

COUNCIL MEETING – 20 DECEMBER 2016

REPORT OF THE DEVELOPMENT COMMITTEE

31 October 2016

Present: Councillors Carr (Chairman), Skittrall (Vice-Chairman), Anslow, Bailey, Bone, Ekins, Emerson, Harrington, L Lawman, Partridge-Underwood, V Waters and Watts.

Also present: Mrs B Gamble, Head of Resources, Mrs V Phillipson, Principal Planning Policy and Regeneration Manager, Mrs S Bateman, Senior Planning Officer, Mr J Udall, Design and Conservation Officer and Mrs C A Mundy, Democratic Services Officer.

(Councillor G Lawman attended as an observer.)

The chairman welcomed Councillor Barbara Bailey to her first meeting of the Development Committee.

1. APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received from Councillors Beirne and Walia.

2. DECLARATIONS OF INTEREST

RESOLVED to note that no declarations were made.

3. CONFIRMATION OF THE MINUTES OF THE DEVELOPMENT COMMITTEE HELD ON 19 SEPTEMBER 2016.

RESOLVED that the minutes of the Development Committee of 19 September 2016 be approved.

4. REVISION OF TOWNSCAPE HERITAGE INITIATIVE AREA

The annexed circulated report of the Head of Planning and Local Development was received to seek approval to extend the townscape heritage initiative area as detailed within the report to allow more heritage assets to be improved through heritage lottery funding (HLF).

A number of opportunities had arisen in areas that were outside the current townscape heritage initiative area and it was suggested that the following areas: Tithe Barn Road, Broad Green, London Road and Oxford Street be included to allow more heritage assets to be improved using HLF funding.

A map was appended to the report showing the existing area and the proposed area, which would also require the approval of the heritage lottery fund.

Members considered that this was a good way forward and would bring additional opportunities for funding.

RESOLVED that the townscape heritage initiative area be extended subject to the approval of the Heritage Lottery Fund.

5. CONSERVATION AREA UPDATES

The annexed circulated report of the Head of Planning and Local Development was received to seek approval to progress the council's conservation area appraisals in the priority order identified in the report.

The report detailed the duty that the borough council had to formulate and publish proposals for the preservation and enhancement of conversation areas which included managing their protection and using planning powers to improve them.

A number of conservation areas in the borough had not had a character appraisal or, if they did, had not been reviewed in a number of years. A character appraisal provided more information and helped to determine planning applications and planning appeals enabling the Secretary of State to take aspects of the character appraisal into account when making appeal decisions.

Appended to the report was a list of conservation areas and the date and order proposed for review.

Councillor Emerson welcomed the report and referred to the appendix and the fifth bullet point suggesting that in the second line 's' be added to Conservation Area to read Conservation Areas. The officer said she would incorporate this into the document.

RESOLVED that the priority of work on Conservation Areas identified at appendix one to the report be confirmed and work carried out appropriately.

6. MEARS ASHBY VILLAGE DESIGN STATEMENT SUPPLEMENTARY PLANNING DOCUMENT

The annexed circulated report of the Head of Planning and Local Development was received to seek approval to consult on the Mears Ashby Village Design Statement (VDS) and the associated Strategic Environmental Assessment (SEA) screening to enable the document to become a supplementary planning document (SPD).

Appended to the report was the Mears Ashby Village Design statement along with the Village Design Statement SPD Strategic Environmental Assessment screening report.

In order for the documentation to be adopted as an SPD this document and the draft SEA screening document needed to be consulted on. It was

proposed that such consultation would take place for a period of six weeks on both the draft VDS and SEA screening documents.

Members commended the document and the hard work of the residents of Mears Ashby, the parish council and the time of council officers who had worked on this project, noting that this would have taken them away from other work priorities.

RESOLVED that a six week consultation take place, on the Mears Ashby Village Design Statement and the associated Strategic Environmental Assessment screening, as soon as practicable.

7. WOLLASTON NEIGHBOURHOOD PLAN

The annexed circulated report of the Head of Planning and Local Development was received in relation to the Wollaston Neighbourhood Plan with a request for the plan to progress to full adoption.

A referendum had been held on 8 September 2016 where the plan had been presented to residents of Wollaston with the referendum question being:

“Do you want the Borough Council of Wellingborough to use the neighbourhood plan for Wollaston to help it decide planning applications in the neighbourhood area?”

The plan needed to gain the support of the people of the parish to be indicated by the majority voting ‘yes’ (50% plus one person of all those who turned out to vote). The referendum resulted in support for the plan amongst the residents of the parish, receiving 508 ‘yes’ votes and 161 ‘no’ votes. This represented a 24.6% turnout and a 75.8% majority voting ‘yes’.

A decision was now required on whether approval could be given for the plan, as appended to the report, to be made.

Members thanked the Neighbourhood Plan Group in Wollaston for the time and effort that they had put into the production of the document. Thanks were also extended to the planning officers and the elections team for their work with the arrangements for the referendum.

R1 RECOMMENDED that the Wollaston Neighbourhood Plan, as appended to the report, be formally made to become part of the borough’s statutory development plan.

8. UPPER NENE VALLEY GRAVEL PITS SPECIAL PROTECTION AREA SUPPLEMENTARY PLANNING DOCUMENT (SPD) MITIGATION STRATEGY

The annexed circulated report of the Head of Planning and Local Development was received to seek approval to the adoption of the mitigation strategy as an addendum to the Upper Nene Valley Gravel Pits Special Protection Area Supplementary Planning Document.

Appended to the report was the consultation statement including consultation comments and officer response along with the Upper Nene Valley Gravel Pits Special Protection Area SPD Mitigation Strategy of October 2016.

R2 RECOMMENDED that the Mitigation Strategy appended to the report be adopted as an addendum to the Upper Nene Valley Gravel Pits Special Protection Area Supplementary Planning Document.

9. NORTHAMPTON LOCAL PLAN (PART 2)

The annexed circulated report of the Head of Planning and Local Development was received in relation to the progress with the Northampton Local Plan and to agree a response to the consultation on the options paper.

Appended to the report was the proposed response to Northampton Local Plan (Part 2) Options Consultation Paper.

Members agreed with the wording of the response; however, Councillor Emerson proposed that more emphasis be put on the words 'this' referred to twice in the second line of the first sentence. Councillor Lawman also suggested that the word 'first' be added at the end of the second sentence on the fifth line. There was some discussion about whether the proposed changes were needed to emphasise the council's views. On being put to the vote these changes were agreed.

RESOLVED that the response to the Northampton Local Plan (Part 2) Options Consultation paper as appended to the report, with the agreed amendments as above, be submitted.

Chairman

The meeting concluded at 7.25pm.

COUNCIL MEETING – 20 DECEMBER 2016

REPORT OF THE DEVELOPMENT COMMITTEE

5 December 2016

Present: Councillors Carr (Chairman), Skittrall (Vice-Chairman), Anslow, Bailey, Beirne, Bone, Ekins, Emerson, Harrington, Maguire, V Waters and Watts.

Also present: Miss J Thomas, (Head of Planning and Local Development), Mrs S Bateman, (Senior Planning Officer), Mr J Udall, (Design and Conservation Officer) and Mrs C A Mundy, (Democratic Services Officer).

(Councillor G Lawman attended as an observer).

1. APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received from Councillors L Lawman, Partridge-Underwood and Walia.

2. DECLARATIONS OF INTEREST

There were no declarations made.

In relation to minute number 6 The Hind Hotel Enforcement Notice, Councillor Ekins informed the meeting that he was an acquaintance of Mr Ian Hamilton. He asked that it be noted that he had no known knowledge of any other directors or shareholders of Hotels By Endeavour Ltd/or Capitaliseinvest or any known knowledge of any other Directors/Shareholder of The Hind Hotel Ltd. As such he had no known declarable interest.

RESOLVED to note Councillor Ekins' comment, and that no declarations were made.

3. CONFIRMATION OF THE MINUTES OF THE DEVELOPMENT COMMITTEE HELD ON 31 OCTOBER 2016.

RESOLVED that the minutes of the Development Committee of 31 October 2016 be approved.

4. NEIGHBOURHOOD PLAN DELEGATION

The annexed circulated report of the Head of Planning and Local Development was received to seek approval for a scheme of delegation for the neighbourhood planning process, which had been introduced under the Localism Act 2011.

The report detailed the process of neighbourhood planning and the responsibilities of the borough council with each stage being summarised in the report.

Members sought confirmation that should community groups seek to form a neighbourhood forum that ward members would be notified of this. The Senior Planning Officer confirmed this would be the case.

R1 RECOMMENDED that:

- (i) the following matters related to Neighbourhood Planning be delegated to the Head of Planning and Local Development:
 - (a) the determination of neighbourhood area applications, unless there are objections and the neighbourhood area is not the same as the parish boundary in a parished area, when it should be determined at Development Committee;
 - (b) the determination of Neighbourhood Forum applications;
 - (c) the carrying out of the legal check;
 - (d) the decision to proceed to referendum where the decision accords with the examiner's, if the decision differs from that of the examiner it should be made at Development Committee;
 - (e) the setting of the referendum date in consultation with the Head of Resources;
- (ii) the 'scheme of delegation of officers' be amended accordingly.

5. WELLINGBOROUGH TOWNSCAPE HERITAGE INITIATIVE (THI) UPDATE

The annexed circulated report of the Head of Planning and Local Development was received to provide members with an update on the current position of the Wellingborough Townscape Heritage Initiative (THI).

The report detailed the progress made on the following:

- Hind Hotel;
- 7 Broad Green;
- The Angel Hotel;
- The Bakehouse, 2-3 Broad Green and the barn 24 Jackson's Lane;
- The Church Hall, Priory Cottage and 27 Church Street;
- Queens Hall, High Street;
- Shop front grant;
- Public realm projects.

Members made particular reference to the former Angel Hotel and the proposal that this be removed from the Wellingborough Townscape Heritage Initiative. There was considerable concern that this former hotel was a particular eyesore and had fallen into disrepair. Other properties in the vicinity were well looked after and this part of the area looked particularly neglected.

The THI Project Manager explained that former hotel had been targeted as a 'critical building' for the Heritage Lottery Fund. Numerous correspondence had been sent to the owners to encourage them to apply for the grant funding but there has been no response. The HLF funding was only available for projects that had started during the next year and it was considered extremely unlikely

that this would happen. Officers were therefore recommending that this be removed from the THI, so that monies could be reallocated, rather than it be returned to the HLF.

Members asked how long the funding would remain available and were informed that the deadline date was October 2017. Work on projects had to be commenced by this date. Members concluded that it was imperative that the funding was spent and not returned to the HLF. Members also praised officers for the completion of the work on the Church Hall and Priory Cottage and 27 Church Street.

RESOLVED that approval be given to:

- (i) Officers asking the Heritage Lottery Fund to give approval to the removal of the Angel Hotel from the Wellingborough Townscape Heritage Initiative;
- (ii) the Wellingborough Townscape Heritage Initiative public realm proposals being submitted to the Heritage Lottery fund for approval.

(Councillor Emerson abstained from voting and Councillor Maguire voted against resolution (i) above).

6. HIND HOTEL ENFORCEMENT NOTICE

The annexed circulated report of the Head of Planning and Local Development was received to seek approval to commission an open market valuation of the Hind Hotel, along with a quantity surveyor's cost estimate of necessary repairs to enable an appropriate notice to be served on the property owners to undertake the necessary repairs.

The Hind Hotel is a grade II* listed building, which had been deteriorating over the last 15 years.

A condition report was appended to the report which highlighted the extent and severity of the defects. Urgent repairs were required to the roof, carpentry to windows and porch, masonry repairs/re-pointing and rainwater goods overhaul. Internally there were issues with the plasterwork and wall panelling as well as partial floor subsidence in the basement.

If a listed building was not being adequately maintained the council was obliged to intervene to ensure that the owners carried out the repairs.

The Heritage Lottery Fund (HLF) scheme had identified the Hind Hotel as a critical building for grant funding. Approximately 70% of the costs of approved works, which were the majority of items listed on the schedule, would be met from the scheme. New owners had taken over The Hind in 2015 and started the THI application process. This had subsequently stalled and only minor repairs had been undertaken since.

The current owner is a director of Hotels by Endeavour Ltd who purchased the Hind Hotel, financed by Capitaliseinvest in 2015. In August 2016 Hotels by Endeavour was put into administration.

The Head of Planning and Local Development informed the committee that she was meeting with the administrators shortly and would provide a briefing note to members following the meeting.

The report detailed the four notices that could be served to include Urgent Works notice, Repairs notice, a Building Act Dangerous Structure notice and a Section 215 notice.

Members queried the cost of the Condition Survey carried out by GSS Architects in October 2015 and the previous survey carried out in 2013.

Officers clarified that the survey had been purchased at a reduced price of £750 from GSS Architects when the original party commissioning the work, who is believed to be The Hind Hotel, failed to pay for it. Officers were unable to confirm the cost of the previous survey but would find out this information and let members know.

Members all agreed that The Hind Hotel was an iconic building in the centre of town which needed to be repaired and maintained as a matter of extreme urgency. They asked if the Administrators would be in a position to carry out the work required or whether their intention would be to sell-on the business. The Head of Planning responded to this and said she did not know of their intentions at the present time but that this would form part of the discussions at the meeting. Members were aware that the HLF funding would not be able to go to a company in administration so this presented additional concerns. Members also asked if the council could ensure that owners were more accountable for the maintenance of listed buildings. Concern was expressed in regard to the timescale of commencing the work and whether the HLF deadline date could be met.

Members also asked if consideration could be given to a compulsory purchase order of the building. The Head of Planning and Local Development confirmed that a CPO could be an option. She clarified that only the owner of a property could apply for an HLF grant. If the council carried out and paid for the repairs then a charge would be placed on the property as had happened with the former Indian restaurant on Church Street.

Once an open market valuation of the Hind Hotel had been received along with a surveyor's estimate of the cost of the necessary repairs a further report would be brought back to committee for agreement before a capital bid was made to Resources Committee.

RESOLVED that approval be given to:

- (i) an open market valuation of the Hind Hotel and a surveyor's estimate of the cost of necessary repairs being commissioned in accordance with Historic England procedural guidance;
- (ii) a listed building repairs notice being served on the property owners and all interested parties once the cost of repairs was received.

Chairman

The meeting concluded at 7.55pm.

COUNCIL MEETING – 20 DECEMBER 2016
REPORT OF THE RESOURCES COMMITTEE

2 November 2016

Present: Councillors Griffiths (Chairman), Partridge-Underwood (Vice-Chairman), Carr, Emerson, Francis, Graves, Gough, Hallam, Henley, G Lawman, L Lawman, Morrall, Scarborough, Simmons and Ward.

Also present: Mr J T Campbell (Chief Executive), Mrs B Gamble (Head of Resources), Mr G Hollands (Solicitor District Law), Mrs S Knowles, (Principal Finance Manager), Mr N Robinson (Principal Revenue and Benefits Manager), Mr R Watson (Senior Revenue Officer) and Mrs C A Mundy (Democratic Services Officer).

(Councillor Harrington attended as an observer.)

1. APOLOGIES

RESOLVED that there were no apologies.

2. DECLARATIONS OF INTEREST

RESOLVED to note that in accordance with the Localism Act 2011, the council's code of conduct and the council's constitution, the following declaration was made.

Councillor	Min. no.	Report Title	Reason
Scarborough	5	Mid-year report on Treasury Management	DPI – wife has taken a contract with principality building society

3. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2016

RESOLVED that the minutes of the Resources Committee held on 21 September 2016 be confirmed and signed.

4. REVIEW OF POLLING STATIONS 2016

The annexed circulated report of the Head of Resources was received in relation to the review of polling stations following the Police and Crime Commissioner Election on 5 May 2016 and the Referendum on the UK's membership of the European Union on 23 June 2016. During the review, two issues had been identified in relation to the future use of the portakabin on Cox's site on Westfield Road and Hilton Hall in Little Irchester, as neither would be available.

Alternative sites had been sought in these locations but no suitable venue had been located within either the relevant Irchester polling district or the Brickhill polling district.

Following consultation with ward councillors from the polling districts affected, the Returning Officer had determined that the most effective solution, subject to member approval, of a change to the designated polling place, would be to move polling district BC to St Mark's Church Hall, Brickhill Road and to transfer polling district IC to Irchester Village Hall, 36 School Road, Irchester.

Council had previously agreed that the polling place for polling district BC (Brickhill no.3) would be the entire polling district of BC, and that the polling place for polling district IC (Little Irchester) would be the entire polling district of IC. This was the council's usual practice as it allowed a level of flexibility if the polling station became unavailable. On this occasion and as there was no suitable alternative in the relevant polling districts, the decision of the Returning Officer was to re-site the polling station for BC at St. Mark's Church Hall, subject to the council agreeing to change the designated polling place for BC from polling district BC (Brickhill no. 3) to polling district BA (Brickhill no. 1), and to re-site the polling station for IC at Irchester Village Hall, subject to the council agreeing to change the designated polling place for IC from polling district IC (Little Irchester) to Irchester ward. The latter change was suggested so, that if a suitable location became available in Little Irchester, the Returning Officer could make use of it without changing the statutory polling place.

Members thanked officers for consulting with the ward councillors and considered that the proposal was the best way forward.

R1 RECOMMENDED that:

- (i) approval be given to the polling place for polling district BC being amended to polling district BA;
- (ii) approval be given to the polling place for polling district IC being amended to Irchester Ward.

RESOLVED to note the decision of the Returning Officer to transfer the polling stations for BC (Brickhill) to St Mark's Church Hall, Brickhill Road, Wellingborough and for IC (Little Irchester) to Irchester Village Hall, 36 School Road, Irchester with immediate effect.

(Councillor Scarborough left the room for the next item, having declared an interest.)

5. 2016-17 MID YEAR REPORT ON TREASURY MANAGEMENT

The annexed circulated report of the Head of Finance was received on the treasury management activity in line with the Treasury Management Strategy Statement (TMSS) which was approved by committee on 23 March 2016.

A summary of investment transactions at 30 September 2016 was appended to the report along with the summary of economic background and interest

forecast. The Principal Finance Manager referred to the interest rate forecast contained within appendix two of the report and advised councillors it was unlikely the base rate would drop again this year, as indicated in the report; however the effect of this was immaterial on the expected level of investment interest income.

Councillor Simmons referred to appendix one and the first four items which had matured and asked where the money had been invested. The Principal Finance Manager confirmed that these funds had been rolled over with Santander to give access to liquid funds.

A councillor referred to the investment in property funds, and the ongoing investigations of this type of investment by officers, and offered his assistance and knowledge to officers.

RESOLVED that:

- (i) The mid-year report on treasury management be noted;
- (ii) Officers be authorised to undertake due diligence and investigate the use of property funds and report back to a future committee with their findings.

(Councillor Scarborough re-joined the meeting.)

6. MID-YEAR SUPPLEMENTARY ESTIMATE REQUESTS

The annexed circulated report of the Head of Finance was received to seek approval to a number of mid-year supplementary budget requests for the capital programme and to review the proposed community capital funding scheme arrangements for inclusion in the draft capital programme later in the year.

Appended to the report was the current funding available as per the September Resources report.

The capital working group had met on 11 October 2016 and discussed a number of new proposed schemes for inclusion in the current year's capital programme and in future years. Some of the in-year schemes included an upgrade to Agresso of £34,375; Redwell Leisure Centre installation of boilers of £15,770 and fencing for parks of £50,000

The Principal Finance Manager informed the committee that the additions to the Capital Programme would be put to council on 20 December, however, should work need to commence prior to such approval at council, officers were seeking the approval of committee to use the urgent action process if necessary. Members agreed that if it was necessary, urgent action could be taken prior to the next council meeting.

A number of schemes had also been put forward by parish councils and members had indicated that they also wished to put forward other community schemes. The current system of scoring meant that these would not score sufficiently high enough to be included. It was therefore proposed to include a new scheme in the programme from 2017-18 for 'Community Capital Funding' whereby members would agree a capital budget for use on schemes which, under the current arrangements, would not normally score highly enough. The budget would be administered by the working group in the same way as the community grant arrangements.

Members welcomed the proposals in relation to the Redwell boilers, the fencing of parks and the proposal for Community Capital Funding.

A question was asked in relation to appendix A and the Kick Start funding. The Principal Finance Manager confirmed that she would provide a members briefing note in relation to this.

Members also expressed their concern about the condition of the Redwell building. The chairman confirmed that he and officers had recently visited the site which he believed had considerable potential for existing and additional sports provision, and that options were being considered for a future report.

Members also asked about the current maintenance programme for council buildings. The Head of Resources confirmed that a planned preventative maintenance survey had recently been undertaken which indicated that a budget would need to be set aside for operational council buildings; a five year review plan would be put in place.

R2 **RECOMMENDED** that the schemes outlined in the report be included in the ongoing agreed capital programme for 2016-17 and beyond.

RESOLVED that:

- (i) approval be given to the community capital funding scheme governance arrangements being put forward as part of the 2017-18 capital programme;

7. LOCAL COUNCIL TAX SUPPORT SCHEME 2017-18

The annexed circulated report of the Head of Finance was received in relation to the local council tax support scheme (CTS) for 2017-18 and subsequent years.

The report detailed the annual total expenditure estimated for 2017-18 to be in the region of £3,875,000 for the CTS, which would not present an additional burden on the revenue budget.

The report detailed the background to the local council tax support scheme which had been agreed in 2014-15. There was no change to the scheme in

2015-16, however in 2016-17; a number of technical changes had been incorporated to align the local scheme to national welfare changes.

The report detailed the amount that working age people would be required to pay under the current system. There were no further regulation changes to housing benefit or universal credit that would warrant technical amendment to the council scheme for compatibility purposes.

A public consultation exercise had been undertaken during October and November 2015, case law had directed councils to undertake meaningful consultation on local council tax schemes, even if the scheme provision remained unaltered. It was intended that a further consultation would take place prior to the budget setting for next year.

RESOLVED that:

- (i) The public be consulted on there being no change to the Borough Council of Wellingborough's Local Council Tax Support scheme for 2017-18;
- (ii) It be noted that a further report would be received by this committee, following the consultation, to agree the council tax scheme for 2017-18 to be recommended to council.

8. IRRECOVERABLE NON-DOMESTIC RATES, COUNCIL TAX, HOUSING BENEFIT OVERPAYMENTS AND SUNDRY DEBTS

The annexed circulated report, and exempt appendices, of the Head of Finance was received in relation to the write off of irrecoverable debts.

Appended to the report were details of the non-domestic rate cases and council tax cases along with a summary of the process used for the write off of debts. There was no discussion on the exempt appendices.

RESOLVED that:

- (i) the sum of £34,183.64 of irrecoverable non-domestic rates and council tax be written off;
- (ii) it be noted that the sum of £29,431.19 be written off under the delegated powers of the Section 151 officer.

9. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting during consideration of the following items in accordance with Section 100A (4) to the Local Government Act 1972 on the grounds that they would involve the likely disclosure of exempt information of the descriptions shown in schedule 12A to the Act:

Minute no.	Item	Paragraph of 12A
11	Report on harassment of members and council officers	E1, 2 & 5

10. URGENT MATTER

The chairman decided that the following matter was urgent within the meaning of Section 100B (4) (B) of the Local Government Act 1972 for the reasons set out below:

Min no.	Title of report	Reason
11	Report on harassment of members and council officers	Effect on council business

11. REPORT ON HARASSMENT OF MEMBERS AND COUNCIL OFFICERS

The tabled exempt report of the Chief Executive was received relating to a persistent complainant, and a resolution passed as recorded in the confidential minutes.

RESOLVED that the decision, as recorded in the confidential minutes, be approved.

Chairman

The meeting closed at 8.10pm.

COUNCIL MEETING – 20 DECEMBER 2016
REPORT OF THE RESOURCES COMMITTEE

7 December 2016

Present: Councillors Griffiths (Chairman), Carr, Emerson, Francis, Graves, Gough, Hallam, Henley, G Lawman, L Lawman, Morrall, Scarborough, Simmons and Ward.

Also present: Mr J T Campbell (Chief Executive), Mrs L Elliott (Head of Finance, Mrs B Gamble (Head of Resources), Miss J Thomas, Head of Planning and Local Development, Mrs C Taylor, (Solicitor, District Law), Mrs S Knowles, (Principal Finance Manager), Mr N Robinson (Principal Revenue and Benefits Manager) and Mrs C A Mundy (Democratic Services Officer).

1. APOLOGIES

RESOLVED that apologies were received from Councillor Partridge-Underwood

2. DECLARATIONS OF INTEREST

RESOLVED to note that in accordance with the Localism Act 2011, the council's code of conduct and the council's constitution, the following declaration was made.

Councillor	Min. no.	Report Title	Reason
Scarborough	13/16	Wellingborough Norse Business plan	Other – School of which he is a chairman of governors has contract for cleaning with Norse.

3. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2016

RESOLVED that the minutes of the Resources Committee held on 2 November 2016 be confirmed and signed.

4. FINANCIAL MONITORING AND POSITION STATEMENT FOR 2016-17

The annexed circulated report of the Head of Finance was received in relation to the monitoring position for revenue expenditure.

The revenue monitoring position as at 31 October 2016 was appended to the report. This was the second of four monitoring reports for the 2016-17 financial year.

The report detailed the revenue budget, which had been set in February 2016, at £9.936m, using £619k of general fund reserves and £44k of ear marked reserves to support the revenue spending. The monitoring of the revenue budget reports the variance to the use of reserves to show any under or over spending on the budget.

The current forecast indicated an overall increase in the budgeted level of reserves required of £45k, giving a revised use of general reserves of £664k.

The main contributing factors in the changes in the use of reserves included savings on business rates on empty properties, slippage of work on the local plan and establishment savings. These had partly been offset by a reduction in benefits subsidy as a result of homelessness cases taking longer to resolve. Investment income was less than anticipated due to a drop in interest rates. Further costs were also expected in relation to The Castle.

RESOLVED that the position on the revenue monitoring and the reasons for the variance be noted.

5. CAPITAL PROGRAMME MONITORING

The annexed circulated report of the Head of Finance was received regarding the capital programme monitoring information to 31 October 2016.

The total revised capital budget for 2016-17 was £4.438m; subsequent movements in the budget in respect of re-profiling into 2017-18 were detailed in the report.

The capital outturn report to 31 October 2016 and the summary of capital resources were appended to the report.

A member asked if the vacancy for an external funding officer had been filled as he believed there was a considerable amount of external funding available for projects. Officers clarified that the job description was being reviewed and a recruitment exercise would take place.

Members questioned whether the forecasted spend of £3.3m would materialise. Officers clarified that this was the current estimate and that external factors could change this figure. Members stressed the importance of officers ensuring that capital spend was reviewed and amended in the financial year.

RESOLVED that:

- (i) the projected outturn and anticipated variances as at 31 October 2016 and detailed in the report be noted;
- (ii) the external funding, as detailed in the report, be noted;
- (iii) approval be given to the scheme re-profiling of the capital programme, as detailed in the report.

6. DRAFT CAPITAL PROGRAMME 2017-18 TO 2021-22

The annexed circulated report of the Head of Finance was received in relation to the capital financing available to the council for the medium term, together with a list of potential capital schemes.

The following were appended to the report:

- A list of proposed capital schemes for 2017-18;
- A list of capital schemes 2017-18 awaiting further information;
- Key capital projects in development.

The report made particular reference to the Disabled Facilities Grant (DFG); the capital community grants and key projects update; the unapplied capital grants and contributions; the capital receipts and reserves and the flexible use of capital receipts.

Members raised a number of issues regarding the proposed Community Capital Grants fund and whether the allocation of funding would be recommended by a working group. The Head of Finance confirmed that she was currently putting a process in place and confirmed that this would be considered by a member working group. Parish council and community group schemes would also be put to the member group for consideration.

Reference was made to appendix three and the key capital projects in development. Members were keen to support the development of the Tithe Barn building to ensure that it was used to its full potential. Members also suggested various other buildings or areas that could be included on the list.

The chairman informed members that this list had come about following a tour of the town he had undertaken with officers approximately a year ago as well as from a workshop evening where all members had the opportunity to put ideas forward; there were many more items on the list but officers had been asked to prioritise the schemes within the appendix first.

Members also considered and agreed that it would be useful to hold a member capital review meeting in the new year.

RESOLVED that:

- (i) approval be given to the list of capital schemes, to progress to the next stage of prioritisation when resources are available;
- (ii) approval be given to officers re-profiling schemes in line with available resources, based on the funding schedules and scheme priorities;
- (iii) officers be asked to arrange a member capital review meeting.

7. CALCULATION OF THE COUNCIL TAX BASE 2017-18

The annexed circulated report of the Head of Finance was received in relation to the council tax base for 2017-18.

The council tax tax base calculation for parish councils and Wellingborough town was appended to the report.

A member asked for clarity on the date when a property became chargeable. The Principal Revenue and Benefits Manager clarified that properties needed to be completed by August and then banded in the valuation list by mid-September in each year.

RESOLVED that:

- (i) the amount calculated by the Borough Council of Wellingborough as the council tax base for the year 2017-18 be £23,849 (band D equivalent);
- (ii) approval be given to the council tax bases for parish councils and Wellingborough town.

8. LOCAL COUNCIL TAX SUPPORT SCHEME

The annexed circulated report of the Head of Finance was received in relation to the local council tax support scheme (CTS) for 2017-18 and subsequent years.

Following a report to the Resources Committee on 2 November 2016, and regardless of the scheme remaining unaltered, a public consultation had been undertaken; the results of the consultation were appended to the report and supported the recommendation.

R1 RECOMMENDED that no change be made to the Borough Council of Wellingborough's Local Council Tax Support scheme (CTS) for 2017-18.

9. DRAFT REVENUE BUDGET 2017-18 AND THE MEDIUM TERM FINANCIAL PLAN PROJECTIONS

The annexed circulated report of the Head of Finance was received in relation to the medium term financial plan projections for revenue spending and to present the detail of the 2017-18 draft revenue budget for consultation.

The medium term financial projections 2016-17 to 2020-21; the 2017-18 draft opening budget for consultation; the consultation methodology; and the draft fees and charges schedule were appended to the report.

The report presented the medium term financial outlook and underlying budget deficit which detailed the need to save around £664k in 2017-18, rising to £2.0m per annum by 2020-21. This amounted to £4.3m over the four years which potentially would need to be met from reserves if further savings options were not identified and delivered.

The anticipated level of general fund reserves for 2017-18 was £3.9m, with the minimum level of reserves allowed, as per policy, being set at £1.75m. If no further action was taken to address the underlying budget deficit, the council

would breach its minimum level of reserves in 2019-20 with there being insufficient funds in 2020-21 to balance the budget and provide services.

The report referred to the previous use of general fund reserves in 2012-13 to create a 'budget implementation reserve' and detailed how this had been utilised in 2013-14, 2014-15 and 2015-16. This reserve was now depleted and budget deficits needed to be met from general fund reserves.

Revenue reserves would need to be used to support the current levels of service delivery and quality and to allow for the continued identification, development, consultation and implementation of savings proposals.

There was a need to address the underlying budget deficit in the coming year, to allow for full development of proposals and the lead in time for implementation.

Choices and options for changes to service delivery and quality would need to be further developed and consulted upon to match spending levels to the funding available and reduce the pressure on revenue reserves. Robust decisions on service delivery and quality would need to be made to ensure a balanced and sustainable position over the medium term.

Reference was made to central government funding and four year settlement which were summarised in the report.

The report detailed the new homes bonus funding, from which the government intended to transfer at least £800m (nationally) to adult social care in 2017-18. This would have an impact, as currently 100% of the monies from the new homes bonus was used to support revenue spending. It was anticipated that £1.6m of funding would be lost.

With regard to council tax it was recommended by the Head of Finance/ Section 151 Officer, that for a band d property, a council tax increase of £5, for 2017-18, 2018-19 and 2019-20, and a band d increase of 1.99% for 2020-21 be agreed, this would keep the council tax below the potential referendum level and would benefit the council's finances by providing a cumulative increase, not only in 2017-18, but also in the medium term.

Reference was also made to the current retention of business rates and the future of the Business Rates Retention Scheme.

It was proposed that a full review of fees and charges would be undertaken in the new financial year but the proposed fees and charges were appended to the report.

The report also detailed the consultation process which was proposed to be carried out via a series of workshop meetings and briefing sessions, and was further detailed in appendix three to the report.

RESOLVED that approval be given to:

- (i) the indicative level of council tax increase to be included in the budget assumptions as part of the consultation, after considering the S151 officer's advice at section 9 of the report;
- (ii) consultation taking place on the use of reserves to support the underlying revenue budget deficit over the short term to allow for more robust service delivery options to be developed and implemented;
- (iii) the proposed draft fees and charges schedule being included in the information for consultation;
- (iv) the draft 2016-17 revenue budget being consulted on;
- (v) the methods of consultation proposed in the report.

10. REDWELL LEISURE CENTRE

The annexed circulated report of the Head of Finance and the Head of Resources was received in relation to Redwell Leisure Centre.

Redwell Leisure Centre (RLC) was currently managed by Places for People Leisure Ltd (PfP) on a contract basis. The contract had been extended and was due to expire on 31 March 2025 with reviews due to take place on the third and sixth years of the contract.

The council had agreed to provide capital funding to make improvements to the building and its equipment and had also changed the opening hours, closing it to casual use during the day. Places for People had let part of the centre for use as a nursery during the day, alongside other groups and clubs who had block bookings.

Wellingborough Norse provided the general grounds maintenance for the football pitches and outdoor areas. Services Committee on 21 March 2016 had made a decision, in principle, to install a 3G pitch, floodlights and tennis/netball courts at RLC and capital match funding of £300,000 had been recommended for approval to Resources Committee for the 3G pitch, floodlights and associated works.

The emerging local plan had identified the need for additional sport/leisure facilities in the borough by 2031 with the increase in development in the borough, although some schemes would be provided at Stanton Cross and Glenvale Park.

The report detailed the process that would now be undertaken in regard to the 3G pitch including the future management, relocation of the cricket square, and possible additional car parking requirements, which were further detailed in the report.

Reference was made to the tennis courts. There were two options, either to put in place a hard-wearing multi-surface area which could accommodate a range of sports or multi-sport courts at an estimated cost of £80,000, or to replace the current site with a car park to support the installation of the 3G

pitch; the tennis courts would then need to be relocated. The report recommended the replacement of the tennis courts with a car park and relocation of the tennis courts as a multi-surface sports area.

Depending on the decision in relation to the tennis courts and the outcome of the 3G pitch investigation the cricket square and the tennis courts may need to be moved to another location. The report detailed some potential locations and it was suggested that options appraisals be carried out. Alternatively additional facilities could be considered at RLC; again feasibility studies would need to be carried out.

The contract with PfP would come to end on 31 March 2025 and tendering for the new contract would need to commence approximately eighteen months before the end of the current contract. There would be an opportunity for any new contractor to provide advice, consultation and project management for a redevelopment of the site – thus enabling the council to potentially fund a new facility with expert advice and funding. PfP had already stated its interest, should they win the contract, identifying the Redwell site as having more potential than the Waendel Centre in the long term.

With regard to repairs and maintenance a report would be presented to council in the near future regarding the monies required to maintain the council's operational buildings. Planned preventative maintenance surveys of all buildings had been carried out and an approximate cost of £1.2m over five years had been identified. It was expected that the cost of repairs and maintenance for RLC would be £50,000 plus costs for replacement equipment which PfP had provided an estimate in the region of £300,000 to refresh, remodel and refurbish the building. This would ensure that RLC was fit for purpose. Continuing issues with vandalism also needed to be addressed with improved CCTV.

Members raised concern over the removal and re-siting of the cricket square; as they considered that the proposed sites for relocation were unsuitable. They also felt that there may be scope and sufficient room for the 3G pitch and the cricket square to both be located at Redwell. Queries were also raised over the usage of the tennis courts which had been in disrepair following vandalism for some time. It was considered that there was good provision at Swanspool Gardens where there were well-maintained tennis courts. The ongoing issues with vandalism of the tennis courts were exacerbated by the damage to fencing, as access was gained from Waterworks Lane.

Concern was also expressed that the borough would have a 3G pitch but could end up with less sporting facilities with the loss of the tennis courts, netball courts and cricket square. Some members felt that more work needed to be undertaken with schools and other sporting facilities in regard to partnership working as school playing fields were frequently under-used.

With regard to additional car parking, members asked whether the current car park could be reconfigured to create additional spaces. Officers confirmed that this had been considered but that this would only create approximately 12

additional spaces; as parking was already an issue this was considered to be insufficient. Members also queried the findings of the emerging local plan considering that the information contained in the report was excessive, particularly in relation to outdoor bowling greens and rugby pitches. There was an abundance of football pitches across the borough which were not fully used.

RESOLVED that:

- (i) it be noted that, in due course, a report would be presented to committee in relation to the management of the 3G pitch;
- (ii) in the event that the 3G pitch goes ahead, approval be given to the tennis courts at Redwell Leisure Centre being used as a car park, subject to planning permission and capital funding;
- (iii) it be noted that the future of the leisure centre be reviewed approximately two years before the end of the existing contract;
- (iv) it be noted that a further report would be presented to committee on capital requirements to enable the leisure centre to continue functioning effectively until its future is determined;
- (v) it be noted that a further report be presented to committee on the relocation of existing sporting facilities or the development of further facilities at Redwell Leisure Centre.

(Councillors Francis, Henley and Scarborough voted against (ii) above and Councillor Emerson abstained from voting.)

11. WAENDEL LEISURE CENTRE REFURBISHMENT OF SWIMMING POOL

The chairman informed the meeting that this item had been withdrawn from this agenda and would be presented to the council meeting on 20 December 2016.

RESOLVED that it be noted that this report had been withdrawn.

12. PROPERTY COMPANY

The annexed circulated report of the Head of Resources was received in relation to the creation of a wholly owned property company designed to manage the council's investment property portfolio, including council-owned private rented residential accommodation.

Attached to the report was a confidential appendix in relation to the existing contract with Underwoods LLP.

The exempt appendix of the Head of Resources was received relating to the amendment of the existing contract by Underwoods LLP.

In 2012, Underwoods LLP, had been awarded the contract for the estate management of the council's investment portfolio. This was a five year contract with the possibility to extend for a further two years.

Agreement, in principle, was given in September 2015 for the creation of a wholly owned property company to take responsibility for proposed private rented residential accommodation with the aim of attaining an increased revenue income from the surplus generated by the company.

CIPFA was currently carrying out a property asset management review to advice on the non-operational property owned by the council. A report in relation to this would be submitted to a future meeting of the committee.

The current contract with Underwoods LLP was due to expire in 2017 and members were asked to consider the creation of a property company to manage both the new private rented property schemes and all other existing council property.

The project to convert Croyland Hall and Abbey into 14 flats would start shortly and negotiations with Wellingborough Homes on the 'homes for land' schemes at Penrith Drive, Fulmar Lane and Milner Road were nearing completion. These would form part of the private rented residential property portfolio of the council.

As the property management contract was coming to end the report recommended the transfer of all the council's property management to one wholly owned company. The report also identified a number of requirements to enable a company to be set up, which could be onerous over a short space of time and could therefore benefit from an overlap between the creation of the company and the end of the property management contract.

Members discussed the proposed amendment to the existing contract by Underwoods LLP. Officers explained the proposals in more detail and members asked questions for the purpose of clarity. It was agreed that the terms detailed in appendix one were acceptable.

Members discussed the report and appendix in more detail in the confidential part of the meeting.

13. WELLINGBOROUGH NORSE BUSINESS PLAN 2017-22

The annexed circulated report of the Head of Resources was received in relation to the business plan of Wellingborough Norse Ltd for the years 2017-22.

Wellingborough Norse Ltd - a joint venture between the Borough Council of Wellingborough and Norse Commercial Services - is governed by contractual specifications via a liaison board and formal company board. As part of the contract an annual business plan must be agreed between the company and the council before the commencement of the financial year to which it relates. Appended to the report was the confidential five year business plan.

Members discussed the report and business plan in the confidential part of the meeting.

14. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting during consideration of the following items in accordance with Section 100A (4) to the Local Government Act 1972 on the grounds that they would involve the likely disclosure of exempt information of the descriptions shown in schedule 12A to the Act:

Minute no.	Item	Paragraph of 12A
15	Property company appendix	E3 and E5
16	Wellingborough Norse business plan	E3 and E5

15. PROPERTY COMPANY

The exempt appendix of the Head of Resources was received relating to the amendment of the existing contract by Underwoods LLP.

Members discussed the detail of the existing contract with Underwoods LLP. Officers explained the proposals for the property company in more detail and members asked questions for the purpose of clarity. It was agreed that the extension to the contract would enable the creation of the property company.

R2 RECOMMENDED that approval be given to the creation of a wholly owned property company for the management of all council property.

16. WELLINGBOROUGH NORSE BUSINESS PLAN

The exempt appendix to the Wellingborough Norse Business Plan was received in relation to the business plan for Wellingborough Norse Ltd for 2017-2022.

Mrs N Holden and Mr B Gallyot of Wellingborough Norse attended the meeting and responded to a number of detailed points raised by members.

Members discussed the business plan and raised queries in relation to health and safety and workplace accidents, fly-tipping, waste collection, cleaning contracts, grass cutting and the general services provided by Norse, to which the Commercial Director, Mrs Holden, responded.

The Chief Executive informed the committee of a meeting he had attended of the Northamptonshire Waste Partnership and the progress that was being made. More information would be available in the new year and this would be reported to members in due course.

Members extended congratulations to Wellingborough Norse on the excellent work that was being carried out across the borough and praised the very good working relationship in place between the council and Norse.

RESOLVED that approval be given to the five year business plan 2017-22.

Chairman

The meeting closed at 9.25pm

