

# Forest Heath District Council

**MINUTES** of the **CABINET** held at the District Offices, College Heath Road, Mildenhall on Tuesday 15 January 2013 at 6.00pm.

## **PRESENT:**

Councillors:

|                           |             |
|---------------------------|-------------|
| J E Waters (Leader)       | S J Edwards |
| N A Roman (Deputy Leader) | W Hirst     |
| D W Bowman                | R J Millar  |
| Mrs R E Burt              |             |

Councillors C Noble and T Simmons were also in attendance.

Also in attendance:

B Albon, Corporate Property Officer  
I Gallin, Chief Executive  
P Heard, Legal Services Manager  
R Mann, Head of Resources and Performance  
M Walsh, Head of Waste Management & Property Services  
L Watts, Director  
A Wilson, Director  
H Hardinge, Committee Administrator

## **APOLOGIES**

There were no apologies for absence.

### 382. **PUBLIC PARTICIPATION**

There were no questions/statements from members of the public.

### 383. **CONFIRMATION OF MINUTES**

The minutes of the meeting held on 4 December 2012 were unanimously accepted by the Cabinet as an accurate record and signed by the Leader.

### 384. **MINUTES OF JOINT COMMITTEES, WORKING GROUPS AND OTHER GROUPS**

The minutes of the following meeting were received:

Anglia Revenues & Benefits Partnership Joint Committee 13 December 2012

The Cabinet Member for Resources, Governance and Performance explained that the recommendations within this set of minutes would be picked up as part of the Council's budget setting process for 2013/2014.

385. **APPROVAL OF MINUTES**

With the vote being unanimous, it was

**RESOLVED:**

That the minutes of the Joint Committee be approved, as amended, and that authority is hereby given for such action to be taken as necessary to give effect thereto.

**KEY DECISIONS**

386. **HOME OF HORSERACING NATIONAL HERITAGE CENTRE (REPORT NO CAB13/055)** (Key Decision Reference JUL12(A)/08)

The Cabinet Member for Health, Leisure and Culture explained that Forest Heath District Council had worked in partnership with the Home of Horseracing Trust to develop an outstanding visitor attraction for Newmarket which would generate nearly £15m of inward investment and create significant regeneration opportunities on a site which was strategically critical to the history of horseracing.

The report before Cabinet set out the reasons why the risks, which had been carefully analysed, should be recommended to Council on 13 March 2013 as acceptable ones in order to bring the project to fruition.

The Director explained that the Trust was confident that the remaining £0.5m of funding would be secured in the next few weeks. She also reminded Cabinet of the presentation and site visit scheduled for later in the month in connection with the project, and encouraged Members to attend.

With the vote being unanimous, it was

**RECOMMENDED:**

That the Home of Horseracing Project, as set out in Report No CAB13/055, be approved as part of Forest Heath District Council's Capital Programme and the Prudential Indicators be updated accordingly, subject to the following provisos:

1. The final £0.5m of funding is secured; and
2. The National Horseracing Museum (NHRM) VAT position is confirmed.

387. **TRANSFER OF LAND TO SUFFOLK COUNTY COUNCIL FOR SCHOOL PLAYING FIELD / MUGA SITE (REPORT NO CAB13/056)** (Key Decision Reference JAN13/05)

The Cabinet Member for Economic Development and Tourism sought Cabinet's approval to transfer part of the rear of the Palace House Stables property to Suffolk County Council in order to enable an extension of the playing field at All Saint's All Saint's CEVA Primary School, Newmarket and to benefit the Home of Horseracing Project with an improved vehicular access to the visitor site.

The Cabinet Member for Environment and Waste raised a question as to who would fund the new fencing that would need to be erected around the playing field's extension. The Director explained that that All Saint's Primary School would secure fencing around their property and that the works to the Palace House Stables site would be carried out as part of the Home of Horseracing Project.

The Cabinet Member for Families and Communities, and Ward Member for All Saint's Ward, spoke in support of the land transfer and requested that the Council encourage All Saint's Primary School to allow community use of the playing field and MUGA site.

With the vote being unanimous, it was

**RESOLVED:**

That the transfer of the site on the terms outlined in Report No CAB13/056 be agreed.

388. **CAREERS GUIDANCE SOFTWARE PACKAGE (REPORT NO CAB13/057)**  
(Key Decision Reference JAN13/04)

The Cabinet Member for Economic Development and Tourism sought Cabinet's approval for a procurement process to be undertaken to acquire a two-year careers guidance package for schools/education providers in West Suffolk.

He explained that the benefits of District/Borough Council intervention in careers advice included the ability for schools in West Suffolk to have uniform access to high quality careers advice; the opportunity to directly influence the aspiration and attainment levels locally and the capability for the Council to build strong relationships with schools/education providers and local businesses.

Cabinet was advised that Mid Suffolk and Babergh District Councils had also expressed an interest in working with Forest Heath District Council and St Edmundsbury Borough Council on the procurement process; meaning that there was potential for further joint working and also a reduction in the cost to the West Suffolk authorities.

With the vote being unanimous, it was

**RESOLVED:**

That Delegated Authority be given to the Head of Economic Development and Growth in consultation with the Cabinet Member for Economic Development and Tourism and other stakeholders, to start a procurement process to acquire a two-year careers guidance package funded from unallocated Local Authority Business Growth Incentive (LABGI).

389. **ASSET MANAGEMENT PLAN 2013/2014 TO 2017/2018 (REPORT NO CAB13/058)** (Key Decision Reference SEP12/04)

The Cabinet Member for Resources, Governance and Performance explained that asset management planning was about taking a high level, strategic approach to ensure that service requirements were met through the property assets available to the Council.

The report before Cabinet suggested a way forward for the Council to manage effectively the identified challenges of maintenance and efficient use of its assets.

The Cabinet Member drew attention to Paragraph 7.2 of Report No CAB13/058 and the reference therein to the training session that had been scheduled to take place earlier that afternoon. This had been cancelled due to the weather conditions and was rescheduled for 5.00 – 7.00pm on 20 February 2013; all Members were encouraged to attend.

Lastly, the Cabinet Member thanked the Officers for the production of the extensive report.

With the vote being unanimous, it was

**RECOMMENDED:**

That:-

1. The Asset Management Plan (AMP) as set out in Appendix 1 and associated Annexes of Report No CAB13/058, which would include provisions for asset review, processes and programmes, be adopted;
2. The priority projects, Lead Portfolio Holders, Lead Officer and target dates, as set down in the Approved Property Projects and Additional Unfunded Property Projects at Annex 3a and 3b, be agreed;
3. The financing of the Planned Maintenance Programme, as set out in Annex 2 (1b) and Paragraphs 8.1 – 8.5 of Report No CAB13/058, be approved;
4. Delegated authority be given to the Head of Waste Management and Property Services to deliver the AMP, through the West Suffolk Property Services Team and within the overall revenue and capital budget provision outlined within the plan; with the ability to vire within budgets, without being subject to the limits set out in the Council's constitution for budget virements; and
5. An Asset Management Plan Reserve, for any unspent maintenance budgets at year end, as discussed in Paragraph 8.8 of Report No CAB13/058, be approved.

390. **JOINT FOREST HEATH DISTRICT COUNCIL AND ST EDMUNDSBURY BOROUGH COUNCIL EMAIL AND INTERNET USAGE POLICY (REPORT NO CAB13/059)** (Key Decision Reference OCT12/05)

The Cabinet Member for Resources, Governance and Performance sought approval for the adoption of a new Joint Forest Heath District Council and St Edmundsbury Borough Council Email and Internet Usage Policy.

Members were advised that to comply with the Government's Code of Connection it was essential that as the two West Suffolk authorities moved forward with sharing services that policies in this area were aligned.

The report had been previously considered and recommended for approval by the West Suffolk Joint Staff Consultative Panel at their meeting on 29 October 2012.

With the vote being unanimous, it was

**RECOMMENDED:**

That:-

1. The new Joint Forest Heath District Council and St Edmundsbury Borough Council Email and Internet Usage Policy be approved; and
2. Any future minor/housekeeping changes required to the Policy be delegated to the Head of Human Resources and Organisational Development to amend, and that only major/fundamental changes be referred to Members.

**NON KEY DECISION**

391. **REVIEW OF THE LIST OF KEY DECISIONS (REPORT NO CAB13/060)**

Cabinet was asked to review the list of Key Decisions to be considered by Forest Heath District Council for the period February to May 2013.

With the vote being unanimous, it was

**RESOLVED:**

That the list of Key Decisions, for the period February – May 2013, attached as an Appendix to Report No CAB13/060, be noted.

The meeting closed at 6.20pm.