



Council

Members of the council are hereby summoned to attend the meeting of the council to be held in the council chamber, City Hall

Tuesday, 25 November 2014

19:30

AGENDA

1 Lord Mayor's announcements

2 Declaration of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

3 Questions from the public

4 Petitions

5 Minutes

5 - 30

To agree the accuracy of the minutes of the meeting held on 23 September 2014.

6 Questions to cabinet members / committee chairs

(A printed copy of the questions and replies will be available at the meeting)

7 Polling district review

31 - 52

Purpose - To review polling districts, polling places and polling stations as required by the Representation of the people Act 1983 (as amended by the Electoral

Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

8 **Adoption of Norwich's local plan documents** 53 - 66

Purpose - To consider the conclusions of the inspector's reports of the examination into the *Development management policies local plan* and *Site allocations and site specific policies local plan* and to adopt the two local plans and associated policies map.

9 **Byelaw to manage skateboarding in the city** 67 - 80

Purpose - to consider:

- commencing a 12 week consultation process on a Public Space Protection Order to protect the city's War Memorial (and Memorial gardens) from damage caused by skateboarding (including roller-blading and non-motorised scooters).

and;

- ask the local skateboarding community to work with us to come up with joint solutions to issues caused by skateboarding (and other related activities), in the city centre area originally proposed, to ensure that it is a space that can be enjoyed by all.

10 **Review of the council's constitution - Code of governance** 81 - 104

Purpose - To consider the recommendation of the cabinet to amend the council's code of governance, in line with the Chartered Institute of Public Finance and Accountancy's (CIPFA) statement on the role of the chief financial officer in local government.

11 **Motion – Blacklisting**

Councillor Waters to move and Councillor Barker to second the following motion:

Council **RESOLVES** to:-

1) deplore the illegal practice of 'blacklisting' within the construction industry

2) ask cabinet to amend its procurement procedures to

ensure that any company known to have been involved in blacklisting practices and not to have indemnified its victims, is not invited to tender for council contracts until it has identified the steps taken to:-

- a) remedy blacklisting for all affected workers
- b) ensure blacklisting will not happen again

12 **Motion – Devolution for Councils**

Cllr Wright to move and Cllr Ackroyd to second:

The enthusiastic participation shown by the people of Scotland in the democratic process leading to the referendum on 18 September, 2014 has resulted in increased discussion on the devolution of powers from central government in Westminster, including further devolution of powers to local areas of England.

The coalition government's City Deal programme, in which Norwich is participating, has gone some way to devolve power away from Whitehall to reflect better the needs of localities and regions.

Council **RESOLVES** to ask the leader of the council to write to our city MPs to lobby for urgent major devolution of power, including tax raising and spending, from central government to local areas of England, emphasising that:-

- 1) the devolution of powers and finance to English councils be carried out in ways that enhance and strengthen local democratic bodies including agreement that it shall be for local people and communities to decide their form of democratic leadership without having a specific model (for example directly elected mayors) imposed in return for more powers;
- 2) English devolution must include both cities and county areas, as the many councils not within city regions must also gain greater powers and finance in order to build successful and prosperous futures.



Anton Bull
Executive head of business relationship management and democracy

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COUNCIL**19:30 – 22:20****23 September 2014**

Present: Councillors Lubbock (Lord Mayor), Ackroyd, Arthur, Barker, Blunt, Bogelein, Boswell, Bradford, Bremner, Brociek-Coulton, Button, Carlo, Driver, Galvin, Gayton, Gihawi, Grahame, Harris, Henderson, Herries, Howard, Jackson, Jones, Kendrick, Little, Manning, Neale, Packer, Ryan, Sands (M), Sands (S), Stammers, Stonard, Waters and Wright.

Apologies: Councillors Haynes, Maxwell and Woollard, and Mr Armstrong (Sheriff)

1. LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor said that since the AGM she had attended over 90 events including most recently the Battle of Britain ceremonies which were supported by RAF Marham and the central band of the RAF and included magnificent spitfire fly pasts. The ceremonies were fitting tributes to those who fought and those who lost their lives in the 1940 battle of Britain. They were also a reminder of what the RAF is doing today in a positive way in Iraq, Afghanistan and West Africa.

She thanked those councillors who attended the ceremonies and urged those councillors who have not yet attended any civic events to find time to do so – they will not be disappointed.

She welcomed the Sheriff William Armstrong along to this Council meeting – stating that he and his wife Monica have been unstinting in their support for her as well as undertaking their own duties as Sheriff and Sheriff's lady. She also thanked the Civic Association, previous Lord Mayors and Sheriffs who had also been very supportive.

At the invitation of the Lord Mayor, Councillor Brociek-Coulton updated members on the city's success in the Anglia in Bloom competition. Norwich had received a gold award in the city category and there had been a silver award for the Mancroft ward in the urban community category. St Peter Mancroft church had been awarded best churchyard and there was a bio-diversity nomination for the University of East Anglia. She thanked Councillor Arthur and Councillor Driver (who had been Lord Mayor at the time) for supporting Norwich in Bloom when they met the Anglia in Bloom judges; Councillor Little for his work in respect of Town Close and all the individuals throughout the city who had put so much work into another successful year for Norwich in Bloom.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. QUESTIONS FROM THE PUBLIC

The Lord Mayor said that two questions had been received from members of the public.

Question 1

Marion Fallon to the cabinet member for housing

How many council tenanted households in the Norwich City Council area have been evicted this year and what proportion of these were fully or partially due to the bedroom tax?

Councillor Bremner, cabinet member for housing's response:

There have been five evictions in the current financial year, between April and September 2014. Three were partially affected by bedroom tax at some point since April 2013, two were not affected by bedroom tax at all. All these cases have been dealt with in accordance with the council's rent arrears policy and every appropriate option to maintain the tenancy has been explored. This action has only happened after all other attempts to reach agreement with the tenant for the payment of rent have been exhausted. Most cases currently reaching the point of eviction had rent arrears and possession proceedings commenced prior to the introduction of bedroom tax in April 2013. Any council tenant faced with financial difficulties should contact the council as early as possible and all available help will be provided.

Question 2

Josh Graham to the cabinet member for environment, development and transport

I had a look at the council's current corporate plan, which I understand, is the guiding document for local policies. As a person concerned for the wellbeing of the planet and in the light of the upcoming climate summit, recent extreme weather events and clear research, I wonder: isn't it time to have preventing catastrophic climate change as a main priority?

Councillor Stonard, cabinet member for environment, development and transport's response:

The council's current work on this is encompassed within its environmental strategy. This environmental strategy sets out a road map for how the council will work towards achieving its key environmental objectives, priorities and commitments for the city. However, the council is currently developing a new corporate plan for the next five years and the draft framework does already have this included within one of

the proposed priorities. The next step on the development of the corporate plan is that it will be considered by the council's scrutiny committee on the 30 September and then cabinet on the 8 October. There will then be a 12 week public consultation on the draft priorities alongside options for the council's budget for 2015/16.

Josh Graham asked, as a supplementary question, how the council would ensure that sustainability was maintained as a priority in the future. **Councillor Stonard** said that the council had demonstrated that this was clearly a priority for the council as shown by the way it was embedded within service delivery. The council had a very good track record and was one of the better councils at this.

4. PETITIONS

The Lord Mayor said that two petitions had been received.

Petition 1

George Colley presented the following petition –

Increase your 'refreshment quota' and let us rent your 50 vacant market stalls.

For the past six months I have been trying to persuade, yes you heard me, persuade Norwich City Council (NCC) to rent me one of their 50 vacant market stalls. It seems the NCC are adamant about leaving the market empty and denying you the chance to have local, high quality, handmade and affordable food available at your doorstep. Let's put the Norwich market back on the map.

Councillor Harris, cabinet member for customer services' response:

It is council policy to ensure there is a broad mix of products and services on offer at Norwich Market so it is as vibrant and diverse as possible. We also have a duty to be fair to our existing stallholders. We have 190 stalls and currently 41 of these are vacant, with three of the vacancies likely to be let within the next six weeks. These are comprised of 20 high risk and 15 low risk – high risk being those requiring specific utilities such as electricity, gas, water and drainage. Businesses preparing and cooking food onsite require these facilities under current Food and Safety Act legislation. We do not currently have any of these kinds of stalls available for rent and this is the category of stall which the petitioner would require. We are conscious Norwich Market is important to the city and our current and future plan is to work with traders to make it as successful as possible. With this in mind, we recently promoted the market through an initiative called Making Markets Matter, and will continue to support stallholders through future similar events.

Petition 2

David Raby presented the following petition –

Protect Elm Hill's heritage.

We call on Norwich City Council's cabinet to recognise the historic, architectural, amenity and tourism importance of Elm Hill to Norwich and its citizens by transferring the 24 listed Elm Hill buildings to stewardship category in its list of council owned heritage assets and adding a new criterion of 'group value' to the special characteristics of stewardship properties. This would safeguard the buildings from any potential future sell off by the city council and would better protect the integrity of Elm Hill as a whole.

Councillor Stonard, cabinet member for environment, development and transport's response:

Elm Hill is a massively important part of the heritage offer of Norwich. Its heritage importance enjoys a high level of protection through planning policy, the conservation area designation and because most of the buildings on it are statutorily listed. The Heritage Investment Strategy which was adopted earlier in the year (following considerable involvement of stakeholders in its preparation) sets out the city council's approach to managing its historic assets. The strategy set out a considered approach to making the most of these assets, outlining a number of steps that we would take in managing these assets, particularly when considering possible disposal. The strategy contains a number of safeguards about how all heritage assets will be handled, and crucially fits in with our overall asset management strategy. This requires that we maximise the returns on our properties, not only to balance our accounts but also to fund the programme of investment needed in our property portfolio.

The Heritage Investment Strategy recognises that all of the council's heritage assets need special treatment. It also recognises that some need especially careful treatment particularly because their value derives from reasons such as an enduring civic function or they are never going to generate a commercial rate of return. This was why the category of stewardship properties was created. I am concerned that there has been some "scaremongering" suggestions that the council is intending to "sell off" Elm Hill. This is clearly not the case.

Of the 29 properties the city council owns on Elm Hill, five are already recognised to be stewardship properties. Eight further buildings are listed grade II and so also have some additional restrictions regarding their sale under the strategy. However, many, including the half dozen housing properties we still own, simply are not appropriate for this approach to be taken.

For the approach to stewardship properties to work as intended they do genuinely need to be special, adding factors such as group value to the criteria for designation risks substantially increasing the number of stewardship properties, increasing costs and introducing inconsistencies into the Heritage Investment Strategy.

5. MINUTES

RESOLVED, unanimously, to agree the accuracy of the minutes of the meeting held on 22 July 2014.

6. QUESTIONS TO CABINET MEMBERS / COMMITTEE CHAIRS

The Lord Mayor advised that 17 questions had been received from members of the council to cabinet members of which notice had been received in accordance with the provisions of appendix 1 of the council's constitution, and the questions were as follows:

- | | |
|--------------------|---|
| QUESTION 1 | Councillor Grahame to the cabinet member for resources on criteria for choosing the council's banking provider. |
| QUESTION 2 | Councillor Boswell to the cabinet member for environment, development and transport on policies to resist inappropriate development of residential gardens. |
| QUESTION 3 | Councillor Jackson to the cabinet member for environment, development and transport on conservation area appraisals. |
| QUESTION 4 | Councillor Stammers to the leader of the council on filming public meetings. |
| QUESTION 5 | Councillor Haynes to the cabinet member for housing on bidding for funding to build more council houses. |
| QUESTION 6 | Councillor Little to the cabinet member for neighbourhoods and community safety on leaf clearance. |
| QUESTION 7 | Councillor Carlo to the cabinet member for neighbourhoods and community safety on replacing lost trees. |
| QUESTION 8 | Councillor Ackroyd to the cabinet member for environment, development and transport on 'A' boards on the pavement. |
| QUESTION 9 | Councillor Wright to the cabinet member for customer services on delivering council services through post offices. |
| QUESTION 10 | Councillor Sands to the cabinet member for environment, development and transport on the Push the Pedal Ways scheme. |
| QUESTION 11 | Councillor Sands (S) to the cabinet member for housing on the work of the council's home improvement team. |
| QUESTION 12 | Councillor Button to the cabinet member for environment, development and transport on recycling. |
| QUESTION 13 | Councillor Harris to the cabinet member for environment, development and transport on highway improvements at St Stephens, Chapelfield and Grapes Hill. |

- QUESTION 14** Councillor Barker to the cabinet member for environment, development and transport on the Switch and Save scheme.
- QUESTION 15** Councillor Brociek-Coulton to the cabinet member for resources on food banks.
- QUESTION 16** Councillor Packer to the cabinet member for neighbourhoods and community safety on the green flag for Eaton Park.
- QUESTION 17** Councillor Gayton to the cabinet member for resources on cabinet consideration of the TTIP.

(Details of the questions and replies, together with any supplementary questions and replies, are attached as an appendix to these minutes).

7. CHANGES TO THE CONSTITUTION AND APPOINTMENT OF ELECTORAL REGISTRATION OFFICER

Councillor Arthur moved and Councillor Sands (M) seconded, the recommendations in the annexed report.

RESOLVED, unanimously, to –

- (1) approve the revised scheme of delegation to officers;
- (2) to appoint Anton Bull, executive head of business relationship management and democracy, as the electoral registration officer;
- (3) make other changes in the constitution to reflect changes in the senior structure.

8. APPOINTMENT OF MONITORING OFFICER

Councillor Waters moved, and Councillor Bremner seconded, recommendations in the annexed report.

RESOLVED, unanimously, to delegate the appointment of the monitoring officer to the chief executive, in consultation with the three group leaders.

9. ANNUAL AUDIT COMMITTEE REPORT 2013-14

Councillor Little moved, and Councillor Neale seconded, the recommendations in the annexed report.

RESOLVED, unanimously, to receive the annual audit committee report 2013-14.

10. GREATER NORWICH GROWTH BOARD – ANNUAL GROWTH PROGRAMME 2014-15 AND NORWICH ANNUAL BUSINESS PLAN 2015-16

Councillor Arthur moved, and Councillor Bremner seconded, recommendations in the annexed report.

RESOLVED -

- (1) with 22 voting in favour, none against and 14 abstentions, to approve the Greater Norwich annual growth programme for 2014-15;
- (2) unanimously, to include £160000 for the Norwich projects in the council's capital programme for 2014-15 (to be funded through income from the community infrastructure levy (CIL));
- (3) unanimously, to approve the draft Norwich annual business plan for 2015-16.

11. MOTION – SOCIAL HOUSING

Councillor Arthur moved, and Councillor Bremner seconded, the motion as set out on the agenda.

RESOLVED, unanimously, that –

Social housing faces great challenges in meeting the needs of those affected by welfare cuts and real changes over recent years, including the 'bedroom tax' and increased pressure from the escalating number of council homes lost through 'Right to Buy' after the coalition government increase in discount in 2012.

The government had made funding available for local authorities to bid for which would enable new housing to be built but the lending conditions mean that the rent for these homes have to be at 80 per cent of market rent. There are people on our waiting list who may not be able to afford this.

Council, therefore, **RESOLVES**, to –

- (1) ask the leader of the council to write to the two MPs for Norwich, laying out the case for the council being able to support people and future generations who cannot afford high rents by allowing it to bid for funding to build good quality homes at social rent which current and potential city homes tenants can afford and –
 - (a) requesting their support for this;
 - (b) requesting them to actively lobby ministers to raise the housing revenue account a cap and give local authorities the freedom to manage this process rather than via offering one-off opportunities;

- (c) asking them to lobby the minister for communities and local government to ensure the housing programme favours a Norwich social rented programme;
- (2) ask the cabinet to –
 - (a) consider how the city deal can continue to enable the delivery of more council homes at social rent levels, including working in partnership with other providers and local authorities;
 - (b) support the work of the SHOUT campaign and take a lead in affirming the positive value and purpose of social rented housing.

12. MOTION – TOWNS AGAINST TAX DODGING

Councillor Arthur moved, and Councillor Waters seconded, the motion as set out on the agenda.

RESOLVED, unanimously, that –

Norwich City Council ability to provide quality local services would be significantly enhanced by increased funding from central government. Clamping down on tax dodging could enhance government ability to give more support to local authorities. Council, therefore, **RESOLVES** to –

- (1) support the Towns Against Tax Dodging campaign;
- (2) ask the leader of the council to write to the Chancellor of the Exchequer asking the government to listen to the strength of public feeling and act to end the injustice of tax dodging by large international companies in the UK.

13. MOTION – SOURCES OF FUNDING FOR LOCAL GOVERNMENT

Councillor Grahame moved, and Councillor Jackson seconded the following motion-

According to the Local Government Association, by the end of this parliament, local government will have to have made 20 billion pounds worth of savings. This is mainly down to a major reduction in funding from central government. There are alternative sources of funding that can be used to reverse this attack on public services.

In light of the continued effect of a coalition government's cuts programme upon local residents, council **RESOLVES** to ask the government to reverse the ongoing reduction in grants to councils and recommend alternative measures including –

- (1) the levy of a financial transaction tax on speculative activities;
- (2) raising income tax for those within incomes above one hundred thousand pounds;

- (3) cracking down on tax havens and tax avoidance;
- (4) introducing a wealth tax on the top one per cent, those with assets of more than three million pounds;
- (5) putting far greater emphasis on tax that discourage environmentally or other damaging behaviour;
- (6) not replacing Trident.

Councillor Waters moved, and Councillor Gayton seconded that the procedural rule in paragraph 14.7 in appendix 1 of the constitution be suspended to allow wider amendments.

RESOLVED, with 21 voting in favour, 13 against and one abstention to approve the procedural motion.

Councillor Waters moved, and Councillor Gayton seconded the following amendment –

To –

- 1) Remove everything after “...measures”.
- 2) Add the following –
...including:-
 - (i) An end to the bias against our poorest areas by ensuring that funding is distributed more fairly.
 - (ii) Removing the instabilities created by the localisation of business rates and the localisation of key welfare budgets.
 - (iii) Remove the power of the Secretary of State for communities and local government to determine what constitutes “excessive” council tax increases by local government.
 - (iv) Give longer term funding settlements – capital and revenue – so that councils can better plan ahead and avoid expensive reactive costs and focus on preventative approaches.
 - (v) Devolve funding to local government to strengthen its role in local economic growth.

RESOLVED –

- (1) with 21 voting in favour, 14 against and one abstention to approve para 1(of the amendment);
- (2) with 20 voting in favour, 13 against and one abstention to approve para 2 (of the amendment).

RESOLVED, unanimously, that –

According to the Local Government Association, by the end of this parliament, local government will have to have made 20 billion pounds worth of savings. This is mainly down to a major reduction in funding from central government. There are alternative sources of funding that can be used to reverse this attack on public services.

In light of the continued effect of a coalition government's cuts programme upon local residents, council **RESOLVES** to ask the government to reverse the ongoing reduction in grants to councils and recommend alternative measures including –

- (1) An end to the bias against our poorest areas by ensuring that funding is distributed more fairly.
- (2) Removing the instabilities created by the localisation of business rates and the localisation of key welfare budgets.
- (3) Remove the power of the Secretary of State for communities and local government to determine what constitutes "excessive" council tax increases by local government.
- (4) Give longer term funding settlements – capital and revenue – so that councils can better plan ahead and avoid expensive reactive costs and focus on preventative approaches.
- (5) Devolve funding to local government to strength its role in local economic growth.

As 2 hours have passed since the start of the meeting, the Lord Mayor invited members to consider whether any of the following matters could be dealt with as unopposed business.

14. MOTION – ANTI-MYTH PUBLICITY

Councillor Howard moved, and Councillor Galvin seconded, the following motion –

Council **RESOLVED** to ask the cabinet to establish – along with partners – a publicity campaign to counter myths against the homeless, unemployed, disabled, addicts, single mothers and other groups who are similarly and negatively affected by austerity and welfare reform.

With 14 voting in favour, 19 against and two abstentions, the motion was declared lost.

15. MOTION – DEMENTIA FRIENDLY CITY

RESOLVED, unopposed, that –

In 2013 there were estimated to be over 14 thousand people affected by dementia in Norfolk and that figure is expected to continue rising.

The Alzheimer's Society is running a campaign to make communities more dementia friendly. They want people with dementia to enjoy a good quality of life for as long as possible, able to continue every day activities like shopping, meeting up at a café, or spending time with friends.

They hope to recruit at least one million dementia friends who will help people with dementia to live well for longer.

Council, therefore, **RESOLVES** to –

- (1) support the dementia friends campaign;
- (2) ask cabinet to encourage –
 - (a) all staff and councillors to take part in an Alzheimer's Society information session,
 - (b) Norwich, through partnership working, to become a dementia friendly city.

LORD MAYOR

APPENDIX

Question 1

Councillor Grahame asked the cabinet member for resources:

“Could the cabinet member comment on whether he is happy that ethical criteria were fully taken into account when choosing Barclays as the council’s banking provider?”

Councillor Waters, cabinet member for resources’ response:

“I am disappointed that the Co-operative bank has chosen to leave the public sector market leaving us with the task of finding a new banking services provider.

Banking services for the public sector is a relatively limited market. To cope with the volume of transactions and money a degree of scale is needed. Our own business involves a wide variety of transactions such as collecting money (by direct debits, standing orders etc.) and payments (such as by BACS, cheque etc.) for a variety of customers including council tax, business rates, benefit claimants, garden waste collection, parking permits etc. This involves thousands of transactions and over £850 million p.a.

We have worked with the other Norfolk authorities to secure a new banking services provider. The council is bound to follow the requirements of public procurement rules and this needs banks to step forward and want to do business with us. There are few banks who apply for this business so our choice is limited to begin with. However, we were clear that we needed a bank that could cope with our business as well as add value in other ways.

The Public Contracts Regulations 2006 prescribe the grounds for rejecting suppliers that the council can consider. I am satisfied that these were fully taken in to account and there were no grounds for rejecting Barclays. Further the tender questions included the following question:

Councils are mindful of the opportunities presented by the Social Value Act and have an aim to develop strong, sustainable and cohesive communities where disadvantage is addressed and individuals and businesses are supported. The Councils would like to know what contribution you can make to address financial exclusion, lack of financial training and education, and the environment.

Barclays provided good examples to support their answer to this question and the opportunity to work with us to develop this further as part of their service provision. We look forward to developing this with Barclays through the life of our contract with them.”

Councillor Grahame asked, as a supplementary question, what the council would do to influence Barclays to promote family friendly and fair policies. **Councillor Waters** said the council had a range of ways it could use its influence to ensure that organisations behaved in an appropriate manner. He said that Barclays had laid out clearly the things it believed it had done wrong in the past and what they had done to correct things. The council was happy with the answers it received.

Question 2

Councillor Boswell asked the cabinet member for environment, development and transport:

“Will the cabinet ask for an options paper to be brought to the sustainable development panel on how the council can respond to paragraph 53 of the National Planning Policy Framework (NPPF) which states ‘local planning authorities should consider the case for setting out policies to resist inappropriate development of residential gardens, for example where development would cause harm to the local area.’ This follows some applications at the planning committee which the committee found difficult to resolve on existing council policy.”

Councillor Stonard, cabinet member for environment, development and transport’s response:

“Gardens are clearly crucial to quality of life, bio-diversity and a healthy environment in Norwich and need protection from inappropriate development. The city council passed a resolution endorsing this position in January 2009 when it also resolved to:

- (1) write to the Secretary of State for Communities and Local Government requesting that gardens be re-classified as greenfield sites;
- (2) ask the Local Development Framework Working Party to consider how the council's planning policies can be strengthened under existing legislation to help protect gardens from development.

Since then thankfully government policy has changed regarding the classification of garden development and also the NPPF has been introduced.

In response to the second resolution the issue was considered by the Local Development Framework working party and this discussion informed the preparation of policies in the Development Management Policies Plan which was taken forward by the Sustainable Development Panel.

This work concluded that garden development had not been identified as a significant problem within Norwich and there had been only limited levels of development on garden sites. Some redevelopments, such as on corner sites, were identified as having clearly added to the townscape with very little garden land being developed. The approach taken was not therefore to promote policies seeking to restrict garden development but instead promote criteria based policies seeking to encourage high standards of design in new development. This led to policies DM3 and DM12 being included with the emerging plan that was approved by Council in 2013.

Our approach to date would seem to have been appropriate: there have been only 56 applications to build on garden land over last six years (2008/09 – 2013/14) of which only 33 were approved by the Council (a much lower rate than for other types of

development). In addition, of the 23 applications, which were refused by the Council, only three were allowed on appeal which suggests to me that the Council's policies are effective and are being implemented properly. The 36 approvals mentioned above resulted in 49 new dwellings being permitted.

In terms of whether current policies support the Council's wider planning strategies and priorities, the council argued through the recent examination process that both these policies met the requirements of the NPPF with regards to garden development. The Inspector's verdict on this point is still awaited but it should be noted that he did not consider it necessary to consult on any possible modification on this point so it is anticipated our proposed policies will be able to be adopted as part of the plan when this matter is considered by council (expected in November).

With emerging policies not yet adopted I don't think this is the right time to review our approach on the subject. The levels of development of garden land are monitored and this information can be considered by the Sustainable Development alongside other monitoring information in due course. I think it is better to formulate policy based on the analysis of longer term trends rather than one-off cases."

Councillor Boswell said that the council needed robust planning decisions and asked, as a supplementary question, if now wasn't the right time to review, when was the right time. **Councillor Stonard** said that it was appropriate to wait for the outcome of the recent planning examination process. He re-emphasised that the council had only lost three appeals since 2008/09 and emphasised that the best way to set policy was through a sound evidence base.

Question 3

Councillor Jackson asked the cabinet member for environment, development and transport:

"Will the cabinet ask for an options paper to be brought to the sustainable development panel on how the council can respond to section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, to carry out a conservation area appraisal for conservation areas within Norwich. This follows some applications at the planning committee which the committee found difficult to resolve on existing council policy."

Councillor Stonard, cabinet member for environment, development and transport response:

"The city council has a very successful programme of producing conservation area appraisals. Since 2007 appraisals have been produced for 13 of the city's 17 conservation areas. They are carefully researched, well illustrated and informative and their production involves considerable input from local communities. On publication they are generally well received by local people, and serve to increase the appreciation of special qualities of the areas. Although not their primary purpose, they can be of use in making planning decisions.

There are four conservation areas currently without an appraisal and each appraisal generally takes about a year to complete. Work has begun on the Hellesdon appraisal

and it is hoped that this will be finalised later in this financial year. No decision has yet been taken in relation to the order and timing of appraisals for the Newmarket Road, the Earlham, and the Unthank and Christchurch areas but I hope that at least one further appraisal will be brought forward in 2015-16.

As appraisals are led by the specialist design and conservation officers it will be difficult to accelerate the programme for them without either increasing costs or reducing the level of specialist resource directed to other areas of activity. Whether to do this or not will be determined in the planning service plan for next year in the light of available resources and competing work pressures. But bearing in mind the pressures on council resources and the scale of development activity we are witnessing at the moment I suspect either option is unlikely.

Sustainable Development Panel's role is more to work at a high level and to comment on policies and strategies than to get into the type of detail requested in the question and so I don't think it's the right place for debates on the precise order of priorities in the service plans. However, I am aware from this question and the previous one about garden development that there is considerable public interest in how we protect the character of areas and therefore will ask officers to ensure relevant discussions take place at my quarterly Shadow Portfolio Holders briefings and will take all of this into account in my discussions with officers about service plan priorities for next year."

Councillor Jackson asked, as a supplementary question, if appraisals were used as the basis of granting decisions, what did the cabinet member think was the status of decisions in the absence of an appraisal. **Councillor Stonard** repeated that the council only had the resources to undertake one appraisal per year and it had three more to complete. He reiterated that the shadow portfolio hold a meeting with the best place for discussions about this and he would include this on future agendas.

Question 4

Councillor Stammers to ask the leader of the council:

"Following the new rules from the Department of Communities and Local Government (DCLG) which makes it unlawful to restrict filming, blogging and tweeting at council meetings, this council, via the constitution working party has drawn up some guidance for the public.

Will the leader ask the New Anglia Local Enterprise Partnership and Greater Norwich Growth Board - two bodies on which she represents the council - to consider their response to the DCLG statement, and whether they will permit filming, blogging and tweeting of their meetings, in the cause of greater transparency of bodies spending public funds?"

Councillor Arthur, leader of the council's response:

"The Openness of Local Government Bodies Regulations 2014 allow filming and recording of local government meetings and therefore any member of the public attending a meeting of the Greater Norwich Growth Board would be entitled to record and film it if they so wish.

The New Anglia Local Enterprise Partnership is a partnership between local government and the private sector and is not covered by the regulations. However, I will be happy to raise this with the partners.”

Question 5

Councillor Haynes to ask the cabinet member for housing:

“Norwich City Council has again not bid for additional borrowing room in order to build more badly-needed council houses in the city. The advantages of the various options were spelt out in the cabinet report. Can the cabinet member expand on why cabinet considered that the option of not bidding outweighed the other options available, and whether or not the cabinet will consider bidding next time such an opportunity comes around?”

Councillor Bremner, cabinet member for housing response:

In April 2014, the government published the prospectus for the Local Growth Fund – Housing Revenue Account Borrowing Programme 2015-18. The terms of the offer would have enabled the council to borrow, on average, only an additional £30,000 for each new unit. The council took the decision that this restriction would mean that a bid could not be made since it would have required very significant additional capital to be diverted from other essential projects.

On publication of the successful bids, however, it became clear that the government had abandoned its own criteria and allowed additional borrowing, on average, of £60,000 to the small number of applicants. Because of this, it was clearly worth reconsidering whether or not to make a bid in the second round.

Of the options available to the council, which were presented to cabinet earlier in the month, only one was considered to stand any chance of success since it would only require an additional level of borrowing similar to the previously successful bids £60,000. However, because the funding would be dependent on the new properties being let at an ‘affordable rent’ (i.e. 80% of full market rent), cabinet had serious concerns about their affordability. To provide some context, modelling showed that a 2-bed flat or house, let at an ‘affordable’ rent, would cost some £30 a week more than the same property let at a social rent. This would also create a two-tier system where some council tenants would be paying a considerably higher rent compared to other council tenants living in similar homes.

In view of this, cabinet decided that submitting a bid to the local growth fund would not be in the best interests of the city’s citizens.

The artificially low cap on borrowing within the HRA is a result of the government’s desire to control the Public Sector Borrowing Requirement and is neither related to prudential financial management nor housing need. It is therefore a matter of great frustration to the council and we have lobbied hard for it to be lifted. We should always consider all opportunities from Government to provide badly needed homes in Norwich. However if Government offers are unrealistic; delivering homes which are

neither affordable nor achievable except at the expense of other vital investment in homes, it cannot make sense to bid for them. In view of this the Leader will be meeting the housing minister, Brandon Lewis, to request a more realistic approach to the HRA borrowing cap and to ensure far more truly affordable homes can be built.

Question 6

Councillor Little to ask the cabinet member for neighbourhoods and community safety:

"Every autumn the leaves fall and cause a slip hazard on residential streets in the city, such as Sigismund Road or Beaumont Place. This is a particular problem for those with limited mobility or who need to use pushchairs, but the council only clears each street once or twice in the season. Does the cabinet member support this approach?"

Councillor Driver, cabinet member for neighbourhoods and community safety response:

"The council has a leaf clearance programme which is designed to be flexible and is adjusted to when and where accumulations of leaves occur. Most roads are cleared of significant leaf fall twice during the autumn. Where it is known that leaves can create a slip hazard, such as Beaumont Place, these are monitored to ensure the slip hazard is removed. If anybody has concerns about accumulations of leaves I would urge them to report it to us and arrangements will be made to clear the leaves, normally within 24 hours."

Question 7

Councillor Carlo to ask the cabinet member for neighbourhoods and community safety:

"The city council recently introduced a tree sponsorship scheme priced at £250 per replacement tree. Could the cabinet member please comment on whether current policies including the new scheme, will ever be able to replace the trees that have been lost?"

Councillor Driver, cabinet member for neighbourhoods and community safety response:

"Since 1st January 2011 to date 591 street trees outside of the conservation areas have been removed. Within the same period the council has planted 333 trees. This does mean that overall there has been a net loss of 258 trees on our streets. It is worth noting that there something like 15,000 trees on our streets across the city. This does mean that the city has only lost less than 2% of its street trees since 1st January 2011.

The tree sponsorship scheme has not attracted any new money as yet since it has only just been launched. There will be an article in the winter edition of "Citizen" to advertise

the scheme to all our residents. Further details can be found on our website. The council is actively pursuing other lines of funding with some success, for example we recently received a grant from Trees for Cities to replace 11 trees on Clarkson Road and the work on the Pink Pedal Ways will ensure a further 83 trees are planted this year with more to come. This is on top of plans to replant 57 trees utilising council set budgets. As can be seen we are working hard to attract other investment resulting in a much reduced gap between trees that are removed and replaced."

Councillor Carlo said that of the three hundred and thirty three trees that **Councillor Driver** says have been planted, it would be interesting to know how many of these were street trees. She asked, as a supplementary question, if the cabinet member would be willing to walk with her through wards to see the number of street trees that had been lost. **Councillor Driver** said that one of the problems had been that when housing estates had been built many years ago, the wrong trees were planted for the type of area. What was important is that consideration was given as to what the best type of tree was to plant for future developments to ensure that the same mistakes were not made again.

Question 9

Councillor Wright to ask the cabinet member for customer services:

"In July 2012 council resolved to ask cabinet to consider the potential benefits of working with local post office branches and Post Office Ltd to deliver council services.

Could the leader of the council please provide me with an update of the discussions that cabinet has had in respect of this?"

Councillor Harris, cabinet member for customer services response:

"As part of our transformation programme we are continuing to develop our channel shift programme and look wherever possible for opportunities to use post offices and improve access to local services for residents. Payment for council services through the Post Office network is actively encouraged through the use of barcodes on documentation. This enables our customers to pay at one of the post offices if they have not already arranged for payment via another method like direct debit or chosen to use an electronic method of payment using a debit card. Since April 2014, each month we have received on average 27% of all payments (excluding direct debit payments) through a post office so that is a significant volume of traffic using the post office network in the community. There is no doubt that our residents value the increased accessibility that the post office opening hours and location gives to them.

As part of the Post Office's overall transformation programme we actively engage with them to understand how that is progressing and whether there are further opportunities to work more closely with them particularly around the development of the welfare reform agenda. We will continue to work closely with the Post Office network them to identify further opportunities."

Councillor Wright said the council placed a lot of emphasis on channel shift and asked, as a supplementary question, if the cabinet member would consider looking at

being able to issue parking permits and providing terminals for things such as individual electoral registration, in post offices. **Councillor Harris** said that these were interesting thoughts and she would discuss these with the relevant heads of service. Anything that encouraged increased use of post offices would be welcome.

Question 10

Councillor Mike Sands to ask the cabinet member for environment, development and transport:

“Thanks to the Labour City Council, the Push the Pedalways scheme will promote and develop cycling and help fulfil yet another practical environmental commitment. Despite this there has been recent negative disinformation which has caused confusion. What is the Cabinet Members view on the on-going development and consultation around the scheme?”

Councillor Stonard, cabinet member for environment, development and transport response:

“For those of you who may not be aware, Councillor Sands is talking about the £5.7M cycling scheme which will implement a pink pedal way between the Hospital and NRP to the West and the new eco town at Rack Heath to the East taking in the UEA, The Avenues, the city centre, Mousehold Heath and Heartsease along its way. The bulk of the funding (£3.7M) has come from the Governments Cycle City Ambition fund and local partners including ourselves, the county council, Broadland District Council, the clinical commissioning group, public health and the UEA who are all contributing to the project. Our aim is to provide an 8 mile route that can be safely ridden by an unaccompanied 12 year old and contributes to sustainable economic growth by connecting jobs to communities.

The pink pedal way consists of 19 individual projects ranging in scale from small areas of cycle parking to a complete redesign to part of Tombland to accommodate cycling. We are just over a year into the project and to date between we and our partners have completed some of the smaller scale schemes such as introducing cycle parking at the Hospital, the University, on Gaol Hill and St Andrews Plain. We have also introduced a new zebra crossing on Bluebell Road and the existing zebra crossing on Earlham Road by Park Lane has been made safer by putting it on a speed table. The way-finding and street clutter reduction project has started and will continue throughout the next year of the project.

Planning permission has been secured for a new cycle track across Heartsease recreation ground and for one connecting Heathgate to Gurney Road along historic route of Dragoon Street. Work started in Heartsease earlier this month and work around Heathgate and Gurney Road will start before the end of the year. We also have all the necessary approvals in place to introduce contraflow cycling on the northern end of Magdalen Street and the western end of Cowgate and implementation work will commence in the New Year.

Over the last few months we have held a number of public consultations on high profile schemes. Next month the Norwich Highways Agency Committee will hear what the public thought of the proposals to improve cycling in Tombland and Palace Street and will make a decision as to whether the scheme should be implemented. The second round of consultation on the proposals for The Park Lane to Vauxhall Street closes shortly and this has sparked much lively debate among the local community. Just last week we started a second consultation on a scheme to transform the western section of The Avenues to include generous off carriageway cycle tracks, dedicated parking for residents and extensive tree and verge protection. Decisions on the future of these last two schemes will be made in November.

The consultation processes for the push the pedal ways scheme has aimed to be as open and inclusive as possible and to give local people a real opportunity to shape the development of each project. This has included a two-stage consultation process, which initially invited the public to comment on a range of options before they were refined into more detailed proposals, which, in turn, have been subject to a second round of public consultation. This approach has resulted in significant changes to some of the final consultation proposals, for example along The Avenues and on Vauxhall Street. Ward councillors have been briefed in detail on the options for their wards and have been able to discuss and share their views with officers and the portfolio holder. There also have been public meetings/exhibitions, in each locality and at City Hall, attended by council officers who work on the project. In addition, letters and leaflets have been delivered to thousands of individual households in the areas around the pink pedal way.

There is still a chance for people to contribute to consultations. The Avenues consultation is ongoing until 9 October and later this year we will be launching consultations on the proposals for 20mph speed restrictions within the whole of the inner ring road and in the Heartsease area. Full details of these can be found on our website under Pedal ways. Anyone who lives in a street that is directly affected by our works will also receive a letter informing that about any relevant consultations.

The push the pedal ways projects are complex and contain many elements. It has been good to see the amount of public discussion that has been generated by these proposals but, unfortunately, some of it has been misinformed and has been potentially confusing for people; therefore, I would encourage anyone who is interested and wishes to make a comment to view the detailed information that is available on the council web site, or at City Hall, the Millennium Library or the many local exhibitions. I also would encourage the public, if they wish, to contact the push the pedal ways team to clarify any issues.

Under the terms of the cycle ambition grant all the schemes I have outlined need to be completed on site by the end of September 2015, so there will be work going on throughout the city for the next 12 months.

I sincerely hope that this is just the start of the city's cycle ambition. The Labour administration is working hard to encourage more and more people to use more sustainable forms of transport, including cycling, and to make our streets safer for pedestrians and cyclists. Our cycle network consists in total of 6 radial and 2 orbital pedal ways and by rolling out these improvements we aim to double the level of cycling

in Norwich in the next ten years - which will be good for the environment as well as benefiting the health of local people.”

In reply to a supplementary question from **Councillor Sands (M)**, **Councillor Stonard** said that it was important for councillors to remind people that this open and inclusive process had involved a two stage consultation and there were still opportunities for people to respond to the final consultation. He said that once implemented, this would be a nationally recognised scheme which the council should be proud to celebrate.

Question 13

Councillor Harris to ask the cabinet member for environment, development and transport:

“Can the cabinet member explain from his perspective, how the benefits of the new highways improvements in the St Stephen’s, Chapelfield and Grapes Hill areas will affect shoppers, cyclists, bus users and others?”

Councillor Stonard, cabinet member for environment, development and transport response:

“For those of you who may not be familiar with the proposals let me first outline exactly what the changes are in the city centre. On Grapes Hill a new uphill bus lane has been introduced, Chapel Field North will become two way to provide direct access into the city centre for buses from the west of the city, a bus gate has been introduced on Rampant Horse Street to remove all traffic other than buses and taxis from the street between Marks and Spencer and Debenhams and general traffic is to be removed from St Stephens Street.

These improvements are part of a coherent long-term plan called the Norwich Area Transport Strategy (NATS) that is being implemented across the City and will in future see further developments in the Prince of Wales Road, Rose Lane, Westlegate and Golden Ball Street areas. All these changes aim to remove through traffic from the City Centre and to create a better and more pleasant environment for shoppers, pedestrians and cyclists, as well as supporting public transport.

The current changes, referred to in the question, will bring a wealth of benefits to bus passengers, pedestrians, cyclists, city centre shoppers, tourists and businesses, alongside enhancing the city’s economy and supporting the planned growth in the greater Norwich area. Some of the key benefits are:

- Bus passengers using routes between the city centre and the west along Dereham Road, Earlham Road and Unthank Road will see a two-minute reduction in their journey time. They also will see an improvement in the reliability of the services in contrast to the current unpredictability of the congestion along Chapel Field Road. These benefits will not only be felt by

existing residents of the city but by the inhabitants of the new developments to the west in Costessey and Easton.

- Pedestrians and shoppers will see almost all of the traffic removed from Rampant Horse Street (between Marks and Spencer and Debenhams) making crossing the road significantly safer and easier, while Theatre Street and Chapel Field North will see significant reduction in traffic, creating a more pleasant route for pedestrians. This will further enhance the vibrancy and prosperity of the retail offer in the heart of the city.
- I touched on earlier the benefits to cyclists from the introduction of the pink pedal way, which runs through this part of the City Centre. Alongside the overall reduction in traffic in the area, cyclists will benefit from an improved crossing of the ring road; two-way access along Chapel Field North; the creation of an innovative zebra crossing that can be shared by cyclists; and the creation of a traffic free route along Little Bethel Street. Improved cycling facilities across the city are key to encouraging people to move away from the private car and to adopt a healthier lifestyle.
- Goods vehicles delivering to the heart of the retail area will no longer have to negotiate their way through the city centre to make their deliveries. Instead they will have a direct, well signed route off the outer ring road along Chapel Field North
- Coaches too will benefit from having direct access to convenient drop off points in the city centre and tourists will have easy access to the tourist information centre and the Theatre Royal. Lack of convenient coach facilities in the city centre has often been cited as a factor which hinders Norwich's ability to maximise its potential as a tourist destination and with every coach expected to generate around £4,500 income for the city's businesses this is a market we must develop.

These are just the start of the changes we are planning to enhance the city centre, as part of the NATS, to encourage more people to walk cycle or take the bus and to support the city centre economy. They will make significant and lasting improvements to our City Centre environment and will help us secure its economy for the future”

Councillor Harris asked, as a supplementary question, how this fitted in with longer term plans for the city centre. **Councillor Stonard** said that this was part of the broader Norwich area transportation study. This new scheme was just one component which should be seen in the wider context of the overall strategy.

Question 15

Councillor Brociek-Coulton to ask the cabinet member for resources:

“Can the cabinet member for resources comment on trends on foodbank demand in Norwich since this was last reported to council?”

Councillor Waters, cabinet member for resources response:

“In October it will be 4 years since the Norwich foodbank gave out its first food to a local person in need. Since that time, the foodbank have unfortunately recorded increasing demands for their support and assistance. This worrying trend, while slowing, is still increasing.

In the 12 months to 31 August 2014, the foodbank distributed three days of food to 9,844 people, which includes 3,219 children. That is a 28% increase in people and a 38% increase in children over the preceding 12 months.

August 2014 was the first month that a reduction in people being referred to the foodbank for help was seen when compared to the corresponding month in the previous year. This may be the result of a new initiative that the Norwich foodbank has introduced over the same period – FISH (Food (and Fun) In School Holidays) – rather than a reduction in need.

In February 2013, Norwich was named as the authority with the highest percentage of children in poverty in the East of England by the Campaign to End Child Poverty report and according to the Department of Education, 23.5% of children in Norwich were eligible for free school lunches as of summer 2012. This could prove a considerable strain to families during the long school holidays and to provide help over this period the foodbank have developed the FISH project as a way to meet this shortfall.

The Norwich Foodbank FISH initiative aims to help address the issue of children going hungry during school holidays when no free school meals are provided and Schools Parent Support Advisors are not available to help.

Five clubs ran with 793 meals served and 172 children fed. There was a total of 29 sessions run at various venues across the city. Support was received from the whole community once again including allotments, supermarkets, schools and volunteers. Part of the costs for the project were met by part of a grant awarded to Norwich foodbank by the city council.”

In reply to a supplementary question from **Councillor Brociek-Coulton, Councillor Waters** said that he was concerned that people were becoming “immune” to the ongoing problem such as a huge increase in use of food banks when no free school meals were available that he believed there was a chance that, like the United States of America, foodbanks would become part of the accepted “feature of the landscape”. He said that foodbanks did a great job but they were a response to a problem not the solution. He would arrange a meeting with foodbanks to find out how they were getting on, what was the scale of the problem and what they believed should be the exit

strategy to ensure that the need for foodbanks was something of the past and not the future.

Question 16

Councillor Packer to ask the cabinet member for neighbourhoods and community safety:

“Thanks to practical investment in our shared green and open spaces, does the cabinet member feel that the changes and differences made since 2006 have helped facilitate and secure the prestigious green flag for Eaton Park in July?”

Councillor Driver cabinet member for neighbourhoods and community safety response:

Since 2006 the parks and open spaces service has been, and continues to be, on a journey of continuous improvement. The Green Flag award for Eaton Park is well deserved recognition of the administration's commitment to its parks and open spaces and the way in which they are managed.

There have been a number of key factors including: -

- Investment levels maintained throughout the period
- Working with local communities and external partners to secure additional funding
- Collaborative working with colleagues, local communities and partners
- Improved management of the S106 programme
- Implementation of cross service project teams
- Introduction of the neighbour model linking community needs to operational delivery
- Attracting inward investment

Just a few examples include:

- £50,000 of Playbuilder funding used to improve the play provision at Lea Bridges Park
- A grant of £50,000 from the HLF was obtained through working with Eaton Vale Residents Association to deliver a number of enhancements at Marston Marsh improving access and an outdoor classroom for use by local schools.
- Partnership with the Lawn Tennis Association attracted £125,000 of match funding to build four all-weather floodlit tennis courts at Eaton Park.
- Norwich Parks tennis, delivered by an external provider, is a community tennis initiative providing a well-used service to the public and results in an income to the council.
- The Friends of Marlpit Wood were formed with support from the council. This has enabled improvements to the access to the site and information provision in the woodland.

- Friends of Eaton Park have accessed a number of grants enabling improvements to be made in the park in relation to seat provision, tree planting and the provision of outdoor table tennis.

The provision of parks and open spaces is routinely identified by residents of the city as something they value and as being important to them. As a result, and despite difficult economic times, the council has not only maintained its investment in the maintenance of the sites and facilities but has managed to attract much interest and investment from other sources.

External groups, such as TCV, LTC Green Spaces, Friends of Wensum View, Friends of Marlpit Wood and Friends of Eaton Park, along with individuals provide a very welcome addition to the management of the parks and open spaces through the work they carry out as volunteers. They provide a real link between our communities and the services we offer, undertaking tasks such as litter picking, bulb and tree planting work, survey work, guided walks and practical conservation tasks. Last year, volunteers contributed over 10,000 hours of their time to the management of their local open spaces. A massive contribution, which the council and parks and open spaces service would like to put on record their appreciation and thanks for the personal time they give to the council to do this work. Without it we would not have achieved the successes we have had.

The move from external contractor to undertake grounds maintenance and other services to a joint venture has enabled the delivery of an effective and efficient service. The move away from a traditional 'client contractor' relationship, to one of collaborative working, has started to develop a workforce who have pride in the sites they manage and the service they deliver and a shared vision to strive for excellence in the service provided and associated outcomes.

The council will continue to invest in its parks and open spaces, with a commitment to ongoing repairs and maintenance being funded by the general fund and a programme of improvements works funded by the capital programme, S106, CIL and any external funding that can be accessed directly or by partners.

Recently Norwich's parks and open spaces were specifically identified as a key contributory factor in Norwich being recognised in a national poll as the best place to grow up as a child. The award of a Green Flag Award, the national benchmark standard for parks and green spaces in the UK, recognises the high level of quality achieved in the management of parks and open spaces. The Green Flag award for Eaton Park is not only independent recognition of the quality of Eaton Park and the way in which it is managed, but also the principles which underpin the management of all the city's parks and open spaces.

In reply to a supplementary question from **Councillor Packer**, **Councillor Driver** said that the Daily Mail survey showing Norwich was the best place for kids to grow up in was largely due the amount of green spaces available to them. The administration would continue to make resources available to ensure the city continued to be a pleasant place to grow up in and to ensure that parks and gardens and open spaces were places that were open to everyone to use.

Question 17

Councillor Gayton to ask the cabinet member for resources:

“Will the Cabinet Member for Resources inform Council of their consideration of the TIPP, which was referred to Cabinet at the last meeting of Council?”

Councillor Waters, cabinet member for resources response:

“A report is being prepared for the November meeting of cabinet on this very important issue. As part of those preparations, we will be seeking the views – among others – of the two Norwich MPs and MEPs representing the eastern region.

The report will focus in particular on the scope of the TTIP negotiations and whether it threatens national policies in areas like labour standards and environmental protections or exposes public services, like the NHS to the full impact of competition law.

The coalition government position on TTIP is a cause for concern. Last year, Michael Fallon said in answer to a private question; “the government has not sought to exclude health services from the scope of the TTIP negotiations.””

In reply to a supplementary question from **Councillor Gayton, Councillor Waters** confirmed that they would be happy to convene an all party meeting, inviting local MPs, to consider the implications of TTIP on city services. The position on TTIP seemed ambiguous and it was important to get a clear view of the government’s commitment on this issue.

Report to Council
25 November 2014

Item

Report of Democratic services manager

7

Subject Review of polling districts, polling places and polling stations

Purpose

To review polling districts, polling places and polling stations as required by the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

Recommendations

To retain the current polling districts, polling places and polling stations subject to the following :

- 1) change the boundary between polling districts MX2 and MX3, to move voters in MX3 living adjacent/north of Drayton Road into MX2;
- 2) change the polling station in polling district CG5 to Shipfields Community Room from St Georges Church Hall ; and
- 3) identify preferred reserve polling stations and the process for finding replacement polling stations if a polling station is unavailable for a particular election/by-election, as detailed in Appendix A

Financial Consequences

There are small differences in hires charges for premises but these can be accommodated within existing budgets.

Strategic Objective/Service Priorities

The report helps to achieve the corporate objective to make Norwich safe and secure, building strong and proud local communities

Wards: All

Cabinet member:- Councillor Waters, resources.

The report helps to achieve the corporate objective to make Norwich safe and secure, building strong and proud local communities.

Contact Officers

Andy Emms, Democratic services manager.

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Background Documents

None

Report

Introduction

1. The Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, requires that Norwich City Council conduct a review of polling districts, polling places and polling stations in its area.
2. Local authorities are required to divide their area into polling districts for the purposes of parliamentary elections and to designate polling places for these polling districts, and to keep these under review. By conducting this statutory review of polling places, local authorities must demonstrate that they have, as far as is practicable, met the following criteria set out in legislation.
 - a) seek to ensure that all the electors in the constituency have such reasonable facilities for voting **as are practicable** in the circumstances
 - b) seek to ensure that so far as is **reasonable and practicable**, the polling places they are responsible for are accessible to all electors, including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons.
3. In an ideal world Council's would have the choice of a range of fully accessible buildings, conveniently located for the electors in the area. It is accepted, however, that in practice this is not always the case and there may be little choice available. If it is necessary to use a place where for example, the access is not ideal, then every reasonable adjustment must be undertaken to provide access for all electors.
4. The key things local authorities are required to bear in mind when conducting this review is that all decisions made must be consulted upon, measured, and practical. The whole process should be as transparent and open as possible to avoid possible conflict.

Review of polling districts, polling places and polling stations in Norwich.

5. The review was advertised in the press, on the Council's website and a public notice displayed in City Hall. Details of the current polling districts, polling places and polling stations are always available on the Council's website and details/plans were also made available for personal inspection at City Hall. (copies will be on display at your meeting).
6. Invitations to contribute to the review were sent to MPs, MEPs, councillors, political parties, Broadland District Council's Returning Officer and access groups.

Polling Stations / Polling Districts The current list of polling stations is included in Appendix A. All polling stations have been inspected and assessed to ensure that they are fully accessible. In some cases this is possible by providing ramps on the day of the poll.

8. In the lead up to all elections there are often local circumstances that require a mini review in itself. By way of example, in May 2014 we were able to utilise the Scout headquarters on Colman Road (polling district UN4) after a fire destroyed the St Anne's Church Hall. Also, the Silver Rooms on Silver Road (SE3) once again became available for use. In recent elections we had been using the Silver Road Baptist Church in the adjacent polling district (SE4) as a double polling station as there had been no suitable alternative in SE3. Another example was the need to use the Friend's Meeting House, Upper Goat Lane (MA5) as redevelopment works were being undertaken at Chantry Hall, Chantry Road.
9. Comparator data which shows the changes to the size of the electorate in each polling district since the last review is attached as Appendix B.
10. The Returning Officer is required to formally contribute to the review and her response is attached at Appendix C. This reflects the fact that the polling stations are reviewed prior to every election according to availability and she is fully involved in that process. She is happy that the current scheme will allow her to undertake an efficient election and accurate count.
11. The only other representations were received from Norwich Labour Party as follows:

Ward & PD	Proposal	Benefits
Catton Grove / CG5	Move CG5 polling station at St Georges Church to Shipfields Community Room (operated by Broadland Housing Association)	The polling station on Sprowston Road (St George's) is a very long way for people on Anthony Drive, Shipfields, Templemere to walk to. Establishing a new location, at the community room in Shipfields, would allow more people easier access to vote.
Nelson Ward / NE4 University Ward / UN5	Have separate polling stations for each district.	Evidence from May 2014 showed large queues developing as people waited to vote. This will be a far more significant problem in 2015.

Wensum Ward / WE3	Approach NANSA day centre / West Norwich Community Hospital to re-establish a new polling station for voters in WE3.	Difficult for residents to have to walk all the way to Wensum Junior School on Turner Road, and cross the busy Dereham Road.
Mancroft Ward. / MA5	Split MA5 into two polling districts. Establish new polling station at All Saints Church.	Easier access for residents to vote.
Thorpe Hamlet / TH2	Move polling station to Great Hospital Common Room, Bishopgate.	<p>Parking is very difficult at the Maids Head Hotel (current polling station) and will become more so once the road changes come into action.</p> <p>The Great Hospital is a central location in TH2, well known, and easier to reach.</p>

12. These suggestions were presented to a meeting of the Polling District Review Group held on 15 October, 2014.

13. The democratic services manager emphasised that if any changes were to be considered, members needed to be absolutely clear that the advantages of these should outweigh the disadvantages of asking people to change from a familiar polling station location.

14. Referring to the Labour Party responses to the consultation for Nelson Ward NE4 / University Ward UN5, the democratic services manager said that the staff working at the polling station at Jessopp Road United Reformed church said that although busy they did not believe significant queues formed. They did have practical issues/concerns relating to being a double polling station which the democratic services manager believed could be addressed through training and ensuring there are adequate staff to allow for a "floor walking" service. The only other buildings in the area are schools which we try to avoid using if at all possible.

15. Concerning Mancroft Ward – MA5, All Saints Church has been contacted but the premise is not available for use as a polling station. The Women's Institute at Evelyn Suffield House was suggested as a possible alternative to Chantry Hall or as an additional polling station in a new split polling district. The democratic services manager said he would prefer not to split the ward to create another polling district because the new polling district would be very small; extra polling staff would be required and the effect on the count.

16. For Wensum Ward – WE3, NANSA and West Norwich Community Hospital have both been contacted again but neither premise is available. The Muslim Centre on Dereham Road was suggested as a possible venue for a polling station.
17. A change was suggested to the boundary between polling districts MX2 and MX3, to move voters living adjacent/north of Drayton Road from MX3 to MX2. The Polling District Review Group members considered this was a sensible suggestion which would mean people not having to cross the busy Drayton Road to vote in person at a polling station.
18. The Polling District Review Group asked the democratic services manager to investigate the following options:

Catton Grove Ward – CG5

Visit the Community Room at Shipfields to assess the viability of the room for use as a polling station.

Mancroft Ward – MA5

Contact the Women's Institute to see whether they have a suitable room which they would be willing to allow to be hired as a polling station for future elections.

Thorpe Hamlet ward – TH2

Visit the Great Hospital at Bishopgate to assess the viability of for use as a polling station.

Wensum Ward – WE3

Contact the Muslim Centre on Dereham Road to see whether there was a suitable room could be hired as a polling station for future elections.

19. The democratic services manager reported back to the Polling District Review Group on 3 November, 2014 as follows:

Catton Grove Ward – CG5

The Community Room at Shipfields is in an excellent location in the heart of the residential area of the district and is fully accessible. The only issue to consider is availability should Broadland Housing Association choose to change the use of its premise from a community facility.

The review group agreed to recommend changing the polling station in polling district CG5 to Shipfields Community Room with St Georges Church Hall as preferred reserve.

Mancroft Ward – MA5

The Women's Institute building is available. It is slightly closer to housing on the south of the district but of course is further for those in the north. There is a small car park available at the rear but this is accessed from Surrey Street/Surrey Grove which might prove difficult for people to find. Disabled people would need to walk around via Surrey Street to the front access.

Although suitable as a polling station there does not seem to be any significant advantage over the existing Chantry Hall to warrant change.

The review group agreed Chantry Hall should be retained as the polling station in MA5 with the Womens' Institute's Evelyn Suffield House, 45 All Saints Green as the preferred alternative.

Thorpe Hamlet Ward – TH2

The refectory and the common room at the Great Hospital at Bishopgate were available for use. There is a car park but it is a long way from the available room and the nearer on-street parking was not free. The Great Hospital had some practical and logistical issues that it would need to agree to and would not want cars driving around the site as residents were its main priority – this would be difficult to sign and “police”. The cost of hire would be significantly more than any of the other polling stations used. The parking available at the rear of the Maids Head hotel was close and accessibility would be improved soon as there were plans for a lift to improve access for the disabled from the car park.

The review group agreed that the Maids Head Hotel should be retained as the polling station in TH2

Wensum Ward – WE3

The Muslim Centre on Dereham Road was not available for hire as a polling station and no alternative has been identified.

The review group agreed the Wensum Junior School, Turner Road (which is situated in polling district WE2) should be retained as the polling station for WE3 until a suitable alternative becomes available in that polling district.

20. Cabinet considered the recommendations of the cross party review group at its meeting on 12 November, 2014 and was informed that the Returning Officer considered the changes proposed are within parameters that will still allow her to undertake an efficient election and count. A copy of her response is attached as appendix D. Cabinet resolved to ask council to approve the changes to the polling scheme.
21. Members will be aware that the council does not own most of the polling stations in the polling scheme. Therefore there are occasions when they are not available for a particular election. It is then necessary to identify the next best option. Sometimes due to lack of availability, this will require the polling station to be in an adjacent polling district, and may require doubling up with another polling station. The recommendations also include arrangements that will be made if a polling station is unavailable for a particular election/by-election and these are also detailed in appendix A.



Report author to complete

Committee:	Council
Committee date:	25/11/14
Head of service:	Anton Bull
Report subject:	Review of polling districts, polling places and polling stations
Date assessed:	
Description:	To review polling districts, polling places and polling stations as required by the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The changes will improve accessibility of two polling stations particularly for the disabled.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
Positive
To make the changes identified in the report to improve accessibility of polling stations particularly for the disabled.
Negative
Neutral
Issues

Polling District	Scheme agreed at 2011 review	Scheme recommend by the Polling District Review Group 2014	Alternative arrangement if station unavailable
BO1	Chapel Break Village Hall	Chapel Break Village Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO2	Clover Hill Village Hall	Clover Hill Village Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO3	Fourways Centre	Fourways Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO4	West Earlham Community Centre	West Earlham Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO5	Bowthorpe Church Centre	Bowthorpe Church Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG1	Greenfields Community Centre	Greenfields Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG2	Catton Grove Primary School	Catton Grove Primary School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG3	Catton Grove Community Centre	Catton Grove Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG4	Oak Grove Chapel	Oak Grove Chapel	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG5	St.Georges Church Hall	Shipfields Community Room	1. Preferred reserve St George's church hall. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
CR1	Pilling Park Community Centre	Pilling Park Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR2	Fugill Green Sheltered Housing	Fugill Green Sheltered Housing	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR3	Plumstead Road Branch Library	Plumstead Road Branch Library	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR4	St. Francis Church Hall	St. Francis Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR5	Frere Road Community Centre	Frere Road Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library

EA1	Eaton Park Community Centre	Eaton Park Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA2	United Reformed Church Hall, Ipswich Road	United Reformed Church Hall, Ipswich Road	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA3	Eaton St. Andrew Church Hall	Eaton St. Andrew Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA4	Church of Jesus Christ of the Latter Day Saints	Church of Jesus Christ of the Latter Day Saints	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA5	Eaton Parish Hall	Eaton Parish Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA1	Tuckswood Library	Tuckswood Library	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA2	Harford Community Centre	Harford Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA3	Norwich Steiner School	Norwich Steiner School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA4	Jubilee Centre	Jubilee Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA5	Old Lakenham Community Centre	Old Lakenham Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA1	Community Lounge Douro Place	Community Lounge Douro Place	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA2	City Church	City Church	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA3	Russell Street Community Centre	Russell Street Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA4	Waddington Court Housing Scheme	Waddington Court Housing Scheme	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
1 MA5	Chantry Hall	Chantry Hall	1. Preferred reserve Evelyn Suffield House, 45 All Saints Green. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library

	MX1	Function Room, St.Lukes Church	Function Room, St.Lukes Church	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	MX2	Norman Centre	Norman Centre	1. Preferred reserve Community Room, Larners Way. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library
2	MX3	Norman Centre	Community Room, Larners Way	1. Preferred reserve Norman Centre, Bignold Road. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library
	MX4	St Catherines Church Hall	St Catherines Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library.
	NE1	Belvedere Community Centre	Belvedere Community Centre	1. Preferred alternative St Thomas church hall. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	NE2	St. Peters Church Hall	St. Peters Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	NE3	Trinity United Reformed Church Hall	Trinity United Reformed Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
3	NE4	Scout Headquarters - Jessopp Road	United Reformed Church, Jessopp Road	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	SE1	Angel Road Junior School	Angel Road Junior School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	SE2	Christchurch Centre	Christchurch Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library.
4	SE3	Silver Rooms, Silver Road	Silver Rooms, Silver Road	1. Preferred reserve Silver Road Baptist Church, Silver Road. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	SE4	Silver Road Baptist Church	Silver Road Baptist Church	1. Preferred reserve Silver Rooms, Silver Road. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	TH1	St James House, Cannell Green Entrance	St James House, Cannell Green Entrance	1. Preferred reserve Don Pratt Court. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	TH2	Maids Head Hotel	Maids Head Hotel	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TH3	Crown Room, Wensum Lodge	Crown Room, Wensum Lodge	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library

	TH4	St Matthew's Church	St Matthew's Church	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TH5	Lansdowne Hotel	Lansdowne Hotel	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TC1	Melbourne Cottages	Melbourne Cottages	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TC2	Cambridge Street hall	Cambridge Street hall	1. Use Holy Trinity Church. 2. Combine with station in adjoining polling district. 3. If unavailability is close to election date, utilise mobile library
	TC3	St. Albans Church Hall	St. Albans Church Hall	1. Assess viability of schools, libraries, public venues in polling district/adjoining polling district. 2. Combine with station in adjoining polling district. 3. If unavailability is close to election date, utilise mobile library
	TC4	Sixth Form Centre - NHSG	Sixth Form Centre - NHSG	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	UN1	St Mary's Church Hall	St Mary's Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
5	UN2	UEA - University Plain	UEA - University Plain	1. Locate alternative room/venue at UEA. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	UN3	George Carver Court	George Carver Court	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library.
6	UN4	St Anne's Church hall	33 Scout Group Headquarters	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	UN5	United Reformed Church, Jessopp Road	United Reformed Church, Jessopp Road	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE1	Marlpit Community Centre	Marlpit Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE2	Wensum Junior School	Wensum Junior School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE3	Wensum Junior School	Wensum Junior School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE4	Cadge Road Community Centre	Cadge Road Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library

1 Friend's Meeting House, Upper Goat Lane has been used whilst redevelopment works were being undertaken at Chantry Hall, Chantry Road.

- 2 In 2011 no suitable venue was available in MX3, the Community Room at Larners Way has since been built and is being used a polling station.
- 3 The Scout headquarters on Jessopp Road is no longer available as the headquarters is closed. It has therefore been necessary to use the URC on Jessopp Road as a double polling station as no suitable alternative in NE4 has been identified.
- 4 Silver Road Baptist Church has been used whilst the Silver Rooms were closed.
- 5 A room is provided by the UEA at each election following discussions concerning availability/suitability
- 6 We have been able to utilise the Scout headquarters on Colman Road (polling district UN4) after a fire destroyed the St Anne's Church Hall

PD	Ward	Electorate as at	
		01-Dec-12	17-Feb-14
BO1	Bowthorpe	1754	1750
BO2	Bowthorpe	2781	2767
BO3	Bowthorpe	796	834
BO4	Bowthorpe	1829	1902
BO5	Bowthorpe	1327	1371

CG1	Catton Grove	2018	2214
CG2	Catton Grove	1762	1767
CG3	Catton Grove	1421	1519
CG4	Catton Grove	1073	1091
CG5	Catton Grove	1589	1602

CR1	Crome	1489	1536
CR2	Crome	1257	1234
CR3	Crome	1756	1731
CR4	Crome	1177	1172
CR5	Crome	1591	1690

EA1	Eaton	1215	1248
EA2	Eaton	1387	1406
EA3	Eaton	1788	1863
EA4	Eaton	1763	1719
EA5	Eaton	1220	1175

LA1	Lakenham	1247	1297
LA2	Lakenham	778	755
LA3	Lakenham	1881	1844
LA4	Lakenham	2038	2040
LA5	Lakenham	1326	1356

MA1	Mancroft	825	816
MA2	Mancroft	2504	2637
MA3	Mancroft	1422	1458
MA4	Mancroft	1305	1398
MA5	Mancroft	2010	2025

MX1	Mile Cross	1910	1928
MX2	Mile Cross	2639	2747
MX3	Mile Cross	1708	1712
MX4	Mile Cross	1486	1590

PD	Ward	Electorate as at	
		01-Dec-12	17-Feb-14
NE1	Nelson	2052	2066
NE2	Nelson	1829	1664
NE3	Nelson	1011	1016
NE4	Nelson	2670	2483

SE1	Sewell	2497	2507
SE2	Sewell	1137	1139
SE3	Sewell	2308	2344
SE4	Sewell	1789	1861

TH1	Thorpe Hamlet	1195	1155
TH2	Thorpe Hamlet	1256	1305
TH3	Thorpe Hamlet	1314	1366
TH4	Thorpe Hamlet	2299	2379
TH5	Thorpe Hamlet	2597	2876

TC1	Town Close	2608	2692
TC2	Town Close	1936	1756
TC3	Town Close	3360	3433
TC4	Town Close	715	718

UN1	University	1130	1099
UN2	University	2426	2249
UN3	University	1933	1961
UN4	University	906	850
UN5	University	1367	1368

WE1	Wensum	2372	2407
WE2	Wensum	1539	1441
WE3	Wensum	793	773
WE4	Wensum	3662	3700

Norwich City Council
City Hall
St Peter's Street
Norwich
NR2 1NH

Sarah Fowler
Electoral Services Manager

26 September 2014

Our reference

Dear Sarah,

Polling District and Places Review 2014

This letter sets out my views as Returning Officer for Norwich by way of response to the consultation exercise on the above review.

The relatively small geographical size and urban nature of the area has meant that options for polling places and stations are limited. Those that have been used in Norwich are carefully assessed to ensure that they meet accessibility requirements.

In the lead up to all elections there are often local circumstances that require a mini review in itself. By way of example, in May 2014 we were able to utilise the Scout headquarters on Colman Road (polling district UN4) after a fire destroyed the St Annes Church Hall. Also, the Silver Rooms on Silver Road (SE3) once again became available for use. In recent elections we had been using the Silver Road Baptist Church in the adjacent polling district (SE4) as a double polling station as there had been no suitable alternative in SE3. Another example was the need to use the Friend's Meeting House, Upper Goat Lane (MA5) as redevelopment works were being undertaken at Chantry Hall, Chantry Road.

In the current polling scheme there are two polling districts which do not have a polling station situated within the polling district (WE3 and NE4) as there are no suitable premises available. Whilst this is clearly not ideal, I am happy that using the two premises in the adjacent polling districts as double polling stations meets accessibility requirements and are the best options available.

There are some minor variances in total electorate within different Polling Districts. However, these are well within the parameters that allow me to undertake an efficient election and accurate count. I therefore consider the current polling district and polling station provision to be appropriate for the prevailing circumstances in Norwich.

Yours sincerely



Laura McGillivray
Returning Officer

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Email: lauramcgillivray@norwich.gov.uk

Norwich City Council
City Hall
St Peter's Street
Norwich
NR2 1NH

Andy Emms
Democratic Services Manager

7 November, 2014

Dear Mr Emms,

Polling District and Places Review 2014

This letter sets out my views as Returning Officer for Norwich by way of response to the Polling District Review Group's recommendations to cabinet on changes to the polling scheme.

The change to the polling district boundaries to move voters living adjacent/north of Drayton Road from MX3 into MX2 will leave MX3 as a small district and further increase the size of the electorate in MX2 in what is already a large area. The change will mean that some people will have to travel slightly further to reach the polling station but they will not have to cross the busy Drayton Road to do so.

Moving the polling station in polling district CG5 from the St Georges Church Hall to Shipfields community centre will bring it closer to the main areas of housing so people will have less far to travel. The future availability of the premises for our use may be less certain than the church hall but whilst it is available it provides a more convenient location for the majority of voters in the polling district.

The changes being proposed are within parameters that will still allow me to undertake an efficient election and accurate count.

Yours sincerely



Laura McGillivray
Returning Officer

Tel: 01603 212001

Email: lauramcgillivray@norwich.gov.uk

Report to Council
25 November 2014
Report of Head of planning service
Subject Adoption of local plan documents

Item

8

Purpose

To consider the conclusions of the Inspector's reports of the examination into the *Development management policies local plan* and *Site allocations and site specific policies local plan* and to adopt the two local plans and associated *Policies map*.

Recommendations

To:

- 1) Adopt the *Development management policies local plan* as modified by the Inspector's report and additional (minor) modifications (set out in Appendix 1);
- 2) Adopt the *Site allocations and site specific policies local plan* as modified by the Inspector's report and additional (minor) modifications (set out in Appendix 2);
- 3) Adopt the *Policies map* as modified by the Inspector's report, which forms part of both local plan documents (Appendix 3); and,
- 4) Delegate authority to the head of planning, in consultation with the portfolio holder for environment, development and transport, to make any further minor factual updates and corrections required to each local plan document prior to adoption, and to proceed with the necessary legal and administrative procedures to secure adoption of both local plan documents to form part of the development plan for Norwich.

Corporate and service priorities

The report helps to meet the corporate priority "A prosperous city" and the service plan priority to develop the local economy, promote inward investment, and regeneration activities.

Financial implications

The cost of adopting and publishing both plans is provided for by existing budgets.

Ward/s: All wards

Cabinet member: Councillor Stonard – Environment development and transport

Contact officers

Judith Davison

01603 212529

Graham Nelson

01603 212530

Background documents

None

Report

Introduction

1. At its meeting on 12 November 2014, cabinet agreed to recommend council to adopt the council's draft local plan documents as modified by the Inspector's reports of the recent public examination into each plan.
2. This report sets out the background to the adoption of the local plan documents for Norwich, sets out the key findings of the Inspector's reports for both plans, and explains the adoption process. The planned date of adoption is Monday 1 December 2014. From that date the adopted local plans and accompanying policies map will supersede the 2004 local plan and will provide an up-to-date planning framework for Norwich, along with the adopted *Joint core strategy* and *Northern city centre area action plan*. The end date for both plans is 2026.

Background

3. The council is nearing the end of a long period of plan preparation which began in 2008-09. Norwich's emerging local plan documents, the *Development management policies local plan* ('DM policies plan') and *Site allocations and site specific policies local plan* ('Site allocations plan'), have recently undergone public examination, and the reports of the independent inspector, Chris Anstey, into the soundness and legal compliance of the plans have now been received. During their preparation the plans have undergone a process of sustainability appraisal and public consultation, and reports have been taken to members at sustainable development panel, cabinet and council at key stages as appropriate. An extensive evidence base compiled over a number of years supports the policies and proposals in both plans. Both plans were fully endorsed by members prior to submission to the Secretary of State in April 2013.
4. There have been many changes to the national and local planning context which have impacted on the plan preparation process. Changes to the legislative framework include the Localism Act 2011 which introduced neighbourhood planning, the Duty to Cooperate, and Assets of Community Value; publication of the Town and Country Planning (Local Planning) (England) Regulations (2012) which update local plan procedure to take account of the changes made by the Localism Act; publication of National Planning Policy Framework (NPPF) and Planning Policy for Traveller sites in 2012, superseding all previous planning policy guidance notes; deregulation of the planning system through changes to permitted development (2012 on); and publication of guidance on 'Viability testing for local plans' (2012).
5. In addition to these wider changes, there have been some changes to the local planning context during that period including the legal challenge to the adoption of the *Joint core strategy for Broadland, Norwich and South Norfolk* (JCS) in 2011, and adjournment of the part JCS examination in 2013, which led to some uncertainty over strategic planning policy, and delay; and the introduction of the community infrastructure levy in 2013.
6. The 2012 Planning regulations also changed terminology relating to development plan documents, referring to them as 'local plans' as this term is more readily understood. This change in terminology will be reflected in the final adopted versions of both plans which will be rebranded as 'local plans' rather than development plan documents.

7. Once adopted, the *Site allocations plan* will enable the strategic policies in the JCS to be implemented, ensuring that we get the right type of development in the right locations, and will focus higher density development on the city centre and public transport corridors. The *DM policies plan* will provide a suite of detailed planning policies to help guide and manage change in Norwich, supporting the sustainable growth strategy set out in the JCS whilst protecting the city's historic character and local environment.

The Public Examination

8. At its meeting on 26 March 2013, council resolved unanimously to endorse both plans and policies map, submit them to government for examination, and to give authority to government inspector to modify the plans. The subsequent formal submission by the council of both local plan documents to the Secretary of State in April 2013 triggered the start of the public examination process. The purpose of the public examination is to examine the soundness and legal compliance of local plans, in particular whether they comply with the Duty to Cooperate, and are positively prepared, justified, effective and consistent with national policy in the NPPF. Prior to the examination hearings, the council submitted a number of 'main modifications' to both plans to address soundness issues.
9. The Inspector held public examination hearings in late February / early March 2014, which examined key legal compliance and soundness issues for both plans. Following this, the Inspector consulted on his 'main modifications' to both plans (those changes which he considers to be necessary to make the plans sound and legally compliant), and to the sustainability appraisal for each plan, from 19th June to 15th August. A total of 34 representations were received to the main modifications for the *Site allocations plan*, 17 for the *DM policies plan*, and 3 for the *Policies map*. All representations received are available to view on the council's website (<http://www.norwich.gov.uk/Planning/PlanningPolicy/Documents/4MainModificationsResponseSummaryTables.pdf>).
10. The representations made to the main modifications for the *Site allocations plan* include several to the Deal Ground policy (R10), The Paddocks, Holt Road (R32), and Land west of Bluebell Road, Bartram Mowers Limited (R45). The council objected to the main modification for R45, chiefly on the grounds of adverse impact on the landscape character of the Yare Valley.
11. The representations to the main modifications for the *DM policies plan* include a number of objections by Broadland district council chiefly on points of detail, a representation of support from Anglian Water to DM5 (Flood risk), and a representation of support by the council to the modification to policy DM14 (Gypsies, travellers, and travelling showpeople).
12. No representations were received to the Sustainability Appraisal for either local plan.

Key conclusions of the Inspector's reports

13. The Inspector's reports for each local plan were published by the council on 16th October. The Inspector finds both plans to be sound, subject to a number of main modifications (the majority of which were proposed by the council), and:
 - concludes both plans have met the duty to cooperate, consistency with national and JCS policy and are judged to be sound, subject to modifications;

- also concludes that the plans are based on a robust up-to-date evidence base, take account of viability issues and the need for flexibility in a changing market, provide for infrastructure delivery and address flood risk;
- endorses the vast majority of the council's policies and proposed modifications, as set out below for each plan;
- states that the policies in the two plans "ensure that the benefits of the ambitious growth agenda are balanced by the effective protection of the historic city's urban and natural environment"; and
- commends the council on the "constructive engagement" and positive approach taken in response to representations.

Development management policies local plan

14. Overall, the Inspector's report

(<http://www.norwich.gov.uk/Planning/PlanningPolicy/Documents/5InspectorsReportDMPoliciesPlan.pdf>) concludes that, subject to modifications mainly proposed by the council itself, the plan complies with and enables implementation of national and JCS policy and provides an appropriate basis for the planning in the city. More specifically:

- The Inspector has accepted the council's modification to policy DM14 (Gypsies, travellers, and travelling showpeople). The revised policy states that, if it is not possible to meet immediate needs for gypsy and traveller accommodation (a minimum 8 pitches by the end of March 2016), a short focussed local plan to identify and allocate additional traveller sites should be commenced within one year and completed within two years of adoption of the Site allocations plan;
- The Inspector has accepted the council's modification to DM5 on flood risk to take account of recent evidence from Norfolk county council on larger 'Critical Drainage Catchments': planning applications in those catchments must be accompanied by a flood risk assessment and developments are to be designed to place additional focus on sustainable drainage;
- Objections to retail policies concerning thresholds for food store development and reclassification of Hall Road retail park from bulky goods sales to identify it as a district centre allowing sales of a wider range of retail goods and the inclusion of other uses were not supported by the Inspector;
- The Inspector has endorsed the amendments to policies the council was required to make to reflect changes to national policy on permitted development, for example allowing offices to be redeveloped for housing without the need for planning permission.

Site allocations and site specific policies local plan

15. Almost all the main modifications proposed to the *Site allocations plan* have been accepted by the Inspector in his report

(<http://www.norwich.gov.uk/Planning/PlanningPolicy/Documents/6InspectorsReportSAPlan.pdf>). The majority of these were modifications put forward by the council in response to representations, or to reflect changes in circumstance (such as a site no longer being available for development). Some main modifications were proposed

by the Inspector following discussion at the examination. The report's conclusions for a number of key sites are as follows:

- CC9 King Street Stores (new policy reference CC8): the report concludes that the proposal by Norfolk County Council to extend the allocation to include the Lincoln Ralphs sports hall is not justified by evidence. This endorses the council's position at examination.
- CC11 Land at Garden Street (new policy reference CC10): the report confirms the modification to this allocation to allow for a temporary option enabling provision of a primary school, in response to an objection by Norfolk county council. However, the Inspector requires any school development to provide replacement car parking, as proposed by the city council at examination.
- R32 The Paddocks, Holt Road (new policy reference R30): the report confirms the modification to this allocation in response to objection by the landowner to allow for development for general employment uses if a masterplan produced by the airport (and endorsed by the council) within 2 years of adoption of the plan demonstrates that the land is not required for airport operational uses.
- R45 Land west of Bluebell Road, Bartram Mowers (new policy reference R42): the Inspector's report confirms his main modification to site R45 in response to an objection by the landowner to include the site in the plan as a housing scheme for the over 55s, which may include assisted living and extra care housing, subject to production of a masterplan (following a brief set by the council). The masterplan will determine how the development can best be designed to minimise impact on the landscape and preserve the character of the area, setting the precise areas within which development will be located, maximum building heights, the number and type of dwellings and the layout of the open space. This modification was proposed by the inspector following discussion at the examination; the council objected to this modification during the main modification consultation as referred to above, however the Inspector's report concludes that the considerable benefits associated with the scheme outweigh the visual harm that would result. The report specifically points to the sustainable location of the site, the benefits of using brownfield land, meeting the accommodation needs of older people and providing access to green space and enhancements to biodiversity as justification for the allocation.
- R10 Deal Ground (new policy reference R9): the Inspector's report deletes the proposed main modification to the Deal Ground policy. This modification had been proposed by the Inspector following discussion at the examination in relation to Norfolk County Council's representations that the policy should take additional account of adjoining uses. Several representations were received to this modification including one of objection from Lanpro, acting on behalf of the Deal Ground landowner. The Inspector's conclusion in his report notes that as the site now has planning permission which pays due regard to adjacent uses, it would be inequitable to modify the policy to require further work to be carried out with regard to noise, dust and odour pollution. This was the council's stance at examination and this conclusion is welcomed.

Further changes prior to adoption

16. In addition to the Main modifications referred to above, the council also proposes to make a number of additional (minor) modifications to both plans. These are minor factual updates and corrections, and were publicised at the time of the Main

modifications consultation

(<http://www.norwich.gov.uk/Planning/PlanningPolicy/Pages/LocalPlanDocsNov14.aspx>).

17. Recommendation 4 makes provision for any further minor factual updates and corrections required for each local plan document to be made by officers prior to adoption. This will include for example the re-numbering of policies in the *Site allocations plan*, to take account of sites which have been deleted from the plan (e.g. sites which are no longer available for development or which are now built) and to include the new site allocation for Land west of Bluebell Road, Bartram Mowers. The policy references for the *DM policies plan* will stay the same.

Adoption process

18. The publication of the Inspector's reports enables the council to proceed to the adoption of both plans. However the council can only do this if it incorporates the modifications considered by the Inspector as necessary to make the plans sound and legally compliant.
19. The Inspector's reports are effectively binding. At its meeting on 26 March 2013, the council gave the Inspector authority, under section 20(7C) of the Planning and Compulsory Purchase Act 2004, to make modifications to the both plans to ensure that they are sound. Therefore the choice open to the council at this stage is either to adopt each plan as modified by the inspector's report, or alternatively not to adopt the plan. There is no opportunity to choose which parts of the Inspector's report will or will not be incorporated in the adopted local plan document.
20. Council is therefore asked to resolve to adopt the *Development management policies local plan*, the *Site allocations and site specific policies local plan*, and the accompanying *Policies map*. These are set out at appendices 1, 2 and 3 respectively (available to view at <http://www.norwich.gov.uk/Planning/PlanningPolicy/Pages/LocalPlanDocsNov14.aspx>).
21. If council resolves to adopt these plan documents, the adoption process for local plan documents which is set out in Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012 will be followed. In addition, the Strategic Environmental Assessment Directive 2001, and the Environmental Assessment of Plans and Programmes Regulations 2004, set out a requirement for an Environmental adoption statement to demonstrate, amongst other things, how environmental considerations have been integrated into each plan, and how the results of public consultation and sustainability appraisal consultation have been taken into account.
22. As soon as practicable after this council meeting, the council must make the following documents available at its deposit points and on its website, for each plan:
 - a) The new local plan document
 - b) The adoption statement
 - c) The sustainability appraisal report, and
 - d) The environmental adoption statement.

23. The planned date of adoption for both plans is 1 December 2014. The adoption of the plans will be publicised through a notice placed in the press around the time of adoption.
24. The above documents will be made available for inspection from 1 December for a 6 week legal challenge period, as required by the Planning Act 2004 (section 113(4)). Any person who is aggrieved by the adoption of either plan can make an application to the High Court on the grounds that the document is not within the appropriate power of the council and / or a procedural requirement has not been complied with.

Conclusion

25. Once adopted, the plans will supersede the saved policies of the 2004 local plan (and related supplementary planning documents) and will provide an up-to-date planning framework for Norwich, along with the adopted *Joint core strategy* and *Northern city centre area action plan*.
26. It is critical to the city's future prosperity and the quality of its built and natural environment that both plans are adopted at the earliest opportunity to assist planning decision making and help deliver the significant levels of growth planned for the city to 2026, whilst retaining and enhancing its historic character and local environment. Adoption will make Norwich among the earliest local authorities to have a comprehensive set of National Planning Policy Framework compliant local plan documents adopted, showing the city is ready to meet the challenge of growth.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Council
Committee date:	12 November 2014
Head of service:	Graham Nelson
Report subject:	Adoption of local plan documents
Date assessed:	27 October 2014
Description:	Members are asked to endorse the plans and to resolve to adopt the plans as modified by the Inspector's reports. Both plans have been the subject of Sustainability Appraisal (including consideration of environmental, social and economic objectives) and have been screened for impacts on diversity considerations.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are some costs associated with adoption, chiefly the printing of plan documents, but this is a statutory requirement.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited impact on Design, Print and Production service which will organise the printing of hard copies of the local plans and policies map, and upload electronic versions onto the council's website.
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some impact on ICT services: the policies map is being developed as an interactive map on the council's website, and will be available as soon as practicable after adoption.
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of both plans will provide greater certainty to developers and should have a positive economic impact on development and the local economy.
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.

	Impact			
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of both plans will have a positive impact on transportation as full weight can be attached to the policies and proposals in the plans.
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of both plans will have a positive impact on the natural and built environment as full weight can be attached to the policies and proposals in the plans.

	Impact			
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no direct impacts on waste minimisation and resource use from the adoption of these plans.
Pollution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of both plans will have a positive impact on pollution as full weight can be attached to the policies and proposals in the plans upon adoption.
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no direct impacts on sustainable procurement from the adoption of these plans.
Energy and climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of these plans will have a positive impact on energy and climate change as full weight can be attached to the policies and proposals in the plan upon adoption.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Likely to be neutral impact if both plans are adopted as proposed.

Recommendations from impact assessment

Positive

Both plans should have many positive impacts following adoption, through the implementation of development management and site specific policies that will guide development in Norwich to support the growth promoted through the Joint Core Strategy.

Negative

No negative impacts have been identified.

Neutral

No impact has been identified in relation to the majority of issues.

Issues

The key risk is the non adoption of either or both plans, which would result in uncertainty for developers and failure to implement the strategic policies of the Joint Core Strategy, with potential impacts on the local economy and environment.

Report to	Council 25 November 2014	Item 9
Report of	Executive head of strategy, people and neighbourhoods	
Subject	Byelaw to manage skateboarding in the city centre	

Purpose

To consider:

- commencing a 12 week consultation process on a Public Space Protection Order to protect the city's War Memorial (and Memorial gardens) from damage caused by skateboarding (including roller-blading and non-motorised scooters).
- and;
- ask the local skateboarding community to work with us to come up with joint solutions to issues caused by skateboarding (and other related activities), in the city centre area originally proposed, to ensure that it is a space that can be enjoyed by all.

Recommendation

Council is recommended to commence a 12 week consultation on a Public Space Protection Order to protect the city's War Memorial (and Memorial gardens) from damage caused by skateboarding (including roller-blading and non-motorised scooters) and to agree to ask the skateboarding community to work with us in the way outlined in paragraphs 15 and 16.

Corporate and service priorities

The report helps to meet the corporate priority and the service plan priority of "tackling and preventing anti-social behaviour".

Financial implications

Funded from existing budget.

Ward: Mancroft

Cabinet member: Councillor Keith Driver – neighbourhoods and community safety.

Contact officers

Russell O'Keefe, Executive head of strategy, people and neighbourhoods 01603 212908

Background documents

None

Report

Background

1. In June 2014 cabinet considered a report recommending the making of a byelaw to prohibit skateboarding in a designated area of the city to assist in preventing damage to historic buildings and nuisance to members of the public using the highway.
2. Cabinet resolved to recommend that council make a byelaw to manage skateboarding in the city centre whilst taking into consideration the following:
 - a) that the areas (1 – 5 on page 112 of the report) affecting the War Memorial, Memorial Gardens, St Peter Mancroft, Gaol Hill leading to London Street, Forum, City Hall and Hay Hill are adopted under a bylaw (Fig 1);
 - b) that further and wider consultation on any areas outside of these listed above will be carried out before placing a finished byelaw proposal to the Secretary of State;
 - c) that special consideration will be made to ask for feedback from residents, special interest groups such as skateboarders and other relevant stakeholders; and
 - d) that further work will be carried to publicise the excellent skateboard parks in Norwich including asking the bus companies to look at whether providing signage and information at the bus station and train station.

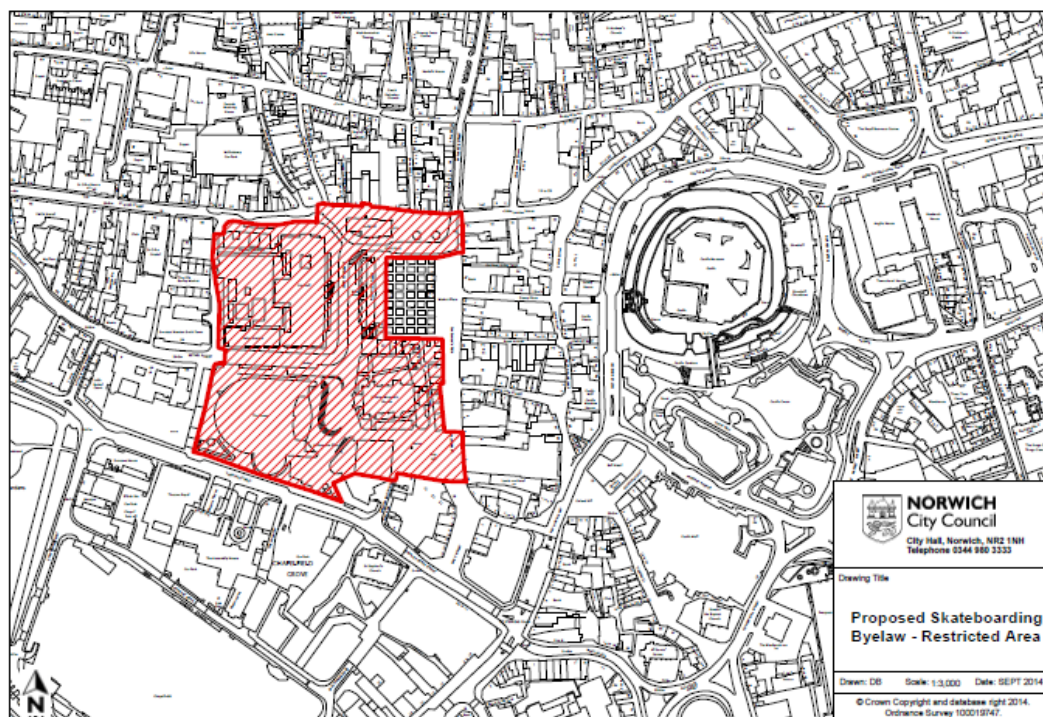


Fig 1

Background to the consultation

3. The group we were most concerned with engaging throughout the consultation was the skateboarders. In fact, their input via cabinet members and officers prior to the consultation helped shape how we framed the consultation.
4. The consultation information was on the council's website in two places, including in premium position on our front page.
5. There have been lots of articles and letters in the press and a general debate on this issue in the media. It has been front page on the Evening News on at least two occasions.

Byelaw consultation responses

6. The consultation ran for six weeks, closing on Friday 17 October. The question posed was as follows:

"Do you think the area in question should be made bigger than outlined in the current proposal?"

Outcome headlines

- 312 responses in total
 - Yes: 6%
 - No: 92%
 - Don't know: 2%
7. In addition to the survey responses listed above, written representations were received from:
 - a) Norfolk Branch Royal Army Medical Corps Association – Support byelaw
 - b) National Service (R.A.F.) Association – Support byelaw
 - c) Royal Signals Association Norfolk Branch – Support byelaw
 - d) Chapelfield Gardens Residents Association – Support byelaw
 - e) Royal Naval Association – Support byelaw
 - f) A member of the public – Support byelaw
 - g) Councillor Carlo – Not support byelaw

Outline conclusions from the consultation

8. The consultation illustrates the strongly opposed views of city centre users, skateboarders, people who live and work in the city and those who visit.

- a. Only 6% of people think it should be made bigger than outlined by cabinet. However, the strong 'voice' against the proposed byelaw comes mainly from skateboarding enthusiasts.
9. Other people are in support of the byelaw and think it should be made wider. It is a difficult balancing act but the council has to consider the needs of all city centre users.

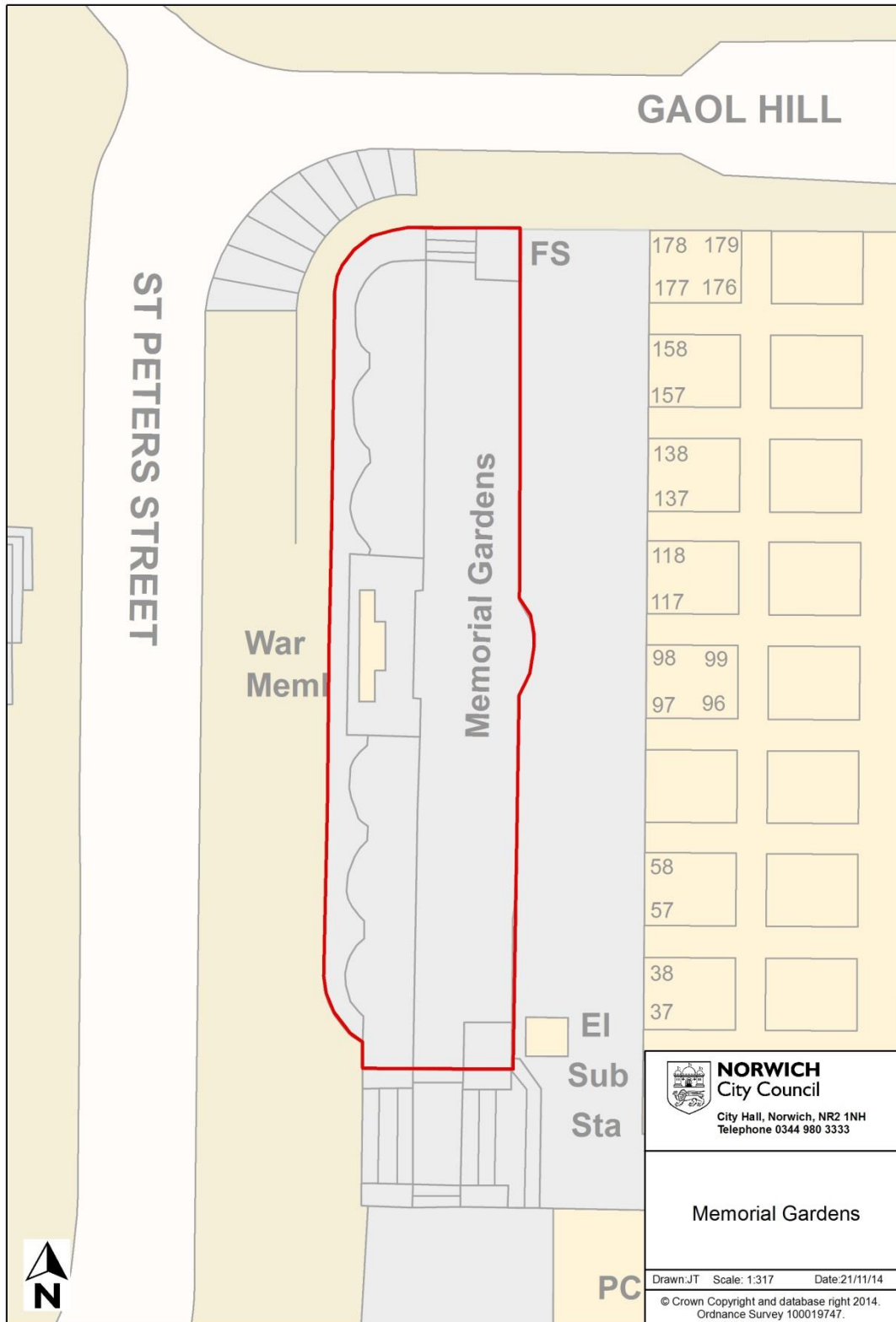
Overall assessment and conclusions

10. Having looked very closely at all the different views expressed, with the aim of trying to find a workable compromise that reflects the full spectrum of opinion, there is clear consensus that the War Memorial (and Memorial Gardens) should be effectively protected to ensure that they are not damaged and remain well maintained into the future for the good of the City and its residents.
11. It is paramount that we protect and engender respect for this important city monument and make sure it is not subject to any further damage. This has been the primary outcome the council has been trying to achieve throughout this process and has been fully supported by the relevant veterans groups and a range of others.
12. Unfortunately, more informal approaches to adequately protect the War Memorial (and Memorial Gardens) from damage have been unsuccessful. It is, therefore, recommended that the council, at this stage, focuses a formal approach on protecting them. The area to be covered is shown in Appendix A.
13. Up until now a byelaw has been the most appropriate process to achieve this. However, very recently new legislation has come into force that allows councils to issue a Public Space Protection Order (PSPO), after consultation, to stop individuals committing anti-social behaviour in a public place. This legislation has, unfortunately, taken a few weeks for officers to fully assess and understand its potential application (further information on a PSPO can be found at Appendix B)
14. However, we now believe, based on the recent work carried out by officers, that despite the fact it is an untried tool, that this would be a better formal approach for addressing this issue for the following reasons:
 - The process is less bureaucratic as it utilises powers which have recently become available to the council rather than requiring the making of a new byelaw.
 - The ultimate sanction would be a fixed penalty notice (FPN) and not require a court process (although all efforts would be made to ensure that it could be enforced without issuing FPNs).
 - It allows other restrictions to be added to a PSPO which potentially provides wider protection to the monument e.g for example if graffiti was to become a significant problem in the future.

15. At the same time as formally protecting the War Memorial (and Memorial Gardens), it is proposed to ask the skateboarding community and other interested parties to work with us to make sure that are other areas of the City Centre are not subject to further damage and to promote considerate skateboarding across the city, since it is a shared space, used by so many of us.
16. In doing this, we would ask skateboarding groups and others to work collaboratively with us to design how the engagement process would work and then to work through the different issues to try and find genuinely workable solutions that ensure we all take responsibility for our city, whilst also allowing people to enjoy it in the way in which they want.
17. Ultimately, if these approaches do not prove to be effective as a way forward, the situation will need to be revisited and, potentially, a formal approach in the originally proposed City area reconsidered.

APPENDIX A

Proposed area for PSPO (highlighted in red)



Public Spaces Protection Order (PSPO)

Aim:

It is designed to stop individuals or groups committing anti-social behaviour in a public space.

Approach

The behaviour being restricted has to:

- be having or be likely to have a detrimental effect on the quality of life of those in the locality;
- be persistent or continuous in nature; and
- be unreasonable

Restrictions and requirements are set by the council and can be blanket restrictions or requirements, or can be targeted against certain behaviours by certain groups at certain times.

It can be used to restrict access to public spaces (including certain types of highway) where that route is being used to commit anti-social behaviour.

They can be enforced by a police officer, police community support officers and council officers who could issue a fixed penalty notice for non-compliance with the PSPO of up to £100.

Anyone who lives in or regularly works in or visits the area can appeal a PSPO in the High Court within six weeks of its commencement.

More than one restriction can be added to the same PSPO which gives a single PSPO the flexibility to deal with a wider range of behaviours.

Outline of consultation process

- The council has to consult formally with the local police.
- This is through the chief officer of police and the Police and Crime Commissioner, although the details are likely to be agreed through a working arrangement of delegated officers.
- In practice this will allow the police and council to share information about the locality and the problems being caused so a proportionate enforcement response is agreed.
- In addition the owners and occupiers of land in the locality will be consulted as appropriate depending upon the issues and will include the county council.
- The council will consult with the relative community representatives including local groups, individuals and organisations which regularly use the locality.

- Before the PSPO is made the council is required to publish the draft order in accordance with the procedure that is determined by the Secretary of State.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Council
Committee date:	25 November 2014
Head of service:	Russell O'keefe
Report subject:	Making of a skateboarding byelaw
Date assessed:	November 2014
2014Description:	<p>To consider:</p> <ul style="list-style-type: none">• commencing a 12 week consultation process on a Public Space Protection Order to protect the city's War Memorial (and Memorial gardens) from damage caused by skateboarding (and inline skating and scooters) <p>and;</p> <ul style="list-style-type: none">• ask the local skateboarding community to work with us to come up with joint solutions to issues caused by skateboarding (and inline skating and scooters), in the city centre area originally proposed, to ensure that it is a space that can be enjoyed by all.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will support the management of anti-social behaviour in the City.
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
Issues	

Report to	Council 25 November 2014	Item
Report of	Executive head of business relationship management and democracy	10
Subject	Review of the council's constitution – Code of Governance	

Purpose

To consider the recommendation of the cabinet to amend the council's code of governance, in line with The Chartered Institute of Public Finance and Accountancy's (CIPFA's) statement on the role of the chief financial officer in local government.

Recommendation

To change appendix 19 of the council's constitution to include:

- (a) the additional governance requirements from the CIPFA statement on the role of the chief financial officer in local government in the code of governance; and
- (b) updating paragraph 4.3 of the code of governance to bring it in line with the Accounts and Audit (England) Regulations 2011;

Corporate and service priorities

The report helps to meet the corporate priority "Value for money services."

Financial implications

There are no direct financial implications arising from this report.

Ward/s: all wards

Cabinet member: Councillor Waters – Deputy leader and resources

Contact Officers

Anton Bull, executive head of business relationship management and democracy	01603 21 2326
Justine Hartley, chief finance officer	01603 21 2440
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Background documents:

None

Report

Background

1. The council's current code of governance was adopted in October 2008 and is included in the constitution as appendix 19.
2. The council's code closely followed the guidance in the CIPFA and SOLACE framework document '*Delivering good governance in local government*' and the accompanying guidance note.
3. The CIPFA and SOLACE guidance note set out a schedule to assist in putting the good governance principles into practice. It described what the council's code of governance should contain and gave examples of source documents, good practice and other means that could be used to demonstrate compliance.
4. At its meeting on 8 October 2014, cabinet resolved to recommend to council that it adopted the changes to appendix 19 of the council's constitution as set out in the paragraphs below.

Role of the chief financial officer in local government

5. In 2010 CIPFA issued the *CIPFA Statement on the Role of the Chief Financial Officer in Local Government*. The statement supports CIPFA's work to strengthen governance and financial management across the public services. It sets out five principles that define the core activities and behaviours that belong to the role of the chief financial officer (CFO) and the governance requirements needed to support them. The governance requirements should be reflected in an authority's local code of governance.
6. The statement can be found at www.cipfa.org/Policy-and-Guidance/Reports/The-Role-of-the-Chief-Financial-Officer-in-Local-Government
7. The statement on the role of the CFO sets out the following five principles:

The CFO in a local authority:

- is a key member of the leadership team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest.
- must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority's financial strategy.
- must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the CFO:

- must lead and direct a finance function that is resourced to be fit for purpose; and
 - must be professionally qualified and suitably experienced.
8. To assist authorities to put the above into practice, CIPFA produced an application note to advise on the application of the statement on the role of the CFO in local government under the CIPFA/SOLACE framework. It illustrates:
- how the governance requirements to support the principles in the CFO statement build on the governance requirements that need to be reflected in an authority's local code of governance
 - how the annual governance statement can reflect compliance with the CFO statement for reporting purposes.
9. Appendix 1 details how CIPFA recommends that the council's code of governance should be updated to include the additional governance requirements from the CFO statement. The table in appendix 1 comprises:
- The six core principles from the council's code of governance (the heading for each section)
 - the supporting principles included in the code of governance (column A)
 - the range of specific requirements from the framework that are also included in the code of governance (column B)
 - the additional/expanded governance requirements from the CFO statement which build on the principles and requirements from the CIPFA/SOLACE framework and which should also be reflected in the code of governance.

Accounts and Audit (England) Regulations 2011

10. The above regulations replaced the term 'annual statement of internal control' with 'annual governance statement'. Therefore it is recommended that paragraph 4.3 of the code is updated to read as follows:
11. "The preparation and publication of the governance statement will meet the statutory requirements of the Accounts and Audit (England) Regulations 2011 which state that authorities must "conduct a review at least once in a year of the effectiveness of its system of internal control." Following the review, the authority "must approve an annual governance statement, prepared in accordance with proper practices in relation to internal control." To comply with the regulations the council's governance statement will be included in the council's annual statement of accounts."

Constitution working party

12. At its meeting on 8 September 2014, the constitution working party considered the proposed amendments to the council's Code of governance and endorsed the recommendations contained in this report.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Council
Committee date:	25 November 2014
Head of service:	Executive head of business relationship management and democracy
Report subject:	Review of council's constitution
Date assessed:	24 September 2014
Description:	

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
Positive
Negative
Neutral
YES
Issues

Additional/expanded governance requirements from the CFO statement which should be reflected in the local code of governance (column C)

1. CORE PRINCIPLE: FOCUSING ON THE PURPOSE OF THE COUNCIL AND ON OUTCOMES FOR THE LOCAL COMMUNITY AND CREATING AND IMPLEMENTING A VISION FOR THE LOCAL AREA

A Supporting principles	B Requirements included in the council's code:	C Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:
<ul style="list-style-type: none"> Exercising strategic leadership by developing and clearly communicating the Council's purpose and vision and its intended outcome for citizens and service users 	<ul style="list-style-type: none"> develop and promote the council's purpose and vision 	
	<ul style="list-style-type: none"> review on a regular basis the council's vision for the local area and its impact on the council's governance arrangements 	
	<ul style="list-style-type: none"> ensure that partnerships are underpinned by a common vision of their work that is understood and agreed by all partners 	
	<ul style="list-style-type: none"> publish an annual report on a timely basis to communicate the council's activities and achievements, its financial position and performance 	
<ul style="list-style-type: none"> Ensuring that users receive a high quality of service whether directly, or in partnership, or by commissioning 	<ul style="list-style-type: none"> decide how the quality of service for users is to be measured and make sure that the information needed to review service quality effectively and regularly is available 	
	<ul style="list-style-type: none"> put in place effective arrangements to identify and deal with failure in service delivery 	
<ul style="list-style-type: none"> Ensuring that the council makes best use of resources and that tax payers and service users receive excellent value for money 	<ul style="list-style-type: none"> decide how value for money is to be measured and make sure that the council or partnership has the information needed to review value for money and performance effectively. 	<ul style="list-style-type: none"> Ensure that timely, accurate and impartial financial advice and information is provided to assist in decision making and to ensure that the authority meets its policy and service objectives and provides effective stewardship of public money and value for money in its use

<p style="text-align: center;">A</p> <p>Supporting principles</p>	<p style="text-align: center;">B</p> <p>Requirements included in the council's code:</p>	<p style="text-align: center;">C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
		<ul style="list-style-type: none"> • Ensure that the authority maintains a prudential financial framework; keeps its commitments in balance with available resources; monitors income and expenditure levels to ensure that this balance is maintained and takes corrective action when necessary
		<ul style="list-style-type: none"> • Ensure compliance with CIPFA's Code on a Prudential Framework for Local Authority Capital Finance and CIPFA's Treasury Management Code
	<ul style="list-style-type: none"> • Measure the environmental impact of policies, plans and decisions 	

2. CORE PRINCIPLE: MEMBERS AND OFFICERS WORKING TOGETHER TO ACHIEVE A COMMON PURPOSE WITH CLEARLY DEFINED FUNCTIONS AND ROLES

A Supporting principles	B The code should reflect the requirement for local authorities to:	C Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:
<ul style="list-style-type: none"> Ensuring effective leadership throughout the council and being clear about executive and non-executive functions and of the roles and responsibilities of the scrutiny function 	<ul style="list-style-type: none"> set out clear statement of the respective roles and responsibilities of the cabinet and of the cabinet's members individually and the council's approach towards putting this into practice 	
	<ul style="list-style-type: none"> set out a clear statement of the respective roles and responsibilities of other council members, members generally and senior officers 	<ul style="list-style-type: none"> ensure that the CFO reports directly to the chief executive and is a member of the leadership team with a status at least equivalent to other members. If different organisational arrangements are adopted, explain the reasons publicly, together with how these deliver the same impact
<ul style="list-style-type: none"> Ensuring that a constructive working relationship exists between council members and officers and that the responsibilities of members and officers are carried out to a high standard 	<ul style="list-style-type: none"> determine a scheme of delegation and reserve powers within the constitution, including a formal schedule of those matters specifically reserved for collective decision of the council, taking account of relevant legislation, and ensure that it is monitored and updated when required 	
	<ul style="list-style-type: none"> make a chief executive or equivalent responsible and accountable to the council for all aspects of operational management 	<ul style="list-style-type: none"> ensure that the authority's governance arrangements allow the CFO direct access to the CEO and to other leadership team members
	<ul style="list-style-type: none"> develop protocols to ensure that the leader and chief executive (or equivalents) 	

<p style="text-align: center;">A</p> <p>Supporting principles</p>	<p style="text-align: center;">B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p style="text-align: center;">C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
	<p>negotiate their respective roles early in the relationship and that a shared understanding of roles and objectives is maintained</p>	
	<ul style="list-style-type: none"> • make a senior officer (the S151 officer) responsible to the council for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control 	<ul style="list-style-type: none"> • appoint a professionally qualified CFO whose core responsibilities include those set out in the Statement on the Role of the CFO in Local Government and ensure that they are properly understood throughout the authority • ensure that the CFO : <ul style="list-style-type: none"> • leads the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively • has a line of professional accountability for finance staff throughout the organisation • ensure that budget calculations are robust and reserves adequate, in line with CIPFA's guidance • Ensure that appropriate management accounting systems, functions and controls are in place so that finances are kept under review on a regular basis. These systems, functions and controls should apply consistently to all activities including partnership arrangements, outsourcing or where the authority is acting in an enabling role

<p style="text-align: center;">A</p> <p>Supporting principles</p>	<p style="text-align: center;">B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p style="text-align: center;">C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
	<ul style="list-style-type: none"> • make a senior officer (the monitoring officer) responsible to the council for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with 	
<ul style="list-style-type: none"> • Ensuring relationships between the council, its partners and the public are clear so that each knows what to expect of the other 	<ul style="list-style-type: none"> • develop protocols to ensure effective communication between members and officers in their respective roles 	
	<ul style="list-style-type: none"> • set out the terms and conditions for remuneration of members and officers and an effective structure for managing the process, including an effective remuneration panel (if applicable) 	
	<ul style="list-style-type: none"> • ensure that effective mechanisms exist to monitor service delivery 	
	<ul style="list-style-type: none"> • ensure that the council's vision, strategic plans, priorities and targets are developed through robust mechanisms, and in consultation with the local community and other key stakeholders, and they are clearly articulated and disseminated 	<ul style="list-style-type: none"> • Establish a medium term business and financial planning process to deliver strategic objectives including: <ul style="list-style-type: none"> • A medium term financial strategy to ensure sustainable finances • A robust annual budget process that ensures financial balance • A monitoring process that enables this to be delivered • Ensure that these are subject to regular

<p>A</p> <p>Supporting principles</p>	<p>B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p>C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
		<p>review to confirm the continuing relevance of assumptions used</p>
	<ul style="list-style-type: none"> • when working in partnership ensure that members are clear about their roles and responsibilities both individually and collectively in relation to the partnership and to the council • when working in partnership: <ul style="list-style-type: none"> - ensure that there is clarity about the legal status of the partnership - ensure that representatives of organisations both understand and make clear to all other partners the extent of their authority to bind their organisations to partnership decisions 	

3. CORE PRINCIPLE: PROMOTING VALUES FOR THE COUNCIL AND DEMONSTRATING THE VALUES OF GOOD GOVERNANCE THROUGH UPHOLDING HIGH STANDARDS OF CONDUCT AND BEHAVIOUR

<p>A</p> <p>Supporting principles</p>	<p>B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p>C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
<ul style="list-style-type: none"> Ensuring council members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance 	<ul style="list-style-type: none"> ensure that the council's leadership sets a tone for the organisation by creating a climate of openness, support and respect 	
	<ul style="list-style-type: none"> ensure that standards of conduct and personal behaviour expected of members and staff, of work between members and staff and between the council, its partners and the community are defined and communicated through codes of conduct and protocols 	
	<ul style="list-style-type: none"> put in place arrangements to ensure that members and employees of the council are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to ensure that they continue to operate in practice 	
<ul style="list-style-type: none"> Ensuring that organisational values are put into practice and are effective 	<ul style="list-style-type: none"> develop and maintain shared values including leadership values for both the organisation and staff reflecting public expectations and communicate those with members, staff, the community and partners 	
	<ul style="list-style-type: none"> put in place arrangements to ensure that systems and processes are designed in conformity with appropriate ethical standards, and monitor their continuing effectiveness in practice 	<ul style="list-style-type: none"> Ensure that systems and processes for financial administration, financial control and protection of the authority's resources and assets are designed in conformity with appropriate ethical standards and monitor their continuing effectiveness in practice
	<ul style="list-style-type: none"> develop and maintain an effective standards committee 	

<p>A</p> <p>Supporting principles</p>	<p>B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p>C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
	<ul style="list-style-type: none"> • use the council's shared values to act as a guide for decision making and as a basis for developing positive and trusting relationships within the council 	
	<ul style="list-style-type: none"> • in pursuing the vision of a partnership, agree a set of values against which decision making and actions can be judged. Such values must be demonstrated by partners' behaviour both individually and collectively 	

4. CORE PRINCIPLE: TAKING INFORMED AND TRANSPARENT DECISIONS WHICH ARE SUBJECT TO EFFECTIVE SCRUTINY AND MANAGING RISK

<p>A</p> <p>Supporting principles</p>	<p>B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p>C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
<ul style="list-style-type: none"> Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny 	<ul style="list-style-type: none"> develop and maintain an effective scrutiny function which encourages constructive challenge and enhances the council's performance overall and that of any organisation for which it is responsible 	<ul style="list-style-type: none"> Ensure an effective internal audit function is resourced and maintained
	<ul style="list-style-type: none"> develop and maintain open and effective mechanisms for documenting evidence for decisions and recording the criteria, rationale and considerations on which decisions are based 	
	<ul style="list-style-type: none"> put in place arrangements to safeguard members and employees against conflicts of interest and put in place appropriate processes to ensure that they continue to operate in practice 	
	<ul style="list-style-type: none"> develop and maintain an effective audit committee which is independent of the executive and scrutiny functions 	<ul style="list-style-type: none"> Ensure that the authority's governance arrangements allow the CFO direct access to the audit committee and external audit
	<ul style="list-style-type: none"> ensure that effective, transparent and accessible arrangements are in place for dealing with complaints 	
<ul style="list-style-type: none"> Having good quality information, advice and support to ensure that services are delivered effectively and are what the community wants/needs 	<ul style="list-style-type: none"> ensure that those making decisions whether for the council or the partnership are provided with information that is fit for the purpose – relevant, timely and gives clear explanations of the technical issues and their implications 	<ul style="list-style-type: none"> Ensure the provision of clear, well presented, timely, complete and accurate information and reports to budget managers and senior officers on the budgetary and financial performance of the authority
	<ul style="list-style-type: none"> ensure that proper professional advice on matters that have legal or financial implications is available and recorded well 	<ul style="list-style-type: none"> Ensure the authority's governance arrangements allow the CFO to bring influence to bear on all material decisions

<p>A</p> <p>Supporting principles</p>	<p>B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p>C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
	<p>in advance of decision making and used appropriately</p>	<ul style="list-style-type: none"> • Ensure that advice is provided on the levels of reserves and balances in line with good practice guidance
<ul style="list-style-type: none"> • Ensuring that an effective risk management system is in place 	<ul style="list-style-type: none"> • ensure that risk management is embedded into the culture of the council, with members and managers at all levels recognising that risk management is part of their jobs 	<ul style="list-style-type: none"> • Ensure the authority's arrangements for financial and internal control and for managing risk are addressed in annual governance reports • Ensure the authority puts in place effective internal financial controls covering codified guidance, budgetary systems, supervision, management review and monitoring, physical safeguards, segregation of duties, accounting procedures, information systems and authorization and approval processes
	<ul style="list-style-type: none"> • ensure that effective arrangements for whistleblowing are in place to which members, staff, all those contracting with or appointed by the council and members of the public have access 	
<ul style="list-style-type: none"> • Using our legal powers to the full benefit of the citizens and communities in our area 	<ul style="list-style-type: none"> • actively recognise the limits of lawful activity placed on us by, for example, the ultra vires doctrine but also to strive to utilise our powers to the full benefit of our communities 	
	<ul style="list-style-type: none"> • recognise the limits of lawful action and observe both the specific requirements of legislation and the general responsibilities placed on councils by public law 	
	<ul style="list-style-type: none"> • observe all specific legislative requirements placed upon us, as well as the requirements of general law, and in particular to integrate the key principles of 	

A Supporting principles	B The code should reflect the requirement for local authorities to:	C Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:
	good administrative law – rationality, legality and natural justice – into our procedures and decision-making processes	

5. CORE PRINCIPLE: DEVELOPING THE CAPACITY AND CAPABILITY OF MEMBERS AND OFFICERS TO BE EFFECTIVE

<p>A</p> <p>Supporting principles</p>	<p>B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p>C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
<ul style="list-style-type: none"> Making sure that members and officers have the skills, knowledge, experience and resources they need to perform well in their roles 	<ul style="list-style-type: none"> provide induction programmes tailored to individual needs and opportunities for members and officers to update their knowledge on a regular basis 	
	<ul style="list-style-type: none"> ensure the statutory officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the council 	<ul style="list-style-type: none"> Ensure the CFO has the skills, knowledge, experience and resources to perform effectively in both the financial and non financial areas of their role Review the scope of the CFO's other management responsibilities to ensure financial matters are not compromised Provide the finance function with the resources, expertise and systems necessary to perform its role effectively
<ul style="list-style-type: none"> Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group 	<ul style="list-style-type: none"> assess the skills required by members and officers and make a commitment to develop those skills to enable roles to be carried out effectively 	<ul style="list-style-type: none"> Embed financial competencies in person specifications and appraisals Ensure that councillors' roles and responsibilities for monitoring financial performance/budget management are clear, that they have adequate access to financial skills and are provided with appropriate financial training on an ongoing basis to help them discharge their responsibilities
	<ul style="list-style-type: none"> develop skills on a continuing basis to improve performance, including the ability to scrutinise and challenge and to recognise when outside expert advice is needed 	

<p style="text-align: center;">A</p> <p>Supporting principles</p>	<p style="text-align: center;">B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p style="text-align: center;">C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
	<ul style="list-style-type: none"> ensure that effective arrangements are in place for reviewing the performance of the cabinet as a whole and of individual members and agreeing an action plan which might, for example, aim to address any training or development needs 	
<ul style="list-style-type: none"> Encouraging new talent for membership of the council so that best use can be made of individuals' skills and resources in balancing continuity and renewal 	<ul style="list-style-type: none"> ensure that effective arrangements are in place designed to encourage individuals from all sections of the community to engage with, contribute to and participate in the work of the council 	
	<ul style="list-style-type: none"> ensure that career structures are in place for members and officers to encourage participation and development 	

6. CORE PRINCIPLE: ENGAGING WITH LOCAL PEOPLE AND OTHER STAKEHOLDERS TO ENSURE ROBUST PUBLIC ACCOUNTABILITY

<p>A</p> <p>Supporting principles</p>	<p>B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p>C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
<ul style="list-style-type: none"> Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships 	<ul style="list-style-type: none"> make clear to ourselves, all staff and the community, to whom we are accountable and for what 	
	<ul style="list-style-type: none"> consider those institutional stakeholders to whom the council is accountable and assess the effectiveness of the relationships and any changes required 	
	<ul style="list-style-type: none"> produce an annual report on the activity of the scrutiny function 	
<ul style="list-style-type: none"> Taking an active and planned approach to dialogue with and the accountability to the public to ensure effective and appropriate service delivery whether directly by the council, in partnership or by commissioning 	<ul style="list-style-type: none"> ensure that clear channels of communication are in place with all sections of the community and other stakeholders, and put in place monitoring arrangements to ensure that they operate effectively 	
	<ul style="list-style-type: none"> hold meetings in public unless there are good reasons for confidentiality 	

<p style="text-align: center;">A</p> <p>Supporting principles</p>	<p style="text-align: center;">B</p> <p>The code should reflect the requirement for local authorities to:</p>	<p style="text-align: center;">C</p> <p>Expanded/additional governance requirements from the CFO statement that should be reflected in the local code:</p>
	<ul style="list-style-type: none"> ensure that arrangements are in place to enable the council to engage with all sections of the community effectively. These arrangements should recognise that different sections of the community have different priorities and establish explicit processes for dealing with these competing needs 	
	<ul style="list-style-type: none"> establish a clear policy on the types of issues we will meaningfully consult on or engage with the public and service users about including a feedback mechanism for those consultees to demonstrate what has changed as a result 	
	<ul style="list-style-type: none"> on an annual basis, publish a performance plan giving information on the council's vision, strategy, plans and financial statements as well as information about its outcomes, achievements and the satisfaction of service users in the previous period 	
	<ul style="list-style-type: none"> ensure that the council as a whole is open and accessible to the community, service users and its staff and ensure that it has made a commitment to openness and transparency in all its dealings, including partnerships, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so 	
<ul style="list-style-type: none"> Making best use of human resources by taking an active and planned approach to meet responsibility to staff 	<ul style="list-style-type: none"> develop and maintain a clear policy on how staff and their representatives are consulted and involved in decision making 	

