



# Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.  
Telephone 01572 722577 Facsimile 01572 758307 DX28340 Oakham

Ladies and Gentlemen,

A meeting of the **GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY PANEL** will be held in the Council Chamber, Catmose, Oakham on **Thursday, 22nd March, 2018** commencing at 7.00 pm when it is hoped you will be able to attend.

Yours faithfully

Helen Briggs  
**Chief Executive**

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at [www.rutland.gov.uk/my-council/have-your-say/](http://www.rutland.gov.uk/my-council/have-your-say/)

## **A G E N D A**

### **1) RECORD OF MEETING**

To confirm the record of the meeting of the Growth, Infrastructure and Resources Scrutiny Panel held on 15 February 2018 (previously circulated).

### **2) DECLARATIONS OF INTEREST**

In accordance with the Regulations, Members are invited to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Act 1992 applies to them.

### **3) PETITIONS, DEPUTATIONS AND QUESTIONS**

To receive any petitions, deputations and questions received from Members of the Public in accordance with the provisions of Procedure Rule 217.

The total time allowed for this item shall be 30 minutes. Petitions, declarations and questions shall be dealt with in the order in which they are received. Questions may also be submitted at short notice by giving a written copy to the Committee Administrator 15 minutes before the start of the meeting.

The total time allowed for questions at short notice is 15 minutes of the total time for 30 minutes. Any petitions, deputations and questions that have been submitted with prior formal notice will take precedence over questions submitted at short notice. Any questions that are not considered within the time limit shall receive a written response after the meeting and be the subject of a report to the next meeting.

**4) QUESTIONS WITH NOTICE FROM MEMBERS**

To consider any questions with notice from Members received in accordance with the provisions of Procedure rule No. 219 and No. 219A.

**5) NOTICES OF MOTION FROM MEMBERS**

To consider any Notices of Motion from Members submitted in accordance with the provisions of Procedure Rule No. 220.

**6) CONSIDERATION OF ANY MATTER REFERRED TO THE PANEL FOR A DECISION IN RELATION TO CALL IN OF A DECISION**

To consider any matter referred to the Panel for a decision in relation to call in of a decision in accordance with Procedure Rule 206.

**7) OAKHAM TOWN TASK AND FINISH GROUP - TERMS OF REFERENCES**

To receive Report No. 61/2018 from the Director for Resources.  
(Pages 5 - 18)

**8) THE CONVERSION OF DUTCH BARNs TO DWELLINGS**

To receive Report No. 60/2018 from the Director for Places (Environment, Planning & Transport).  
(Pages 19 - 22)

**PROGRAMME OF MEETINGS AND TOPICS**

**9) SCRUTINY PROGRAMME 2017/18 & REVIEW OF FORWARD PLAN**

To consider Scrutiny issues to review.  
*Copies of the Forward Plan will be available at the meeting.*

**10) ANY OTHER URGENT BUSINESS**

To receive any other items of urgent business which have been previously notified to the person presiding.

## **11) DATE AND PREVIEW OF NEXT MEETING**

Thursday 12 April 2018 at 7pm

Items to include:

- Business Support Review Update
- Local Transport Plan

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### **DISTRIBUTION**

**MEMBERS OF THE GROWTH, INFRASTRUCTURE AND RESOURCES  
SCRUTINY PANEL:**

Mr J Lammie (Chairman)  
Mr I Arnold  
Mr E Baines  
Mr O Bird  
Mr W Cross  
Mr A Mann  
Vacancy

**OTHER MEMBERS FOR INFORMATION**

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**GROWTH, INFRASTRUCTURE AND RESOURCES**

**SCRUTINY PANEL**

22 March 2018

**OAKHAM TOWN TASK AND FINISH GROUP TERMS OF REFERENCE**

**Report of the Independent Chair of the Oakham Town Task and Finish Group**

Strategic Aim:	Sustainable Growth	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (other than Finance and Communications)	
Contact Officer(s):	Natasha Taylor, Governance Team Manager	01572 720991 ntaylor@rutland.gov.uk
Ward Councillors	Mr O Bird – Oakham South West Mr B Callaghan – Oakham South East Mr R Clifton – Oakham South West Mr J Dale – Oakham North East Mr R Gale – Oakham North West Mr A Mann – Oakham North West Mr A Lowe – Oakham South East Mr A Walters – Oakham North East	

**DECISION RECOMMENDATIONS**

That the Panel:

1. Provides feedback and endorses the terms of reference (Appendix A), including the allocation of the additional member.

**1 PURPOSE OF THE REPORT**

- 1.1 To obtain endorsement of the Terms of Reference for the Oakham Town Task and Finish Group which will serve to shape the review

**2 BACKGROUND AND MAIN CONSIDERATIONS**

- 2.1 RCC Full Council resolved to set up a Task and Finish Group to consider the future regeneration of Oakham Town at its meeting on 15 January 2018. A link to this meeting can be found below:
- <http://rutlandcounty.moderngov.co.uk/ieListDocuments.aspx?CId=145&MId=1652>
- 2.2 RCC Members expressed that the Task and Finish Group should include co-opted members from stakeholder organisations, along with elected members from Rutland County Council.
- 2.3 The Growth, Infrastructure and Resources (GIR) Scrutiny Panel approved the membership of the Group at a meeting held on 15 February 2018.
- 2.4 The terms of reference for the group were drafted to reflect discussion and feedback provided by members at an initial scoping meeting of the task and finish group on 6 March 2018 (Notes of this meeting can be seen at Appendix B).
- 2.5 At this meeting the group discussed how the outcomes (or product) would be dependent on a well-defined process and therefore agreed that the objective of the group should focus on both of the following:
- 2.5.1 Process - ensuring that openness and transparency were maintained with involvement from stakeholders, opportunities for engagement with the wider public and identification of the real issues through evaluation of an agreed evidence base and
- 2.5.2 Product – development of an agreed vision to guide recommendations on ways in which Oakham Town Centre could be improved for the benefit of residents, businesses, the wider town, villages and visitors.
- 2.6 A draft version was written by the Independent Chair, Mr Wade, and circulated to the group for further comment and feedback. The version of the terms of reference presented for approval (Appendix A) is the result of the feedback from members of the group.

### **3 ADDITIONAL MEMBER**

- 3.1 At the GIR Scrutiny Meeting held on 15 February 2018, members of the panel agreed that the group would have the discretion to increase the membership by two, to a maximum of 12.
- 3.2 At the scoping meeting held on 6 March 2018, Members of the task and finish group agreed that they wished to increase membership of the group by one additional member, but that all members should satisfy specific criteria as listed below:
- Formal constitution
  - Meetings held in public
  - Evidence of nomination of a named representative put forward by that by that group
  - Effective channels of communication with members and stakeholder groups
  - Able to demonstrate that represent a body of opinion not individual views

- 3.3 Members of the task and finish group were concerned that certain groups were not currently well-represented on the group including; residents; disability groups; and younger people. It was highlighted that residents were represented by elected Ward Members. Amongst the suggestions for the additional member were a resident's representative, Discover Rutland and Rutland Youth Council.
- 3.4 Rutland Youth Council and Discover Rutland were contacted directly and other organisations/interested parties were encouraged to put expressions of interest forward through a press release.
- 3.5 To date expressions of interest for the additional place on the task and finish group have been received from:
- Rutland Youth Council
  - Oakham Residents Group
  - Discover Rutland Tourism Committee
- 3.6 None of the groups above specifically adheres to the criteria for membership set out by the task and finish group (set out at 3.2), but both have indicated a willingness to adhere to the criteria where possible.
- 3.7 The Growth, Infrastructure and Resources Scrutiny Panel are asked to consider the allocation of the additional place as part of the approval of the terms of reference.
- 3.8 The task and finish group have confirmed that all interested parties would be given the opportunity to participate, whether or not they were members of the task and finish group, as part of the wider stakeholder engagement.

#### **4 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

- 4.1 The Oakham Town Task and Finish Group members have confirmed that they are committed to reaching consensus in order to formulate recommendations for the future improvement of Oakham Town. The approval of the terms of reference will provide a mandate and structure for the group to operate within, in order to achieve positive and measurable outcomes.

#### **5 BACKGROUND PAPERS**

- 5.1 There are no additional background papers.

#### **6 APPENDICES**

- 6.1 Appendix A – Draft Terms of Reference
- 6.2 Appendix B – Notes from scoping meeting 6 March 2018

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

## **OAKHAM TOWN TASK AND FINISH GROUP; TERMS OF REFERENCE (draft)**

### **1. Objectives**

The Task and Finish Groups will be responsible for guiding the delivery of two objectives relating to the development of an appropriate process and product.

*Process:* To shape the development of an evidence-based process and structure that is able to address identified town centre issues and uses effective communication to achieve the demonstrable backing and involvement of key stakeholder groups.

*Product:* To develop an agreed vision and guide the creation of recommendations backed by an action plan with defined objectives, proposals, roles, budgets, milestones and performance measures that will improve Oakham town centre for the benefit of residents, businesses, the wider town, villages and visitors. These recommendations will be presented to RCC Cabinet and/or Council along with an outline action plan for delivery/implementation.

### **2. Background**

*RCC Full Council resolved to set up a Task and Finish Group to consider the future regeneration of Oakham Town at its meeting on 15 January 2018. A link to this meeting can be found below:*

<http://rutlandcounty.moderngov.co.uk/ieListDocuments.aspx?CId=145&MId=1652>

*RCC Members expressed that the Task and Finish Group should include coopted members from stakeholder organisations, along with elected members from Rutland County Council. The Growth, Infrastructure and Resources (GIR) Scrutiny Panel will approve the membership of the Group.*

*The group was to be established to look at the options for improving Oakham Town in order to formulate a set of recommendations for consideration by RCC Cabinet/Council.*

### **3. Scope**

The scope of the work that the Group will oversee covers:

- Geographical scope: Definition of the town centre as the area of direct focus for the action plan whilst bringing benefits to the wider town and surrounding villages.
- Focus: The recommendations and supporting action plan will cover a broad scope of town centre issues including: place-shaping & access; planning & property; traffic and transport; community & culture; marketing and retail enhancement.
- Evidence: Desk-top review of existing data and identification and research of supplementary evidence as required to develop clear statements of need.

- Communication and engagement: A wider communication and engagement strategy needs to be developed and delivered with support from RCC and partners.
- Coordination: The action planning process needs to acknowledge and help coordinate the town-focused actions of different groups including related ongoing initiatives such as the Neighbourhood Plan.
- Finances and resources: A clear understanding needs to be presented of existing available finances and resources as well as potential sources of additional funds.
- Monitoring: Performance measures and key indicators of success need to be agreed

#### **4. Roles and Responsibilities**

Members of the Task and Finish Group will be responsible for achieving the Group's defined objectives through representation of key stakeholder groups and overseeing a wider communication and engagement strategy. Councillor members will support this through sharing the Group's communications with ward residents in a systematic way. External members are selected on the basis of their ability to achieve this through representation of constituted bodies, with public meetings, membership and effective communication channels to key stakeholder groups.

4.1 The membership of the Task and Finish Group will be

- Mr Nick Woodley (Oakham Town Council Representative)
- Mrs Juliana White (Oakham Town Partnership Representative)
- Mr Paul Dowse (Oakham Neighbourhood Plan Steering Group Representative)
- Mr T Norton (Business Representative/Representative of OK2Way)
- Mr Ben Callaghan (Ward Member – Oakham South East)
- Mr Richard Clifton (Ward Member – Oakham South West)
- Mr Jeffrey Dale (Ward Member – Oakham North East)
- Mrs June Fox (Ward Member – Exton)
- Mr Richard Gale (Ward Member – Oakham North West)
- Mr Alastair Mann (Ward Member – Oakham North West)
- One other group/organisation – to be agreed

4.2 Members may send substitutes only from within the group/organisation that they represent. This will be communicated to the Governance Team at the earliest opportunity.

4.3 The Chair of the Task and Finish Group will be Mr Chris Wade.

4.4 The Task and Finish Group will be assisted in its work by administrative support from RCC's Governance team and technical/project management support by other RCC departments along with staff and trained volunteers from stakeholder groups and external organisations as agreed by the group. Discussions will result in clear action points and deadlines allocated to identified members of the Group and supporting staff.

## 5. Key Milestones/Timetable

Additional GIR Scrutiny Panel Meeting 22 March 2018	<b><u>Growth, Infrastructure and Resources (GIR) Scrutiny Panel agree Terms of Reference</u></b>
April 2018 – September 2018 (6 meetings – dates and times to be agreed at scoping meeting)	<b><u>Monthly meetings of the Task and Finish Group</u></b> to be scheduled Standing item on GIR Scrutiny Panel and other panels (as appropriate)
October 2018	<b><u>Task and Finish Group Meet to agree final report</u></b>
Further details to be added following scoping meeting regarding information and evidence gathering, objectives and Purpose/desired outcome	
November 2018	<b><u>Final Report to Scrutiny Panel(s)</u></b>
November/December 2018	<b><u>Final Report to Cabinet/Council</u></b>

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## OAKHAM TOWN TASK AND FINISH GROUP

Tuesday 6 March 2018, Council Chamber, Catmose

**PRESENT: MEMBERS**

Mr Ben Callaghan	Ward Member – Oakham South East
Mr Richard Clifton	Ward Member – Oakham South West
Mr Jeffrey Dale	Ward Member – Oakham North East
Mr Paul Dowse	Oakham Neighbourhood Plan Steering Group
Mrs June Fox	Ward Member – Exton
Mr Richard Gale	Ward Member – Oakham North West
Mr Tim Norton	OK2Way
Mr Alastair Mann	Ward Member – Oakham North West
Mrs Juliana White	Oakham Town Partnership
Mr Nick Woodley	Oakham Town Council
Mr Chris Wade	Independent Chair

**OFFICERS**

<b>PRESENT:</b> Mrs A Wylie	Deputy Monitoring Officer
Mrs N Taylor	Scrutiny Officer/Governance Team Manager
Mr K Silcock	Governance Officer

ITEM	SUBJECT	ACTION
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1) **APOLOGIES**

None received

2) **WELCOME AND INTRODUCTIONS**

The Chair, Mr Chris Wade, provided a brief welcome to members of the public and members of the Task and Finish Group.

The Chair asked members to consider their concerns, what they could contribute and what they wanted to achieve.

Members and the Chair provided the following feedback:

1) Concerns

- Ability to achieve consensus and move forward
- Oakham stagnating
- Lack of young people represented on group
- Local people have stopped using Oakham Town centre and are going elsewhere
- Important to understand constraints – what is possible?

## 2) Contributions

- Representation of traders and local businesses
- Ward members represent residents
- Local knowledge (Many members lived in Oakham all life, or worked/lived in Oakham for many years)
- Surveys and evidence collated as part of other processes/engagement plans by external organisations

## 3) Achievements

- Need to sell Oakham and make attractive vibrant place to visit/work/shop
- Increase footfall in Oakham
- Better balance of shops
- Improve traffic management
- More pedestrian friendly
- Clear recommendations embodied in improvement plan
- Change perception – local councillors represent their communities and will listen to concerns
- Well defined scope for the group
- Improve infrastructure
- Improve aesthetic as well as functionality

## 3) TERMS OF REFERENCE

The Chair highlighted the tight timescales to turn the Terms of Reference around, with approval being sought electronically from Members by 12 March.

The Chair confirmed the Terms of Reference should be no more than 2 pages long if possible and were an outline of how the group would function and consider evidence in order to come up with solutions to real/identified issues and not about the actual solutions themselves.

### • Membership

The group agreed that the following criteria should be applied to qualification as a member of the group:

- Formal constitution
- Meetings held in public
- Evidence of nomination of a named representative put forward by that by that group
- Effective channels of communication with members and stakeholder groups
- Able to demonstrate that represent a body of opinion not individual views

The group agreed to consider a nomination from **one** additional outside organisation/group that satisfied the criteria detailed above. This was in line with the discussion at the GIR Scrutiny Panel on 15 February 2018 that the membership could be increased to a maximum of 12 members

and took into account that the number of co-opted members could not outweigh the number of RCC elected Councillors.

Members agreed that all interested parties should be given the opportunity to participate regardless of whether they were members of the task and finish group. An engagement plan would be developed at a future meeting to ensure that all voices could be heard.

Some ideas for groups that may nominate the additional member are listed below:

Rutland Youth Council  
Discover Rutland

These organisations would be contacted to establish if they would like to nominate a representative and members of the group would decide which group best met the criteria and would add the most value to the review as a member of the group. Any other groups expressing an interest would also be considered.

The group agreed that appointed members would be able to send an alternate from their organisation should the nominated member be unable to attend a meeting.

The group was not decision making and so quoracy would not need to be established and the allowance of alternates would ensure adequate attendance.

#### • **Objectives/Purpose**

The group discussed the Full Council decision that the Task and Finish Group should focus on Oakham Town and not just Oakham Town Centre. It was agreed that the scope of the review should focus on development of the town centre for the benefit of residents and visitors to the town and those in surrounding villages.

It was clear that the group would need to understand the issues by evaluating evidence before they would be able to develop any specific outcomes. Understanding the requirements, would lead to solutions. It was important therefore, that at this stage the objectives remain flexible and generic to enable the group to reach specific recommendations at a later date.

The Group would look at a broad range of place shaping factors including, but not restricted to, public spaces; access; parking; public transport; business mix; marketing; digital presence; hospitality; visitors, evening economy and tourism.

The group agreed that timescales for the outcomes of recommendations for improvement must be realistic. Some would be implemented very quickly, others may take time and the impact may not be evidenced

immediately. The group should focus on improvements that would stand the test of time.

The group must be aware and take account of developing projects, strategies and initiatives within the County.

### Process

The group agreed that the following factors would be important to the process:

- Evidence – Evidence collated from a variety of reliable sources would enable the group to understand the real issues facing the town.
- Communication – engagement with the public, stakeholders, interest groups, partners and organisations would be critical to the success of the group and the validity of any recommendations.
- Co-production – each member would take ownership and contribute to the work of the task and finish group and other organisations/groups would also be encouraged to take part.
- The group would formulate clear action points and members of the group would ensure that these actions were carried forward and outcomes communicated back to the group and the wider public.
- Members would be responsible for sharing information within their groups, so that all are kept well informed and brought along with the work of the group

#### **• Timetable (including timing, frequency and format of meetings)**

The group agreed the timetable subject to the correction of the proposed dates in the table to conclude in December 2018 (Not December 2019).

The group agreed that future meetings should be monthly and held in the evenings.

Mrs Taylor (Governance Manager/Statutory Scrutiny Officer) would liaise with members in order to agree future meeting dates.

#### **• Sources of Evidence/consultation**

The group highlighted the following groups that must either be represented by the group or consulted through the process:

- Disability Groups
- Residents living in the town
- Young People
- Local Interest Groups

The group would look at the way in which people used and moved around the town by looking at existing information and designing and implementing additional ways to collate this information.

The Councils communications team would be utilised in order to ensure that lines of communication remain open and that the public are kept informed of progress.

#### 4) **NEXT STEPS**

The group agreed to consider the evidence that was currently available at the next meeting including:

- |  |                                |
|--|--------------------------------|
| ➤ Presentation of information collated by Oakham Neighbourhood Plan Steering Group | <b>PD</b>                      |
| ➤ Farmers Market information   | <b>JW</b>                      |
| ➤ Traffic Survey Statistics  | <b>RCC</b>                     |
| ➤ Evidence compiled for previous design proposals                                  | <b>Highways</b>                |
| ➤ Flow of visitors to museum and library   | <b>RCC Culture and Leisure</b> |
| ➤ Visitor Numbers – Anglian Water  | <b>?</b>                       |
| ➤ Occupancy Numbers – Discover Rutland   | <b>?</b>                       |

Once existing evidence has been evaluated, the group would look to see where the gaps in the information were and look at ways of collating further evidence – The chair would circulate a template which could be used at a later date.

**CW**

Scrutiny Officer would look to arrange further dates of the group

**NT**

The Draft Terms of Reference would be electronically circulated to the group for comments by Tuesday 12 March 2018

**CW/NT**

Any expressions of interest for the additional place on the Group would be circulated to group members. Nominations would be required to meet the criteria established under membership above and sent to RCC Governance Team by 12 March 2018.

**NT**

#### 5)

##### **AOB**

The Chair asked members if they agreed to nominate a member from the group to attend the LGA Conference on Town Centre Regeneration on 14 May 2018.

The group agreed that a place should be reserved and the decision on who would attend would be made at the next meeting.

**NT**

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The Chairman declared the meeting closed at 8.05pm

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**GROWTH, INFRASTRUCTURE AND RESOURCES  
SCRUTINY PANEL**

22 MARCH 2018

**THE CONVERSION OF DUTCH BARNs TO DWELLINGS**

**Report of the Director for Places (Environment, Planning & Transport)**

Strategic Aim:	Sustainable Growth	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Deputy Leader and Portfolio Holder for Growth, Trading Services and Resources (except Finance)	
Contact Officer(s):	Dave Brown, Director for Places (Environment, Planning & Transport)	01572 758461 dbrown@rutland.gov.uk
	Gary Pullan, Development Control Manager	01572 720950 gpullan@rutland.gov.uk
Ward Councillors	All	

**DECISION RECOMMENDATIONS**

That the Panel:

1. Endorses the Council's current position in relation to applications to convert Dutch barns to dwellings and that there is no need to prepare supplementary planning guidance.

**1 PURPOSE OF THE REPORT**

To review the Council's approach to interpreting the regulations on the conversion of agricultural buildings to dwellings (Class Q of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 and in particular in relation to open sided Dutch barns. In addition, to consider whether a supplementary planning document is required on the conversion of Dutch barns.

**2 BACKGROUND AND MAIN CONSIDERATIONS**

- 2.1 In 2014 the Government introduced regulations that grant planning permission for the conversion of agricultural buildings to dwellings. This was the subject of Members training in 2014 and has been a recurring issue in such training. The regulations have been amended several times already and the Government has signalled further changes to come. The Government did not issue any guidance

on the subject until 2015.

- 2.2 The result is the Council receives a prior notification application but can only consider a limited range of issues as specified in the regulations.
- 2.3 The regulations are complex and the lack of guidance led to many different interpretations from 2014 through 2015. Planning appeal decisions were also inconsistent. The guidance in 2015 addressed some of the issues but by no means all. As with other councils Rutland has been following these cases and we have been sharing decisions with other authorities. Officers have been changing our approach as we learn of appeal decisions. We also follow a planning law blog which has repeatedly featured Class Q as it is proving such a difficult planning law issue. We are now starting to see decisions made by the courts and these provide better authority for our current approach.
- 2.4 In relation to Dutch barns our current position is that they do not fall within the regulations. As they are open-sided your officer's view is that they cannot be converted to dwellings under Class Q. Any applications for such conversions received now would be refused, subject to any further change in guidance by the Government or new case law.
- 2.5 The second issue is whether the Council should prepare a supplementary planning document on Class Q. A supplementary planning document needs to relate to a policy in the Development Plan and cannot be prepared in isolation. As the Core Strategy predates the introduction of Class Q it does not refer to Class Q or the issues it raises.
- 2.6 Another issue in relation to policy is that the regulations do not specify planning policy as one of the criteria that can be considered. There was some lack of clarity however in 2014 and Rutland with other councils did try to reject some applications on policy grounds of sustainability. There were also mixed appeal decisions on this issue. The guidance issued in 2015 clarified this issue and as a result we ceased to use planning policy as a basis for refusal. In practical terms therefore even if a policy was prepared it would have little effect on decisions made.
- 2.7 Finally the question this report has been asked to address is specifically in relation to open sided Dutch barns. As the Council's current position is that these are not permissible under the regulations there is no need for a policy.

### **3 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

- 3.1 The Council's approach to the conversion of open sided Dutch barns to dwellings is consistent with current case law on the subject and does not need to change. On this basis a supplementary planning document on the issue is not needed and for other reasons as set out in the report it is not practical.

### **4 BACKGROUND PAPERS**

There are no additional background papers to this report.

**5 APPENDICES**

None

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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