

# Policy and Resources Committee

## Minutes

Tuesday, 19 March 2019 at 18:30

Councillor Plant (in the Chair); Councillors Annison, G Carpenter, Flaxman-Taylor, Grant, Jeal, Smith, Wainwright, B Walker, Williamson and T Wright.

Councillors Bensley and Hacon attended as substitutes.

Also in attendance : Mrs S Oxtoby (Chief Executive Officer), Mr A Moore (Housing Growth Manager) Ms L Snow (Capital Projects and Senior Accountant), Mr S Brabben (Revenues Manager), Ms M Burdett (Head of Inward Investment), Mrs C Whatling (Monitoring Officer), Mr J Clements (Strategic Planning Manager), Mr J Clements (Strategic Planning Manager) Ms S Bolan (Enabling and Empty Homes Officer) and Mr S Ellwood (Interim Democratic Services Manager)

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor B Coleman and K Grey.

### **2 DECLARATIONS OF INTEREST**

Councillors Hacon and Williamson declared interests in the items relating to the Venetian Waterways Project in their capacities as Members of the Great Yarmouth Preservation Trust, but indicated they were allowed to speak and vote on the item.

### **3 MINUTES**

The minutes of the meeting held on 5 February 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 QUARTER 3 KEY PROJECTS AND PERFORMANCE REPORT**

The Committee considered the Head of Organisational Development's report on Quarter 3 Key Projects report which gave an update on current performance for the third quarter of 2018/19 (October to December) where progress was assessed against targets which are set at the start of the financial year. The report also gave an update on the position of key projects.

RESOLVED:

- (1) That all measures be monitored during the next quarter.
- (2) That all key projects will continue to be monitored over the next quarter with the aim of maintaining green status and where possible obtaining a green status for those key projects which are currently amber.

#### **6 TOWN CENTRE BUSINESS RATES RELIEF**

The Committee considered the report of the Revenues Manager on the Business Rates Relief Scheme for the Town Centre and to the addition of this scheme to the current Business Rates Relief Guidelines. The report also asked for delegation to the Section 151 Officer and Development Director.

RESOLVED :

- (1) That the Business Rates Relief Scheme for the Town Centre as contained in Appendix A to the report be approved and this scheme be added to the current Business Rates Relief Guidelines.
- (2) That authority be delegated to the Section 151 Officer and the Development Director to :
  - (a) approve relief applications
  - (b) make any amendment to these guidelines to ensure a consistent approach in the awarding of relief is maintained and that it continues to support the policy objectives of the Council.

#### **7 STATEMENT OF COMMUNITY INVOLVEMENT - ADDENDUM FOR NEIGHBOURHOOD PLANNING**

The Committee considered the report of the Strategic Planning Manager on a review of Statement Community Involvement (SCI), including the addition of neighbourhood planning matters and personal data treatment. An SCI is a formal document each local planning authority is required to have,

explaining how it will involve the public in plan preparation and decisions on planning applications. The council's current SCI was adopted in March 2014.

**RESOLVED :**

That a revised Statement of Community Involvement be adopted as contained in the report and appendix comprising :

- (a) the existing Statement of Community with the following additions :
  - i Addendum on Neighbourhood Planning advice and assistance
  - ii Paragraph explaining how personal data will be treated
- (b) delegated authority is provided to the Strategic Planning Manager to make any further minor changes to these required in advance of publication.

## **8 2018/19 PERIOD 10 BUDGET MONITORING REPORT**

The Committee considered the Capital Projects and Senior Accountant's report with regard to the 2018/19 Period 10 Budget Monitoring. The report compares the actual expenditure and income position at the end of January 2019 to the updated budget for 2018/19.

The report gives the position for the year to date and forecast outturn against this target adjusted for any in year approved budget movements from reserves.

**RESOLVED**

That the 2018/19 Period 10 Budget Monitoring report be noted.

## **9 INVESTMENT STRATEGY 2019/20**

The Committee considered the Capital Projects and Senior Accountant's report seeking approval to the Council's Investment Strategy for 2019/20. The document provides a framework that informs decisions in relation to the Council's investments and supports other strategies including the treasury management strategy.

**RECOMMENDED TO COUNCIL :**

That the Investment Strategy for 2019/20 as contained in the report be approved.

## **10 PROPERTY ACQUISITION & DISPOSAL POLICY**

The Committee considered the Housing Growth Manager's report outlining a proposed Property Acquisition and Disposal Policy which would replace the existing disposal of Surplus and Underused Land and Property Policy. The disposal element of the new policy has been updated to provide scope for the Council to dispose of residential property to yield a capital receipt for

commercial gain.

**RECOMMENDED TO COUNCIL :**

(1) That the Acquisition and Disposal Policy as contained in Appendix 1 to the report be approved.

(2) That delegated authority be given to the Strategic Directors, in consultation with the Section 151 Officer to approve the acquisition of property purchases from the open market and the disposal of properties in line with the agreed budget and strategy.

**11 ANY OTHER BUSINESS**

The Chairman of the Committee advised that there was an additional item of urgent business to be considered at the meeting regarding the Venetian Waterways Project. The report and appendix had been circulated prior to the meeting.

**12 VENETIAN WATERWAYS PROJECT**

The Committee considered the report of the Strategic Director (KW) providing an update of the tender process for the management of the Boating Lake Cafe and grounds care and repairs and maintenance of the wider waterways site.

Attached as an appendix to the report was part of a presentation the preferred tenderer made during their interview with a Member Working Group.

**RESOLVED :**

(1) That the Access Community Trust be appointed to manage the whole Waterways site.

(2) That an initial yearly payment of £37,000 for the first two years, which will be paid from existing budgets, be approved.

**13 COMPULSORY PURCHASE ORDER**

The Committee considered the report of the Enabling and Empty Homes Officer requesting authority to compulsorily acquire a property in Thurne and sell the property with restrictions to start on site within 3 months then to complete and occupy within 2 years.

Confidential information was contained in the appendix included in the confidential part of the agenda. There were no questions from Members regarding the confidential appendix.

**RESOLVED :**

That authority be given to compulsorily purchase the property referred to in the confidential appendix to the report and that a budget from capital receipts is

made available to cover the time period between vesting and sale.

#### **14 HMO AND GUESTHOUSE PURCHASE AND REPAIR SCHEME**

The Committee considered the report of the Housing Growth Manager on a Housing in Multiple Occupation (HMO) and Guesthouse purchase scheme. The scheme would require an initial capital budget of £2m which would be used to purchase carefully selected residential properties, renovating them and bringing them back into use as houses or flats in an improved condition.

Confidential information was contained in the appendix included in the confidential part of the agenda. There were no questions from Members regarding the confidential appendix.

#### **RECOMMENDED TO COUNCIL :**

- (1) That a Housing in Multiple Occupation (HMO) and Guesthouse purchase scheme outlined in the report be approved.
- (2) That an initial capital budget of £2m be used to deliver the purchase and repair scheme.

The meeting ended at: 19:50