



Public Document Pack
BOSTON
BOROUGH COUNCIL

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LB/COUNCIL/AG

Please ask for: Lorraine Bush

5 July 2019

TO: ALL MEMBERS OF THE BOROUGH COUNCIL

MEETING OF THE COUNCIL – 15 JULY 2019

Dear Councillor

You are invited to attend a meeting of the Council **on Monday 15 July 2019** in the Council Chamber at the Municipal Buildings, West Street, Boston at **6.30 p.m.**

Although it is not a formal part of this Summons or the business of the meeting, the Mayor's Chaplain will lead prayers immediately prior to the meeting.

PHIL DRURY
Chief Executive

AGENDA

PART I - PRELIMINARIES

- A. To sign the minutes of the meeting of the Council held on 28 February 2019 attached at pages 1 – 12.**
- B. To receive apologies for absence.**
- C. To receive communications (if any) from the Mayor and the Chief Executive.**
- D. To receive deputations or petitions (if any) pursuant to Rules 12 and 13 of the Council's Rules of Procedure.**
- E. To answer questions (if any) from elected members pursuant to Rule 11 of the Council's Rules of Procedure.**
- F. To answer questions (if any) from members of the public pursuant to Rule 10 of the Council's Rules of Procedure**
- G. To receive declarations by Members of any interests in respect of items on the agenda.**

PART II - AGENDA ITEMS

- 1 **APPOINTMENT OF LEADER OF THE COUNCIL** (Pages 13 - 14)
(Report by the Chief Executive)
- 2 **AUDIT AND GOVERNANCE COMMITTEE MINUTES** (Pages 15 - 30)
(To receive the confirmed minutes of the meeting of the Audit and Governance Committee held on 28 January and 25 March 2019.)
- 3 **REAPPOINTMENT OF NON-ELECTED REPRESENTATIVES** (Pages 31 - 34)
(Report by the Monitoring Officer)
- 4 **ANNUAL COMMITTEE REPORTS 2018/19** (Pages 35 - 96)
(Report by the Chief Executive)
- 5 **APPOINTMENTS TO EXTERNAL ORGANISATIONS** (Pages 97 - 100)
(Report by the Monitoring Officer)

PART III - MOTIONS ON NOTICE

TO CONSIDER THE FOLLOWING MOTIONS IN ACCORDANCE WITH PROCEDURE RULE 14:-

1. This Council:

1. Commits to make the Council's activities carbon neutral by 2050.
2. Commits to working in partnership with, but not exclusively, the LGA, County Council and Parish Councils in Lincolnshire, local businesses and community groups with the aim of making Lincolnshire carbon neutral within the same time scale.
3. Calls on central government to provide the necessary powers and resources to achieve or better the 2050 target.
4. Notes the progress this Council has made in reducing carbon emissions.
5. Notes the declaration of a 'Climate Emergency'.
6. Will receive an update on policy, details of action taken, an action plan, this will include annual reviews for the period up to 2030.

PROPOSED BY: COUNCILLOR PAUL SKINNER

SECONDED BY: COUNCILLOR JUDITH SKINNER

2. This Council notes:

That the impacts of climate breakdown are already causing serious damage around the world and as each year passes, we experience it;

That the 'Special Report on Global Warming of 1.5°C', published by the Intergovernmental Panel on Climate Change (IPCC) in October 2018;

- (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and;
- (b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.

That all governments (national, regional and local) have a duty to act, and local governments that recognise this should not wait for their national governments to change their policies;

That we are not experts in this field, but that is no excuse for inaction;

That collectively as a local community, we need guidance, education, support, encouragement and structure in order to effect change;

That strong policies to cut emissions also have associated health, wellbeing and economic benefits; and

That recognising this, a growing number of UK local authorities have already passed 'Climate Emergency' motions.

This Council therefore commits to:

Declare a 'climate emergency' that requires urgent action.

Endeavour to make the Council's activities net-zero carbon by 2030.

Endeavour to achieve 100% clean energy across the Council's full range of functions by 2030.

Ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2030.

Support and work with all other relevant agencies towards making the entire area zero carbon within the same timescale.

Ensure that elected members together with officers embed this work in all areas and take responsibility for reducing as rapidly as possible, the carbon emissions resulting from the Council's activities, ensuring that any new recommendations are fully costed and that the Cabinet and Scrutiny committees review council activities taking account of production and consumption emissions and produce an action plan within 12 months, together with budget actions and a measured baseline.

Wherever possible, work with, influence and inspire partners across the district, county and region to help deliver this goal through all relevant strategies, plans and shared resources by developing a series of meetings, events and partner workshops.

Request that the Council and partners take steps to proactively include young people in the process, ensuring that they have a powerful voice in shaping the future.

Request that the Portfolio holder with responsibility for Climate Change convenes a Citizens' Assembly in 2019 in order to involve the wider population of the Borough in this process. This group would help develop their own role, identify how the Council's activities might be made net-zero carbon by 2030, consider the latest climate science and expert advice on solutions and to consider systematically the climate change impact of each area of the Council's activities. It will also recommend ways to maximise local benefits of these actions in other sectors such as employment, health, agriculture, transport and economy.

Report on the level of investment in the fossil fuel industry that our pensions plan and other investments have, and review the Council's investment strategy to give due consideration to climate change impacts in the investment portfolio.

Ensure that all reports in preparation for the 2020/21 budget cycle and investment strategy will take into account the actions the council will take to address this emergency.

Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask our local MP to do likewise.

To review this motion annually in order to keep clear track of progress and to make adjustments as necessary.

PROPOSED BY: COUNCILLOR ANNE DORRIAN

SECONDED BY: COUNCILLOR NEILL HASTIE

(The Monitoring Officer will issue written advice on the procedure for consideration of the two Motions on Notice relating to the same subject.)

Questions from Members of the Council and the public must be received by 5 p.m. two clear working days prior to the day of the meeting – the deadline for this meeting is 5 p.m. on Wednesday 10 July 2019.

Members of the public are welcome to attend this meeting as observers except during the consideration of exempt or confidential items.

Please note this meeting may be subject to being recorded.

Emergency Procedures

In the event of a fire alarm sounding all attendees are asked to leave the building via the nearest emergency exit and make their way to the Fire Assembly Point located in the car park at the rear of the Municipal Buildings

Alternative Versions - Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please contact Democratic Services on direct dial (01205) 314227

The person to contact about the agenda and documents for this meeting is Lorraine Bush, Democratic Services Manager, Municipal Buildings, Boston Telephone 01205 314224 e-mail lorraine.bush@boston.gov.uk

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Agenda Item A.

BOSTON BOROUGH COUNCIL

At the meeting of Boston Borough Council held in the Council Chamber, Municipal Buildings, West Street, Boston, PE21 8QR, on Thursday, 28th February, 2019 at 6.30 pm

Present:

The Mayor (Councillor Judith Skinner), in the Chair
Councillors Tom Ashton, Alison Austin, Richard Austin, Peter Bedford, Michael Brookes, Colin Brotherton, David Brown, Michael Cooper, Anton Dani, James Edwards, Ben Evans, Paul Gleeson, Martin Griggs, Jonathan Noble, Barrie Pierpoint, Felicity Ransome, Sue Ransome, Stephen Raven, Brian Rush, Claire Rylott, Paul Skinner, Aaron Spencer, Yvonne Stevens, Nigel Welton and Stephen Woodliffe

Officers –

Chief Executive, Deputy Chief Executive (Monitoring Officer), Chief Finance Officer and S151 Officer, Accountancy Manager (Revenues and Systems), Council Tax and Benefits Manager and Democratic Services Manager

39 MINUTES

The minutes of the meeting of the Council held on 21 January 2019 were taken as read and signed by the Mayor as a correct record.

40 APOLOGIES

Apologies for absence were received from Councillors Viven Edge and Elizabeth Ransome

41 COMMUNICATIONS

The Chief Executive reminded Members that, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, all votes on the council tax and budget setting report would be taken as recorded votes.

The Mayor announced that, in accordance with present arrangements for the selection of Mayor, Councillor Anton Dani had agreed to serve as Mayor for the municipal year 2019/20, subject to being re-elected in May 2019.

42 DEPUTATIONS AND PETITIONS

The Chief Executive reported there were no deputations or petitions.

43 QUESTIONS FROM ELECTED MEMBERS

The Chief Executive reported there were questions from Councillor Sue Ransome and Councillor Alison Austin.

Question asked by Councillor Sue Ransome pursuant to paragraph 11 of the Rules of Procedure as set out in the Constitution.

“Councillor Cooper,

I would like to ask you a question relevant to your portfolio of Development Control.

At the time of the sale of the Boston Assembly Rooms by the Boston Borough Council to a private buyer in November 2012, were any conditions applied to the sale agreement regarding the upkeep and appearance of the building which can be enforced, or can any enforcement action be taken in respect of listed building requirements to oblige the current owners to improve the appalling state of the exterior decoration of this iconic town centre building?”

Response by Councillor Michael Cooper

“I thank Councillor Ransome for notice of her question.

Like me I’m sure that many Councillors will share some of your concerns about the appearance of this prestigious Grade 2* listed building.

Officers of the Council have over the years been in regular communication with the owners regarding the general appearance. In fairness there has been some minor progress on occasion.

In so far as regulatory or enforcement powers are concerned, the point at which the council can intervene has to be made on a judgement in considering the potential for success in any legal or enforcement action that we may choose to take.

We do seek professional opinion balanced as is necessary with the likelihood of successful action. In this particular case where it involves a heritage asset (a listed building) we can progress if the building is in disrepair. Unfortunately disrepair is a subjective matter and we have to be confident that there is real harm to the asset.

However the degree of 'harm' caused to the building itself and the detriment to the amenity of the area generally must be considered as to their significance. Following inspection we have determined that there are small amounts of vegetation emanating from the fabric of the building and the general decor of the building shows signs of ageing and there is also a broken window.

Overall however, it is not considered that the building is so poorly maintained or of such poor appearance that could warrant formal enforcement action by the Council. The state of this building is similar to other large buildings in the town where there is a need for minor investment but not to the extent that the Council can seek to enforce the owners to carry out works.

All of this said the information retained on completion of the sale of the Assembly Rooms includes a reference *to paint all external parts of the property including windows frames and door frames and fascia boards in good quality paint and thereafter to paint the same as often as is considered necessarybut in any event not less than every five (5) years.* The first redecoration completed after the sale took place so far as the council can ascertain was shortly before September 2014.

We will continue to liaise with the owners in the hope that redecoration in accordance with the positive covenant can be arranged without the need for formal enforcement action at the 5 year anniversary.”

Supplemental question asked by Councillor Ransome pursuant to paragraph 11.6 of the Rules of Procedure as set out in the Constitution:-

“Thank you for your response. I am sure you are aware the building has been closed for the past 2 months and I am concerned that the inside will also deteriorate. I note that later in the year action may be able to taken but am saddened that the listed building conditions are not enforceable. I ask that you please ensure this remains on the Council’s radar to prevent further deterioration and the building becoming an eyesore in the town centre. Would there be any advantages in asking Heritage England for advice.”

Response by Councillor Cooper

“The Council shares your concern and we have been watching closely for some time. The current owners have not maintained the building as we would have hoped, which is disappointing. However, enforcement action will be taken at the five year anniversary if necessary. It is unlikely that Heritage England would become involved in this issue.”

Question asked by Councillor Alison Austin pursuant to paragraph 11 of the Rules of Procedure as set out in the Constitution.

“We have recently learnt that the company delivering environmental enforcement across the Borough has terminated its contract, what steps are being taken to improve the littering problem and do you consider with hindsight that the Council had adopted the right approach to that particular problem or will you be considering a quite different strategy?”

Response by Councillor David Brown

“I thank Councillor Austin for notice of her question.

Since 3GS terminated their contract with the Council, Officers have been seeking a replacement service, on a like for like basis, from commercial providers, on a nil cost basis. Discussion is currently on going with a provider which we hope to conclude shortly.

We have reflected on our position and consider our current strategy for dealing with littering and environmental crime is the right one. Indeed the Council has recently been nominated for a national award in recognition of our innovative approach to tackling enviro-crime across the borough.

Since the contract with 3GS started 1253 Fixed Penalty Notices have been issued which indicates we adopted the right policy and we are not currently considering a different strategy.”

Supplemental question asked by Councillor Austin pursuant to paragraph 11.6 of the Rules of Procedure as set out in the Constitution:-

“Congratulations to all involved on the nomination for the national award. Have you considered dispensing all together with enforcement as people respond better to reward, not punishment. People are inspired when they see others doing something positive. What further steps are being taken to encourage people to take ownership and pride in where they live and to prevent fly-tipping.”

Response by Councillor Brown

“I don’t agree with dispensing of enforcement, there has to be some form of punishment. Campaigns on social media has seen volunteer groups being formed to tackle littering and fly-tipping as a community orientated activity in their areas. The Council is supporting this by equipping the groups with equipment such as litter pickers, gloves, bags etc. If people give up their time to join volunteer groups they want the Council to take enforcement action against those who commit environmental crime.”

44 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chief Executive reported there was a question from Mr. Neill Hastie.

Question from Mr. Neill Hastie pursuant to paragraph 10 of the Rules of Procedure as set out in the Constitution.

“As portfolio holder for Boston can you tell me if Boston Borough Council has a realistic plan to revitalise the town centre and market with the intention to attract more businesses to the area, and what that plan would involve please?”

Response by Councillor Nigel Welton

“I thank Mr. Hastie for notice of his question.

Mr. Hastie will be aware that the Council, with the support of BTAC and our partners, continues to work hard to invest and support our wonderful town.

Despite the challenging financial circumstances there has been increased investment in events, additional town centre officers to support cleaning and improvement works as well as sustaining and retaining the facilities we enjoy.

Our partners such as the Boston in Bloom committee year on year achieve excellent standards, there is the recently announced multi-million Townscape Heritage Initiative attracting huge investment in the town, the continued freeze on parking charges remains despite the growing requirement to maximise fees income to maintain services, there is new street furniture and litter bins, a greater focus on tourism and support to our friends at St Botolphs and others.

Being shortlisted for a national award for our innovative ground breaking environmental and enforcement practices is a huge national recognition of Boston’s achievements and commitment. I could go on and on and on.

All of this said we all know and recognise that the retail environment is a challenging one and I'm sure Mr Hastie will recall my detailed response to Councillor Dani at the previous Council meeting following his question, which was very similar to this.

Boston town centre is the hub of enterprise where small businesses grow and local jobs are created, but as consumer patterns change as spending increasingly moves online, our expectations of high streets are changing too.

At the last meeting I called upon all of Boston to support our collective desire for a successful application to the Government's High Streets fund to enhance Boston's ability to bring about that transformative change. I am determined that Boston unites with a collective and constructive commitment to make our town as good as it can be within the statutory and financial parameters within which we all have to operate."

Supplemental question asked by Mr. Hastie pursuant to paragraph 10.8 of the Rules of Procedure as set out in the Constitution:-

"Thank you for the in depth response, most of which I agree with. It is difficult to challenge the internet, but why doesn't Boston go the other way and attract retailers whose products aren't suitable for the internet to set up in Boston. The town centre needs to be revitalised, how are you going to promote the town to attract visitors and retailers and address their concerns?

Response by Councillor Nigel Welton

"Yesterday we held a Future of the High Street Stakeholder event was held, with 24 representatives from various organisations attending, including business, voluntary sector, public sector, housing associations, college etc. Last year we engaged consultants to work on a masterplan design before the government's announcement on high street funding, we have been working hard behind the scenes and are ahead of the game.

I invited market traders to attend a meeting to hear their concerns, only 3 turned up and you didn't respond. Everyone needs to be involved, talking on a daily basis, Officers are working hard on innovative ideas for the town. Hiding behind social media and not engaging is not helpful.

We could all say things could be better, but the council has to work within its financial constraints and balance its budget, we can't promise what we can't pay for. Boston is a small market town, ideas have been identified to improve the situation and we will be talking again next month. We all need to keep on working together for the town."

45 DECLARATIONS OF INTEREST

No declarations of interest were made.

46 AUDIT AND GOVERNANCE COMMITTEE MINUTES

Councillor Jonathan Noble introduced the confirmed minutes of the Audit and Governance Committee held on 10 December 2018 highlighting the key matters considered by the Committee.

It was moved by Councillor Jonathan Noble, seconded by Councillor James Edwards and

RESOLVED that the confirmed minutes of the meeting of the Audit and Governance Committee held on 10 December 2018 be received.

47 COUNCIL TAX AND BUDGET SETTING AND MEDIUM TERM FINANCIAL STRATEGY

Councillor Aaron Spencer introduced a report by the Chief Finance Officer which outlined the 2019/20 revenue and capital position for the General Fund and the proposals for the setting of discretionary fees and charges.

The Local Government Act 2003 introduced a requirement for the Chief Financial Officer to report on the robustness of the budget. The estimates had been prepared in a prudent manner, although it was highlighted that there were a number of elements outside of the Council's control. These had been identified within the report and would be mitigated through the budget monitoring and risk management processes of the Council.

Having taken advantage of the Government's four-year settlement announcement, the final year of which was 2019/20, the Council was entering the period beyond that in a reasonable position taking into account the new financial regime from 2020/21 following the upcoming Fairer Funding Review, the proposed introduction of 75% localisation of business rates and the revised funding formula, although the recent closure of one of the largest local businesses highlighted the difficulties facing the economy.

Whilst the recent Budget had set out the Government's overall public sector spending figure for the coming years, the 2019 Spending Review would allocate resources between government departments, providing councils with a better understanding of the likely resources available in the medium term. The changes meant that there would be additional risks to future funding levels which would require careful management. Therefore, the financial position modelled in the report on a current basis, could result in a rather different position by the end of the forecast period. The new Council to be elected in May 2019 would need to be clear about its priorities and make resource allocation decisions accordingly.

It was noted that there were significant areas of uncertainty in the coming years, including the impacts of the Brexit process, local government funding changes, and the 2017 Business Rate revaluation outcomes locally. The Council had robust risk management processes in place and, alongside the quarterly performance reporting, would update the likely future impacts as the situation became clearer.

In developing the Council's budget proposals for 2019/20, it had managed inflationary pressures on operational costs and pressures on some areas of income collection. Areas where net budget reductions had been delivered to produce a balanced budget included Leisure Services and Planning.

In order to deliver a balanced budget beyond 2019/20 and develop proposals for a secure medium term financial position the Council would seek innovative opportunities to achieve the annual budget reductions required without adversely affecting service delivery or compromising on its priorities. Reports would be presented for deliberation and approval as projects were worked up, which would mean a refresh of the Transformation Programme once the future funding position became clearer.

The following key proposals contained within the budget report were noted by Council as part of the introduction: -

- A rise in Council Tax of just below 3% with Band D council tax being £189.09;
- A balanced budget for 2019/20 after a reduction in Revenue Support Grant of almost £400,000, incorporating on-going savings of £312,000 from the Transformation Programme and an increase in expected fees from planning income and leisure;
- Minor changes to the figures in the draft budget as a result of more information becoming available, including £17,500 Brexit funding for the current year and next year;
- Projected budget gap of £0.9m by 2023/24 representing a significant challenge for the Council in maintaining service provision to the most vulnerable;
- The government's plan to localise 75% of business rates by 2020 would result in the council's resources coming solely from council tax, business rates and fees and charges. This would have significant risks attached to it and there remained numerous uncertainties on the details within the proposal;
- Movement of business rates appeal provision of £1.5m from the collection fund to the general fund to help support future years. This had been identified as part of the annual review of the amount of provision required;
- In 2019/20 the Council would be part of a business rates pool across Lincolnshire following the unsuccessful bid for 75% localisation pilot status;
- New Homes Bonus tapering down from 2020 to nil in 2023/24;
- Boston Town Area Committee had met on 9 January and recommended the requirements for the Special Expense Account for 2019/20, being a precept of £680,303 and a Band D council tax for the BTAC area of £74.07;
- A sustainable and affordable capital programme had been formulated and the revenue consequences built into the revenue budget;
- The capital programme showed a diminishing programme in future years as resources became scarcer, although the Controlling Migration Fund monies had enabled investment in leisure facilities. The programme recognised that funds would be required to renew the refuse fleet, the exact timing would be incorporated into future reports;
- Majority of fees and charges were not proposed to be increased for 2019/20;

The draft budget had been subject to a public consultation exercise, forty five formal responses had been received and some comments via social media. All responses were set out in appendix 11 of the report.

The report had been considered by the Audit and Governance Committee and the Corporate and Community Committee and the proposals supported.

The proposed budget had been commended to full Council by Cabinet at its meeting on 20 February.

During debate a number of issues were raised:-

- Objections were raised to the level of increase imposed on council tax payers by Lincolnshire County Council (4.95%) and the Police and Crime Commissioner (11%) which would impact on the poorest and most vulnerable in the community. It was recognised that the increases were necessary for the bodies to continue to provide essential services, and the situation had been created by central Government's unfair funding mechanism. The Police and Crime Commissioner should be invited to meet with Members to explain the rationale behind the seemingly excessive increase in precept requirement.
- The levies from the Internal Drainage Boards accounted for 51% of the Borough Council's element of council tax revenue.
- The growing population in the Borough was not acknowledged in the settlement from central government.
- Despite the relatively small increase in the Borough Council's element, the council tax levels for Boston were still amongst the lowest in the county. Boston's requirements compared well against other authorities, particularly Lincoln where the lowest band paid as much as the highest band in Boston.
- No alternative budget had been proposed by opposition groups despite officer time being set aside to assist.

In summing up the Portfolio Holder commented that if there had been an alternative to increasing the council tax levels it would have been taken. However, following the freeze in council tax increases for four years as part of central government policy, the Council was now suffering from lack of inflation increases. Difficult decisions had to be taken to ensure essential services could be delivered to residents.

Boston was well managed and other authorities could learn from its experiences, particularly the results of the transformation programme which had achieved significant savings over the eight year period.

Councillor Spencer thanked Councillors and Officers for their continued support over the four year term of office, which had resulted in the people and the town being served well during that time.

It was moved by Councillor Aaron Spencer, seconded by Councillor Michael Cooper and

RESOLVED

1. **The Boston Borough Council Medium Term Financial Strategy for 2019/20 to 2023/24, and associated financial strategies appended at Appendix C be approved.**

2. The formal 2019/20 Council Tax resolutions at Appendix A (Parishes, BTAC special expense, the County Council and Police and Crime Commissioner for Lincolnshire are also dealt with as part of this resolution), be agreed and that Borough element of Council Tax for a Band D property be increased by 2.99% and set at £189.09.

For	Against	Abstain
Ashton	Gleeson	
A. Austin	Pierpoint	
R. Austin	Raven	
Bedford	Rush	
Brookes		
Brotherton		
Brown		
Cooper		
Dani		
Edwards		
Evans		
Griggs		
Noble		
F. Ransome		
S. Ransome		
Rylott		
J. Skinner		
P. Skinner		
Spencer		
Stevens		
Welton		
Woodliffe		

The meeting ended at 7.40 p.m.

COUNCIL TAX RESOLUTIONS

Council is recommended to resolve as follows:

- it be noted that on 28 February 2019 the Council calculated the Council Tax Base 2019/20.
 - for the whole Council area as 19,133.90; and
 - for dwellings in those parts of its area to which a Parish precept relates as in the table below:

Parts of the Council's Area: Parishes of	2018/2019			2019/2020			C/Tax Increase/ (Decr) (£)	C/Tax Increase/ (Decr) (%)
	Tax Base	Precepts (£)	Council Tax Band D (£)	Tax Base	Precepts (£)	Council Tax Band D (£)		
Algarkirk	104.84	6,992.00	66.69	104.00	6,848.00	65.85	(0.84)	(1.26)
Amber Hill	88.01	3,000.00	34.09	89.90	3,369.00	37.47	3.38	9.91
Benington	164.04	13,000.00	79.25	161.00	15,000.00	93.17	13.92	17.56
Bicker	279.67	18,000.00	64.36	278.80	21,000.00	75.32	10.96	17.03
Butterwick	403.62	15,000.00	37.16	399.00	21,000.00	52.63	15.47	41.63
Fishtoft	2,138.00	30,511.51	14.27	2,122.20	32,019.80	15.09	0.82	5.75
Fosdyke	145.73	11,000.00	75.48	148.20	11,400.00	76.92	1.44	1.91
Frampton	448.97	14,100.00	31.41	448.10	21,585.00	48.17	16.76	53.36
Freiston	322.15	23,000.00	71.40	323.40	24,000.00	74.21	2.81	3.94
Holland Fen with Brothertoft	198.30	2,750.00	13.87	199.70	3,250.00	16.27	2.40	17.30
Kirton	1,524.40	131,586.08	86.32	1,619.70	67,275.00	41.54	(44.78)	(51.88)
Leverton	192.75	15,000.00	77.82	193.60	15,000.00	77.48	(0.34)	(0.44)
Old Leake	606.77	34,605.00	57.03	687.30	35,200.00	51.21	(5.82)	(10.21)
Suttoner	507.38	25,750.00	50.75	519.00	27,000.00	52.02	1.27	2.50
Swineshead	860.90	27,343.00	31.76	944.50	30,783.00	32.59	0.83	2.61
Wigtoft	145.43	6,898.00	47.43	145.80	9,249.00	63.44	16.01	33.76
Wrangle	431.05	21,000.00	48.72	433.20	21,000.00	48.48	(0.24)	(0.49)
Wyberton	1,056.03	38,000.00	35.98	1,131.90	39,140.00	34.58	(1.40)	(3.89)
Sub-Total: Parishes	9,618.04	437,535.59	45.49	9,949.30	404,118.80	40.62	(4.87)	(10.69)
Boston Special Expense Area	9,095.53	654,694.09	71.98	9,184.60	680,303.00	74.07	2.09	2.90
Total	18,713.57	1,092,229.68	58.37	19,133.90	1,084,421.80	56.68	(1.69)	(2.90)

2. Calculate that the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Parish precepts) is £3,618,029.

3. That the following amounts be calculated for the year 2019/20 in accordance with Sections 30 to 36 of the Act:

- (a) £43,046,852 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act (including Special Expense and Parish Precepts).
- (b) (£38,344,401) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £4,702,451 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
- (d) £245.77 being the amount at 3(c) above, all divided by 1(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts and Special Expenses).
- (e) £1,084,422 being the aggregate amount of all special items (Parish precepts and Special Expenses) referred to in Section 34(1) of the Act (as per **1(b) above**).
- (f) £189.09 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that the County Council and the Police and Crime Commissioner have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2019/20 for each part of its area and for each of the categories of dwellings.

VALUATION BANDS									
	A £	B £	C £	D £	E £	F £	G £	H £	
Lincolnshire County Council	861.60	1,005.20	1,148.80	1,292.40	1,579.60	1,866.80	2,154.00	2,584.80	
Lincolnshire Police and Crime Commissioner	160.92	187.74	214.56	241.38	295.02	348.66	402.30	482.76	
Boston Borough Council	126.06	147.07	168.08	189.09	231.11	273.13	315.15	378.18	
Average Parish including Special Expense	37.78	44.08	50.38	56.68	69.27	81.86	94.46	113.36	
Aggregate of Council Tax Requirements	1,186.36	1,384.09	1,581.82	1,779.55	2,175.00	2,570.45	2,965.91	3,559.10	

6. The Council has determined that its relevant basic amount of Council Tax for 2019/20 is **not** excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992. As the billing authority, the Council has **not** been notified by a major Precepting authority that its relevant basic amount of Council Tax for 2019/20 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.



BOSTON BOROUGH COUNCIL

REPORT TO:	COUNCIL
DATE:	15 JULY 2019
SUBJECT:	APPOINTMENT OF LEADER OF THE COUNCIL
REPORT AUTHOR:	CHIEF EXECUTIVE
EXEMPT REPORT?	NO

SUMMARY

To consider the appointment of a Leader of the Council for the remainder of the Council term 2019/20 to 2023/24.

RECOMMENDATIONS

1. That the Council appoints a Leader of the Council for the remainder of the Council Term 2019/20 to 2023/24.
2. That the Chief Executive be granted delegated authority to make any necessary consequential Constitutional changes as a result of the appointment of a new Leader of the Council.

REASONS FOR RECOMMENDATIONS

To fill the vacancy in the position of Leader of the Council in accordance with the Local Government Act 2000 and Cabinet Procedure Rules as contained within the Constitution.

ALTERNATIVES CONSIDERED

None.

REPORT

1 Background

- 1.1 The Local Government Act 2000 and the Council's Constitution require the Council to appoint a Leader of the Council at the start of each Council term. The appointment is normally for the whole of the Council term, but the Constitution sets out the circumstances in which the appointment may end.
- 1.2 At the Annual Meeting of the Council held on 20 May 2019, Council resolved that Councillor Michael Cooper be appointed as Leader of the Council for the Council term from 2019/20 to 2023/24.
- 1.3 In accordance with the requirements of the Constitution, Councillor Cooper has given notice that he is stepping down as Leader of the Council with effect from 15 July 2019. This creates a vacancy for the position of Leader of the Council which the Council is being asked to fill at this meeting.
- 1.4 The Leader may amend the size and composition of the Cabinet. Should any changes be made by the new Leader, Members will be informed accordingly.

FINANCIAL IMPLICATIONS

None.

LEGAL IMPLICATIONS

The appointment of a Leader of the Council is requirement of the Local Government Act 2000.

ANY OTHER IMPLICATIONS

None.

CONSULTATION

None.

APPENDICES

None.

BACKGROUND PAPERS

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

CHRONOLOGICAL HISTORY OF THIS REPORT

A report on this item has not previously been considered by a Council body.

FULL COUNCIL

15 JULY 2019

To receive the confirmed minutes of the
meetings of the Audit and Governance
Committee held on 28 January and
25 March 2019.

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Present: Councillor Jonathan Noble (Chairman), (Vice-Chairman), Councillors Tom Ashton, Michael Brookes, Colin Brotherton and Mr Alan Pickering

In attendance:

Officers –

Chief Finance Officer, Head of Internal Audit (City of Lincoln Council), Principal Auditor (City of Lincoln Council), Audit Director (Mazars) and External Auditor (Mazars)

38 MINUTES

The minutes of the meeting held on 10 December 2018 were agreed as a correct record by the committee and signed by the Chairman.

39 APOLOGIES

Apologies for absence were tabled from Councillors James Edwards, Paul Gleeson and Barrie Pierpoint

40 DECLARATION OF INTERESTS

No declarations of interest were tabled.

41 PUBLIC QUESTIONS

No questions were tabled.

Prior to moving into part 2 of the agenda the Chairman officially welcomed the audit team representatives from Mazars LLP to the meeting and introduced Mr Mark Surridge the Director and Engagement Lead and Mr Jon Machej the Manager to the committee.

42 EXTERNAL AUDIT PLAN

Introducing the report Mr Surridge confirmed it was the first Audit Plan that Mazars had produced for the authority. In terms of context, the underlying significant audit risks to be addressed through the audit work were not unusual for a local authority of Boston's size and complexity. Mr Surridge stressed he felt it important that committee recognise that there were no particular unusual audit risks around the Council's financial statements that gave him concern.

Mr Machej then presented the report, noting the key points in the plan for members' information as follows:

- The time line of the audit and the audit approach. Planning work has taken place, the interim work would start shortly through to March, with the detailed work on the Final Accounts being completed in May to July with the audit opinion due to be issued before the end of July.
- The areas where the auditors would seek additional assurances from the Council's own experts and the service organisations the Council used.
- The risks, in terms of planning work, which culminated in identifying particular risks on which further work would be needed to gain assurance -

- The first risk was the accounts risk
- The second risk was around property, plant and equipment valuations
- The third risk within the accounts for the opinion was on defined benefit pension liability

Also, the risk of revenue recognition and risks around the original estimates and judgement areas were acknowledged.

Members were advised that there was also a duty to issue a Value for Money conclusion. A single risk in relation to VFM had been identified, in respect of the Council's £20m investment in property funds.

Referring to the audit fee, members were advised it had dropped from £45k to £33k.

Addressing housing benefits subsidy work, members were advised there had again been a reduction in fees from £9,700 down to £6,600.

Concluding, Mr Machej drew members' attention to materiality, advising that the view given was that the Accounts had not been materially misstated, with a figure of £882k being set for 2018/19. A threshold for reporting errors had been set at £26k which would be subject to review as the audit progressed, with lower levels for particular areas of focus, for example officer's remuneration, members' allowances and external audit costs, being set.

The Chairman thanked Mr Machej for the clear presentation of the audit strategy and the quality of the document tabled.

43 DRAFT BUDGET SETTING REPORT AND MEDIUM TERM FINANCIAL STRATEGY 2019 – 20

The Chief Finance Officer presented the draft budget setting report for 2019/20 and the medium term financial strategy through to 2023/24. It was presented to committee as part of the consultation process in line with the committee's role as Those Charged With Governance (TCWG).

The focus for committee members' work was on the preparation of the budget and the assumptions underpinning the figures within the draft budget. The key points highlighted within the report included:

- Members were advised that the executive summary provided the Boston Borough Council precept, proposing an increase of 2.99% taking Band D council tax from £183.60 to £189.09. The projected savings requirements showed that for 2020 the draft budget balanced as required by statute, with a £500k gap in 2021 rising towards £900k towards 2024. However, there were a range of factors that remained uncertain.
- Part of the committee's governance role was to ensure the assumptions were robust.
- Addressing business rates retention, members were reminded that Lincolnshire's pilot for 100% localisation had been successful in the current year. The Lincolnshire authorities had again put in a bid for 2020 but had been

unsuccessful which would result in a pooling arrangement being put in place, to retain more resources locally.

- The assumed council tax increase going forward after 2019/20 was 2% per year but this could change on a year by year basis due to annual referendum limits. It was also stated that of the precept that Boston Borough received, over half was passed across to the Internal Drainage Boards. It was further confirmed that the Association of Drainage Boards was lobbying the government to look at this as part of the upcoming Fairer Funding review.
- Regarding New Homes Bonus, it was confirmed that the government had not changed the 0.4% baseline for the current year, which had resulted in the Council receiving £721k in 2019/20, half of which would support capital and half to revenue, in line with Council policy.
- The fees and charges income budgets for the year totalled just over £4.6m and the projected position for the year was closely monitored through the quarter reporting process: in quarters 1 and 2 of the current year there had been some small variations, however managers were confident that the proposed budgets were achievable.
- Total income expected for the 2019/20 year would be almost £38m half of which related to housing benefit grant. A subjective analysis was provided by type of spend of the £38m expected expenditure.
- The Section 151 Officer stated that he believed that the estimated position on the general fund balance, which was expected to stay at £2m across the five years, was reasonable.
- Regarding specific reserves, it was advised that whilst the report projected over £13m by the end of 2023/24, some capital expenditure would be needed during this time, and so it was unlikely to be that high by 2023/24.
- The £312k savings identified for 2019/20 were £30k from ceasing the contribution to the insurance reserve; £238k from changes in the leisure, culture and heritage services; and further savings through core grants through the voluntary sector with relocation of the CAB and Lincolnshire CVS into the Municipal Buildings.

Members' comment and questioning followed which points made on the following items:

The in-year surplus of £30k.

Why the insurance reserve contribution was being discontinued.

Was the recent loss of one major retailer being taken into consideration in looking at business rate income.

The capital slippage on the PRSA.

The amount of total estimated spend on employee costs.

Fees and charges and the proportion of gross income received from them – further information to be provided following the meeting

The net cost to the Council of running the GMLC.

A member voiced their pleasure at the presentation and layout of the report. They stated that it was clear that the authority would be facing significant challenges moving forward and it was good that despite the severity of the situation, the Council was aware of what was happening and was taking steps to address it. Referring to the increase in council tax the member stated that the Council had no choice but to implement it. He quoted the £183 on a Band D property with an increase to £189 for the following year

and said that with over 50% of the council tax precept going direct to the Drainage Boards, the services the Council delivered on the section of the council tax it was raising and keeping, were being delivered on less money than some parishes ran parish level services, both locally and across Lincolnshire. He noted that members shared his view of the gross iniquity that IDB's increases came out of the authority's capped increase.

44 TREASURY MANAGEMENT UPDATE - QUARTER 3 2018/19

The Chief Finance Officer referred members to section 4 of the report relating to treasury management projections for the year. He confirmed that the remaining property fund spend had been undertaken. Members were advised that to date £14m of long term Public Works Loans Board funding had been actioned and officers continued to review the outlook for movements in interest rates, prior to any further borrowing being undertaken.

It was confirmed that the Council had complied with both its Treasury Management Strategy and Prudential Indicator limits.

Referencing the need to report changes in risk appetite to members, it was confirmed there had been none within the last quarter.

Committee comment and questioning followed which included:

A member referenced neighbouring authorities who had invested in commercial activity and sought the opinion of the External Auditor in respect of such action. The Auditor responded stating that without doubt there was ongoing pressure on local government finances and a recognition that to continue to fund services, local authorities should be able to engage in various forms of commercial activity, working within the existing boundaries. Taking such decisions were a matter for the authority, however it was stressed that what was really important for the auditors was that when taking decisions local authorities needed to be fully informed and transparent and understand the risk level in which they were working. The core fundamental principles needed to support any form of decision making.

A council needed to do what it had to do to support its financial resilience.

The negative capital position to date of £318k, with the response that it represented the fact that the initial costs of acquiring the funds were generally above their value at that time, it was entirely expected, bearing in mind the position with regard to supply and demand at the time of purchase.

45 ACCOUNTING POLICIES

The Chief Finance Officer confirmed that the report was the annual update of accounting policies following a review of the Code of Practice to ensure the Council remains compliant. The report set out that there were a small number of changes this year, none of which were expected to impact on the Council's financial reporting.

No questions were tabled by committee, members praised the production and layout of the report and agreed their acceptance of it.

RECOMMENDATIONS

That the Audit and Governance Committee unanimously agreed:

1. Their approval of the Accounting Policies (set out in Appendix A) and that they be adopted for 2018/19; and
2. To delegate final approval, prior to inclusion in the Accounts, of any necessary minor changes to the Section 151 Officer.

46 DRAFT INTERNAL AUDIT PROCESS REPORT 2018/19

The Internal Audit Manager confirmed that the audit plan was progressing well. At the end of December around 72% of the plan had been completed which was on track for completion at the end of the year. Five areas of work would be reported on: NDR key controls; affordable housing; council tax key controls, housing benefit key controls and consultancy around car parking. All areas were high or substantial assurance. No areas for improvement had been found in respect of NDR key controls or affordable housing. Other significant work included review work undertaken on car parking which was a mixture of assurance work on income collection, banking and reconciliation with no areas of improvement identified in any area. Further consultancy work was carried out on the current car parking arrangements with suggestions raised currently with management. Work had been undertaken in respect of combined assurance work, looking at the different levels of assurance – management, third party and internal audit. A report on which would be tabled at the March meeting of the committee. Furthermore the Northamptonshire failings had been noted, a health check against the areas on that inspection report had been carried out with a couple of areas being identified which had not been on the 2018 assurance map, the medium term financial strategy and scrutiny complaints: it was proposed that those would be included within the 2019 map and audit plan.

The draft internal audit plan had already been considered by CMT with a slight amendment to the 2018/19 plan with a request that the cultural review be swapped for a complaints review with the cultural review being completed during 2019/20.

Ongoing auditing progress - I.T infrastructure follow up, business continuity and emergency planning, economic development, migration fund, town centre events and the digital strategy audit had also been started.

Looking ahead two areas had been included for 2019/20 and CIPFA were also looking at ways of assessing financial resilience through a new financial management code and a financial resilience index, further information would be provided as they progressed.

Member comment and questioning followed which included:

A member voiced concern at people having access to systems which they should not have access to.

The Chief Finance Officer stated he felt there were two important elements. One was the specific requirement within the audit which resulted due to staff changing positions and systems not being updated: members were assured procedures had been implemented to ensure that when such changes arose the systems did work. Committee were advised that the wider point for overall access was that once a person left, their access was removed to ensure they could not get into the sub-system from the point of leaving. A robust process was now in place for leavers to ensure they could not get in through the first gateway.

Referencing car parking and income controls a member sought further elaboration on what had gone wrong previously and how it had been addressed moving forward.

The Chief Finance Officer confirmed there had been a regular audit with regard to income controls that auditors undertook and a part of that task had been to carry out

further consultancy type work (including reviewing the strategy through to the charging process to see what opportunity there was for further income). Currently management were considering that to see how they may or not be implemented, but it had been an independent review for a comparison against others, to see how the Council was doing. A member referred to housing benefit and the apparent staff shortage with a staff review underway, voicing concern that it was an area that could be subject to quite extensive fraud by unscrupulous members of the public, and asked if another person would be appointed.

The Chief Finance Officer advised that there had been a vacancy after the person who undertook the checks was promoted, and had been picking up only some of the quality checks in the meantime. Referencing fraud, committee were advised that each member of the team had very stringent requirements under the housing benefits regulations to ensure they assessed in line with regulations.

Addressing town centre events and events management, a member referenced a report being agreed and asked if there was any early indication in what direction the outcomes were heading and asked when the report would be available.

Mr Scott advised it was a substantial audit report which had noted a couple of items and would be coming to committee soon.

The Chief Finance Officer further confirmed that as the BTAC committee had taken responsibility of events, the report would also be tabled through that committee as well. Another member asked if GDPR would be within future audit plans checking on the operations within the Council in compliance with GDPR requirements and stated he felt it maybe something that needed to be looked out from an external angle.

The point was made that a substantive look at GDPR across the Council would take up a great deal of the auditor's time. It was noted that, since the introduction of the GDPR regulations in May 2018, a substantial amount of work had been carried out across the Council. There may come a point at which the external auditors need to look at it, but officers did continue to monitor the procedures.

The member stated all the regulations were relatively new and going forward it was something that needed to be looked at with an overview of the general systems.

47 DRAFT INTERNAL AUDIT PLAN 2019/ 20

The Internal Audit Manager presented a report setting out next year's draft internal audit plan based on an internal audit risk assessment and combined assurance work. Strategic and operational risks were also considered along with broad risks and the Council's priorities. Appendix C provided a list of audited areas across the Council.

The audit was broken down across areas with critical services areas which were the key service areas, due diligence audits included key financial systems and an annual review was also undertaken of ICT.

No questions or comments were raised and members noted the report.

48 WORK PROGRAMME

Committee were advised that the Certification of Grants and Returns Annual Report by KMPG would be tabled at the next scheduled meeting on the 25 March 2019.

The Meeting ended at 7.45 pm

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Present: Councillor Jonathan Noble (Chairman), Councillor James Edwards (Vice-Chairman), Councillors Tom Ashton, Colin Brotherton, Paul Gleeson and Felicity Ransome

Officers –

Chief Finance Officer and S151 Officer, Transformation & Governance Manager, Head of Internal Audit (City of Lincoln Council), Principal Auditor (City of Lincoln Council) and Senior Democratic Services Officer

49 MINUTES

The minutes of the Committee's last meeting, held on 28th January 2019, were agreed as a correct record and signed by the Chairman.

50 APOLOGIES

There were apologies for absence from Councillors Michael Brookes and Barrie Pierpoint.

51 CERTIFICATION OF CLAIMS AND RETURNS - ANNUAL REPORT 2017/18

The Committee received KPMG's annual report on its certification of the Council's grants and returns for 2017/18.

In 2017/18, certification work had been carried out on only one claim or return, the Housing Benefit Subsidy claim. The certified value of the claim was £17 million and the work was completed and the claim was certified on 27th November 2018.

The report set out the errors identified by the certification work and the way they were dealt with. The overall impact to the claim as a result of amendments to the claim in respect of Non-HRA Rent Rebates, Rent Allowances and Modified Schemes and Uncashed cheques was an increase of £2,683 in subsidy claimed. A small number of errors in the Rent Allowances sample testing related to incorrect calculations of earnings and incorrect overpayment classification. Consequently, KPMG made no recommendations to the Council to improve its claims completion process.

The indicative fee for the certification work set by the Public Sector Audit Appointments for 2017/18 was £9,767. The actual fee was £11,762 was higher than the indicative fee due to additional work required and it would be subject to PSAA approval.

The Chief Finance Officer added that this was the final piece of work by KPMG for the Council and that their identification of errors amounting to only £2,683 out of a claim worth £17m was testament to the hard work of staff.

52 QUARTER 3 RISK REPORT 2018/19

The Transformation & Governance Manager presented the Quarterly Risk Report, which set out information for the period to December 2018, to enable the Committee to monitor the Council's strategic risks.

There were no new strategic risks to report in Quarter 3. The report summarised the strategic risks and full details were set out in Appendix A.

The Committee had agreed to look at the two highest risks. The highest risk was the housing risk, which had been given a red management assurance by CMT in January the previous year, and this would be reviewed again in Quarter 4.

Members' observations included reference to the newly-adopted Local Plan, the increase in the housing target, and whether there would be renewed efforts to address the lack of housing delivery. There was also expectation that the town centre risk would be higher due to the number of empty properties, though it was recognised there had also been new openings. Members also discussed the situation regarding internal drainage board funding and heard from the Chief Finance Officer that the Government would be responding on this matter later in the year.

In response, the Transformation & Governance Manager explained it was expected that this would be the case and that the housing risk would have to be reviewed in terms of the Local Plan. The town centre risk would also be reviewed in Quarter 4.

Action: SR

1. Obtain copies of the contract register for Members wishing to see it.
2. Supply information to Members regarding the Youth Council.

53 ANNUAL GOVERNANCE STATEMENT 2018/19

The Chairman introduced the draft Annual Governance Statement (AGS) for 2018/19, attached to the covering report at Appendix A, describing it as clear and well set out.

The AGS assessed compliance with the Code of Corporate Governance. The Council was required to review the effectiveness of its governance framework and prepare an AGS annually.

In the Constitution, it was the responsibility of the Audit & Governance Committee to review the AGS prior to approval and to consider whether it properly reflected the risk environment and supporting assurances, taking into account Internal Audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.

The Executive Summary set out the timeline and identified the key improvement areas for the year ahead. Section 6 provided an update on progress of the key actions from the previous year and key changes and improvements that had happened since the last AGS. The final AGS had to be published as part of the audited financial report for 2018/19 in July 2019.

Members discussed the statistics relating to rough sleepers. It was pointed out that the full number would not be captured in the official figure, which was a head count on one night only and did not include 'sofa-surfers' and those not in plain sight. The Council's securing of grant funding and submission of further bids was welcomed.

The Chief Finance Officer reported that the Council had recruited an officer to one of the two vacant Housing Standards Officer posts.

There was a suggestion that it would be helpful to have monthly or quarterly breakdowns of the figures relating to fixed penalty notices in order to check trends.

With respect to a query regarding adequacy of staffing to deal with fly tipping, the Chief Finance Officer reported that one-fifth of all fly tips were picked up the same day and 80% within two days, but it was difficult because rubbish was tipped at any hour and officers were constantly seeking ways to deter people. The Council's charge for removal of bulky waste items had not increased recently and there would only be a minor increase in April; there was no evidence that this had contributed to the problem of fly tipping.

Action: PJ

Advise Members of the percentage number of retail voids within the town centre.

54 REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE

The Chief Finance Officer presented a report updating Members on the publication of revised Chartered Institute of Public Finance and Accountancy (CIPFA) guidance for Audit Committees, and providing suggested amendments to the current Terms of Reference (ToR) to enable the Committee to reflect both the guidance and best practice. The report also proposed an amendment following the Council's approval to set up a Standards Sub-Committee.

The Committee's Terms of Reference (ToR) set out its remit and the breadth of areas it should consider when undertaking its work. As the Committee charged with governance, it was important that the ToR were comprehensive and aligned with best practice.

CIPFA had recently published a document entitled Audit Committees: Practical Guidance for Local Authorities and Police (2018 Edition), which facilitated a review of the Committee's ToR by Internal Audit. The guidance included updates to regulation and statutory guidance, external auditor appointment, and ethical standards for auditors.

In addition, the Council's decision to set up a Standards Sub-Committee, to deal with Code of Conduct matters, was being incorporated into the revised ToR.

During debate, there was a view that the former Standards regime, comprising of an Independent Chairperson, a Borough Councillor and a Parish Councillor, had worked well and would be preferable to a 6-Member Sub-Committee, and that an Independent Person should be able to vote in the interests of balance and transparency. In response, the Chief Finance Officer explained that an Independent Person had no legal ability to vote; however, this was under review and might change.

According to the draft ToR, a Member of the same political group as the Subject Member would not be able to serve on the Sub-Committee. It was asserted that, in the interests of fairness, the Sub-Committee should include one Member from the same

political group as the Subject Member, one from the opposition and one of the two Independent Persons. The membership depended on Member availability.

It was also asserted that the Sub-Committee should not arrange training for Members on the Code of Conduct as stated in Section 2 of the proposed ToR; this should be the responsibility of the full Committee and the Sub-Committee should only advise on the matter.

With respect to the selection of Parish Councillors to serve on the Sub-Committee, it was suggested there would need to be liaison with the Parish Clerks or Chairmen to establish a pool of trained Parish Councillors from volunteers in order to avoid a Parish Councillor from the same Parish Council as the Subject Member serving on the Sub-Committee. However, it was noted that this was the reasoning for having two Parish Councillors on the Sub-Committee.

In response to a suggestion that the report be deferred until the formation of the new Committee after the May elections, the Chief Finance Officer advised Members that recommendations from the Committee on Standards in Public Life's report would be drafted to be submitted to the Committee in the new Municipal Year. It was recommended that the Committee should put forward their views or recommend the draft to Full Council for the new Council to consider at which point any Member could speak and suggest amendments.

RESOLVED that it be recommended to Full Council that the draft Audit and Governance Committee Terms of Reference as attached to the report be considered with the following amendments:

1. **In Appendix 1 – *Proposed Terms of Reference for a Standards Sub-Committee***
– the deletion of the words ‘or arrange for’ from the seventh bullet point of **Section 2 Roles and Functions of the Sub-Committee** so that it reads: “To advise on the training of Members...”
2. **In Appendix 2 – *Arrangements for dealing with standards allegations under the Localism Act 2011*** – the deletion of the words ‘and not from the Group of the subject Member’ from the first line of paragraph 4.2 so that it reads ‘drawn from at least two different political groups, where practicable’.

55 COMBINED ASSURANCE - STATUS REPORT

The Internal Audit Manager presented a status report on combined assurance, the seventh combined assurance report for the Council, which would inform the Internal Audit Plan and the Annual Governance Statement (AGS).

Assurance arrangements were co-ordinated in the Assurance Map, which gave an overview of assurance provided across the whole organisation, not just from Internal Audit, making it possible to identify where assurances were present, their source, and where there were potential assurance unknowns or gaps.

Red (low), Amber (medium) and Green (high) ratings were used to help assess the level of assurance confidence in place. Internal Audit had helped co-ordinate these and provide some challenge, but the overall assurance opinion was based on the assessment and judgement of senior management, with whom accountability rested.

Assurance was obtained from management, corporate and third party, and Internal Audit.

Out of the total of 143 areas reviewed 130 (91%) had Green assurance, 12 (8%) had Amber assurance, and 1 (1%) had Red assurance. This was a small improvement on the previous year (89% Green, 10% Amber and 1% Red).

In response to questions, it was explained that the budget was rated as 'amber' when the strategic risk was rated 'red' because this report related to management assurance, i.e. the managing of risks.

The Chief Finance Officer confirmed that the specific CCTV issue with one partner referred to in the section on *Critical Systems* was still to be completed and was due to an issue with the provider.

56 INTERNAL AUDIT PROGRESS REPORT 2018/19

The Internal Audit Manager presented a report, which detailed progress of the Audit Plan for 2018/19.

The plan was progressing well and was on track; at the end of February, 90% of the plan had been completed.

The report summarised the three audits that had been completed since the previous Progress Report, all of which had received Substantial Assurance: *Town Centre - Events; Economic Development; and Business Continuity and Emergency Planning*.

In response to questions regarding the *Business Continuity and Emergency Planning* audit, it was reported that the target date for the review of the small number of service areas without nominated deputies was the end of June 2019. The deadline for completion of checks with managers to ensure they had a hard copy of their respective plans at home and work was also the end of June. The plans were available online through the County Council's *Resilience Forum* webpage.

Action: JS

Advise the Chairman of the number of additional events held in 2018/19.

57 WORK PROGRAMME

The Committee considered the work programme for 2019/20.

The Chief Finance Officer referred to an update report, provided by Mazars, which had been circulated to the Committee prior to the meeting, adding that the report was timely, but contained no significant issues.

The Chairman thanked the officers for their hard work and Members for the valued contributions and, as it was the last meeting prior to the Borough Council elections, he wished everyone well for the future.

The Meeting ended at 7.40 pm

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BOSTON BOROUGH COUNCIL

REPORT TO:	COUNCIL
DATE:	15 TH JULY 2019
SUBJECT:	REAPPOINTMENT OF NON-ELECTED REPRESENTATIVES
REPORT AUTHOR:	MONITORING OFFICER
EXEMPT REPORT?	NO

SUMMARY

To seek Council's approval for the re-appointment of non-elected representatives; Mr. Alan Pickering as Lay Member on the Audit and Governance Committee and Mrs. Alison Fairman as Independent Person to assist the Monitoring Officer in dealing with allegations of Member misconduct.

RECOMMENDATIONS

1. That Mr. Alan Pickering be reappointed to the Audit and Governance Committee as its non-elected representative for a further four year period to May 2023.
2. That Mrs. Alison Fairman be reappointed as the Council's Independent Person to assist the Monitoring Officer in dealing with complaints of alleged Member misconduct for a further four year period to May 2023, subject to the provisions of any new legislation being enacted.

REASONS FOR RECOMMENDATIONS

It is a requirement of the Localism Act 2011 for the Council to appoint an Independent Person to be consulted as part of the Code of Conduct complaint handling process.

It is good practice to appoint a lay representative to the Audit and Governance Committee and it is in accordance with Government advice.

ALTERNATIVES CONSIDERED

None.

REPORT

1. Audit and Governance Committee Lay Member

- 1.1 The membership of the Audit and Governance Committee is based on political balance with 9 elected Members and, in line with best practice, also has a role for 1 non-elected representative.
- 1.2 A recruitment process was undertaken to fill the role of non-elected representative with a person who had the required skills as defined by a competency framework. As a result of this process, Mr Alan Pickering was appointed to the position in April 2013.
- 1.3 Mr Pickering has now served as the non-elected representative on the Committee since 2013 and has proved to be a very able member.

2. Appointment of Independent Person

- 2.1 Under the Localism Act, the Council has a duty to 'promote and maintain high standards of conduct by its Members and Co-opted Members of the authority' and must implement those provisions detailed in the Act, including having in place a process for the consideration and determination of complaints alleging breaches of the Code of Conduct, and appointing an Independent Person to assist the Monitoring Officer in dealing with such allegations.
- 2.2 Mrs. Alison Fairman has fulfilled the role of Independent Person since 2012 and has a wealth of knowledge and experience on standards and ethical governance matters, and has performed the role of Independent Person diligently. There is no prescribed time limit on the term of office of the Independent Person and this is therefore within the discretion of the Council.
- 2.3 A recruitment exercise for Independent Persons has been carried out without success. However, we will continue to seek additional Independent Persons and any future proposed appointments will be reported to Council.

CONCLUSION

In view of the above, it is recommended that Council considers reappointing Mr. Alan Pickering and Mrs. Alison Fairman as non-elected representatives for a further four years, until the Council's Annual General Meeting in May 2023.

FINANCIAL IMPLICATIONS

Special responsibility allowance for the Lay Member of the Audit and Governance Committee to be met from existing budget.

LEGAL IMPLICATIONS

Section 28 of the Localism Act 2011 requires Principal Authorities to have in place arrangements for investigating allegations of Member misconduct and taking decision of those allegations. It also requires the Council to appoint at least one Independent Person who must be consulted as part of the complaint handling process.

Under the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, Independent Persons now have an additional formal statutory role serving on a Panel, when required, to advise the Council prior to any vote on whether to dismiss the Council's Head of Paid Service, Monitoring Officer and Chief Finance Officer (Protected Officers).

ANY OTHER IMPLICATIONS

None.

CONSULTATION

None.

APPENDICES

None.

BACKGROUND PAPERS

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

CHRONOLOGICAL HISTORY OF THIS REPORT

A report on this item has not been previously considered by a Council body.

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BOSTON BOROUGH COUNCIL

REPORT TO:	COUNCIL
DATE:	15 JULY 2019
SUBJECT:	ANNUAL COMMITTEE REPORTS 2018/19
REPORT AUTHOR:	CHIEF EXECUTIVE
EXEMPT REPORT?	NO

SUMMARY

It is good practice for local authorities to develop and publish an annual report on work undertaken by its committees throughout the previous municipal year. Draft Annual Reports for 2018/2019 have therefore been produced for the Council's Scrutiny Committees, Planning Committee and Boston Town Area Committee (BTAC) and are attached to this report for consideration.

RECOMMENDATIONS

That the Annual Reports for 2018/19 be approved for publication.

REASONS FOR RECOMMENDATIONS

To promote and highlight the work undertaken by the committees in 2018/2019.

ALTERNATIVES CONSIDERED

To amend the content or format of the current draft Annual Reports or not produce one at all.

REPORT

1 Background

1.1 The production of an Annual Report provides the Committees with an ideal opportunity to highlight the important work that has taken place throughout the municipal year.

2 Annual Reports 2018/19

2.1 Draft Annual Reports for the Council's Scrutiny Committee, Planning Committee and Boston Town Area Committee (BTAC) for 2018/2019 have been produced, attached to this report, and provide information on the following: -

- The Committee's powers and duties;
- The work undertaken by the Committee;
- Review work undertaken by Task and Finish Groups

2.2 The annual reports have been considered by the appropriate committees and referred to Full Council for approval and publication on the Council's website.

FINANCIAL IMPLICATIONS

None.

LEGAL IMPLICATIONS

None.

ANY OTHER IMPLICATIONS

None.

CONSULTATION

Corporate and Community Committee
Environment and Performance Committee
Planning Committee
Boston Town Area Committee

APPENDICES

Appendices are listed below and attached to the back of the report:

APPENDIX A	Annual Scrutiny Report 2018/19
APPENDIX B	Annual Planning Committee Report 2018/19
APPENDIX C	Annual Boston Town Area Committee Report 2018/19

BACKGROUND PAPERS

None.

CHRONOLOGICAL HISTORY OF THIS REPORT

Corporate and Community Committee – 6 June 2019

Environment and Performance Committee – 18 June 2019

Planning Committee – 28 May 2019

Boston Town Area Committee – 12 June 2019

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ANNUAL SCRUTINY REPORT 2018/19

Contents

1. What is Overview and Scrutiny and how does it work?
2. How does Overview & Scrutiny work in Boston?
3. Who is involved in Scrutiny?
4. A word from the Monitoring Officer
5. Review of the Year
6. Task and Finish Groups
7. Looking to the Year Ahead
8. How YOU, the public, can get involved and have your say

1. What is Overview & Scrutiny?

Boston Borough Councillors has 30 Councillors, all of whom share a commitment to improve the lives and wellbeing of the people of the Borough.

Seven Councillors currently serve on the Council's Cabinet and are known as Portfolio Holders. Cabinet has delegated authority to make decisions in accordance with the Council's Constitution. The remaining non-executive Councillors have the opportunity to consider issues in relation to the Council's services or wider matters affecting the community as a whole through the overview and scrutiny function.

Overview and Scrutiny Committees have no executive powers; they make recommendations to the Cabinet or full Council if they wish action to be taken, which may or may not be agreed. However, the function enables non-executive Members to undertake an investigatory process to review, support and improve services whilst holding the Cabinet and the Council's senior officers to account.

Whilst scrutiny arrangements are established to provide an independent process for reviewing Council decisions and policies, the intention is not for scrutiny to be a confrontational or divisive process, but to complement and add value to the work of the Cabinet.

2. How does Overview & Scrutiny work in Boston?

The Council's two Overview and Scrutiny Committees are each made up of 11 non-executive Councillors who consider services provided by the Council and, in some cases, services provided by partner organisations and other external bodies. These committees consider new policies that are being developed, look at existing policies to see how well they are working and examine performance information to check that standards are being met. The committees manage and are responsible for their own workloads – full details are given in section 5.

An effective overview and scrutiny function should provide the relevant committees with the ability to look at all aspects of service areas in order that service provision can be comprehensively investigated or scrutinised. The remits of the two committees were aligned with Cabinet portfolios two years previously, which allows each committee to undertake policy review, policy development, performance management and scrutiny reviews of areas within their remit.

Overview and Scrutiny Committees are able to establish time-limited task and finish group reviews that focus on a particular issue and consider it in greater detail than is possible at committee meetings. These reviews will include a mixture of interviews with relevant officers, research of best practice, meetings with service users and community groups and consultation with wider parts of the community.

The committees also consider Cabinet decisions that are 'called in' for scrutiny by four non-Executive Members and 'Councillor Calls for Action' from Members.

A Councillor Call for Action is a mechanism any Member of the Council can use to refer to the appropriate overview and scrutiny committee any 'local government matter', i.e. one relating to the functions of the authority which affect the Member's area or any individual who lives or works in that area, provided it is not an excluded matter and all other possibilities to resolve the issue have been exhausted.

NB: All-Member Briefings are scheduled to take place regularly throughout the year for officers and guest speakers to impart information to Members on topical matters of interest. These briefings are informal and give Members the opportunity to ask any questions they may have and can initiate ideas for matters to be scrutinised.

Full details of Boston's overview and scrutiny function are set out in the *Overview and Scrutiny Procedure Rules* at Part 4(E) of the Council's Constitution, which is available on the Council's website.

3. Who is involved in Scrutiny?

Every year, at the Council's AGM in May, 11 non-executive Councillors are appointed to each of the two Scrutiny Committees, though membership does change from time to time.

Membership during 2018/19 was as follows:

Corporate & Community Committee

Chairman: Councillor Paul Gleeson – Skirbeck Ward



Vice-Chairman: Councillor Colin Brotherton – Kirton & Frampton Ward

Councillor Richard Austin – Wyberton Ward

Councillor David Brown – Wyberton Ward

Councillor Anton Dani – Fenside Ward (until December 2018)

Councillor Maureen Dennis – Old Leake and Wrangle Ward

Councillor James Edwards – Kirton & Frampton Ward

Councillor Jonathan Noble – Fishtoft Ward

Councillor Elizabeth Ransome – Swineshead & Holland Fen

Councillor Sue Ransome – Station Ward

Councillor Brian Rush – Staniland Ward (from December 2018)

Councillor Judith Skinner – Fishtoft Ward

Councillor Stephen Woodliffe – West Ward

Environment and Performance Committee

Chairman: Councillor Judith Skinner – Fishtoft Ward

“I am delighted that the committee has embraced the new ways of working. The Inquiry sessions have been particularly productive producing some very good debate and sound recommendations. This has been well received especially in the case of the Boston Alternative Energy Facility.



Engaging with our local schools for our Markets Review has produced some valuable feedback to the committee and in return the schools have had an insight into how the council makes its decisions. This has also resulted in increased participation in our Local Democracy Week. The committee has also forged valuable links for any further consultations it take on in the future.

My thanks must go to the officers for all their hard work in arranging the consultations and collating the information received from them”.

*Vice-Chairman: Councillor Yvonne Stevens – Trinity Ward
Councillor Tom Ashton – Old Leake & Wrangle
Councillor Colin Brotherton – Kirton & Frampton Ward
Councillor Peter Bedford – Coastal Ward
Councillor Anton Dani – Fenside Ward (until December 2018)
Councillor Jonathan Noble – Fishtoft Ward
Councillor Barrie Pierpoint – Old Leake & Wrangle
Councillor Sue Ransome – Station Ward
Councillor Stephen Raven – Witham Ward
Councillor Brian Rush – Staniland Ward (from December 2018)
Councillor Stephen Woodliffe – West Ward*

4. A word from the Monitoring Officer

“Effective scrutiny is essential for good governance and strengthens the robustness of the decision making process. When the Scrutiny Committees examine the Cabinet’s proposals, objectives and draft programmes in order to inform their development before they are formally resolved, the Scrutiny function informs the decision making process by questioning, examining and constructively challenging thoughts, ideas and evidence. This allows the Cabinet and officers to identify areas of improvement prior to the decision being implemented and to have properly considered any impact of those decisions to be taken. Not only does this demonstrate openness and transparency in decision making, but it adds to the wider benefit for the Community and ensures the decisions taken are robust and reasonable.”



5. Review of the year 2018/19

Both committees worked effectively during 2018/19, with the Chairmen continuing to work together with officers to ensure that the issues considered were topical and worthwhile.

The committees each met for 6 scheduled meetings during the year. The committees reviewed their work programmes regularly throughout the year and scrutinised additional subjects, referring topics to each other in accordance with the committees' remits.

Following Scrutiny Training undertaken by Members in 2017, the two Committees agreed to align their remits with the Council's four Corporate Priorities with the Corporate and Community Committee remit covering Priorities 2 & 4 - *People and Public Service* - and the Environment and Performance Committee covering Priorities 1 & 3 - *Prosperity and Place*.

During the Scrutiny Training, Members also identified ways in which the committees could add value to their work, by examining issues through Inquiry Days and additional Task and Finish Group Reviews, rather than simply on a Committee agenda. Inquiry Days are a new way of working for the Council and involve Members and officers getting together informally in order for Members to receive full information and options on an issue and for officers to gauge Members' opinions, before drafting a focussed report for consideration at the committee meeting.

Here is a summary of the work of the committees during the year.

Corporate & Community Committee

On 1st August 2018, the Committee considered an **UPDATE ON TASK AND FINISH GROUP ACTIVITY on the LINCOLNSHIRE SUSTAINABILITY AND TRANSFORMATION PLAN (STP)**. Please see Section 7 for further information on the work of this Task and Finish Group.

On 30th August 2018, the Committee received a detailed presentation from the Partnership Manager for the Department for Work and Pensions (DWP) on the roll out of **UNIVERSAL CREDIT** (UC), which was due to go live on 12th September 2018 in Boston.

After the presentation, Members asked a range of questions to alleviate their concerns about the rollout and the impact of UC. As a result of questioning, Members learnt that a significant amount of work had been undertaken in preparation for going live and intense training had taken place over a number of weeks. A high number of claimants would be in employment and would not need to come into the offices and many would only need to come when there was a change in their circumstances. There were several ways to apply for direct payment of rent and the housing element of a claim would be treated exactly the same as for housing benefit.

Also, a significant amount of preparatory work had been undertaken to help people currently claiming to improve their IT skills and to provide support for others with the telephony system was available for those who could not access IT at all. Every effort would be made to ensure UC payments were accurate and timely, with priority given to families with children though the onus was on people claiming to provide the necessary information to enable full payments to be made. Workforce planning took place constantly at high level and additional staff could be allocated to provide support if necessary. UC was tailored to every person's situation, including those of no fixed abode and those who were unable to budget and in debt and a significant amount of work had been undertaken in the last two years with charities and organisations that supported people with chaotic lives.

The Chairman suggested that Members needed protocols regarding how to deal with data and forms that people could sign to authorise Members to speak on their behalf. The Partnership Manager stressed the aim was to work together with organisations to support people and urged Members to get in touch if they had any further queries.

Members felt the presentation and answers had been interesting, informative and well explained.

Also on 30th August, the Head of Place and Space presented a report regarding the **FUTURE OPERATIONAL ARRANGEMENTS FOR THE RUNNING OF ITS LEISURE, GUILDHALL AND SPORT SERVICES** following a tender exercise seeking Expressions of Interest.

The committee decided to recommend that Cabinet fully explore and progress the Expressions of Interest and report back on the outcome and details and that officers continue to explore improvements, efficiencies and savings to the current services.

On 1st November 2018, the committee received a further update on the matter. At both meetings, the reports were considered in private session, whereby members of the public were excluded from the meeting on the grounds that it involved the likely disclosure of exempt information as defined in Section 100(A)(iv) of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006; in this case it related to the financial or business affairs of any particular person.

At the same meeting on 1st November, the committee received a report on the operation of the **COUNCIL TAX SUPPORT SCHEME (CTS)**, with an update on the process currently being undertaken and the options being put forward for consultation, prior to the formal approval of the 2019/20 scheme by Council in January 2019.

Members asked various questions, as a result of which they heard that cost figures would not be known until the uprating figures were known in January, but that the cost of uprating was not normally significant. The CTS scheme, introduced in 2013, was still well within budget in the current year and had never gone over budget. Modelling could be carried out with respect to the 75% cap, as this was part of the localised scheme (only pensioners were protected); however, modelling had not yet been considered because a fundamental review was required. The budget surplus had not been used to establish assistance schemes for the public.

The committee recommended the continuation of the current scheme to Cabinet, up-rating the amounts used in the calculation of CTS for working age claimants in line with Department for Work and Pensions' up-rating for working age social security benefits and non-dependant deductions. The minutes recorded a minority view; one Member was against the CTS scheme in principle on the grounds that it reduced money going those who were the most underprivileged. Cabinet subsequently agreed with the Committee on 28th November and made the same recommendation to Full Council, where it was approved on 21st January 2019.

On 7th February 2019, the Committee received a report on the **PARISH COUNCIL AND RURAL ISOLATION PROJECT GROUP**. The project group had been established as a result of recommendations from the Committee's Rural Isolation Task and Finish Group, which had conducted a review in 2015/16 to help rural isolation by working with parish councils. The parish council project group consisted of a varied mix of staff from across the council who worked with parish councils to enhance community engagement.

With parish council newsletters, liaison meetings and training sessions, the group had made good progress in building relationships and assisting parish councils and had delivered tangible outcomes. By working with other agencies, the project had also started to develop and implement ideas to help reduce rural isolation and loneliness. The group was considering an exit strategy to ensure how the improvements made could be sustained and continue to grow once the project ended in April 2019.

The Committee recommended that Cabinet support the continuation of working alongside Lincolnshire County Council on the rural isolation and loneliness project and acknowledge the hard work and effectiveness of the group. Members welcomed the continuation of many of the new links with the parish councils to have come from the working group and asked for an update at a future meeting.

At the same meeting, the Committee considered the **DRAFT BUDGET SETTING REPORT AND MEDIUM TERM FINANCIAL STRATEGY 2019/20 - 2023/24** as part of the consultation process on the draft, and Member's comments were fed back to Cabinet prior to the budget being approved at Full Council on 28 February 2019.

The report outlined the 2019/2020 revenue and capital position for the General Fund and the proposals for the setting of discretionary fees and charges. The Local Government Act 2003 required the Chief Financial Officer to report on the robustness of the budget. The estimates had been prepared in a prudent manner, although it was highlighted that there were a number of elements outside of the Council's control, which would be mitigated through budget monitoring and risk management processes.

Having taken advantage of the Government's four-year settlement announcement, the final year of which was 2019/20, the Council was entering the period beyond that in a reasonable position taking into account the new financial regime from 2020/21 following the upcoming Fairer Funding Review, the proposed introduction of 75% localisation of business rates and the revised funding formula, although the recent closure of one of the largest local businesses highlighted the difficulties facing the economy.

Whilst the recent budget had set out the Government's overall public sector spending figure for the coming years, the 2019 Spending Review would allocate resources between government departments, providing councils with a better understanding of the likely resources available in the medium term. The changes meant that there would be additional risks to future funding levels which would require careful management. Therefore, the financial position modelled in the report on a current basis, could result in a rather different position by the end of the forecast period. The new Council to be elected in May 2019 would need to be clear about its priorities and make resource allocation decisions accordingly.

It was noted that there were significant areas of uncertainty in the coming years, including the impacts of the Brexit process, local government funding changes, and the 2017 Business Rate revaluation outcomes locally. The Council had robust risk management processes in place and, alongside the quarterly performance reporting, would update the likely future impacts as the situation became clearer.

In developing the Council's budget proposals for 2019/20, it had managed inflationary pressures on operational costs and pressures on some areas of income collection. Areas where net budget reductions had been delivered to produce a balanced budget included Leisure Services and Planning.

In order to deliver a balanced budget beyond 2019/20 and develop proposals for a secure medium term financial position the Council would seek innovative opportunities to achieve the annual budget reductions required without adversely affecting service delivery or compromising on its priorities.

Reports would be presented for deliberation and approval as projects were worked up, which would mean a refresh of the Transformation Programme once the future funding position became clearer.

Members asked a range of questions and made various comments on aspects of the proposed key proposals, including the consultation responses; treasury management training for members; the proposed fees and charges; sourcing and securing external funding; the expected reduction in business rates and the 100% pilot that allowed the Council to gain more than otherwise it would have; the internal drainage board levies; and the proposed council tax increase.

Members supported the proposals and recommended the draft's approval to Cabinet and Full Council.

The Committee received a presentation on the **APPLICATION DATA AROUND THE LICENSING PROCESS** with respect to Houses in Multiple Occupation (HMOs). All HMOs that house five or more people who form two or more households that share basic amenities, regardless of the number of storeys the accommodation is spread over, must be licensed and failure to hold a licence or have applied for a licence is a criminal offence.

The Committee heard that, of the 102 applications submitted, only one was likely to be refused. The Council had inspected 101 properties, issued 78 full licences with another 22 full licences pending and collected £84,565.90. In conclusion, it was noted that the Borough had 101 well-managed, well-maintained HMOs that provided their residents with safe, good quality accommodation and officers were on the street to check for compliance, going door to door in areas the data showed were more likely to have HMOs.

The Committee received a presentation on the **JOINT HEALTH AND WELLBEING STRATEGY FOR LINCOLNSHIRE (JHWS)** from the Chairman of the Health and Wellbeing Board, also the County Council's Executive Councillor for NHS Liaison and Community Engagement, and the Director of Public Health for Lincolnshire.

The purpose of the JHWS was to set out the strategic commissioning direction for the next five years for all organisations who commissioned services in order to improve the health and wellbeing of the population and reduce inequalities.

The presentation explained the strategy's aims and themes and also set out a profile of Boston, which included statistics relating to population demographics, deprivation,

healthcare, health inequalities, child and adult health, mental health and the care provided by unpaid carers. Further statistics were set out relating to obesity, dementia, physical activity, and the relationship between housing and health. It was stressed that the districts and the county needed to work together on the strategy.

Members asked a range of questions and discussions covered digital technology tools to access help and support in terms of prevention and self-care; the true population figures for Boston; the major issue of the increase in the percentage of people aged over 65; the significant percentage of early deaths from cardiovascular disease considered preventable; vaping significantly reduced risks to health compared to smoking cigarettes; the need for everyone to have regular health checks, to look after their health and get to know the basics of healthcare, which would save money in the long-term. Social media was used, but a national programme and campaign was needed.

Members also received more information on the considerable impact that improving diets would have on health, particularly in relation to diabetes and stroke, and in terms of early deaths and disabilities; the significant impact that could be made on the level of dental decay if a decision was made to include Boston on the fluoride area; lack of physical activity and intake of sugar being the reasons that the percentage of overweight or obese children in Boston was the highest in Lincolnshire and worse than the national average; how carers were crucial to the success of healthcare and needed support; and that physical activity schemes, such as the healthy walking groups, helped significantly and were particularly advantageous to health and wellbeing if they also involved engaging with other people.

After in-depth discussions, it was agreed that the strategy should be added to the work programme for the Committee to receive a six-monthly update.

Environment and Performance Committee

At its first meeting the committee received the statutory annual update report **CRIME & DISORDER ANNUAL REVIEW/ASB/PSPO (ALCOHOL) STATISTICS 2017/18** by the Anti-Social Behaviour Officer confirming team members on the Council's Community Safety Team, continued to work alongside numerous partner agencies, particularly the Neighbourhood Policing Team based at Boston Police Station.

The second report tabled on this agenda was the statutory annual update report **CCTV POLICY REVIEW AND ANNUAL PERFORMANCE UPDATE** by the Community Safety Manager

Each report is tabled to allow updating on performance factors on the respective service areas and to allow members to both review, comment, and also challenge the information presented. The reports are performance monitoring ensuring that members are made aware of activity; issues and potential areas which may require future scrutiny.

The second meeting of the committee held on the 17 July 2018 was a single item agenda which tabled the final report of the **TASK AND FINISH GROUPS' REVIEW OF THE MARKETS OFFER IN BOSTON**. Detailed reporting and discussion took place in respect of the depth of the review and the committee agreed the recommendations tabled by the group. (See section 7 below for a more detailed report on the Review).

On the 4th September the Operations Manager presented an update on the **ENVIRONMENTAL CRIME ENFORCEMENT ACTIVITIES AND PERFORMANCE DURING 2017/18** to enable Members to scrutinise the success of the approach taken to tackle environmental crime. Members were advised the Council provided key aims to maintain the cleanliness of the Borough and to ensure the streets and public open spaces were kept as clean and tidy as possible and the committee had been instrumental in supporting and shaping the robust, strategic and co-ordinated approach taken with respect to littering, which had changed from being reactive to proactive due to the work undertaken. The Council had adopted HM Government's Litter Strategy for England in February, which had set out the strategic direction in respect of achieving a clean and healthy environment and provided a package of tools and new legislation enabling local authorities to deal more effectively with litter and environmental crimes.

Members asked various questions and concerns including the issue of contaminated bins and the lack of fixed penalty notices issued for gum and cigarette littering. Members also recognised the support of North Sea Camp and the work Fly-Swat team in tackling problems.

Outcomes agreed by the committee included an invitation to be issued to all parish councils for them to take part in the Litter Champions Programme. Furthermore it was requested that officers provide a breakdown of Fixed Penalty Notices in future reporting.

At its meeting on the 8 November 2018 committee were subject to act as consultees on the **STATEMENT OF COMMUNITY CONSULTATION - BOSTON ALTERNATIVE ENERGY FACILITY**. Members were advised that there were only two aspects for their consideration within the report tabled: the first was the statement of the consultation whereby members were asked to consider if it was reasonable, and if not, to identify any consultation areas which may have been missed; the second part required consideration as to whether or not the information provided was sufficient to clearly identify what the proposal and structure was.

Following lengthy deliberation in respect of the consultation by the committee who were very thorough in their questioning and considerations, it was agreed that due to the significant volume of response, draft minutes would be produced and issued to committee members for their consideration. The Chairman Councillor Judith Skinner would be delegated powers to agree the final draft of the minutes and the official response, along with, the Deputy Chief Executive and then issue the document for Cabinet without the need to reconvene the committee to agree the final response.

Addressing the first requisite of the report, the committee agreed to request the inclusion of additional consultation streams within the consultation process and extend the consultation area and venues in order to include a wider scope of residents and gain greater feedback; ensure ease of access to the venues all the respective residents; allow on-going information to be readily available for public interest in the development at a central point

Addressing the second requisite of the report the committee agreed that additional information should be provided to clearly identify the proposal and set out their reason in order to all the public to have detailed information to give them a clear understanding and allay concerns and offer reassurance.

Summarising the general comments of the meeting, Members agreed the benefits of such a development for the town of Boston. They acknowledged the employment benefits it would create – both in construction and thereafter in on-going supply and maintenance. Consultation was agreed as being key for residents and they agreed that the additional requests for inclusion in the statement as identified, would reassure them that the scope of consultation was reasonable. The outstanding points for information to be included had also been agreed to allow clear identification of the project.

Whilst Members commended the report, they also noted five separate items identified for consideration and action by the developer which, although not direct to the consultation process, they felt were fundamental in taking the project forward for Boston.

They related to:

- Information on funding streams available for residents to help them mitigate the impact of the construction in their area;
- Information in respect of potential tendering for work on the development to be signposted by the developer to enable local businesses to be made aware of opportunities with clear direction on the tendering process;
- The request for serious consideration of the provision of a link road from the roundabout direct to the site should be given as this would also benefit local residents and businesses;
- Serious consideration of a soft landscaping scheme, which would establish quicker and provide screening to integrate the site into the landscape;
- The developer to consult with Royal Mail in respect of the mail drop it undertook on their behalf, within a five kilometre radius of the site, as not all residents in close proximity to the site had received the mail shot.

The Committee recognised the depth of their consideration and scrutiny of the consultation exercise and agreed that the outcomes it had produced were representative, and on behalf of, both neighbouring and wide ranging residents and businesses within the Borough of Boston.

At the same meeting, the Committee received the final version of the **JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY FOR LINCOLNSHIRE**. The Strategy had been tabled for consultation through the Committee at the last meeting of the previous year.

The Committee hosted two briefing events for all Members in 2018/19 relating to the development of the Strategy by the Lincolnshire Waste Partnership (LWP) of which this Council is a Member.

The first briefing event in March 2018 was to inform and consult Members on the draft version of the Strategy, in particular the proposed strategic objectives, before the LWP released the document for three months of public consultation. The briefing session was delivered by Officers from the LWP and Head of Environmental Operations in order to ensure that Members understood what the strategy was setting out to achieve, to shape the draft objectives and to collate relevant comments from all members of the Council. The briefing enabled Officers to assemble the feedback and present it to the Committee and seeking approval to submit the feedback to the LWP as the Council's formal response to the public consultation on the Waste Management Strategy for Lincolnshire.

The second Member Briefing in October 2018 was held to inform Members of the changes made to the Strategy and to gather any further feedback to inform the decision put before the Committee, to approve (or not) the final version of the Strategy for adoption by the Council and the LWP.

Both Member Briefing events enabled Elected Members to have a very full and frank discussion about the Strategy and enabled a broad spectrum of views to inform and shape the draft version of the strategy and to fully understand the implications of the final Strategy prior to adoption by the Council. It would not have been possible to have covered the same ground within the confines of a Committee meeting nor to have engaged the wider elected member cohort in the discussion of a broad topic that affected every householder.

Development of the Strategy been a significant task which the LWP had been working on for over a year. It would provide the cornerstone for future working arrangements in the County influencing the way that Lincolnshire Waste Partnership worked and the landscape of waste disposal and collection arrangements across the county. It would impact each and every resident of both Boston and Lincolnshire and shape how the County Council as a waste disposal authority along with the seven district councils would work together to manage the 360000 tonnes of household waste produced in Lincolnshire each year.

Members heard details of the vision sought by the LWP to work together to protect the environment by delivering sustainable waste management services which drove best value across the County and the core objectives underpinning the vision, along with an action plan to steer the delivery. Public feedback wholeheartedly supported the objectives as being right for the people of Lincolnshire and the action plan would provide the mechanism through which progress reporting would be provided to, and monitored by, the Lincolnshire Waste Partnership.

The Strategy set out challenging objectives which would require Members of all authorities to make difficult choices over the coming year. The reason being they had to fundamentally challenge the way waste services were currently provided to residents because of the approaching challenges.

Members received details of the 147 responses to the public consultation and the changes made to the Strategy to reflect the feedback. Key themes had emerged, many of which reflected the feedback from the Committee including education and communication to residents, harmonising collection methods and waste streams across the county to make it easy to do the right thing. It was explicit in the feedback from the public that we seek to manage costs but not to the detriment of the environment.

The final document included an initial action plan which was absent from the draft version. Inclusion of the action plan with the strategy was a direct result of public feedback and although a work in progress, it provided members with an indication of the focus of work for the partnership over the next few months.

Following further questions and comments, the Committee endorsed the Waste Management Strategy for Lincolnshire and recommended to Cabinet for formal adopted by the Council (subject to the Strategy in the same form being formally adopted by all the waste collection authorities in Lincolnshire). The Strategy was adopted by Cabinet on 28th November 2018, as recommended by the Committee.

All Councillors were invited to attend the meeting held on 8th January 2019 at which the Economic Development Manager presented an **ECONOMIC DEVELOPMENT POSITION STATEMENT** to allow members to consider the progress made against the rolling economic development action plan. The report was purely informative and Committee were advised that the plan had a clear vision which was to create a strong, successful and resilient economy that worked for all by positioning the borough as a destination of choice for not only investing in, but for working in, living in and also for visiting.

The Council was challenging perception and unlocking the potential of Boston via positive messages and positive marketing to attract even further economic investment.

The plan had four key objectives:

1. To promote and support inward investment into the borough
2. To support business development and growth of new and existing business.
3. To support housing growth and infrastructure development
4. To develop tourism, heritage and cultural opportunities.

With all four objectives being closely aligned to the strategic Prosperity Priority set out in the Council Plan 2016/17 – 2019/20 to deliver a clear sense of direction and overall 'open for business' vision for the borough.

Following a detailed report highlighting economic development within the borough, all committee members agreed the professionalism of the reporting and quality of content therein. There was agreement it was a success story which needed to be projected across all streams of the media with ongoing increased activity in marketing and PR. There was overall support of the ongoing activity to improve promotion of the borough and of working with the students in encouraging a greater skills base for local employers.

At its final meeting on 3rd March 2019, the committee considered a report on the activity of the **PILGRIMS 2020 & ALLIED OPPORTUNITIES EVENTS**. The previous year, the committee had agreed a programme of events asked for a follow up report to allow committee to monitor the outcomes of the funding applications. A further report had been presented to Cabinet on 21st February 2018 detailing the ambitions alongside a request for support of specific elements of funding to allow the projects to progress. The requests for funding were approved as it was recognised the programme fulfilled the Corporate objectives of:

- Prosperity – Attracting people and businesses to the area by raising the profile of Boston supporting the promotion of inward investment and developing our tourism, heritage and cultural opportunities.
- People – supporting our role in meeting wider health & wellbeing needs of our community by continuing to work closely with our partners, &
- Place – supporting Boston as a place which offers a quality way of life for residents.

Reporting back on the outcomes of the funding applications the officer confirmed that The Mayflower 400 group which had been led by Plymouth City Council had secured a £500k grant from Visit England in May 2016 to promote the national Mayflower Pilgrims story overseas: during 2018 the Department for Culture, Media and Sport agreed a similar amount to allow continuation of activity into 2019. The Mayflower 400 group which had been led by Plymouth City Council had secured a £500k grant from Visit England in May 2016 to promote the national Mayflower Pilgrims story overseas: during 2018 the Department for Culture, Media and Sport agreed a similar amount to allow continuation of activity into 2019.

Plymouth had nationally led the development of a bid to secure Arts Council England (ACE) funding to support artistic development of an 'Illuminate' event in their region. If successful it could help reinforce Boston's own 'Illuminate' event which had been delivered successfully over the last five years at the towns Christmas events

Referencing Boston specific projects the officer advised that a BID for funding of £60k had been submitted to build on the HLF funded Explore and Discover project. It had been proposed to deliver the project in two stages with the first prioritising activities for Pilgrim specific resources ready for early 2020: the second was continuing to develop wider American maritime and local histories to commemorate the connections for all audiences. Boston Borough Council had made a commitment to match fund with £10k to support the project and a further £10k had been secured through Lincolnshire County Council. The programme in total would cost £80k.

Funding for the bouys was initially £14k match funding from Boston Big Local through a service level agreement with Boston In Bloom. The Council had through its existing budgets agreed to support with a contribution of £1k.

Following work with the Environment Agency in respect of exploring investing in the arts, in September 2018 they agreed to contribute an extra £14k to allow another buoy to be sited close to the barrier scheme.

Further updating noted activity across 2020 and also 2030, which was of more relevance to Boston and a request was made for further updating as the events progressed to allow monitoring of the success of funding and also on the programme of events.

6. Task and Finish Reviews

LINCOLNSHIRE SUSTAINABILITY AND TRANSFORMATION PLAN (STP) TASK AND FINISH GROUP

This group had been set up by the Corporate and Community Committee in 2016/17 to achieve a greater understanding of the STP, which was published by Lincolnshire Health Organisations, at the request of Cabinet in order to guide input into the consultation process.

The group held an initial meeting with the STP Programme Director and scoped their activity, agreeing to concentrate on the key issues affecting Boston. It was anticipated a public consultation would commence in September 2017; however, this did not materialise and, therefore, the group decided to focus its efforts instead on better understanding the context in preparation for the planned consultation and the work of the group continued into 2017/18.

A number of external advisors were appointed on a voluntary basis to form a health advisory panel for the group. A series of fact-finding meetings were subsequently set up with senior NHS staff based on topic themes, including mental health and learning disabilities, women and children's services and stroke services.

A recurring theme emerging at the group's meetings was the problem of recruiting and retention of staff, an issue not unique to NHS Lincolnshire, although it was hoped the announcement of the opening of a new Medical School in Lincoln would help to ease these problems over time.

The next step was to arrange an all-Member briefing on the STP in the Spring prior to the planned public consultation expected in April, but the consultation was further postponed when United Lincolnshire Hospitals NHS Trust (ULHT) was placed in special measures again. While significant progress had been made in some key areas, particularly mental health and Neighbourhood Teams (integrated working), there continued to be significant uncertainty regarding future plans for acute hospital services in Lincolnshire and without firm options or proposals it was felt premature to proceed with a Member briefing.

An Acute Services Review was underway, which was expected to suggest significant service change and require capital investment. The STP team was unable to share any of its findings at that stage and the latest indications were that this would not be available for public consultation in 2018 due to the requirement for national input. However, it was suggested that it might be useful for Members to receive a briefing on the factors influencing the review, which would have a significant impact on Pilgrim Hospital. Such a briefing could also outline the practical steps currently being undertaken by ULHT to try to avoid any form of closure of children's services at Pilgrim Hospital.

On 1st August 2018, the committee considered an update on the Task and Finish Group's work. At the meeting, the Chairman took questions from nine members of the public in accordance with the Council's procedures for asking questions at meetings.

Guest speakers attended, which were the Accountable Officer for Lincolnshire East Clinical Commissioning Group; the Chief Officer for South and South West Lincolnshire Clinical Commissioning Groups and Senior Executive with responsibility for the Lincolnshire Sustainability and Transformation Partnership; and the Medical Director and Consultant Dermatologist, United Lincolnshire Hospitals NHS Trust. The Member of Parliament for Boston and Skegness was also in attendance to answer questions and give his views.

Following presentations, a thorough debate and lengthy question and answer session, it was agreed that a workshop be arranged for the group in order to examine the outcomes from the committee's meeting. The Chairman closed proceedings by thanking the members of the public for their input and for their future support, as the meeting had demonstrated the value of engaging with the public on these matters.

MARKETS REVIEW

On conclusion of a substantial task and finish review initiated by the Environment and Performance Committee, which had scrutinised many services areas across Boston with a view to improving the town both as both a tourist destination and for the benefit of local people, one area was identified as requiring a more individual in-depth level of scrutiny. The group recommended that a new review be undertaken to re-visit the existing markets offer at that time and look at ways to maintain Boston's historical market and its unique selling offer, in an ever changing world of consumer buying.

The recommendation was supported by feedback from the initial consultation process and a decline in traders on the market and income from the market, which could potentially result in both a loss of visitors and also local people supporting the markets.

It was agreed that the same group would execute the new review: the members had already accumulated knowledge in respect of the markets from the initial consultations and research undertaken.

During scoping of the review the group agreed further consultation was required and that a pre-requisite would be the input of the future users of the markets and the future residents of the town. Looking into the options for inclusion of the schools within the task, the group agreed that they would 'challenge' schools to undertake

their own review of the markets and then produce their own report of their findings and present it at an official meeting of the group.

Further consultation was agreed with the market traders direct; with the local businesses in and around the town centre and with the public consultation via the website and also hard copy questionnaires. Four schools within the borough accepted the task and the students were all invited to a meeting at Boston's Guildhall where the Chairman of the group officially set the challenge.

On Wednesday 16 May 2018 four groups of students, accompanied by teachers from their establishments, undertook their official visits to the Boston markets where they enthusiastically carried out their own reviews of the market offer at Bargate Green and the market offer within the Market Place. Officers escorted the groups and were available to answer questions relating to market activity and the town overall.

On closure of the market traders, the commercial and public consultations, collation of the feedback returned common issues from all three. One of which was the need for a better mix on the markets; another was an urgent need for improved promotion and better signage across the town centre and other key concerns included issues in respect of littering; the impact of the buses through the market place and the negative appearance of long term empty shops. However, there was overwhelming support of the markets offer in the town and the benefit of it for both local people and as an attraction for visitors. Furthermore local businesses around the town agreed that the market impacted on their own activity in a productive way. One reassuring outcome was the notice by 90% of the market traders who responded, stating it was their intent to keep trading in Boston for the foreseeable future.

The outcome of the students review culminated with each of the four schools attending a meeting of the group on July 7 2018 and presenting their reports direct to the group members, along with the portfolio holder and the Leader of the Council.

The students involved presented on behalf of:

- Boston Grammar School
- Boston High School
- Giles Academy
- Haven High Academy.

The respective teachers from each establishment noted the benefits of the exercise for their students and Councillors recognised and congratulated the schools on the quality of their reports and on their professionalism of reporting to the meeting and their recommendations are noted as follows:

- A 'Welcome' sign needed to be implemented at the entrance to the market place from Wide Bargate.
- New bigger signs were needed.
- There is no sign from Wide Bargate showing where the Market Place is.
- Street performers should be encouraged to create an atmosphere as the market place lacked any atmosphere at all and was dull and drab.
- Local theatre groups and dance groups should be allowed to perform alongside the stalls. Musicians of all types should be encouraged and offered free sites within the market to play. Specific Cultural events should be put on in the summer time.
- A dedicated Artisan Food area should be provided ideally outside Lloyds Bank with the Stump as a back drop. The Council should actively promote and source Artisan traders to a specific Artisan market.
- The Market should be zoned. Specific areas for ease of customers with possibly colour co-ordinated canopies. Some areas in the market were claustrophobic with stalls too close together whilst others were wide apart making it look a mess.
- The Market Place needs to be cleaner. Rubbish was over-flowing from bins and was dangerous and made the market feel dirty and look unhealthy. Furthermore some stalls with fresh food had litter around them. (*New Public Rubbish Bins have been installed and the Trader Bins now being looked into*)
- The Tourist Information Centre should be re-located onto the market especially in the busy months.
- The market place should be pedestrianised as the buses are dangerous and the market could then fill the whole of the market place.
- More public seating was required. (*New seats have been installed*)
- The canopies needed to be updated all in the same striped theme.
- A large public notice board should be placed in the market place for ease of reference for all residents on activity within the borough.
- A large public notice board should be put in the market place.
- A youth market or stalls for students should be introduced during the summer holidays alongside the established markets or on Bargate Green. Pop-Up Foodstalls would also be a good draw especially in the summer months, offering foodstuffs not currently on the markets. It would encourage students to use the markets during lunch breaks and in the holidays.
- The cleanliness of the markets needed improving. Some stalls looked unhygienic. Pet foods stalls should not be located next to fresh food stalls. Smoking and Vaping should not be allowed on the markets.

Here is the link to the schools report:

<https://moderngov.boston.gov.uk/ieListDocuments.aspx?CId=136&MId=1339>

Drawing the review to its conclusion the group's final task was consideration of the Markets Policy to address the main issues highlighted throughout the consultation process. The group agreed the following three amendments to the Markets Policy:

- That no smoking or vaping by traders be permitted on the markets.
- That the Tenant Mix be simplified in order to allow traders to stand without the proportionate allowance being a bar to any trader who turns up to the market.
- That casual traders to be allocated available pitches on the day of the market.

The final report of the review was tabled through Cabinet on the 5th September 2017 at where Cabinet agreed the following final recommendations:

1. The amended Markets Policy at Appendix E be adopted with the amendment of paragraph 17.1 by deleting the works 'but shall determine the application having due regard to the currently adopted tenant mix' and the deletion of paragraph 9.5.
2. Investigations into the possibility of implementing a Welcome Archway at the entrance to the market place from Narrow Bargate be agreed, with a report being returned once the investigations are completed.
3. The introduction of a 'Cultural' offer supporting the markets be agreed.
4. The consideration of providing stalls for students to trade on during school holidays' to encourage potential future traders be supported.
5. An increase to the size of the existing signage to provide larger scale signs, in particular showing direction from the Market Place to Bargate Green and vice versa be agreed.
6. The importance of the contribution of the four schools within the consultation process and the quality of their reporting be recognised and agreed.

7. Inquiry Days

One Inquiry Day was held by the Environment and Performance Committee on Monday 14th January 2019 to allow members to look at and discuss the draft **WASTE RECYCLING OPERATIONAL PROCEDURES POLICY** produced to consolidate the custom and practice and operational arrangements adopted by the waste and recycling services, into one document.

Members were advised that in general the arrangements would not be changed, nor would there be any substantial changes to the current practices. The document would eliminate any inconsistencies or misunderstandings in respect of how the operational matters were facilitated across the Council: it would provide a definitive reference point for both staff and members of the public and also evidence any back-up decision making to protect the Council from unfair or unjustified criticism from the public or the Ombudsmen.

On conclusion of the deliberation all members acknowledged the benefits of the Inquiry session, agreeing that the open discussions allowed them to fully comprehend the new policy and all it entailed. Members all tabled their support of the new policy which they all agreed would provide the all parties with an ease of access to source the information they required, alongside supporting the Council in respect of any complaint or criticism.

8. Looking to the Year Ahead

The following are being considered in order to continue to support and improve the Council's Overview and Scrutiny function:

- The early development of work programmes for the year ahead through liaison with the Chairmen, Vice-Chairmen and lead officers on both Committees;
- Support for further Inquiry Days and Task and Finish Group activity;
- The training and development needs of Scrutiny Members;
- Getting members of the public involved: an ongoing campaign will continue with regular features in the Boston Bulletin about attending meetings and how to get involved.

A “suggestions” form for members of the public to use appears on the next page.

BOSTON BOROUGH COUNCIL

SCRUTINY SUGGESTION FORM

Boston Borough Council's Overview and Scrutiny Committees welcome suggestions from members of the public who may have ideas for matters that the committees could scrutinise.

You can let us know of your suggestions by e-mail to Democratic@boston.gov.uk or by completing and detaching the form below and posting it to: Democratic Services, Boston Borough Council, Municipal Buildings, West Street, Boston, PE21 8QR.

Name:	
e-mail:	
Telephone:	
Suggestion:	
Reasons:	

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Boston Borough Council

Planning Committee

End of Final Year Report

May 2018 – April 2019



Introduction

Boston Borough Council's Planning Committee sits every four weeks throughout the municipal year scheduling additional meetings as required.

Committee meetings are held on a Tuesday at 1000 hours and many are attended by members of the public, either in a capacity to speak on a specific application, or to view the proceedings with a general interest.

The committee consists of a cross party representation of 13 members from the political groups within the Council. As a regulatory committee of the Council, the planning committee has decision making powers and as such, its members have a responsibility to make their final decisions based on planning policy and regulation alone, and not based on political direction.

It is a pre-requisite for membership of this committee that all Councillors who sit and determine the applications, are trained in all aspects of planning policy and legislation.

Comments on the activity of the committee over the year 2018-2019 by the Portfolio Holder Councillor Michael Cooper:

"Not only have the planning committee members had a very wide range of diverse planning applications to consider throughout the year, they have also taken on board significant changes in policy and legislation to ensure their decision making has been consistently robust.

Certain planning applications can be controversial, causing upset and concern for residents, and the committee members whilst being mindful of any emotive representation they may receive, are neutral in their decision making in line with planning policy.

Being a non-political committee I am pleased to confirm that throughout the year, the committee members have worked collectively, in a considered manner, in their determination of the applications. Site visits have taken place which always prove beneficial to members and deferrals for legal advice for further information are made when necessary. Appeals decisions have in the majority been in favour of the Committee, underlining the original decision making of the committee.

In conclusion I would like to thank all the supporting staff on this committee who always enable each meeting to be structured in a professional manner, reflecting the seriousness of the decision making taking place.



Councillor Michael Cooper.
Leader of the Council and
Portfolio Holder for Development and Planning



PLANNING COMMITTEE

How a planning application gets to committee:

When a planning application is received there are two ways in which Boston Borough Council's Planning Department can action it:

1. It can be decided under Delegated Powers which are given to senior experienced officers with sufficient knowledge of planning policy, case law and legislation, to be able to reach a professional decision. This practice is paramount in ensuring that the authority does determine the large number of applications it receives within any municipal year, within the statutory time limits.

The above practice is used on applications which are fairly straightforward and have not been subject to public interest, are not of a nature to be contentious and do not depart from the local and national planning policies.

2. It can be deemed suitable for full committee determination.

This practice is used on applications by a Council Officer or Boston Borough Council Elected Member; applications which have generated significant public interest or may be contentious in nature and also applications which may be contrary to the local plan and depart from policy.

Furthermore:

- Ward Members are notified of all planning applications submitted relating to an address within their Ward and given the opportunity to request that an application be referred to the committee for determination. However, the Ward Member should give clear planning reasons for the need for the application to be determined by the committee. There is an expectation within the planning code of conduct that when a member makes such a request, they address the meeting in their role as Ward Member.
- When an application is deemed to be particularly contentious or the impact of the proposal is difficult to visualise from plans and photographs, officers will seek the committee's official agreement to convene an official committee 'site visit' prior to the application being tabled for determination.

A site visit forms part of the 'committee meeting proper'. It is held under full protocols and in line with the authority's planning code of conduct, only members who attend the visit may determine it at the committee meeting.

PLANNING COMMITTEE

What happens at the planning committee meeting?

The agenda is published five clear working days before the meeting on the Council's website. Hard copies are available at reception or on request.

Each report produced on a planning application, contains a recommendation for determination by the report author, which has been achieved based on assessment against policy and all material considerations. It is however only an officer recommendation, which can be over-turned in line with reasons aligned to the Local Plan or the National Planning Policy Framework.

Public representation is permitted on all planning applications and all speakers must have registered to speak by 1200 noon on the day before the meeting.

Speakers (*with the exception of ward members*) are subject to timing constraints when addressing the committee.

The Chairman will open the meeting at 1000 hours and address the preliminary items under part 1 of the agenda including apologies for absence and declaration of interests.

Part 2 of the agenda is then introduced:

1. The reporting officer will present the planning application both visually and verbally concluding with their recommendation for determination.
2. Verbal representation is then received in respect of the application in the following order:
 - a) Public objection to the application
 - b) Public support of the application
 - c) Representation by the applicant and/or their agent
 - d) Parish Council representation
 - e) Address by the Ward Member

Once a speaker has addressed the Committee, they must return to their seat in the public gallery. Open discussion between committee members and members of the public is not permitted.

3. Before inviting the committee members to deliberate and decide the application, the Chairman will invite the reporting officer to address any planning specific issues which may have been raised during the public representation.

If necessary, they may also seek any legal advice from the Legal Officer in order to ensure clarity of any issue ahead of members' deliberation.

4. The Chairman will open the session for deliberation, to enable committee members to determine the application.
Committee members may seek advice from officers (planning and legal) on any area of the application in order to allow them to make an informed decision.
5. On consideration of the application and in their determination of it, committee have the following options:
 - a. The application can be granted or refused, as per the officer recommendation within the report.
 - b. The application can be granted or refused, *contrary* to the officer recommendation within the report. On such occasions material planning reasons *must* be provided for the overturn of the officer recommendation.
 - c. In the event that the committee feel they need to have sight of the application location, they can defer the application 'for an official committee site visit'.
6. As a decision making committee all motions are subject to being moved and seconded and an official vote taken: in the event of a tied vote the Chairman of the committee has the right to cast a deciding vote.
7. Once all the planning applications have been determined, all other matters on the agenda are addressed. This can include a variety of reporting which could contain notification of changes to planning legislation and policy; consideration of Tree Prevention Order's and any consultation submissions.

Each agenda then tables two standing items concluding its business of the day:

1. A rolling update on appeal decisions received.
2. A rolling update report on items determined via delegated powers.

Whilst a planning decision is made at the committee meeting, it does not come into effect until the Decision Notice and associated documents are despatched by the Planning Authority.

When a planning application is refused, the applicant does have the right to appeal the decision through the Planning Inspectorate who will independently consider the application and then make a final decision. An applicant may also appeal against any conditions that are attached to a grant of permission.

PLANNING COMMITTEE

Facts, Planning Applications and Reports

- Boston Borough Council's Planning Committee sat on 12 occasions throughout the municipal year 2018- 2019.
- Only one scheduled meeting was cancelled on the 30 April 2019.
- The committee undertook one official site visit:

Planning Application B 17 0130 (*resubmitted*) was deferred at the meeting of the 14 July 2018, on concerns noted by many members in respect a loss of amenity and the nature of occupation for work as against tourism.

The official site visit took place at 0900 hours on the morning of the following committee meeting on the 21 August 2018, at the location of the application site at Shaw Lane, Old Leake, Boston.

The application was recommended to grant by the officer, but was refused contrary to officer recommendation, on the reason it contravened Policy G1 in that it would substantially harm the amenity and general character of the area.

Members agreed the benefit of the site visit in assisting them in reaching their determination of this application, validating their decision for the site visit.

It is noted that this decision is currently under appeal and being considered by the Planning Inspectorate.

- The committee deferred a further two planning applications at their meeting on the 29th May 2018, following the outcome of an appeal decision, which directly impacted on the applications tabled and the officer recommendation at that point in their deliberations:
 - Planning Application B 18 0144 Ye Olde Red Lion Bicker
 - Planning Application B 18 0045 Lacey's Lane Leverton.

Committee agreed that legal advice be sought in respect of the appeal decision and that the applications be returned for deliberation in line with any outcome from the appeal decision.

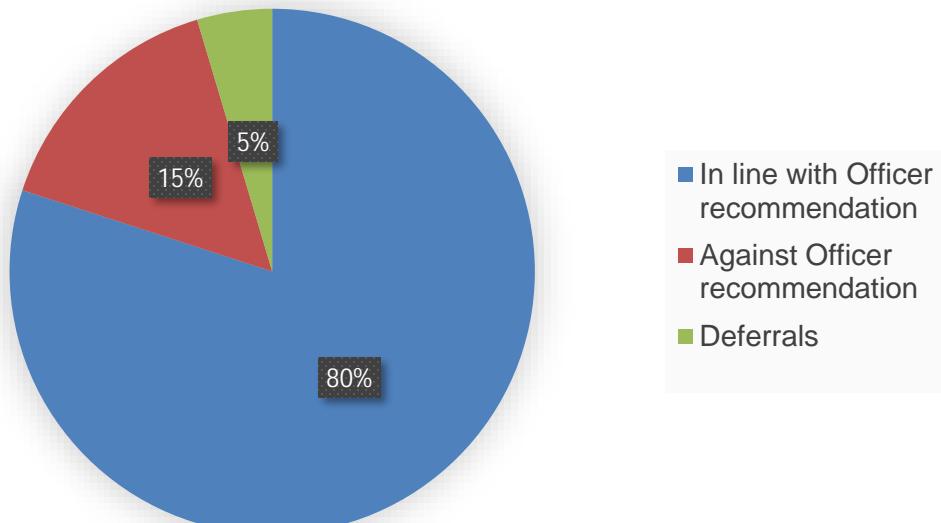
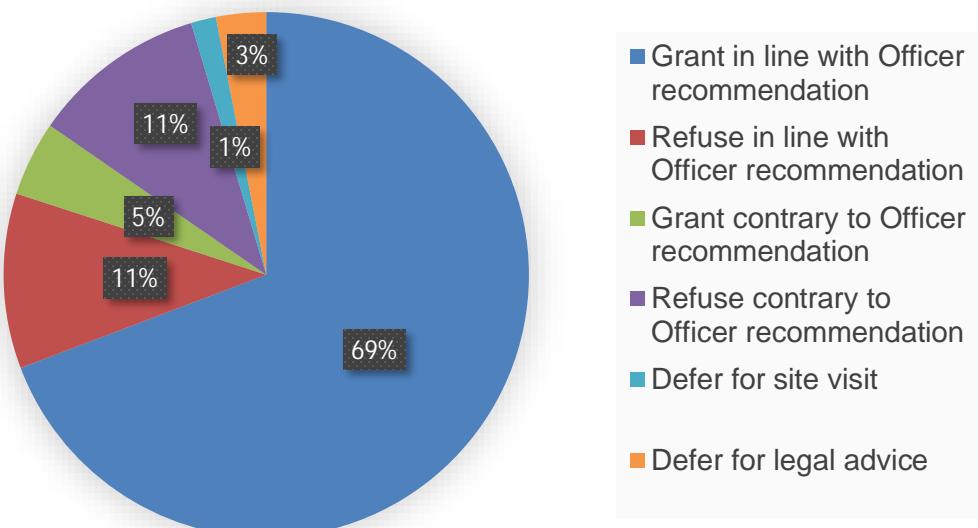
Both applications were returned at the following committee meeting on the 26 June 2019 and both were granted in line with officer recommendation.

PLANNING COMMITTEE

Planning Applications:

The Planning Committee determined 65 planning applications over the 12 meetings which includes the three deferrals and re-submissions.

- 45 applications were granted in line with officer recommendation
- 7 applications were refused in line with officer recommendation
- 3 applications were granted contrary to officer recommendation
- 7 applications were refused contrary to officer recommendation
- 1 application was deferred for an official site visit
- 2 applications were deferred for additional legal advice



PLANNING COMMITTEE:

Appeals Decisions:

Throughout the municipal year Boston Borough Council received 9 appeal decisions in respect of decisions made by the Planning Committee.

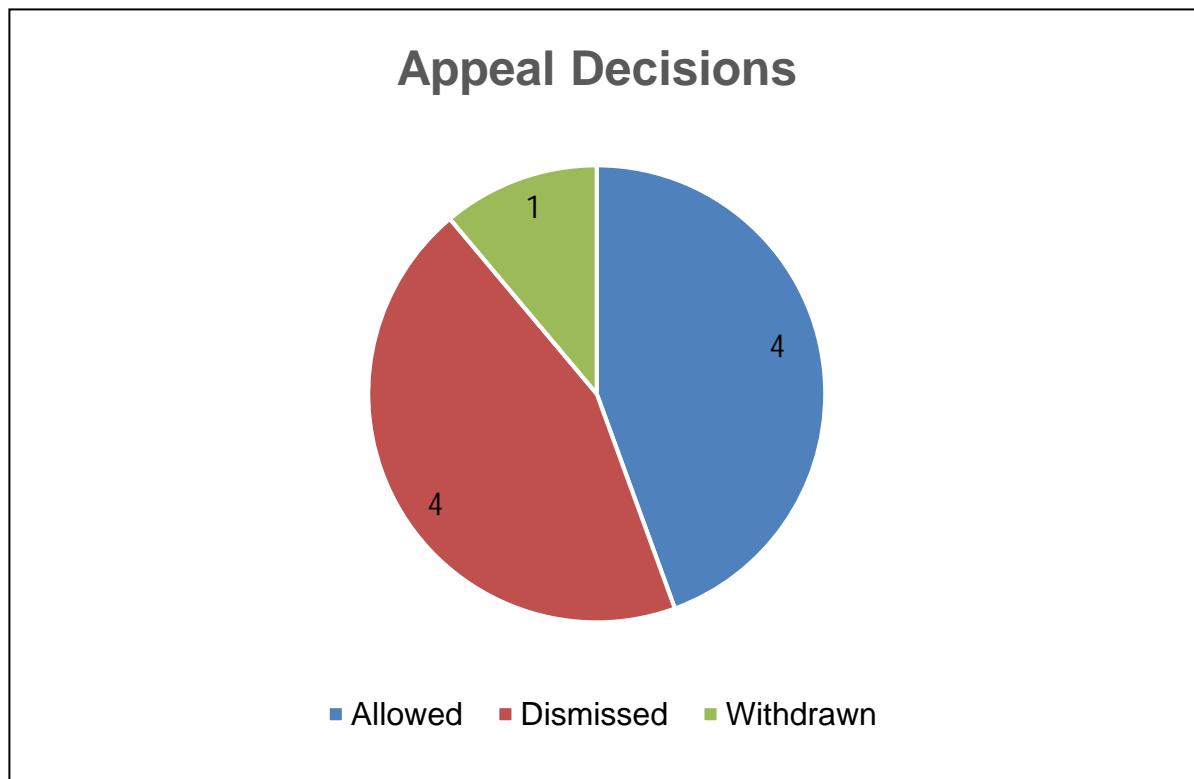
Out of the nine 4 of the appeals were upheld by the Inspector and 4 were dismissed supporting the decision of the committee.

The remaining appeal was withdrawn prior to being determined by the Planning Inspectorate following a further planning application being submitted by the appellant. The original report for the appeal had been recommended for approval by officers.

Planning Committee determined 3 of the applications that were appealed.

2 of these had been recommended for approval by Officers, the other for refusal.

The Inspectorate allowed 1 of these and upheld the other decision, dismissing the appeal.



Additional reporting

In addition to planning applications the committee also received a variety of reporting:

Planning Application Validation Check List.

Presented by the Growth Manager the committee were advised that the Council currently validated planning applications in accordance with a national list, which required very little information to be submitted in order to make the application valid. The result due to the lack of information often led to delays in the processing of many applications causing frustration to applicants and increased costs to the Council. The proposed check list allowed significantly more information to expedite the application and a shortened version had been produced for householders.

Committee agreed the officer recommendation and noted the proposed check lists; agreed that the checklists would be subject to consultation for a minimum of 6 weeks and that a report on the consultation responses would be returned to the planning committee.

The Check Lists were adopted at the January 2019 committee meeting.

NPPF Update

Presented by the Growth Manager, committee were asked to note the updated National Planning Policy Framework (NPPF) 2018 which had been published by the Government on the 24th July 2018 and had come into immediate effect. The amended framework identified a number of changes against the 2012 version and in line with the officer recommendation committed noted and received the updated framework.

Pre-application Protocol

Presented by the Growth Manager the committee were advised that the protocol which included a table of charges had been reviewed, following the last review in July 2017. Changes had been made and the review satisfied the commitment to monitor the protocol. Committee agreed the officer recommendation and resolved to recommend to Cabinet that the Council:

- Increase fees for pre-application advice
- No longer providing informal responses to 'Do I need planning permission...' enquiries and requiring the submission of Lawful Development Certificates
- Provide a fee schedule of charges for larger schemes (typically over 51+ dwellings) and for those applications where the applicant specifically requests an enhanced service.
- Updates the Pre-application Protocol.

Heritage Strategy

Presented by the Head of Place the report advised that due to increase recognition at national level of Boston's significant medieval and Georgian historic environment there was a need for a strategy to set out the aims and objectives of the Council to restore, protect and share the heritage and also safeguard its future.

The committee resolved to recommend to Cabinet that the Council agree and endorse the updated strategy.

Conservation Area Plan.

The Head of Place presented the report to the committee advising that Boston Town Centre was first designated as a Conservation Area in 1969, one of the earlier designations as the first Conservation Area designated in the country had been Stamford in 1967. The importance of the plan ensured the future protection and improvement across the area. That the committee resolved to recommend to Cabinet that the Council agree and endorse the updated strategy.

Case Law Update

The Growth Manager presented the report confirming that Council received regular updates on new and changes to legislation, policy and guidance as well as relevant case law. Those that were most applicable to the Planning Committee in the determination of planning applications were presented for Members information. A recent case - **R. (Tate) v Northumberland CC [2018] EWCA Civ 1519** was of particular relevance and tabled for members reference.

Committee noted the report and agreed the benefit of receiving such reporting.

STANDING ITEMS

To enable committee members to monitor all applications actioned via the planning department, one of the standing items at the end of each agenda is the Delegated Decision List which identifies all the decisions made by the officers on the applications not tabled through the committee.

A second standing item was added to the agenda during this municipal year. A monthly report on appeal decisions was produced and welcomed by the committee allowing them to monitor the appeal decisions monthly as against receiving reporting updates occasionally throughout the year.

NEW POLICY:

Boston Borough Council adopted the South East Lincolnshire Local Plan 2011 – 2016 on the 8th March 2019 – a joint Local Plan with its neighbour South Holland District Council.

The new Joint Local Plan replaced the old existing Local Plan in determination of all planning applications.

Full training was undertaken with all members of the Planning Committee where the new plan was considered fully in determining planning applications.”

PLANNING COMMITTEE MEETINGS 2018 / 2019

Attached identifies each planning committee meeting throughout the year and provides a breakdown of the voting.

It provides information in respect of the items granted / refused and also those decided contrary to officer recommendation.

Key: F = Voted in favour of the decision

AG = Voted against the decision

AB = Abstained from voting

U* = Unanimous Vote.

*the number of voters on a 'unanimous vote' may not reconcile with the number of votes on other items on that day's agenda: committee membership fluctuates during the meeting, dependent on members absenting, arriving late or leaving early or standing down to speak as ward members on an application.

When the **U** is shown – it is correct at the number of members in session at that time of the meeting.

Application. & Site Location.	Officer Rec.	Committee Decision.	F	Ag	Ab	U
29 MAY 2018						
Erection of 2 no. detached two storey residential dwellings and garages and associated works <i>Ye Olde Red Lion. Bicker</i>	Refuse	Defer for legal advice in respect of appeal decision.	7	1	2	
Outline application for residential development (up to 3 no. dwellings) including associated works with all matters reserved <i>Land adjacent to The Farm Laceys Lane Leverton</i>	Refuse	Defer for legal advice in respect of appeal decision.	7	1	3	
Approval of reserved matters (scale, layout, landscaping and appearance) following outline approval B/16/0389 (Outline application for the erection of one detached dwelling and one detached garage including access with matters relating to appearance, landscaping, layout and scale reserved for later approval) <i>Glenhirst Station Road Swineshead</i>	Grant	Grant as officer recommendation	11			U
Outline application for the erection of up to 35 no. dwellings (with layout and access to be considered) and construction of car park for use by Old Leake Primary School <i>Land north of Old Main Rd Old Leake</i>	Grant	Grant as officer recommendation	12			U
Erection of two apartment blocks, one fronting John Adams Way and the other fronting Whitehorse Lane, Boston. Erection of one dwelling attached to the north gable of 82 High Street, Boston Conversion of Haven Wharf warehouse to provide 21 flats plus side extension. Relevant demolition in a conservation area including the demolition of outbuilding to the rear of 78 High Street Boston, an industrial building attached to the south elevation of Haven Wharf Warehouse and buildings nos 1, 2 and 3 <i>Land south of the A16, John Adams Way, east of High Street and Whitehorse Lane Boston</i>	Grant	Grant as officer recommendation	6	4		

26 JUNE 2018

Erection of 2 no. detached two storey residential dwellings and garages and associated works <i>Ye Olde Red Lion, Bicker</i>	Grant	Grant as officer recommendation.	8	3		
Outline application for residential development (up to 3 no. dwellings) including associated works with all matters reserved <i>Land adjacent to The Farm Laceys Lane Leverton</i>	Grant	Grant as officer recommendation.	12			U
Demolition of 36 Strait Bargate and 2 Wide Bargate and part of the boundary wall to the Methodist Church. Refurbishment and extension of Grade II listed 4 Wide Bargate. Erection of 14 no. retail units (A1); 2 no. retail units (A3/A5); and 15 no. residential apartments, with associated car parking. Creation of a new pedestrian (and delivery/service vehicle) link connecting Wide Bargate to Red Lion Street <i>Land between Red Lion Street and Wide Bargate Boston</i>	Grant	Grant with the additional recommendation for investigation into a possible gating order at the entrance to the alleyway adjacent to no. 4 Wide Bargate.	11	1		
Listed building consent for single storey extension and refurbishment of 4 Wide Bargate. Demolition of part of the boundary wall to the Methodist Church and replacement with realigned wall and railings including pedestrian gate. <i>4 Wide Bargate, Boston</i>	Grant	Grant as officer recommendation.	11	1		
Erection of replacement residential dwelling without attaching an existing Agricultural Habitation Clause, and change of use of land from agricultural to domestic curtilage including retrospective excavation of conservation lake and temporary siting of static caravans <i>Mobile Farm Manor Lane Wrangle,</i>	Grant	Grant	13			U
Outline application for proposed residential development of up to 200 no. dwellings with access to be considered <i>Land South of Wainfleet Road Boston</i>	Grant	Grant subject to additional condition in respect of fencing delineating the 5m buffer prior to commencement of works	9	2		

14 JULY 2018

Construction of 18 dwellings (including 3 affordable dwellings) garages, public open space, estate road and new vehicular access following demolition of existing dwelling <i>Land to rear of Westminster Terrace Swineshead</i>	Grant	Grant subject to the additional word of 'future' in condition 8 and the additional word of 'additional' within condition 18.	7	2	1	
Proposed residential development consisting of 4 no. detached dwellings with associated parking, garages plus construction of a new road and new vehicular access <i>West End Road Wyberton</i>	Grant	Grant as officer recommendation	8	1	1	

Installation of small-scale gas-fired electricity generating facility within portal framed building and ancillary infrastructure, and plant including transformer compound, DNO metering room, gas kiosk, store room, control room, lubrication oil storage tanks, and radiator bank <i>Land west of Marsh Lane Boston</i>	Grant	Grant as officer recommendation	8	2		
Erection of two storey Engineering, Manufacturing and Training (EMAT) Centre and associated landscaping works <i>Boston College Skirbeck Road Boston</i>	Grant	Grant	10			U
Outline application for residential development following demolition of the existing buildings with some matters (layout, appearance, landscaping and scale) reserved for later approval <i>Bridge House Boston</i>	Refuse	Refuse	8		2	
Outline application for residential development following demolition of the existing buildings with some matters (layout, appearance, landscaping and scale) reserved for later approval <i>Whitehouse Lane Fishtoft</i>	Grant	Grant	5	2		
Resubmission of B/17/0130 to remove condition 2 on planning approval B/15/0017 to enable a maximum of 25 caravans to be occupied by agricultural workers for a period of up to three years with the maximum continuous length of stay of any individual worker being limited to 10 months <i>Old Leake Caravan Park Shaw Lane. Old Leake</i>	Grant	Defer for site visit to address concerns re amenity and occupation of the caravans in work as against tourism circumstances	5	2		

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21 AUGUST 2018

Resubmission of B/17/0130 to remove condition 2 on planning approval B/15/0017 to enable a maximum of 25 caravans to be occupied by agricultural workers for a period of up to three years with the maximum continuous length of stay of any individual worker being limited to 10 months <i>Old Leake Caravan Park Shaw Lane. Old Leake</i>	Grant	REFUSED contrary to officer recommendation as the application contravened Policy G1 and would substantially harm the amenity and general character of the area.	6	5		
Retrospective Listed Building Consent for retention of front door and UPVC double glazed windows at front and rear <i>31 Sleaford Rd Boston</i>	Refuse	GRANTED contrary to officer recommendation due to PVC windows being in place at 29 Sleaford Road.	7	6		
Outline application for the demolition of existing bungalow and erection of up to 6 no. residential dwellings, with all matters reserved <i>Old Main Road Fosdyke</i>	Grant	Grant	12		1	

Outline application for the erection of up to 10 residential Dwellings with all matters reserved <i>Lloyds Farm Fosdyke</i>	Refuse	Refuse	8	5		
Approval of reserved matters relating to scale, layout, Landscaping and appearance attached to outline approval B/16/0380 for the erection of up to 193 dwellings and two flats including access off Middlegate Road West, public open space, play area, pumping station and swales/drainage infrastructure and landscaped bund <i>Middlegate Road Frampton</i>	Grant	Grant	9		2	
Resubmission of B/17/0307 for outline permission with all matters reserved (layout, scale, appearance, landscaping and access) for the erection of 9 no. dwellings <i>Land off Milkinghall Bicker</i>	Grant	Grant as per officer recommendation subject to additional 4 conditions in respect of land contamination and a condition in respect of access.	10			U
18 SEPTEMBER 2018						
Outline application with some matters reserved (layout, scale, appearance and landscaping reserved for later approval) for the erection of up to 96 no. dwellings, public open space, attenuation pond, and associated infrastructure (access only to be considered) <i>Wigtoft Rd Sutterton</i>	Grant	REFUSED contrary to officer recommendation as it contravened policies CO1, G1 and H3.	10			
Outline planning application for the construction of two houses with all matters reserved <i>Land Adjacent to Exessive Homers Lane Freiston</i>	Grant	Grant	12			U
Outline planning application to erect single dwelling house and paddock with details of access, with all other matters relating to appearance, landscaping, layout and scale reserved <i>Willington Rd Kirton</i>	Grant	Grant	10	2		
Erection of side extension to existing stables, detached timber hay barn, access road, and retention of static caravan for non-residential use <i>Seven Acres Skipmarsh Road Old Leake</i>	Grant	Grant	11			U
Outline application with all matters (layout, scale, appearance, access and landscaping) reserved for the demolition of outbuildings and the construction of up to 6no. dwellings <i>Pode Lane Old Leake</i>	Grant	REFUSED contrary to officer recommendation as it contravened policies G1, G2, H3(2) and paras 122 and 127 of the NPPF	10	1		

Change of use from agricultural land to residential curtilage <i>Dovecote Farm Suterton Drove Amber Hill</i>	Grant	Grant	10		1	
Erection of cladding on an existing agricultural building to house agricultural vehicles and to store animal feed <i>Dovecote Farm Suterton Drove Amber Hill</i>	Grant	Grant	10		1	
16 OCTOBER 2018						
Front extension and alterations to roof at rear of garage building and Change of Use of former dairy room/creamery and other outbuildings along with associated land and existing paddock area to special needs school (Class D1) <i>The Coach House Hall Lane Algarkirk</i>	Grant	Grant	6	4		
Application for approval of reserved matters following outline approval B/14/0165 for the construction of a drive-thru coffee shop (mixed use comprising class A1 and class A3) plus internal roadway, parking area changes to the operational hours <i>Plot B The Quadrant Land off A16 Wyberton</i>	Grant	Grant	10	1		
Application for approval of reserved matters for the construction of retail unit (mixed use comprising class A3 and class A5) and drive-thru restaurant (mixed use comprising class A1 and class A3), plus internal roadway, parking area and development <i>Plot A The Quadrant Land off A16 Wyberton</i>	Grant	Grant	10	0	1	
Erection of showroom for sales and display of bathroom equipment and associated merchandise (Class A1), plus new car park and associated development <i>Land south of Wallace Way The Quadrant Wyberton</i>	Grant	Grant in line with officer recommendation subject to an additional condition to limit use to a kitchen/bathroom retail outlet.	9	2		
Proposed erection of 1 no. two and a half storey dwelling, extended vehicular access and a new vehicular access <i>Woodville Road Boston</i>	Refuse	Refuse	10	1		
Siting of a portakabin to provide office and kitchen area for a temporary 3 year period <i>Drayton Motors The Drayton Swineshead.</i>	Grant	Grant	10	1		
Demolition of existing dwelling and erection of terrace block of 6 no. three storey houses with new access and associated works <i>Church Road Boston</i>	Grant	REFUSED contrary to officer recommendation as the application contravened policy H2 and the NPPF	9	2		
Demolition of existing dwelling and erection of terrace block of 6 no. three storey houses with new access and associated site works <i>Land adjacent to Holly House Causeway Wyberton</i>	Refuse	GRANTED contrary to officer recommendation as it satisfied NPPF terms for economic, social and environmental development.	5	3		

13 NOVEMBER 2018

Outline application for residential development (up to 8 dwellings) with all matters reserved for later approval <i>Land west of Millview Donington Road Kirton End</i>	Refuse	Refuse	9	3	1	
Erection of 2 semi-detached and 4 detached bungalows and detached garages and associated site works <i>Land to rear of 58, 60 and 62 Willington Rd Kirton</i>	Grant	Granted subject to amendments to conditions in respect of the amended plan.	7	3	2	
Installation of 10 wall-mounted wind turbines <i>Reflex Labels Station Road Swineshead</i>	Grant	Grant	11			U
Outline application with all matters (access, landscaping, layout, appearance and scale) reserved for later approval for the erection of up to 26 dwellings. <i>Land adj. to Magnolia Lodge Benington Road Butterwick</i>	Grant	Grant	9	3		
Outline planning application for residential development (up to 30 dwellings) with all other matters reserved. <i>Land to rear of 1 – 9 Ralph's Lane Frampton</i>	Refuse	Refuse	9	1	1	
Change of use of an existing detached dwelling house (Class C3) to form a hotel (Class C1). Increase the height of the previously approved side extension (B/17/0140) by 1m. <i>The Firs West End Road Wyberton</i>	Grant	Grant	12			U

11 DECEMBER 2018

Erection of 4 two storey residential dwellings and private access road leading from The Boundary following demolition of 73 & 73A Rosebery Avenue <i>73, 73a and 75 Rosebery Avenue Boston</i>	Grant	REFUSED contrary to officer recommendation as it contravened policies G1, H2 and H3(2).	6	5		
Approval of reserved matters for 178 dwellings (access, appearance, layout, landscaping and scale) following approval of B/16/0436 including the submission of details in relation to Condition 8 - Public Open Space and in relation to Condition 9 Site Levels <i>Land east of Lindis Road Boston</i>	Grant	Grant	12			U
Construction of 79 dwellings plus roads, public open space and associated works (amended scheme for construction of 86 dwellings ref: B/16/0106) <i>Land off Puritan Way Boston</i>	Grant	Grant	11			U
Outline application for one dwelling, with all matters reserved for later approval <i>Land adj. to Fernlea Spittle Hill Freiston</i>	Refuse	GRANTED contrary was an infill plot, appeal decision was important and the location was sustainable.	12			U

Application for approval of reserved matters (access, appearance, layout, landscaping and scale) for Phase 4 of residential development comprising of 26 no. dwellings approved under Outline Application B/13/0037 <i>Land at Broadfield Lane / Grayling Way Boston</i>	Grant	Grant	12			U
Outline application for the erection of up to 35 no. dwellings (with layout and access to be considered) and construction of car park for use by Old Leake Primary School <i>Old Main Road Old Leake</i>	Grant	Grant	12			U
Conversion of garage and pigeon loft to form annexe accommodation including single storey rear extension following demolition of stock loft <i>Church Green Rd Fishtoft</i>	Grant	Grant	12			U
Application for approval of reserved matters (matters including appearance, layout and scale) for the construction of hotel (Class C1), public house/restaurant (Class A4) and drive-thru restaurant (mixed use comprising class A1 and class A3) plus associated car parks and internal roadway <i>Plots C and D Land Adj. A16 Wyberton</i>	Grant	Grant	11	1		
Outline application with all matters reserved (access, appearance, landscaping, layout and scale) for up to 9 residential dwellings <i>Land at Puttock Gate Fosdyke</i>	Refuse	Refuse	11	1		
Outline application with some matters reserved (scale, appearance and landscaping) for proposed residential development of up to 83 no. dwellings <i>Land to the east of White House Lane Fishtoft</i>	Grant	Grant	8	1	1	
Application for prior approval for the erection of a cold store <i>Windy Ridge, Kirton Holme, Boston, Lincolnshire</i>	Grant	Grant	9			
15 JANUARY 2019						
Outline application with all matters (layout, scale, appearance, access and landscaping) reserved for the construction of up to 5 dwellings <i>Blue Bungalow, Pode Lane, Old Leake, Boston</i>	Grant	REFUSED contrary to officer recommendation as it contravened policies G1, G2 and H3(2) along with paras. 122 and 127 of the NPPF	9	3	1	
Application for the approval of reserved matters (access, appearance, landscaping, layout and scale) following outline approval B170093, for erection of detached two storey dwelling <i>Land adj. to 122 West End Road Wyberton</i>	Grant	Grant	13			U

Resubmission of B/18/0192 for the erection of single storey building to form veterinary practice (Class D1), car park area and associated works <i>Plot 6 Endeavour Park Broadsides Boston</i>	Grant	Grant with additional condition to prevent change of use.	13			U
Erection of 3 no. 8m high lighting columns with 300w LED floodlights <i>Peter Paine Sports Centre Boston</i>	Grant	Grant	12			U
12 FEBRUARY 2019						
Construction of 18 dwellings (including 3 affordable dwellings) garages, public open space, estate road and new vehicular access following demolition of existing dwelling <i>Land to the rear of Westminster Terrace Swineshead</i>	Grant	Grant	9	2		
Outline application for residential development (up to 4 dwellings) with all matters reserved for later approval <i>Land west of Millview, Donington Road, Kirton End</i>	Refuse	Refuse	6	4	1	
Two storey rear extension following demolition of conservatory and garage <i>38 Hessel Avenue Boston</i>	Grant	Grant	10	1		
12 MARCH 2019						
Partial retrospective application for erection of steel framed workshop/garage <i>7 Causeway Wyberton</i>	Grant	REFUSED contrary to officer recommendation due to size, height and external appearance being dominant causing harm to visual amenity of the area.	8	3		
9 APRIL 2019						
Change of Use from dwellinghouse (Class C3) to hotel and sandwich shop (Sui Generis) and the construction of a two storey rear extension <i>The White House Marsh Lane Boston</i>	Grant	Grant	11			U

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BOSTON BOROUGH COUNCIL
BOSTON TOWN AREA COMMITTEE (BTAC)
ANNUAL REPORT FOR 2018/19

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1. WHAT IS BTAC?

The Boston town area of the Borough doesn't have a parish council and BTAC fills that gap, reflecting and representing the views of the residents of the town wards.

2. HOW DOES BTAC WORK?

The Council has given BTAC the power and duty to carry out certain services and functions and so it can do this, it sets a precept called a Special Area Expense Account (SAEA), which is paid along with Council Tax. In addition, BTAC supports initiatives that have a direct benefit and positive impact on Boston's town centre neighbourhoods and communities. The Committee is committed to working in partnership with local people to deliver the Council's overall priorities to secure better services for less money and share opportunities and responsibilities wherever possible.

BTAC provides and maintains parks, open spaces, play areas, town events, public toilets and other facilities and services that are mainly intended for the use and benefit of residents for the non-parished Boston Town area. And it monitors and reviews the performance of services within its responsibility.

The Committee also acts as a consultee on major initiatives, projects and developments affecting the town area and considers applications for planning permission and other consents and related matters.

Another important responsibility of the Committee is to award Community Grants to town-based organisations and events.

3. MEMBERSHIP

The Committee is made up of all the 14 elected Members who represent the town wards of Boston; in 2018/19 this was:

Councillor Sue Ransome (Chairman) – Station Ward
Councillor Ben Evans (Vice-Chairman) – Staniland Ward
Councillor Alison Austin – St Thomas
Councillor Stephen Ball – Skirbeck Ward
Councillor Anton Dani – Fenside Ward
Councillor Viven Edge – Witham Ward
Councillor Paul Gleeson – Skirbeck Ward
Councillor Dr Gordon Gregory – Trinity Ward
Councillor Martin Griggs – Skirbeck Ward
Councillor Stephen Raven – Witham Ward
Councillor Brian Rush – Staniland Ward
Councillor Yvonne Stevens – Trinity Ward
Councillor Nigel Welton – Fenside Ward
Councillor Stephen Woodliffe – West Ward

4. MEETINGS

BTAC meets on dates agreed at the Council's annual general meeting in May of each year. The Committee can also hold special meetings if necessary.

5. PUBLIC PARTICIPATION AT BTAC MEETINGS

Members of the public are made very welcome at BTAC meetings. There is a 10-minute public speaking slot on the agenda at the start of every meeting and this can be extended at the discretion of the Chairman.

BTAC often invites individuals or representatives from other agencies and groups to participate in the meetings to benefit from their advice and information.

6. AGENDA ITEMS

Members of the public can place items on the agenda for meetings of BTAC if at least ten days notice is given to the Council.

Also, BTAC Members are entitled to give notice that they want an item relevant to the functions of the Committee to be included on the agenda for the next available meeting.

7. BTAC COMMUNITY GRANTS AND CONTRIBUTIONS

The BTAC Community Grant Scheme is for individuals and groups wanting to contribute directly to their town centre community.

The scheme is operated using BTAC's Community Grants Policy with a scoring matrix based on the requirements of the Committee that it be consistent with BTAC's terms of reference; easy to understand; flexible and inclusive; and include a 'pre-assessment' process for officers with only those applications scoring above a defined threshold to be considered by a Working Group of Members to make recommendations back to the Committee.

During the year, the Committee considered the recommendations of the BTAC Small Grants Working Group.

The Committee approved the following grants:

- **£878** to the Lincolnshire Youth Mission for the RoadHoG Youth Bus Project as a contribution to the cost of activities associated with teaching lessons in schools on RE and Citizenship and for materials associated with activities for community visits
- **£550** to the St. Leonards Hospital Trust for a bench for residents of the Almshouses on Willoughby Road and their visitors
- **£970.07** to the Council's Community Safety Team towards the cost of two projects, the Blue Lights Project on 13th October 2018 and a Halloween Event on 27th October 2018.
- **£995.80** to the Boston Community Tennis Partnership towards the cost of equipment and staffing expenses.
- **£930** to the Lincolnshire Housing Partnership for the Memory Lane Project towards three community events to be held at Mayfields during 2019, targeting residents of the Staniland ward.

The following large grant was awarded, with the funding to come from the BTAC Events budget underspend:

- **£2,500** to Shakesperts towards the cost of engaging schools and Boston residents in preparatory craft workshops for the Shakespeare Festival to be held in Central Park on 6th April 2019.

In addition, the Committee agreed that **£1,385** funding, previously ring-fenced for this purpose, be released to permit the purchase of the items for the 1914-1918 commemorations, and **£360** was allocated towards the provision of murals on the sides of one of the Council's refuse freighters to commemorate the 100 year anniversary of the end of the First World War.

The Committee refused one application:

- A request from the Parish of Boston for **up to £20,000** as a contribution to the overall redevelopment programme at St Botolph's Church through three projects: Work with local schools (£15,000); Community Building (£3,000), and Supporting the Arts (£2,000). The Working Group had supported this application; however, although Members fully supported the projects and recognised the value of the work of the church in bringing people and communities together, the majority felt the application was too large, particularly as the Council had already contributed significantly to the programme, that it had not been made clear how the projects represented value for money for BTAC residents and they were part of the Church's normal pastoral work.

8. REVIEW OF THE YEAR 2018/19

BTAC considered a wide range of matters throughout the year.

The Committee received updates from Inspector Andy Morrice, Boston's Policing Inspector, and took the opportunity to raise various **POLICING ISSUES** with him.

Members received news on:

- A Community Alcohol Partnership event, *Boston Active*, which had been very successful, resulting in a significant amount of engagement.
- The Mini Police scheme, which was going extremely well, with 109 schools participating across Lincolnshire, 32 in Boston and South Holland. There were plans to hold a Mini Police Marathon in Central Park and they were also considering a 999 day, with proceeds to go to the Air Ambulance

Concerns raised by Members for discussion included:

- Reports of youths driving at high speed and the Community Speed Watch scheme
- Drug-taking
- Recruitment of additional Police staff, including EU nationals who would work in Boston.
- The CCTV camera system and the number of crimes being reported speedily to the Police.
- Complaints of anti-social behaviour in West Street near the cinema.
- The Public Space Protection Order (PSPO) and the Police powers to ask people to hand over alcohol or face a Fixed Penalty Notice and a £100 fine.

Inspector Morrice addressed questions from Members of the Committee and members of the public. Issues included speeding, incidents in Central Park,

the 101 service, the effectiveness of the Public Space Protection Order (PSPO), the recruitment of PCSOs and the level of crime in Boston.

MAIN ITEMS OF BUSINESS

THE USE OF CCTV ON PLAY SITES IN THE BOSTON TOWN AREA

CCTV had been installed at the play sites at Garfitts Lane and St John's in 2015 and in Central Park and Burgess Pit in 2016. BTAC had funded the cameras except for that installed at St John's, which had been funded by Flood Grant.

The Head of Regulatory Services gave a presentation that included police crime statistics and 'live' camera incidents for Burgess Pit, Central Park and Garfitts Lane along with anti-social behaviour outcomes from April 2017 to March 2018 for the four sites.

In summary, since the installation of the cameras, reported incidents in the Burgess Pit and Garfitts Lane areas had reduced from 2015/16. Incidents in Central Park area had increased; however, no single, clear explanation could be offered to this without in-depth analysis and research.

Members discussed the use of CCTV evidence in relation to criminal acts and anti-social behaviour and heard that incidents of anti-social behaviour could result in prosecution and that the police mobile CCTV van also had an impact.

The Committee considered a **PROPOSAL FOR A STREET LITTER BIN REPLACEMENT PROGRAMME** following a survey conducted by officers identifying the wards, street and location of each bin.

The bins varied in design and colour so there was an incoherent street scene and existing many were in a poor state of repair. The decision was made to look for a supplier of new bins and three companies were selected to provide quotes and a supplier was chosen. A litter bin logo was selected and then Cabinet was then requested to approve the funding of £22,410 (plus £1,000 for consumables) for the purchase of 90 litter bins for the BTAC area.

The Committee later approved the re-use of the refurbished bins being removed during the replacement programme and agreed another budget of £1,000 for consumables. They also asked that a report be received identifying the onward costs of additional bins.

At each meeting, the Committee received an **UPDATE ON THE WORK OF THE BTAC OPERATIVES**. The team of operatives had been recently created and had undertaken a training programme with additional equipment and uniforms purchased from existing BTAC budgets.

A generic email had been developed btac.enquiries@boston.gov.uk to allow all BTAC Ward Members to send in information on any work or issue they wanted addressing in their own ward area. The team has received a large number of positive comments from members of the public.

Members were all in agreement in recognising the significant amount of work the operatives had carried out and the vast improvements they had achieved.

The Committee agreed an annual allocation of £500 for on-going training and £2,000 for Personal Protective Equipment (PE), fittings and consumables in the 2019/20 BTAC budget. It was also decided that a standing report be scheduled onto the Committee's agendas providing information on all incidents reported via BTAC Ward Members through the direct BTAC email link and updates on the activity of the incidents report.

The Committee later agreed that £5,000 be allocated to cover equipment for the BTAC Operatives, including machinery, tools etc. from the Committee's 2018/19 unallocated spend with items of spend reported back to the Committee.

The Committee considered a report regarding **TOWN CENTRE MAPPING & INFORMATION BOARDS**. During discussion, Members spoke in support of the provision of notice boards and agreed that events needed promotion. The Committee asked officers to look into costs of provision of interactive notice boards and potential sponsorship.

CENTRAL PARK SECURITY - UPDATE REPORT

The Committee received a report regarding the decision to leave Central Park open at all times of the day and night and any evidence that might exist demonstrating this decision had had an impact on crime and anti-social behaviour within the park.

Based on the evidence presented, Members were satisfied that the gates to Central Park should remain unlocked. In addition, the amount previously allocated to fund the installation of CCTV at Sheldon's Field and Woodville Road play areas, being £10,200, be vired in full to upgrade the existing CCTV equipment in Central Park as soon as the Council's CCTV operating system has been upgraded, due to be in place by September 2019.

The Head of Regulatory Services provided Members with an update on the Committee's **SPEED INDICATORS** and circulated a breakdown of the data obtained by the device in each of the six locations chosen by Members.

The Committee welcomed the update and the information provided and:

1. Sought a report from individual BTAC Members on alternative sites to Staniland Road and Spilsby Road, where there is a low percentage of speeding vehicles;
2. Agreed that monitoring of roads be continued where over 30% of vehicles have been speeding;
3. Requested that representatives from the Road Safety Partnership be invited to attend a future meeting to advise the Committee on what action can be taken to reduce speeds further.

Members also reviewed the Committee's **WORK PROGRAMME** at each meeting, adding new items as well as ensuring that those items that needed regular attention were scheduled in for future meetings.

WORKING GROUPS

The Committee received a presentation at the start of the year, updating Members on the work of the **EVENTS WORKING GROUP** with details of the events that had taken place recently and those planned for the year ahead.

BTAC had supported the events programme in the last quarter of 2017/2018 and the money had enabled officers to put on additional events. Planned events included three initiated by BTAC's Events Working Group. *Boston's Own Sausage and Beer Festival* was a suggestion from a Member on the group. *Teddy Bears Picnic*, which would include the mini-police, and *Vikings Lost and Found* were being organised by members of the public on the group. All the events were detailed on the *Visit Boston* website and Facebook page.

Members commended the work of the events team and the working group and the range of events taking place. A Member of the working group commended officers for their considerable support and remarked on the enthusiasm of the members of the public taking part, who had come up with numerous ideas for events, and the Members themselves.

Towards the end of the year, the Committee received an update on the 2018/19 programme of events and a summary of the events programme planned for the 2019/20 financial year, with budgeted financial breakdown attached, for the Committee to approve. The Events Team is delivering 30

events and is working at full capacity. To deliver additional events safely going forward would require additional resource.

The Committee heard that, following the increase in the number and breadth of the events programme, Boston was developing into a town more noted for its events, with a wide mix of family-oriented and more commercially-focused events. It appeared that local people were starting to stay within town to find activities and more visitors were also starting to travel from further afield to Boston for BTAC events, as previously reported.

The Events Team would continue to establish new relationships with businesses to create further sponsorship opportunities to support the costs of running events where feasible.

The Chairman of the Events Working Group gave special credit to the four members of the public serving on the Group be formally recognised and thanked. Some events would not have taken place without them; they had carried out the work in their own time, saving officer time. It was good to see families attending free events in the park and even free events would help finances through the increase in car parking income. Some events made a profit, but the free events were enjoyed and generated goodwill.

Members expressed appreciation of the work of the members of the Working Group, particularly the volunteers involved who had given their own time. They had brought people together and there had been a marked improvement in events. It was important to continue holding free events for those already paying for them through the BTAC precept and there was general agreement that there should be some much larger events. The Working Group had done a fantastic job and should now try to take steps to hold major events to attract visitors from other countries.

BTAC TOILET IMPROVEMENT WORKING GROUP

Members considered a report after their tour of assets on 20th June 2018, to enable them to consider future improvement and development opportunities. The Committee resolved to establish a BTAC Toilet Improvement Working Group to report back to the Committee with a detailed set of options for possible improvements to the facilities and an associated funding mechanism for future costs.

The Committee received a report back and agreed to recommend to Cabinet that expenditure be approved from the unallocated reserve sum of £12,550 to allow completion of the works prior to the end of the financial year with officers to source optional costings and products for inclusion within the report.

The report from the Working Group was submitted to Cabinet in October 2018 and the expenditure was approved.

OPEN SPACES WORKING GROUP

The Committee considered a report on BTAC's public open spaces following its tour on 20th June 2018.

On the tour, Members had reviewed improvements carried out following the Committee's decisions at its meeting of 29th November 2017 and identified further development opportunities that could be investigated for delivery in 2018/19 to continue its investment in improving public spaces, subject to the availability of funds.

The areas visited during the tour were Broadfield Lane, Woodville Road, Garfits Lane, St John's Park, Burgess Pit, Shelton's Field and Central Park. Members had been pleased with the progress of improvements already carried out, feeling that these had made a significant contribution to improving the quality of those spaces provided in the town, and that the plans discussed for further development would encourage greater more positive use of public open spaces.

The Committee decided that the development opportunities identified in the report be referred to the Open Spaces Working Group to investigate and report back on costed options to a future meeting of BTAC, including information on provision of play areas in West Ward. Also, that a visit be facilitated for a small group of Members and/or Fenside's Ward Members, to visit the Ingelow Avenue play area.

The Working Group reported back to BTAC on improvements, outdoor gym equipment, trim trails and play area signs. The Committee agreed to submit the expenditure to Cabinet for approval covering play area equipment in three areas and match-funding for provision of a Pirate Ship on another, subject to quotes.

BTAC PLANNING SUB-COMMITTEE

The Sub-Committee, comprising BTAC Members not serving as Members of the Planning Committee, met on one occasion during the year to consider a planning application at the request of a Member. The Sub-Committee's comments were directed to the Planning Department.

Members considered regular **FINANCIAL REPORTS** by the Chief Finance Officer, which updated the Committee on BTAC's financial position, showing the budget and projected outturn (full-year spend) for the year, and the projected BTAC reserve at the year end.

The Committee held a Budget Workshop on 28th November 2018 and then, on 9th January 2019, Members discussed the **DRAFT BTAC REVENUE BUDGET REPORT – ESTIMATES 2019/20 – 2023/24** at which point Members recommended to Cabinet and Council that the level of BTAC's special expense precept for 2019/20 be £680,303 with the council tax charge at £74.07 at Band D, an increase of 2.9% over the 2017/18 figure.

9. PUBLIC ENGAGEMENT

At every meeting, BTAC has an item for members of the public to ask questions or raise issues of concern and three members of the public took up this opportunity to address the Committee.

The Chairman also welcomed members of the public to ask questions of Inspector Morrice on any policing issues they were concerned about.



BOSTON BOROUGH COUNCIL

REPORT TO:	COUNCIL
DATE:	15 JULY 2019
SUBJECT:	APPOINTMENTS TO EXTERNAL ORGANISATIONS
PORTFOLIO HOLDER:	N/A
REPORT AUTHOR:	MONITORING OFFICER
EXEMPT REPORT?	NO

SUMMARY

To consider the appointment of Members to serve on external organisations where vacancies exist.

RECOMMENDATIONS

That Members be appointed to serve as the Council's representatives on those external organisations where the Council is the appointing body and where vacancies exist; to hold office whilst they remain Members of the Council, until the next Annual Meeting of the Council, or until the appointment of their successors.

REASONS FOR RECOMMENDATIONS

To ensure the Council is represented on partner organisations where appropriate.

ALTERNATIVES CONSIDERED

Not to appoint Council representatives.

REPORT

1. Appointments to External Organisations

- 1.1 At the Annual Meeting of the Council held on 20 May 2019 consideration was given to appointing Members to serve as Council representatives on external bodies.
- 1.2 Following the AGM vacancies still exist in respect of Community Lincs, NACRO Services in Lincolnshire and St. Leonard's Hospital Trust (4 year appointment).
- 1.3 An e-mail was sent to elected members to seek expressions of interest in serving on the above organisations and the following nominations have been received:-

St. Leonard's Hospital Trust – Councillor Jonathan Noble
Councillor Alan Bell

- 1.4 Any further expressions of interest received after publication of this report will be reported at the Council meeting.
- 1.5 Since the e-mail was sent to Members notification has been received from Community Lincs that they no longer appoint district council representatives to their Board, therefore this appointment is withdrawn.

CONCLUSION

The Council is asked to consider appointing representatives to the above-mentioned organisations.

FINANCIAL IMPLICATIONS

None.

LEGAL IMPLICATIONS

Appointments made in accordance with the provisions of the Local Government Act 1972.

ANY OTHER IMPLICATIONS

None.

CONSULTATION

None.

APPENDICES

None.

BACKGROUND PAPERS

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

CHRONOLOGICAL HISTORY OF THIS REPORT

Annual Meeting of the Council – 20 May 2019

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