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**BRECKLAND COUNCIL**

**At a Meeting of the**

**CABINET**

**Held on Tuesday, 4 September 2018 at 10.00 am in  
Carnegie Rooms, Cage Lane, Thetford IP24 2EA**

**PRESENT**

Mr J.W. Nunn (Chairman)	Mr J.P. Cowen
Mr S. H. Chapman-Allen (Vice-Chairman)	Mr M. S. Robinson
Mr S.G. Bambridge	Mrs A. M. Webb
Mr P.D. Claussen	

**Also Present**

Mr R. F. W. Brame	Mr R.G. Kybird
Councillor M. Chapman-Allen	Mr J. Newton
Mrs J. Hollis	

**In Attendance**

Phil Adams	- Executive Manager People & Public Protection
Alison Chubbock	- Chief Accountant (Deputy Section 151 Officer) (BDC)
Maxine O'Mahony	- Executive Director of Strategy & Governance (Monitoring Officer)
Jemma March	- Principal Planning Policy Officer*
Christine Marshall	- Executive Director Commercialisation (S151 Officer)
Teresa Smith	- Democratic Services Team Leader
Rob Walker	- Executive Director Place

**Action By**

**85/18 MINUTES**

The minutes of the meeting held on 24 July 2018 were confirmed and signed by the Chairman.

**86/18 APOLOGIES**

An apology was received from Councillor Stasiak.

**87/18 URGENT BUSINESS**

None.

**88/18 DECLARATION OF INTERESTS**

None.

**89/18 NON-MEMBERS WISHING TO ADDRESS THE MEETING**

Councillors Brame, M Chapman-Allen, Hollis, Kybird and Newton.

Action By

**90/18 CHAIRMAN'S ANNOUNCEMENTS (IF ANY)**

None.

**91/18 BRECKLAND COMMUNITY FUNDING APPLICATIONS (STANDING ITEM)**

None.

**92/18 NORFOLK FA ARTIFICIAL GRASS PITCH PROJECT - BRECKLAND LEISURE CENTRE**

The Executive Member for Place informed Members that the Norfolk County Football Association had approached Breckland Council regarding the feasibility of delivering a football foundation project at Breckland Leisure Centre and Waterworld, Thetford.

Members requested that the study should consider the suitability of both football and hockey clubs being able to use the proposed pitch to ensure a win-win situation for both organisations. In addition, Members asked that the study include the option of what would happen with the existing pitch.

Options

1. Approve in principle supporting this project and release funding for a consultant to undertake the full project feasibility study.
2. Do nothing.

Reasons

The project would provide a high quality sport facility in the district and would improve the overall offer of the leisure centre, providing a facility to the community that was not available elsewhere in the town.

**RESOLVED** to explore the feasibility of replacing the existing artificial playing surface at Breckland Leisure Centre & Waterworld with a 3G Artificial Playing Surface supported by funding from the Football Foundation and Breckland Council be agreed.

**93/18 LOCAL COUNCIL TAX REDUCTION SCHEME 2019-20 REVIEW**

The Executive Member for Place explained that each year the Council was required to review its Local Council Tax Reduction Scheme. He went on to inform Members that the current scheme provided maximum benefit of discount for working age claimants and recommended it should remain unchanged.

Reasons

The changes made to the current scheme had worked well – harmonising to DWP welfare reforms and uprating, as well as removing the stipulation that customers must make a separate claim for Council Tax Support when claiming Universal Credit, thereby making the scheme compatible with the introduction and planned expansion of Universal Credit.

Options

1. That the Local Council Tax Reduction Scheme (LCTRS) for 2019-20 remain unchanged from the current scheme.

Action By

2. Do nothing.

**RESOLVED** that the Local Council Tax Reduction Scheme (LCTRS) for 2019-20 remain unchanged from the current scheme.

**94/18 BRECKLAND LOCAL DEVELOPMENT SCHEME**

The Executive Member for Growth said the Council had been requested to supply the planning inspectorate a revised Local Development Scheme to reflect the latest position of the Local Plan, which would come into effect in March 2019.

Reasons

Members were recommended to resolve to approve option 1. Endorsing option 1 would satisfy the Inspector conducting the Local Plan examination that the Local Plan met the legal requirements under the Planning and Compulsory Purchase Act (2004) S.19 (1) which stated that Local Development Documents must be prepared in accordance with the Local Development Scheme.

Should Members resolve to endorse Option 3, there is a risk that the Inspector would determine the Breckland Local Plan did not meet the legal requirement of the Planning and Compulsory Purchase Act (2004) and therefore the Local Plan could not be recommended for adoption by the Council. Non adoption of the Local Plan would result in a lack of up to date local planning policies, a lack of a 5 year land supply of housing sites and a financial loss in resourcing the plan over the previous 5 years.

Options

1. Members resolve to agree the revised LDS (as appendix A) and give it effect from September 2018.
2. Members resolve to agree the revised LDS (as appendix A) subject to any amendments of the Cabinet and give it effect from September 2018.
3. Members do not resolve to agree the revised LDS.

**RESOLVED** that the revised Local Development Scheme (as outlined in Appendix A of the Report) be approved and published, and be in effect from September 2018.

**95/18 CAPITAL FOR PUBLIC PROTECTION SOFTWARE SYSTEMS REPLACEMENT**

The Executive Member for People and Information sought approval from Members to release funds from both Capital and Revenue funding to procure a new software package that would support the environmental health, licensing and private sector housing functions.

Members were informed the current contract of the public protection system was approaching the end of term. The procurement would be subject to a full tender process and the cost would be shared across both Breckland and South Holland District Councils.

**Action By**

Members asked the predicted life-span of the new software. It was explained that the software would be reviewed after a 3-year term, but it was expected that it would be fit for purpose for the long term.

**Reasons**

To ensure that a new robust and modern software system be in place for the environmental health and licensing functions, to ensure that these functions can operate efficiently and reliably after the expiry of the existing contracts, making best use of new technologies.

**Options**

1. That funding be approved and released from reserves to cover the initial procurement and implementation of the software and any additional hardware that falls outside of the corporate ICT refresh programme at both Councils.

A Proforma B detailed the break-down of costs was attached to the report. The report related the approval and release of funding from the transformation reserve in respect of a BDC capital contribution of £71,500 towards initial purchase and implementation. Annual licence and maintenance revenue costs after year 1 are anticipated to be below the current annual revenue budget, with indication of around £11,500 savings annually.

2. Do nothing and let the existing contracts run out.

**RESOLVED to Recommend to FULL COUNCIL:** that funding totalling £71,000 be approved and released from reserves and that the 2018/19 capital programme be revised accordingly.

**96/18 QUARTER 1 FINANCIAL PERFORMANCE 2018-19**

The Executive Member for Finance and Delivery provided information on the forecast full year financial position of the Council as at 30 June 2018 for revenue, transformation, capital and treasury.

He explained there had been a loss in income due to some commercial units that were vacant and requested a reserve of £600,000 be allocated within the Growth and Investment Reserve to manage voids between disposals and acquisitions of commercial properties.

**Reasons**

To provide timely information to Members on the overall financial position of the Council, enabling resource re-allocation to priorities where necessary.

**Options**

That the report and appendix be noted.

**RESOLVED** that the report be noted;

**Recommend to FULL COUNCIL** that £600,000 be allocated within the Growth & Investment Reserve to be used for large voids or timing between disposals and acquisitions of commercial properties.

**Action By**

**97/18 NORFOLK BUSINESS RATES POOL AND PILOT**

The Executive Member for Finance and Delivery explained the Council had been provided an opportunity to provide a bid to central government to be part of a 75% business rate retention as part of a pilot study alongside other Norfolk local authorities.

The Executive Director for Commercialisation advised Members that the pilot looked to be a favourable position and therefore in order to move forward suggested to Members should approve the recommendation. However, Members should be wary of appeals but were advised that consideration would be given to this before the arrangement would be entered.

**Reason**

That Breckland be included in any Norfolk Authorities pilot bid put forward.

**Options**

- 1) That Breckland agreed to be a partner in the Norfolk Business Rates Pilot Bid for 2019-20 and that delegated authority be given to the Section 151 Officer in consultation with the Executive Member for Finance to finalise the bid application, subject to a positive business case, whilst working in partnership with the other Norfolk Authorities.
- 2) That Breckland does not agree to be a partner in the Norfolk Business Rates Pilot Bid for 2019-20 (understanding that all other Norfolk authorities may agree or disagree to be a partner themselves).

**RESOLVED that:**

- 1) Breckland agreed to be a partner in the Norfolk Business Rates Pilot Bid for 2019-20.
- 2) Delegated authority be given to the Section 151 Officer, in consultation with the Executive Member for Finance to finalise the bid application, subject to a positive business case, whilst working in partnership with the other Norfolk Authorities.

**98/18 NEXT MEETING**

The arrangements for the next meeting on Tuesday 16 October 2018 at 9.30am in the Norfolk Room, Elizabeth House, Walpole Loke, Dereham, were noted.

The meeting closed at 10.40 am

CHAIRMAN