

ST EDMUNDSBURY BOROUGH COUNCIL

CABINET

**Minutes of a meeting held on Wednesday 11 February 2009 at 5.00 pm
in the Council Chamber, Borough Offices, Angel Hill, Bury St Edmunds**

PRESENT: Councillor J H M Griffiths (Leader of the Council) (in the Chair)
Councillors Aitkens, Mrs Alexander, Clements, Farmer,
Mrs Mildmay-White, Ray and Stevens

BY INVITATION: Councillors Mrs Levack, Member of the Overview and Scrutiny
Committee, Nettleton, Vice Chairman of Policy Development
Committee, Rout, Chairman of the Sustainable Development
Panel, and Spicer, Vice-Chairman of the Performance Audit
Scrutiny Committee.

127. Apologies for absence

No apologies for absence were received.

128. Minutes

The minutes of the meeting held on 21 January 2009 were confirmed as a correct record and signed by the Chairman.

129. Declarations of Interests

Members' declarations of interests are recorded under the item to which the declaration relates.

130. Report of the Policy Development Committee: 14 January 2009

Forward Plan Reference: N/A Cabinet Members: All Portfolio Holders

The Cabinet received and noted Report Z509 (previously circulated) which informed the Cabinet of the following items discussed by the Policy Development Committee on 14 January 2009:-

- (1) Cabinet Forward Plan: January to April 2009;
- (2) Work Programme; and
- (3) Draft Cemeteries Strategy.

Councillor Nettleton, Vice-Chairman of the Policy Development Committee, drew relevant issues to the attention of the Cabinet.

Councillor Mrs Alexander, Portfolio Holder for Culture and Sport, informed the Cabinet of the consultation event that had recently taken place concerning the Draft Cemeteries Strategy and that the Strategy was broadly supported by the interested parties that had attended the consultation.

131. Report of the Policy Development Committee: Revenues and Benefits Service Prosecution Policy

Forward Plan Reference: Feb09/06 Cabinet Member: Cllr Paul Farmer

The Cabinet considered Report Z510 (previously circulated) which sought approval for the updated Prosecution Policy.

To ensure a consistent approach to prosecutions the Council had, in February 2004, approved a Prosecution Policy that formed part of the wider Enforcement Policy. This Policy had been brought up-to-date with current thinking incorporating some practices that had developed within the Enquiry Team, and actions taken in respect of offences in connection with Council Tax fraud. The main change in the new policy was the potential arrest, by the police, of suspected offenders. The new policy had also been widened to encompass the possibility of Council Tax fraud.

Councillor Nettleton, Vice-Chairman of the Policy Development Committee, drew relevant issues to the attention of the Cabinet.



RECOMMENDED:-

That, the updated Prosecution Policy, as set out in Appendix 1 to Report Z460, be adopted.

132. Report of the Policy Development Committee: Review of Vision 2025 Action Plan: Housing

Forward Plan Reference: Feb09/07 Cabinet Member: Cllr Sara Mildmay-White

The Cabinet considered Report Z511 (previously circulated) which sought approval for the revisions to the Vision 2025 Housing Action Plan.

The St Edmundsbury Vision 2025 document was adopted by full Council in December 2005, following development throughout 2005 with key partners in the community. The document set out the Borough Council's vision for the Borough for the next 20 years. Following adoption, it was agreed that monitoring and developing the action plans aligned to each of the six themes of the document would be ongoing. To assist in the delivery of the vision each of the six themes had introduced Local Performance Indicators (LPIs). The LPIs to be used to monitor the Housing Action Plan were set out in Report Z461.

Councillor Nettleton, Vice-Chairman of the Policy Development Committee, drew relevant issues to the attention of the Cabinet. He stated that the Committee had concluded that good progress had been made over the last year on undertaking the actions under the Housing Theme.

RESOLVED:-

That, the revisions to the Vision 2025 Housing Action Plan, as outlined in Report Z461, be approved.

133. Report of the Policy Development Committee: Fees and Charges Policy
Forward Plan Reference: N/A Cabinet Member: Paul Farmer

The Cabinet considered Report Z512 (previously circulated) which sought approval for the adoption of a Fees and Charges Policy.

This new policy would ensure that fees and charges supported the Council's objectives and were set at a level that maximised income generation where appropriate. The Policy covered the process of setting the charges, approval for subsidy, charging levels, exemptions and concessions, publicity, and reviews of both charges and the Policy itself. The Policy also included a flowchart setting out the process for setting fees and charges.

Councillor Nettleton, Vice-Chairman of the Policy Development Committee, drew relevant issues to the attention of the Cabinet. He reported that two amendments to the Policy were tabled at the meeting of the Committee. An amendment was made to the flowchart to incorporate a box to include the possibility of generating surpluses. The other amendment was made to paragraph 2.1 for clarification purposes.



RECOMMENDED:-

That, the Fees and Charges Policy, as set out in Report Z458, as amended, be adopted.

134. Report of the Overview and Scrutiny Committee: 19 January 2009
Forward Plan Reference: N/A Cabinet Member: All Portfolio Holders

The Cabinet received and noted Report Z513 (previously circulated) which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 19 January 2009:-

- (1) Presentation from Portfolio Holder for Environment and Street Scene;
- (2) Affordable Housing; and
- (3) Monitoring the Success Criteria of Year 4 (2007/2008) Policy Based Budgeting on Avoidable Bids which Received Funding.

Councillor Mrs Levack, a Member of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet. In particular she wished to thank Councillor Stevens, Portfolio Holder for Environment and Street Scene, for his very informative presentation. She also informed the Cabinet that the Committee had concluded that the four successful avoidable proposals which received new budgets in April 2007 had met the success criteria identified when the original proposals had been submitted.

135. Report of the Overview and Scrutiny Committee: Suffolk Fire and Rescue Service Draft Fire Action Plan 2009/2010
Forward Plan Reference: N/A Cabinet Member: Cllr Sara Mildmay-White

The Cabinet considered Report Z514 (previously circulated) which sought approval for the recommendations emanating from the meeting of the Overview and Scrutiny Committee in respect of installation of sprinkler systems and the promotion of fire safety issues.

The Suffolk Fire and Rescue Authority was required to undertake public consultation on major proposals associated with its Annual Community Safety Work Programme. All Members were sent a copy of the draft Fire Action Plan in October 2008, at the start of the 12 week consultation period. The Director of Public Protection and Chief Fire Officer for Suffolk had attended the meeting of the Committee to present the details of the Plan and to discuss the proposals with Members. The Committee held a detailed discussion at which Members were particularly concerned with some of the statistics which were presented to them during the presentation regarding preventable fires.

Councillor Mrs Levack, a Member of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet. She informed the Cabinet of the very interesting discussion held with the Chief Fire Officer and that since the meeting of the Committee it had been ascertained that the Local Government Association (LGA) had undertaken lobbying on the installation of sprinkler systems. The Portfolio Holder for Community suggested it might be more appropriate to write to the LGA in support of that lobbying, recognising that the LGA had already progressed the content of the first recommendation.

RESOLVED:- That

- (1) A joint motion from the Borough Council and the Suffolk Fire and Rescue Service be put to the Local Government Association, "that developers should be encouraged to install sprinkler systems in new buildings as a matter of practice where appropriate";
- (2) through its work with developers, the Council encourage the increased installation of sprinkler systems in new buildings and homes where appropriate;
- (3) through its work and contact with Housing Association partners, the Council promote fire safety issues and support for tenants in making their homes as safe as possible; and
- (4) the Council, through its contact and work with partners, support the delivery of the Suffolk Fire and Rescue Service's Fire Action Plan 2009/2010 as attached to Report Z470.

136. West Suffolk House Joint Committee: 6 February 2009

Forward Plan Reference: Feb09/10 Cabinet Member: Cllr Nigel Aitkens

The Cabinet considered Report Z515 (previously circulated) which sought approval for an increase in the contingency of £490,000 to cover the current uncertainty over the estimated project costs.

Councillor Aitkens, Chairman of the West Suffolk House Joint Committee, informed the Cabinet that at the meeting of the Joint Committee on 6 February 2009 Members had considered Exempt Report Z508, which indicated that, while some costs were not yet known, the latest budget estimates now showed a potential overspend. The reasons for the variations from the original budget, and the actions being taken to reduce them, were currently commercially sensitive, but included delays caused by the previously reported liquidation of a sub-contractor and additional costs as design detail was clarified. While it was too early to confidently predict the final outturn figure, the Joint Committee felt it was prudent to seek an increase in the contingency available for the project, the costs of which were shared equally between the Borough and County Councillors. The contingency would ensure that the project could be completed as scheduled and that the considerable savings and benefits for Council Tax payers from operating the shared building could start to be realised at the earliest opportunity. Councillor Aitkens added that the officers had also been instructed to continue to

vigorously investigate ways to reduce the current cost estimates, working closely with the Framework contractors being used for the project. He added that the increase in the Borough Council's contingency could be met from existing reserves and that the County Council had already taken appropriate action to cover their proportion of the additional contingency sum.



RECOMMENDED:-

That:-

- (a) the overall budget provision for West Suffolk House (£19.66 million) be increased by 5% (£980,000 or £490,000 for each Authority) to provide an increased contingency to cover current uncertainty over the estimated project cost; and*
- (b) the Programme Director and the officers of both Authorities continue to investigate ways to minimise the final outturn figure.*

137. Central Safety Panel: 9 February 2009

Forward Plan Reference: Feb09/05 Cabinet Member: Cllr David Ray

The meeting of the Central Safety Panel scheduled for 9 February 2009 had been cancelled and, therefore, there were no issues to discuss at this meeting of the Cabinet.

138. Boundary Committee Review of Suffolk: Update

Forward Plan Reference: Feb09/03 Cabinet Member: Cllr John Griffiths

Councillor Griffiths, Leader of the Council, stated that the Secretary of State had written to the Boundary Committee to delay the date for its recommendation on unitary government in Suffolk, Norfolk and Devon from 13 February to 15 July 2009. The reason given was that this would allow for 'significant further consultations and substantial time for the Committee both to prepare for consultation, to consider responses, and formulate any advice it submits'. The Borough Council had not yet had sufficient time to consider the implications of this announcement but it would need to discuss the implications with its partner authorities, Forest Heath and Waveney District Councils, and also colleagues from other local authorities and partnerships.

139. Treasury Management: Performance and Annual Treasury Management and Investment Strategy 2009/2010

Forward Plan Reference: N/A Cabinet Member: Cllr Paul Farmer

The Cabinet considered Report Z517 (previously circulated) which sought approval for the Annual Treasury Management Strategy Statement and Annual Investment Strategy for 2009/2010, together with the Prudential Indicators.

Legislation and best practice required that the Council considered an annual strategy statement before the beginning of the financial year. Appendix 1 to the report was the Annual Treasury Management and Investment Strategy Statement 2009/2010.

It was estimated that in 2009/2010 Treasury Management activity would generate income of £751,000, which was equivalent to £19.87 for each Council Tax Band D property. This represented an average target investment rate for the year of 2.2% and reflected the very significant reduction in interest rate projections for the year. Appendix 2 provided a summary of the national and international forecasts provided by the Council's treasury management advisers, Sector Treasury Services Ltd,

which supported these estimates. In addition, it was estimated that the Council's non operational property and assets portfolio would generate income of £2,641,450 during the year, which was equivalent to £69.50 for each Council Tax Band D property.

The report also provided information regarding the Treasury Management function for the 2008/2009 financial year. The budget for investment income in 2008/2009 was £2,102,000 equivalent to £55.92 for each Council Tax Band D property. At the end of December 2008 interest earned amounted to £2,517,300 against a budget for the period of £1,679,750, a surplus of £837,550. The over achievement of interest on investments during this period was due to higher than expected interest rates and to slippage on the capital programme. The target investment rate for the year was 4.75%. In the nine month period covered by this report, the average rate of interest achieved was 5.43%.

Councillor Farmer, Portfolio Holder for Resources and Efficiency, drew relevant items to the attention of the Cabinet including the rationale behind determining the upper limit on fixed and variable rate exposures and principal sums invested.



RECOMMENDED:-

That:-

- (a) the Annual Treasury Management Strategy Statement and Annual Investment Strategy for 2009/2010, together with the Prudential Indicators, as detailed in Appendix 1 to Report Z517, be approved;**
- (b) the upper limit on fixed and variable rate exposures be set at 95% and 40% respectively of the Council's total investments; and**
- (c) the upper limit for principal sums invested for more than 364 days be set at £20million.**

140. Annual Review of Car Parking Charges: 2009/2010

Forward Plan Reference: N/A Cabinet Member: Cllr Terry Clements

The Cabinet considered Report Z518 (previously circulated) which sought approval to increase long stay car parking charges over 3 hours by 10p with all other charges remaining the same in Bury St Edmunds and Haverhill.

The report considered the outcome of the consultation on parking charges for 2009/2010 and the recommendations of the Bury St Edmunds and Haverhill Area Working Parties. The majority view of the stakeholders and public consultees was that of the five options presented for consultation Option 1 was preferred: all charges over 3 hours increase by 10p and all other charges to remain the same.

A discussion was also held on the charges for the new Cattle Market/arc lower level car park. It was recognised that this car park would not be fully operational for some time after the initial opening of the scheme and, therefore, it was determined that an interim arrangement needed to apply. It was concluded that the charges for this new car park should be the same as the surface car park until fully operational when there was then a need to review the charges.

The Cabinet also considered the Borough Council's car parking charges when compared with neighbouring towns and also with that levied at West Suffolk Hospital, and concluded that the Borough Council had the right balance between generating the income to maintain that service and encouraging visitors to the towns.

RESOLVED:- That, subject to the budget setting process,:-

- (1) Option 1: increase long stay charges: all charges over 3 hours be increased by 10p with all other charges remaining the same, be applied to all off-street car parks in Bury St Edmunds and Haverhill for 2009/2010; and
- (2) the charges for the Cattle Market/arc lower level car park be the same as the surface car park until fully operational, when they will be reviewed.

**141. Report of the Performance and Audit Scrutiny Committee:
26 January 2009**

Forward Plan Reference: N/A Cabinet Members: All Portfolio Holders

The Cabinet received and noted Report Z519 (previously circulated) which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 26 January 2009:-

- (1) Audit Commission: Presentation on Comprehensive Area Assessment;
- (2) Key Performance Indicators: Third Quarter 2008/2009;
- (3) Treasury Management Presentation;
- (4) Budget Monitoring Report: 1 April to 31 December 2008; and
- (5) Corporate Risk Register: Quarterly Monitoring Report.

Councillor Spicer, Vice-Chairman of the Performance and Audit Scrutiny Committee, drew relevant issues to the attention of the Cabinet including the very informative presentation on the Comprehensive Area Assessment process and the immediate issues in respect of the Budget Monitoring Report.

142. Budget Monitoring Report 2008/2009: to 31 December 2008

Forward Plan Reference: N/A Cabinet Member: Cllr Paul Farmer

The Cabinet received and noted Report Z520 (previously circulated) which was the Budget Monitoring Report to the period ended 31 December 2008.

Appendix A, page 1, was the General Fund Budget Monitoring Summary Report which showed an estimated underspend of £1,249m. Appendix A, pages 2 and 3, provided an explanation of budget variances over £10,000. Appendix B was the Capital Budget Monitoring Report, which showed net capital expenditure of £13.259m for the period, compared to a full year capital budget of £23.767m. This substantial underspend on the Capital Programme was due to a number of factors including delays in some major projects and some timing issues relating to the completion of stage payments. It was also noted that the capital expenditure budgets were not profiled and many of the schemes included in the programme were not due to commence until later in the financial year. The Capital Disposals Programme showed capital receipts for the period of £1,865,860 against a full years' disposal estimate of £10.160m. Appendix C showed the balance in Earmarked Reserves at the end of December 2008 of £13.475m.

Councillor Farmer, Portfolio Holder for Resources and Efficiency, drew relevant issues to the attention of the Cabinet and concentrated on reasons for any significant variations between budget and actual activity.

143. Budget and Council Tax Setting: 2009/2010

Forward Plan Reference: Feb09/01 Cabinet Member: Cllr Paul Farmer

The Cabinet considered Report Z521 (previously circulated) which sought approval for the budget and level of Council Tax for 2009/2010. Attached to the report were the following appendices:-

- Appendix A: Revenue Budget Summary, which provided an overview of the proposed revenue expenditure for 2009/2010 by service area;
- Appendix B: Capital Programme;
- Appendix C: Comparison of 2008/2009 and 2009/2010 budgets;
- Appendix D: Dynamic Review – Innovation, Value and Enterprise (DRIVE) savings and new income proposals;
- Appendix E: Medium Term Financial Strategy (5 Year Model);
- Appendix F: Report by the Chief Finance Officer;
- Appendix G: Earmarked Reserves 2009/2010;
- Appendix H: Prudential Code for Capital Finance in Local Authorities; and
- Appendix I: Parish and Town Council Precept Requirements. A revised Appendix I was distributed after the main distribution of the agenda and Papers.

The 2009/2010 revenue budget made provision for an additional £1.881 million, compared to the 2008/2009 budget, to finance the impact of net changes, which included the cost of increased demand on services, new initiatives, Government requirements and reduced income. It was proposed that these increases would be met by a combination of efficiency savings, reduced contributions to Earmarked Reserves, and use of the General Fund to finance the 2009/2010 budget. The Council was also committed to significant investment in capital projects across the Borough. In total it was estimated that the Council would spend £16.9 million in 2009/2010 on capital works.

Councillor Nettleton, Vice-Chairman of the Policy Development Committee, which had been integral to the budget setting process, drew relevant issues to the attention of the Cabinet. Most of the savings and new income proposals had been considered by the Committee as part of the DR-IVE process. In addition, some of the cost increases and base budget changes had also been considered by the Committee.

Councillor Farmer, Portfolio Holder for Resources and Efficiency, then presented the budget report and drew relevant issues to the attention of the Cabinet. He considered that the savings/new income proposals, which totalled approximately £1.2 million, were a considerable achievement. In addition, good management meant that the Council was able to take money from reserves but also to maintain a significant level of reserves. He wished to thank the Policy Development Committee and the Finance Team for the considerable work undertaken in the preparation of the budget.



RECOMMENDED:- That

- (a) the revenue budgets attached at Appendix A, together with the additional revenue requirements summarised at Appendix C and the 'Dynamic Review – Innovation, Value and Enterprise' (DR-IVE) savings and new income detailed at Appendix D be approved;**
- (b) the revised capital programme attached at Appendix B, including minor changes noted at 4.1.11, be approved;**
- (c) having taken into account the conclusions of the Chief Finance Officer's report including the Risk Assessment attached at Appendix F, together with the Medium Term Financial Strategy ('Five Year Model') attached at Appendix E and all the other information contained in this report, Cabinet establish the level of Band D Council Tax for 2009/2010 at £171.99, ie., freezing the 2008/2009 council tax level for St Edmundsbury Borough Council; and**
- (d) the Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Efficiency, be authorised to transfer any surplus on the 2008/2009 revenue budget to the General Fund, and to vire funds between existing Earmarked Reserves (as set out at Appendix G) as deemed appropriate throughout the year.**

144. Bury St Edmunds Area Working Party: 3 February 2009

Forward Plan Reference: Feb09/04 Cabinet Member: Cllr Sara Mildmay-White

The Cabinet considered Report Z522 (previously circulated) which contained the recommendations emanating from the meeting of the Bury St Edmunds Area Working Party held on 3 February 2009.

Councillor Mrs Mildmay-White, Chairman of the Bury St Edmunds Area Working Party, drew relevant issues to the attention of the Cabinet, which included the rationale behind proposing the name change from the Cattle Market Car Park in Bury St Edmunds to the Cattle Market/arc Car Park.

RESOLVED:-

(a) Car Park Name Change: Bury St Edmunds

The name change from Cattle Market Car Park to Cattle Market/arc Car Park be approved.

(b) Engineering Services Work Programme: Bury St Edmunds

- (1) The introduction off an extension of the Zone A Neighbourhood Parking Scheme in Bury St Edmunds to include Bishops Road and Blomfield Street, as detailed in paragraph 2.2.4, of Report Z501, be approved.**

- (2) Suffolk County Council be requested to change the priority of the schemes listed in Appendix C of Report Z501 to enable the Pedestrian Crossing Scheme in West Road to be undertaken in 2009/2010 and that the Cullum Road toucan crossing be deferred to 2010/2011.

145. Greater Cambridge Partnership Sub-Regional Strategy 2009/2012

Forward Plan Reference: N/A Cabinet Member: Cllr Nigel Aitkens

The Cabinet considered a narrative item, supported by Paper Z523 (previously circulated) which sought endorsement of the Greater Cambridge Partnership Sub-Regional Economic Strategy 2009/2012.

Following consultation and research, the Greater Cambridge Partnership (GCP) had produced a draft Sub-Regional Economic Strategy, a copy of which was circulated as Paper Z523. It was an objective of the Borough Council's Economic Development Strategy that St Edmundsbury should develop closer links with Cambridge and play a full role in the GCP. Officers had been working with the GCP in the production of the Strategy and as a result the Strategy now placed a higher priority than previously upon West Suffolk. GCP had asked for feedback on the draft by the beginning of March 2009.



RECOMMENDED:-

That the Greater Cambridge Partnership Sub-Regional Economic Strategy 2009/2012, as outlined in Paper Z523, be endorsed.

146. Sustainable Development Panel: 10 February 2009

Forward Plan Reference: Feb09/09 Cabinet Member: Cllr Terry Clements

The Cabinet considered Report Z524 (previously circulated) which contained a recommendation from the Sustainable Development Panel held on 10 February 2009 concerning a consultation response to the Breckland Local Development Framework: Submission Core Strategy.

Councillor Rout, Chairman of the Sustainable Development Panel, drew relevant issues to the attention of the Cabinet and emphasised that there would be considerable pressure placed upon the infrastructure within St Edmundsbury on the proposed significant expansion of Thetford, especially on traffic movements.

RESOLVED: That

Breckland Local Development Framework: Submission Core Strategy Consultation

- (1) The contents of Report Z532 form the basis of a response to the Breckland Local Development Framework Submission Core Strategy, subject to an amendment to add a request that a Strategic Traffic Impact Assessment be carried out for the planned growth at Thetford in view of the effect of the proposed expansion of Thetford will have on traffic movement through St Edmundsbury; and
- (2) the Borough Council be represented at the Examination in Public should it be invited to do so by the Planning Inspector.

147. Public Venue Working Party

Forward Plan Reference: N/A Cabinet Members: Cllrs Lynsey Alexander and Sara Mildmay-White

The Cabinet considered a narrative item which sought approval for the formation of a Public Venue Working Party with the Terms of Reference and Membership as detailed in Paper Z525 (previously circulated).

On 12 July 2007 the former Bury St Edmunds Town Centre and Cattle Market Working Party reconstituted the Venue Steering Group and approved a revised Terms of Reference and Membership. The construction of the shell and core of the Public Building (Venue) was nearing completion and the major decisions that concerned the fit out had been taken, although there were likely to be some issues to be resolved. With work associated with the Venue moving to a new phase it was considered appropriate that a Public Venue Working Party be established that would report direct to the Cabinet. This Working Party would progress residual issues concerning the construction and fit-out but would primarily develop, monitor and review the operational business plan and the marketing strategy. The Working Party would also consider plans for the initial opening and ensure a successful launch. The draft Terms of Reference was attached as Paper Z525, which also included proposed membership.

RESOLVED:- That

- (1) A Public Venue Working Party be formed with the Terms of Reference as detailed in Paper Z525; and
- (2) the Working Party will consist of at least 5 Members appointed by the Head of Legal and Democratic Services on nominations from the Portfolio Holders for Culture and Sport and Community.

EXEMPT INFORMATION - EXCLUSION OF PUBLIC

RESOLVED:-

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12(A) of the Act.

148. Asset Management Plan: Reassessment of the Council's Ground Lease

Forward Plan Reference: Feb09/12 Cabinet Member: Cllr Nigel Aitkens

(Councillors Farmer and Rout declared personal interests as Members of the Bury St Edmunds Town Council and remained within the meeting for the consideration of this item.)

The Cabinet considered Report Z526 (previously circulated) which sought approval for the proposals identified in Exempt Appendix 3 attached to Report Z526, which related to individual assets. These proposals included retain, work in partnership, sell when opportunities arose and further consideration. The officers tabled the final page of Exempt Appendix 3, Assessment Framework for Non Operational Properties, that had been omitted from the distribution of this report. Appendix 1 contained the

ground leases investment portfolio decision tree for review and challenge. Appendix 2 was the assessment and options appraisal of ground leases and Exempt Appendix 3 provided the reassessment of 27 ground leases.

In accordance with the Asset Management Plan (AMP) Action Plan, all of the Council's property assets were being systematically assessed. The report followed the adopted processes for the assessment of the Council's non-operational assets and reassessed the decisions made and other low or nil income ground lease assets not part of the AMP review. The assessment process included assessing each property asset against the adopted property objectives, it explained the matters considered in order to score each property, including possible reasons for retaining or disposing of particular assets, and then applied the decision tree of option appraisal, in order to achieve an objective decision. The particular reasoning and scoring of each asset was contained in Exempt Appendix 3. Community management and ownership of assets, as recommended in the Quirk Review, formed part of this options appraisal.

The Cabinet considered in detail a number of the actions proposed for ground leases.

RESOLVED:-

That the proposals identified in Exempt Appendix 3 attached to Report Z526 which relate to individual assets, as amended, be approved.

The meeting concluded at 6.46 pm

**J H M GRIFFITHS
CHAIRMAN**