



# AGENDA

Virtual meeting via Zoom

Contact: Julie Britton  
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Date: Tuesday, 20 April 2021

Dear Sir/Madam,

Members of the Council are hereby summoned to the **Annual Meeting** of the **District Council** which will be held at **2.00 pm** on **Thursday, 29th April, 2021** via **Zoom**

Yours faithfully

Maxine O'Mahony  
Executive Director Strategy & Governance

THIS MEETING WILL BE STREAMED LIVE VIA THE LINK BELOW AND WILL BE  
ACTIVATED AT THE START OF THE MEETING

<https://www.breckland.gov.uk/virtual-committee-meetings>

The Democratic Services Officer to call the roll of Members

**Members of the Council requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.**

	<u>Page(s)</u> <u>herewith</u>
<b>1. <u>ELECTION OF CHAIRMAN</u></b>	
a) To elect the Chairman of the Council for the ensuing year.	
b) The newly elected Chairman to sign the required Declaration of Acceptance of Office (when able to do so).	
<b>2. <u>APPOINTMENT OF VICE-CHAIRMAN</u></b>	
a) To appoint the Vice-Chairman of the Council for the ensuing year.	
b) The newly appointed Vice-Chairman to sign the required Declaration of Acceptance of Office (when able to do so).	
<b>3. <u>APOLOGIES</u></b>	
To receive apologies for absence.	
<b>4. <u>MINUTES</u></b>	4 - 14
To confirm the minutes of the meeting held on 8 April 2021.	
<b>5. <u>DECLARATION OF INTERESTS</u></b>	
The duties to register, disclose and not to participate for the entire consideration of the matter, in respect of any matter in which a Member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011. Members are also required to withdraw from the meeting room as stated in the Standing Orders of this Council.	
<b>6. <u>CHAIRMAN'S ANNOUNCEMENTS</u></b>	15 - 17
<b>7. <u>LEADER'S ANNOUNCEMENTS</u></b>	
To receive a verbal update from Councillor Sam Chapman-Allen, Leader of the Council.	
<b>8. <u>QUESTIONS ON NOTICE UNDER STANDING ORDER NO 6</u></b>	
<b>9. <u>QUESTIONS WITHOUT NOTICE UNDER STANDING ORDER NO 7</u></b>	
<b>10. <u>COMMITTEE MINUTES (FOR INFORMATION ONLY)</u></b>	
To note the following Committee Minutes:	
a) <u>Planning Committee</u>	18 - 21
To note the unconfirmed Minutes of the Planning Committee meeting held on 12 April 2021.	
<b>11. <u>ANNUAL APPOINTMENT OF COMMITTEES, CHAIRMEN AND VICE-CHAIRMEN 2021-2022</u></b>	22 - 28
Report of Maxine O'Mahony, Executive Director of Strategy & Governance.	
<i>(the appendix to this report shows the current membership and could be subject to change)</i>	

	<u>Page(s) herewith</u>
<b>12. <u>REPRESENTATIVES ON OUTSIDE BODIES 2021/22</u></b> Report of Maxine O'Mahony, Executive Director of Strategy & Governance.  <i>(the appendix to this report shows the current membership and could be subject to change)</i>	29 - 35
<b>13. <u>AMENDMENTS TO THE CONSTITUTION (IF ANY)</u></b>	
<b>14. <u>ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT</u></b> NOTE: No other business is permitted unless by reason of special circumstances, which shall be specified in the minutes, the Chairman is of the opinion that the items(s) should be considered as a matter of urgency.	

**BRECKLAND COUNCIL**

**At a Meeting of the**

**COUNCIL**

**Held on Thursday, 8 April 2021 at 10.00 am**  
**Virtual meeting via Zoom**

**This meeting is in line with the Local Authorities and Police and Crime Panels**  
**(Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings)**  
**(England and Wales) Regulations 2020.**

**PRESENT**

Cllr Lynda Turner (Chairman)	Cllr Kay Grey
Cllr Roy Brame (Vice-Chairman)	Cllr Chris Harvey
Cllr Tristan Ashby	Cllr Paul Hewett
Cllr Stephen Askew	Cllr Jane James
Cllr Roger Atterwill	Cllr Terry Jermy
Cllr Gordon Bambridge	Cllr Mark Kiddle-Morris
Cllr Timothy Birt	Cllr Robert Kybird
Cllr Bill Borrett	Cllr Ian Martin
Cllr Mike Brindle	Cllr Keith Martin
Cllr Hilary Bushell	Cllr Linda Monument
Cllr Trevor Carter	Cllr Philip Morton
Cllr Marion Chapman-Allen	Cllr Mike Nairn
Cllr Sam Chapman-Allen	Cllr William Nunn
Cllr Ed Colman	Cllr Rhodri Oliver
Cllr Harry Clarke	Cllr Mark Robinson
Cllr Paul Claussen	Cllr Sarah Suggitt
Cllr Philip Cowen	Cllr Taila Taylor
Cllr Helen Crane	Cllr Stuart Terry
Cllr Vera Dale	Cllr Alison Webb
Cllr Richard Duffield	Cllr David Wickerson
Cllr Phillip Duigan	Cllr Nigel Wilkin
Cllr Fabian Eagle	Cllr Peter Wilkinson
Cllr Keith Gilbert	

**In Attendance**

Maxine O'Mahony	- Executive Director of Strategy & Governance (Monitoring Officer)
Rob Walker	- Executive Director Place
Alison Chubbock	- Chief Accountant (Deputy Section 151 Officer) (BDC)
Jason Cole	- Executive Manager People & Innovation
Paul Corney	- Head of ARP
Rory Ringer	- Democratic Services Manager
Sarah Wolstenholme-Smy	- Legal Services Manager (Deputy Monitoring Officer BDC)
Teresa Smith	- Democratic Services Team Leader
Julie Britton	- Democratic Services Officer

**37/21 APOLOGIES (AGENDA ITEM 1)**

Apologies for absence were received from Councillor Bowes, Kiddell and Sherwood.

**Action By**

**38/21 MINUTES (AGENDA ITEM 2)**

The Minutes of the meeting held on 25 February 2021 were confirmed as a correct record.

**39/21 DECLARATION OF INTERESTS (AGENDA ITEM 3)**

None declared.

**40/21 CHAIRMAN'S ANNOUNCEMENTS (AGENDA ITEM 4)**

On behalf of Lady Pippa Dannatt, the Lord-Lieutenant of Norfolk, the Chairman was delighted to announce that Mr Michael Gurney would soon be appointed as the new High Sheriff of Norfolk taking over from Lady Georgina Roberts.

Mr Gurney had also recently been made a Deputy Lieutenant (DL) as part of Lady Dannatt's Team.

The Chairman had attended several virtual events since the previous meeting that had been detailed in the attached engagements list including making a short film on YouTube on the 23 March 2021, which had been marked as the National Day of Reflection to remember those whose lives had been lost from the pandemic in the past year.

**41/21 LEADER'S ANNOUNCEMENTS (AGENDA ITEM 5)**

The Leader of the Council, Councillor Sam Chapman-Allen made the following announcements.

Lockdown Roadmap

On Monday, 12 April 2021, the Country would begin to move into step 2 of the national roadmap out of lockdown. He was pleased to confirm that Breckland was already helping local businesses across the District in preparation to open safely.

From the 12 April, non-essential retail would be permitted to open for business which would hopefully bring back much activity to the High Streets.

The Council had launched a £2m support package to help businesses to begin trading again and provide residents with the confidence they needed to shop locally and support businesses whilst remaining safe.

This package was being branded as 'Spring Back' and this programme of support had already received tremendous uptake from several businesses across the whole of the District including rural areas. This funding of up to £5k would help with new equipment to trade in a Covid compliant way including extra protective equipment such as screens marquees, benches etc to allow individuals to be safe and ensure social distancing could take place. This money was already available and beyond that Breckland was looking to improve shop fronts making the towns attractive destinations for shoppers to visit not just in Breckland but the wider county.

Training and support were also being offered to help local businesses trade on-line optimising on the new 'click and collect' digital market that had proved such a phenomenon over the last 12 months. This support was not just available to existing businesses but for start-up businesses too and this funding would be paid

directly to businesses to get their initial platform launched, their initial rent paid, or their initial capital outlay paid for premises. Any businesses across the District or any individual who had a scheme they were looking to launch should contact Breckland Council for further information.

Over the coming days and weeks residents would see sight of several shops displaying Covid safe schemes in the form of a window sticker to show that they were Covid safe. The Covid Support Officers were continuing to patrol the towns to carry out assessments and to distribute these accreditation stickers for such premises. Whilst the re-opening of High Streets was welcomed and the easing of restrictions were gradually eased, it remained essential that everyone continued to follow the latest guidelines to keep everyone safe.

The Covid Support Teams were out every day in the Breckland communities alongside the Public Protection and Licensing Officers, as well as Trading Standards, health & safety teams and of course the Police to ensure that all premises were ready to open, answering questions and helping them go through the legislation ensuring that they were ready to open their doors.

On the subject of keeping safe, the asymptomatic testing continued throughout the District and many residents and Members of the Council would have seen the pop-up testing sites in the market towns. Anyone who had any concerns were urged to log onto any of the following websites for further information:

Breckland Council:

<https://www.breckland.gov.uk/article/16896/12-03-21-Asymptomatic-covid-testing-to-launch-in-Breckland>

Public Health England:

<https://www.gov.uk/government/organisations/public-health-england>

Local Clinical Commissioning Group (CCG):

<https://www.norfolkandwaveneyccg.nhs.uk/coronavirus-testing>

Individuals did not need to leave their household as everyone would be able, from the end of this week, to book some home test kits via the following government website:

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

### Flood Management

At the previous meeting, a few Members had asked about Lord Dannatt and the new County Strategic Flood Group meetings. The second meeting had recently taken place with all key stakeholders addressing all the initial concerns and feedback had been offered from the Working Group. The vast number of initial challenges were still being considered and were on-going, and the 'patchwork quilt' of responsibility was causing much consternation for individuals to work out who was responsible and who were leading on these various matters. Lord Dannatt was taking control of the whole situation with several positive outcomes from key stakeholders. Conversations were continuing throughout the County and with George Freeman MP and with other groups to ensure that all had a mechanism to raise any concerns and issues directly to ensure that the District had a real long-term change for residents and businesses to protect them against flood and water management.

### Government Funding

At the previous meeting, a question had been asked about 'claw back' from Government funding particularly in relation to the national Grants Scheme. Breckland Council had administered fourteen separate grant schemes across the national Covid Grant Programme. A phenomenal amount and sometimes immensely confusing for individuals but the Council had changed and pivoted to what had been required to support businesses.

A number of these legacy schemes were now ending, and all were being reviewed to ensure that the Council had 100% payment against all those eligible businesses within the area. According to the schemes based on national criteria, the Leader was hopeful no monies would be clawed back by the Government. There was a material risk that the Government could move the goal posts as this was within its gift and the additional restriction grant from the ARG that was initially meant to move to April 2022 had been pulled forward and the Council was moving at pace to ensure that 100% payments were sent out.

### Town Delivery Plans

The Town Delivery Plans had recently gone live. This was a Breckland Council initiative to ensure that every single market town was treated fairly, and each had an opportunity to plan and shape their future needs as well as the rural parishes and the villages that were so important to the towns. Moving forward out of Covid, this was the perfect opportunity to pull this plan together as part of the Council's longer term growth strategy that was being supported by a company called Hatch. This company had extensive experience and an excellent track record in this field and some ambitious plans were expected.

This was a long-term programme and would be a year in the making and could end up being many years in the planning with detailed engagement, and evidence to help shape new places.

The first town would be Dereham, and the programme was now being developed. This would be a shared vision, and everyone would have a key role to play from Town Councils, local resident associations, local businesses, the voluntary sector, health, education, and the plethora of individuals who would be pivotal to the success. The Leader hoped that everyone would join in this process and not stand on the side-lines and criticise but roll up their sleeves and get involved to ensure that this became a positive piece of work.

Questions were then invited.

In respect of flooding, Councillor Gilbert advised that the Chairman of the Watton & Saham Flood Action Working Group had attended the meetings with Lord Dannatt. He felt that a small step forward had been made in respect of the successful joint bid for funding submitted by Norfolk and Suffolk County Councils to look at the re-use and storage of surface water. The funding was £6m over 3 years - £500k for each County and he hoped that something would come out of this and action be taken on issues to protect people in the future.

Councillor Terry advised that it had recently been revealed that those aged under 25 years of age made up two thirds of the 700,000 newly unemployed people across the UK since the start of the pandemic. He was aware of several people in this age group who had been impacted in the Breckland area describing job hunting as a confidence shattering process during this pandemic amid fears of lack of opportunities and he asked the Leader to confirm what Breckland Council was

**Action By**

doing to support this demographic to ensure that this generation was able to recover as everyone emerged out of Covid.

The Leader advised that Breckland Council had a strong track record of working with partners such as the DWP and independently starting schemes such as KickStart to ensure that local individuals had the opportunities to find employment or further education. This was a national issue and as the furlough scheme drew to a close over the next few months an increase in those numbers would be seen.

A District Council could not work in isolation it needed to ensure that it worked across the geography of Norfolk with DWP and linked with industry and further education establishments to ensure that there was a record and a transition for those individuals who were coming through the education system and for those who were unemployed. Breckland Council had already provided many thousands of pounds for employment and skills officers prior to Covid and throughout the pandemic as the recovery process began, those Officers within the Business Regeneration Team would be looking at a long-term approach to this issue within the Breckland area.

Further details on these matters would be provided to Councillor Terry and any other Members but, at this point in time, Breckland and would continue to provide the necessary funding, not in isolation, but with other partners who had bigger funding models and longer-term outcomes for residents.

Councillor Jermy followed up on the Leader's comments about flooding and asked the Leader if he could provide some assurance that all Members of the Council would be kept informed of the work of the new County Strategic Flood Group as it was a very complicated subject and affected everyone in different ways.

The Leader explained that that he had conversations frequently with individuals on a plethora of subjects and did not have the ability to brief Members on every matter but for something as important as flooding, once a delivery plan and some objectives and targets had been agreed such information would be shared with Members. He felt that there would also be an opportunity for the Overview & Scrutiny Commission to scrutinise this work. The Leader had been pleased that Councillor Gilbert had highlighted the fantastic work carried out by Norfolk County Council thus far particularly with the £6m re-use water bid.

**42/21 QUESTIONS ON NOTICE UNDER STANDING ORDER NO 6 (AGENDA ITEM 6)**

None received.

**43/21 QUESTIONS WITHOUT NOTICE UNDER STANDING ORDER NO 7 (AGENDA ITEM 7)**

Councillor Jermy directed his question about virtual meetings to the Leader. He was aware that such meetings would be coming to an end after 6 May 2021 despite many Councillors and staff not being fully vaccinated and without clear opportunities to allow larger meetings to go ahead in a socially distanced way. He asked the Leader if he could confirm what representations he had made to the Government on this matter. He also asked the Leader to confirm that once 'in person' meetings did return what Breckland would be doing to ensure that the new opportunities that had been afforded to residents to engage with and scrutinise the Council through virtual meetings would be maintained.

The Leader advised that he had made representations for the eastern region as a



Member of the District Councillors Network for the East of England and the Local Government Information Unit. At both these forums he had stressed the importance of hybrid meetings moving forward beyond step 4 of the roadmap; however, when the Government legislation ended in May all councils would have to react to that decision accordingly.

A decision had already been made to pull forward the AGM from 20 May to 29 April so that everyone could remain Covid compliant and Covid safe and the Committee Chairmen had already made their own decisions to either pull forward their meetings or postpone them until after 21 June. All Members had a duty as public leaders and as community champions that when all businesses opened again the Council should follow suit when safe and practical to do so whilst bearing in mind that beyond 17 May the numbers of how many people could meet inside could increase.

In relation to public participation, part of the works that was still on-going under Cllr Paul Hewett's Portfolio, the Conference Suite at Breckland Council now had livestreaming facilities in place so the public would not necessarily have to attend in person. Members would soon be invited in small groups to the Conference Suite to discuss how the new technology was going to work.

Councillor Birt said that the questions that he had asked at the previous Council meeting had not, as yet, been responded to and were as follows:

- How much money had been collected in the New Homes Bonus for his local area of Carbrooke, Saham Toney and Watton?
- Information required in respect of the Operational Recovery document and the Worksmart 2020 Programme.

Referring to the latter question, Councillor Birt said that he had been having difficulties getting hold of the aforementioned documents and had contacted the Legal Team accordingly. The legislation permitted him to view these documents but again he had not received any response and felt that he was being unlawfully denied access to such information.

The Leader advised that he was not aware of any Officer preventing this legal ability but felt that if every Member asked for the level of detail that Councillor Birt demanded on a continuous basis the Officers would not be able to carry on with their day job. He had not been aware that Cllr Birt had not been privy to the information that he had requested in respect of the New Homes Bonus and would ensure that this was passed onto him. In relation to the recovery document that had been shared with all Members in July 2020, this had obviously been superseded but he would be more than happy to send such information to Cllr Birt.

Councillor Atterwill asked the Leader a question about the new waste contract and asked him to confirm if the Council had purchased smaller capacity refuse vehicles. He had been informed of this concern by the refuse collectors in his area. The Leader asked Rob Walker, the Executive Director of Place to respond to this question. Members were informed that the exact specification would be confirmed in due course.

Councillor Atterwill asked Councillor Claussen, the Executive Member for Planning about a question he had asked him at the previous meeting in respect of whether he would commit to undertake an internal review of the S106 process including the outsourcing of such work. At the time, Councillor Claussen had said that he would speak to the Chairman of the Planning Committee and he asked what the outcome

had been from that discussion.

Councillor Claussen advised that the conversation was still on-going. A verbal update had been provided but nothing had been received in writing, but this would be shared with Councillor Atterwill once received.

Councillor Atterwill raised another question to Councillor Claussen. Earlier in the year he had raised a concern in respect of the staffing levels and resourcing in the Building Control department and he had been informed that a recruitment process was taking place. He asked Councillor Claussen for an update on this matter and if the department was now adequately resourced.

Members were informed that one person had been successfully recruited but he was unsure of the start date but once his/her employment commenced the Team would be fully resourced. Councillor Atterwill asked for this person's start date to be emailed to him.

Councillor Wickerson asked Councillor Hewett, the Executive Member for Contracts & Assets if the Council was in a position to complete the sale of the Green Britain Centre in Swaffham. Members were informed that the completion date would be finalised very shortly.

Councillor Kybird asked Councillor Bambridge, the Executive Member for Environmental Services & Public Protection a question about the new waste vehicles and if he could be provided with an update on the new trade waste service and whether it was proving popular.

Members were informed that this was one of the largest local authority contracts that had been awarded for many years, three local authorities were involved and was a cross border contract with Kings Lynn & West Norfolk, North Norfolk and Breckland. This would not only make significant savings but would also be of real benefit to the relevant communities. The new contract provided everyone with a better service and the new vehicles incorporated 'green' technology to extract the waste from the bins electronically and was the best outcome for a rural area. Additionally, some of the vehicles would be entirely electric. Trade waste was a new very flexible service in Breckland and would work much better for smaller businesses in remote areas and was something that should be promoted by Members to their Parish & Town Councils. It was still early days, but Councillor Bambridge was pleased to report that the feedback thus far had been excellent. An update from the Officers involved in the contract and would soon be provided and he would be happy to report back such information to Members if they so wished.

Councillor Bushell asked the Leader if he was aware of the very positive feedback that she had received in respect of the Councils speed and efficiency in dealing with businesses and charitable organisations during the pandemic and the on-going support that still being offered. She asked the Leader if he would join her in thanking all the Officers involved for their hard work and the sensitivity displayed in handling difficult cases and their commitment in helping both businesses and charities who could all look forward to the future with confidence.

The Leader was delighted with the positive feedback received within the Dereham area and he hoped that individuals across the Chamber had received the same. Breckland Council had not been the fastest out of the blocks but had been the most efficient and as everyone emerged through the final stages of lockdown the Officers were now focusing on what the businesses were asking for and what the granular support needed to be. He would ensure that this positive news was fed

back to the Officers concerned to what had been a thankless task of helping businesses and organisations to access the tens of millions of pounds.

Councillor Atterwill asked Councillor Hewett if he would soon be able to update Members on the current situation in respect of Barnham Broom Golf & Country Club and asked if he would provide a private & confidential briefing at the next Full Council meeting. Councillor Hewett agreed to Councillor Atterwill's request.

**44/21 MINUTES (FOR INFORMATION ONLY) (AGENDA ITEM 8)**

(a) Cabinet Minutes

The unconfirmed Minutes of the Cabinet meeting held on 22 March 2021 were noted.

(b) Overview & Scrutiny Commission

The unconfirmed Minutes of the Overview & Scrutiny Commission meeting held on 4 March 2021 were noted.

(c) Governance & Audit Committee

The unconfirmed Minutes of the Governance & Audit Committee meeting held on 11 February 2021 were noted.

(d) Planning Committee

- The confirmed Minutes of the Planning Committee meeting held on 15 February 2021 were noted.
- The unconfirmed Minutes of the Planning Committee meeting held on 15 March 2021 were noted.

**45/21 CONSTITUTIONAL AMENDMENTS FOLLOWING THE COUNCIL'S DECISION TO ACTIVATE CLAUSE 8 OF THE MEMORANDUM OF AGREEMENT BETWEEN BRECKLAND DISTRICT COUNCIL AND SOUTH HOLLAND DISTRICT COUNCIL AND THE ASSOCIATED DESIGNATION OF STATUTORY OFFICERS; AND THE APPOINTMENT OF PROPER OFFICERS, AND VIRTUAL MEETINGS (AGENDA ITEM 9)**

Councillor Suggitt, the Executive Member for Governance presented the report that covered the urgent matters that needed to be addressed following the termination of the Memorandum of Agreement between Breckland and South Holland District Councils.

The report dealt with the designation of the Head of Paid Service, the Monitoring Officer and the S151 Officer which were statutory posts and was a legislative requirement.

The names of the Officers designated to these posts had been highlighted on page 97 of the agenda pack. The Proper Officer appointment had also been updated as certain post titles had been amended in the interim structure.

The reference to the joint arrangements would also be removed and a new Committee titled the "Shared Memorandum of Agreement Committee" had been appointed to deal solely with any disputes that could arise following the termination

of the Agreement.

The report also dealt with the continued use of South Holland's Independent person in specific circumstances.

A few clerical errors had already been brought to the report author's attention on pages 83, 75 and 95 of the agenda pack and these would be corrected accordingly.

It had also been prudent to consider virtual meetings as the Constitution would need to revert to its previous version once the virtual meeting regulations came to an end.

Any further amendments would be dealt with at a later date.

The Executive Member for Governance thanked the Legal Team for all their hard work in getting the report prepared for this Full Council meeting. In normal circumstances this would have been a challenge, but she felt that it had been no mean feat to pull this together whilst working through the separation of the Councils itself.

The proposal to take the recommendations enbloc was seconded.

Before the vote was taken, Members were invited to ask questions.

Councillor Birt commented on the appointments being considered. He felt that the S151 Officer had proved her worth and was happy for the said Officer to continue in this role, but the remainder of the job placements seemed to him a little odd and asked in the longer term if these positions would be advertised or reviewed going forward.

In response, the Leader advised that colleagues would be aware that when the Council appointed the Head of Paid Service it had been for a short-term fixed period and the individuals concerned already existed as Chief Officers. The legislation as a Council required the designation of those relevant Officers to these posts and had been reflected in the recommendation.

There was no recruitment process or appointment to these posts, and it was not necessary to go through the normal committee process. It was this Council's duty to appoint such designations and those Chief Officers identified were the most suitable and as such had been brought forward to this Full Council meeting.

The Leader was sorry that Councillor Birt had not praised the other members of staff as he felt that all staff throughout the last 12 months had worked tremendously hard and he personally thanked Maxine O'Mahony and Rob Walker as both had 'stepped up to the mark' since the Chief Executive retired in September and had done a sterling job in leading Breckland Council, as the two Directors, supporting the Council's performance throughout the whole of the pandemic whilst also going through the dismantling of a 10 year partnership.

The Chairman echoed the Leader's thanks to all staff, she could not fault their support, their cheerfulness, their commitment, and their loyalty to Breckland Council.

The Chairman advised that those Members who could support most of but not all the recommendations would be asked to indicate clearly which recommendations

they supported and which recommendations they did not, and subject to 1 x vote against recommendation 3 and 2 x abstentions, it was:

**RESOLVED** that:

- 1) Following the decision by full Council at its meeting on 25 February 2021 to terminate the Memorandum of Agreement entered into by Breckland District Council and South Holland District Council and to approve an interim structure, the Constitution be amended as follows on the date that such termination takes effect:
  - (a) reference to the Council's joint arrangements with South Holland District Council be removed as detailed in Appendices A and B to this report; and
  - (b) a new Committee, called the "Shared Memorandum of Agreement Committee", be appointed in order to deal with any disputes submitted to it in accordance with sections 8(termination and review of joint arrangements) or 11 (dispute resolution) of the Memorandum of Agreement dated 1 April 2011, with terms of reference as detailed in Appendix C to this report, and the Constitution be further amended to take this into account, as also shown in Appendix C; and
  - (c) the Service Manager for legal services be identified as the Senior Legal Officer within the glossary of terms; and
- (2) Until such time as it is possible for the Council to appoint a further independent person for the purposes of attending any committee that considers the proposed dismissal of the Head of the Paid Service, Monitoring Officer, or the Section 151 Officer, the Council continue to use the independent person appointed by South Holland District Council, as reflected in Appendix B to this report; and

**Amended Recommendation (3):**

- (3) The following statutory designations be formally made to apply with effect from the date of termination of the existing shared arrangements:
  - Head of Paid Service - Maxine O'Mahony
  - Monitoring Officer - Rob Walker
  - Section 151 Officer - Alison Chubbockand the glossary of terms (relating to staff) be amended accordingly.
- (4) The existing Proper Officer appointments be amended as shown in the final column of the table at Appendix D; and
- (5) Rule 6.2.1(j) of the Contract Procedure Rules be amended to refer to the Senior Legal Officer in place of the Executive Manager Governance; and
- (6) With the exception of Standing Order no. 14.1 which will remain, the amendments to the Council's Standing Orders and Access to Information Procedure Rules approved by full Council at its meeting on 22 July 2020 to allow virtual meetings to be held remain within the Constitution unless and until (if applicable) the law is clear that virtual meetings can no longer lawfully be held, at which time the Senior Legal Officer be authorised to

remove such amendments from the Constitution without the need for a further report.

**46/21 NOMINATIONS FOR COMMITTEE AND OTHER SEATS (AGENDA ITEM 10)**

Councillor Claussen the Deputy Leader of the Council announced that he had been invited to join the East of England Local Government Association's Infrastructure and Growth Panel, a new Outside Body appointment.

No further changes were made.

**47/21 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT (AGENDA ITEM 11)**

None.

**48/21 EXCLUSION OF PRESS & PUBLIC (AGENDA ITEM 12)**

Following a show of hands and subject to two votes against the resolution, it was:

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 2 of Schedule 12A to the Act."

The Chairman announced that the public part of this Full Council meeting was now closed.

**49/21 ARP SUCCESSION PLANNING (AGENDA ITEM 13)**

Councillor Phil Cowen, the Executive Member for Finance & Growth and Chairman of the Anglia Revenues & Benefits Partnership Joint Committee presented the report.

Breckland Council had established the Anglia Revenues Partnership (ARP) with partner authorities and had been at the forefront of delivering a revenues and benefits service that had been a pathfinder in the field. As an organisation it had developed systems and working practices that had set new standards and brought significant savings and income to the Council.

As with all innovative business enterprises, ARP continued to look at ways of improving its service to its clients and thus to the residents of the Districts it served.

Opportunities presented themselves occasionally whereby organisations were able to rethink their business models and structures, and this was the case at ARP, hence the report that Members were being asked to consider.

The recommendation was proposed and seconded and following a vote, it was:

**RESOLVED** that the recommendation as highlighted on page 98 of the agenda pack be approved.

The meeting closed at 11.00 am

CHAIRMAN

**Chairman  
Year of Engagements  
22 July 2020 – 29 April 2021**

<b>Date</b>	<b>Event</b>	<b>Host</b>
10 July	<b>Livestream link to ceremony</b> Change of Wing Command Ceremony	Major General Randall Reed RAF Lakenheath Wing Change of Command
23 August	Rev Gill Wells retirement service All Saints Church, Shipdham	All Saints Church, Shipdham
24 August	Induction and Installation of the Revd. Canon Paul Cubitt as Team Rector of the Dereham and District Team Ministry St Nicholas Church, Dereham	St Nicholas Church, Dereham
03 September	<b>VIRTUAL EVENT</b> COVID.19 Voices from the Frontline	Norfolk Community Foundation
12 -19 September	Annual Leave	
12 Oct 2020	<b>VIRTUAL EVENT</b> SPARSE	Rural Services Network
08 November 2020	Remembrance Sunday RBL Poppy Wreath	All Saints Church, Shipdham
08 November 2020	Remembrance Sunday RBL Poppy Wreath	Watton Town Council
08 November 2020	Remembrance Sunday RBL Poppy Wreath Cllr Sam Chapman-Allen	Attleborough
08 November 2020	Remembrance Sunday RBL Poppy Wreath Cllr Duigan	Dereham Town Council
08 November 2020	Remembrance Sunday RBL Poppy Wreath Cllr Sherwood	Swaffham Town Council

04 December 2020	<b>VIRTUAL EVENT</b> Annual Civic Immersion	48th Fighter Wing Commander at RAF Lakenheath 100 <sup>th</sup> Air Refuelling Wing Commander 352 <sup>nd</sup> Special Operations Wing Commander
15 December 2020	<b>VIRTUAL EVENT</b> District Briefing	Superintendent Lou Provart District Commander Breckland and West Norfolk
14 January 2021	<b>VIRTUAL EVENT</b> Cley Calling: Back to Nature Chris Packham and Meghan McCubbin	Chairman Cllr Dr Clive Stockton North Norfolk District Council & Norfolk Wildlife Trust
24 January 2021	<b>VIRTUAL EVENT</b> Farewell Service for Bishop of Lynn (The Singing Bishop)	Norwich Cathedral
27 January 2021	<b>VIRTUAL EVENT</b> Holocaust Memorial Day Service	Lord Mayor of Norwich, Cllr Vaughan Thomas
18 February 2021	<b>VIRTUAL EVENT</b> The Stubborn Light of Things: A Nature Diary– Melissa Harrison in Conversation with NWT's Nick Acheson	Norfolk Wildlife Trust - Cley Calling  For North Norfolk District Council Chairman Cllr Dr Clive Stockton
8 March 2021	Commonwealth Day Social Media Address	BDC
11 March 2021	<b>VIRTUAL EVENT</b> Partnering with Defence- Ministry of Defence's Response to Future Crises	Ministry of Defence
23 March 2021	<b>National Day of Reflection</b> Social Media Address	BDC
25 March 2021	<b>VIRTUAL EVENT</b> Restoring the Wild: Sixty Years of Rewilding our Skies, Woods, and Waterways – Roy Dennis in Conversation with NWT's Nick Acheson	Norfolk Wildlife Trust - Cley Calling  For North Norfolk District Council Chairman Cllr Dr Clive Stockton



**Vice-Chairman  
Year of Engagements  
22 July 2020 – 29 April**

<b>Date</b>	<b>Event</b>	<b>Host</b>
10 July	Change of Wing Command Ceremony <b>Livestream link to ceremony</b>	Major General Randall Reed RAF Lakenheath Wing Change of Command
15 August	VJ Commemoration Service War Memorial Tree Nuns Bridges Road	President & Committee RBL Thetford Branch
22 Oct 2020	127 <sup>th</sup> Anniversary of the death of Maharaja Duleep Singh Duleep Singh Statue, Butten Island, Thetford	The Anglo Punjab Foundation  Cllr Jane James represented Breckland Council in Vice-Chairman Cllr Roy Brames absence
08 November 2020	Remembrance Sunday RBL Poppy Wreath Cllr Jane James	Thetford Town Council
12 February 2021	<b>VIRTUAL EVENT</b> Abbey Estate Community Conversation	Callum James, Project Manager (Engagement and Feasibility) via Norfolk Community Foundation

**BRECKLAND COUNCIL**

**At a Meeting of the**

**PLANNING COMMITTEE**

**Held on Monday, 12 April 2021 at 1.00 pm**

**This meeting is in line with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.**

**PRESENT**

Cllr Nigel Wilkin (Chairman)	Cllr Helen Crane
Cllr Peter Wilkinson (Vice-Chairman)	Cllr Vera Dale
Cllr Roger Atterwill	Cllr Phillip Duigan
Cllr Claire Bowes	Cllr Keith Gilbert
Cllr Marion Chapman-Allen	Cllr Robert Kybird
Cllr Harry Clarke	Cllr Keith Martin

**In Attendance**

Rebecca Collins	Head of Development Management
Michael Horn	Solicitor to the Council
Fiona Hunter	Principal Development Management Planner
Simon Wood	Director of Planning & Building Control
Rebecca Harris	Technical Support Officer
Teresa Smith	Democratic Services Team Leader
Julie Britton	Democratic Services Officer

**Minute Silence**

Before the meeting commenced, and as a mark of respect, a minute's silence was held in memory of the recent passing of HRH Duke of Edinburgh.

**36/21 MINUTES (AGENDA ITEM 1)**

The Minutes of the meeting held on 15 March 2021 were agreed as a correct record.

**37/21 APOLOGIES & SUBSTITUTES (AGENDA ITEM 2)**

None.

**38/21 DECLARATION OF INTEREST AND OF REPRESENTATIONS RECEIVED (AGENDA ITEM 3)**

None.

**39/21 CHAIRMAN'S ANNOUNCEMENTS (AGENDA ITEM 4)**

None.

**40/21 REQUESTS TO DEFER APPLICATIONS INCLUDED IN THIS AGENDA (AGENDA ITEM 5)**

The following application at agenda item 9(c) was deferred due to a resident not being informed of the application:

**Action By**

Shipdham: Parfitt Nurseries, The Cricket Players, Old Post Office Street:  
Reference: 3PL/2020/0906/F.

**41/21 URGENT BUSINESS (AGENDA ITEM 6)**

None.

**42/21 LOCAL PLAN UPDATE (STANDING ITEM) (AGENDA ITEM 7)**

At the previous meeting, Councillor Atterwill had asked for a short report in terms of the work being carried out in respect of the Local Plan. Simon Wood, the Director of Planning & Building Control provided Members with an update that would be circulated to Members after the meeting for information.

In summary, work was being undertaken with Old Buckenham, Saham Toney and Necton on Neighbourhood Planning.

The scope of the review for the Local Plan included working on timetables and ensuring that suitable resources were in place. The Rural Settlement Study would be updated shortly, and preparatory work was being carried out on the Model Design Guide, the implications on the Environment Bill and other planning consultations. The Statement of Community Involvement was being updated and initial work was being carried out on the Housing Needs Assessment.

Work was also being carried out with partner authorities including the Norfolk Strategic Planning Group. This Group consisted of other Districts, the County and other interested bodies, looking at Green Infrastructure Strategy that would have implications on the Local Plan as well as for development management. The Planning Team was actively involved in putting this together with other colleagues in other authorities. Climate Change and an Older Persons' Study was also being considered through this Group as well as the Planning Framework update that sought to inform the infrastructure report that the Team would be hoping to bring forward through the Council's Local Plan forming part of the Duty to Cooperate.

The Planning Team was also part of the 5G Study Group.

Other work streams that the Planning Policy Team was involved with included the Brownfield Land Register, working with colleagues in Housing in respect of the affordable Housing supplementary document as well as clarifying Policy ENV04 of the Local Plan in respect of open space. Attleborough was being advised of their Design Guide and the Team was also working with Natural England on Great Crested Newts and the brief on the new District Licensing Scheme. Planning also fed into the work of Water Resources East and was also actively working with Highways England and the County on the Norwich Western link road as well as the A47 dualling work which was now with the national case work organisation at the Planning Inspectorate.

The Team was also involved in consultations in respect of the Greater Norwich Local Plan, the National Model Design Codes, the changes to the National Planning Policy Framework and to the New Homes Bonus.

Work had now started on Housing Monitoring and the 5 Year Housing Land Supply updates to enable the Team to update its Annual Monitoring reports.

Members were then invited to ask questions; however, Members were also

**Action By**

invited to submit questions to the Director of Planning & Building Control after the meeting.

Councillor Atterwill thanked the Director of Planning & Building Control for sending him the list of workstreams earlier, he would look at this in more depth as he was sure there would be more questions to ask. His main interest was in the timetable and the resources element in respect of the Local Plan, and he looked forward to receiving further information on these matters moving forward.

Councillor Gilbert asked the Director of Planning & Building Control if he anticipated that the Local Plan work would be completed on time for the deadline in November. In response, the Director of Planning & Building Control hesitated to answer this question purely on the basis that he did not know. The work the Team was doing on the timetabling and the resources would inform that view. Currently, various options were being considered to address this particular policy within the Local Plan and he hoped that within the next 4 to 6 weeks he would be able to be more definitive in terms of responding to that particular question.

**Vice-Chairman in the Chair**

Due to the Chairman experiencing some IT issues, the Vice-Chairman took over the meeting at this stage.

**43/21 DEFERRED APPLICATIONS (AGENDA ITEM 8)**

The Schedule of Deferred Applications was noted.

**44/21 SCHEDULE OF PLANNING APPLICATIONS (AGENDA ITEM 9)**

The Schedule of Applications was determined as follows:

- a) Garboldisham: Land West of Hopton Road: Reference: 3PL/2020/0544/O - 1pm

Outline planning permission with details of access only for 10 dwellings, garages, parking and turning; and highways access.

Consideration was given to the report presented by Fiona Hunter, Principal Development Management Planner.

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

A representation was made in respect of the application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Applicant's Agent: Sarah Roberts (Roberts Molloy Architects)

**DECISION: Members voted 8 x 3 for refusal in support of the Officer's recommendation.**

- b) Garboldisham: Land West of Hopton Road: Reference: 3PL/2020/0559/F - 1pm

Erection of Modern Earth Block dwelling with garage, parking & turning; 1no. Highways Access.

**Action By**

Consideration was given to the report presented by Fiona Hunter, Principal Development Management Planner.

Members considered the matter and fully explored the details of the application in light of prevailing policies and guidance.

A representation was made in respect of the application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Applicant's Agent: Sarah Roberts (Roberts Molloy Architects)

**DECISION: Members voted 10 x 1 for refusal in support of the Officer's recommendation.**

- c) Shipdham: Parfitt Nurseries, The Cricket Players, Old Post Office Street: Reference: 3PL/2020/0906/F - 1.30pm

This application had been deferred (see Minute No. 40/21 above).

**Chairman in the Chair**

**45/21 APPLICATIONS DETERMINED BY THE EXECUTIVE DIRECTOR OF PLACE (AGENDA ITEM 10)**

Noted.

**46/21 APPEALS (FOR INFORMATION) (AGENDA ITEM 11)**

Referring to the Dumpling Green appeal that had been dismissed, Councillor Atterwill asked the Director of Planning & Building Control if any lessons had been learnt bearing in mind that it had been a very controversial application at the time.

The Director of Planning & Building Control had not had the opportunity to consider the outcome and would need to go through this decision with his Team in more detail. He was conscious that the application had been refused by Members, contrary to the Officer's recommendation of approval and felt that where relevant lessons would be learnt and brought forward in future decision making.

The Chairman believed that this site would not disappear and become a wildflower meadow but believed there would be a better scheme submitted for this site in the near future.

The meeting closed at 2.00 pm

CHAIRMAN

**BRECKLAND DISTRICT COUNCIL**

**Report of:** Maxine O'Mahony, Executive Director Strategy & Governance  
**To:** Council AGM: 29 April 2021  
**Author:** Julie Britton, Democratic Services Officer  
**Subject:** Annual Appointment of Committees, Chairmen and Vice-Chairmen 2021-22  
**Purpose:** Council is requested to approve the appointments of Committee Membership, Chairmen and Vice-Chairmen 2021 - 2022

**Recommendation(s):**

- 1) That Council appoints for 2021 – 2022 the Committees and Panels as set out in Appendix A
- 2) That, where so indicated on the Appendix, Council appoints the Chairmen, Vice-Chairmen and Councillors of those Committees and Panels subject to any changes that maybe notified by Group Leaders.

**1.0 BACKGROUND**

1.1 In accordance with the constitution, the Council is required to make appointments to the following Committees:

- Planning Committee
- Overview and Scrutiny Commission
- Licensing Committee / Committee of the Licensing Authority
- Governance and Audit Committee
- Appointments and Disciplinary Committee
- Appointments and Disciplinary Appeals Committee
- Shared Memorandum of Agreement Committee

1.2 All of the above are appointed so as to be politically balanced in accordance with the Political Group Regulations (note that (i) the Regulations do not automatically apply to the Committee of the Licensing Authority but its membership has traditionally mirrored that of the Licensing Committee to which the Regulations do apply); and (ii) if members wish to appoint otherwise than in accordance with the Political Group Regulations, this can only happen if there are no votes against such a proposal.

1.3 There are also a number of other meetings that are not constitutionally required (but may be required for other reasons). Both 'other' committees and panels are listed on the Appendix to this report.

**2.0 APPOINTMENTS OF COMMITTEES**

**2.1 Planning Committee**

2.1.1 Constitution: 12 Members, appointed in accordance with political group regulations: Conservative Party 9 seats, Labour Party 1 seat, others 2 seats.

2.1.2 Plus seven named substitutes.

## **2.2 Overview & Scrutiny Commission**

2.2.1 Constitution: 12 Members, appointed in accordance with political group regulations: Conservative Party 9 seats, Labour Party 1 seat, others 2 seats.

2.2.2 Plus five named substitutes

2.2.3 Executive Members are excluded from appointment to the Commission.

## **2.3 Licensing Committee / Committee of the Licensing Authority**

2.3.1 Constitution: 15 Members, appointed in accordance with political group regulations: Conservative Party 11 seats, Labour Party 2 seats, Independent Party 1 seat, Green Party 1 seat.

## **2.4 Governance and Audit Committee**

2.4.1 Constitution: 6 Members, appointed in accordance with political group regulations: Conservative Party 5 seats, Labour Party 1 seat.

2.4.2 Plus two named substitutes

2.4.3 Plus one independent, non-voting co-optee member (appointed by the Committee)

2.4.4 Executive Members are excluded from appointment to the Governance & Audit Committee

2.4.5 The Chairman of Governance & Audit cannot be a member of the Overview & Scrutiny Commission (O&SC) and no more than two members may also serve on the O&SC.

## **2.5 Appointments & Disciplinary Committee**

2.5.1 Constitution: 3 Members, appointed in accordance with Political Group Regulations: Conservative 2 seats, Labour 1 seat (including at least one Cabinet Member).

2.5.2 Plus three named substitutes

2.5.3 No Member of the Appointments & Disciplinary Appeals Committee can be a Member of this Committee.

## **2.6 Appointments & Disciplinary Appeals Committee**

2.6.1 Constitution: 4 Members, appointed in accordance with Political Group Regulations: Conservative 3 seats, Labour 1 seat (including at least one Cabinet Member).

2.6.2 Plus two named substitutes

2.6.3 No Member of the Appointments & Disciplinary Committee can be a Member of this Committee.

## **2.7 Shared Memorandum of Agreement Committee**

2.7.1 Constitution: 6 Members (3 BDC & 3 SHDC) appointed in accordance with Political Group Regulations:  
Conservative 2 seats, Labour 1 seat (including at least one Cabinet Member).

2.7.2 Plus three named substitutes

### **3.0 REASONS FOR RECOMMENDATION(S)**

3.1 The appointments are made in accordance with the Constitution and/or for the effective discharge of the Council's business.

### **4.0 EXPECTED BENEFITS**

4.1 Effective discharge of the Council's business.

### **5.0 IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Data Protection; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

#### **5.1 Constitution & Legal**

The recommendations are in accordance with the law and the Constitution. Whilst the Local Government (Committees and Political Groups) Regulations 1990 apply to most committees, there are exceptions – including where Council agrees unanimously not to apply them.

### **6.0 WARDS/COMMUNITIES AFFECTED**

6.1 All Wards

### **7.0 ACRONYMS**

None

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Background papers:- None

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#### **Lead Contact Officer**

Name and Post: Julie Britton, Democratic Services Officer  
Email: julie.britton@breckland.gov.uk

**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Mandatory Service.**

#### **Appendices attached to this report:**

Appendix A Council Appointments to Committees and Panel 2021 - 2022



**APPOINTMENTS TO COMMITTEES  
2021 / 2022**

Committee/Organisation	Members
<p><b>Anglia Revenues &amp; Benefits Partnership Joint Committee</b></p> <p><b>QUORUM 4</b></p> <p>(Executive Appointments)</p>	<p>Cllr Phil Cowen (Con)</p> <p>Cllr Sam Chapman-Allen (substitute) (Con)</p> <p>Cllr Paul Claussen (substitute) (Con)</p>
<p><b>Governance &amp; Audit Committee</b></p> <p><b>QUORUM 3</b></p> <p>Constitution: 6 Members Political Balance Conservative 5 seats Labour 1 seat</p> <p>Plus one independent, non-voting co-optee (Cannot include Executive Members)</p> <p>(The Chairman of G&amp;A cannot be a Member of the Overview &amp; Scrutiny Commission (O&amp;SC) and no more than two Members may also serve on the O&amp;SC)</p>	<p>Cllr Bill Borrett (Chairman) (Con)</p> <p>Cllr Robert Kybird (Vice-Chair) (Con)</p> <p>Cllr Harry Clarke (Lab)</p> <p>Cllr Kay Grey (Con)</p> <p>Cllr Jane James (Con)</p> <p>Cllr Linda Monument (Con)</p> <p>Cllr Richard Duffield (substitute) (Con)</p> <p>Cllr Terry Jermy (substitute) (Lab)</p> <p>Plus one independent, non-voting co-optee</p>
<p><b>Appointments &amp; Disciplinary Committee</b></p> <p><b>QUORUM 3</b></p> <p>Constitution: 3 Members, plus 3 named substitutes</p> <p>Political Balance: Conservative 2 seats Labour 1 seat</p> <p>(Members cannot also serve on the Appointments &amp; Disciplinary Appeals Committee)</p>	<p>Cllr Sam Chapman-Allen (Con)</p> <p>Cllr Paul Claussen (Con)</p> <p>Cllr Terry Jermy (Lab)</p> <p>Cllr Mike Brindle (substitute) (Lab)</p> <p>Cllr Mark Robinson (substitute) (Con)</p> <p>Cllr Alison Webb (substitute) (Con)</p>
<p><b>Appointments &amp; Disciplinary Appeals Committee</b></p> <p><b>QUORUM 3</b></p> <p>Constitution: 4 Members, plus 2 named substitutes</p> <p>Political Balance: Conservative 3 seats Labour 1 seat</p> <p>(Members cannot also serve on the Appointments &amp; Disciplinary Committee)</p> <p><i>NB: The quorum for the Appointments and Disciplinary Appeals Committee have reverted to 3 in accordance with Standing Order no. 38 which requires the quorum of each Committee and Sub-Committee to be three or one-third whichever is the greater. The previous quorum of 4 was set to ensure a balance of representation from each Council.</i></p>	<p>Cllr Bill Borrett (Con)</p> <p>Cllr Phil Cowen (Con)</p> <p>Cllr Susan Dowling (Lab)</p> <p>Cllr Ian Sherwood (Con)</p> <p>Cllr Gordon Bambridge (substitute) (Con)</p> <p>Cllr Harry Clarke (substitute) (Lab)</p>

Committee/Organisation	Members
<p><b>Shared Memorandum of Agreement Committee</b></p> <p>Constitution: 6 Members, plus 3 named substitutes</p> <p><i>(3 Breckland Members &amp; 3 South Holland Members in accordance with Local Government (Committees and Political Groups) Regulations 1990)</i></p> <p>Political Balance: Conservative 2 seats, Labour 1 seat</p> <p>(Quorum 6 which must comprise 3 members from each authority including at least one Cabinet Member from each authority)</p> <p>Each Council shall appoint three named members who may act as a substitute.</p>	<p>1 x Vacancy (Con)</p> <p>1 x Vacancy (Con)</p> <p>1 x Vacancy (Lab)</p> <p>(substitute) (Con)</p> <p>(substitute) (Con)</p> <p>(substitute) (Lab)</p>
<p><b>Licensing Committee/Committee of the Licensing Authority</b></p> <p><b>QUORUM 5</b></p> <p>Constitution: 15 Members</p> <p>Political Balance: 11 Conservative seats 2 Labour seats 1 Green seat 1 Other</p> <p>(no subs required)</p>	<p>Cllr Marion Chapman-Allen (Chairman) (Con)</p> <p>Cllr Keith Martin (Vice-Chairman) (Con)</p> <p>Cllr Tristan Ashby (Con)</p> <p>Cllr Steve Askew (Con)</p> <p>Cllr Claire Bowes (Con)</p> <p>Cllr Mike Brindle (Lab)</p> <p>Cllr Trevor Carter (Con)</p> <p>Cllr Ed Colman (Con)</p> <p>Cllr Vera Dale (Con)</p> <p>Cllr Susan Dowling (Lab)</p> <p>Cllr Richard Duffield (Con)</p> <p>Cllr Tina Kiddell (Con)</p> <p>Cllr Linda Monument (Con)</p> <p>Cllr Philip Morton (Green)</p> <p>Cllr Taila Taylor (Ind)</p>
<p><b>Member Development Panel</b></p> <p>Political Balance: <b>N/A</b></p>	<p>Cllr Tina Kiddell (Chairman)</p> <p>Cllr Hilary Bushell</p> <p>Cllr Keith Gilbert</p> <p>Cllr Terry Jermy</p> <p>Cllr Lynda Turner</p> <p>Cllr Peter Wilkinson</p>

Committee/Organisation	Members
<p><b>Overview &amp; Scrutiny Commission</b></p> <p><b>QUORUM 4</b></p> <p>Constitution: 12 Members, Political Balance Conservative 9 seats Labour 1 seat *Others: 2 seats</p> <p>*(Green Party entitled to a seat on either Planning <b>or</b> OSC)</p> <p>(Cannot include Executive Members)</p> <p>(The Chairman of Governance &amp; Audit Committee cannot be a Member of the O&amp;SC)</p>	<p>Cllr Rhodri Oliver (Chairman) (Con)</p> <p>Cllr Lynda Turner (Vice-Chairman) (Con)</p> <p>Cllr Tim Birt (Green)</p> <p>Cllr Hilary Bushell (Con)</p> <p>Cllr Vera Dale (Con)</p> <p>Cllr Fabian Eagle (Con)</p> <p>Cllr Terry Jermy (Lab)</p> <p>Cllr Mark Kiddle-Morris (Con)</p> <p>Cllr Robert Kybird (Con)</p> <p>Cllr Ian Martin (Con)</p> <p>Cllr Mike Nairn (Con)</p> <p>Cllr David Wickerson (Ind)</p> <p>Cllr Roger Atterwill (substitute) (Ind)</p> <p>Cllr Harry Clarke (substitute) (Lab)</p> <p>Cllr Helen Crane (substitute) (Con)</p> <p>Cllr Philip Morton (substitute) (Green)</p> <p>Cllr Peter Wilkinson (substitute) (Con)</p>
<p><b>Planning Committee</b></p> <p><b>QUORUM 4</b></p> <p>Constitution: 12 Members Political Balance: Conservative 9 seats Labour 1 seat *Others: 2 seats</p> <p>*(Green Party entitled to a seat on either Planning <b>or</b> OSC)</p>	<p>Cllr Nigel Wilkin (Chairman) (Con)</p> <p>Cllr Peter Wilkinson (Vice-Chairman) (Con)</p> <p>Cllr Roger Atterwill (Ind)</p> <p>Cllr Claire Bowes (Con)</p> <p>Cllr Marion Chapman-Allen (Con)</p> <p>Cllr Harry Clarke (Lab)</p> <p>Cllr Helen Crane (Con)</p> <p>Cllr Vera Dale (Con)</p> <p>Cllr Philip Duigan (Con)</p> <p>Cllr Keith Gilbert (Ind)</p> <p>Cllr Robert Kybird (Con)</p> <p>Cllr Keith Martin (Con)</p> <p>Cllr Mike Brindle (substitute) (Lab)</p> <p>Cllr Hilary Bushell (substitute) (Con)</p> <p>Cllr Mark Kiddle-Morris (substitute) (Con)</p> <p>Cllr Ian Martin (substitute) (Con)</p> <p>Cllr Linda Monument (substitute) (Con)</p> <p>Cllr Taila Taylor (substitute) (Ind)</p> <p>Cllr David Wickerson (substitute) (Ind)</p>

Committee/Organisation	Members
<b>Local Plan Working Group</b>	Cllr Paul Claussen (Chairman) Cllr Jane James (Vice-Chairman) Cllr Hilary Bushell Cllr Mark Kiddle-Morris Cllr Ian Martin
<b>Breckland Area Museums Committee (as Joint Committee Service Level Agreement)</b>	Cllr Robert Kybird (Chairman) Cllr Claire Bowes Cllr Hilary Bushell Cllr Harry Clarke Cllr Chris Harvey

**BRECKLAND DISTRICT COUNCIL**

**Report of:** Maxine O' Mahony, Executive Director– Strategy & Governance and Monitoring Officer

**To:** Full Council (Annual Meeting) – 29 April 2021

**Author:** Julie Britton, Democratic Services Officer

**Subject:** Representatives on Outside Bodies 2021/22

**Purpose:** Council is requested to approve the appointment of representatives on Outside Bodies for 2021/22

**Recommendation(s):**

- 1) That Council appoint the most suitable representatives to serve on the list of Outside Bodies.

**1.0 BACKGROUND**

- 1.1 The Council currently appoints representatives to over 30 organisations. Appointments are made to these outside bodies for various reasons, for instance following an invitation by the outside body or to enable the authority to be represented on national forums and groups.
- 1.2 The Council's Constitution, which sets out how the Council operates, provides that appointments to outside bodies will be made at the annual meeting of the Council. Appointments may also be made by a committee or an officer with delegated power to make the appointment, or by the Cabinet if the appointment relates to an executive function. Should an appointment need to be made or altered during the municipal year, this can be done at an ordinary meeting of Full Council.
- 1.3 All Outside Bodies are asked to provide information on any changes to their organisation and any additional information in respect of the aims and objectives of the body, along with confirmation as to whether the body has insurance for professional indemnity, public liability and employer liability, and whether this insurance would protect our appointees. Details are available on request.
- 1.4 Appendix A to this report sets out the Council's current representation on Outside Bodies and details the vacancies.
- 1.5 The policy adopted by Council requires due consideration to be given to appointing suitably qualified, experienced and knowledgeable Members.
- 1.6 Members appointed should be able to attend meetings regularly.

**2.0 INSURANCE**

- 2.1 Details are held on public and employers' liability insurance for each organisation, members are asked to note the following:
  - Where the Council's representative is an adviser or observer only, the role does not include a decision-making function so any risk is minimal;

- Where the Council's representative serves in an executive capacity it is suggested that the appropriate indemnity insurance should amount to £5,000,000 public liability and £5,000,000 employer's liability, the latter being, in any case, a statutory requirement where the organisation concerned is a company;
- Where the outside organisation is controlled or influenced by one or more local authorities, the individuals serving on the body could look to the authority(ies) for indemnity.

2.2 The law does however now allow the Council to insure its members on outside bodies and our corporate insurance does include suitable provisions.

### **3.0 OPTIONS**

3.1 That appointments are made to all outside bodies as set out in Appendix A with new appointments where necessary;

3.2 That Council do not appoint to any outside bodies;

3.3 That Council appoint only to certain outside bodies.

### **4.0 REASONS FOR RECOMMENDATION(S)**

4.1 To ensure Breckland Council has representation on outside bodies and that that the most suitable representative(s) is appointed to serve on the relevant Outside Body.

### **5.0 EXPECTED BENEFITS**

5.1 The expected benefits of appointments are that they ensure the Council has representation and therefore a voice on appropriate outside bodies throughout the District.

5.2 To create partnership working across the District.

5.3 Councillors appointed have the opportunity to update full Council meetings on the work of each outside body.

### **6.0 IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

#### **6.1 Carbon Footprint / Environmental Issues**

6.1.1 Councillors are expected to travel to meetings of outside bodies, which can have an impact on the individual's carbon footprint. There may be an expectation that Councillors print copies of paperwork for meetings.

#### **6.2 Constitution & Legal**

6.2.1 Full Council has the authority to appoint, nominate or remove representatives to outside bodies. The Cabinet may also make appointments.

### **6.3 Corporate Priorities**

6.3.1 Having representatives appointed to outside bodies ensures that the District is well represented at each organisation. Councillors can, where appropriate, ensure that Breckland's priorities are voiced, (the priorities are detailed within the Corporate Plan) and help to achieve common goals.

### **6.4 Financial**

6.4.1 Travel and subsistence allowances are payable in respect of attendance at meetings of all outside bodies and budget provision has been made for this. Details are set out in the Scheme of Payments of Members' Allowances, at Part 6 of the Council's Constitution.

### **6.5 Health & Wellbeing**

6.5.1 A number of the outside bodies to which appointments are made have a direct impact on the health or wellbeing of individuals.

### **6.6 Stakeholders / Consultation / Timescales**

6.6.1 All outside bodies listed within the Schedule at Appendix A are stakeholders.

### **6.7 Other**

6.7.1 Councillors will be aware that the Council makes provision for Councillors who represent the Authority to report to the Overview and Scrutiny Commission on an outside body. Councillors who are appointed are encouraged to submit reports on matters which have an impact on the Council or the Council's stewardship of the district. It is not expected that representatives will report on all matters discussed at meetings of outside bodies.

6.7.2 It should be noted, however, that councillors must not disclose information which is confidential to the outside body, unless prior consent has been given. If unsure, councillors are asked to check with the outside body before submitting a report to the Overview and Scrutiny & Commission.

## **7.0 WARDS/COMMUNITIES AFFECTED**

7.1 Appointments may have an effect on Breckland as a whole district; however, it is not considered that the appointment itself would have a significant effect on the District, other than to ensure representation of the authority.

## **8.0 ACRONYMS**

8.1 None

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Background papers:- None

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### **Lead Contact Officer**

Name and Post:

Julie Britton, Democratic Services Officer

Email:

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**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Discretionary Service.**

**Appendices attached to this report:**

Appendix A                      Outside Body - Councillors Appointments 2021/22



**REPRESENTATIVES ON OUTSIDE BODIES  
2021**

<b>Organisation</b>	<b>Current/New Representative(s)</b>
A47 Alliance	Councillor Paul Claussen
	Councillor Gordon Bambridge (sub)
	Councillor Paul Hewett (sub)
Attleborough Development Partnership	Councillor Tristan Ashby
Banham Poultry Ltd Community Liaison Committee	Councillor Keith Martin
Charles Burrell Museum Trust	Councillor Jane James
East Harling Internal Drainage Board	Councillor Stephen Askew
East of England Local Government Association (EELGA)	Councillor Sam Chapman-Allen
East of England Local Government Association – Improvement & Efficiency Panel	Councillor Sam Chapman-Allen
East of England Local Government Association – Infrastructure & Growth Panel	Councillor Paul Claussen
Greater Thetford Partnership	Councillor Sam Chapman-Allen
	Councillor Terry Jermy
Hamond's Educational Charity	Councillor David Wickerson
	Councillor Fabian Eagle
Health & Wellbeing Board	Councillor Alison Webb
	Councillor Sam Chapman-Allen (sub)
Hingham Education Trust	Councillor Nigel Wilkin
Iceni Partnership	Councillor David Wickerson
Keystone Development Trust	Councillor Mark Robinson
Local Government Association - Network Assembly	Councillor Sam Chapman-Allen
	Councillor Paul Claussen (sub)

<b>Organisation</b>	<b>Current/New Representative(s)</b>
Norfolk Armed Forces Covenant Board	Councillor Sam Chapman-Allen
	Councillor Paul Claussen (sub)
Norfolk Arts Forum Steering Committee	Councillor Mark Robinson
Norfolk County Playing Fields Association	Councillor Mark Robinson
Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel	Councillor Alison Webb
	Councillor Trevor Carter (sub)
Norfolk Health Overview Scrutiny Committee	Councillor Robert Kybird
	Councillor Helen Crane (sub)
Norfolk Joint Museums and Archaeology Committee	Councillor Robert Kybird
	Councillor Helen Crane (sub)
Norfolk Parking Partnership Joint Committee	Councillor Paul Hewett
	Councillor Philip Cowen (sub)
Norfolk Police & Crime Panel	Councillor Gordon Bambridge
	Councillor Mark Robinson (sub)
Norfolk Rail Group	Councillor Paul Claussen
Norfolk Records Joint Committee	Councillor Robert Kybird
	Councillor Marion Chapman-Allen (sub)
Norfolk Rivers Internal Drainage Board	Councillor Gordon Bambridge
	Councillor Bill Borrett
	Councillor Linda Monument
Norfolk Waste Partnership	Councillor Gordon Bambridge
	Councillor Paul Claussen (sub)
Supporting People Commissioning Body – Member Champions Group	Councillor Trevor Carter
The Queen Elizabeth Hospital NHS Trust	Councillor Peter Wilkinson
Water Resources East – Strategic Advisory Board	Councillor Gordon Bambridge Councillor Paul Claussen (sub)

Organisation	Current/New Representative(s)
Wayland Partnership	Councillor Claire Bowes
	Councillor Helen Crane
Your Voice in Breckland (formerly known as Breckland Older Peoples' Forum)	Councillor Lynda Turner
Youth Action Groups (part of the Youth Advisory Board)	Councillor Hilary Bushell (Dereham)
	Councillor Ed Colman (Swaffham)
	Councillor Vera Dale (Attleborough)
	Councillor Jane James (Thetford)
	Councillor Tina Kiddell (Watton)
Youth Advisory Board	Councillor Peter Wilkinson
	Councillor Vera Dale