

TEWKESBURY BOROUGH COUNCIL

Minutes of a Meeting of the Council held at the Council Offices, Gloucester Road, Tewkesbury on Tuesday, 6 December 2016 commencing at 6:00 pm

Present:

The Worshipful the Mayor
Deputy Mayor

Councillor Mrs G F Blackwell
Councillor H A E Turbyfield

and Councillors:

R E Allen, P W Awford, Mrs K J Berry, R A Bird, R Bishop, G J Bocking, K J Cromwell, D M M Davies, Mrs J E Day, M Dean, R D East, A J Evans, D T Foyle, R Furolo, Mrs P A Godwin, Mrs M A Gore, Mrs J Greening, Mrs R M Hatton, B C J Hesketh, Mrs S E Hillier-Richardson, Mrs A Hollaway, Mrs E J MacTiernan, J R Mason, Mrs H C McLain, A S Reece, V D Smith, T A Spencer, Mrs P E Stokes, P D Surman, M G Sztymiak, R J E Vines, D J Waters, M J Williams and P N Workman

CL.59 HONORARY ALDERMAN MARGARET OGDEN

- 59.1 The Mayor advised that this was the first Council meeting since the sad loss of Honorary Alderman Margaret Ogden who had passed away on 30 October. She explained that Margaret had been a Borough Councillor for 20 years and an Honorary Alderman since 2015. She would be sadly missed by all that had known her. The Mayor invited any other Members who wished to speak to do so and the Leader of Council, Councillor Vines, indicated that Margaret had been a formidable, kind, sympathetic and sensitive figure at the Council for many years. She would be sadly missed by all that had met her and been 'looked after' and guided by her over her time as a Councillor. Councillor Stokes advised that she and Margaret had been friends for many years and had been members of the same heart support group whilst they had been on the Council together; she had been extremely sad to hear the news of her death. Councillor Davies advised that he had known Margaret for many years; she had been extremely loyal to the Council and the Borough as a whole and he had been saddened to hear of her death.
- 59.2 The Mayor thanked those Members for their comments and asked all in attendance to join in her a minute's silence to show their respect.

CL.60 APOLOGIES FOR ABSENCE

- 60.1 An apology for absence had been received from Councillor J H Evetts.

CL.61 DECLARATIONS OF INTEREST

- 61.1 The Committee's attention was drawn to the Tewkesbury Borough Council Code of Conduct which was adopted by the Council on 26 June 2012 and took effect from 1 July 2012.
- 61.2 There were no declarations of interest made on this occasion.

CL.62 MINUTES

62.1 The Minutes of the meeting held on 20 September 2016, and those of the Extraordinary meetings held on 19 and 25 October 2016, copies of which had been circulated, were approved as correct records and signed by the Mayor, subject to the following amendments:

- 20 September 2016 – Minute No. 41.3 – Insert before final sentence ‘However, the absence of a five year housing supply would be given added weight which might be capable of outweighing the planning (Neighbourhood Plan) objections to a development’.
- 25 October 2016 – Minute No. 56.3 – Amend sentence to read ‘At this stage the Council had no further information but this matter would be considered in detail when further information was received. ~~and it was anticipated at this stage that any shortfall would be dealt with through the Plan review’.~~

CL.63 ANNOUNCEMENTS

63.1 The evacuation procedure, as set out on the Agenda, was advised to those present.

63.2 The Mayor reminded Members that they had received a report, circulated separately, which detailed the boundary review – Council size submission.

CL.64 ITEMS FROM MEMBERS OF THE PUBLIC

64.1 There were no items from members of the public on this occasion.

CL.65 MEMBER QUESTIONS PROPERLY SUBMITTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

65.1 There were no Member questions on this occasion.

CL.66 LEAD MEMBER PRESENTATION

66.1 The Mayor invited the Lead Member for Clean and Green Environment, Councillor J R Mason, to make his presentation to the Council.

66.2 The presentation covered the following main points:

- Waste, Recycling and Street Cleansing Services – Partnership Working – The Council was a member of the Gloucestershire Joint Waste Committee which was the strategic coordinator for waste collection (Districts) and disposal (County). The Joint Waste Committee was served by the Joint Waste Team whose principal role was to specify, plan, procure, monitor, co-ordinate and improve the delivery of waste, recycling and street cleansing services. The Joint Waste Team was delivering a number of large projects for the Council including: procurement of a new waste, recycling and street cleaning vehicle fleet; retendering the contract for the Materials Recovery Facility (MRF) for recycling; calendars, campaigns and other waste communications; and monitoring of contracts with service providers including Ubico, Grondon, WEEE (electricals) and textile recyclers. Next year the team would be prioritising communications and service reviews of trade waste, garden waste and bulky waste.
- Direct Services Provided by Ubico – Ubico had commenced trading in April 2015 and provided direct services including waste (garden, bulky, clinical and fly-tip clearance), recycling, food and clinical waste as well as street cleansing and grounds maintenance services. Currently 99.95% of refuse,

recycling, garden, food and trade waste collections were on schedule.

- Performance To Date up to Quarter 2 of 2016/17 – 54.94% of waste was recycled, reused or composted which was an increase of 3.15% between July and September 2016. In terms of performance against the previous year, refuse was down by 223.75 tonnes which meant a decrease in waste going to landfill; recycling was up by 282.28 tonnes; garden waste had increased by 411.95 tonnes; and the collection of food waste had increased by 266.54 tonnes.
- Environmental Health – 1,041 service requests had been dealt with by the Environmental Health and Licensing Teams since 1 April 2016. Highlights included: three filthy and verminous premises being cleared; two Notices being issued to deal with poor drainage; and two premises causing a statutory nuisance had been dealt with.
- Housing Conditions – 25 housing condition complaints had been investigated since April with three formal actions being taken: one Prohibition Order; one Improvement Notice; and one Hazard Awareness Notice. In terms of Disabled Facilities Grants, 60 applications had been received since April and around 40 were still being delivered; these included adaptations such as showers, stair lifts and door threshold ramps.
- Warm and Well Scheme – This aimed to improve energy efficiency in the home and reduce the risk of fuel poverty and associated health problems. Since 2001, the scheme had provided energy advice to thousands of households in Gloucestershire and had improved more than 41,500 properties. Since April, there had been 186 enquiries to the scheme with 23 applications being processed for new (free government) boilers and seven properties had been insulated.
- Other Pollution Control – The Council was duty bound to monitor air quality and Officers visited 17 monitoring sites in the Borough on a monthly basis to place diffusion tubes to monitor that data. There was one air quality management area in Tewkesbury, centred at the lower end of Tewkesbury High Street, and the information gained from the monitoring sites was used to inform control measures and developments. Officers also inspected 25 industrial premises that emitted to the atmosphere and checked the quality of private water supplies of which there were 15 in the Borough.
- Planning Applications – 176 applications had been considered for environmental health matters; this could also include ‘screening’ applications for contaminated land matters e.g. making sure that areas which may have suffered historic contamination, but were now to be developed, were treated appropriately.
- Food Inspections – There were over 800 registered food premises/operators in the Borough and, since April, Officers had inspected 115 premises, served 23 Hygiene Improvement Notices and undertaken two prosecutions. However, the majority of premises in the Borough were at a good standard with most rated at the maximum five stars in the national food hygiene rating system. Since April there had been 62 food complaints received and investigated; 131 infectious diseases investigated; and Officers had been helping an exporter to China by providing certificates for shellfish exports.
- Regulation of Health and Safety at Work – Officers had attended an Inquest and gave evidence regarding a fatality at the Morrison’s supermarket in Tewkesbury; the evidence given was based on a comprehensive

investigation that had been carried out. Since April, 30 serious accidents / incidents / near misses were reported from businesses in the Borough and investigated by Officers along with 14 complaints regarding health and safety at work issues. The environmental health, housing and property teams worked together to carry out weekly safety inspections of a dozen children's playgrounds throughout the Borough. In addition, the environmental health team was working with other teams throughout the County, the Trading Standards service and the Growth Hub on a 'Better Business for All' project which aimed to demystify business regulation, increase the good working relations between business and regulators and show how good awareness of standards could increase and improve productivity and profits.

- Environmental Crimes – Although flytipping enforcement was carried out over the whole District, a focus was being placed on 'hotspots' in Sandhurst Lane, Longford and Coriander Drive, Churchdown with some initial success being seen. 492 fly tips had been reported, investigated and cleared in the six months since April 2016. In addition, 144 abandoned vehicles had been dealt with in the same period. The Council, in partnership with Parish and Town Councils, was looking to employ an Environmental Warden in the new financial year and, to date, 11 Parish Councils had expressed an interest in the proposed joint venture which would help combat environmental crimes especially dog fouling.
- Environmental Crimes – Education – Three times a year, Officers and local Police worked with a different Parish to carry out dog fouling patrols in the early morning and evening to promote responsible dog ownership. This was also a good opportunity to promote the Council's Paws on Patrol Scheme for dog walkers to pass community safety and environmental crimes over to the appropriate authorities. There were also over 200 volunteer litter pickers that the Council supported; this included the provision of insurance.
- Grounds Maintenance and Street Cleaning – Ubico serviced between 300 and 320 acres throughout the Borough and carried out environmental support services such as mowing; strimming; hedge cutting; shrub maintenance; tree planting and maintenance; sports field marking and maintenance; cemetery maintenance; and street cleansing. On average, grass cutting was carried out on each area of land 12 times a year with sports pitches being maintained and marked out annually. In addition, supervisors carried out regular, unannounced, quality checks.
- Land Drainage – The Council was contracted by Gloucestershire County Council to ensure riparian owners kept their watercourses clear and able to convey water. 42 complaints about watercourses had been considered since April. 15 planning applications had been considered for potential adverse land drainage implications and major watercourse improvements were soon to be delivered in Bishop's Cleeve and Chaceley using funding from a variety of external sources. There were other projects in the pipeline and additional projects were always being considered. 9,000 kilometres of Tewkesbury Borough Council owned watercourses was annually maintained with programmes of de-silting and flail cutting of vegetation.
- Licensing – The Council was the licensing authority for a number of different licenses, the principal ones being taxis, alcohol and gambling licences. The Council did not only process and issue licences but also carried out regulatory activities to make sure licence conditions were kept

to.

- 66.3 The Mayor thanked the Lead Member for his informative presentation and invited questions from Members. In response, a Member queried what the actual recycling percentages were currently. She was advised that they were currently at 54%. In terms of riparian ownership, a Member questioned how the Council could ensure people accepted their responsibilities and what sanctions it had if they did not. In response, Members were advised that, fortunately, when owners were asked to carry out works they usually did which meant the Council did not need to take sanctions. However, it did have the power, should it wish to use it, to serve Notices under the Land Drainage Act. This power had been delegated to it by the Lead Local Flood Authority, Gloucestershire County Council; there were approximately 100 served in a year.
- 66.4 Referring to the Environmental Warden, a Member questioned who would pay for the post. In response, she was advised that the scheme would be cost neutral for Tewkesbury Borough Council or it would not go ahead. The Borough Council would put in resources in kind i.e. management, payroll, HR etc. and Parishes would contribute on a pro-rata basis depending on what they wanted from the service. The next stage of the process was to hold a meeting with Parishes to put together a joint agreement; once that agreement was signed the scheme could go ahead. With regard to grass cutting, a Member understood from a recent place planning meeting that this was carried out on a 2/3 week cycle and he questioned whether Members could have the schedule for different areas of the Borough. He was advised that this could be provided. In terms of flytipping, and the prosecution thereof, the Lead Member indicated that this was a nationwide issue but the Council was taking steps which he hoped would start to see some results, including prosecutions, soon.
- 66.5 A Member made a complaint that the waste collections in her road on Cleeve Hill were regularly missed and she felt this needed to be addressed; she had previously been told that this was due to the road being on a steep hill but she did not feel that was an acceptable reason for so many collections being missed. The Lead Member undertook to look into this issue. Another Member mentioned particular instances of broken glass being a problem in his area and the Lead Member suggested that the local Parish Council may wish to recruit litter pickers to tackle that issue.
- 66.6 The Lead Member indicated that the Council's Environmental Health Manager, David Steels, would be leaving the Council shortly and he took the opportunity to wish him luck for his future endeavours. Members joined him in those sentiments.
- 66.7 Accordingly, it was

RESOLVED That the presentation provided by the Lead Member for Clean and Green Environment be **NOTED**.

CL.67 BOUNDARY REVIEW - COUNCIL SIZE SUBMISSION

- 67.1 The report, circulated separately at Pages No. 1-53, set out a draft submission on the future size of the Council which it was proposed would be sent to the Local Government Boundary Commission for England in response to its review of the Borough Ward boundaries. Members were asked to approve that submission.
- 67.2 The Head of Democratic Services explained that the Local Government Boundary Commission for England had decided to review the Borough's Electoral Wards as, in 2015, eight of the Council's 22 Wards had an electoral imbalance in excess of +/- 10. The first stage of that process was for the Council to submit its submission on its

future size which included information such as governance; scrutiny; outside bodies and representational roles; and comparisons to the Council's nearest neighbours. The Boundary Review Working Group had considered the information and recommended that the Council size should remain at 38 Councillors as it was currently.

- 67.3 The draft submission document had been sent to all Members, the Council's Corporate Leadership Team, Heads of Service and the Local Government Boundary Commission for England for comment. A couple of minor comments had been made and the Commission had confirmed that the submission met its criteria. It now remained for the Council to agree whether or not it was happy with it. If the submission document was agreed by the Council it would be considered by the Commission on 20 December and the Council was likely to hear early in January what its view was. Once the submission was accepted, the Council would need to undertake a review of Wards which would be the more difficult part of the process.
- 67.4 Referring to housing numbers, some Members found it hard to see why they were so low. In response, the Head of Democratic Services explained that the building forecast being referred to had been put together by the Forward Planning team so she could not answer questions on specific sites herself; however, in order for a site to meet the Local Government Boundary Commission for England criteria it would have to be complete and have registered electors living in the properties by 2022. This meant that only sites that had planning consent and were being built had been included. She also indicated that the 2022 forecast may vary slightly when the final submission was made to the Commission dependant on a final check of the development sites, and the Wards they fell within, by the Forward Planning Team. In terms of the Joint Core Strategy, the Commission had been advised that this was ongoing and could result in a vastly different development outlook but it had advised that it was going to undertake the review now and if another review needed to be undertaken within ten years then so be it. In response to a query regarding transient residents, foreign nationals and those who were disinterested in registering to vote, the Head of Democratic Services reiterated that the Commission was only interested in the electorate; it was understood that this would change and that the information provided now was only a snapshot in time but this was what the Commission required.
- 67.5 Upon being proposed and seconded, it was
- RESOLVED** That the Council's submission to the Local Government Boundary Commission for England on the future size of the Council be **APPROVED**.

CL.68 RECOMMENDATIONS FROM EXECUTIVE COMMITTEE**Medium Term Financial Strategy**

- 68.1 At its meeting on 23 November 2016 the Executive Committee had considered a report on the Medium Term Financial Strategy 2017/18-2021/22. The Executive Committee had recommended to Council that the Strategy be adopted subject to amendments which would add flexibility to it:
- Paragraph 1.1 – amend sentence to read ‘...the level of savings and increased income that are likely to be needed. ~~to keep Council Tax affordable...~~’
 - Paragraph 10.3 – amend sentence to read ‘...given the size of the deficit faced by the Council it is recommended that this strategy is continued **for 2017/18 recognising the likely need for further increases in future years**’.
 - Table 8 – amend heading to read ‘Impact of ~~proposed~~ charges per Council tax band’.
 - Paragraph 10.5 – delete last sentence ‘~~Projections of future increases to council tax will ensure the council remains within the bottom quartile for council tax charges and meet its priority to maintain a low council tax.~~’
- 68.2 The report that had been considered by the Executive Committee had been circulated with the Agenda for the current meeting at Pages No. 23-48.
- 68.3 The recommendation from the Executive Committee was proposed and seconded by the Chair and Vice-Chair of that Committee and accordingly it was

RESOLVED

That the Medium Term Financial Strategy 2017/18-2021/22 be **ADOPTED** subject to the following amendments which would add flexibility to it:

- Paragraph 1.1 – amend sentence to read ‘...the level of savings and increased income that are likely to be needed. ~~to keep Council Tax affordable...~~’;
- Paragraph 10.3 – amend sentence to read ‘...given the size of the deficit faced by the Council it is recommended that this strategy is continued **for 2017/18 recognising the likely need for further increases in future years**’;
- Table 8 – amend heading to read ‘Impact of ~~proposed~~ charges per Council tax band’; and
- Paragraph 10.5 – delete last sentence ‘~~Projections of future increases to council tax will ensure the council remains within the bottom quartile for council tax charges and meet its priority to maintain a low council tax.~~’

CL.69 REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE POLICY

69.1 At its meeting on 16 June 2016 the Licensing Committee had considered the Hackney Carriage and Private Hire Driver's Policy. The Licensing Committee had recommended to Council that it be adopted subject to the following amendments:

- **Paragraph 2.8 Security and CCTV**

There is no mandatory requirement for CCTV system in the licensed vehicles. Operators and drivers may install such equipment with prior written notification being supplied to the Council. Use of CCTV must be clearly indicated by signs in the vehicle including contact details for the system manager/operator. All such equipment and images must be operated in accordance with the Data Protection Act 1998. It is the responsibility of the driver/operator to ensure compliance. **No audio, video or recording systems shall be installed or operated in the vehicle without prior written notification being supplied to the Council.**

- **Appendix E, Paragraph 9**

Major traffic offences

~~Isolated convictions, without disqualification, for a major traffic offence should not prevent an applicant from gaining a licence or an existing licence holder from keeping their licence but will normally merit a warning as to future driving and advice on the standard expected of hackney carriage and private hire drivers. More than one.~~ Any conviction for a major traffic offence within the last two years would require the application, or an existing licence holder, to be referred to the Licensing Sub-Committee for a decision. No further application would normally be considered until a period of three years free from convictions has elapsed. Where an application has been refused, or an existing licence holder suspended because of this provision, they may be required to pass the DVSA Taxi and Private Hire Assessment before the licence is granted or the suspended licence reinstated.

69.2 The report that had been considered by the Licensing Committee had been circulated with the Agenda for the current meeting at Pages No. 49-92.

69.3 In proposing the recommendation from the Committee, the Chair of the Committee advised that, following the February meeting of the Licensing Committee, a six month consultation period had been undertaken. The five responses to the consultation had been dealt with by the Committee at its meeting in June, as per the amendments which had been outlined within the Committee's decision on the matter, and the Council was now asked to agree in line with that recommendation. The Licensing Committee Chair also felt that, once the Policy was in place, any minor amendments needed to ensure it remained in line with legislation should be delegated to the Deputy Chief Executive, the appropriate Lead Member and the Chair of the Licensing Committee to ensure it remained up to date and he so proposed. Members generally felt that this seemed a sensible approach.

69.4 During the brief discussion which ensued, a Member questioned why the vehicles could not have audio systems installed; he was of the view that this needed to be reworded so that it did not cause confusion. In response, the Environmental Health Manager confirmed that audio referred to recording in vehicles rather than radios and he undertook to look at the policy to see if this could be clarified. In terms of the tightening of the criteria which established if someone was a fit and proper person to hold a licence, the Licensing Committee Chair indicated that when applications for licences were considered, the Sub-Committee was provided with a lot of information to help it decide whether the person in question was or was not a fit and proper person and it was felt to be absolutely necessary that this process was as stringent as possible given the driver would ultimately be responsible for members of the

public.

69.5 Upon being proposed and seconded, it was

RESOLVED

1. That the Hackney Carriage and Private Hire Driver's Policy be **ADOPTED** subject to the following amendments:

- **Paragraph 2.8 Security and CCTV**

There is no mandatory requirement for CCTV system in the licensed vehicles. Operators and drivers may install such equipment with prior written notification being supplied to the Council. Use of CCTV must be clearly indicated by signs in the vehicle including contact details for the system manager/operator. All such equipment and images must be operated in accordance with the Data Protection Act 1998. It is the responsibility of the driver/operator to ensure compliance. **No audio, video or recording systems (this does not include a car radio) shall be installed or operated in the vehicle without prior written notification being supplied to the Council.**

- **Appendix E, Paragraph 9**

Major traffic offences

~~Isolated convictions, without disqualification, for a major traffic offence should not prevent an applicant from gaining a licence or an existing licence holder from keeping their licence but will normally merit a warning as to future driving and advice on the standard expected of hackney carriage and private hire drivers. More than one.~~ Any conviction for a major traffic offence within the last two years would require the application, or an existing licence holder, to be referred to the Licensing Sub-Committee for a decision. No further application would normally be considered until a period of three years free from convictions has elapsed. Where an application has been refused, or an existing licence holder suspended because of this provision, they may be required to pass the DVSA Taxi and Private Hire Assessment before the licence is granted or the suspended licence reinstated.

2. That authority be delegated to the Deputy Chief Executive, in consultation with the Lead Member and Chair of the Licensing Committee, to make any minor amendments in line with legislation.

CL.70 REVIEW OF PROTOCOL FOR COUNCILLORS AND OFFICERS INVOLVED IN THE PLANNING PROCESS

70.1 At its meeting on 22 November 2016 the Standards Committee considered amendments to the Protocol for Councillors and Officers Involved in the Planning Process and recommended to Council that the revised Protocol be adopted, subject to the following amendments:

- Appendix A – Planning Obligations Officer Working Group – Terms of Reference – point 4 - amend to read ‘...on the draft **Heads of Terms** for major applications...’;

- Appendix B – Summary Guide of Do’s and Don’ts – First point under ‘Do’ – amend to read ‘Do always ~~involve Officers and structure~~ **ensure that any** discussions with developers **are structured and involve Officers**’;
- Appendix B - Summary Guide of Do’s and Don’ts – Point 12 under ‘Do’ – remove wording ‘~~Do use Meetings to show leadership and vision~~’;
- Procedure for Planning Committee Site Visits – Paragraph 1.3 - amend to read ‘...visits subject to ~~the~~ this protocol....’; and
- Procedure for Planning Committee Site Visits – Paragraph 3.2 – fifth bullet point – amend to read ‘Local Ward Members (**see 2.1**) will be asked to highlight any local issues relevant to the site visit’.

70.2 The report that had been considered by the Executive Committee had been circulated with the Agenda for the current meeting at Pages No. 93-176.

70.3 In proposing the recommendation, the Standards Committee Chair advised that, in May 2016, the Council had approved, with some slight amendments, the continuation of the Scheme of Public Participation at Planning Committee following its successful trial period. The Protocol for Members and Officers Involved in the Planning Process had been comprehensively reviewed in 2015 and had now been given further consideration in light of the continuation of the Public Participation Scheme. He therefore proposed that the Protocol, which was attached at Appendix 1 to the report, together with the additional amendments which were listed on the Agenda, be approved. He confirmed that the recommended Protocol took into account the views expressed by individual Members and by the Planning Committee which he felt was important.

70.4 During the discussion which ensued, a Member questioned whether it had always been the case that the Development Manager had the discretion to refuse a Member’s request for a site visit. In response, he was advised that this approach had been in operation since the new Protocol had been implemented in April 2015. In practice this had not happened to date; if it did happen, and the Member did not agree with the decision of the Development Manager, there was no formal appeals process in place but the Member could bring the issue to the attention of the Corporate Leadership Team and they would investigate. Referring to Paragraph 3.4.4 of the Protocol, a Member indicated that he was not aware of written records of formal meetings undertaken between Officers and developers. In response, the Borough Solicitor confirmed that this was designed to protect Councillors against claims of pre-determination. It did not apply in the same way to Officers as it was their job to process applications.

70.5 Referring to his own situation, a Member expressed the view that the Council needed to ensure there was a way of connecting to, and listening to, its customers for example the use of an Agents Forum. He felt this worked well in other areas and it was something that could be useful in Tewkesbury Borough.

70.6 Having considered the report and, upon being proposed and seconded, it was

RESOLVED

That the revised Protocol for Councillors and Officers Involved in the Planning Process be **ADOPTED**, subject to the following amendments:

- Appendix A – Planning Obligations Officer Working Group – Terms of Reference – point 4 - amend to read ‘...on the draft **Heads of Terms** for major applications...’;
- Appendix B – Summary Guide of Do’s and Don’ts – First point under ‘Do’ – amend to read ‘Do always ~~involve Officers and structure~~ **ensure that any** discussions with developers **are structured and involve Officers**’;

- Appendix B - Summary Guide of Do's and Don'ts – Point 12 under 'Do' – remove wording '~~Do use Meetings to show leadership and vision~~';
- Procedure for Planning Committee Site Visits – Paragraph 1.3 - amend to read '~~...visits subject to the this protocol....~~'; and
- Procedure for Planning Committee Site Visits – Paragraph 3.2 – fifth bullet point – amend to read 'Local Ward Members (**see 2.1**) will be asked to highlight any local issues relevant to the site visit'.

CL.71 SEPARATE BUSINESS

71.1 The Mayor proposed, and it was

RESOLVED That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely discussion of exempt information as defined in Part 1 of Schedule 12A of the Act.

CL.72 SEPARATE MINUTES

72.1 The Separate Minutes of the meeting held on 20 September 2016, and those of the Extraordinary Meetings held on 19 and 25 October 2016, copies of which had been circulated, were approved as correct records and signed by the Mayor.

CL.73 SEPARATE RECOMMENDATIONS FROM EXECUTIVE COMMITTEE

Commercial Property Investment Strategy

(Exempt –Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 –Information relating to the financial or business affairs of any particular person (including the authority holding that information))

73.1 The Council considered a recommendation from the Executive Committee on the Commercial Property Investment Strategy. Members resolved, in line with the recommendation from the Executive Committee, that the Strategy be approved and that a number of delegations be agreed to allow the acquisition of assets etc.

Review of Development Management Team Staffing Structure

(Exempt –Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 – Information relating to any individual)

73.2 The Council considered a recommendation from the Executive Committee on a review of the Development Management structure. Members resolved, in line with the recommendation from the Executive Committee, that the proposals be agreed as set out within the report.

Proposed Expansion to the Council's Vehicle Fleet

*(Exempt –Paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972
–Information in respect of which a claim to legal professional privilege could be
maintained in legal proceedings)*

- 73.3 The Council considered a recommendation from the Executive Committee on a proposal to expand the Council's vehicle fleet. Members resolved, in line with the recommendation from the Executive Committee, that the proposals be agreed as set out within the report.

The meeting closed at 7:45 pm