

AGENDA



MEETING VENUE:

**Council Chamber Council Offices,
Priory Road, Spalding**

Contact: Lynn Eldred
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Date: 18 February 2014

Dear Councillor,

A meeting of the **DISTRICT COUNCIL** will be held in **Council Chamber, Council Offices, Priory Road, Spalding** on **Wednesday, 26 February 2014**, commencing at **6.30 pm** at which your attendance is requested.

Yours faithfully,

A handwritten signature in black ink, appearing to read "G Rivers", written over a light grey rectangular background.

G Rivers
Chief Executive

AGENDA

1. Apologies for absence.

2. Minutes:

To sign as a correct record the minutes of the meeting held on 22 January 2014 (copy enclosed).

(Pages
1 - 8)

3. Declarations of Interest:

(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in their Register of Interests.

Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item to which they have a Disclosable Pecuniary Interest. In the interests of transparency, members may also wish to declare any other interests that they have, in relation to an agenda item, that supports the Nolan principles detailed within the Code of Conduct.)

NOTE: Council Tax Arrears

Members are reminded that if they are two months or more in arrears, they must disclose the fact and not vote on any item to set tax or any decision which may affect its calculation

4. Chairman's Announcements.

5. Announcements by Leader and Members of the Cabinet.

6. Chief Executive's Announcements.

7. Committee Minutes:

To receive the minutes of the following Committees and Panels:-

- | | |
|---|--------------------|
| a) Policy Development Panel - 7 January 2014 | (Pages
9 - 16) |
| b) Performance Monitoring Panel - 28 January 2014 | (Pages
17 - 22) |
| c) Governance and Audit - 30 January 2014 | (Pages
23 - 30) |
| d) Planning Committee - 5 February 2014 | (Pages
31 - 34) |

8. Questions asked with notice under Council Procedure Rule 10.2.

9. Questions asked without notice under Council Procedure Rule 10.8.

10. The Recording of Votes for Budget Meetings: (Pages
35 - 38)

To inform members of a new requirement to record the vote at key Budget decision meetings (Report of the Assistant Director, Democratic Services enclosed).

11. Appointment of Members to the Joint Appointments Panel: (Pages 39 - 42)
To approve a change in the membership of the Joint Appointments Panel (Report of the Assistant Director - Democratic Services enclosed).
12. Scheme of Payment of Members' Allowances: (Pages 43 - 46)
To submit the Independent Remuneration Panel's recommendations for Councillors who serve as Directors on Compass Point Business Services (East Coast) Ltd (Report of the Assistant Director – Democratic Services enclosed).
13. Key Decision Planner: (Pages 47 - 54)
To receive the current Key Decision Planner (copy enclosed).
14. Items called-in from Cabinet:
To consider any matters referred to the full Council under the call-in procedure (Rule 15 of the Overview and Scrutiny Procedure Rules) (Council Procedure Rules 14.1 – 14.5 (Rules of debate) do not apply to this item).
15. Other issues arising from the Policy Development Panel and Performance Monitoring Panel (Council Procedure Rules 14.1 – 14.5 (Rule of Debate) do not apply to this item).
16. Report from the Cabinet meeting held on 18 February 2014:
To consider any recommendations of the Cabinet affecting the budget and policy framework (Report of the Cabinet to follow).
17. Council Tax 2014/2015:
To set the amount of Council Tax applicable for 2014/2015 for each valuation band and in each part of the District (Report of the Assistant Director Finance (S151) to follow).
18. Appointment of a Chief Executive:
This report outlines for full Council the outcome of the Joint Appointments Panel held on 18 February 2014 (Report of the Assistant Director – Democratic Services to follow).
19. Reports from Members on Outside Bodies: (Pages 55 - 64)
To advise the Council of matters considered at the meeting of the South Holland District Internal Drainage Board held on 11 February 2014 (Report of Councillor F Biggadike enclosed).

20. Any other items which the Chairman decides are urgent -

NOTE: No other business is permitted unless by reason of special circumstances, which shall be specified in the minutes, the Chairman is of the opinion that the items(s) should be considered as a matter of urgency.

21. Exclusion of the press and public:

To consider resolving that, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.

22. Construction and Housing Property Services:

(Pages
65 - 72)

Future Delivery Models - The recommendation will enable the local authority to investigate the options for the future delivery of Construction and Property Services (Report Councillor G A Porter – Leader of the Council enclosed).

Minutes of a meeting of the **SOUTH HOLLAND DISTRICT COUNCIL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Wednesday, 22 January 2014 at 6.30 pm.

PRESENT

R Clark (Chairman)
R M Rudkin (Vice-Chairman)

G R Aley	G K Dark	P S Przyszlak
D Ashby	R Gambba-Jones	M D Seymour
J Avery	R Grocock	S-A Slade
M D Booth	A Harrison	E J Sneath
C J T H Brewis	H R Johnson	D J Wilkinson
G J Taylor	C J Lawton	S Wilkinson
A Casson	A Miller	C N Worth
M G Chandler	A M Newton	
R J H Creese	G A Porter	

Apologies for absence were received from or on behalf of Councillors B Alcock, S M Booth, M Howard, J L King, R Perkins, A Puttick and A R Woolf,

In Attendance: Chief Executive, Assistant Director – Democratic Services and Assistant Director – Finance.

133. **MINUTES**

134. **11 DECEMBER 2013**

The minutes of the meeting held on 11 December 2013 were agreed as a correct record and were signed by the Chairman.

135. **18 DECEMBER 2013**

The minutes of the meeting held on 18 December 2013 were agreed as a correct record and signed by the Chairman.

136. **DECLARATIONS OF INTEREST.**

Councillors Casson, Porter and Newton informed the Council that although they did not consider themselves to have Disclosable Pecuniary Interests in item 19 (Nestwood Homes Ltd), they had historical links to the company and in the interests of transparency they would be leaving the room for the discussion on this item.

137. **CHAIRMAN'S ANNOUNCEMENTS.**

The Chairman thanked everyone for their good wishes through his recent illness. Members noted that details of his engagements were available on the noticeboard in the Council Chamber.

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138. **ANNOUNCEMENTS BY LEADER AND MEMBERS OF THE CABINET.**

Councillor Gambba-Jones informed the Council that the Green Bag Lottery would be starting shortly. More information would be available shortly on the Council's website.

The Council also noted that it was possible that the supplementary collections run by Lincolnshire County Council might soon come to an end. The District Council was working to try to resolve any potential issues.

139. **CHIEF EXECUTIVE'S ANNOUNCEMENTS.**

The Chief Executive reported that the modified version of the Peer Review report had been issued to the Leader and the Leader of Breckland Council. Breckland were seeking clarification on a few issues but it was hoped that the report could be circulated to all members before the next full Council meeting.

140. **COMMITTEE MINUTES**

Performance Monitoring Panel – 3 December 2013

Consideration was given to the minutes of the Performance Monitoring Panel held on 3 December 2013.

DECISION:

That the minutes be received.

Governance and Audit – 18 December 2013

Consideration was given to the minutes of the Governance and Audit meeting held on 18 December 2013.

DECISION:

That the minutes be received.

Governance and Audit – 3 January 2014

Consideration was given to the minutes of the Governance and Audit meeting held on 3 January 2014.

DECISION:

That the minutes be received.

Planning Committee - 8 January 2014

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Consideration was given to the minutes of the Planning Committee held on 8 January 2014.

DECISION:

That the minutes be received.

141. QUESTIONS ASKED WITH NOTICE UNDER COUNCIL PROCEDURE RULE 10.2.

There were no questions asked with notice under Council procedure rule 10.2

142. QUESTIONS ASKED WITHOUT NOTICE UNDER COUNCIL PROCEDURE RULE 10.8.

<u>Question from:</u>	<u>Question to:</u>	<u>Subject:</u>
Councillor Newton	Councillor Worth	Sir Halley Stewart Playing Field

Councillor Newton referred to the special Council meeting held on 11 December 2013 concerning the Sir Halley Stewart Playing Field. An outcome of the meeting had been that Counsel's assistance was being sought prior to a letter being sent to the Charity Commission. Councillor Newton asked whether this letter had been sent and whether there had been a response.

Councillor Worth replied that Counsel's advice had been sought and it was hoped that a letter would be sent out in the next few days. A copy would be circulated to all Councillors.

<u>Question from:</u>	<u>Question to:</u>	<u>Subject:</u>
Councillor Brewis	Councillor Gambba-Jones	Waste Collection

Councillor Brewis referred to Councillor Gambba-Jones earlier comments about negotiations with Lincolnshire County Council regarding waste collections and asked about reciprocal arrangements with neighbouring Councils.

Councillor Gambba-Jones replied that reciprocal arrangements were in place with all the Councils that bordered Lincolnshire, so that residents whose nearest waste collection site was over the boundary were able to use that site rather than make a longer journey to use a Lincolnshire County Council site.

<u>Question from:</u>	<u>Question to:</u>	<u>Subject:</u>
Councillor Newton	Councillor Przynslak	Sutton Bridge Marina

Councillor Newton asked the current position regarding the marina project at Sutton Bridge. If the marina was not going ahead were there going to be alternative proposals for the Section 106 monies? There was a concern that if the Section 106 money was not used then it would be returned to the power station.

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Councillor Przyszlak responded that he had not heard anything about the future of the marina. The Section 106 monies would be spoken for and would not be returned to the power station.

Councillor Johnson said that a letter had been sent to the County Council seeking clarification. He would notify all Councillors of the outcome.

<u>Question from:</u> Councillor Biggadike	<u>Question to:</u> Councillor Gambba-Jones	<u>Subject:</u> Waste Collection
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Councillor Biggadike referred to Councillor Gambba-Jones earlier comments about negotiations with Lincolnshire County Council regarding waste collections. As private contractors were used in Holbeach, who were not dependent on the Council's vehicles, would this service be unaffected? How much did the service cost? There were concerns about fly-tipping if the service was to be withdrawn.

Councillor Gambba-Jones replied that it depended on whether or not the County Council was prepared to continue to pay for the service. He would let members know the exact cost of the service.

<u>Question from:</u> Councillor D Wilkinson	<u>Question to:</u> Councillor Worth	<u>Subject:</u> Emergency Planning
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Councillor Wilkinson referred to the meeting of Council on 18 December 2013 and the discussion about the recent flooding. It had been agreed that emergency numbers for officers would be circulated to Councillors and Councillor Wilkinson asked for an update on this.

Councillor Worth replied that Councillors should ring 01775 761161 to access the emergency plan service. There had been concerns raised about circulating Officers individual telephone numbers in case, in the event of an emergency, it interfered with the work of gold control.

<u>Question from:</u> Councillor Brewis	<u>Question to:</u> Councillor Porter	<u>Subject:</u> Peer Review
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Councillor Brewis referred to Chief Executive's earlier comments on the Peer Review final report and asked whether, if the only delay was Breckland questioning part of the report, Members could not see the South Holland element of the report?

Councillor Porter responded that the Peer Review had looked at the shared management arrangements and therefore all of the report was of concern to both Councils. The report would be circulated to all Councillors as soon as it had been finalised.

<u>Question from:</u> Councillor Biggadike	<u>Question to:</u> Councillor Gambba-Jones	<u>Subject:</u> Office Move
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Councillor Biggadike referred to the Environmental Services office move to West Marsh Road Depot. There had previously been problems with the parking of vehicles at the depot and Councillor Biggadike enquired as to whether these problems still persisted and why had the move taken place ? Was it in order to make savings ?

Councillor Gambba-Jones replied that Staff had been moved to West Marsh Road both for efficiency and to improve the service. Parking issues at the site were being resolved by some of the crew becoming based at Holbeach.

Question from:
Councillor Newton

Question to:
Councillor Porter

Subject:
Gypsies

Councillor Newton referred to a recent news report from the LGIU (Local Government Information Unit) that stated that according to the 2011 census, the number of Gypsies who lived in caravans had fallen to one quarter with 61,000 now living in houses and bungalows. It also stated that 58,000 people identified as Gypsy/Irish Traveller which was much lower than the estimated figure of 300,000 people. Given that there were far fewer Gypsies and Travellers than expected, was the Council's information out of date and did it still need to provide as many pitches ?

Councillor Porter replied that the Council's plans had been made on a local needs basis. The data was being refreshed as part of the new Planning Policy Framework.

Councillor Newton also asked whether extra land at Gosberton Clough could be used for a transient site which may mean that a site at Sutton Bridge would not be needed which could save the Council money ?

Councillor Porter supported this suggested.

Councillor Lawton stated that a report concerning the site at Gosberton Clough would be presented to the Planning Committee in March. The issue of a transient site would be addressed once the replacement site at Gosberton Clough had been agreed.

143. **REPORT FROM THE CABINET MEETING HELD ON 14 JANUARY 2014**

Article 4 of the Council's Constitution provided that only the full Council may exercise the functions of approving, adopting or amending the policy framework and budget and adopting or changing the Constitution. At its meeting on 14 January 2014 the Cabinet made recommendations in respect of:

Local Council Tax Support Scheme 2014/15

Consideration was given to the report of the Deputy Leader / Portfolio Holder for Strategic Finance and Democratic Services, Portfolio Holder for Internal Services, Performance and Business Development and the Assistant Director – Finance which sought the Council's agreement for the Council Tax Support Scheme.

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In introducing the report, the Deputy Leader / Portfolio Holder for Strategic Finance and Democratic Services withdrew recommendation (b) from the report which sought to give delegated authority to the Assistant Director - Finance to approve the final scheme should central government issue further grant funding. It was noted that only full Council could make this decision and in the event that central government issued further grant funding a special meeting would be called.

DECISION:

That the 2014/15 Council Tax Support Scheme be approved based on the 25% baseline reduction that was consulted on.

Housing Revenue Account (HRA) Draft 2014-15 Estimates

Consideration was given to the report of the Deputy Leader / Portfolio Holder for Strategic Finance and Democratic Services and the Assistant Director – Finance which sought consideration of the draft service estimates for 2014/15 and approval of the proposed rent and charges increases.

DECISION:

- a) That the draft Housing Revenue Account Budget for 2014-15 be approved;
- b) That the proposed average rent increase of 7.06% be approved and the statutory period of notice be served on tenants;
- c) That the HRA Intensive Landlord service charges, transitional scheme, heating, water and room hire charges be approved; and
- d) That the draft Capital Programme – 2014-15 to 2018-19 be approved.

144. **KEY DECISION PLAN**

Consideration was given to the Key Decision Plan.

Councillor Newton referred to the item seeking authorisation to put in place an arms length company to deliver construction related materials and sought confirmation that the recommendations of the Task Group on Community Interest Companies would be adhered to when setting up the company.

Councillor Chandler responded that the Council was fortunate that it had a lot of experience in setting up Community Interest Companies and it would take great care.

DECISION:

That the Key Decision Plan is noted

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145. ITEMS CALLED-IN FROM CABINET

There were no items called in from Cabinet.

146. OTHER ISSUES ARISING FROM THE POLICY DEVELOPMENT PANEL AND PERFORMANCE MONITORING PANEL (COUNCIL PROCEDURE RULES 14.1 – 14.5 (RULE OF DEBATE) DO NOT APPLY TO THIS ITEM).

There were no issues arising from the Policy Development Panel and Performance Monitoring Panels.

147. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Council considered a report by the Assistant Director – Democratic Services seeking the appointment of a representative on the South Holland in Bloom Advisory Committee following the resignation of Councillor Newton.

DECISION:

That the vacancy be held in abeyance.

148. REPORTS FROM MEMBERS ON OUTSIDE BODIES

The Council considered a report by Councillor Newton advising Members of matters considered at the NABMA (National Association of British Market Authorities) Management Board meeting on 27 November 2013.

DECISION:

That the report be noted.

149. APPOINTMENT TO THE PLANNING COMMITTEE

Members considered a report by the Assistant Director – Democratic Services which informed the Council that, following Councillor D Wilkinson's resignation, there was a vacancy on the Planning Committee. Members were invited to fill the vacancy from the Independent Group.

DECISION:

That Councillor Newton be appointed to the Planning Committee.

150. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

There were none.

151. EXCLUSION OF THE PRESS AND PUBLIC

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The Council considered resolving that, under section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 5 of the Schedule 12A of the Act .

DECISION:

That the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 5 of the Schedule 12A of the Local Government Act 1972.

152. **NESTWOOD HOMES LTD.**

(Councillors Casson, Grocock, Newton and Porter left the meeting for consideration of this item. Councillor Johnson stated that he had previously declared an interest in this item but as it wasn't a Disclosable Pecuniary Interest and he would therefore stay in the room and listen to the debate)

The Council considered a report by the Assistant Director – Democratic Services, which advised members of the current position regarding the Nestwood Homes Ltd. proceedings.

The Deputy Leader / Portfolio Holder for Strategic Finance and Democratic Services informed members that the recommendations in the report had been withdrawn and that the information contained in the report was just for information.

Members noted that Nestwood Homes Ltd had started proceedings for Judicial Review which was due to be heard in the High Court on 28 January 2014. Assistant Director – Democratic Services would update members when the outcome was known.

DECISION:

That the report be noted.

(The meeting ended at 7.20 pm)

(End of minutes)

Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 7 January 2014 at 6.30 pm.

PRESENT

A Harrison (Chairman)
M D Seymour (Vice-Chairman)

G R Aley
D Ashby
F Biggadike
M D Booth

A Casson
P E Coupland
G K Dark
J L King

A Miller
A M Newton
S Wilkinson

The Portfolio Holder for Waste Management, Green Spaces and Operational Planning, Principal Member Services Officer, Planning Policy Officer, Joint Policy Unit Manager and Senior Environmental Services Officer were also in attendance.

Apologies for absence were received from or on behalf of Councillors R Clark, R Perkins, S-A Slade and A R Woolf

Notification had been received that Councillor R Perkins had been substituted by Councillor A M Newton, as a member of the Committee for the meeting only.

36. **MINUTES**

The minutes of the Policy Development Panel held on 29 October 2013 and the Joint Policy Development Panel and Performance Monitoring Panel held on 11 November 2013 were approved as correct record.

37. **DECLARATIONS OF INTEREST.**

There were none.

38. **QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 10.3.**

There were none.

39. **TRACKING OF RECOMMENDATIONS**

There were none.

40. **ITEMS REFERRED FROM THE PERFORMANCE MONITORING PANEL**

There were none.

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41. KEY DECISION PLAN

Consideration was given to the current Key Decision Plan published on 13 December 2013.

AGREED:

That the Key Decision Plan, 13 December 2013 be noted.

42. STREET SCENE POLICY - POSITION STATEMENT

In accordance with the protocol for portfolio holder attendance at scrutiny meetings the Chairman advised all present that agenda items 8 – Street Scene Policy – Position Statement and 9 – Shop Frontages in South Holland's Town Centres would be taken immediately after apologies for absence and Declarations of interest, as the Portfolio Holder for Waste Management, Green Spaces and Operational Planning was in attendance for consideration of those items.

Consideration was given to the report of the Environmental Services Team Leader on the Street Scene Policy, Position Statement.

Members requested at a previous meeting of the Panel, when considering the Policy Register, that they wished to review polices surrounding street scene issues.

The Environmental Services Team Leader advised that the Street Scene Strategy was produced for the period 2008 – 2011 to set out the plan for delivering the councils ambitions in respect to maintenance and improvement of South Holland's Street Scene, and that this would cover all concerns raised by members, which included Street Cleansing and Littering.

The Strategy reached the end of its natural life in 2011 but a formal review remained on hold whilst the joint management structure with Breckland Council was introduced and implemented. A review of the Environmental Services had recently taken place and was operational on 1 January 2014. In line with members requests the Environmental Services Team Leader provided an up date on the current document and the plans for the implementation of a new document.

It was hoped that various ideas/issues would be achieved and overcome with the implementation of a new staffing structure and policies, some of those included;

- More education for residents;
- Reward Scheme for Recycling;
- Creation of a Landlords Forum;
- Use of 'Fly Swat'

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- Action on Fly tipping and littering;
- The anticipated use of PCSO's to issue fixed penalty notices.

Members raised various concerns that they felt should be included within any new policy or strategy relating to South Holland's Street Scene;

- Would there be stronger enforcement for littering?
- The levels of litter within Town Centres appeared to have increased recently was there anything that was affecting this?
- Would action be taken against fly tippers?
- What systems were in place for recycling/refuse bags that were not collected.
- Would the current road sweeping system be improved?
- How were green bags that contained textiles going to be handled?

In response to the above queries The Portfolio Holder for Waste Management, Green Spaces and Operational Planning and Environmental Services Team Leader advised members of the following:

- It was anticipated as part of the new structure there would be an Enforcement Officer who would investigate and take action on fly tipping and littering issues;
- The Portfolio Holder suggested that due to high levels of extremely bad weather some litter may be being blown out of bins etc, this highlighted that the style of bins needed to be considered to try and resolve this issue;
- The Enforcement Officer would be responsible for fly tipping and would pursue cases based on proportionality, was court action beneficial, on a case by case basis;
- A new Bartec system was being introduced, in-cab technology for the waste and refuse recycling drivers/operatives. The system's aims were to improve communication between the front line crew, back office staff and customer services. This would hopefully mean that missed collections were notified immediately and rectified as soon as possible;
- Currently there was a response system in place for road sweeping, reports of areas that needed attention would be passed on to the operative. South Holland was a very large district and there was only one road sweeper in use, working approximately 6 hours a day on sweeping with considerable time taken for the disposal of waste. Members were urged to encourage residents to report areas of concern. There were not any current plans to change the system, but would welcome any ideas for potential investigation; and

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- There were plans to encourage residents to separate their textiles into another green recycling bag and would be collected by the team and placed into a receptacle on the new refuse vehicles. There was an historical pledge made when recycling was first introduced to use only one collection receptacle in order to make the process as straightforward as possible. However, in order to have gained the best financial return, as part a forthcoming trial, South Holland were to look at the use of a separate bag for textile collections. There had also been suggestions that charities, such as the Salvation Army could collect textiles received, this was to be further investigated, as part of the trial.

Members requested that should the textile collection become successful the potential for the authority to sell on these textiles be investigated as it was felt that there was potential benefits for residents in ways such as to reduce council tax. It was agreed that issues which had been discussed be addressed in the new Street Scene Policy and also requested that future updates on its progress be supplied, including an update on the textile recycling.

AGREED:

- (a) That the Street Scene Policy – Position Statement be noted;
- (b) That the following concerns be addressed in the new Street Scene document:
 - Effective measures to address littering and fly-tipping;
 - Priority to be given to either PCSO's (Police Community Support Officers) or the Enforcement Officer taking enforcement action;
 - Effective road sweeping; and
 - Providing clear recycling advice for residents.
- (c) That, when drafted, the new Street Scene document be brought back to the Panel for consultation; and
- (d) That the Portfolio Holder for Waste Management, Green Spaces and Operational Planning be invited to attend the Panel meeting on 8 July 2014 to give a progress report on the textile recycling element of waste collection.

(The Environmental Services Team Leader left the meeting at 7.30p.m. after consideration of the above item).

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43. SHOP FRONTAGES IN SOUTH HOLLAND'S TOWN CENTRES

Consideration was given to the report of the Planning Manager on Shop frontages in South Holland's Town Centres.

At a meeting of the Policy Development Panel held on 29 October 2013 members raised concerns regarding the appearance of high street within South Holland particularly regarding the issue of shop frontages. Members had felt that many new shops appeared to be very uninviting with covered windows and doors and that they lacked uniformity. Members had thought that perhaps, if possible, a policy could be constructed which would help shop owners to bring a more cohesive look to town centres within South Holland.

The Planning Policy Team were asked to produce a report which provided information on what controls and responsibilities the Planning Department had and what policies were in place to regulate the appearance of shop frontages.

The Planning Policy Officer and Portfolio Holder for Waste Management, Green Spaces and Operational Planning were in attendance to summarise what was currently in place.

South Holland Local Plan 2006; As a result of the deletion of Policy SG22 – Advertisements and Signage, following a direction from the Government Office for the East Midlands under paragraph 1(3) of schedule 8 to the Planning and Compulsory Purchase Act 2004 there were no local policies in place that monitored or controlled the appearance of any new or existing shop fronts within the District. The removal of the policy was to avoid repeating regional and national planning policy in the decision making process.

Although there was no specific policy on advertisements and signage generally, there were other policies in place that regulated town centre development.

Resulting from the deletion of Policy SG22 from the South Holland Local Plan 2006 development management officers had to rely on regional and national guidance in the decision making process. The Principal Planning Officer produced a guidance note on the matter which was attached to the report at Appendix A, which highlighted some of the conflicting guidance available.

It was advised that a policy governing the approach the dealing with the amenity and other issues arising from the display of advertisements could be promoted through the current preparation of the South East Lincolnshire Local Plan.

Members were very keen that there be something in place, if not to enforce, but to offer guidance. It was felt that the visual look of the shops was less inviting than in other areas, such as Stamford. It was suggested that policies/ guidance that were available in other areas be investigated with the intention to pursue the development of a shop front policy within South Holland.

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AGREED:

- (a) That the Panel notes the current conflicting guidance regarding the enforcement of advertising, and supports Members and Officers working directly with local businesses to voluntarily improve the appearance of external shop decoration; and
- (b) That the Portfolio Holder be requested to pursue the development of a shop front policy.

(The Planning Policy Officer and the Portfolio Holder for Waste Management, Green Spaces and Operational Planning left the meeting at 7.56p.m. after consideration of the above item.)

44. SCRUTINY ACTION PLAN

Consideration was given to the report of the Assistant Director, Democratic Services on the Scrutiny Action Plan.

Biennially the Performance Monitoring Panel and Policy Development Panel held an Away Day which was to examine the way that Overview and Scrutiny was undertaken at South Holland District Council.

An Away Day was held on 16 October 2013, Councillors from both Panel attended along with the Chief Executive, Deputy Chief Executive, and Assistant Director, Democratic Services. The day also benefitted from the support of The Principal Member Services Officer and the Member Services Team.

Various issues were considered which included; What Councillors wanted from Scrutiny and how that was to be achieved, Task Groups, Budget Scrutiny and Training. Feedback at the end of the day was received and with an average mark of 9 out of 10 was awarded for the overall opinion of the event. Various outcomes from the day were identified and were included within an Action Plan which was attached to the report at Appendix A.

The Principal Member Services Officer advised that at the 3 December 2013 meeting of the Performance Monitoring Panel, which was as follows:

That an additional action be added to the Scrutiny Action Plan to address the issue of officer engagement with the Scrutiny process and how this could be improved.

Members raised some concerns over the length of some of the Task Groups which has taken place, it was felt that scrutiny was at its most effective when done over a short period of time and that some information is not always forthcoming from officers. The Principal Member Services Officer highlighted issue 10 at Appendix A to the report which was regarding that matter and that the Action was to introduce the role of a CMT 'sponsor' and to raise Scrutiny's profile amongst the Key Officer Group.

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AGREED:

That the Scrutiny Action Plan 2013 be approved with the addition of the Performance Monitoring Panel's comments.

45. POLICY DEVELOPMENT PANEL WORK PROGRAMME

Consideration was given to the report of the Assistant Director, Democratic Services that set out the issues that had been identified by the Panel for inclusion in its work programme. The first appendix to the report detailed the dates for future meetings and the expected agenda items. The second appendix gave details of the Task Groups that had been identified by the Panel.

Members of the Panel asked to be reminded of the membership of the Joint Performance Monitoring Panel and Policy Development Panel Leisure Facilities Task Group. The Principal Member Services Officer advised that Councillors, G Aley, D Ashby, S Slade, and A Woolf had all volunteered to be members of the Task Group at the 30 April 2013 meeting of the Panel.

It was requested by the Panel that Councillor Dark also be added to the Membership of the Task Group. It was felt that there would be an extensive work load and high volume of meetings and additional membership would be beneficial to the work of the Task Group.

The Principal Member Services Officer advised that the Joint Performance Monitoring Panel and Policy Development Panel Sir Halley Stewart Playing Field Task Group, membership from the Policy Development Panel was Councillors P Coupland, G Dark and A Harrison. Membership from the Performance Monitoring Panel was yet to be sought and would be advised in due course.

AGREED:

That Councillor G Dark be added to the Membership of the Leisure Facilities Task Group.

46. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT.

There were none.

(The meeting ended at 8.34 pm)

(End of minutes)

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Minutes of a meeting of the **PERFORMANCE MONITORING PANEL** held in Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 28 January 2014 at 6.30 pm.

PRESENT

D J Wilkinson (Vice-Chairman)

G R Aley
R Grocock

J L King
M D Seymour

S Wilkinson
A M Newton

In Attendance: The Joint Performance Team Leader, Kim Parks, and the Principal Member Services Officer.

Apologies for absence were received from or on behalf of Councillors B Alcock, S M Booth, C J T H Brewis, M Howard, R Perkins, R M Rudkin and A C Tennant.

43. **MEMBERSHIP OF COMMITTEE**

Notification had been received that Councillor C J T H Brewis had been substituted by Councillor A M Newton, as a member of the Committee, for this meeting only.

44. **MINUTES**

The minutes of the special joint meeting of the Performance Monitoring Panel and Policy Development Panel held on 11 November 2013, and the minutes of the Performance Monitoring Panel held on 3 December 2013, were both signed by the Chairman as a correct record.

45. **DECLARATIONS OF INTEREST.**

There were none.

46. **QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 10.3.**

There were none.

47. **TRACKING OF RECOMMENDATIONS**

There were none.

48. **ITEMS REFERRED FROM THE POLICY DEVELOPMENT PANEL**

There were none.

49. **KEY DECISION PLAN**

Consideration was given to the current Key Decision Plan which had been issued on 14 January 2014.

PERFORMANCE MONITORING PANEL -
28 January 2014

The Principal Member Services Officer advised that since the Key Decision Plan had been published, notification had been received that the Customer Access Strategy, currently due to be considered by the Cabinet on 18 February 2014, would now be moved to the Cabinet meeting on 25 March 2014. The next Key Decision Plan would reflect this change.

AGREED:

That the current Key Decision Plan be noted.

50. **QUARTER 2 AND QUARTER 3 PERFORMANCE REPORTS**

Consideration was given to the report of the Joint Performance Team Leader which provided an update of delivery against the Council's 2011-15 Corporate Plan for the period 1 July 2013 to 31 December 2013.

The Joint Performance Team Leader advised that she would shortly be leaving the Authority and introduced Kim Parks, her colleague at Breckland Council, to Panel members. Kim would be taking over her role with regard to Performance Monitoring.

Following the agreement to stop using the InPhase Performance management system in July 2013, the Executive Board considered the recommendations proposed for the future delivery of the Performance Service on 10 September 2013. It was agreed by the Executive that a bespoke data collection system was to be created and used to gather performance information that would then be used to populate new agreed report templates. Templates were provided for individual CMT, Executive and Cabinet Reports, with the Cabinet Report covering delivery against Corporate Priorities and the Executive Report covering all of this plus additional identified projects and performance indicators from each service, which would be presented by Portfolio Groupings.

As there had been no performance reports since July 2013, two quarters of performance reports were appended to the report – Quarter 2 covering the period 1 July 2013 to 30 September 2013, and Quarter 3 covering the period 1 October 2013 to 31 December 2013.

Prior to considering the information within the performance reports, the Joint Performance Team Leader discussed with members how they may wish future performance reporting to the Panel to be undertaken. Currently, a detailed report was sent to the Cabinet and prior to this, the report was considered by the Performance Monitoring Panel. She suggested the following:

- Report to Cabinet could become an annual report (which would continue to be presented to the Panel);
- Should Cabinet agree to receive only an annual report, the Panel may wish to have additional performance management information reported to it. The Joint Performance Team Leader suggested that it could receive information sent to the Programme Board (the Programme Board dealt with areas of under

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performance). A report to the Performance Board was produced providing full information with commentary on performance and from this, areas for concern were highlighted for consideration by the Board. These formed the Performance Board's agenda, and minutes from the meeting were taken. The Principal Member Services Officer commented that as the meetings of the Panel were open to the public, there could sometimes be issues around confidentiality of information contained within the report. It was therefore suggested that only the agenda and minutes from the Programme Board meeting be appended to any report presented to the Panel, and that the Programme Board report be circulated to members informally to provide background information.

Members considered the information contained with the Quarter 2 and Quarter 3 reports, appended to the covering report. They commented that the performance information contained within them was much clearer than previous performance reports. It raised concerns regarding performance for the following indicators: 1) Percentage of refuse that goes to recycling; and 2) Percentage of major planning applications determined within 13 weeks. The Joint Performance Team Leader advised that commentary provided for both of these areas of under performance was sufficient to explain why they were currently under performing, and that the Performance Board were monitoring the situation.

AGREED:

- a) That the content of the report and information included with the Quarter 2 and Quarter 3 performance reports be noted; and
- b) That should Cabinet decide to only receive an annual performance report, the Performance Monitoring Panel consider performance on a regular basis, and that to do this, the following information be provided:
 - The agenda and minutes of the Performance Board to be attached as appendices to a covering report to be considered at appropriate meetings of the Performance Monitoring Panel; and
 - That the Performance Board report be circulated to members informally to provide background information.

(The Joint Performance Team Leader and Kim Parks left the meeting following discussion of the above item.)

51. **PERFORMANCE MONITORING PANEL WORK PROGRAMME**

Consideration was given to the report of the Assistant Director (Democratic Services) which set out the Work Programme of the Performance Monitoring Panel. The Work Programme consisted of two separate sections, the first setting out the dates of future Panel meetings along with proposed items for consideration, and the second setting out the Task Groups that had been identified by the Panel.

PERFORMANCE MONITORING PANEL -
28 January 2014

The Principal Member Services Officer updated the Panel on the following:

- Leisure Task Group – Members were advised that the first meeting had been held and that some of the Task Group members had been to visit appropriate sites.
- Sir Halley Stewart Field Task Group – Since the agenda had been printed, the remaining vacant position on the Task Group, to be filled by a member of the Performance Monitoring Panel, had been filled by Councillor R Perkins. A date for the first meeting of the Task Group had been arranged for 12 February 2014.

The Principal Member Services Officer requested that the Panel consider its Work Programme, and whether all of the items included within Appendices 1 and 2 were still relevant to its work.

In relation to Appendix 1, the following was agreed:

- 8 April 2014 – That in addition to his update report on community safety and how it was being delivered through the various tiers of Groups and Panels, the Portfolio Holder for Localism and Big Society also provide an update on the current position with regard to CCTV in the area.
- 8 April 2014 – That further to a request made at the meeting of the Panel on 26 March 2013, the Police and Crime Commissioner be asked to attend the meeting of the Panel on 8 April 2014 to answer members' questions, alongside the discussion with the Portfolio Holder for Localism and Big Society, as detailed above, on community safety and how it was being delivered through the various tiers of Group and Panels.
- 24 June 2014 – Two Panel members to be chosen to undertake the Annual Inspection of Planning Files, a report on which would be taken to the next meeting on 16 September 2014.
- Carbon Management Plan Task Group – The Panel agreed that no further updates were required from the Portfolio Holder for Waste Management, Green Spaces and Operational Planning on the progress of the Carbon Management Plan Task Group's recommendations.

In relation to Appendix 2, the following was agreed:

- Effectiveness of CCTV Task Group – The Chairman of the Task Group advised that no information had been received recently regarding CCTV provision. The Panel requested that the Portfolio Holder for Localism and Big Society be invited to the next meeting on 8 April 2014 to provide an update on the situation with regard to CCTV, after which a decision would be made on how to progress with the Task Group.
- Item 'to review the development of sporting activities across the district (in light of the possibility of new leisure provision in the future)' – It was agreed to keep this item on the Work Programme for the time being. The Leisure Task Group was due to report to the Panel in six months time and at this point, consideration would be given to whether this item fell within the remit of the Leisure Task Group and if so, could be removed from the Work Programme as an individual item.

PERFORMANCE MONITORING PANEL -

28 January 2014

AGREED:

- a) That both sections of the Panel's Work Programme, as set out in the report of the Assistant Director (Democratic Services), be noted;
- b) That the following amendments be made to Appendix 1:
- 8 April 2014 – That in addition to his update report on community safety and how it was being delivered through the various tiers of Groups and Panels, the Portfolio Holder for Localism and Big Society also provide an update on the current position with regard to CCTV in the area.
 - 8 April 2014 – That further to a request made at the meeting of the Panel on 26 March 2013, the Police and Crime Commissioner be asked to attend the meeting of the Panel on 8 April 2014 to answer members' questions, alongside the discussion with the Portfolio Holder for Localism and Big Society, as detailed above, on community safety and how it was being delivered through the various tiers of Group and Panels.
 - 24 June 2014 – Two Panel members to be chosen to undertake the Annual Inspection of Planning Files, a report on which would be taken to the next meeting on 16 September 2014.
 - Carbon Management Plan Task Group – That no further updates were required from the Portfolio Holder for Waste Management, Green Spaces and Operational Planning on the progress of the Carbon Management Plan Task Group's recommendations, and that this item be removed.
- c) That the following amendments be made to Appendix 2:
- Effectiveness of CCTV Task Group – Note that the Portfolio Holder for Localism and Big Society be invited to the next meeting on 8 April 2014 to provide an update on the situation with regard to CCTV, after which a decision would be made on how to progress with the Task Group.
 - Item 'to review the development of sporting activities across the district (in light of the possibility of new leisure provision in the future)' – Note that this item remain on the Work Programme for the time being, but this to be reviewed in six months time, when the Leisure Task Group reported to the Panel. Consideration should then be given as to whether this item fell within the remit of the Leisure Task Group. If it did, it could be removed from the Work Programme as an individual item.

(The meeting ended at 7.10 pm)

(End of minutes)

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Minutes of a meeting of the **GOVERNANCE AND AUDIT COMMITTEE** held in Meeting Room 1, Council Offices, Priory Road, Spalding, on Thursday, 30 January 2014 at 3.00 pm.

PRESENT

G R Aley (Chairman)
R M Rudkin (Vice-Chairman)

F Biggadike
C J T H Brewis

P E Coupland
A Harrison

A M Newton

Apologies for absence were received from or on behalf of Julie Castledene (Lincolnshire County Council)

In Attendance: N Bellamy (Audit Director, KPMG), T Croote (External Auditor, KPMG), L Pledge (Lincolnshire County Council), the Assistant Director Finance (Section 151), and the Finance Manager Treasury

25. MINUTES

The minutes of the meeting of the Governance and Audit Committee held on 24 September 2013 and the special meetings of the Governance and Audit Committee held on 18 December 2013 and 3 January 2014, were signed by the Chairman as a correct record.

26. SHDC ANNUAL AUDIT LETTER 2012/13

Consideration was given to the South Holland District Council Annual Audit Letter 2012/13.

Prior to discussion on the subject, members were introduced to Neil Bellamy, who had recently taken over the role of Audit Director at KPMG from Tony Crawley.

VFM conclusion - The Committee was advised that KPMG had issued an unqualified value for money (VFM) conclusion for 2012/13 on 24 September 2013. This meant that they were satisfied that the Authority had proper arrangements for securing financial resilience and challenging how it secured economy, efficiency and effectiveness. The Auditors had arrived at their conclusion by looking at financial governance, financial planning and financial control processes, as well as how the Authority was prioritising resources and improving efficiency and productivity.

VFM risk areas – The initial risk assessment took into account the Authority's key business risks which were relevant to the VFM conclusion. Specifically considered were the actions being taken by the Authority to achieve the savings identified as required within the medium term financial plan. The Auditors concluded that adequate arrangements were in place to identify and deliver future efficiency savings, and that they did not need to carry out any specific additional work.

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Audit opinion – The Auditors issued an unqualified opinion on the Authority's financial statements on 24 September 2013, which meant that they believed that the financial statements gave a true and fair view of the financial position of the Authority, and of its expenditure and income for the year.

Financial statements audit – The audit of the Authority's financial statements did not identify any material adjustments. There were a small number of non-trivial adjustments, most of which were of a presentational nature, and did not impact on the General Fund. The Authority had good processes in place for the production of the accounts and good quality supporting working papers. Officers dealt efficiently with audit queries and the audit process had been completed within the planned timescales. The Auditors had identified some opportunities for the authority to strengthen controls in respect of the evidence to support aspects of year-end creditor balance and arrangements for obtaining councillors' declarations on related party transactions. No high priority recommendations were raised following the 12/13 audit work.

Annual Governance Statements – The Auditors reviewed the Authority's Annual Governance Statement and concluded that it was consistent with their understanding.

Whole of Government Accounts – The consolidation pack which the Authority prepared to support the production of Whole of Government Accounts by HM Treasury was reviewed. The Auditors completed the short-form assurance statement which confirmed that there were no inconsistencies in the balances within the scope of their review.

Certificate – The certificate was issued on 24 September 2013. It confirmed that the Auditors had concluded the audit for 2012/13 in accordance with the requirements of the Audit Commission Act 1998 and the Audit Commission's Code of Audit Practice.

Audit Fee – The Auditor's fee for 2012/13 was £58,482, excluding VAT. This was an overall reduction of 45% from the comparative total fee for 2011/12. The fee was consistent with the proposed fee set out in the fee letter dated 22 August 2012.

AGREED:

That the South Holland District Council Annual Audit Letter 2012/13 be noted.

27. **INTERNAL AUDIT**

Consideration was given to the report of the Head of Audit and Risk Management (Audit Lincolnshire) and the Assistant Director, Finance.

The purpose of the report was to advise of progress being made with the 2013/14 Audit Plan, provide details of the audit work during the period, and provide details of the current position with agreed management actions in respect of previously issued reports.

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The Head of Audit and Risk Management reported that as the report was the same one that had been due to be considered at the postponed meeting of the Committee on 5 December 2013, some of the information was now out of date, as work on a number of audits was further progressed. Six of the audits were now complete, and 50% of the plan had been completed by mid January. There were three audits to be finished – Bank Reconciliation, Payroll and Treasury Management. Audit progress had moved on since the report had been produced, and a fuller updated report would be presented to the next meeting of the Committee.

Members raised a concern about a fraud, reported in the press. They were aware of an incident on the fraudulent use of a fuel card by an ex-employee and this did not appear to have been picked up as part of the fraud reporting procedures. The Chairman requested that he receive an update on the issue

With reference to Appendix 2, Income Generation was highlighted as it had only received Limited Assurance. The Committee was advised that comparisons had been undertaken with other Authorities on ways they generated income. It was acknowledged that political priorities steered decisions on income generation – this audit looked at the different ways councils could seek avenues by which to generate income. The Director of Finance (S151) advised that a project had been set up to look at all fees and charges at both South Holland District Council and Breckland Council, and that a report would be brought forward to members.

The Head of Audit and Risk Management (Audit Lincolnshire) highlighted the CIPFA guide attached at Appendix 3 entitled 'Audit Committee Update – helping audit committees to be effective'. CIPFA training sessions were available if the Committee was interested. Training could be undertaken by the Head of Audit and Risk Management (Audit Lincolnshire), or by CIPFA. CIPFA training at specific events would cost around £350 per person however, this amount could be reduced if a CIPFA trainer were to come to one of the Lincolnshire authorities and provide the training to all those interested Committee members within the County. It was agreed that the Head of Audit and Risk Management (Audit Lincolnshire) look into this option and report back to the Committee. She also advised that there was a self-assessment section within the guidance document and that the Committee consider with the Director of Finance (S151) at the pre-meeting prior to the next Committee meeting whether additional training was required.

AGREED:

- a) That the report of the Head of Audit and Risk Management (Audit Lincolnshire) and the Assistant Director, Finance (S151) be noted;
- b) That the Chairman receive an update around the issue of the fraudulent use of a fuel card by an ex-employee;
- c) That the Head of Audit and Risk Management (Audit Lincolnshire) research options for providing CIPFA training to Governance and Audit Committee

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members, potentially as part of a Lincolnshire-wide session for appropriate members; and

- d) That at the next pre-meeting, the Director of Finance (S151) and members of the Governance and Audit Committee consider whether further training was necessary.

28. MID TERM TREASURY REPORT 2013/14

Consideration was given to the report of the Assistant Director Finance (S151) which provided an update of the treasury management position of the Council as at 30 September 2013.

Treasury management was defined as: 'The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.

The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2011 was adopted by South Holland District Council on 8 March 2012. The primary requirements of the Code were as follows:

- Creation and maintenance of a Treasury Management Policy Statement which set out the policies and objectives of the Council's treasury management activities;
- Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives;
- Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy – for the year ahead, a Mid-year Review Report and an Annual Report (stewardship report) covering activities during the previous year.
- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
- Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For South Holland District Council, the delegated body was the Governance and Audit Committee.

In summary, the mid year report had been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covered the following:

- An economic update for the 2013/14 financial year to 30 September 2013;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure (prudential indicators);
- A review of the Council's investment portfolio for 2013/14;
- A review of the Council's borrowing strategy for 2013/14;
- A review of any debt rescheduling undertaken during 2013/14;

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- A review of compliance with Treasury and Prudential Limits for 2013/14.

The Finance Manager Treasury (CPBS) provided the Committee with a full explanation of the information provided within the report. He reported an amendment to the interest rate forecast table at 3.3 in the report – since the report had been produced, the bank rate for June 2016 had been revised upwards from 0.50% to 0.75%.

Members considered the content of the report and were generally happy with the information provided within it, and with the Authority's treasury management. In relation to the Council's borrowing, as detailed at section 7 within the report (£67,489 million), assurance was requested from officers that rates were constantly monitored and that the best rates available were taken advantage of. Officers responded that the decision had been taken to borrow the sum over 50 years and that if bank rates were to increase in the future, consideration would be given to this at the time. Advisers advised on the best rates available.

AGREED:

That the report and treasury activity be noted.

29. **TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2014/15**

Consideration was given to the report of the Assistant Director Finance (S151) which gave the Committee the opportunity for pre-decision scrutiny of the Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2014/15.

Treasury Management was defined as: 'The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.

The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2011, adopted by the Council on 8 March 2012, required the Council to set out its Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy for the forthcoming year. These outlined the Council's strategy for borrowing and its policies for managing its investments and for giving priority to the security and liquidity of those investments. The strategy statements for 2014/15 were attached to the report at Appendix A. The strategy statements covered:

- Reporting requirements
- Capital prudential indicators 2013/14 to 2016/17
- The borrowing requirement
- The Minimum Revenue Provision (MRP) policy

**GOVERNANCE AND AUDIT - 30 January
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- The use of the Council's resources and the investment position
- Prudential and Treasury Indicators
- Treasury limits in force which would limit the treasury risk and activities of the Council
- Prospects for interest rates
- The borrowing strategy
- Policy on borrowing in advance of need
- Debt rescheduling
- The investment policy
- Creditworthiness policy
- Country limits
- Investment strategy

The strategy document presented to the Governance and Audit Committee for scrutiny was currently at draft stage as the future Capital Programme had yet to be finalised and approved by Council. Once this was known, the tables within the strategy document shown at Appendix A would be updated and submitted to Council for approval before the commencement of the 2014/15 financial year.

The Finance Manager Treasury (CPBS) provided the Committee with a full explanation of the information provided within the report. As with the previous agenda item, he reported amendments to the interest rate forecast table at 3.3 in the report – since the report had been produced, the bank rate for June 2016 had been revised upwards from 0.50% to 0.75%, and for September 2016, from 0.75% to 1.00%.

Members considered the content of the report and the following issues were raised:

- Could the Authority consider investing in property with a view to renting them out, thus taking advantage of the right to claim the new home bonus?
 - Officers responded that if prudent, this could be done. There were many options around this issue, which were currently being looked into.
- With regard to investments, how safe was the AAA rating?
 - The Authority used the services of Capita who relied upon all three of the credit rating institutions to provide their assessments. As a result, the Authority was better informed than it had ever been.

AGREED:

That the Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2014/15 be noted;

(Councillor Brewis entered the meeting during discussion of the above item.)

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2014**

30. GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

Consideration was given to the report of the Assistant Director Democratic Services which provided details of the Committee's work programme. A copy of the work programme was attached as an appendix within the report.

In addition to items for meetings in the remainder of the 2013/14 municipal year, regular items had been transferred from the 2013/14 municipal year to the appropriate meeting dates for the new municipal year of 2014/15. Contributors confirmed that the reports requested, and the meeting dates on which they were to be reported, were correct.

AGREED:

That the report be noted.

31. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT.

Membership of Governance and Audit Committee

At the last meeting of the Governance and Audit Committee, the issue of having an independent member on the Committee had been raised. At the time, members had considered that this could be a good idea as it would provide the Committee with some additional outside experience.

Further discussion was held on the subject and the following points were made:

- Other councillors had expressed an interest in being a member of the Governance and Audit Committee. Could a substitution/rotation system be operated for this Committee, by increasing the number of members? Research would need to be undertaken to ascertain whether the Constitution would allow for this to happen.
- There were advantages and disadvantages to having an external person on the Committee. One disadvantage could be that they would not have a vote. Members suggested that a small report detailing the advantages and disadvantages would be helpful.
- The Head of Audit and Risk Management, Audit Lincolnshire, commented that other Governance and Audit Committees had independent members, and that they brought a different perspective to it. New public audit legislation advocated independence.
- Remuneration of independent members would need to be considered.
- The Committee was advised that Breckland Council had two independent members on its Audit Committee. They had been appointed via a recruitment process. SHDC's Constitution needed to be checked with regard to appointment/recruitment processes and whether members could be involved with any appointment to the Governance and Audit Committee.
- Members felt that it would be useful for the Chairman of the Governance and Audit Committee to meet with the Director of Finance (S151) to discuss the issues

**GOVERNANCE AND AUDIT - 30 January
2014**

raised and the way forward, and to report back to the next meeting of the Committee.

AGREED:

That the Chairman of the Governance and Audit Committee meet with the Director of Finance (S151) to discuss issues raised at the meeting, and the way forward, and that the outcome be reported back to the next meeting of the Committee.

(The meeting ended at 4.32 pm)

(End of minutes)

Minutes of a meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Wednesday, 5 February 2014 at 6.30 pm.

PRESENT

R Gamba-Jones (Chairman)

D Ashby
C J T H Brewis
F Biggadike
A Casson
P E Coupland

G K Dark
R Grocock
C J Lawton
A Miller
A M Newton

R M Rudkin
E J Sneath
D J Wilkinson

Planning Manager, Principal Planning Officer, Planning Solicitor and Member Services Officer.

Apologies for absence were received from or on behalf of Councillors B Alcock, J Avery, H R Johnson, R Perkins and M D Seymour.

81. **MEMBERSHIP OF COMMITTEE**

The Planning Solicitor reported that notification had been received that Councillor B Alcock had been substituted by Councillor D J Wilkinson, Councillor J Avery had been substituted by Councillor R Grocock, Councillor H R Johnson had been substituted by Councillor E Sneath, Councillor R Perkins had been substituted by Councillor G K Dark, and Councillor M D Seymour had been substituted by Councillor F Biggadike, as members of the Committee for that meeting only.

82. **MINUTES**

The minutes of the Planning Committee meeting held on 8 January 2014 were signed by the Chairman as a correct record.

(Moved by Councillor C J Lawton and seconded by Councillor D Ashby.)

83. **DECLARATIONS OF INTEREST**

No interests were declared.

84. **QUESTIONS ASKED UNDER COUNCIL PROCEDURAL RULE 10.3**

No questions were asked under Council Procedure 10.3.

PLANNING COMMITTEE - 5 February 2014

85. **BERNARD MATTHEWS FOOD LTD, COWARDS LANE, PINCHBECK**

Plan No. and Application

Proposal

H14-0831-12
Bernard Matthews
Wind Energy Co-Operative

Full – Proposed wind turbine with maximum height to tip of 78 metres, including access track, hardstanding, substation and associated works

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

DECISION:

That, in accordance with the recommendation of the Planning Manager, planning permission be granted, subject to those conditions listed at Section 9.0 within the report, and an additional condition requiring the submission of a Construction Management Traffic Plan which would provide for a pre-commencement survey of the highway route and any repairs thereafter required to remedy damage caused by construction vehicles.

(Moved by Councillor C J T H Brewis and seconded by Councillor F Biggadike.)

(The Principal Planning Officer reported that prior to the meeting a further objection had been received from John Hayes MP; and the County Highways Authority had requested a condition for a survey to be carried out to determine the condition of the road and allow for any repairs.)

(Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Supporter: (i) Mr John Malone (Applicant)

86. **145 PENNYGATE, SPALDING**

Plan No. and Application

Proposal

H16-0976-13
Mr I Haynes

Full – Two-storey rear extension

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

PLANNING COMMITTEE - 5 February 2014

DECISION:

That, in accordance with the recommendation of the Planning Manager, planning permission be granted, subject to those conditions listed at Section 9.0 within the report.

(Moved by Councillor C J T H Brewis and seconded by Councillor R Gambba-Jones.)

(Councillor A M Newton reported that she had made a comment on the application as a ward member and, although she did not consider herself as having a disclosable pecuniary interest, she remained in the meeting but did not take part in the debate and vote.)

(The meeting ended at 7.25 pm)

(End of minutes)

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Assistant Director, Democratic Services

To: Council – 26 February 2014

(Author: Lynn Eldred - Principal Member Services Officer)

Subject: The Recording of Votes for Budget Meetings

Purpose: To inform members of a new requirement to record the vote at key budget decision meetings.

Recommendation:

- 1) that, in accordance with South Holland District Council's Rules of Procedure , the following change be adopted:

Voting

to add "At the annual budget meeting at which the Council will be formally taking decisions about its expenditure on local services and council tax levels for the year ahead, a recorded vote must be taken – that is recording in the minutes of the meeting how each member present voted on any decision relating to the budget or council tax".

1.0 BACKGROUND

- 1.1 On the 29 January 2014 the Secretary of State for Communities and Local Government made The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014. The regulations were laid before Parliament on 31 January 2014 and will come into force on 25 February 2014.
- 1.2 The Regulations will mean that immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.
- 1.3 For the purposes of these regulations a budget decision meeting is one that sets the Council Tax and / or issues a precept.
- 1.4 At the point in the consideration of the item where a vote is ready to be taken the Senior Officer present will read out each Councillor's name and they should indicate whether they are voting 'for', 'against' or 'abstaining' from voting on the motion. This will be recorded by the Committee Clerk and included in the minutes.

1.5 The Council's Constitution already has in its constitution a facility whereby any 5 members can request a recorded vote. The Constitution will be amended to include the new budget setting requirement.

2.0 **OPTIONS**

2.1 This is a statutory duty with which the Council is required to comply.

3.0 **REASONS FOR RECOMMENDATION**

3.1 To comply with a new statutory duty.

4.0 **EXPECTED BENEFITS**

4.1 The Secretary of State for Communities and Local Government has introduced the measure to bring an increased transparency to the budget setting process.

5.0 **IMPLICATIONS**

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 It is the opinion of the report author that there are none.

5.2 **Constitution & Legal**

5.2.1 The Constitution will be updated to reflect the requirements of the new regulations.

5.3 **Contracts**

5.3.1 It is the opinion of the report author that there are none.

5.4 **Corporate Priorities**

5.4.1 By increasing the transparency of the decision making the report is in keeping with the Council's priorities.

5.5 **Crime and Disorder**

5.5.1 It is the opinion of the report author that there are none.

5.6 **Equality and Diversity / Human Rights**

5.6.1 It is the opinion of the report author that there are none.

5.7 **Financial**

5.7.1 It is the opinion of the report author that there are none.

5.8 Risk Management

5.8.1 It is the opinion of the report author that there are none.

5.9 Staffing

5.9.1 It is the opinion of the report author that there are none.

5.10 Stakeholders / Consultation / Timescales

5.10.1 It is the opinion of the report author that there are none.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 The local communities will benefit from increasing the transparency of decision making.

Background papers: - The Local Authorities (Standing Orders) (England)
(Amendment) Regulations 2014.

Lead Contact Officer

Name/Post: Lynn Eldred - Principal Member Services Officer
Telephone Number: 01775 764626
Email: leldred@sholland.gov.uk

Director who will be attending the Meeting: Assistant Director - Democratic Services

Key Decision: No

Exempt Decision: No

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Assistant Director - Democratic Services

To: Council – 26 February 2014

(Author: Vicky Thomson, Assistant Director - Democratic Services)

Subject: Appointment of Members to Joint Appointments Panel

Purpose: To approve a change in the membership of the Joint Appointments Panel

Recommendation:

- 1) That Cllr C N Worth replaces Cllr H Johnson on the Joint Appointments Panel.

1.0 BACKGROUND

- 1.1 The Constitution states that 4 Members and 1 substitute Member shall be appointed to the Joint Appointments Panel. Group regulations apply to these appointments and also at least 1 members of the Panel must be a member of the Cabinet.
- 1.2 During the current process of recruitment for the position of Chief Executive and Head of Paid Service, a need arose to alter the membership of the Panel to ensure it remained quorate and within the requirements of the Constitution. Cllr C N Worth therefore replaced Cllr H Johnson on the Panel.
- 1.3 This report seeks to formally appoint Cllr C N Worth to the Panel.

2.0 OPTIONS

- 2.1 **Option 1** - To appoint Cllr C N Worth to the Joint Appointments Panel in place of Cllr H Johnson.
- 2.2 **Option 2** - To do nothing.

3.0 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure compliance with the Constitution of the Council.

4.0 **EXPECTED BENEFITS**

4.1 To ensure the membership of the Joint Appointments Panel is abiding with the Constitution of the Council.

5.0 **IMPLICATIONS**

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 It is the opinion of the Report Author that there are no implications.

5.2 **Constitution & Legal**

5.2.1 The nature of the report is to ensure compliance with the Constitution of the Council.

5.3 **Contracts**

5.3.1 It is the opinion of the Report Author that there are no implications.

5.4 **Corporate Priorities**

5.4.1 It is the opinion of the Report Author that there are no implications.

5.5 **Crime and Disorder**

5.5.1 It is the opinion of the Report Author that there are no implications.

5.6 **Equality and Diversity / Human Rights**

5.6.1 It is the opinion of the Report Author that there are no implications.

5.7 **Financial**

5.7.1 It is the opinion of the Report Author that there are no implications.

5.8 **Risk Management**

5.8.1 It is the opinion of the Report Author that there are no implications.

5.9 **Staffing**

5.9.1 The nature of the Joint Appointments Panel is to deal with appropriate matters relating to staffing and recruitment.

5.10 **Stakeholders / Consultation / Timescales**

5.10.1 It is the opinion of the Report Author that there are no implications.

5.11 Other

5.11.1 It is the opinion of the Report Author that there are no implications.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 All wards will be affected however this is not considered to have significant impact.

7.0 ACRONYMS

7.1 None

Background papers:- None

Lead Contact Officer

Name and Post: Vicky Thomson, Assistant Director - Democratic Services

Telephone Number: Mob: 0782 784 3173

Email: vicky.thomson@breckland-sholland.gov.uk

Director who will be attending the Meeting - Vicky Thomson, Assistant Director - Democratic Services

Key Decision: No

Exempt Decision: No

Appendices attached to this report: None

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Chairman of the Independent Remuneration Panel

To: Council – 26 February 2014

(Author: Assistant Director – Democratic Services)

Subject: Scheme of Payment of Members' Allowances

Purpose: To submit the Independent Remuneration Panel's recommendations for Councillors who serve as Directors on Compass Point Business Services (East Coast) Ltd

Recommendation:

- 1) That the recommendations for an increase in allowance for Directors of Compass Point Business Services (East Coast) Ltd (CPBS) to £3,325 p/a are adopted for 1 April 2014 to 31 March 2015.

1.0 INTRODUCTION

1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to approve, or amend a Scheme for the Payment of Members' Allowances. In accordance with the Regulations it must establish an Independent Remuneration Panel to advise it on the specified aspects of the Scheme, including the level of payment.

1.2 Whilst the Council is ultimately responsible for agreeing its Scheme for Payment of Members' Allowances, it must have regard to the Panel's advice. Therefore, it should not disregard the Panel's advice without giving appropriate reasons.

2.0 BACKGROUND

2.1 A report of the Independent Remuneration Panel was last brought to Council on 18 December 2013.

2.2 Councils recommendations were as follows:

- that there should be no change to members allowances for the period 1 April 2014 – 31 March 2015; and
- that the Independent Remuneration Panel be requested to reconsider the recommended allowance for those Directors on Compass Point Business Services (East Coast) Limited (CPBS) who are elected councillors of South Holland District Council.

2.3 The Independent Remuneration Panel held a further meeting on 6 February 2014 and invited the Managing Director of CPBS (East Coast) Limited to attend to gain further information.

3.0 **RECOMMENDATION OF THE PANEL**

3.1 Based on information previously received from Directors and the additional information received, the Panel felt that a significant proportion of the role of Directors on the Board of CPBS was the performance managing of the company and the service it delivers. The Panel would like to further understand the responsibilities and duties of the role against that of the Portfolio Holder. It was therefore agreed that due to the nature of responsibility between the directors and Portfolio Holders that an amount equal to 50% of the Portfolio Holder remuneration was deemed a suitable amount to be divided between the two directors (who are councillors) of the company who had taken on responsibility for that function on behalf of the council.

3.2 It was therefore recommended that CPBS Directors' remuneration be increased to £3,325 each.

3.3 It was further agreed that based on this assumption the Independent Remuneration Panel will revisit the allowances paid to members who are Portfolio Holders and members who sit on the Compass Point Board. A comparison between the duties of responsibility will be undertaken.

4.0 **IMPLICATIONS**

4.1 **Carbon Footprint / Environmental Issues**

4.1.1 Provision is made within the Scheme of Allowances for the payment of travelling allowances when attending certain meetings and events. A payment for carrying additional passengers is recommended to continue. This is aimed at encouraging car sharing and reducing the Council's carbon footprint.

4.1.2 The recommendations within this report however relate only to the Special Responsibility Allowance of Directors of CPBS and not to travel allowances etc,

5.2 **Constitution & Legal**

5.2.1 The Council is responsible for making or amending the Scheme for Payment of Members' Allowances but must have regard to the Panel's advice. Therefore, if it is decided to disregard any aspects of the Panel's advice it should give adequate reasons.

4.2.2 At the end of each financial year there is a statutory requirement to publish the amounts paid to members.

4.2.3 Any amendments to the current allowances will require an amendment to the Scheme of Allowances which forms part of the Council's Constitution. The Scheme will be amended based on the decisions of the full Council.

5.4 **Corporate Priorities**

5.4.1 It is the opinion of the Report Author that there are no implications.

5.5 **Crime and Disorder**

5.5.1 It is the opinion of the Report Author that there are no implications

5.6 **Equality and Diversity / Human Rights**

5.6.1 It is the opinion of the Report Author that there are no implications

5.7 **Financial**

5.7.1 If the Panel's recommendation is approved by the Council there will be a financial implication. The current allowance made available to the council's appointed Directors on CPBS is £1,900 each.

5.8 **Risk Management**

5.8.1 It is the opinion of the Report Author that there are no implications

5.9 **Staffing**

5.9.1 It is the opinion of the Report Author that there are no implications

5.10 **Other**

5.10.1 It is the opinion of the Report Author that there are no implications

Background papers: - There are none

Lead Contact Officer

Name and Post: Rhonda Oldfield – Member and Electoral Services Team Leader

Telephone Number: 01775 764705

Email: roldfield@sholland.gov.uk

Director / Officer who will be attending the Meeting: Assistant Director –
Democratic Services

Key Decision: No

Exempt Decision: No

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KEY DECISION PLAN

Issued – 29/01/2014

Representations in respect of all the matters shown should be sent in writing, at least one week before the date or period the decision is likely to be made, to:

*Shelley French, Member Services Support Officer, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764451 Fax: 01775 711253 Email: member.services@sholland.gov.uk.*

The Key Decision Plan shows all key decisions that the Council is likely to make over the next **twelve months**

The Key Decision Plan is updated on a rolling basis and shows the decisions that will be considered and the date when the decision is expected to be made. Some of the decisions will be recommendations to full Council, particularly if they impact on the Budget and the Policy Framework (comprising of statutory plans and strategies).

The definition of a “key decision” is:

“A decision which, in relation to an executive function, has a significant effect on communities in two or more Wards of the Council and /or is likely to result in the Authority incurring expenditure, generating income or making savings in any single financial year above the threshold of £69,800 in respect of revenue expenditure and £172,200 in respect of capital expenditure.”

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
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PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Councillor P Przyszlak pprzyszlak@southholland.gov.uk Quarterly Finance Report: Quarter 3	To approve recommendations	Corporate Management Team, Executive Briefing Meetings	Report to Cabinet 18/02/2014	Cabinet* 18/02/2014
Councillor M Chandler mchandler@southholland.gov.uk Setting up of South Holland Building Consultancy	To seek authorisation to putting in place an arms length company limited by shares, to enable it to operate in the market to deliver construction related provisions.	Business Partners One to one sessions as part of our formal dialogue with Business Partners	Cabinet report Circular letter from DCLG	Cabinet* 18/02/2014

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Councillor C J Lawton clawton@sholland.gov.uk Spalding Gypsy and Traveller Site	To award the works contract	Portfolio Holder for Assets and Property, Procurement Lincolnshire Portfolio Holder briefings – ongoing.	As detailed in report Decision Notice	Officer (Duncan Hall) 25/2/14 The above date is a guideline and it is likely that this decision will be taken by the end of February 2014 or early March 2014
Councillor P Przyszlak pprzyszlak@sholland.gov.uk General Fund Estimates, Medium Term Plan and Capital Strategy	Council to receive recommendations from Cabinet for adoption	Cabinet 18/02/2014 Consultation complete Report	Report to Cabinet 18/02/2014 Cabinet report to Council 26/02/2014	Council** 26/02/2014

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
<p>Councillor P Przyszlak pprzyszlak@s holland.gov.uk</p> <p>Council Tax Setting</p>	<p>To approve the level of Council Tax for South Holland District Council and Spalding Special Expenses</p>	<p>Corporate Management Team, Executive Briefing.</p> <p>Meetings Consultation completed previously</p> <p>Website and Correspondence</p>	<p>Report to Council 26/02/2014</p>	<p>Council** 26/02/2014</p>
<p>Councillor P Przyszlak pprzyszlak@s holland.gov.uk</p> <p>Treasury Management and Annual Investment Strategy and MRP Policy</p>	<p>To approve the Treasury Management and Annual Investment Strategy</p>	<p>Meetings</p> <p>Governance and Audit Committee</p>	<p>Report to Council 26/02/2014</p>	<p>Council** 26/02/2014</p>

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
<p>Councillor G A Porter gporter@sholland.gov.uk</p> <p>Customer Access Strategy</p>	<p>To approve the creation of a shared Customer Access Strategy and specific Channel Management Plans and to approve the procurement and implementation of an electronic service delivery capability to enable customer self-service and channel shift.</p> <p>Not for Publication by virtue of Paragraphs 2, 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.</p>	<p>Customers, Customer groups, Businesses, Frontline staff and CMT</p> <p>Consultation approach will be defined as part of a comprehensive Communications Plan</p>	<p>Customer Access Strategy Report</p>	<p>Cabinet* 25/03/2014 Council** 02/04/2014</p>

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
<p>Councillor R Gamba-Jones Rgamba-jones@sholland.gov.uk</p> <p>Domestic Garden Waste Collections Options Appraisal</p>	<p>To request approval to produce a full business case on key option(s) identified.</p>	<p>Lincolnshire County Council, Public Survey, Corporate Management Team and Executive Members</p> <p>The survey was undertaken in November 2013 by MRUK. A series of questions was posed to residents to ascertain the level of support for a garden waste collection. Informal consultation with Lincolnshire County Council as Waste Disposal Authority has been held. production of the outline business case.</p>	<p>Report to Cabinet 25/03/2013</p>	<p>Cabinet* 25/03/2014</p>

***Cabinet Membership**

Councillor G A Porter – Leader of the Council
Councillor C N Worth – Deputy Leader of the Council (Portfolio Holder for Localism and Big Society)
Councillor P S Przyszlak – Deputy Leader (Portfolio Holder for Strategic Finance and Democratic Services)
Councillor M G Chandler (Portfolio Holder for Regulatory Services)
Councillor R Gambba-Jones (Portfolio Holder for Waste Management, Green Spaces and Operational Planning)
Councillor H R Johnson (Portfolio Holder for Economic Development, Commercial Assets and Strategic Planning)
Councillor C J Lawton (Portfolio Holder for Housing Landlord)
Councillor G J Taylor (Portfolio Holder for Internal Services, Performance and Business Development)

****Council Membership**

Councillor B Alcock Councillor G R Aley Councillor D Ashby Councillor J E Avery Councillor F Biggadike Councillor M D Booth Councillor S M Booth Councillor C J T H Brewis Councillor A Casson Councillor M G Chandler Councillor R Clark Councillor P E Coupland Councillor R J H Creese	Councillor G K Dark Councillor R Gambba-Jones Councillor R Grocock Councillor A Harrison Councillor M Howard Councillor H R Johnson Councillor J King Councillor C J Lawton Councillor A Miller Councillor A M Newton Councillor R Perkins Councillor G A Porter	Councillor P S Przyszlak Councillor A Puttick Councillor R M Rudkin Councillor M D Seymour Councillor S Slade Councillor E Sneath Councillor G J Taylor Councillor A C Tennant Councillor D J Wilkinson Councillor S Wilkinson Councillor A R Woolf Councillor C N Worth
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If you have any comments or queries regarding any of the entries in the Key Decision Plan please contact:

Shelley French, Member Services Support Officer, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764451 Fax: 01775 711253 Email: member.services@sholland.gov.uk

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Councillor F Biggadike

To: Council – 26 February 2014

(Author: Councillor F Biggadike)

Subject: South Holland Internal Drainage Board (S.H.I.D.B)

Purpose: To advise the Council of matters considered at the meeting of the South Holland District Internal Drainage Board held on 11 February 2014

Recommendation:

- 1) That the report be noted.

1.0 BACKGROUND

- 1.1 The Council's constitution provides that ordinary meetings of the Council will receive written reports from councillors who represent the authority on outside bodies. In particular it is proposed that reports should be submitted where matters considered or determined by the outside body may have an impact on the Council or affect the Council's stewardship of the district.

2.0 SOUTH HOLLAND INTERNAL DRAINAGE BOARD

- 2.1 I have been appointed as a representative to serve on the South Holland Internal Drainage Board. The Drainage Board's vision is to make the Drainage District and water catchment safe places to live, work, learn and have fun, as a model of sustainable living in a flood risk area.

- 2.2 Their mission is to reduce the flood risk to people, property and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences, by enabling and facilitating land use for commercial, recreational and environmental purposes, by guiding and regulating activities in and alongside watercourses and discouraging inappropriate development in areas at risk from flooding, and by nurturing, enhancing and maintaining the natural habitats, which exist in and alongside watercourses.

3.0 MEETING ON 11 FEBRUARY 2014

- 3.1 The Drainage rate for 2014/15 was laid after a discussion by members. After six years of holding the same rate it was deemed to be necessary to increase the rate by 5%, which is as follows:

- 3.2 Drainage Rate in the pound: 11.464p
- Occupiers' Drainage Rates: £914,841
 South Holland District Council: £1,178,345
 Boston Borough Council: £831.00
 Reserves: £421,562
- 3.3 To ensure that total expenditure does not exceed the expenditure budget for 2014/15 and plan for subsequent years' rate increases to equate to no more than an inflationary rise. A Special Levy for 2015/16 to be discussed with South Holland District Council and each year thereafter.
- 3.4 A discussion was held on the South Holland Internal Drainage Board Pensions fund which is incorporated into the LCC pension fund which is in serious deficit and of concern to the actuary. Lincolnshire County Council are separating all pension funds and they will now stand alone
- 3.5 The Internal Drainage Board policy of not entering new employees into the pension fund will be reversed in order to boost income to their pension fund. Only time will tell if this cures the problem, personally I believe it will require more drastic action.
- 3.6 The tidal surge on 05/12/2013 has identified the need to have more 1 tonne bags that can be filled quickly and 100 will be purchased along with 3 pumps, please see Appendix A.
- 3.7 Annual Inspection, members toured the district and saw work that had been done and improvements needed to keep the district dry, please see Appendix B. In addition to this members can find information on work that had been done at Holbeach and Sutton Bridge attached at Appendix C.

Background papers: - None

Lead Contact Officer

Name and Post: Shelley French (Member Services Support Officer)
 Telephone Number: 01775 764451
 Email: sfrench@sholland.gov.uk

Key Decision: No

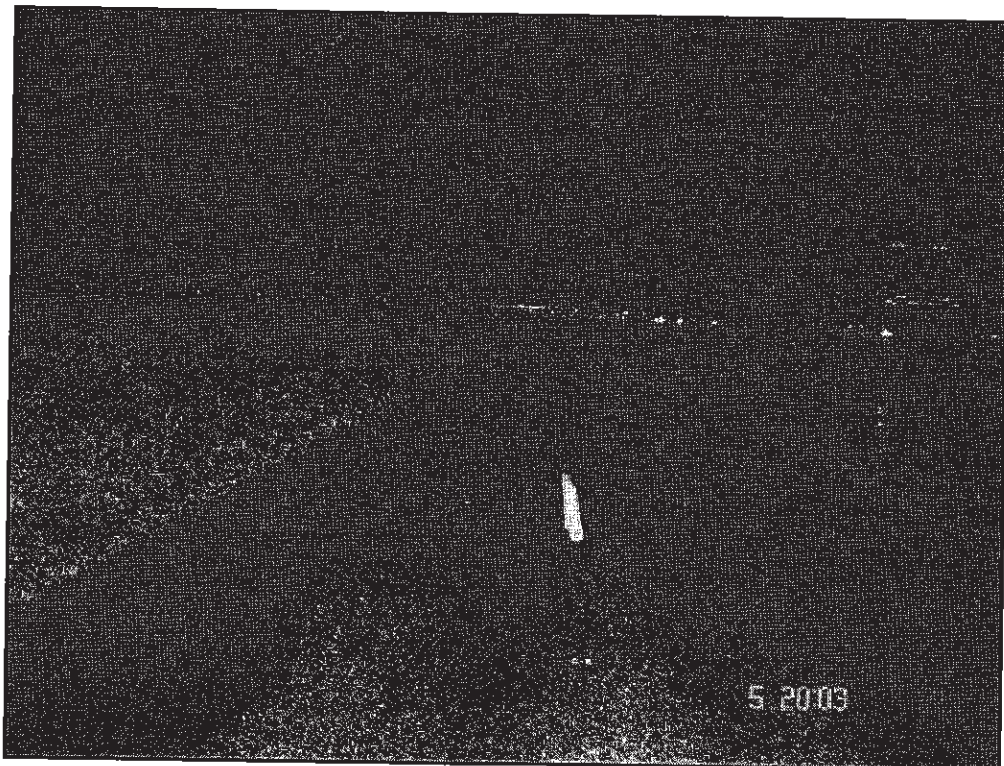
Exempt Decision: No

Appendices attached to this report: Appendix A - Tidal Surge
 Appendix B - Capital Works (Annual Inspection)
 Appendix C - Works at Holbeach and Sutton Bridge

4 GENERAL

4.1 TIDAL SURGE 5 DECEMBER 2013

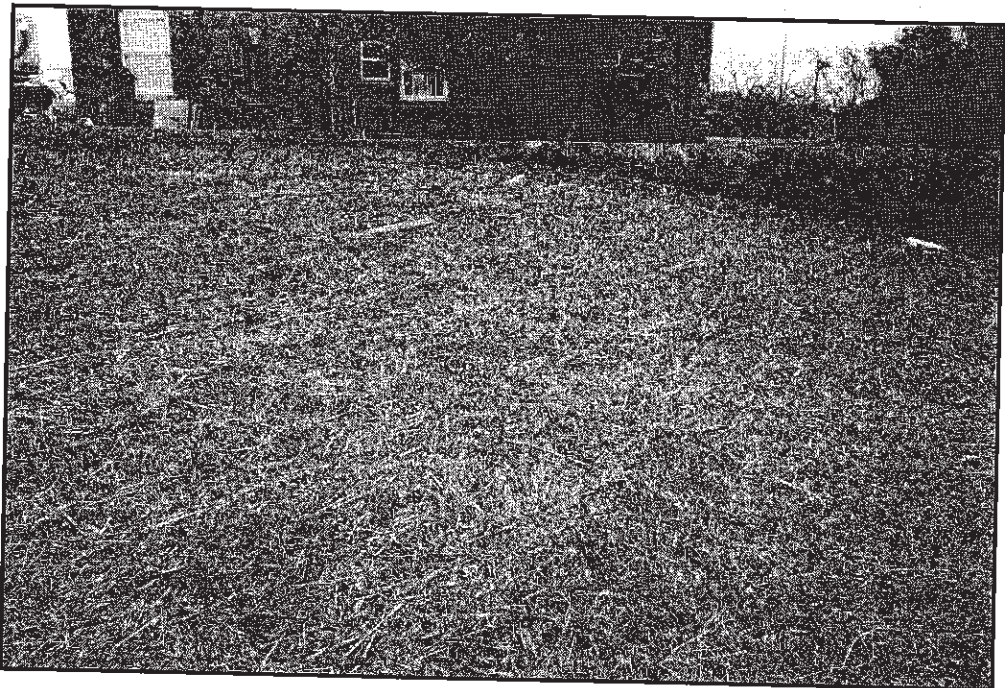
On the evening of 5 December 2013, the east coast of England experienced the worst tidal surge since January 1953. In preparation for this, during the day of the 5th all of the Board's second line sluices were closed, and all tidal pumping stations were isolated from the power supply. Fortunately, the South Holland Drainage District survived the surge relatively unscathed, especially compared with what occurred in other parts of the county. A small amount of water entered the catchment from the tidal Welland at Fosdyke Bridge, through a small gap between the wall and piling defences behind the Ship pub, and a comparison of the wrack levels after the event would suggest that the bank level around the bridge is generally low compared with the other bank along our coastal frontage, and parts of Sutton Bridge were affected by water coming up the highways drainage systems due to flaps not closing on the outfalls in the tidal Nene. Sutton Bridge Sluice was cut off for a period at high tide as the road in from both directions was flooded by water from the Nene, the road being situated on the tidal side of the defence bank. The water level at Sutton Bridge Sluice itself came within 150mm of overtopping the concrete slab where the control building is situated. It became evident after the event that water may have found its way under the slab and in to the South Holland Main Drain as a void was discovered beneath the concrete which has now been temporarily filled with sand bags. This has highlighted the vulnerability of the sluice and its control building with respect to tidal levels, and it is certainly a weak point that the Board should consider rectifying in conjunction with the Environment Agency. Elsewhere along the Board's tidal frontage the tide peaked well below bank crest level as can be seen from the photographs below. Further up the coast, breaches and overtopping occurred at Wyberton Marsh, Friskney/Wrangle, and of course Boston where a large number of properties were affected.



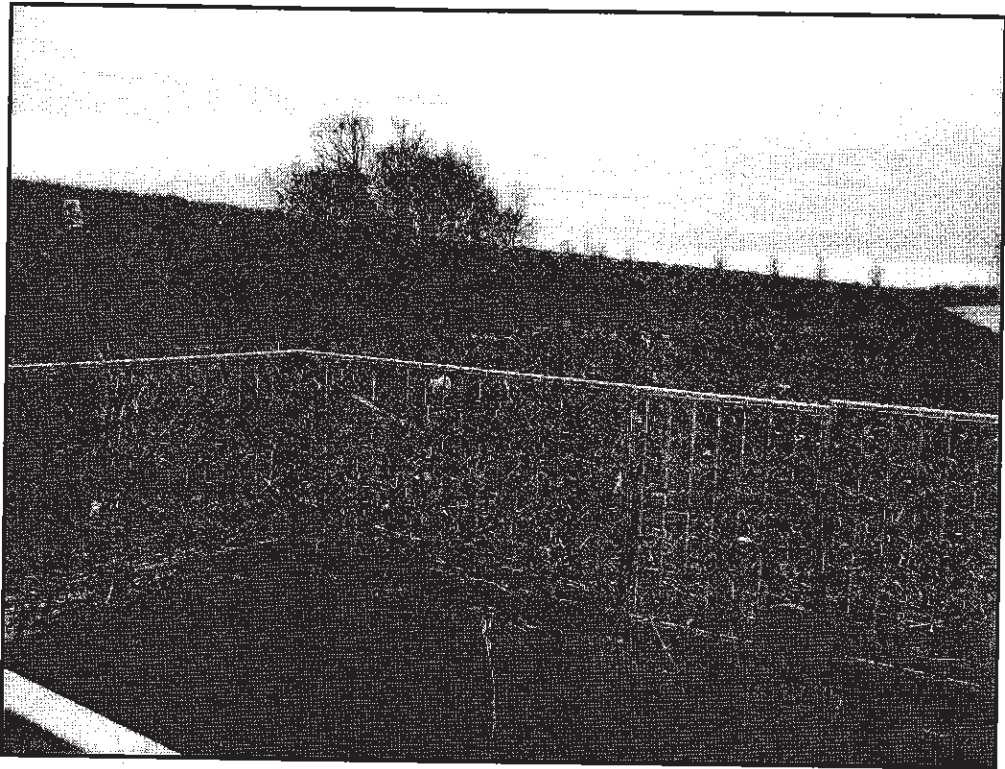
The flooded road alongside the River Nene between Tydd Gote and Sutton Bridge Sluice as the tide was receding on the evening of 5 December.



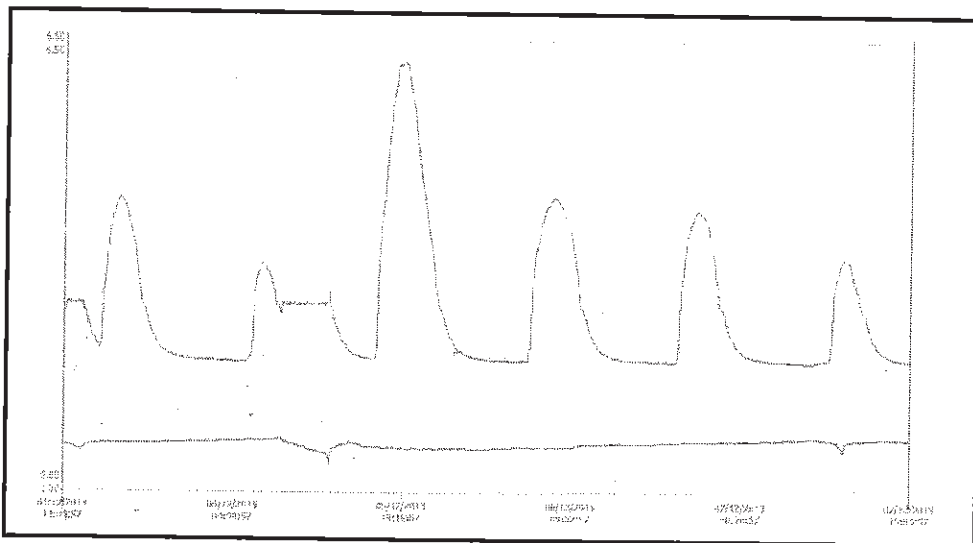
The wrack mark on the tidal bank of the River Welland at Holbeach River Outfall.



The wrack mark behind the house next to Fosdyke Bridge on the tidal Welland. The water came close to coming over at this point, and did in fact find its way through a small gap in the defence behind the Ship pub a short distance downstream from this photograph. (Photograph courtesy of the Environment Agency).



The wrack mark on the tidal bank of the River Welland at Lords Drain Outfall.



An extract from the telemetry trend data for Lawyers Pumping Station showing the tidal surge of 5 December 2013. The predicted astronomical high tide for West Lighthouse on the River Nene on the evening of 5 December was 4.12m ODN at 1939hrs, the tidal level actually peaked at 6.19m ODN at 1929hrs at Lawyers outfall on the outmarsh, and 6.24m ODN at 1952hrs at Lords Drain outfall in the River Welland.

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31 January 2014

ENGINEERING REPORT

1 CAPITAL WORKS

1.1 HOLBEACH RIVER OUTFALL SLUICE REFURBISHMENT

The construction works for this scheme have now been put out to tender, Barhale, Breheny, and Galliford Try having been invited to submit. The date for tender returns is 7 March 2014, and at the last Board meeting the Board's Chairman and the Chairman of the Plant and Development Committee were given delegated authority to award the construction contract out of meeting so as not to hold up the project. It is envisaged that contract start will have to be by mid-March so that the work can comfortably fit within the timescales required by Natural England.

1.2 CLAY LAKE PUMPING STATION REFURBISHMENT (£257,000 LOCAL LEVY CONTRIBUTION)

The two new Bedford Pumps Ltd vertical submersible pumps were installed during week commencing 20 January 2014, replacing the two British Pleuger horizontal submersible pumps which had been in service at the station since its commissioning in 1971. Strengthening of the sump wall through which the two discharge pipes pass has also been carried out by the addition of an extra 150mm of reinforced concrete, and a galvanised steel plate has been installed across the mouth of the discharge bay to raise the water level therein by 250mm to submerge the discharge, which will allow more efficient pumping.

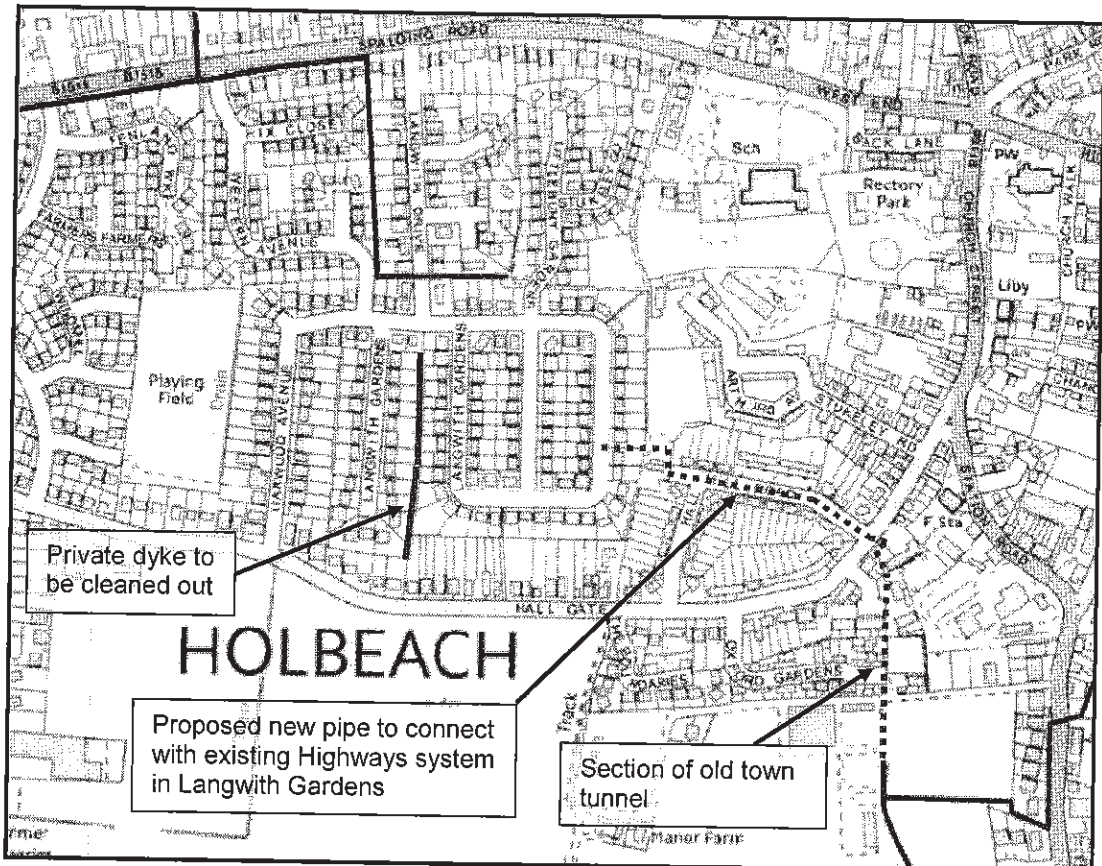


One of the new pump canisters and discharge pipes installed in the sump of Clay Lake Pumping Station.

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4.4.2 LANGWITH GARDENS, HOLBEACH

The Lincolnshire County Council are putting forward a drainage improvement scheme for grant aid in 2014/15 to alleviate the problems which occur in Langwith Gardens, Holbeach. During periods of heavy rainfall, water struggles to drain from this locality as was seen in 2007 and 2009. The plan below shows the proposed new drainage route, and the works also include the cleaning out of a private watercourse between the rear gardens of properties in Langwith Gardens, the condition of which local residents have complained about many times over the years. An approach has been made by the Lincolnshire County Council to ascertain if the Board are willing to contribute financially to the work. Any contributions to the scheme will increase the priority score and likelihood of receiving grant aid.



Site Plan

4.4.3 GRANVILLE TERRACE, SUTTON BRIDGE

The Lincolnshire County Council have approached the Board for assistance in investigating a drainage problem at Granville Terrace, Sutton Bridge. During heavy rainfall, Granville Terrace and the streets either side, Withington Street, and Crosby Row, flood as the highways water is unable to drain away through the private drainage system to the north. The private watercourse passes through Sutton Bridge Parish Council land and can drain to either the Board's Westmere Drain or the Board's Allenby's Chase pipeline. The Sutton Bridge Parish Council have agreed to pay for the Board to carry out a survey of the watercourse on a re-chargeable basis. From an initial viewing of the drain it would appear that the work required is beyond a regular maintenance job and will require an improvement scheme to be carried out. As the Sutton Bridge Parish Council have limited funds and are unlikely to be able to afford such an improvement, it is suggested that the Board and the Lincolnshire County Council look at undertaking this as a joint scheme and put it forward for grant in this

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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