

# ***Cabinet***

***Wednesday 7 May 2008 at 5.00 pm  
in the Council Chamber, Borough Offices, Angel Hill, Bury St Edmunds***

***CONSTITUTION:** Leader of the Council: Councillor John Griffiths  
Joint Deputy Leaders of the Council: Councillors Nigel Aitkens and  
Sara Mildmay-White*

<i><b>Councillors:</b></i>		<i><b>Portfolios:</b></i>
Nigel Aitkens	-	Economy and Asset Management
Lynsey Alexander	-	Culture and Sport
Terry Clements	-	Transport and Planning
Paul Farmer	-	Resources and Efficiency
John Griffiths	-	Rural Affairs and External Relationships
Sara Mildmay-White	-	Community
David Ray	-	Performance and Organisational Development
Peter Stevens	-	Environment and Street Scene

***QUORUM:** Three Members*

***Please switch off mobile phones during the  
meeting, unless exceptional circumstances  
require otherwise.***

# ***Agenda***

## **Procedural Matters**

**1. Apologies for Absence**

**2. Minutes**

To confirm the minutes of the meeting held on 19 March 2008 (copy attached).

**3. Declarations of Interests**

Members are reminded of their responsibility to declare any personal or prejudicial interest which they have in any item of business on the Agenda ***no later than when that item is reached*** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

## **Part 1 – Public**

(Forward Plan reference (where applicable) shown in brackets)

### **Corporate Priority: Raising Corporate Standards and Efficiency**

**4. Report from the Performance and Audit Scrutiny Committee:  
28 April 2008**

*Chairman – John Hale;*

*Contact Officer – Adriana Stapleton*

*Telephone: 01284-757613*

*e-mail: adriana.stapleton@stedsbc.gov.uk*

Report **Y725 TO FOLLOW**.

**5. Report from the Overview and Scrutiny Committee: 23 April 2008**

*Chairman – Mark Ereira-Guyer;*

*Contact Officer – Adriana Stapleton*

*Telephone: 01284-757613*

*e-mail: adriana.stapleton@stedsbc.gov.uk*

Report **Y726** attached

Summary and reasons for recommendation:

On 23 April 2008, the Overview and Scrutiny Committee considered the following items:-

- (a) Staff Survey 2007: Ipsos MORI Final Report and Presentation;
- (b) Post Office Network Change: Proposed Closures in St Edmundsbury;
- (c) Review of the Reduction in the number of Animal Wardens from 2 to 1;
- (d) Cabinet Forward Plan: April to July 2008; and
- (e) Work Programme.

Recommendation:

**Minutes 5 March 2008: Rural Action Plan 2008 to 2011**

That officers be given delegated authority to agree minor amendments to the updated Rural Action Plan for 2008 to 2011, as detailed in Report Y606, as amended.

**6. West Suffolk House, Bury St Edmunds: Storage and Records Management (May08/03)**

*Cabinet Members – Nigel Aitkens  
and David Ray;*

*Contact Officer – Ivan Sams*

*Telephone: 01284-757304*

*e-mail: ivan.sams@stedsbc.gov.uk*

Report **Y727** attached

Summary and reasons for recommendations:

Phase 1 of the Public Service Village Programme is the construction of West Suffolk House. The building will be jointly owned by St Edmundsbury Borough Council and Suffolk County Council and a joint committee (West Suffolk House Joint Committee) has been established to manage the building through procurement to occupation and beyond.

In order to enable the floor space within the new offices to be effectively utilised it is proposed to remove closed filing from the working area and adopt a joint storage and records management solution.

By combining each authority's storage and records management service the costs will be shared.

Recommendations:

It is **RECOMMENDED** that:-

- (1) Option 4, as contained within the Business Case for the Joint Storage Solution at West Suffolk House (Appendix A to Report Y727) be adopted;
- (2) a capital budget allocation of up to £85000, funded from the Building Repairs Reserve, be made for the conversion and fitting out of the existing depot as detailed in Table 3.1 of the Business Case for the Joint Storage Solution at West Suffolk House (Appendix A to Report Y727); and
- (3) the Corporate Director of Resources, in consultation with the Portfolio Holders for Economy and Asset Management and Performance and Organisational Development, be given delegated authority to implement the measures necessary to deliver joint file storage and records management.

**7. Annual Review and Appointment of Cabinet Working Parties and Panels**

*Cabinet Member – John Griffiths;*

*Contact Officer – Jerry Massey*

*Telephone: 01284-757200*

*e-mail: jerry.massey@stedsb.gov.uk*

Report **Y728** attached

Summary and reasons for recommendations:

The Cabinet reviews annually its Working Parties, Panels etc, including membership and Terms of Reference.

Recommendations:

**(a) Bury St Edmunds Town Council Working Party (BSETCWP)**

It is **RECOMMENDED** that:-

- (i) the Bury St Edmunds Town Council Working Party be disbanded with immediate effect; and
- (ii) the Bury St Edmunds Town Centre and Cattle Market Working Party(or its successor) undertake functions of the Town Council

Working Party as appropriate and its Terms of Reference be amended to include 'To consider service related and other issues and liaise with Bury St Edmunds Town Council as appropriate';

**(b) Bury St Edmunds Town Centre and Cattle Market Working Party**

It is **RECOMMENDED** that:-

- (i) the Bury St Edmunds Town Centre and Cattle Market Working Party be renamed 'Bury St Edmunds Area Working Party'; and
- (ii) The Terms of Reference detailed in Appendix A to Report Y728 be approved.

**(c) Joint Staff Consultative Panel/Central Safety Panel: Proposed Amalgamation**

It is **RECOMMENDED** that subject to satisfactory consultation, the Head of Legal and Democratic Services be authorised to amalgamate the Joint Staff Consultative and Central Safety Panels.

**(d) Sports and Leisure Development Panel**

It is **RECOMMENDED** that the Sports and Leisure Development Panel be disbanded with immediate effect and that its functions be undertaken as outlined in Report Y728 and, specifically:-

- (i) the Policy Development Committee be requested to undertake any future leisure policy or strategy reviews as part of its remit to advise on the development of policy, taking into account the available space on the Committee's work programme;
- (ii) all other issues regarding leisure and sports development functions, including those relating to the Olympic Games 2012, be progressed through the Cabinet;
- (iii) the Overview and Scrutiny Committee be requested to carry out annual monitoring of the provision of leisure activities by Abbeycroft Leisure, and that for 2008/2009 that monitoring be carried out as part of the Committee's planned monitoring of the Action Plan arising from its post implementation review of the Trust transfer;
- (iv) monitoring and negotiating management fees with Abbeycroft Leisure Board be formally allocated to the Grant Panel;
- (v) those matters with specific regard to the Bury St Edmunds and Haverhill Leisure Centres be considered by the Area Working Parties; and
- (vi) other issues, such as consideration of Capital Expenditure items, be considered by the Cabinet.

**(e) Sustainable Development Panel**

It is **RECOMMENDED** that the Sustainable Development Panel deal with strategic issues only. Operational items to be considered by other bodies, such as the Bury St Edmunds Town Centre and Cattle Market (or its successor) and Haverhill Area Working Parties.

**(f) Procurement Standards Board**

It is **RECOMMENDED** that a formal reporting arrangement be made involving the Performance and Audit Scrutiny Committee as part of its performance management role in monitoring the Procurement Strategy Action Plan.

**(g) Members' Health Panel**

It is **RECOMMENDED** that the Cabinet endorse the dissolution of the Members' Health Panel.

**(h) Policy Development Committee: Service Delivery Review Panel**

It is **RECOMMENDED** that the Service Delivery Review Panel's Terms of Reference be reviewed by the Policy Development Committee.

**(i) Appointment to Working Parties and Panels**

It is **RECOMMENDED** that the Head of Legal and Democratic Services be authorised to appoint Members to the Working Parties and Panels in accordance with nominations put forward by the relevant Group Leaders and in consultation with the independent Members.

**8. Budget Monitoring Report 2007/2008: To 29 February 2008**

*Cabinet Member – Paul Farmer;*

*Contact Officer – Jerry Massey*

*Telephone: 01284-757200*

*e-mail: jerry.massey@stedsb.gov.uk*

Report **Y718** attached

(Report Y718 is the Budget Monitoring Report that was presented to the Performance and Audit Scrutiny Committee on 28 April 2008 and is attached to this agenda for ease of reference.)

Summary and reasons for recommendation:

**(a) Revenue Budget**

Overall there is an underspend of £1,951,000 as at 29 February 2008. Key areas to note are:-

	£
•Overspends on budget	: 238,000
•Income below budget	: 422,000
•Underspends on budget	: 983,000

•Income above budget : 1,501,000

The income above budget is largely attributed to interest on capital from a delay in the capital expenditure programme.

**(b) Capital Budget**

The Capital Budget Monitoring report shows an underspend on the capital programme which is due to a number of capital schemes being delayed and some timing issues relating to billing of large projects.

The capital disposals programme shows an underspend, although the officers are predicting a significant improvement in this area, which is due to the timing of some of the sales falling very late in the financial year.

Recommendation:

The Cabinet is requested to **NOTE** the Budget Monitoring Report as detailed in Report Y718.

**9. Provision of Courier Services: Compliance with Contract Procedure Rules**

In February 2008, the Borough Council's couriers resigned and in order for this service to continue a contract with Suffolk County Council Traded Services was entered into up to 31 December 2008. The estimated value of the contract is £8,000.

In accordance with the Contract Procedure Rules as detailed in Part 4, Rules of Procedure, of the Council's Constitution, the value of the works would require that *'the minimum number of quotations required for the quotation procedure be 3'*. However, paragraph 2.2 of the Contract Procedure Rules allows for the exemption from the procedures in certain circumstances. A member of the Management Team may authorise an exemption to the procedures and that a record of any exemption made needs to be reported to the next meeting of the Cabinet.

The Corporate Director for Resources authorised the exemption to the Contract Procedure Rules for the following reasons:-

- (i) members of the Borough Council's courier service resigned and the Country Council was able to provide immediate, interim and experienced support;
- (ii) the Borough Council has already agreed to join with Suffolk County Council to deliver Facilities Management Services for West Suffolk House, Bury St Edmunds, therefore, the expectation is for a single service. This interim arrangement will help identify any operational issues that need to be resolved; and
- (iii) this is a temporary arrangement that will be subject to a contract in the new year.

The Cabinet is requested to **NOTE** the exemption to the Contract Procedure Rules as contained within the Constitution and detailed above.

**Corporate Priority: Securing a Sustainable and Attractive Environment**

**10. Sustainable Development Panel Recommendations: 15 April 2008 (May08/04)**

*Cabinet Members – Terry Clements/;  
Peter Stevens;*

*Contact Officer – Sandra Pell  
Telephone: 01284-757300  
e-mail: sandra.pell@stedsbc.gov.uk*

Report **Y729** attached.

Summary and reasons for recommendations:

On 15 April 2008, the Sustainable Development Panel considered the following items:-

- (a) St Edmundsbury Replacement Local Plan 2016 – Policy RA2(b): Strategic Greenfield Site, Ixworth Draft Concept Statement;
- (b) National Air Traffic Services: Consultation on proposed changes to airspace;
- (c) Regional Spatial Strategy: Planning for Gypsy and Traveller Accommodation in the East of England;
- (d) Replacement St Edmundsbury Local Plan 2016, Policy DS5: Design Guidance and Development Briefs Draft Protocol for Development Briefs;
- (e) St Andrews Street South, Bury St Edmunds: Environmental Enhancement Scheme;
- (f) Engineering Services Works Programme;
- (g) Value for Money Review: Waste Management and Street Scene Services; and
- (h) Information Bulletin.

Recommendations:

- (a) St Edmundsbury Replacement Local Plan 2016 – Policy RA2(b); Strategic Greenfield Site – Ixworth – Draft Concept Statement**
  - (i) subject to there being no over-riding adverse comments from the landowners and Ward Member, the draft Concept Statement for Ixworth be approved for public consultation; and
  - (ii) the Head of Planning and Engineering Services be authorised, in agreement with the Portfolio Holder for Transport and Planning, to incorporate into the Statement any further minor changes as are necessary to make any spelling, grammatical, factual, formatting and numbering corrections.
- (b) National Air Traffic Services: Consultation on Proposed Changes to Airspace**
  - (i) National Air Traffic Services be thanked for consulting the Borough Council on the proposed changes to airspace and for making the presentation to the Sustainable Development Panel on 4 March 2008; and

- (ii) the Council is concerned with the increase in the number of aircraft movements over populated areas of the Borough and, in particular, the more tranquil rural areas where noise impact could be more noticeable.
- (c) **Regional Spatial Strategy: Planning for Gypsy and Traveller Accommodation in the East of England**
- (i) no objection be made to the identification of a need for 15 additional pitches in St Edmundsbury by 2011;
  - (ii) robust evidence would be required to demonstrate that a 3% annual increase of pitches in each district was needed beyond 2011; and
  - (iii) the potential for local development documents to contain criteria based rural exception policies for the provision of sites is endorsed.
- (d) **Replacement St Edmundsbury Local Plan 2016 Policy DS5: Design Guidance and Development Briefs – Draft protocol for Development Briefs**
- That the protocol for the preparation of design briefs, as set out in paragraph 3.2 of Report Y687, as amended, be approved.
- (e) **St Andrews Street South, Bury St Edmunds: Environmental Enhancement Scheme**
- (a) the proposed changes to St Andrews Street South between Kings Road and Risbygate Street shown on the plan at Appendix B to Report Y688 be approved for construction;
  - (b) the town centre 20 mph zone be extended to include St Andrews Street South between Kings Road and Brentgoval Street;
  - (c) the cost of the works be funded from the capital allocation set out in Paragraph 5.1 of Report Y688; and
  - (d) a further report on the details of the street furniture for the area be submitted to a future meeting of the Bury St Edmunds Town Centre and Cattle Market Working Party for their approval.

### **Corporate Priority: Creating a Prosperous Local Economy**

#### **11. Haverhill Area Working Party Recommendations: 17 April 2008 (May08/02)**

*Cabinet Member – Nigel Aitkens;*

*Contact Officer – Mike Dawson*

*Telephone: 01284-757060*

*e-mail: mike.dawson@stedsb.gov.uk*

Report **Y730** attached.



### Summary and reasons for recommendations:

On 17 April 2008, the Haverhill Area Working Party considered the following items:-

- (a) Darzi Health Centre Proposal for Haverhill;
- (b) Queen Street and Hamlet Road, Haverhill: Draft Conservation Area Appraisals and Management Plans;
- (c) Local Development Framework;
- (d) Proposed new Tesco store at Station Road and Adjoining Premises, Haverhill: Update;
- (e) Haverhill Town Centre Draft Public Realm Design Framework: Consultation;
- (f) Project Status Reports: Updates;
- (g) Haverhill Town Centre Manager's Post: Update; and
- (h) Panel for Arts in Town Centre Haverhill (PATCH).

### Recommendations:

#### **Darzi Health Centre Proposal for Haverhill**

It is **RECOMMENDED** that:-

- (1) the Council welcomes and supports the development of the Darzi Health Centre for Haverhill recognising an important investment in additional health care facilities which it represents; and
- (2) Members look forward to working in partnership with the Primary Care Trust to help shape the service provision at the centre and to facilitate the delivery of these important new facilities.

#### **12. Report of the Overview and Scrutiny Committee: Post Office Network Changes – Proposed Closures in St Edmundsbury (May 08/08)**

*Chairman – Mark Ereira-Guyer;*

*Contact Officer – Jerry Massey*

*Telephone: 01284-757200*

*e-mail: jerry.massey@stedsb.gov.uk*

Report **Y731** attached.

### Summary and reasons for recommendation:

In May 2007 the Government announced that 2,500 post offices must close due to falling customer numbers and declining profits. During August 2007, Clare and Cavendish post offices were assessed, and neither was proposed for closure. During January 2008, the remaining post offices in St Edmundsbury were assessed, and in March 2008 Post Office Ltd recommended seven of these post offices for closure.

On 23 April 2008 the Overview and Scrutiny Committee considered Report Y699 containing the information which had been put together so far. Officers were concerned with the proposed closure of three of the post offices: Chalkstone in Haverhill, Fornham All Saints and Horringer. The concerns were set out in the report. The officers recommended that the Council object to the closure of these three post offices. Assessment of the remaining four post offices: Risby, Whepstead, Honington Village and Cowlinge, led officers to recommend that the

Council not object to the closure of these facilities, and again reasons were given in the report.

Recommendation:

It is **RECOMMENDED** that the letter, attached as Appendix A to Report Y731, be sent as the Council's response to Post Office Ltd on their recommendation to close seven post offices in the Borough.

**13. Bury St Edmunds Town Centre and Cattle Market Working Party:  
24 April 2008 (May08/01)**

*Cabinet Member – Sara Mildmay-White;*

*Contact Officer – Jerry Massey*

*Telephone: 01284-757200*

*e-mail: jerry.massey@stedsbcc.gov.uk*

Report **Y732** attached

Summary and reasons for recommendations:

On 24 April 2008, the Bury St Edmunds Town Centre and Cattle Market Working Party considered the following items:-

- (a) Revised Impact Management Strategy;
- (b) Shire Hall Complex, Bury St Edmunds: Consultation on Draft Development Brief;
- (c) Local Development Framework: Growth Options;
- (d) East of England Development Agency: Grant; and
- (e) Public Works Project Status Report.

Recommendations:

**(a) Revised Impact Management Strategy**

That the Cattle Market Impact Management Strategy be revised, in consultation with the partners who contributed to the first strategy, in order to maximise the benefits and minimize any negative effects of the opening of the redevelopment in Bury St Edmunds.

**(b) East of England Development Agency: Grant**

In accordance with the revised agreement with the East of England Development Agency in respect of its grant, the budget currently allocated in the Capital Programme for public realm works associated with the Cattle Market redevelopment in Bury St Edmunds, less £10,000, be vired to the Capital allocation for the construction of the public building on the Cattle Market site.

**Part 2 – Private**

**NONE**