

Minutes

Annual General



Meeting of the Council

23rd April 2018

These minutes principally record decisions taken and, where appropriate, the reasons for the decisions. A webcast of the meeting is available at www.braintree.gov.uk.

Present:

Councillors	Present	Councillors	Present
Councillor J Abbott	Yes	Councillor D Mann	Yes
Councillor Mrs J Allen	Yes	Councillor J McKee	Yes
Councillor M Banthorpe	Yes	Councillor R Mitchell	Yes
Councillor P Barlow	Yes	Councillor Mrs J Money	Yes
Councillor J Baugh	Yes	Councillor Lady Newton	Yes
Councillor Mrs J Beavis	Yes	Councillor J O'Reilly-Cicconi	Apologies
Councillor D Bebb	Yes	Councillor Mrs I Parker	Yes
Councillor K Bowers	Apologies	Councillor Mrs J Pell	Yes
Councillor Mrs L Bowers-Flint	Apologies	Councillor R Ramage	Apologies
Councillor G Butland	Yes	Councillor F Ricci	Yes
Councillor S Canning	Yes	Councillor B Rose	Yes
Councillor J Cunningham	Yes	Councillor Miss V Santomauro (Vice-Chairman)	Yes
Councillor Mrs M Cunningham	Yes	Councillor Mrs W Scattergood	Yes
Councillor T Cunningham	Yes	Councillor Mrs W Schmitt	Yes
Councillor M Dunn	Yes	Councillor P Schwier	Yes
Councillor J Elliott	Yes	Councillor C Siddall	Apologies
Councillor Mrs D Garrod	Yes	Councillor Mrs G Spray	Yes
Councillor J Goodman	Apologies	Councillor P Tattersley	Yes
Councillor A Hensman	Yes	Councillor Miss M Thorogood	Yes
Councillor P Horner	Yes	Councillor R van Dulken	Yes
Councillor D Hume	Yes	Councillor Mrs L Walters	Yes
Councillor H Johnson	Yes	Councillor Mrs S Wilson	Yes
Councillor Mrs A Kilmartin	Yes	Vacancy	
Councillor S Kirby (Chairman)	Yes	Vacancy	
Councillor G Maclure	Yes		

1 **CHAIRMAN'S CHARITIES 2017/18**

The Chairman was pleased to announce that throughout the course of the year £3,468 had been raised for his chosen charities. The monies raised had been divided equally between his two chosen charities and the Chairman presented cheques to representatives of his nominated charities for the Civic Year 2017/18:

Action for Family Carers
First Stop Centre

The Chairman thanked all those who had participated in events including the Chairman's Charity Golf Day, casual dress days, the Apprentice's Quiz Night and all others who had helped to raise funds and who had donated money throughout the year.

2 **CHAIRMAN'S ADDRESS TO COUNCIL**

INFORMATION: Councillor Kirby stated that during his year as Chairman he had had the honour of attending numerous events throughout the District, including the Halstead Town Women's Guild, Remembrance Parade, Jack Petchey Awards and numerous charities, Guides, Scouts, Air Cadets and Police Cadets. The Chairman also made reference to his chosen charities and the outstanding contributions made by volunteers throughout the District and commended them for the invaluable services and support they provide to local people.

The Chairman extended his thanks to Councillor Santomauro for her support as Vice-Chairman by supporting and attending events with him; to the members and officers, especially the staff in the civic team; and finally to the people of the Braintree District for their continuous support throughout the year.

3 **PRESENTATION TO THE OUTGOING CHAIRMAN OF THE COUNCIL**

INFORMATION: The Chief Executive thanked Councillor Kirby, the outgoing Chairman, and presented him with a signed citation denoting his past Chairmanship, an album recording the events from his year in Office and his past Chairman's badge.

Councillors Butland, Mann, Mrs Pell and Abbott all commended Councillor Kirby respectively on behalf of the Conservative, Labour, Halstead Residents' Association and Green Councillors for all his work as Chairman of the Council.

4 **TO ELECT THE CHAIRMAN OF THE DISTRICT COUNCIL FOR THE CIVIC YEAR 2018/19**

DECISION: That Councillor Miss Santomauro be elected as Chairman of the Council for the Civic Year 2018/19. Councillor Santomauro gave an acceptance address to the Council and she announced that her chosen charities for 2018/19 would be on the theme of celebration and commemoration. Councillor Santomauro announced to Members that the names of her chosen charities would be Talk, Listen, Care, Active Braintree Foundation and Braintree and Bocking Public Gardens.

5 **TO ELECT THE VICE-CHAIRMAN OF THE DISTRICT COUNCIL FOR THE CIVIC YEAR 2018/19**

DECISION: That Councillor Mrs Kilmartin be appointed Vice-Chairman of the Council for the Civic Year 2018/19. Councillor Mrs Kilmartin gave an acceptance address to the Council.

6 **TO RECEIVE ANY ANNOUNCEMENTS/STATEMENTS FROM THE CHAIRMAN OF THE COUNCIL**

The Chairman announced to Members that Greg Tyre, Health and Wellbeing Apprentice at the Council, and Councillor G Maclure both successfully completed the London Marathon on 22nd April 2018.

7 **MINUTES OF THE PREVIOUS MEETING**

DECISION: That the Minutes of the meeting of Full Council held on 26th March 2018 be approved as a correct record and signed by the Chairman.

8 **DECLARATIONS OF INTEREST**

INFORMATION: There were no interests declared.

9 **PUBLIC QUESTION TIME**

INFORMATION: There were no speakers present.

10 **LEADER OF THE COUNCIL**

INFORMATION: It was noted that Councillor Butland is the Leader of the Council, as appointed at the Council meeting of 28th May 2015 for the four year term of the Council.

11 **LEADER'S ANNOUNCEMENTS**

Members of the Cabinet, Portfolio Areas and Deputy Cabinet Members

INFORMATION: The Leader of the Council confirmed the following names and portfolio areas of the Members of the Cabinet and Deputy Cabinet Members, which were noted:-

OVERALL CORPORATE STRATEGY AND DIRECTION		
		<i>Portfolio Areas:</i>
Leader of the Council	Councillor Graham Butland	Overall Vision and Strategic Direction Strategic Partnerships Devolution Strategic Economic Growth Promotion of the District External Relations Electoral Administration

ENVIRONMENT AND PLACE		
		Portfolio Areas:
Cabinet Member and Deputy Leader	Councillor Mrs Wendy Schmitt	Clean and Green Street cleansing and parks Landscapes and Countryside Regulatory functions (licensing, environmental health, building control) Community Safety Safeguarding Armed Forces Covenant Emergency Planning
<i>Deputy Cabinet Member</i>	<i>Councillor van Dulken</i>	<i>Carbon and Energy Management Waste Management/Recycling Highways and Parking</i>
PLANNING AND HOUSING		
		Portfolio Areas:
Cabinet Member	Councillor Mrs L Bowers-Flint	Local Plan Infrastructure, Planning and Development Development Management Planning Enforcement Affordable Housing Housing/Homelessness Welfare Reform
<i>Deputy Cabinet Member</i>	<i>Councillor Mrs G Spray</i>	
ECONOMIC DEVELOPMENT		
		Portfolio Areas:
Cabinet Member	Councillor Tom Cunningham	Economic Development Strategy Regeneration Business Engagement and Support Broadband Enterprise centres Inward Investment Town Centres Apprenticeships Skills Education Improvement
<i>Deputy Cabinet Member</i>	<i>Councillor K Bowers</i>	
HEALTH AND COMMUNITIES		
		Portfolio Areas:
Cabinet Member	Councillor P Tattersley	Health Improvement and Well-being External Funding Equality and Diversity Neighbourhood Budgeting Older People Children and Young People Voluntary sector
<i>Deputy Cabinet Member</i>	<i>Councillor F Ricci</i>	

		Heritage Rural communities Local community engagement Member support and development Community transport Leisure and Sport Community facilities and support
FINANCE AND PERFORMANCE		
		<i>Portfolio Areas:</i>
Cabinet Member	Councillor David Bebb	Financial and Treasury Management Investment Strategy Revenue budget Capital programme Efficiency and Improvement Programme Income Generation Performance management
CORPORATE SERVICES AND ASSET MANAGEMENT		
		<i>Portfolio Areas:</i>
Cabinet Member	Councillor John McKee	Asset Management Information Technology Corporate Governance Communication Procurement Risk Management Health and Safety Customer Services HR and Organisational Development Commercialisation

The Leader stated that he had appointed Councillor K Bowers to act as a Non-Voting Deputy Cabinet Member to support the work of Councillor Tom Cunningham portfolio holder for Economic Development. Councillor Bowers would be invited to attend meetings of Cabinet and to take part in debate, but he would not have the right to vote. Whilst Councillor Bowers would be engaged in the work of the Cabinet and the Economic Development Portfolio, he would not be able to make formal decisions, or exercise any delegated authority. The Leader added that the Members of the Labour Group, Halstead Residents Association and Green Group would continue to attend Cabinet and participate together with the Chairman of the Overview and Scrutiny Committee.

Leader's Scheme of Delegation for 2018/19 and appointments to Cabinet Sub-Groups

INFORMATION: The Leader of the Council announced his Scheme of Delegation for 2018/19 and the appointment and Terms of Reference of Cabinet Sub-Committees / Groups, as set out in the report, which was noted. The appointments to Sub-

Committees / Groups and the appointment of the Chairman / Vice-Chairman of these is summarised below.

Local Plan Sub-Committee

Councillor D Bebb, Councillor Mrs L Bowers-Flint (Chairman), Councillor G Butland, Councillor T Cunningham, Councillor D Hume, Councillor Mrs J Money, Councillor Lady Newton, Councillor Miss M Thorogood, Councillor Mrs G Spray (Vice-Chairman)

Developing Democracy Group

Councillor J Abbott, Councillor P Barlow, Councillor G Butland (Chairman), Councillor H Johnson, Councillor D Mann, Councillor Mrs J Pell, Councillor Mrs W Schmitt, Councillor Mrs G Spray

Member Development Group

Councillor P Barlow, Councillor Mrs J Beavis, Councillor K Bowers, Councillor Mrs A Kilmartin, Councillor Mrs J Pell, Councillor P Schwier, Councillor Mrs S Wilson, Councillor P Tattersley (Chairman)

Grants Panel

Councillor Mrs J Allen (Chairman), Councillor P Barlow, Councillor Mrs A Kilmartin, Councillor S Kirby, Councillor F Ricci, Councillor Miss V Santomauro, Councillor Mrs L Walters

Member Working Group

Councillor M Banthorpe, Councillor Mrs M Cunningham, Councillor P Horner, Councillor H Johnson (Chairman), Councillor D Mann, Councillor W Rose

Strategic Investment Programme Group (SPIG)

Councillor P Barlow, Councillor D Bebb, Councillor Mrs L Bowers-Flint, Councillor T Cunningham, Councillor J McKee (Chairman), Councillor P Schwier

Strategic Employment Site Great Notley Project Reference Group

Councillor K Bowers, Councillor J Baugh, Councillor T Cunningham (Chairman), Councillor M Dunn, Councillor D Mann, Councillor F Ricci, Councillor W Rose

Housing Development Company Project Reference Group

Councillor P Barlow, Councillor D Bebb, Councillor Mrs L Bowers-Flint (Chairman), Councillor P Horner, Councillor Mrs I Parker, Councillor Mrs J Pell

Manor Street Project Reference Group

Councillor K Bowers, Councillor Mrs M Cunningham, Councillor T Cunningham (Chairman), Councillor A Hensman, Councillor Mrs W Schmitt, Councillor Miss M Thorogood

It was reported that the Manor Street Project Reference Group would form after the grant of planning permission for the project.

DECISION: That Council notes the appointments and delegations set out in this report.

REASON FOR DECISION: To note the Leader's appointments to the Cabinet and his Scheme of Delegation.

12 **APPOINTMENT TO COMMITTEES OF COUNCIL**

INFORMATION: Consideration was given to a report on the appointment of Committees and Sub-Committees, their size and political balance.

It was proposed to increase the size of the Overview and Scrutiny Committee from 12 to 15 Members. This would enable more Members to participate in the Overview and Scrutiny functions and would enable further posts to be made available to minority parties.

DECISION: That Council Agreed

1. Amend Article 7 section 2.1 to increase the size of the Overview and Scrutiny Committee from 12 to 15 members.
2. That the Head of Governance be delegated authority to make any amendments to the Constitution to produce publication versions reflecting the decision above.
3. Notes the political balance requirements;
4. Agrees the size of the individual Committees and Sub-Committees to be subject to proportional balance and the allocation of seats to political groups in accordance with the report.
5. That the schedule set out in Appendix A be adopted regarding the appointments to Committees, as set out below;

Planning Committee:

Councillor K Bowers, Councillor Mrs L Bowers-Flint, Councillor T Cunningham, Councillor P Horner, Councillor H Johnson, Councillor S Kirby, Councillor D Mann, Councillor Lady Newton, Councillor Mrs I Parker, Councillor F Ricci, Councillor Mrs W Scattergood, Councillor P Schwier, Councillor Mrs G Spray

Licensing Committee

Councillor Mrs J Allen, Councillor M Banthorpe, Councillor P Barlow, Councillor J Baugh, Councillor J Elliott, Councillor J Goodman, Councillor A Hensman, Councillor H Johnson, Councillor Mrs J Pell, Councillor W Rose, Councillor Mrs L Walters, Councillor Mrs S Wilson and 1 Conservative Group Vacancy.

Overview and Scrutiny Committee

Councillor P Barlow, Councillor Mrs M Cunningham, Councillor Mrs D Garrod, Councillor J Goodman, Councillor A Hensman, Councillor P Horner, Councillor D Hume, Councillor G Maclure, Councillor D Mann, Councillor Mrs I Parker, Councillor R Ramage, Councillor W Rose, Councillor P Schwier, Councillor C Siddall and 1 Green Group Vacancy.

Governance Committee

Councillor Mrs J Beavis, Councillor M Dunn, Councillor J Elliott, Councillor A Hensman, Councillor H Johnson, Councillor G Maclure, Councillor Mrs J Pell, Councillor R Ramage, Councillor Miss M Thorogood, Councillor Mrs L Walters, 1 Conservative Group Vacancy and 1 Green Group Vacancy.

Standards Sub Committee

Councillor Mrs I Parker, Councillor Mrs J Pell, Councillor Mrs S Wilson
Substitutes: Councillor S Kirby, Councillor D Mann, Councillor J Cunningham

Appeals Committee

Councillor J Abbott, Councillor Mrs A Kilmartin, Councillor D Mann
Substitutes: Councillor Mrs D Garrod, Councillor W Rose, Councillor P Tattersley

6. That the appointment of Chairman and Vice-Chairman of the Committees be as set out below:

Planning Committee:

Chairman: Councillor Mrs W Scattergood
Vice Chairman: Councillor Mrs G Spray

Licensing Committee:

Chairman: Councillor M Banthorpe
Vice Chairman: Councillor J Baugh

Overview & Scrutiny Committee:

Chairman: Councillor P Barlow
Vice Chairman: Councillors Mrs M Cunningham

Governance Committee:

Chairman: Councillor J Elliott
Vice Chairman: Councillor H Johnson

Appeals Panel:

Chairman: To be appointed by the sitting Panel

Standards Sub Committee:

Chairman: Councillor Mrs I Parker

REASON FOR DECISION: To comply with legislation and to enable the Council to discharge its functions through Committees and Sub-Committees.

13 APPOINTMENT TO OUTSIDE BODIES FOR THE CIVIC YEAR 2018/19

INFORMATION: Consideration was given to a report on the proposed appointment of Council representatives to outside bodies for the Civic Year 2018/19, as set out in Appendix A to the report and summarised below.

DECISION: That Full Council agreed to appoint Members in accordance with the schedule as set out below:-

Braintree District Access Group

Councillor Mrs L Bowers-Flint

Councillor Mrs G Spray (as Deputy)

Braintree District and Greenfields Community Grant Panel

Councillor J Goodman

Councillor Mrs G Spray

Councillor Mrs W Schmitt

Braintree United Charities

Councillor J Baugh

Councillor Miss V Santomauro

Councillor Mrs L Walters

Councillor Miss M Thorogood

Vacancy

Campaign to Protect Rural Essex

Councillor P Schwier

Dedham Vale and Stour Valley Advisory Committee

Councillor Mrs D Garrod

Councillor Mrs W Scattergood

Earls Colne Airfield Liaison Committee

Councillor P Schwier.

Earls Colne and Halstead Educational Charity

Councillor C Siddall

Friends of Bocking Windmill

Mr A Everard as Community Representative

Friends of Halstead Public Gardens

Councillor Mrs J Pell

Mrs J Sutton as Community Representative

Maltings Lane Forum

Councillor Mrs J Money

Councillor G Maclure

Notley Green Community Association

Councillor F Ricci

Rivenhall Playing Field Association

Councillor J Abbott

Councillor K Bowers

Witham United Charities

Councillor J Goodman

Councillor P Horner

Councillor Mrs J Money

Councillor Mrs S Wilson

Mrs M Galione as Community Representative

REASON FOR DECISION: Full Council discharges its functions in accordance with Article 4 of the Constitution.

14

RECOMMENDATION FROM OVERVIEW AND SCRUTINY COMMITTEE 7TH MARCH 2018 – TASK AND FINISH GROUP REVIEW INTO TOURISM IN THE BRAINTREE DISTRICT

INFORMATION: Members received a presentation from Councillor Mrs Pell, Chairman of Task and Finish Group Scrutiny Review into Tourism in the Braintree District.

Members were informed that the Task and Finish Group had met with several different representatives during their research sessions into tourism in the District and were advised about the potential economic impact of Tourism in the Braintree District. It was reported that the Braintree District offered rural villages, as well as Market Towns, and that gateways such as Harwich, Stansted, and the A12 offered huge potential. The Braintree District was also located geographically close to other tourist destinations such as Colchester, Maldon and South Suffolk.

It was reported that, in 2015, Tourism accounted for £179,000 per annum to the Braintree economy, and that this did not change significantly in 2016. The current economic impact of Tourism in the Braintree District was equivalent to 7% of the Braintree economy and 0.5% of total employment, a substantial number.

Members were informed that networking and marketing research was a valuable insight and many representatives had struggled with this due to financial and time limitations. A strong media presence was important, Social Media as well as in particular a website was invaluable as long as they were easy to navigate. It was reported that Braintree only had 520 serviced hotel rooms, which was a small amount to comparable District areas, these were predominantly 3 Star, and there was a distinct lack of boutique hotels and other accommodation types. This was a serious inhibitor to Tourism in the District.

DECISION: That Council agreed to refer the Task and Finish Scrutiny Review Report into Tourism Potential in the Braintree District report to Cabinet on 14th May 2018 for consideration and response.

REASON FOR DECISION: To enable the Task and Finish Group's report to be referred to Cabinet in accordance with the Procedure Rules for Scrutiny as set out in the Constitution.

17 **ANNUAL TIMETABLE OF MEETINGS 2018/19**

DECISION: That the following Council and Annual General Meeting dates, as set out in the Timetable of Meetings 2018/19, be confirmed:

Ordinary meetings of the Council start at 7.15pm on:-

4th June 2018
23rd July 2018
8th October 2018
10th December 2018
18th February 2019
25th March 2019

The Annual General Meeting will be held on 23rd May 2019.

The meeting commenced at 7.15pm and closed at 8.31pm.

Councillor V Santomauro
(Chairman)