

Council

Agenda

Members of the Council

Mrs J Leggett (Chairman)	Mrs K A Vincent (Vice Chairman)
Mr A D Adams	Miss T E Lodge
Mrs C H Bannock	Mr I J Mackie
Mr D Buck	Mr Andrew M Mallett
Mr P H Carrick	Mrs T M Mancini-Boyle
Ms S J Catchpole	Mr I N Moncur
Mr S M Clancy	Mr G K Nurden
Mrs J K Copplestone	Mr F O'Neill
Mr S Dunn	Mr G Peck
Mr J J Emsell	Mr A J Proctor
Mr G Everett	Mr V Ray-Mortlock
Mr J F Fisher	Mr S Riley
Mr R R Foulger	Mrs B H Rix
Mr R F Grady	Mr D Roper
Mrs S C Gurney	Mr N C Shaw
Mr C Harrison	Mr M D Snowling MBE
Mr D G Harrison	Mr V B Tapp
Mrs L H Hemsall	Mr S A Vincent
Miss J R Keeler	Mr D C Ward
Mr R J Knowles	Mr J M Ward
Mr B S Kular	Mr F Whymark
Mr T W Landamore	Mr D B Willmott
Miss S Lawn	Mr S D Woodbridge
Mr K G Leggett MBE	

Group meetings:

Conservative Group	Trafford Room (6.00pm)
Liberal Democrat Group	John Mack Room (6.00pm)

Date

Thursday 6 September 2018

Time

7.00pm

Place

Council Chamber

Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

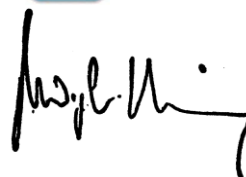
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29 August 2018

The Openness of Local Government Bodies Regulations 2014

Under the above Regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a protocol, a copy of which will be displayed outside of each meeting room and is available on request.

**The Chairman will ask if anyone wishes to
film / record this meeting**

A G E N D A

Page No

- | | | |
|----------|--------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1 | Presentation by T/Chief Inspector Hornigold and Supt Harvey on Crime Profile Overview | |
| 2 | To receive declarations of interest under Procedural Rule no 8 | |
| 3 | Apologies for absence | |
| 4 | Minutes | |
| | To consider the Minutes of the meeting held on 12 July 2018 | 5 – 18 |
| 5 | Matters Arising (if any) | |
| 6 | Announcements | |
| | To receive announcements from | |
| | (1) The Chairman | 19 |
| | (2) The Vice Chairman | |
| | (3) The Leader | |
| | (4) Members of the Cabinet | |
| | (5) Head of Paid Service | |
| 7 | Questions from the public | |
| | To consider any questions received from members of the public in accordance with Procedural Rule 10. | |
| 8 | Public Speaking | |
| | To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda. | |
| | In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only) | |
| 9 | Overview and Scrutiny Committee | |
| | To receive the non-exempt Minutes of the meetings held on | |
| | (1) 17 July 2018 | 20 – 27 |
| | (2) 24 July 2018 | 28 – 35 |
| | (3) 21 August 2018 | 36 – 41 |

10 Cabinet

- (1) To receive the non-exempt [Minutes of the meeting held on 31 July 2018](#) 42 – 47

- (2) To receive the [Decisions of the meeting held on 28 August 2018](#) 48 – 49

The following items require consideration by Council:

Item no: 8 - Update to Local Development Scheme

[To consider approval of the updated Scheme](#) (August 2018) 50 – 63

Item no 11 – A Case for Change – Business Case for Changing the Governance of Norfolk Fire and Rescue Service

To consider the Council's response to the Consultation – Cabinet recommended that a negative response be made to the proposal as it was considered that the funding assumptions in the Business Case were flawed and the appraisals of the options were inappropriate

Full text of the Commissioner's case available at :
<https://www.norfolk-pcc.gov.uk/news/pcc-launches-public-consultation-over-fire-governance>

11 Audit Committee

- (1) To receive the [Minutes of the meeting held on 26 July 2018](#) 64 – 69

- (2) To receive a presentation on the work of the Audit Committee

12 Licensing and Regulatory Committee

To receive the Minutes of the meetings held on

(1) [25 July 2018](#) 70 – 73

(2) [8 August 2018](#) 74 – 75

13 Planning Committee

To receive the [Decisions from the meeting held on 1 August 2018](#) 76

14 Standards Committee – Co-opted Parish and Town Council Representatives

To note and endorse the appointment of Ruth Goodall of Weston Longville Parish Council and Nigel Brennan of Upton with Fishley Parish Council as the new co-opted members of the Standards Committee

15 Questions from Members

To consider questions from Members received in accordance with Procedural Rule 12.4.

16 Motions

To consider any motions received in accordance with Procedural Rule 13.

17 Changes to Committees/Outside Organisation Appointments

To consider any changes proposed by the respective Group Leaders

18 Changes to the Current Executive Arrangements and the Constitution

Further to Minute 28 of the meeting held on 12 July 2018, the Leader has, in accordance with Part Three 15.9 of the Constitution, advised the Head of Democratic Services and Monitoring Officer of his decision to make the following changes to the current Executive arrangements:

The title of the Transformation portfolio has been amended to Transformation and Organisational Development, which has involved the transfer of a number of responsibilities from the Policy portfolio;

The title of the Communities and Housing portfolio has been amended to Housing and Wellbeing.

As a result, the Head of Democratic Services and Monitoring Officer has exercised his delegated authority under Part Three (14) of the Constitution, to make consequential amendments to the Constitution to reflect the increase in the number of portfolios, the changes in portfolio titles and the transfer of certain responsibilities within those portfolios to reflect the Leader's decision.

A copy of the amended Constitution (which went live on 13 August 2018) can be found at https://www.broadland.gov.uk/downloads/download/142/council_constitution

Council is asked to note the Leader's decision and the resultant action taken by the Head of Democratic Services and Monitoring Officer.

P C Kirby
Chief Executive

Minutes of a meeting of the **Council** held at County Hall, Martineau Lane, Norwich, NR1 2DH on **Thursday 12 July 2018** at **8.15 pm** when there were present:

Mrs J Leggett – Chairman

Mr A D Adams	Mr R F Grady	Mr V Ray-Mortlock
Mrs C H Bannock	Mrs S C Gurney	Mr S Riley
Mr D Buck	Mr D G Harrison	Mrs B H Rix
Mr P H Carrick	Mr R J Knowles	Mr D Roper
Ms S J Catchpole	Miss S Lawn	Mr N C Shaw
Mr S M Clancy	Mr K G Leggett MBE	Mr M D Snowling MBE
Mrs J K Copplestone	Miss T E Lodge	Mr V B Tapp
Mr S Dunn	Mrs T M Mancini-Boyle	Mrs K A Vincent
Mr J J Emsell	Mr I N Moncur	Mr S A Vincent
Mr G Everett	Mr G K Nurden	Mr D C Ward
Mr J F Fisher	Mr G Peck	Mr J M Ward
Mr R R Foulger	Mr A J Proctor	Mr F Whymark

Mr D Poole-Gotto of UNISON – Broadland Branch attended the meeting for its duration.

Also in attendance were the Chief Executive, the Deputy Chief Executive, the Head of Democratic Services & Monitoring Officer, the Head of Finance and Revenue Services, the Head of Corporate Resources and the Committee Officer (DM).

The formal meeting of the Council was preceded by a joint briefing session for all Members of Broadland and South Norfolk Councils on collaborative working.

24 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member/Officer	Minute No & Heading	Nature of Interest
The Head of Democratic Services and Monitoring Officer (on behalf of all staff present)	34 Broadland and South Norfolk Feasibility Study	Personal interest on behalf of all staff present as potentially affected by the proposals

25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs L H Hemsall, Mr T W Landamore, Mr I J Mackie and Mr D B Willmott.

26 BY ELECTION – AYLSHAM WARD – 24 MAY 2018

Members received the results of the Aylsham Ward By Election and the Chairman welcomed Ms Catchpole to the Council.

27 MINUTES

The Minutes of the meeting held on 15 May 2018 were confirmed as a correct record and signed by the Chairman.

28 ELECTION OF LEADER

Following the appointment of Mr Proctor as Leader of Norfolk County Council and his subsequent resignation as Leader of Broadland District Council, the Chairman invited nominations for a new Leader for the remainder of the current municipal year. It was proposed, seconded and

RESOLVED

to appoint Mr S Vincent as the Leader of the Council for the remainder of the current municipal year.

The Leader stated he was proud and privileged to be elected Leader and to accept this responsibility. He thanked Mr Proctor for his commitment to leading Broadland forward as an exemplar Council and that he hoped to continue with this work. He cared about Broadland residents and the prosperity of Broadland. In his various roles, particularly on the Greater Norwich Development Partnership, he had been able to build relationships with senior officials of other authorities and organisations and wanted to continue to do this to enhance further partnership working. Broadland was a caring, listening Council and he assured Members this would continue. The Council valued and appreciated its staff and these were its key asset. The Council would be faced with some big decisions ahead and needed strong, ambitious leadership. The Leader wished Mr Proctor well in his new role as Leader of Norfolk County Council and stated that Broadland's loss was the County's gain.

The Leader advised the Council of his Cabinet appointments for the remainder of the current municipal year as follows:

Mrs T Mancini-Boyle	Finance & Deputy Leader
Mr R Foulger	Communities & Housing
Mr J Fisher	Environmental Excellence
Mrs J Copplestone	Economic Development
Mr S Vincent	Policy
Mr I Moncur	Planning
Mr G Peck	Transformation

RESOLVED

to note the appointments.

29 ANNOUNCEMENTS

Members noted the civic engagements undertaken by the Chairman and Vice-Chairman of the Council since the last meeting.

The Leader drew Members' attention to two matters on which the Council was likely to be consulted in the near future: the Government's 25 year Environment Plan and the Coastal Partnership's proposals to improve coastal resilience.

30 QUESTIONS FROM THE PUBLIC

It was noted that there had been no questions received from the public.

31 PUBLIC SPEAKING

The following representation was made:

Mr D Poole-Gotto – UNISON (Broadland Branch)

"I refer you to UNISON's three written submissions regarding the Feasibility Report and thank the Overview & Scrutiny Committee and Cabinet for their consideration of the substantive requests for: A no compulsory redundancy policy, no reduction of terms and conditions and consideration of the needs of staff who are requested to work at a new site. UNISON reiterates these requests. Much has been said about how important the staff are to successful collaboration, and how there needs to be a buy-in from staff. Staff are inevitably concerned about potential change and uncertainty that it brings. Some have mentioned that, what started as an exercise to investigate in which areas it was feasible to work collaboratively, has gathered pace and scope, and quickly evolved to a position where the interim report stated there was no real serious obstacle to collaboration.

There is a lot of interest in what the culture of a new collaboration would be. It does not help encourage staff buy-in to hear at presentations that differences in culture will not be a big issue. UNISON is of the opinion that there are big cultural differences, and how any new joint culture is developed will be a significant issue. UNISON is pleased to see the LGA joint culture sessions are planned for senior staff and councillors but would like to see frontline staff and UNISON representatives also have an opportunity to contribute. UNISON questions the timing of the sessions, as we believe the new MD should be involved and have a key role in shaping and developing the new culture. UNISON also has some concern about how the Joint Senior Management Team can be in place when Joint T&Cs are aligned in Sept/Oct 2019.

It has been suggested that collaboration would benefit staff, in terms of career opportunities, and that the collaborating organisations will become the employer of choice. We believe Broadland is already the employer of choice in the area. Staff enjoy working for Broadland. There is something special about working for Broadland and elements of this could be put at risk by entering into this arrangement. If it goes ahead, how the authority deals with organisational change and how it treats its staff in this early implementation phase, will define what the new culture of the organisation will become.

UNISON acknowledges that an enormous amount of work has been carried out for the study, but appreciates that the report includes many estimated predictions. The devil as always, will be in the detail. I am sure you will only vote in favour of the recommendations, if the report convinces you that the collaboration will result in benefits to: Broadland residents, Broadland businesses and Broadland staff. Whatever the outcome, UNISON will continue to feedback UNISON members' views and positively engage in consultations and negotiations with the organisation.

32 OVERVIEW AND SCRUTINY COMMITTEE

The Minutes of the Overview and Scrutiny Committee meetings held on 22 May, 29 May and 26 June 2018 were received.

26 June 2018

Minute no 15 - Broadland and South Norfolk Feasibility Study

The Leader of the Opposition (Mr Riley) referred to the recommendation to Cabinet arising from consideration of this matter by the Overview and Scrutiny Committee which had not been supported by Cabinet. He felt the recommendation reflected what was best for the Council in terms of managing change. A no compulsory redundancy policy would enable staff to feel secure in the evolutionary process of collaboration where the end was rather unknown and avoid issues of losing valuable staff. He proposed, duly seconded, that the Council support the recommendation of the Overview and Scrutiny Committee as follows:

"That a no compulsory redundancy agreement be included in the proposals included in the Feasibility Study. The agreement to be limited to redundancies arising as a result of collaboration, but excluding those resulting from external factors beyond the control of the two autonomous councils."

Concerns were raised that it would not be practical to guarantee no compulsory redundancies. As stated in the Feasibility Study and at Cabinet and Overview and Scrutiny Committee, there was no ambition to seek compulsory redundancies but the new Joint Managing Director would need to

be in place, together with other arrangements, before these matters were considered. On being put to the vote, with 5 members voting for, 30 against and 1 abstention, the proposal was LOST.

33 CABINET REPORTS

The Minutes of the Cabinet meetings held on 5 June and 2 July 2018 were received.

5 June 2018

Minute no 9 – Non-Domestic Rate Business Growth Discount Policy

The Portfolio Holder for Finance invited Members to support the proposal to allow business rates to be reduced in full or in part for a period of 12 months to encourage new businesses to the district. The practice was in line with schemes operated by South Norfolk and Waveney Councils.

RESOLVED

to

- (1) adopt the Policy (attached at Appendix 1 to the signed copy of these Minutes) to implement a Non-Domestic Rate Business Growth Discount Scheme. The scheme would delegate authority to make decisions in individual cases to the Head of Finance and Revenue Services and the Head of Economic Development in consultation with the relevant Portfolio Holders and
- (2) require that any appeal decision be made by the Chief Executive in consultation with the Leader (Policy).

2 July 2018

Minute no 19 (agenda Item no: 11) – Broadland and South Norfolk Feasibility Study

This matter was considered at Minute no 34 below.

34 BROADLAND AND SOUTH NORFOLK FEASIBILITY STUDY

The Chairman of the Council stated that, prior to the meeting, Members had received a joint presentation with South Norfolk Council Members on the collaboration feasibility study. The feasibility study had also been considered

by the Overview and Scrutiny Committee and the Cabinet and various opportunities given to all Members to raise any questions or concerns about the feasibility study. In response to her invitation to raise any further issues for clarification, no further matters were raised.

The Council had received a Motion under Procedural Rule 13 from Cllr S Riley, seconded by Cllr D Roper, and Cllr Riley had confirmed he wished the Motion to be considered in its entirety with no amendments. The Chairman then invited Council to debate the Motion before them.

Cllr Riley presented his motion to Council:

“The Council, in examining the Broadland & South Norfolk Feasibility Report, recognises in principle the potential benefits of collaborative working. Further, the Council understands the indicative points and nature of future savings re cost reductions. The indicative aspirations to benefit our residents, local businesses and our staff working to a larger strategic scale.

The Council recognises that the report points to risk due to the indicative nature of the report at this feasibility stage and points to the need for an exit strategy should either council step- back from collaborative working. The Council further recognises that in the event of withdrawal at any stage over the next 5-year period there could be adverse consequences in terms of staff posts, departments that had been aligned and therefore service to residents. This may also result in any saving to that date being undermined in terms of budget to run the Council resulting in adverse costs to the Council. At this stage of the feasibility report it is not possible to fully quantify or mitigate for such an outcome over the next 5 years. In positive support of the Study Report, the Council recognises the need to better support the case for future collaborative working.

Therefore, the Council resolves in support of the Feasibility Study Report and collaborative working.

(a) To commission a further robust and prudent stage, by conducting a business case study.

(b) To enable a comprehensive report of departments and staff requirements with a view of reducing risk and to minimise possible adverse effects on staff, the running of the Council, adverse costs and service to residents in the event of a withdrawal and to better support the case for the possibility of collaborative working with South Norfolk District Council.

(c) To complete the business case study and report within a 12 month period.

(d) To not implement at this stage the recruitment of a Managing Director or

heads of department teams.

(e) To maintain current arrangements re planning interim position until the business case study is complete for further review and final member deliberation and resolve.”

In seconding the motion, Mr Roper stated the Motion was not one of being against collaboration and contained no negative proposals or comments about the work undertaken on collaboration. He alluded to the ongoing work by the Police and Crime Commissioner in relation to the Police and Fire Services which had started with a feasibility study and had now led to the commissioning of a business case to provide an informed document with full implications. The Broadland and South Norfolk feasibility report was not a full business case. It included some facts, some opinions and some indicative information. Other collaboration arrangements referred to did not reflect the South Norfolk / Broadland situation. He felt there was a need to move to the development of a business case and to listen to staff, as over a quarter of Broadland staff had not expressed a positive view of the proposals in the recent staff survey. Reference in the feasibility study to the risks, the exit strategy and costs was very minimal with little detail and implications.

A number of Members then expressed the view that the Motion was ill timed and that there were sufficient safeguards in place to mitigate risks. A considerable amount of work had been undertaken to reach the point where an informed decision could be made by Members. Opportunities had been available to raise questions as the study progressed and there was sufficient buy-in to move forward with the proposals. If serious about collaborative working and the benefits for residents, businesses and staff, there was a need for an element of trust in working together. It would be difficult to produce a business case in the 12 months proposed and the added delay would generate more uncertainty for staff.

In reply, the Leader of the Opposition stated that the feasibility study was part of an evolutionary process and that the production of the final report was the opportunity to examine the proposals and comment on the facts accordingly. With regard to the reference to trust, he commented that the process should be dependent on a business case as there were a number of factors, which could happen, and a more scientific approach was needed.

On being put to the vote, with 5 Members voting for, 31 against, the Motion was LOST.

It was then proposed, duly seconded that Council support the recommendations contained in the report.

In supporting the recommendations, a Member thanked all staff and Councillors for the considerable amount of time and effort given to the

preparation of the feasibility study. Collaborative working was not a new concept and existed in many different models. There were benefits for residents / businesses and staff together with potential financial benefits although this was not the main driver. The Councils and Members were in control of the evolutionary journey with a clear direction to the next steps which was the appointment of the Joint Managing Director, followed by the senior management team and a joint officer team.

On being put to the vote, with 31 Members voting for, 5 against, it was

RESOLVED

- (1) that Broadland and South Norfolk Councils to agree the proposals set out in the feasibility report for collaborative working, forming One Joint Officer Team across the two autonomous Councils. The required interdependent elements to deliver this are set out below:
 - (a) the route map for delivery of the collaborative working. (Sections 9 to 19 of the report)
 - (b) the deletion of both councils' current Chief Executive roles and that a new post of Joint Managing Director (Head of Paid Service) be created. Details of the proposed appointment to this post will be provided to the Councils in line with the timeline outlined in the report. (Sections 10.4 to 10.8)
 - (c) subsequent to the appointment of a Joint Managing Director, the establishment of a joint senior management team and one joint officer team across the two autonomous councils. (Sections 10.10 to 10.12)
 - (d) that the current joint management arrangements in planning continue in line with the existing 12 months interim arrangements until January 2019 and that work commences on the development of a joint planning team in accordance with the timeline as set out in the report. (Section 10.13)
 - (e) the establishment of a growth delivery team to accelerate and promote quality development in the delivery of the districts' strategic sites as set out in Appendix 4 of the report and for a report to be brought to Cabinet to establish the most appropriate operational approach and resource to establish the growth delivery team within an agreed budget.
 - (f) the budget for the one joint officer team transition costs, and the other identified implementation costs. (Sections 20.33 to 20.37)

- (g) the provisional costs/savings split as set out in section 20 of the report and its accompanying principles and that responsibility to refine this cost/savings split be delegated to the S151 officers of both Councils, in consultation with the Leaders of each Council, as part of the development of budgets for 2019/20. The final decision by Members on the cost/saving split between the two councils will be made as part of the budget setting process for 2019/20. (Sections 20.16 to 20.25)
- (2) to note that South Norfolk Council would be required to approve the ceasing of employment of the Chief Executive with the delegation of the exit arrangements, including the effective date and terms to the South Norfolk Section 151 Officer and the lead HR Business Partner, the details of which would be shared with the South Norfolk Leader and the Deputy Leader. This was in line with South Norfolk Council's Constitution and the Local Authorities (Standing Orders) (England) Regulations 2001. This decision was subject to a five-day objection period. (Sections 10.4 to 10.9)

35 APPOINTMENT OF JOINT MANAGING DIRECTOR

Following the earlier decision to approve the feasibility study and proceed with the collaborative arrangement with South Norfolk Council, the Portfolio Holder for Transformation invited Members to support the recommendations contained in the report of the Monitoring Officers from South Norfolk and Broadland Councils, requested by the respective Council Cabinets, regarding the process for recruiting a Joint Managing Director.

RESOLVED

to

- (1) agree the setting up of the Joint Appointment Panel for the recruitment of the Joint Managing Director post as follows, with the membership of the Panel delegated to the respective Group Leaders of Broadland District Council and South Norfolk Council:
 - (a) A Panel, to be known as the Joint Appointment Panel, is formally established and takes ownership of the recruitment process for the Joint Managing Director.
 - (b) Attendance at meetings held by the Panel are an approved duty for the purposes of the respective Council's Members' Allowances Scheme.

- (c) Broadland District Council shall appoint four Members to the Panel, with political representation applied 3 Conservatives: 1 Liberal Democrat (with substitutes).
 - (d) South Norfolk Council shall appoint four Members to the Panel, with political representation applied 3 Conservatives: 1 Liberal Democrat (with substitutes).
 - (e) The meeting will appoint its own Chairman, who will not have a casting vote and who shall not be either Council's Leader
 - (f) Any recommendation by the Panel for the appointment of the Joint Managing Director requires a clear majority from each Council.
 - (g) In the event that any decisions are required outside of the remit of the Joint Appointment Panel, then any such matters be delegated to the respective Chief Executives in consultation with the respective Group Leaders.
 - (h) The Panel will be authorised to agree statements specifying the job description and person specification of the Joint Managing Director post (Head of Paid Service for both Councils) and be responsible for all matters relating to the recruitment process.
 - (i) Both Councils are requested to approve the appointment of the East of England Local Government Association (EELGA) as recruitment advisor role for the process.
 - (j) Wider Members will also have the opportunity to meet candidates as part of the selection process and an informal social opportunity will be held for Members and stakeholders to meet candidates.
- (2) agree to the appointment of EELGA as recruitment advisor for the process.

36 PLANNING COMMITTEE

The decisions of the Planning Committee meetings held on 6 June and 4 July 2018 were received.

37 LICENSING AND REGULATORY COMMITTEE

The non-exempt Minutes of the Licensing and Regulatory Committee meetings held on 2 May, 15 May and 30 May 2018 were received. The Chairman of the Committee thanked staff involved in the cases presented to the Committee which had been challenging to determine.

38 AUDIT COMMITTEE

The Minutes of the Audit Committee meeting held on 28 June 2018 were received. The Chairman commented that no concerns had been raised from the internal audits carried out for 2017/18 and in the Annual Governance statement for 2017/18. Members welcomed the outcomes and congratulated officers on the achievement.

39 ADOPTION OF HORSFORD NEIGHBOURHOOD PLAN

The outcome of the referendum held on 5 July 2018 had been to support the use of the Plan and the Portfolio Holder for Planning invited Members to adopt the Plan.

RESOLVED

to adopt the Horsford Neighbourhood Plan.

40 BROADLAND GROWTH LIMITED

Having regard to the timing of the work being undertaken and the need to maintain consistency in the work of the Company, the Leader invited Members to consider amending the criteria for the appointment of the Council's three Directors of Broadland Growth Limited from the Chief Executive, the Leader and the Portfolio Holder for Planning to, instead, the Chief Executive, the Leader and one other Member to be determined by Council. Members supported the proposal and it was

RESOLVED

to

- (1) amend the criteria for the appointment of the Council's three directors of Broadland Growth Limited from the Chief Executive, the Leader and the Portfolio Holder for Planning to, instead, the Chief Executive, the Leader and one other Member to be determined by Council;

- (2) appoint the Chief Executive, the Leader and Cllr A Proctor as Directors of Broadland Growth.

41 CHANGES TO COMMITTEES AND APPOINTMENTS

Members were advised of changes to committees and appointments.

RESOLVED

to note and endorse the following changes:

Post / Committee	Add	Remove
Leader of the Council	Mr Vincent	Mr Proctor
Deputy Leader of the Council	Mrs Mancini-Boyle	Mr Clancy
Conservative Group Leader	Mr Vincent	Mr Proctor
Conservative Deputy Group Leader	Mrs Mancini-Boyle	Mr Clancy
Liberal Democrat Group Leader	Mr Riley	Mr D Harrison
Portfolio Holder for Policy	Mr Vincent	Mr Proctor
Portfolio Holder for Economic Development	Mrs Copplestone	Mr Clancy
Portfolio Holder for Planning	Mr Moncur	Mr Vincent
Portfolio Holder for Transformation	Mr Peck – new Portfolio	
Appeals Panel	Ms Catchpole Mr Everett	Mr D Harrison Mrs Hemsall
Appointments and Pay Panel	Mr Riley Ms Catchpole (sub)	Mr D Harrison Mr Riley (sub)
Awards Panel	Ms Catchpole (sub)	Mr D Harrison (sub)
Economic Success Panel	Mrs Bannock	Mrs Hemsall
Environmental Excellence Panel	Mr D Roper	Mrs B Rix
Licensing and Regulatory	Mrs Bannock	Mrs Hemsall
Overview and Scrutiny Committee	Ms Catchpole Mr Riley Mr O'Neill Mr G Everett	To fill vacancy To fill vacancy Mrs Copplestone Mrs Hemsall
Place Shaping Panel	Miss Lawn Mr Willmott	Mr Vincent Mrs Hemsall
Planning Committee	Mr Moncur (sub) Mr Grady Mr Willmott	Mr D Harrison (sub) Mrs Hemsall Mr Moncur Mr Grady (sub) Mr Willmott (sub)

Wellbeing Panel	Ms Catchpole Mr Foulger	Mr Roper Mr Proctor
Joint Scrutiny Group	Mr Nurden	Mrs Hemsall

It was further

RESOLVED

to agree the following changes to the appointment of Chairmen and Vice-Chairmen for the remainder of the current municipal year.

Appeals Panel	Mr Adams to replace Mrs Hemsall as Vice-Chairman
Appointments and Pay Panel	Mr Clancy to replace Mr Vincent as Chairman
Economic Success Panel	Mrs Copplestone to replace Mr Clancy as Chairman
Place Shaping Panel	Mr Moncur to replace Mr Vincent as Chairman
Planning Committee	Miss Lawn to replace Mr Moncur as Chairman Mr Willmott to replace Miss Lawn as Vice Chairman
Wellbeing Panel	Mr Foulger to replace Mr Proctor as Chairman

42 CHANGES TO APPOINTMENTS TO OUTSIDE ORGANISATIONS

Members received and noted the changes proposed as set out below:

changes to appointments to outside bodies:	
Aylsham Cittaslow Committee (Must have resided in Aylsham, or within 3 miles, for the last 12 months; or occupied as owner or tenant any land or premises therein or had their principal place of work there.)	Mr D Harrison
HMP Bure Liaison Committee (2 must be Members of Wards adjoining the prison (Buxton/ Coltishall) and 1 of the council's own choice – current reps are Mrs Copplestone and Mrs Rix)	Mr Whymark
Norfolk Health Overview Scrutiny Cttee (Must be on BDC O&S Cttee)	Mr F O'Neill

changes to appointments to outside bodies which are automatic appointments by virtue of position held :	
Greater Norwich Development Partnership Board	Leader – Mr Vincent Planning Portfolio Holder - Mr Moncur Chair of Planning Cttee – Miss Lawn (subs: Portfolio Holders for Economic Development – Mrs Copplestone Communities & Housing - as current VC of Planning Cttee – Mr Willmott)
Greater Norwich Growth Board	Leader – Mr Vincent (sub Deputy Leader) Mrs Mancini Boyle

Norfolk Strategic Planning Group	Portfolio Holder for Planning – Mr Moncur (sub Portfolio Holder for Communities and Housing – as current)
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changes to appointments to outside bodies which are usually appointments by virtue of position held :	
Rackheath Masterplanning Board (currently Mr S Vincent – sub Mr R Foulger)	No Appointment – no longer meets
Scotow Enterprise Park Partnership Board (currently Mr A Proctor and Mr S Clancy)	Mr Vincent and Mrs Copplestone

43 QUESTIONS FROM MEMBERS

It was noted that no questions had been received from Members in accordance with Procedural Rule 12.4.

The meeting closed at 9:15 pm

CIVIC ENGAGEMENTS

Date	Event	Attended by
July 2018		
5 th	Sports day hosted by the Hall School in Old Catton	Chairman
7 th	Lord Mayor's Celebrations including a street procession hosted by the Lord Mayor of Norwich	Chairman
11 th	Nebula Partnership sponsored run hosted by the Community Sports Foundation at The Nest in Horsford	Chairman
13 th	Annual Summer Reception hosted by the Chairman of Norfolk County Council at Norwich Castle	Vice-Chairman
18 th	Civic tour of Norfolk to promote Norfolk Day (Norwich & Broadland venues)	Vice-Chairman
20 th	Heritage Open Days launch at Catton Park	Vice-Chairman
22 nd	Annual Civic Service hosted by Her Worship the Mayor of the Borough of Gt Yarmouth	Chairman
23 rd	Welcome Reception for Triorca hosted by the Chairman of Norfolk County Council at County Hall	Chairman
25 th	Talk by Katy Jon Went of the Human Library at Broadland Council offices as part of the 10 th annual Norwich Pride celebration	Chairman
August 2018		
14 th	Luncheon hosted by the Norfolk Scouts & Girlguiding for their 15 th Norfolk International Jamboree at the Norfolk Showground	Chairman
16 th	"European Cruise Party" – a Greek themed party for the residents of Brooklands Care Home	Chairman
26 th	East Coast Truckers 33 rd Children's Convoy – departure from County Hall and judging the most impressive truck	Chairman

Overview & Scrutiny Committee

Minutes of a meeting of the **Overview & Scrutiny Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 17 July 2018** at **10.00 am** when there were present:

Mr D G Harrison – Chairman

Mr A D Adams
Mrs C H Bannock
Mr D Buck

Ms S J Catchpole
Mr J J Emsell
Mr R F Grady

Mr G K Nurden
Mrs K A Vincent
Mr D C Ward

Also in attendance were the Head of Democratic Services and Monitoring Officer, Emergency Planning Manager, Senior Community Planning Officer and the Committee Officer (JO).

David Allfrey (Highways and Major Projects Manager) at Norfolk County Council Highways and Lizzie Cooper from Highways England and Mark Frith from Mott MacDonald were in attendance for item 21 – Transport Provision and Sustainability.

17 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr D Buck	24 – Time and Task Limited Panel – Neighbourhood Plans	Member of a Parish Council that had adopted a Neighbourhood Plan
Mrs K Vincent		Disclosable Pecuniary Interest as Director of a company involved in the development of Neighbourhood Plans

18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Everett and Mr Tapp.

19 MINUTES

The Minutes of the meeting held on 26 June 2018 were confirmed as a correct record and signed by the Chairman.

20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed two new Members to the Committee; Mr Everett and Mr O'Neill. Members were advised that Mrs Copplestone had been appointed as Portfolio Holder for Economic Development and therefore was

no longer able to serve on the Overview and Scrutiny Committee.

21 TRANSPORT PROVISION AND SUSTAINABILITY

Members received a presentation from officers from Highways England that provided an update on the improvements to be made to the A47 between Blofield and North Burlingham (attached at Appendix 1 to these Minutes).

The Committee was advised that a statutory consultation on the proposed improvements would take place between 10 September and 19 October 2018. The consultation would include a series of public information events, at Norwich, Acle, Blofield and Lingwood, which would include drive-through computer animations that would clearly show how the new road layouts would deliver the improvements. Members were requested to contact officers if they had any suggestions for additional events in the district.

The consultation would also include a number of information points and was suggested that one of these be located in Thorpe Lodge.

The timeline for the scheme aimed to have a Development Consent Order submitted in March 2019 and approved by July 2020, with works commencing in May 2021 and open for traffic by November 2022.

The improvements should create better access and safety for the local community, whilst providing better journey times for those using the A47.

The Committee was advised that the statutory consultation was a key opportunity for the Council, parishes and residents to respond to the proposed improvements and Members were requested to raise awareness of this and encourage as much feedback as possible during this period.

Members thanked Ms Cooper and Mr Frith for their presentation.

The Committee then received a presentation on the Western Link project (attached at Appendix 2 to these Minutes).

The Northern Distributor Road (NDR) (now Broadland Northway) had generally received positive feedback following its opening in March 2018. However, some concerns had been raised, particularly in respect of roundabouts. To address these issues monitoring by discreet video cameras would be taking place for a period of approximately six weeks. The data gathered would then be analysed to identify a programme of corrective works. It was emphasised that not all issues were the same; with some being linked to driver behaviour and unfamiliarity with road layouts, as well as signage. Different solutions would be required to address different issues and a targeted approach would be taken.

In response to a query, it was confirmed that newly planted trees were being watered in areas where it was safe to do so and further tree planting would be taking place along the Broadland Northway later in the year. If trees had been lost due to the recent drought they would be replaced.

Members were advised that the original consultation for the NDR in 2004 included an A47 connection west of Norwich, but a connection across the Wensum was eventually dropped despite calls for the 'Missing Link' to be delivered.

Following the completion of the NDR there had been renewed calls for the Western Link to be completed. This now fitted in well with the A47 improvements through Highway England Road Investment Strategy, the Local Development Order for a Food Enterprise Zone at Easton, the Local Plan Review and the decision by Norfolk County Council to make it one of three major infrastructure priority projects.

Options for the Western Link were now being reviewed, although there were still environmental challenges and work was being undertaken with Natural England and the Environment Agency to address these that could be factored into any proposed options. Work was also being carried out with Highways England, in areas such as traffic modelling, to provide data that would form a key element of the evidence base; alongside analysis of the consultation feedback. The consultation had received 1,728 online responses, 754 comments on the consultation map and 1,170 visitors to 11 consultation events

In response to a query from the Vice-Chairman, Members were informed that a tunnel under the Wensum was unlikely to find favour with statutory bodies, due to the environmental impact during construction, as well as the huge capital expense.

The County Council had a Member group overseeing the project and a Local Liaison Group from each parish was also actively involved in its development. It was emphasised that the project was distinct from the improvements to the A47 between Tuddenham and Easton and each would need to go through their own statutory processes and consultations.

A consultation analysis overview report had been produced with general themes, issues and a demographic analysis. A more in-depth, qualitative analysis of comments and responses would then be produced that would be considered as part of the options assessment work.

All previous options were being considered as part of this process and would be assessed using a Department for Transport Early Assessment Sifting Tool to comply with guidance.

It was intended to develop options for consultation by late 2018, with a preferred solution by March / April 2019.

Members were advised that a notional viaduct solution with some broad assumptions and a cost of £160m had been presented to the County Council's Environmental Development and Transport Committee in October 2017. This cost was likely to be higher than the actual scheme that would eventually be proposed. Discussions had not yet taken place with the Department for Transport regarding options for funding the scheme, although it was not considered that a toll road would be a viable option. As Norfolk County Council had a good reputation for delivering large schemes, a possible funding option might be through the Large Local Majors Transport Scheme. A realistic start date for this challenging project was 2022.

A Member requested that a progress update be provided for a meeting of Council later in the year.

22 RESILIENCE UPDATE

The Emergency Planning Manager advised the Committee that he was pleased to report that no major incidents had occurred in the district since he last provided an update in March 2018.

Most of his work over the period had consisted of ensuring that the Council's Business Continuity Plans were up to date and he had been working closely with the ICT and Facilities Manager on this, as many risks were now associated with Information Technology. The Emergency Planning Manager was also working with the Norfolk Resilience Forum on an updated Risk Register, which would be published shortly.

Work was ongoing to expand the number and type of Emergency Rest Centres in the district as most of those in Broadland were currently High Schools. Discussions were ongoing with the Diamond Centre in Sprowston regarding using it as a Rest Centre during emergencies. An exercise was also to be held at Hellesdon Community Centre in the autumn.

A Crucial Crew event run by Norfolk Fire and Rescue Service to teach year 6 pupils about safety and resilience, was held in May at The Space. Over 1,000 children attended the week-long event. The Emergency Planning Manager confirmed that he would forward Members any guidance that the Fire and Rescue Service produced regarding fire safety. He would also look into the Council issuing a joint statement with the Fire and Rescue Service about the dangers of arson, which would be especially timely over the summer holidays.

A proposal by the Environment Agency to reclassify some Main Rivers as Ordinary Watercourses (known as 'de-maining') and transfer maintenance

responsibilities to local authorities, but with no additional resources to accompany the transference of power, was recently rejected by the County Council's Environmental Development and Transport Committee.

In Norfolk, water supplies remained adequate despite the current dry spell and there was no imminent prospect of a hosepipe ban. The Heat Health Watch, a service designed to help healthcare professionals manage through periods of extreme temperature, was currently set at level 1 (summer preparedness).

The Norfolk Resilience Forum would be holding Exercise Springboard on 27 September at Blackfriars Hall. The exercise would focus on the recovery process after a major emergency, which was an area where local authorities in particular would have a significant role. If any Member wished to attend the all-day event they were requested to contact the Emergency Planning Manager.

The Emergency Planning Manager advised the meeting that the traditional route for establishing a Community Resilience Group was through a parish council, but he was increasingly trying to establish them through other local community groups, such as Home Watch, and Rotary Groups. A Member also suggested that Safer Neighbourhood Action Panels might be another group that would be interested in community resilience.

The Emergency Planning Manager confirmed that he would forward information to a Member who wished to write a report for her parishes on establishing a Community Resilience Group.

Members thanked the Emergency Planning Manager for his update.

23 COMMITTEE RECOMMENDATION RECORD UPDATE

The report presented a record and progress update on the Committee's recommendations made between September 2017 and May 2018. The monitoring of recommendations made against Cabinet reports was recorded separately in the Committee's Annual Report.

The Committee was asked to note the content of the recommendation record and highlight any outstanding recommendations they wished to be followed up or reported back to a future Committee meeting.

In response to a query, Members were advised that the Environmental Protection Manager (Special Projects) had been in touch with all the parishes concerned in respect of footway lighting provision and their responses would be included in her report, which would be presented to Cabinet later in the year.

It was also confirmed that the NEWS Joint Venture Company Update, to be presented to Cabinet in the autumn, would reference the recommendations made by the NEWS Time and Task Limited Panel.

AGREED

to note the contents of the record.

24 TIME AND TASK LIMITED PANEL – NEIGHBOURHOOD PLANS

The report presented the findings of a Time and Task Limited Panel which had been convened to review the Council's Neighbourhood Plan process.

The Chairman of the Panel advised the meeting that this had been a very interesting review. The Panel had met with officers from the Spatial Planning Team to understand more about Neighbourhood Planning and had surveyed and met with various parishes in different stages of the Neighbourhood Plan process.

The Panel was pleased to note the excellent level of support provided by the Council, which was the top performing local authority with the most Neighbourhood Development Plans in the East of England. Therefore, there was little that the Council could do to improve the service, except possibly raise awareness amongst parishes of the level of support they could receive.

It was notable that there was a variety of groups drafting Neighbourhood Plans: some were parish councils, others used steering groups and some were working with local professionals, whilst others were working with paid consultants.

In response to a query, the Senior Community Planning Officer confirmed that parishes were made fully aware that a lack of a five year land supply in the district could affect Neighbourhood Plans. However, the Government had recently introduced a new incentive, which meant that Neighbourhood Plans which allocated sites for housing in local authority areas with less than a five year land supply, but more than three years supply, would not be regarded as out of date and subject to speculative development. This protection would only last for a period of two years from the date from when the Plan was made.

The Chairman noted that the Panel's recommendations would enhance what was already a high performing service and congratulated the Community Planning Team on their work.

AGREED

to endorse the following recommendations:

- (1) Spatial Planning Officers to review the agendas for Neighbourhood Plan Forum meetings to build in more workshop based sessions. Enabling Neighbourhood Plan Groups to share their expertise with each other and sessions are worthwhile to all types of groups – whether new or nearing the completion of their Plans.
- (2) To focus on explaining the planning process as a whole and how Neighbourhood Plans fitted within that. This could also mean discussing the possibility of pursuing other community planning tools if a Neighbourhood Plan was not the right tool to use for a particular community's needs.
- (3) Targeting more parishes to see if they would like to get involved in NPs or other community led planning initiatives.
- (4) Explore relationship with neighbouring districts and share good practice amongst colleagues.
- (5) Consider creating the Council's own bespoke guides / templates where a need was identified and if the opportunity presented itself share with Ministry of Housing, Communities and Local Government.

25 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

The Committee considered its work programme and

RESOLVED:

to make the following amendments

- (1) Economy Updates would be moved to the September and March meetings to align with Performance Reports.
- (2) The following Performance Management Sub-Committee topics would be taken as Overview and Scrutiny agenda items:
 - Norwich Airport – Business Development (11 September 2018)
 - Tourism - Business Development (16 October 2018)

- Communications (13 November 2018)
 - Fees on DIY waste (29 January 2019)
- (3) The A47 Dualling Campaign item would be considered at the meeting on 21 August 2018.

The meeting closed at 11.36 am

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 24 July 2018** at **10.00 am** when there were present:

Mr D G Harrison – Chairman

Mr A D Adams
Mrs C H Bannock
Mr D Buck
Ms S J Catchpole

Mr J J Emsell
Mr R F Grady
Mr G K Nurden
Mr F O'Neill

Mr S Riley
Mr M Snowling
Mrs K A Vincent
Mr D C Ward

Also in attendance were the Head of Democratic Services and Monitoring Officer, Head of Economic Development, Head of Corporate Resources, Head of Planning, Head of Finance and Revenue Services, Economic Development (Partnerships & Growth) Manager, Housing Manager, Environmental Protection Manager, Service Improvement Officer and the Committee Officer (JO).

26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Everett and Mr Tapp.

27 MINUTES

The Minutes of the meeting held on 17 July 2018 were confirmed as a correct record and signed by the Chairman.

Minute no: 20 – Chairman's Announcements

The Chairman advised the meeting that a replacement for Mrs Copplestone on the Performance Management Sub-Committee was required and it was:

RESOLVED

to appoint Mrs Catchpole to the Performance Management Sub-Committee.

CABINET REPORTS

28 COUNCIL PERFORMANCE – BROADLAND BUSINESS PLAN

The report provided a comprehensive overview of the Council's performance for the last 12 months by assessing how Broadland had delivered against the objectives and ambitions within its Business Plan and the measures being used to evidence this. The report used a mix of numerical and narrative data

and also looked at risks and what mitigations were in place to address them.

The Committee considered the objectives in the Business Plan and noted the following:

Objective 1

To back Broadland businesses by providing information, help, advice and guidance to help them grow and prosper

- Officers were to be congratulated for the Repton 200 event, which had been very successful.
- Weather extremes in 2018 had not unduly affected businesses in the district so far, although the current heatwave might affect crops. The Emergency Planning Manager was working with the Norfolk Resilience Forum to plan for emergencies.
- The Council had excellent engagement with a whole range of businesses in the district and was well placed to access funding from the Local Enterprise Partnership.

Objective 2

To support the people of Broadland and their communities by offering a range of opportunities, skills and/or employment prospects.

- The national decline in apprenticeships had not been replicated in Broadland, which had had 266 vacancies advertised since July 2017.
- Most apprenticeships in the district were provided by larger companies, which contributed to the new levy (a breakdown of this figure would be forwarded to Members following the meeting).
- Effective marketing through social media of the Council's in-house business courses had led to an increase in bookings of 12 percent.
- Careful screening of prospective business proposals, to ensure they had realistic prospects of success, had led to a decrease in the failure rate for business start-ups.
- Business start-up courses were provided free. The Council charged a fee for the other BCTS courses that it offered.

- Broadly Active had funding in place for the next 12 - 18 months. The Council was currently providing the service in Norwich and would soon be delivering it in North Norfolk. Plans were also being made to roll it out to South Norfolk in the future.
- All apprenticeships were compliant with disability legislation (figures for the number of apprentices with learning difficulties / special needs would be forwarded to the Committee following the meeting)
- The Community Grants Programme would be reviewed later in the year. Broadland made a 34 percent contribution (£24,111) to a total pot of £71,692 to 14 projects awarded grants in 2017/18.
- Community Grant funding might be available where eligible to repair / maintain tracks where Parkruns were held, if required.

Objective 3

To minimise waste and maximise recycling

- The brown bin service continued to grow by around 2,000 customers a year.
- The Council encouraged residents to take their brown bins with them if they move within the district.

Objective 5

To keep Broadland clean and tidy

- The Council had a policy of clearing up fly tipping as soon as possible to deter further dumping.
- Most fly-tipping was carried out by rogue traders, not householders.
- Not enough data was available to identify if the charges for DIY waste disposal at Household Waste Recycling Centres had led to an increase in fly-tipping or tonnage of residual waste disposal at this stage

Objective 6

To generate and commit investment to ensure development provides the necessary infrastructure, homes and opportunities for Broadland residents

- The New Homes Bonus would be subject to the Comprehensive Spending Review in 2019, so its future remained uncertain.
- So far approximately £9m in Community Infrastructure Levy (CIL) had been collected in Greater Norwich. CIL could be used for match funding infrastructure projects.
- Although the adopted Local Plan did not have a five year housing land supply, the latest Strategic Housing Market Assessment indicated that Broadland had an eight year housing land supply. The Government was also proposing a standard methodology for assessing land supply and if this was used it was anticipated it would indicate that the Council had a five year housing land supply.
- A £54m bid to the Housing Infrastructure Fund, which could fund key elements of the Broadland Growth Triangle, had been submitted. The outcome of the bid would be known next spring.

Objective 7

To maximise the delivery of homes people can afford

- A report would be considered by Cabinet in September setting out the proposed arrangements for establishing a Growth Delivery Team to accelerate and promote quality development at strategic sites across Broadland and South Norfolk.
- There were over 9,000 outstanding planning permissions in Broadland, but in contrast, 693 houses were delivered in 2017/18. This was due to a number of factors including; the rising cost of construction, a shortage of skilled workers and the high cost of upfront infrastructure.
- Developers were also successfully arguing that affordable housing was affecting the viability of sites and were negotiating a reduction in the Council's 33 percent planning policy commitment.
- Not many exceptions sites were currently being proposed for affordable housing, as most prospective sites were being put forward for market housing in the new Local Plan. Once sites were allocated in the Local Plan, those that were rejected might then come forward as exception sites.

Objective 8

To raise the quality of existing homes

- Funding for the Handyperson + scheme had been allocated in the base budget.
- There were no plans to expand the Handyperson + beyond its current level of capacity.

Objective 9

To understand people's housing problem and help them solve it

- Three people had recently been sleeping rough in Broadland. Two of these people were now in temporary accommodation.
- The Police and Crime Commissioner and the Probation Service were aware that there was an issue about prisoners being discharged without any accommodation to go to and were working to address the problem

Objective 10

To address the needs of the older population to ensure they can continue to live independently

- The County Council was proposing to assist in the provision of Housing with Care schemes in Broadland with land, capital and revenue funding.

Objective 11

To reduce incidence of crime and anti-social behaviour (ASB) by targeted actions

- It was suggested that a risk regarding lack of support from Norfolk County Council in respect of road safety near schools should be listed under this objective (it was confirmed that the Council had commissioned the Bike, Walk, Scoot scheme with the County Council, so the risk to this project was minimal).
- The risk of partner agencies failing to support the Hub was also suggested (Members were advised that the Early Intervention and Community Safety report to the 11 September 2018 meeting of the Committee would provide an update on the Hub).

Objective 12

To effectively manage our finances

- The Budget Forward Look would be considered by Cabinet in October, seeking approval for additional funding for 2018/19 for the Collaboration Project with South Norfolk Council.
- Revenue expenditure was approximately 108 percent of budget due to a revaluation of the Pension Fund and a loss on the disposal of the EcoCube (financial details in respect of the EcoCube were forwarded to the Committee following the meeting).

Objective 13

To use system thinking principles to improve services, maximise new income streams and deliver savings and efficiencies

- The decision to undertake the Feasibility Study into collaboration with South Norfolk had impacted on the roll out of further Systems Thinking interventions. The future use of Systems Thinking would be the subject of further joint discussions.
- The ongoing revenue savings of £447,000 accrued from Systems Thinking interventions was an accurate and realistic figure.

Objective 14

To maximise staff engagement

- Staff turnover at Broadland remained low. A slight increase in 2017/18 was in part due to six retirements, which was itself an indicator of how good staff retention at the Council was.
- Significant staff engagement had been built into the Feasibility Study process and would continue through the collaboration process.
- The Collaboration Programme Team continued to work on governance arrangements and the Joint Lead Members Group and the Joint Scrutiny Group would continue to meet as the project was rolled out. The routemap would be used as a basis for continued monitoring of the project.

Objective 15

To promote healthy lifestyles and encourage behaviour change

- £20,000 had been raised for the Stroke Association by holding a 'Resolution Run' at Catton Park.

RECOMMENDED TO CABINET

Option (1)

to note and consider the progress made against the objectives outlined in the Appendices.

**29 CHANGES TO APPOINTMENTS TO OUTSIDE ORGANISATIONS
(EXECUTIVE FUNCTION)**

Following the changes to the Leader and Cabinet at Council on 12 July 2018, Cabinet would be asked to agree the following changes to appointments to outside organisations:

District Councils' Network = Leader

East of England LGA = Leader

Health and Wellbeing Board = Leader

LGA General Assembly = Leader

Norfolk Water Management Partnership Strategic Forum = Mr Moncur.

RECOMMENDED TO CABINET

to note the appointments to outside organisations.

30 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

31 LAND AT REEDHAM ROAD, ACLE

The report explored an opportunity for the Council to acquire the freehold of a parcel of land in Acle to develop for employment use.

Following further discussion it was:

RECOMMENDED TO CABINET

Option (1, as amended)

to agree the recommendation identified in the report regarding the land off Reedham Road, Acle *and to encourage the landowner and the Parish Council to explore developing the site for housing.*

The meeting closed at 12.43 pm

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 21 August 2018** at **10.00 am** when there were present:

Mr A D Adams	Mr D G Harrison – Chairman	Mr V B Tapp
Mrs C H Bannock	Mr G K Nurden	Mrs K A Vincent
Mr J J Emsell	Mr F O'Neill	
	Mr S Riley	

Mr R Foulger was in attendance for item 35 - A47 Alliance Dualling Campaign.

Also in attendance were the Chief Executive, Head of Democratic Services and Monitoring Officer, Head of Corporate Resources, Spatial Planning Manager, Housing Manager and the Committee Officer (JO).

32 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr Adams, Mr Harrison and Mrs Vincent.	39 - A Case For Change – Business Case for Changing the Governance of The Norfolk Fire and Rescue Service.	Local Choice Non Pecuniary Interest, Member of Norfolk County Council.

33 APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms Catchpole, Mr Everett,
Mr Grady and Mr Ward.

34 MINUTES

The Minutes of the meeting held on 24 July 2018 were confirmed and signed by the Chairman as a correct record, save for the following amendment:

Minute no: 28 – Council Performance – Broadland Business Plan

The second bullet point under Objective 12 – to effectively manage our finances, was amended to the following:

- Revenue expenditure was approximately 108 percent of budget due to a revaluation of the Pension Fund and a loss on the disposal of the EcoCube (financial details in respect of the *termination of the lease of the EcoCube* were forwarded to the Committee following the meeting).

A Member expressed concern about the loss on the disposal of the EcoCube and proposed that it should be investigated further. He suggested that there was not sufficient transparency regarding this matter and Members should know how this had arisen and why the Council had failed to find a tenant for the property, when the landowner had let it within a short period of the lease being terminated.

In response, the Chief Executive informed the meeting that the original EcoTown grant was provided on the basis that the Council would build the EcoCube to facilitate the establishment of the EcoTown at Rackheath, whilst occupying the building for a rent free period.

It was **AGREED** to convene a Time and Task Limited Panel to investigate the disposal of the EcoCube. The Panel would be made up of the following Members: Mr Harrison, Mr Nurden, Mr O'Neill, Mr Riley and Mrs Vincent.

Minute no: 31 Land at Reedham Road, Acle

The Chairman advised Members that Cabinet had agreed with the Committee's recommendation to encourage the land at Reedham Road Acle to be developed for residential dwellings.

35 A47 ALLIANCE DUALLING CAMPAIGN:

The Portfolio Holder for Housing and Wellbeing advised the meeting that the A47 Alliance had been set up as a special interest group to support the strategic case for improvements to the A47 Corridor between Great Yarmouth and Peterborough. This had since been extended to Lowestoft following the re-designation of the A12 between Great Yarmouth and Lowestoft as part of the A47.

Currently funded projects included the dualling of the A47 from Blofield to Burlingham and North Tuddenham to Easton, which when completed would create a dual carriageway from Dereham to Acle. These projects were originally scheduled to commence in spring 2020, but the latest projections from Highways England had delayed the start until spring 2021.

The A47 Alliance considered the delay unacceptable and had raised it with George Freeman, M.P for Mid Norfolk, who had confirmed that he would take up the issue with the Roads Minister and be part of a delegation to lobby the Minister at Westminster in the autumn. Overall the aspiration of the Alliance was to see the entire A47 made dual carriageway from Lowestoft to Yarmouth and through to Peterborough.

The Thickthorn Junction A47/A11 was also funded and scheduled for 2015-2020. Dualling the Acle Straight was proposed for 2020 to 2025, but was not yet not funded and there were environmental issues that would need to be addressed before this came forward.

Member commended the work of the A47 Alliance and encouraged the group in their efforts to bring forward improvements to the road.

CABINET REPORTS

36 UPDATE TO LOCAL DEVELOPMENT SCHEME

The report presented an updated Local Development Scheme, which was recommended for approval and publication.

The Local Development Scheme (LDS) set out the Development Plan documents that the Council was going to publish, together with a timetable for their production. The current LDS was published in June 2016 and was in need of updating to reference the timetable for production of the Greater Norwich Local Plan (GNLP) as well as more general changes and updates.

The revised timetable for the GNLP proposed publication of the Plan in February 2020, followed by submission to the Secretary of State in June 2020 and adoption of the final Plan in September 2021.

There would also be further consultation on 'additional' sites in October/November 2018 and a consultation on a draft Plan in autumn 2019. The GNLP would be reviewed in 2021, in accordance with the requirements of the National Planning Policy Framework.

In response to a query, the Spatial Planning Manager confirmed that the Government were to introduce a new methodology for assessing housing need, which was likely to mean that there would not be a five year housing land supply in the Norwich Policy Area (NPA). It was anticipated that a five year housing land supply would remain available outside the NPA. He advised the meeting that large sites could be delayed through infrastructure requirements, whilst small sites could be hampered by a lack of small builders; the GNLP would, therefore, seek to strike a balance between the two.

RECOMMENDED TO CABINET

Option (1)

to recommend that Council approves the proposed updated LDS (August 2018).

37 HOUSING BRIEFING – YEAR END REPORT 2017/18

The report provided the 2017/18 year end summary of housing related services delivered by the Council, as well as an overview of any relevant policy, practice and legislative changes and the potential impact they might have on housing services in Broadland.

Since the report was published the Government had published its Rough Sleeper Strategy. The Strategy would come with significant additional funding, but there were no details of how much the Council would be able to access at present.

The Government had also published a Social Housing Green Paper, which aimed to provide safe decent homes, empower residents and expand the supply of home ownership. The Council would be submitting a response to the Green Paper shortly.

In answer to a question, Members were reassured that a reduction in the amount of Council resource to tackle empty homes and other enforcement activities was only a temporary reduction and was being addressed by the Private Sector Housing Manager.

A Member noted that a major house builder had announced a 30 percent increase in profits, but that developers were still arguing successfully for a reduction in their affordable housing commitment through viability assessments. In response, the Housing Manager advised the meeting that this was a national issue and each planning application was assessed on a case by case basis. The Vice-Chairman also noted that the Council had enabled 177 affordable homes over 2017/18, which was still a significant number.

Members were informed that most affordable homes in Broadland were being delivered by Saffron Housing Trust, Victory Housing Trust and Orbit Housing Association, although Clarion Housing Group, who had the largest stock of social housing in the District, were now making positive responses to the Council following the establishment of a new team at their Norwich office.

In response to a query, the Housing Manager confirmed that she would identify if any grants or loans above £30,000 had been awarded, since Cabinet had approved the removal of the grant cap in April, and forward the information to Members after the meeting.

Members were advised that the Handy Person+ service was operating at close to capacity. The Private Sector Housing Manager was looking at this issue and had recently taken a paper to the Wellbeing Panel, in which he had reviewed the performance of the service. He would also be liaising with colleagues at South Norfolk Council, who had an outsourced Handyperson

Service, to see if anything could be learn from their model.

RECOMMENDED TO CABINET

Option (1)

to note the contents of the report.

38 INTERIM MANAGEMENT ARRANGEMENTS IN HOUSING AND ENVIRONMENTAL SERVICES DEPARTMENT

The report provided an update on progress with the interim management arrangements in the Housing and Environmental Services department and suggested appointing internally a Head of Housing and Environmental Services on an interim basis until such time as the new Managing Director had agreed a new joint management structure with Members of both councils.

Since the departure of the Head of Housing and Environmental Services, the Team Leaders of the four main teams in the department had each been 'acting up' to take on the responsibilities of their Head of Service, whilst reporting to the Deputy Chief Executive. It was agreed when these arrangements were put in place that they would be revisited once the Feasibility Study was published and a decision about collaboration was made.

Given that the Council was, therefore, facing a period of significant change and although the arrangements had worked well so far, there were some concern in the department about the lack of a Head of Service providing a single point of leadership.

It was, therefore, proposed to recruit internally a Head of Housing and Environmental Services, on an interim basis, until the joint management structure across Broadland and South Norfolk Councils was in place. As the appointment was to be on an interim basis it was suggested that it be made by the Deputy Chief Executive with a Panel of one or two other Heads of Service with HR support. However, the option to convene the Appointments and Pay Panel was also available if Members thought it necessary.

In response to a query it was confirmed that the Environmental Services departments at Broadland and South Norfolk had different staff structures; so it had been decided not to align these services, as had been done for the Planning departments, at this stage.

RECOMMENDED TO CABINET

Options (1, 2a, 3b, 4a and b)

to

- (1) note the progress made under the interim arrangements agreed in November 2017;
- (2a) agree to appoint internally a Head of Housing and Environmental Services on an interim basis until such time as the new Managing Director has agreed with Members the joint management structure across Broadland and South Norfolk; and
- (3b) request that the appointment is made by the Appointments and Pay Panel;
- (4a) request the Head of Democratic Services and Monitoring Officer to amend the temporary delegations in the Constitution to appropriately reflect this decision; and
- (4b) authorise the Deputy Chief Executive to arrange the back filling of posts if required.

39 A CASE FOR CHANGE – BUSINESS CASE FOR CHANGING THE GOVERNANCE OF THE NORFOLK FIRE AND RESCUE SERVICE

The report presented a draft proposal from the Norfolk Police and Crime Commissioner setting out a business case for the adoption of a new governance model for the Norfolk Fire and Rescue Service. The proposal would see the service moving from the current governance model under the auspices of Norfolk County Council, to a new governance model under the control of a new Norfolk Police, Fire and Crime Commissioner.

Members generally considered the business case for the new governance model to be flawed and they were not convinced that the predicted savings could be made without making drastic cuts to the Fire and Rescue Service. The Committee therefore proposed a negative response to the proposal.

RECOMMENDED TO CABINET

Option (2)

recommend to Council a negative position on the proposal.

The meeting closed at 11.37 am.

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 31 July 2018** at **9.00 am** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr J F Fisher	Environmental Excellence
Mr R R Foulger	Communities and Housing
Mrs T M Mancini-Boyle	Finance
Mr I N Moncur	Planning
Mr G Peck	Transformation

Mrs C Bannock, Mr N Brennan (co-opted member of the Standards Committee) and Mr D Harrison also attended the meeting for its duration.

Also in attendance were the Chief Executive, Deputy Chief Executive, Head of Democratic Services & Monitoring Officer, Head of Economic Development, Head of Corporate Resources, Economic Development (Partnerships & Growth) Manager, Service Improvement Officer and the Committee Officer (JO).

21 MINUTES

The Minutes of the meeting held on 2 July 2018 were confirmed as a correct record and signed by the Chairman.

22 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

23 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 17 July 2018

The Chairman of the Overview and Scrutiny Committee advised Members of the views expressed by the Committee when it reviewed the Cabinet agenda on 24 July 2018, as each item was considered.

24 ENVIRONMENTAL EXCELLENCE PANEL

Cabinet received the Minutes of the meeting of the Environmental Excellence Panel held on 19 July 2018.

25 COUNCIL PERFORMANCE – BROADLAND BUSINESS PLAN

The report provided a comprehensive overview of the Council's performance for the last 12 months by assessing how Broadland had delivered against the objectives and ambitions within its Business Plan and the measures being used to evidence this. The report used a mix of numerical and narrative data and also looked at risks and what mitigations were in place to address them. Also included in the report were details of Local Government Ombudsman decisions and formal complaints received during the period.

The Portfolio Holder for Planning noted that the number of homes delivered in the district in 2017/18 was reported as variously 678 and 693 (it was confirmed later in the meeting that the number of new homes was 693). Members would be advised if this had also led to an increase in the reported number of affordable homes for the year.

It was confirmed after the meeting that the net figure for new homes was 678 (which was the actual number of houses gained, taking into the account the number of houses lost / replaced). Therefore the percentage figure for the provision of affordable homes was 26.5%. The gross completions figure represented the number of houses built (693).

It was noted that there were in excess of 9,000 new homes that had been granted planning permission but not yet built in the district and it was requested that a new measure be added to Objective 7 to assess how many strategic sites were being currently developed.

The Portfolio Holder for Economic Development suggested that Business Rate retention should be included as a measure in Objective 1 to supplement the information on business support provided by the Council.

In response to a query regarding the Local Investment in Future Talent (LIFT) programme, the Head of Economic Development confirmed that the programme, which was funded by the European Union and administered by Norfolk County Council, thus far had not offered the Council good value for money. The scheme required match funding, was quite bureaucratic and was a much more complicated system for training rather than the in-house service that the Council could provide. It was therefore considered that the Council's Economic Success Fund was a more effective means of supporting residents improve their skills and employment prospects. However, if appropriate opportunities arose through the programme in the future, officers would take advantage of these.

It was noted that bookings for in-house business courses were up 12 percent and that this increase was likely to have been driven by greater use of social media to promote the services that the Council provided.

The Portfolio Holder for Economic Development advised the meeting that tourism was a major contributor to the economy of Broadland and suggested that it should be a specific objective within the Business Plan. It was noted that the Business Plan was being revised to cover the period 2019/23 and that a tourism objective could be included in it.

The Portfolio Holder for Finance noted the high collection rates for Council Tax and Business Rates being achieved by the Council and congratulated the Revenues Team for their hard work. She also observed that there was a £560,000 underspend on the Better Broadband for Norfolk project due to slippage. Some of this money was likely to be retained by the Council and some might be used to fund Broadband in areas where no coverage was currently available.

Members were advised that Housing Benefits overpayment levels continued to improve despite the volume of cases increasing. Work was ongoing to reduce the overpayment figures even further.

The Portfolio Holder for Environmental Excellence pointed out that much of the narrative in Objective 3 reported under brown bins actually referred to food waste. He also advised the meeting that an additional 3,000 food waste caddies had been provided across the district in the last year. It was confirmed that there had been no recorded complaints about the cleanliness of food waste bins and the only complaints received in respect of residual waste bins had been as a result of disputes between neighbours.

Cabinet was informed that a lot of work was being done to improve the contamination rate of recycled materials and in particular paper that could be sent to the Chinese market. However, recycling companies appeared reluctant to commit to the Chinese market at this time due to the high cost of bringing the paper back if it was rejected.

The Portfolio Holder for Environmental Excellence advised Members that Fixed Penalty Notices were being issued for fly tipping and he requested that the penalty be set at the maximum level for this offence.

The Portfolio Holder for Communities and Housing informed the meeting that the Norfolk Health and Wellbeing Board had established a sub-committee for district councils. This would help raise awareness of the preventative work being undertaken by districts such as Handyperson + schemes, Disabled Facilities Grants and housing staff support for hospital discharge initiatives.

Members were advised that affordable housing delivery remained low by comparison although the number of empty homes was reducing (the threat of compulsory purchase had proved to be an effective tool in prompting owners to bring properties back into use). The Private Sector Leasing Scheme was also proving effective and provided better quality housing than found in traditional bed and breakfast temporary accommodation.

The Chairman of the Overview and Scrutiny Committee advised the meeting that the Committee had been disappointed with the reduced level of affordable housing being delivered, due to developers arguing that the Council's policy of 33 percent affordable housing made development unviable.

Members noted that the resource impact of the Feasibility Study into collaboration with South Norfolk Council had meant that Systems Thinking interventions had been deferred whilst the study was undertaken. The Portfolio Holder for Transformation confirmed that it was intended to continue and promote with the Systems Thinking programme in the long-term.

It was also confirmed that a review of Performance Related Pay would be brought to a future meeting.

Members commended the report which they noted clearly set out the aims and objectives of the Council and the progress that it was making towards them.

RESOLVED

to note the progress made against the objectives outlined in the report.

Reasons for decision

The report was a factual account.

26 CHANGES TO APPOINTMENTS TO OUTSIDE ORGANISATIONS (EXECUTIVE FUNCTIONS)

The Chairman confirmed the following changes to appointments to outside organisations:

District Councils' Network – Leader

East of England LGA – Leader

LGA General Assembly – Leader

Norfolk's Health and Wellbeing Board – Leader

Norfolk Water Management Partnership Strategic Forum – Mr Moncur

The Chairman advised Members that the Portfolio-Holder for Communities and Housing had been delegated as his representative on Norfolk's Health and Wellbeing Board.

RESOLVED

to confirm the appointments to outside organisations.

Reasons for decision

to appoint representatives of the Council to outside organisations.

27 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

28 LAND AT REEDHAM ROAD, ACLE

Cabinet noted there was an opportunity for the Council to acquire the freehold of a parcel of land in Acle to develop for employment use. A feasibility and viability study had been undertaken and had concluded that an employment scheme was not financially viable and that the risks associated with such a venture would outweigh any benefits.

Members concurred with the study and it was suggested that the land should instead be used for residential development.

RESOLVED

- (1) not to purchase the land off Reedham Road, Acle and
- (2) to encourage the development of residential housing on the site.

Reasons for decision

The land was not viable for commercial development.

The meeting closed at 9.43 am

DRAFT

CABINET MEETING – 28 August 2018

Decision List

Resolutions are subject to a 5 working day call-in, recommendations to Council cannot be called-in.

ITEM & HEADING	DECISION
<p>8 Update to Local Development Scheme</p> <p>Head of Planning</p>	<p>RECOMMENDED TO COUNCIL</p> <p>to approve the updated Local Development Scheme (August 2018).</p>
<p>9 Housing Briefing – Year End Report 2017/18</p> <p>Deputy Chief Executive</p>	<p>RESOLVED</p> <p>to note the contents of the report.</p>
<p>10 Interim Management Arrangements in Housing and Environmental Services Department</p> <p>Deputy Chief Executive</p>	<p>RESOLVED</p> <p>(1) note the progress made under the interim arrangements agreed in November 2017;</p> <p>(2) agree to appoint internally a Head of Housing and Environmental Services on an interim basis until such time as the new Managing Director has agreed with Members the joint management structure across Broadland and South Norfolk; and</p> <p>(3) agree that the appointment to the post be delegated to the Deputy Chief Executive with a Panel comprised of the relevant Portfolio Holders and two Heads of Service; and</p> <p>(4) (a) request the Head of Democratic Services and Monitoring Officer to amend the temporary delegations in the Constitution to appropriately reflect this decision; and</p> <p>(b) authorise the Deputy Chief Executive to arrange the back filling of posts if required.</p>

<p>11 A Case For Change – Business Case for Changing the Governance of the Norfolk Fire and Rescue Service</p> <p>Chief Executive</p>	<p>RECOMMENDED TO COUNCIL</p> <p>that a negative response be made to the proposal; as it was considered that the funding assumptions in the Business Case were flawed and the appraisals of the options were inappropriate.</p>
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1 Introduction	2
2 Proposed Development Plan Documents (DPDs)	4
3 Other Related Documents	5
4 Overall Programme DPD Preparation	7
Proposed Timetable 2018-2021	7
5 Profiles	8
Overview	8
Greater Norwich Local Plan (GNLP)	10
6 Monitoring	12
7 Glossary	13

Introduction

- 1.1** Under the Planning and Compulsory Purchase Act 2004 the development plan will constitute of a range of documents called Development Plan Documents or 'Local Plans'. The 'Local Development Scheme' (LDS) has to be prepared by each local planning authority to outline its programme for production of the new Local Plan documents.
- 1.2** The Development Plan Documents (DPD), that are the subject of this Local Development Scheme are:
- Greater Norwich Local Plan
- 1.3** The Broadland Local Development Scheme does not include the Broads Area even though this is within Broadland District, as the Broads Authority is a local planning authority in its own right and produces a Local Development Scheme for its area.

Localism Act (2011)

- 1.4** The Localism Act 2011 requires planning authorities to prepare and maintain a Local Development Scheme. The scheme must specify:
- The documents which are development plan documents;
 - The subject matter and geographical area to which each development plan documents to relate;
 - Which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities;
 - Any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee under section 29;
 - The timetable for the preparation and revision of development plan documents;
 - Such other matters as are prescribed.
- 1.5** It is no longer required to submit the scheme to the Secretary of State.

Greater Norwich Development Partnership

- 1.6** The Greater Norwich Development Partnership (GNDP) brought together Broadland District Council, Norwich City Council, South Norfolk District Council and Norfolk County Council. The partnership oversaw the production of a Joint Core Strategy for the Broadland, Norwich and South Norfolk local planning authority area. This is currently the overarching strategic spatial planning document for the three local planning authorities.

Adopted Development Plan Documents (Local Plans)

- 1.7 The Joint Core Strategy for Broadland, Norwich and South Norfolk was adopted in March 2011. However, following a legal challenge part of the text was "remitted" by the court. This meant that part of the process for producing the strategy had to be repeated for this element. This has been undertaken and the remitted element was adopted on 10 January 2014.
- 1.8 Other adopted Development Plan Documents (Local Plans) are: Development Management Policies DPD adopted August 2015; Site Allocations DPD adopted May 2016 and Old Catton, Sprowston, Rackheath and Thorpe St Andrew Growth Triangle Area Action Plan DPD adopted July 2016.

Local Development Documents

- 1.9 There are two types of documents known as **Local Development Documents** (LDDs). These are: **Development Plan Documents** (DPDs) which are required and **Supplementary Planning Documents** (SPDs) which are optional.
- 1.10 **Development Plan Documents** (DPDs), will be the most important documents as they will form part of the statutory Development Plan. When the document is adopted it will be part of the Development Plan and will therefore carry considerable weight in the determination of planning applications. Under section 38(6) of the Act, "If regard is to be had to the development plan for the purpose of any determination to be made under the Planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise". DPDs are commonly referred as Local Plans.
- 1.11 In addition to the DPDs / Local Plans referred to in this document, other development plan documents produced by Norfolk County Council (on minerals and waste planning) and the Broads Authority (for the Broads Area) are also relevant to Broadland.
- 1.12 **Supplementary Planning Documents** (SPD's) are not policy documents in themselves, but are to support or 'supplement' the policies in the Development Plan Documents. The SPD's will be produced as and when necessary, and are not set out in this document.

Proposed Development Plan Documents

- 2.1 Greater Norwich Local Plan** - The proposed Greater Norwich Local Plan (GNLP) will be done by the three districts of Broadland, Norwich and South Norfolk, excluding those parts that are within the Broads Authority Executive Area. It will provide the strategy for future development of the Greater Norwich area, and identify specific areas for development, for the period up to 2036.
- 2.2 Policies Map (previously known as the Proposals Map)** - The Policies Map will not form a separate document but will be part of the Development Plan. The Policies Map illustrates the policies that apply spatially, showing these on an Ordnance Survey base map. This will be updated as the DPDs are produced.

Other documents related to the DPD's are:

- 3.1 Annual Monitoring Report (AMR):** includes a summary of progress on the targets set out in the Local Plans.
- 3.2 Statement of Community Involvement (SCI):** sets out the Council's approach to involving the community in the preparation of all local development documents and also planning applications.
- 3.3 Sustainability Appraisal (SA) Reports:** a systematic process undertaken during the preparation of a plan or strategy, as required by the Planning and Compulsory Purchase Act 2004 (S19(5)). There is also a requirement for Development Plan Documents to undergo a Strategic Environmental Assessment, (known as SEA) under European Directive 2001/42/EC (transposed into UK legislation by the Environmental Assessment of Plans and Programmes Regulations 2004). It is intended that the Sustainability Appraisal incorporates the SEA in accordance with the Act and Regulations. This means that in addition to Environmental issues, on which an SEA focuses, Social and Economic matters will also be addressed as part of the overall assessment of sustainability, within a single joint appraisal.
- 3.4 Equality Impact Assessment (EIA):** the purpose of EIA is to improve the work of the Council by making sure that it does not discriminate and that, where possible, promotes equality. The relevant legislation is the Equalities Act 2010 which places obligations on local authorities and public sector organisations to consider equality issues in decision making.
- 3.5** EIA is a way of making sure the Council thinks carefully about the likely impact of its work on equality target groups. It involves anticipating the consequences of policies, strategies, projects or procurements on the target groups and making sure that, as far as possible, any negative consequences are eliminated or minimised and opportunities for promoting equality are maximised.
- 3.6 Neighbourhood Plans:** documents that will set out policies relating to the use of land within a neighbourhood. In Broadland's communities, the development of these plans will be led by the appropriate Parish or Town Council, with support from Broadland District Council. The process will involve extensive consultation with residents, an independent examination of the submitted plan, followed by a local referendum. Assuming the plan passes the examination and referendum, it will then become adopted as part of the development plan for the district. Information on the made Neighbourhood Plans and the new ones that have been proposed, can be found on the Council's website <http://www.broadland.gov.uk> These are not included in the Local Development Scheme.

Evidence Base

- 3.7** The Development Plan Documents are based on a range of studies and other evidence, utilising existing evidence or through revisions of this. Particular elements are the Strategic Housing Market Assessment most recently published

in 2017, and the Housing and Employment Land Availability Assessment (HELAA) 2017/18. Regard is also had to other relevant documents such as strategies and policy documents, produced by the Council or other appropriate bodies.

Proposed Timetable 2018-2021

	2018												2019											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Greater Norwich Local Plan																								
	2020												2021											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Greater Norwich Local Plan		P				S															S			

KEY

C	Commencement
P	Publication (Pre-submission stage) (Reg.19)
S	Submission
A	Adoption

NB: Work on the GNLP commenced in 2015, and is currently at the Regulation 18 stage. The work includes a "call for sites" (an invitation to put forward specific development sites for inclusion in the GNLP, held in May - July 2016); evidence studies; Regulation 18 stage consultation on issues and options and site proposals held January - March 2018; further Regulation 18 stage consultations on additional sites and a draft plan to include suggested policy options, growth strategy and site allocations. The detailed timetables for this work can be seen at

www.gnlp.org.uk

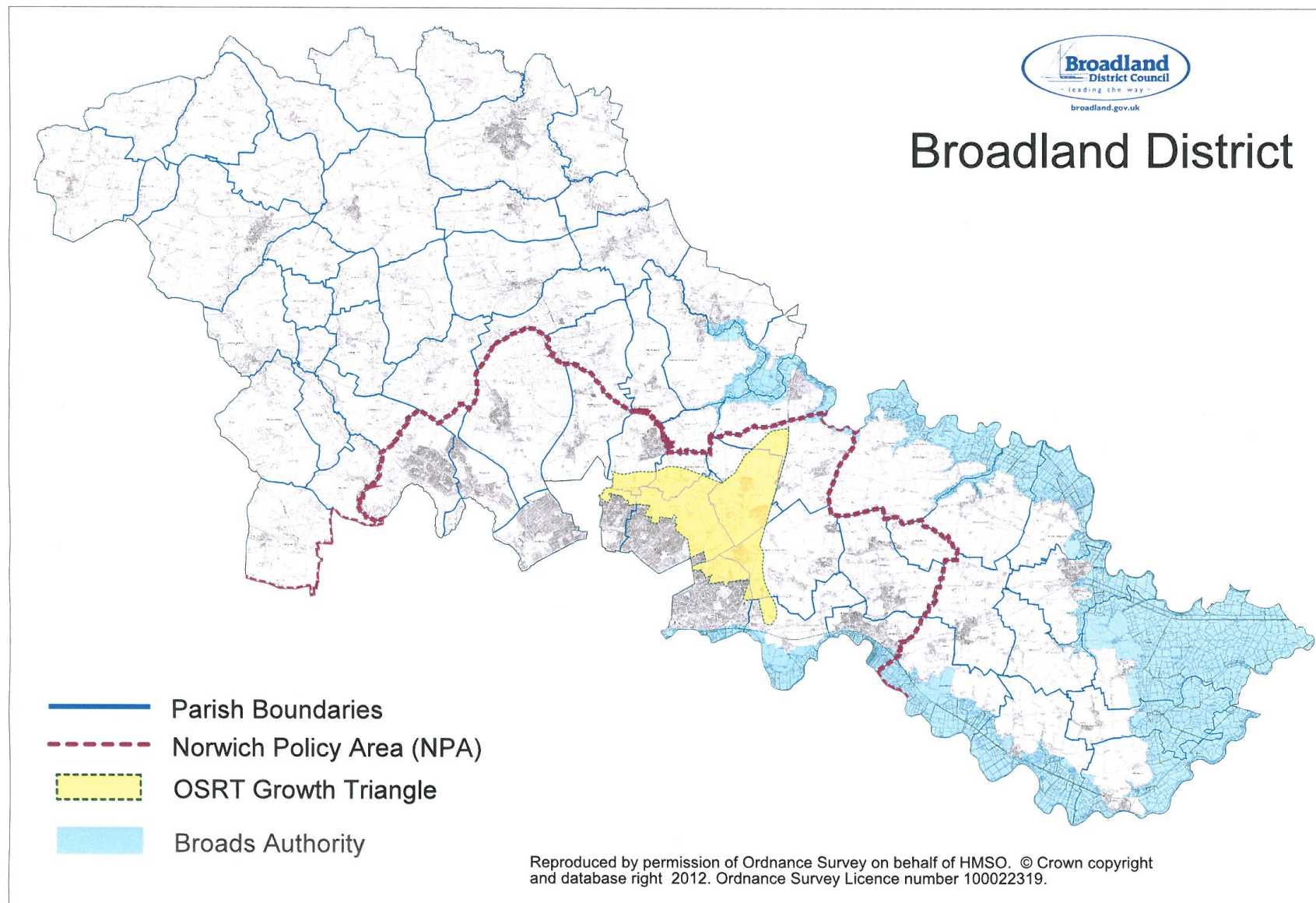
Overview

- 5.1** This section contains a “profile” of each document to be produced describing the content, explaining how each document conforms with higher order documents, the geographical area it covers, whether it will be a joint document and who will be involved, the set timetable for the production of each document, the section which will lead and how each document will be reviewed.

Development Plan Documents (DPDs)

1. Greater Norwich Local Plan

Image 1: Broadland District



Greater Norwich Local Plan (GNLP)

DOCUMENT DETAILS	
What is the Purpose of the Document?	<p>To provide the strategic vision , objectives and strategy for the future development of the Greater Norwich area and to identify specific issues for development for the period up to 2036</p> <p>The areas to which the policies apply will be shown on the Policies Map.</p> <p>The GNLP provides the strategic context for the preparation of lower level documents prepared by the three constituent district planning authorities.</p>
What geographical area does the document cover?	The three districts of Broadland, Norwich and South Norfolk, excluding the parts of those districts that are within the Broads Authority Executive Area.
What is its status?	Development Plan Document or Local Plan
Will the document require a joint approach with other authorities? If so, with whom?	The plan will be prepared jointly by Broadland, Norwich and South Norfolk working with Norfolk County Council.
What documents must it conform to?	General conformity with National Planning Policy Framework (NPPF) and Policy Statements.
TIMETABLE	See Proposed Timetable
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Spatial Planning
How will stakeholders and the community be involved?	The Council will involve stakeholders and local communities as set out in the Statement of Community Involvement.
How will the document be reviewed?	<p>The document will be monitored and reviewed as part of the Annual Monitoring Report process.</p> <p>In accordance with the National Planning Policy Framework, Local Plans should be reviewed at least every 5 years. Such a review will need to determine whether there have been any significant matters that have arisen, for example to national policy or needs for development, that mean that modifications should be made to the Local Plan or a new replacement</p>

	<p>Local Plan produced. Consequently, it is proposed to timetable regular reviews of the Greater Norwich Local Plan, so that any identified need for modifications can be addressed in a timely manner. The timetable for the first Greater Norwich Local Plan is for submission to the Secretary of State in June 2020 leading to the adoption in September 2021, some 5 years since work commenced on its production. Therefore, it is proposed to commence work on a review in late 2021.</p>
What is the relationship with other Local Plans?	<p>In Broadland the GNLP will supersede</p> <ul style="list-style-type: none"> (i) the Joint Core Strategy (JCS) for Broadland, Norwich and South Norfolk (adopted March 2011, amendments adopted January 2014), (ii) the Broadland Site Allocations DPD, (iii) the Broadland OSRT Growth Triangle Area Action Plan (DPD) <p>It will be a component of the overall Broadland Development Plan, in conjunction with the Development Management DPD and any made Neighbourhood Plans.</p>

Monitoring

- 6.1** The Annual Monitoring Report (AMR) is the means of bringing forward a range of planning information to show performance of the plans and policies over the previous year. The aims of the (AMR) can be summarised as:
- To monitor the implementation of the local development scheme;
 - To measure development performance against individual plan targets;
 - To provide a commentary on the development performance and suggest any external factors which need to be taken into account, as being likely to affect the plan's targets in future.
- 6.2** It is intended that monitoring should be done jointly across the three authorities to measure performance of the current Joint Core Strategy across the Greater Norwich area, as well as individually for Broadland.
- 6.3** This Local Development Scheme will need to be reviewed at regular intervals. The LDS will in particular need to be considered for review after the Annual Monitoring Report has been prepared each year in order to take account of any matters which it identifies as needing review.
- 6.4** In accordance with the National Planning Policy Framework, the adopted Development Management Policies DPD will be due for review by summer 2020.

Glossary of Terms

Abbreviation/ Document	Explanation
AMR	Annual Monitoring Report: part of the local development framework. Local authorities are required to produce an AMR each December with a base date of the previous financial year monitoring the progress of the implementation of the local development scheme and the extent to which policies in local development framework are being implemented.
AAP	Area Action Plan: a planning framework for area of major change or conservation similar to masterplan.
CS or (JCS)	Core Strategy/ (Joint): sets out the long term spatial vision for the area. A development plan document, and one with which all other development plan documents must conform.
Development Plan Document (DPD)	Development Plan Documents contained within the local development framework. According to Section 38 (6) of the Planning and Compulsory Purchase Act 2004, planning applications should be determined in accordance with the development plan unless material considerations indicate otherwise. In order to acquire this status they will be subject to independent scrutiny through a public examination. Certain documents within the local development framework must be DPDs, for example Core Strategy, Site Specific Allocations of land and Area Action Plans where produced. There must also be an adopted Policies Map which will be varied as successive DPDs are adopted.
LDD	Local Development Document: the collective term for development plan documents, supplementary planning documents and statements of community involvement.
LDF	Local Development Framework: the portfolio of local development documents consisting of DPDs, SPDs, SCI, LDS and AMR. This is now referred to as the Local Plan as defined in the NPPF.
LDS	Local Development Scheme: the programme for the preparation of local development documents.
Local Plan	Another name for a Development Plan Document and commonly used to refer to the DPDs as a whole.
NPPF	The National Planning Policy Framework (NPPF) published in July 2018, sets out the Government's planning policies and requirements for the English Planning System. The NPPF must be taken into account in the preparation of local and

	neighbourhood plans and is a material consideration in planning decisions.
Policies (Proposals) Map	The adopted policies map as defined by the NPPF (previously termed the proposals map) illustrates all the policies contained in development plan documents and any saved policies. It will need to be revised as each new development plan document, which has a spatial content, is adopted. As development plan documents are submitted, they will include within them a submissions policies map showing the changes which would be required upon adoption of the document.
Site Allocations	Allocations of sites for specific or mixed uses for development, i.e. Housing, Employment, Open Space, Mix uses, etc.
SCI	Statement of Community Involvement: sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions.
SA	Sustainability Appraisal: appraises policies to ensure they reflect sustainable development objectives (social, environmental and economic factors). Required by the Act to be undertaken for all DPDs.
SEA	Strategic Environmental Assessment: the term used to describe environmental assessment applied to policies, plans and programmes. In compliance with European SEA directive, a formal environmental assessment of land use planning proposals and plans is required. In practise SA and SEA are often combined.
SPD	Supplementary Planning Documents: provide supplementary information elaborating on policies in DPDs. Forming part of the Local Development Framework (LDF) not subject to independent examination and do not form part of the development plan. No longer require Sustainability Appraisal.

Minutes of a meeting of the **Audit Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 26 July 2018** at **10.00 am** when there were present:

Mr N C Shaw – Chairman

Mr P H Carrick

Mrs B H Rix

Mr V B Tapp

Mrs K A Vincent

Mr Knowles also attended the meeting for its duration.

Also in attendance were the Deputy Chief Executive, Head of Finance and Revenue Services, Head of Democratic Services and Monitoring Officer, Corporate Finance Manager, Financial Accountant, Capital and Training Centre Accountant, Systems Accountant and the Committee Officer (JO).

Mark Hodgson and Sappho Powell (Ernst and Young) attended the meeting for its duration.

8 MINUTES

The Minutes of the meeting held on 28 June 2018 were confirmed as a correct record and signed by the Chairman.

9 SERVICE RISKS

The Head of Democratic Services and Monitoring Officer informed the Committee about the risks associated with his service and the measures that had been put in place to mitigate them.

In committee administration, the risks from unsound decision making could have financial implications for the Council and / or harm the Council's reputation. This risk was mitigated through advice from the Council's legal contractors NPLaw. The Head of Democratic Services and Monitoring Officer had quarterly meetings with NPLaw to ensure the Council's contract remained appropriate. The Council's Constitution set out where mandatory training was required to ensure Members had the relevant knowledge and skills set to be able to make sound decisions. All reports were circulated to heads of service and where necessary included advice received from NPLaw.

In the Elections Team failure to implement statutory procedures could result in voters being disenfranchised, which could impact on the Council's reputation and / or result in complaints to the Electoral Commission.

The work of the Elections Team was governed by legislation and the Elections Team all had professional qualifications through the Association of Electoral Administrators and undertook regular training, to ensure that their knowledge and skills were kept up to date. The team continued to meet the performance standards required of them on a regular basis.

The Council must make returns to the Electoral Commission and at the moment these were fairly light touch, but shortly a new Returning Officer and Deputy Returning Officer would be appointed following the recruitment of a new joint Managing Director, which might require the submission of more stringent returns.

10 RISK REGISTER

The Chairman advised the meeting that he had asked that this item be placed on the agenda, as he wanted the Committee to consider if Broadland should have a Risk Register.

The Chairman noted that the County Council and South Norfolk Council both kept Risk Registers and that these were a very helpful, clear and transparent means for Members to have an overview of the risks to service delivery faced by the Council.

The Vice-Chairman, however, noted that the Council managed risk satisfactorily on a service by service basis and he remained confident that officers would bring any issues to Members' attention should they arise.

The Deputy Chief Executive emphasised that the Council was not complacent about risk and there were a number of routes through which information on risk was fed back to Members. The Council had kept a Risk Register for a number of years, but as part of its Systems Thinking approach had decided that it was more effective to manage risk on a day to day basis rather than simply listing them on a register, which was deemed as not adding value in system terms.

It was stressed that risk management had not been reduced and managers were expected to provide evidence of how they managed risk for both day to day work and for specific projects. Sections on risk were also incorporated into committee reports as appropriate as well as Audit and Performance reports.

The Committee had the opportunity to ask heads of service to attend their meetings to talk to them about risk and similarly Members of the Overview and Scrutiny Committee had an annual joint budget meeting with Cabinet, where it could explore financial risks.

It was also emphasised that the Council had an 'open door' culture, which allowed Members ready access to officers and Portfolio Holders.

The Head of Finance and Revenue Services added that she and the Head of Democratic Services and Monitoring Officer were Statutory Officers, who had a duty to bring any pertinent issues to Members' attention.

The Chairman, however, advised Members that he still wanted to explore adopting a Risk Register, especially as the Council was collaborating with South Norfolk Council which was likely to generate more risks. He suggested that the South Norfolk Risk Register should be considered by the Committee at its meeting in September.

The Head of Finance and Revenue Services confirmed that she would liaise with the S151 Officer at South Norfolk and draft a Risk Register template for the next meeting.

11 STATEMENT OF ACCOUNTS

The Head of Finance and Revenue Services presented the final Statement of Accounts to the Committee.

The Corporate Finance Manager advised the meeting that the narrative report had been extended and a number of amendments suggested by EY had been included.

The biggest concern remained the deficit of the Local Government Pension Scheme, which the Council was required to top up annually. In 2017/18 Broadland's contribution was £584,000.

The Fund was formally valued every three years and between formal valuations, the Fund's actuaries rolled forward the value of the liability, using reasonable assumptions. The only control the Council had in respect of this was to challenge the actuaries' assumptions. However, historically they had usually proven to be accurate.

The Committee noted that the £9.7m that the Council had received through Taxation and Non-Specific Grant Income was significantly more than had been anticipated in the budget.

The Head of Finance and Revenue Services confirmed that there was uncertainty about future levels of local government funding. For example, the baseline of the New Homes Bonus was likely to be increased, which would reduce the Council's income. A consultation was currently taking place on the Local Government Finance Settlement 2019/20 and Broadland's response would be included in the Budget Forward Look report to Cabinet in

October. Changes to the Chartered Institute for Public Finance and Accountancy reporting standards would also increase the workload on the Finance Team.

In response to a query, the Head of Finance and Revenue Services confirmed that the Council had a process to monitor and analyse National Non-Domestic Rate (NNDR) appeals and made prudent provision for an extensive backlog of appeals from properties such as NHS Trusts. A revaluation would take place in 2021, which could lead to a number of further appeals.

The Committee was advised that, although most small businesses in the district did not pay NNDR, the Council regularly achieved growth in its NNDR retention.

Members were informed that the Recession Mitigation Fund had originally been established to assist the community during the last recession, but as it was now being wound down it was being used to fund a number of projects such as the social housing tenants' subsidy for the Tots2Teens service and homelessness advice.

Money set aside to cover revenue losses following the formation of the CNC Building Control Partnership would go into General Reserves, if not used. The Council also had an External Funding Reserve that was ring-fenced for projects funded by specific Government Grants and contributions, such as the Planning Delivery Grant.

The Committee noted that the Council had been unable to dispose of the railway bridges that it had responsibility for and retained a reserve for their maintenance.

The Head of Finance and Revenue Services wished to record her thanks to the Corporate Finance Manager and the rest of the Finance Team for their hard work in compiling the Statement of Accounts.

RESOLVED

to approve Broadland's Statement of Accounts (attached at Appendix 1 to the signed copy of these Minutes).

12 LOCAL CODE OF CORPORATE GOVERNANCE

Broadland's Code of Local Governance had been developed in accordance with a framework drafted by the Chartered Institute of Public Finance and Accountancy and the Society of Local Authority Chief Executives and Senior Managers. This national framework had changed and so it was necessary to

prepare a new local code that took account of the new framework. It set out seven core principles of good governance. These were:

- (1) Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of the law.
- (2) Ensuring openness and comprehensive stakeholder engagement.
- (3) Defining outcomes in terms of sustainable economic, social and environmental benefits.
- (4) Determining the course of action necessary to optimise the achievement of the intended outcomes.
- (5) Developing our capacity, including the capability of our leadership and the individuals within it.
- (6) Managing risks and performance through robust internal control and strong public financial management.
- (7) Implementing good practices in transparency, reporting and audit to deliver effective accountability.

The new local code, circulated with the agenda, reflected these principles. Also listed were the behaviours and actions that would demonstrate compliance with the Code, as well as how they would be achieved or put into practice.

RESOLVED

to approve the Council's Code of Corporate Governance (attached at Appendix 2 to the signed copy of these Minutes).

13 EY 2017/18 AUDIT RESULTS REPORT

The report summarised the preliminary conclusion of External Audit in respect of Broadland District Council and confirmed the opinion that the Council's financial statements gave a true and fair view of its financial position for the year ended 2017/18.

A number of misstatements had been identified by the audit and these had been corrected by management.

In respect of value for money, External Audit was satisfied that the Council had sufficient reserves to remain well above the approved minimum level of £2m to 2021.

The audit had identified that seven Members had failed to return their Related Party Transactions forms for 2017/18 and one Member had not disclosed a known related party within their form. This was a significant deficiency in internal control and it was, therefore, recommended that a robust process to collect the completed forms be put in place, which also reinforced the importance of accurate disclosures. The Head of Democratic Services and Monitoring Officer confirmed that Members had been repeatedly contacted regarding this issue and they had been provided with hard copies and electronic versions of the forms and the leaders of both political groups had been advised that some of their Members had failed to submit their forms. The Chairman confirmed that he would contact the seven Members personally following the meeting.

Another deficiency identified was the Council's Valuer's report for the Bure Valley Railway, which had been wrongly prepared as an 'Investment Property' instead of an 'Asset held for Sale'. This had no impact on the valuation of the asset, but did show a weakness in control, which could have a material impact and it was recommended that a robust quality review process be put in place before the authorisation of the draft financial statements ahead of the statutory deadline.

RESOLVED

to note the External Audit results report for 2017/18.

14 LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING

Members received the Local Government Audit Committee briefing.

15 WORK PROGRAMME

Risk Register was added to the Work Programme for the 20 September 2018.

The meeting closed at 11.28 am

Minutes of a meeting of the **Licensing & Regulatory Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Wednesday 25 July 2018** at **9.00am** when there were present:

Mrs S C Gurney – Chairman (Minutes 8 – 15)

Mrs J K Copplestone (Minutes 8 – 12) Mr K G Leggett MBE (Minutes 8 – 12)

Mr R F Grady (Minutes 8 – 15) Mr I N Moncur (Minutes 8 – 15)

Mr R J Knowles (Minutes 8 – 12) Mrs B H Rix (Minutes 8 – 12)

Mrs C H Bannock attended the meeting for all items of business as a newly appointed Member of the Committee but took no part in the decisions.

Also in attendance were Mr R Essex – the Committee's legal advisor (Minutes 13 – 15 only), the Food, Safety and Licensing Team Manager, the Technical Officers – Licensing Enforcement (SH) and (CN) and the Committee Officer (DM).

8 DECLARATIONS OF INTEREST

None made.

9 APOLOGIES FOR ABSENCE

An apology for absence was received from Mr V B Tapp.

10 MINUTES

The Minutes of the meeting held on 30 May 2018 were confirmed as a correct record and signed by the Chairman.

Minute no: 4 – Private Hire Vehicle Licensing

Members noted that the Council had now licensed the Nissan Leaf, an eco-friendly electric car.

11 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – TOWN POLICE CLAUSES ACT 1847 – HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVERS – CHARGING FOR SAFEGUARDING TRAINING

Members considered the report detailing a proposal to charge for safeguarding training delivered to private hire vehicle drivers. The training for

existing drivers had been free of charge to encourage all drivers to take part and courses had been well attended and received. The costs had been covered by funding available for safeguarding work. Liaison with other local authorities now implementing the safeguarding conditions including training had been ongoing with a view to arranging training for new drivers which was cost effective.

In response to questions, the Food, Safety and Licensing Team Manager outlined the costings involved. It was noted that an average of six attendees per training session from each of the participating councils would ensure the training was cost effective. A monthly premium was paid by participating councils irrespective of the numbers of drivers attending.

Having regard to ongoing collaboration work with South Norfolk, it was felt there was a need to review the situation regarding the proposed charges in the Spring.

RESOLVED

to

- (1) levy a charge of £25 per person for attendance at a safeguarding training course provided by Broadland District Council in respect of the requirements of the Council's Private Hire and Hackney Carriage Drivers Policy;
- (2) apply the charge in respect of safeguarding training delivered after 1 September 2018;
- (3) review the charges in February 2019.

12 REGULATORY SERVICES AND LICENSING – ANNUAL REPORT 2017/18

The Committee considered the annual report of the Food, Safety and Licensing Manager for 2017/18. The report served to inform Members of the activities undertaken under officer's delegated authority. The Food, Safety and Licensing Manager took Members through the annual report drawing attention to the key points of interest. It was noted that a review of the Council's Gambling Policy was being carried out. To date a very limited response had been received to the consultation on the new Policy. The outcome of the consultation and the proposed new policy would be considered by the Committee shortly.

With regard to the impending changes to the animal welfare licensing, guidance was slowing being issued on these and there would be implications for staff resources during the changes.

The Chairman suggested it would be helpful for the report to include data on the number of occasions the Committee had met, the number of cases considered and the outcome of the decisions.

Members thanked the Food, Safety and Licensing Manager for the report and it was

RESOLVED

to note and agree the annual report subject to the following:

- (1) Members had concerns about the under-resourcing in staff relating to work on new animal welfare licensing and recommended that an immediate review of staff resources and budget implications be undertaken to consider acquirement of additional support staff for the new legislation;
- (2) the addition to the annual report of data on the number of occasions the Committee had met, the number of cases considered and the outcome of the decisions – an updated copy of the report is attached at appendix 1 to the signed copy of these Minutes.

The meeting adjourned at 10:30am and reconvened at 11:15am to consider the remaining items of business with the following Members present:

Mrs S C Gurney – Chairman

Mr I Moncur

Mr R F Grady

The applicant attended for Minute no: 15.

Also in attendance were Mr R Essex (the Committee's legal advisor), the Food, Safety and Licensing Team Manager, the Technical Officer – Licensing Enforcement (SH) and the Committee Officer (DM).

13 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraphs 1, 3 and 7 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

**14 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 –
PRIVATE HIRE VEHICLE DRIVER LICENSING**

This item was deferred for consideration at an extra meeting of the Committee arranged for 8 August 2018 due to the unavailability of the driver.

**15 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 –
PRIVATE HIRE VEHICLE DRIVER LICENSING**

The Committee considered a matter involving a Private Hire Vehicle Driver. After due consideration, as detailed in the exempt appendix to the signed copy of these Minutes, it was

RESOLVED

to defer consideration of this application pending the outcome of the applicant's appeal to the Court.

The meeting closed at 11:50 am

Minutes of a meeting of the **Licensing & Regulatory Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Wednesday 8 August 2018** at **9.30am** when there were present:

Mrs S C Gurney – Chairman

Mr K Leggett

Mrs J Copplestone

The applicant and his employer (as identified in the exempt appendix to the signed copy of these Minutes) attended the meeting for consideration of their case.

Also in attendance were Mr R Essex (the Committee's legal advisor), the Food, Safety and Licensing Team Manager, the Technical Officer (Licensing Enforcement) and the Committee Officer (DM).

16 NON-EXEMPT MINUTES

The non-exempt Minutes of the meeting held on 25 July 2018 were confirmed as a correct record and signed by the Chairman.

17 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraphs 1, 3 and 7 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

18 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – PRIVATE HIRE VEHICLE DRIVER LICENSING

The Committee considered matters involving a private hire vehicle driver, as detailed in the exempt appendix to the signed copy of these Minutes. After due consideration, it was

RESOLVED

to suspend the driver's PHVD License pending completion of the DSA Taxi and Private Hire Driving Test (or the current equivalent) and to issue a written warning.

19 EXEMPT MINUTES

The Exempt Minutes of the meeting held on 25 July 2018 were confirmed as a correct record and signed by the Chairman.

The meeting closed at 11:35 am

DRAFT

DECISIONS ON APPLICATIONS – 1 AUGUST 2018

App'n No	Location	Description of Development	Decision
20160395	Land South of Green Lane East, Rackheath	Outline planning consent for development of 157 dwellings together with associated access, open spaces and infrastructure	Delegated authority to the HoP to APPROVE subject to the completion of a Section 106 Agreement and following conditions
20170594	Site of T H Blyth & Sons Builders Yard and land to West of Claypit Road, Foulsham	Demolition of builders' yard and erection of 11 dwellings with associated access (revised proposal)	REFUSED
20180656	84 Taverham Road, Taverham	Sub-division of plot and erection of 2 detached dwellings (outline)	APPROVED subject to conditions
20180894	26 Highfield Close, Thorpe St Andrew	Single storey rear extension	APPROVED subject to conditions

HoP = Head of Planning

COUNCIL

Thursday 6 September 2018

Final Papers

Item	Details	Page No
10 (2)	Cabinet	78 – 82

To receive the Minutes of the meeting held on 28 August 2018

DEMOCRATIC SERVICES

Broadland District Council
Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU
Tel: 01603 430428
Email: cst@broadland.gov.uk

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 28 August 2018** at **9.00 am** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr R R Foulger	Housing and Wellbeing
Mrs T M Mancini-Boyle	Finance
Mr I N Moncur	Planning
Mr G Peck	Transformation and Organisational Development

Mrs C Bannock also attended the meeting for its duration.

Also in attendance were the Chief Executive, Deputy Chief Executive, Head of Democratic Services and Monitoring Officer, Spatial Planning Manager, Housing Manager and the Committee Officer (JO).

29 APOLOGY FOR ABSENCE

An apology for absence was received from Mr Fisher.

30 MINUTES

The Minutes of the meeting held on 31 July 2018 were confirmed as a correct record and signed by the Chairman.

31 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

32 UPDATE TO LOCAL DEVELOPMENT SCHEME

The report presented an updated Local Development Scheme (LDS), which set out the Development Plan documents that the Council was going to publish, together with a timetable for their production. The current LDS was published in June 2016 and was in need of updating to reference the

timetable for production of the Greater Norwich Local Plan (GNLP), as well as more general changes and updates.

The revised timetable for the GNLP proposed publication of the Plan in February 2020, followed by submission to the Secretary of State in June 2020 and adoption of the final Plan in September 2021. It was noted that the timetable required amendment to correct a typographical error in respect of the final adoption.

The Spatial Planning Manager explained that as the timetable required formal approval each time it was revised to ensure that it remained sound and not subject to legal challenge, only the formal stages of the Local Plan process were included in it. Other informal stages could, therefore, be treated more flexibly and make more productive use of officer time.

Cabinet was informed that there would be further consultation on 'additional' sites in October / November 2018 and a consultation on a draft Plan in autumn 2019. The GNLP would be reviewed in 2021, in accordance with the National Planning Policy Framework, which required that Local Plans be reviewed at least every five years.

RECOMMENDED TO COUNCIL

to approve the updated Local Development Scheme (August 2018) (attached at Appendix 1 to the signed copy of these Minutes).

Reasons for decision

To meet legislative requirements.

33 HOUSING BRIEFING – YEAR END REPORT 2017/18

The report provided the 2017/18 year end summary of housing related services delivered by the Council.

The Government had recently published its Rough Sleeper Strategy. It had been suggested that the Strategy would come with significant additional funding, but there were no details of how much the Council would be able to access at present.

The Government had also published a Social Housing Green Paper, which aimed to provide safe decent homes, empower residents, expand the supply of housing and widen opportunities for home ownership. The Green Paper would be considered by the Place Shaping Panel in October. A joint response to the Green Paper with South Norfolk Council was also being

considered.

The Housing Manager confirmed that reduced delivery of affordable housing on some sites was a national issue. Broadland took a pragmatic approach to this trend, with each planning application being assessed on a case by case basis.

The Portfolio Holder for Housing and Wellbeing commended the level of activity being undertaken in the department. In particular, he noted that £3m had been secured from the Warm Homes Fund to provide help to fuel poor households across Norfolk and it was confirmed that this two year project was progressing well.

Members' attention was also drawn to the number of empty homes in the district, which at 265 was at an all-time low. The Portfolio Holder for Housing and Wellbeing informed the meeting that Compulsory Purchase powers had proved a powerful incentive for owners to bring their properties back into use. Members were also asked to note the removal of the £30,000 cap on Disabled Facilities Grants, as well as the popularity of the Handyperson+ service, which had completed 539 jobs in 2017/18.

The Chairman advised the meeting that he and the Chief Executive had met the newly appointed Chief Executive of North Norfolk and South Norfolk Clinical Commissioning Groups (CCG) last week to explore opportunities for working together. He had been particularly interested in the Home Improvement Agency intervention pilots at GPs surgeries in Drayton and Aylsham, which provided direct housing support services to a cohort of patients with a high demand on the surgeries. Growth in Broadland and the impact on CCG services was also an issue that was explored. Closer linkages with the CCGs would be developed as part of the new Broadland Business Plan 2019/22.

RESOLVED

to note the contents of the report.

Reasons for decision

The report was a factual account.

34 INTERIM MANAGEMENT ARRANGEMENTS IN HOUSING AND ENVIRONMENTAL SERVICES DEPARTMENT

The report provided an update on progress with the current temporary interim management arrangements in the Housing and Environmental Services

department and suggested appointing internally a Head of Housing and Environmental Services on an interim basis until such time as the new Managing Director had agreed a new joint management structure.

Since the departure of the Head of Housing and Environmental Services, the Team Leaders of the four main teams in the department had each been 'acting up' to take on the responsibilities of their Head of Service, whilst reporting to the Deputy Chief Executive. It was agreed when these arrangements were put in place that they would be revisited once the Feasibility Study was published and a decision made about collaboration. Given that this decision had now been made and the Council was, therefore, facing a period of significant change and although the arrangements had worked well so far, there were some concerns in the department about the reduction in senior capacity and the lack of a single point of leadership.

It was, therefore, proposed to recruit internally from Broadland staff a Head of Housing and Environmental Services, on an interim basis, until the joint management structure across Broadland and South Norfolk Councils was in place. As the appointment was to be on an interim basis it was suggested that it be made by the Deputy Chief Executive with a panel of one or two other Heads of Service with HR support. However, the option to convene the Appointments and Pay Panel was also available if Members thought it necessary.

Members considered it unnecessary to convene an Appointments and Pay Panel for an interim appointment, but it was proposed that the relevant Portfolio Holders sit on the informal panel.

RESOLVED

to

- (1) note the progress made under the interim arrangements agreed in November 2017;
- (2) agree to appoint internally a Head of Housing and Environmental Services on an interim basis until such time as the new Managing Director had agreed with Members the joint management structure across Broadland and South Norfolk; and
- (3) agree that the appointment to the post be delegated to the Deputy Chief Executive with a panel comprised of the relevant Portfolio Holders and two Heads of Service; and
- (4) (a) request the Head of Democratic Services and Monitoring Officer to amend the temporary delegations in the Constitution to

appropriately reflect this decision; and

- (b) authorise the Deputy Chief Executive to arrange the back filling of posts if required.

Reasons for decision

To appoint an interim Head of Service, now that the Feasibility Study on collaboration had been published.

35 A CASE FOR CHANGE – BUSINESS CASE FOR CHANGING THE GOVERNANCE OF THE NORFOLK FIRE AND RESCUE SERVICE

The report presented a draft proposal from the Norfolk Police and Crime Commissioner setting out a business case for the adoption of a new governance model for the Norfolk Fire and Rescue Service. The proposal would see the service moving from the current governance model under the auspices of Norfolk County Council, to a new governance model under the control of a new Norfolk Police, Fire and Crime Commissioner.

The Portfolio Holder for Finance advised Members that the Business Case for the proposal was flawed as it was based on assumptions of funding from sources that were unlikely to be available in the future, such as the Revenue Support Grant. The Chairman also noted that the appraisals for options one and two were not sufficiently robust.

RECOMMENDED TO COUNCIL

that a negative response be made to the proposal as it was considered that the funding assumptions in the Business Case were flawed and the appraisals of the options were inappropriate.

Reasons for decision

To respond to a public consultation exercise.

The meeting closed at 9.37am