle the issues.

The Executive Director for Place confirmed that the signage was statutory and would be in place. He also added that Breckland were the first authority within Norfolk to have an Operational Partnership Board who worked together to tackle anti-social behaviours across the district.

Options

- 1) Do nothing. This will mean that the existing Designated Public Place Order (DPPO) will remain in place until 20 October 2017. At this point it will automatically become a Public Spaces Protection Order (to address alcohol in public) without the need for any additional action on the part of the Council.
- 2) Option 2. Proceed with the implementation of the PSPO for the restricted area (Appendix B) prohibiting the following activities:
 - a) Consumption of alcohol in a public place
 - b) Urination and defecation in a public place
 - c) Use of a bicycle, skateboard or scooter in a pedestrianised zone
- 3) Delegate authority to the Executive Director Place in consultation with the Executive Member Place, to adapt existing PSPOs.

Reasons

The Council has a statutory duty to work in partnership with other agencies to reduce crime and anti-social behaviour. The Anti-Social Behaviour, Crime and Policing Act 2014 introduced new powers to tackle anti-social behaviour, one of which being the power to implement Public Spaces Protection Orders.

The consultation exercise has evidenced significant support from all stakeholders for the proposed PSPO to be implemented

It was **RESOLVED** that:

- 1) Members note the results of the consultation exercise (Appendix A)

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- 2) Members approve Option 2 and agree to proceed with the implementation of the PSPO for the restricted area (Appendix B) prohibiting the following activities:
 - a) Consumption of alcohol in a public place
 - b) Urination and defecation in a public place
 - c) Use of a bicycle, skateboard or scooter in a pedestrianised zone
- 3) Members approve Option 3 and agree to delegate authority to the Executive Director Place in consultation with the Executive Member Place, to carry out variations to any implemented PSPOs

78/17 UNSIGHTLY AND DERELICT SITES AND LAND

The Executive Member for Place informed Members that the report had been well received at the recent Overview and Scrutiny meeting and the Council should celebrate and do more of this work.

The Communities and Environmental Services Manager informed Members that after a consultation exercise, 38 sites across the district had been highlighted as significantly or adversely impacting upon the character and appearance of the immediate and wider environment, or the general well-being of communities. As this was a new initiative, a scoring mechanism had been applied consistently across the list.

Overview and Scrutiny Commission supported the recommendations to Cabinet, and asked that the following recommendations be added:

- 1) The ability to add the facility to report unsightly sites on the website, under the 'report it' button.
- 2) That Cabinet asks Officers to explore what action can be taken on untidy sites where planning permission has been granted but the development has not yet been completed.

The Chairman noted the additional recommendations.

Councillor Matthews asked what powers the authority had if buildings were in private possession. The Executive Director of Place confirmed there was a raft of powers the Council could use.

Options

- 1) Do nothing - This option would result in no, or limited and uncoordinated, action being taken on the sites so far identified, and perhaps others, with these sites therefore potentially remaining in a state that continues to significantly and adversely impact on the communities within which they are set.
- 2) Endorse the recommendations – This option would enable officers to focus their efforts in securing, through a variety of negotiated and punitive measures, significant improvements to sites that currently adversely affect the communities within which they are set.
- 3) In endorsing the recommendation set out at 2.2 members are advised that each site is different and that the actions required have differing

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consequences, both financially and in terms of the timescales within which results are likely to be achieved. Nevertheless, this is an on-going initiative aimed at addressing the adverse impacts arising from the continued presence of unsightly and derelict sites and land within the District.

Reasons

To promote a co-ordinated approach to positive intervention on those sites which have a major detrimental effect upon the character, appearance and well-being of the communities within which they are set.

It was **RESOLVED** that:

- 1) the content of the report and the actions taken to date be noted;
- 2) Members consider the sites (Appendix A); agree to a prioritised list and agree future actions where appropriate
- 3) the proposed Performance Framework be agreed;
- 4) the facility to report unsightly sites on the website, under the 'report it' button be added.
- 5) Officers explore what action can be taken on untidy sites where planning permission has been granted but the development has not yet been completed.

79/17 LOCALLY ADMINISTERED BUSINESS RATES RELIEF SCHEME

The Executive Director for Commercialisation presented the highlights of the report to Members.

Options

The Government have made it clear that funding for this discretionary relief is to be used to help those facing the steepest increases as a result of the revaluation.

In accordance with legislation relief cannot be granted to precepting authorities.

The suggested discretionary relief guidelines from 1 April 2017, detailed in Appendix 1 sets out the criteria to be taken into consideration in deciding whether relief should be given, the procedure for applications and an appeals process where there has been a refusal to grant relief.

As limited funding is available the Council has modelled the cost of allowing relief broadly in line with The Governments approach with two options:-

- 1) The Rateable Value of the property is less than £200,000 and the increase is capped at 12.5%
- 2) The Rateable Value of the property is less than £200,000 and the increase is capped at 11% with relief being restricted to local businesses.

The recipients of this discretionary award will be businesses facing the steepest increases in their business rates bills as a result of the 2017

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Business rates Revaluation.

The cost of allowing relief can only be modelled on a yearly basis and therefore Cabinet is also requested to delegate the power to set the % increase and rateable value cap each year to the Section 151 Officer.

Reasons

The introduction of these guidelines has sought to provide more information and clarity concerning the organisations that will benefit and the criteria used to determine relief. They also ensure that only those businesses with a rateable value under £200,000 impacted by the revaluation, receive relief.

By restricting relief to local businesses the Council can afford to provide relief to those who have had increases of more than 11%. Also it will leave a contingency of approximately £28K in the fund whilst allowing us to help more businesses.

As the amount of funding reduces each year the Section 151 Officer can adjust the amount of relief according to the funding available.

It was **RESOLVED** that Cabinet **RECOMMEND** to **FULL COUNCIL**:

- 1) that the guidelines to award relief to local businesses with a rateable value under £200,000 and an increase resulting from the 2017 revaluation above 11% be approved.
- 2) the Section 151 Officer in conjunction with the Leader is given delegated power to finalise the scheme and to determine the Rateable value cap and percentage each year.

80/17 MARKET TOWN INITIATIVE - GRANT RE-ALLOCATION

The Executive Member for Place presented the report explaining that this could be one of the most important pieces of work the Council undertakes.

The Executive Director for Place added that in January 2017, Cabinet resolved to spend the final retained funding of Resource4Growth to support the market towns through a Market Town initiative, following consultation with the Town Councils on proposals to increase the footfall and attractiveness of the towns.

The report proposed the further development of the Market Town initiative by taking a strategic lead and work with the democratic representatives across the district's five market towns; together with key stakeholders that can help support change and development.

Councillor Cowen felt that it was a combined initiative between the Breckland District Council and the Town Council and added that the inward investment service area should also be integrated into the project.

Councillor Robinson was encouraged by the report by working in partnership with the Towns and the Local Enterprise Partnership and looking strategically in what communities needed as a whole.

Councillor Bambridge added that as a Ward Member he wanted input to

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represent the local villages surrounding the Towns. The Executive Director for Place confirmed that the project would also incorporate the hinterland surrounding the Towns.

The Chairman was pleased to see this project and added that it was also being considered at a County Council level.

Options

- 1) That Cabinet support the further development of the Breckland Market Town Initiative Programme;
- 2) That Cabinet recommend to Council that the Pride in Breckland programme is concluded and that the residual funding held in reserve for this programme is reallocated to the Market Town Initiative.

Reasons

Our high streets and town centres are facing serious challenges from out-of-town shopping centres and the growth of online and mobile retailing. Our market towns and high streets need to be vibrant places with a strong economy and offer something that neither shopping centres nor the internet can match.

It was **RESOLVED** that:

- 1) the further development of the Breckland Market Town Initiative Programme be supported; and,
- 2) **RECOMMEND TO FULL COUNCIL** that the Pride in Breckland programme is concluded and that the residual funding held in reserve for this programme is reallocated to the Market Town Initiative.

81/17 NEXT MEETING

The arrangements for the next meeting on 5 September at 9.30am in the Norfolk Room, Elizabeth House, Dereham were noted.

82/17 EXCLUSION FROM PRESS AND PUBLIC

RESOLVED that under Section 100(A) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

(a) Breckland Training Services - Next Steps and Options

The Executive Member for Finance presented the report to Members who were asked to consider the next steps and options in relation to the future of Breckland training Services.

It was **RESOLVED** to **RECOMMEND** the report to **FULL COUNCIL**.

The meeting closed at 11.20 am

CHAIRMAN