

Policy and Resources Committee

Minutes

Tuesday, 23 July 2019 at 18:30

Councillor Smith (in the Chair); Councillors P Carpenter, Flaxman-Taylor, Grant, P Hammond, Myers, Wainwright, B Walker, C M Walker, Wells and T Wright.

Councillor Cordiner-Achenbach attended as a substitutes.

Also in attendance : Mrs S Oxtoby (Chief Executive Officer), Mrs K Watts (Strategic Director), Mrs L Snow (Capital Projects and Senior Accountant), Mrs M Lee, (Head of Customer Services), Mr A Nicholls (Head of Planning and Growth), Mrs C Whatling (Monitoring Officer), Mr K Balls (Senior Strategic Planner) Mrs J Beck (Head of Property and Asset Management) and Mr S Ellwood (Interim Democratic Services Manager)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Williamson.

2 DECLARATIONS OF INTEREST

There were no declarations of interests.

3 MINUTES

The minutes of the meeting held on 11 June 2019 were confirmed.

4 FORWARD PLAN

The Committee received and noted the items contained within the Forward Plan for the Policy and Resources Committee.

5 NORFOLK STRATEGIC PLANNING FRAMEWORK V2 - ADOPTION

The Committee considered the Senior Strategic Planner's report on the completed joint Norfolk Strategic Planning Framework (Version 2) seeking approval for the continuation of the established arrangements for joint working between the Norfolk Planning Authorities.

RESOLVED :

(1) That the Norfolk Strategic Planning Framework (Version 2) be endorsed.

(2) That the continuation of the joint working arrangements that were established to prepare the Norfolk Strategic Planning Framework, in order to continue to meet the evolving requirements of the planning 'duty to cooperate' be agreed.

6 REVISION OF LOCAL DEVELOPMENT SCHEME

The Committee considered the Senior Strategic Planner's report advising that the Council needs to update its current 'Local Development Scheme' (LDS), which dates from January 2018.

Progressing the completion of the Local Plan is identified as a priority in the Corporate Plan. The Local Development Scheme is a statutory obligation and sets out the timetable and range of future documents, including those involved in completing (and eventually replacing) the Local Plan.

RESOLVED :

That the replacement Local Development Scheme attached to the report be adopted.

7 LOCAL PLAN PART 2 UPDATE - FOCUSED CONSULTATION ON AMENDMENTS

The Committee considered the Senior Strategic Planner's report advising that the Council consulted on its Draft Local Plan Part 2 (Development Management Policies, Site Allocations and Reduction in Housing Target) during August and September 2018. The Strategic Planning Team has considered representations, updates and other recommendations in confirming, revising or deleting Draft Policies to form the Proposed Local Plan Part 2, the next formal stage of the preparation/adoption process.

Officers responded to a number of queries and questions from Members.

RESOLVED :

(1) That it be noted that a focused six-week public consultation will take place on significant revisions/additions to the draft Local Plan Part 2.

(2) That authority be delegated to the Director of Development to, prior to the start of the public consultation:

(a) finalise key supporting documents (such as the Draft Sustainability Appraisal report)

(b) make any further appropriate minor refinements/clarifications to policies and supporting text in the Focused Consultation in consultation with the Leader and Shadow Leader.

8 HALL QUAY PLANNING BRIEF CONSULTATION UPDATE AND ADOPTION

The Committee considered the Senior Strategic Planner's report updating Members on the progress of the Hall Quay Planning Brief including: a report of public consultation, refinements to the planning brief and subsequent adoption as a Supplementary Planning Document (SPD) to the Great Yarmouth Development Plan.

RESOLVED

1) That the progress of the Hall Quay Planning Brief, including the report of public consultation and post-consultation changes be endorsed.

2) That the Hall Quay Planning Brief (appendix 2) be adopted as a Supplementary Planning Document (SPD).

3) That authority be delegated to the Director of Development (in consultation with the Chairperson of Policy & Resources Committee) prior to the publication of the Hall Quay Planning Brief, for minor amendments and presentation improvements.

9 ANNUAL DEBT RECOVERY REPORT FOR 2018-19

The Committee considered the report of the Revenues Manager on the Annual Debt recovery for 2018/19.

The report included :

- A summary of debts written off in each debt area showing the reasons for write-off and values.
- Collection performance for Council Tax and Non- Domestic Rates.
- Level of arrears outstanding
- Level of provision for bad and doubtful debts

RESOLVED :

That the annual debt recovery report for 2018/19 giving details of the Council's write-offs in accordance with the Council's Recovery Guidelines and performance in relation to revenues collection be approved.

10 REVENUES WRITE OFF REPORT

The Committee considered the report of the Revenues Manager requesting approval to write-off debts.

RESOLVED :

That authority be given to the individual write offs as detailed within the Schedule 1 (Business Rates) and Schedule 2 (Sundry Debt) of the report.

11 COUNCIL TAX SUPPORT (REDUCTION) SCHEME 2020

The Committee considered the report of the Head of Customer Services advising that the Great Yarmouth Borough Council Scheme for 2019 was introduced following a consultation with customers, stakeholders and other organisations.

There is a legal requirement to conduct a further consultation where the Council is considering changing the Council Tax Support (Reduction) Scheme for future years. It is considered best practice to consult each year even where the Council decides to retain the existing scheme for the following year.

RESOLVED :

That permission be granted to consult on retaining the current scheme for 2020 but including the further options as outlined in section 3.2 of the report.

12 PROVISION OF BODY WORN VIDEO CAMERAS

The Committee considered the report of the Head of Customer Services on the requirements and options considered for the provision and introduction of Body Worn Video Cameras to relevant officers across the organisation as an additional form of protection against potential harm from lone working and/or anti-social behaviour and abuse

RESOLVED :

- 1) That authority be delegated to Officers to proceed with the proposal as outlined in Section 3 of this report, namely to proceed with the fully hosted and managed service provision for the introduction and use of Body Worn Video Cameras for designated staff within this organisation
- 2) That the budget provision as set out in Section 4.2 and 4.3 of the report be approved.

13 REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

The Committee considered the report of the Licensing and Elections Manager advising that it is necessary to carry out a compulsory review of polling districts, polling places and polling stations. Final approval will be required by Members once all representations have been received.

The timetable for the review was outlined in Paragraph 2.2 of the report and the following updates were provided - the report to Policy and Resources committee would now be on 15 October and the final decision published on 31 October.

RESOLVED

That the consultation period and timetable for the review (as amended) be noted.

14 RECORDS MANAGEMENT AND DATA PROTECTION

The Committee considered the report of the Corporate Services Manager and Interim Data Protection Officer advising that the Council requires a Records Management Policy to provide a strategic approach to records management. The report also provided an update of the Council's compliance with the General Data Protection regulations.

RESOLVED :

1. That the publication of the Records Management Policy attached to the report be approved.
2. That the updating report on the Borough Council's compliance with the General Data Protection Regulations 2016/679 and the Data Protection Act 2018 be noted.

15 ANY OTHER BUSINESS

The Chairman referred to the following additional items of business :

- Beach hut Charge for 2019/20
- Retirement of Superintendent Roger Wiltshire

16 BEACH HUT CHARGE FOR 2019/20

The Committee considered the report of the Head of Property and Asset Management advising that the Beach Hut and Amenity Block works have now been completed, the first phase has been offered for sale and this report requests approval for an all-inclusive fee for rental of a Beach Hut.

RESOLVED :

1) That the rate for rental of a Beach Hut be as follows :

- Weekly rental of £100 plus VAT
- Monthly rental of £300 inclusive of VAT
- Annual - 8 month rental of £1200 inclusive of VAT

2) That a budget of £500 for the provision of tables and chairs for hired facilities be approved.

Note: Councillors Cordiner-Achenbach, Wainwright, C M Walker and T Wright voted against this decision and requested that it be recorded in the minutes.

17 SUPERINTENDENT ROGER WILTSHIRE

The Chairman advised that Superintendent Roger Wiltshire is due to retire after over 30 years service in the Norfolk Constabulary, the last 6 being based at Great Yarmouth.

He wished it to be recorded in the minutes the appreciation to Superintendent Roger Wiltshire for the work he has carried out in the Borough of Great Yarmouth.

The meeting ended at: 20:10