

**Minutes of the meeting of Desborough Town Council  
held virtually using video and audio links  
on Thursday 15 October 2020**

Councillors present: L Burnham (Chair), S Draycott, J French, G Holmes, I James, B Keys, D Larmour, J Read, P Sawford, and J Taylor.

Also present: G Thomson (Town Clerk), and three members of the community.

**61./20 CHAIR'S WELCOME AND ANNOUNCEMENTS.**

The Chair welcomed those present to the meeting and explained that owing to enforced closure by the pandemic, the Montsaye Sports Centre, which was available for public use, was in need of public support.

**62./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors James and Watson.

**RESOLVED that:-  
the apologies be noted.**

**63./20 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS.**

Councillor Keys declared a personal interest in item 67./20 "Response to the proposed one-way system and parking restrictions Gladstone Street / Nichols Street".

Councillors Burnham and Read declared personal interests in item 77./20 "To consider arrangements Remembrance Sunday 2020".

**RESOLVED that:-  
the declarations be noted.**

**64./20 TO NOTE OR CONSIDER ANY REQUESTS FOR DISPENSATION.**

Extracted from the report of the Town Clerk:-

*To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been considered by the Town Clerk in accordance with the Localism Act 2011 and the Council's Scheme of Delegation, and to consider any such applications not yet determined.*

The Town Clerk reported that no requests for dispensation had been received.

**RESOLVED that:-  
the report be noted.**

**65./20 TO APPROVE THE MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2020**

The minutes of the meeting held on 17 September 2020 had been previously circulated.

**RESOLVED that:-  
the minutes be confirmed and signed by the meeting Chair when possible.**

**66./20 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC NOTIFIED IN ADVANCE OF THE MEETING**

No requests to make representations were made.

**67./20 RESPONSE TO THE PROPOSED ONE-WAY SYSTEM AND PARKING RESTRICTIONS GLADSTONE STREET / NICHOLS STREET**

Extracted from the report of the Town Clerk:-

*As Members will recall, the Council carried out an informal consultation exercise with residents and businesses in the vicinity of Gladstone Street and Nichols Street likely to be directly affected by the proposed one-way system and parking restrictions. Recipients were invited to respond as follows:-*

- *Are you in favour of a one-way system covering Nichols Street and Gladstone Street?*
- *Does the proposed plan meet your requirements?*
- *If not, what would you suggest?*
- *Please add any relevant information to support your response.*

*There were 56 responses from 38 unique residences and businesses out of 400 letters delivered (a response rate of just under 10%). Of those responses, 54 were in favour of a one-way system of some sort, and 45 were in favour of these proposals; nine had other suggestions. There were four businesses which replied: one against and the other three in support. Eleven respondents reported damage to their vehicles. These figures include multiple responses from individual properties. It should be noted that the Town Council's survey is not binding and that Northamptonshire Highways will have to carry out the statutory consultation in due course. The Council is REQUESTED to consider the matter.*

It was noted that about 10% of properties contacted had responded and the majority were in favour although there were some people against, and some alternative suggestions had

been made. It was noted that occupiers of some properties would be adversely affected by the proposals and it was suggested that the scheme be amended to provide protection for people with disabilities. It was also noted that the proposed exit onto Harborough Road had a visibility splay but that it often contained parked vehicles.

**RESOLVED that:-**

**a) the proposed scheme be amended as follows:-**

- i) parking be prevented on the visibility splay on Harborough Road by double red lines, raised kerbs in the road, bollards, or barriers;**
- ii) parking be prevented on the northern side of Gladstone Street to the Nichols Street junction; and,**

**b) the scheme, as amended, be supported and the Highway Authority be requested to introduce the scheme at the expense of the Town Council with costs to be confirmed to the Town Council for approval in due course.**

68./20

**TO NOTE CHANGES PROPOSED TO THE FUNDING OF ELECTIONS AND POLLS**

Extracted from the report of the Town Clerk:-

*As Members know, the Shadow Executive of North Northamptonshire Council has determined that town and parish Councils should share in the cost of elections and polls throughout the new Council's area where elections take place. It is understood that only in Kettering Borough were the costs not previously passed on the town and parish Councils. It has been determined that the costs will be shared amongst the participants. The next poll is scheduled for May 2021 and the Council will need to make provision for a share of the costs of that election (which coincides with unitary and Police and Crime Commissioner elections). The Council's share should be one third for that poll (if the Town Council's election is contested) and amount to approximately £8,500 (Loatland is in the order of £4,500 and the cost for St. Giles is around £4,000). The Council already has a provision of £12,000 set aside for Election / Parish Poll costs which might fall in the current year. As previously, if a Parish Poll is held then the entire costs would fall on the Council.*

*The Council is RECOMMENDED to make provision in the forthcoming budget and thereafter for likely additional electoral costs.*

It was suggested that this was the first clear indication from the new Council that it would be shifting costs to town and parish Councils, and also levelling down across the new Council's area to the lowest cost.

**RESOLVED that:-**

**provision be made in forthcoming budgets for the costs of contested elections.**

69./20

**TO CONSIDER THE FUTURE FOR DESBOROUGH AND ARRANGEMENTS FOR THE 2021/2022 BUDGET**

Extracted from the report of the Town Clerk:-

*The Council's Financial Regulations state that:-*

- "2.1 Each year, before work begins on the budget, the Council will meet to consider the main issues that it wants to address and to agree its objectives for the next year and for the medium term. During the planning period it will review what has happened so far in the current year and identify any problem areas that need to be tackled and any changes that it wants to make.*
- "2.2 At the beginning of the budget process the Council will consider any capital projects that are in progress or which are planned. No major projects should be undertaken without a detailed feasibility report which will include funding sources, cash flow forecasts and revenue implications for future years. Commitments to capital schemes should not be entered into unless and until the financial consequences have been incorporated in the Council's approved budget.*
- "2.3. At the December meeting each year, draft spending plans and income proposals for the forthcoming year should be submitted to Council, together with forecasts for the next two years if possible. These should be accompanied by a report from the RFO on the estimated level of resources and issues arising from the proposals.*
- "2.4. The Council will consider the detailed budget in January for approval. It shall review the resources available to it, including grants and reserves.*
- "2.5. Only after spending plans, anticipated income, and reserves have been considered may the Council consider how much to precept on Council tax for the next year."*

*The Council needs to consider the main issues that it wants to address and to agree its objectives for the next year and for the medium term. Suggestions have come forward in recent weeks and as part of the budget consultations including the following (not all of which might involve cost):-*

- a) improvements to the entrances to the town;*

- b) improvements to cycle paths and routes;
- c) improvements to the footpath between the Grange and Pipewell Road (part of footpath UC7);
- d) increase in the provision of cycle racks and encouragement of cycling;
- e) introduction of a dog walking track around the Dunkirk Avenue Recreation ground;
- f) changing the weight limit from Rothwell to Desborough on a permanent basis.

The Council is REQUESTED to consider its vision for the future of Desborough, the main issues that it wants to address and agree its objectives for the next year, and for the medium term.

It was noted that some of the suggestions were for items which would be the responsibility of the Borough or County Council. It was suggested that the improvements to the footpath to the Grange from Pipewell Road might be funded instead of the bridge over the railway line.

**RESOLVED that:-**

**the suggestions be considered as part of the Council's forward planning.**

70./20

## **WEBSITE ARRANGEMENTS AND OPERATION LONDON BRIDGE**

Extracted from the report of the Town Clerk:-

*Operation London Bridge is the code name of the plan for the passing of Her Majesty the Queen. There are similarly titled plans for the Duke of Edinburgh, other senior Royals, and notable persons. The plans cascade down to include the mourning of other senior figures nationally and locally. Two things to note: the plan is owned by Buckingham Palace and Downing Street and is not able to be changed by the Council; and instructions derive from London to the County Council through to the Borough Council. The Plan itself is marked as "Official Sensitive" and although the general contents may be well known it is not disclosable to the public. The Plan must only be implemented after a formal announcement from Buckingham Palace or Downing Street and reasonable steps must be taken to ensure the information is correct before any actions are taken. Should the plan be implemented, a box of necessary supplies (such as books of condolences) would be provided by the Borough Council. There are a number of requirements on the Council should the plan be implemented which would be managed in accordance with the Scheme of Delegation as appropriate at the time. However, one element requires pre-planning. It is suggested that the Council's website's landing page be overwritten with a plain black page with a portrait of the deceased and relevant dates, with links to relevant pages.*

*The Council's current website provider is Netwise UK Ltd at an annual cost of £300 (the anniversary date is 31/01/2021). There is an add-on which would enable this to happen without great difficulty or delay. The cost of adding this function is a £99 one-off fee.*

*It is RECOMMENDED that the Council purchase the website add-on at a one-off fee of £99 plus VAT and extend the contract with Netwise UK for the annual provision for another year.*

**RESOLVED that:-**

**the recommendations be accepted.**

71./20

## **TO APPROVE TRAINING IN ACCORDANCE WITH THE COUNCIL'S TRAINING PLAN (COUNCILLORS)**

Extracted from the report of the Town Clerk:-

*The Council's "Training Plan (Councillors)" sets out that Councillors should receive basic training at the start of their term of office, and also that the Chair of Council should receive chairmanship skills training. The cost of appropriate training sessions with Northants CALC is £44 per person per course. It is RECOMMENDED that approval be given for new Councillors and the Chair to attend (online) training as set out in the Plan.*

**RESOLVED that:-**

**the recommendation be accepted.**

72./20

## **TO RECEIVE UPDATES, IF ANY, ON VARIOUS MATTERS**

### **72.1./20 Braybrooke Road Play area**

Extracted from the report of the Town Clerk:-

*It is understood that the formal response from the Borough Council will be that it will not add any cash to the project because going into Unitary next year pretty much all Capital monies are already committed and no further capital amounts will be available. However KBC is putting matched resources into the scheme such as project management and also KBC inputs by adding in additional play features and there is a financial cost to this.*

*The Council is REQUESTED to consider whether or not it wishes to proceed with the scheme as previously proposed at a cash cost of £30,000 notwithstanding the lack of cash contribution from the Borough Council. For the avoidance of doubt, the Town Council would grant aid the Borough Council to carry out the installation*

*(through contractors) and ownership and ongoing liability would sit with the Borough Council.*

**RESOLVED that:-**

**a grant of £30,000 be made to Kettering Borough Council to carry out the procurement and installation (through contractors as necessary), and for the Borough Council to retain ownership and ongoing liability for maintenance, insurance, and replacement as required.**

**72.2./20 CCTV upgrade**

Extracted from the report of the Town Clerk:-

*It is expected that estimates for the civil works (the columns and so on) will be available before the meeting. If so, the Council will be REQUESTED to consider the total costs and approve the scheme (if within the Council's budget provision of £65,000). For the avoidance of doubt, the Town Council would grant aid the Borough Council to carry out the installation (through contractors) and ownership and ongoing maintenance and liability would sit with the Borough Council.*

The Town Clerk reported that details of the costs of civil works had not yet been received from the Borough Council and requested that the matter be deferred.

**RESOLVED that:-**

**consideration of the matter be deferred until the next ordinary meeting.**

**72.3./20 Neighbourhood Plan**

Extracted from the report of the Town Clerk:-

*The Council has received the first draft of the report from the contractor, Navigus Planning Limited. An update on the report will be presented to the meeting.*

It was noted that the report which had been circulated to Councillors seemed to be a fair critique of the plan. It was suggested that an Advisory Committee be formed to work through the draft plan alongside the consultant's report and AECOM's previous health check to take into account local priorities and issues and to recommend changes to the draft Plan to the Council.

**RESOLVED that:-**

- a) a Neighbourhood Plan Advisory Committee be formed comprising Councillors Burnham, Larmour, Sawford, community member Mr Rick Hill, and someone from the commercial sector in Desborough to be confirmed by the Town Clerk;**
- b) the Advisory Committee be requested to work through the draft plan alongside the consultant's report and AECOM's previous health check to recommend to the Council alterations including local priorities and issues;**
- c) no delegated powers be exercised by the Advisory Committee; and,**
- d) the terms of reference for the Advisory Committee be based on the standard terms of reference for the Council and circulated by the Town Clerk.**

**73./20**

**TO RECEIVE ANY REPORTS ON ACTIVITY FROM BOROUGH COUNCILLORS, THE COUNTY COUNCILLOR, LOCAL GROUPS AND VOLUNTEERS**

Extracted from the report of the Town Clerk:-

*The Council is REQUESTED to note the information.*

It was noted that the following report had been received from County Councillor Matthews.

**"COUNTY COUNCILLOR REPORT**

*"This month I will return to a concern which Desborough Town Councillors commented on at a previous meeting = on-street electric charging points.*

*"NCC is committed to providing for the future needs of electric vehicles [EVs], in the many forms they may develop, and part of this commitment is to work with providers to identify where on-street electric charge points can be sited.*

*"Consultations are concentrating currently on areas of Northampton, Daventry, East and South Northants but the whole county will be covered in time.*

*"As the initial attempts identifying sites on both Pioneer Avenue and Princes Avenue were not well researched, the expectation is that this will cease to be a pure "desk job" and involve walking actual streets, observing obstructions and potential future needs, before committing to actual sites for the charge units.*

*"For the sake of clarity, cables from any power source which trail over footpaths and highways are regarded as obstructions. This may create a problem, as many street lights, which may*

*become the power sources for charge points, have been deliberately set back from the kerbside to "avoid becoming obstructions" to traffic.*

*"Almost certainly the charging points will be at the kerbside, as opposed to lamp post connections, but residents with no off road parking will not be able to use private charge points. "I will keep DTC posted as the plans develop for Desborough."*

In response to questions, County Councillor Matthews reported that the defective County Council speed sign on Harborough Road was in need of replacement. Comment was made relating to weeds in the roadways and on roundabouts and County Councillor Matthews undertook to investigate.

Borough Councillor French reported that he was organising a litter pick in Desborough and he had the equipment from the Borough Council. He added that he needed to complete a risk assessment with which, he said, the Town Clerk had agreed to help. He said that the Lawrence's factory was to be converted into flats with £8Million from Homes England. He stated that an application was to be submitted for the Dunkleman's site to provide 42 housing units. He concluded by reporting that an enforcement notice had been issued to cease all work at the Birchfield Springs (fish farm) site, compelling it to demolish the buildings and reinstate the entire site. He added that the business should have ceased trading in July 2020.

**RESOLVED that:-  
the information contained in the report be noted.**

#### **74./20 TO NOTE A REPORT ABOUT VEHICLE MOVEMENTS INTO AND OUT OF THE ROTHWELL NORTH CONSTRUCTION SITE**

Extracted from the report of the Town Clerk:-

*The Council is usually notified about vehicle movements into and out of the construction site and any violations of the approved routes by HGVs. The most recent information is:-*

<i>07/09/2020 – 13/09/2020</i>	<i>9 violations inwards and 1 violation outwards</i>
<i>14/09/2020 – 20/09/2020</i>	<i>24 violations inwards and 1 violation outwards</i>
<i>21/09/2020 – 27/09/2020</i>	<i>7 violations inwards and no violation outwards</i>

*The attention of the developer has been drawn to a small number of issues over the month, especially relating to extreme delays in w/c 5 October 2020. It should be noted that those particular delays were in relation to works being carried out by Anglian Water, and not Persimmon.*

*The Council is REQUESTED to note the information.*

The Town Clerk reported that the following information had been received:-

<i>28/09/2020 – 04/10/2020</i>	<i>13 violations inwards and 0 violation outwards</i>
<i>05/10/2020 – 11/10/2020</i>	<i>11 violations inwards and 1 violation outwards</i>

It was noted that the required road sweeping operation from the site had disrupted and delayed access to the school.

**RESOLVED that:-  
a) the Town Clerk write to the developer requesting it avoids sweeping at critical school times;  
b) the information contained in the report be noted.**

#### **75./20 TO RECEIVE A REPORT ON CRIME IN THE TOWN**

Extracted from the report of the Town Clerk:-

*Details of the latest crime figures have been received and will be available on the Council's website.*

The Council is REQUESTED to note the information.

**RESOLVED that:-  
the information contained in the report be noted.**

#### **76./20 TO RECEIVE A REPORT ON VEHICLE SPEEDS IN THE TOWN**

Extracted from the report of the Town Clerk:-

*Details of the latest reports from the TVAS speed signs are available on the Council's website. The Council is REQUESTED to note the information.*

It was stated that it had been reported that some school busses were exceeding the speed limit on the A576 into Desborough from Rothwell and that it appeared that vehicles were carrying more children than social distancing guidelines might allow.

**RESOLVED that:-  
a) the Town Clerk be requested to write to the school bus operator asking them to ask drivers to observe social distancing guidelines on passenger numbers and to take extra care to observe speed limits; and,**

**b) the information contained in the report be noted.**

77./20

**TO CONSIDER ARRANGEMENTS REMEMBRANCE SUNDAY 2020**

Councillors Burnham and Read had declared person interests in this item.

Extracted from the report of the Town Clerk:-

*The Town Clerk will report on the most up to date information and advice in relation to marking the anniversary safely in accordance with legislation and current advice.*

It was reported that in Kettering Borough there may be only three formal remembrances: all of which would be following COVID-19 restrictions, and would be small in size without public attendance which mirrored the situation across the country. It was reported that an initial risk assessment of the assembly and parade on the basis of previous years' attendances suggested that it would be unlikely that sufficient distance could be achieved and maintained. It would also lead to an unmanageable number of people at the War Memorial. It was added that the it was likely that a small, COVID-secure, church service would take place with no Standard bearers, and the wreaths would be laid, in advance of the day.

It has been suggested that a loud firework might be set off at 11 and at two minutes past and the Town Clerk reported that the estimated cost of purchasing rockets would be in the order of £100.

**RESOLVED that:-**

- a) the Town Clerk be authorised to make arrangements for the loud fireworks as set out in the report; and,**
- b) details of the commemorations be publicised;**
- c) the information be noted.**

78./20

**TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT AND CONSIDER COMMENTING ON APPLICATIONS**

Extracted from the report of the Town Clerk:-

*In accordance with the views expressed by Councillors, any comments which were uncontentious and uncontested were submitted to the relevant planning authority as set out in the report attached at Appendix A. The Council is RECOMMENDED to note the report and raise comment on any items not already submitted.*

**RESOLVED that:-**

**the information contained in the report be noted.**

79./20

**TO RECEIVE THE FINANCE REPORT**

Extracted from the report of the Town Clerk:-

*The Council is RECOMMENDED to approve the report (Appendix B).*

It was noted that the Council's attempts to get some of the available Government pandemic grant money had been successful and a £10,000 small business rates grant had been received.

**RESOLVED that:-**

**the information contained in the report be noted.**

80./20

**TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT AND TO NOTE THOSE MADE IN ACCORDANCE WITH THE SCHEME OF DELEGATION**

Extracted from the report of the Town Clerk:-

*The report set out at Appendix C details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by continuous authority. Details in the report will be updated before the meeting as information is received.*

*The Council is RECOMMENDED to approve the payments.*

**RESOLVED that:-**

**the payments listed in the appendix be approved.**

**The meeting closed at 20:39**

Signed by the Chair: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix A**

**Desborough Town Council**  
**15 October 2020**

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**Planning and Licensing Matters**

[KET/2020/0602](#)

33 Linden Avenue, Kettering

Replace carport with garage and storage area to rear, canopy over the existing front door and hard standing to side

[KET/2020/0616](#)

52 Gladstone Street, Desborough

External wall insulation and render within covered access area

[KET/2020/0645](#)

14 Queen Street (land adj), Desborough

1 no. dwelling

[KET/2020/0641](#)

1 Hereford Close, Desborough

Single storey side extension

[KET/2020/0596](#)

6 St Anthony's Walk, Desborough

Variation of condition 2 of KET/2019/0333 in respect of amendments to glazing on the ground floor

**Appeal**

[APP/L2820/W/20/3258187](#)

Application: KET/2019/0878

Change of use from hotel and wedding/conference venue to hotel and children's day nursery

The Ritz and Conferencing Suites, 7 - 9 Station Road, Desborough

The appeal will be decided using a written procedure. The Council's comments will be forwarded to the Inspector. For the sake of clarity, the Council's withdrawal of its previous objections will be forwarded to the Inspector.

## Appendix B

**Desborough Town Council**  
15 October 2020

**Financial Report**

**Monthly Bank Reconciliation (30/09/2020)**

Unity Trust Bank Current	£4,898.44
Unity Trust Bank Saver	£56,888.24
Barclays Current	£1.00
Barclays Business Saver	£9.45
CCLA Public Sector Deposit Fund	£315,822.91
Reconciled Balance	£377,620.04

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. In September the dividend reinvested was £35.86. The Unity Bank service charge was £22.35 for the quarter.

The Council's attempts to get some of the available Government pandemic grant money have been successful and a £10,000 small business rates grant has been received. This is not part of the money allocated for local government but part of the business support.

## Appendix C

**Desborough Town Council**  
15 October 2020

**Accounts for payment**

Table to be updated before the meeting

Further items may be added as received.

+ Paid in accordance with delegated or continuous authority

	Supplier	Description	Reason	VAT	Total Amount
+	Talk Talk Business	Town Council Office	Internet and telephone	£5.60	£33.60
+	Desborough Library and Community Hub	Town Council Office	Office Rent	£0.00	£666.67
+	Mr G Thomson	Salaries & all Employment Costs	Salary (October)	£0.00	£2,024.19
+	LGSS Pensions	Salaries & all Employment Costs	Pension (October)	£0.00	£874.10
+	Mr G Thomson	General office & sundry expenses	Refund (Zoom subscription Sep)	£2.40	£14.39
+	Mr G Thomson	General office & sundry expenses	Telephone	£1.67	£10.00
+	Mr G Thomson	General office & sundry expenses	Stationery	£1.00	£5.99
+	Mr G Thomson	General office & sundry expenses	Postage	£0.00	£6.57
	Navigus Planning Limited	Neighbourhood Plan	Health Check	£105.00	£630.00
	Information Commissioner's Office	Information Commissioner	Information Commissioner's Office registration	£0.00	£35.00
	Kettering Borough Council	Christmas Lights (2019)	Maintenance, installation & removal	£570.00	£3,420.00



# Desborough Town Council

## Terms of Reference

### Neighbourhood Plan Advisory Committee

#### Introduction

Neighbourhood Plans are required to be legally compliant with and take account of wider planning policy considerations (e.g. national policy). Planning guidance can be viewed on the Planning Practice Guidance website. These conditions include:

- they must have regard to national planning policy
- they must be in general conformity with strategic policies in the development plan for the local area (i.e. North Northamptonshire Core Strategy)
- they must be compatible with EU obligations and human rights requirements.

The draft Desborough Neighbourhood Plan was published on 25 October 2017. Since that time there have been many changes nationally, in Northamptonshire, Kettering Borough, Desborough, and in the Town Council itself. Following a recent review of the draft Plan by an external consultant, the Council has formed an Advisory Committee to discuss and make recommendations to the Council on changes needed to the draft Plan in the light of comments in the “health check” by Navigus Planning, and the previous “health check” by AECOM.

The minutes of meetings made available to the public on the Council’s website. As a formal Committee of the Council, meetings will be open to the public.

#### Purpose of the Working Party

The Council notes that it is the Council which is responsible for the Neighbourhood Plan and the Advisory Committee’s rôle is to guide the Council’s thinking and undertake research. The purpose of the Advisory Committee is to consider and to make recommendations to the Council as follows:-

1. develop a shared vision of how the town will develop;
2. recommend where new houses, commercial, and other development should be built and where they should not be built;
3. recommend the mix of housing types to meet existing and anticipated need of the community;
4. protect and enhance the towns green spaces;
5. influence the appearance of any new buildings.

#### Membership

The Advisory Committee comprises the following who shall all be appointed by the Council:

3 Councillors;

1 voting non-Councillor member of the community resident in the town;

1 voting non-Councillor member of the business community in the town.

#### Code of Conduct and Interests

All members of the Advisory Committee are required to make disclosures of public interest and observe the Code of Conduct adopted by Desborough Town Council.

#### Chair

The Advisory Committee will be chaired by a Councillor elected from amongst the members on the Advisory Committee.

#### Quorum and Voting

The quorum is three members of the Advisory Committee including at least one Councillor present and voting. Voting will be by show of hands or other method appropriate to the physical or virtual nature of the meeting.

#### Frequency of Meetings

The Advisory Committee will meet as and when necessary and will report regularly to the Council.