

Enquiries regarding this Agenda:
Steven Lincoln (01284) 757108

Cabinet

***Wednesday 25 March 2009 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>Councillors:</i>		<i>Portfolios:</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 meetings held on 11 February 2009 (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 of the Policy Development Committee: 11 March 2009

Chairman – Ian Houlder;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

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

Report **Z601** attached.

Summary and reasons for recommendation:

On 11 March 2009 the Policy Development Committee considered the following items:-

- (1) Cabinet Forward Plan: March to June 2009;
- (2) Work Programme;
- (3) Parish and Town Council Revenue Support Grants;
- (4) Choice Based Lettings Review; and
- (5) Review of Vision 2025 Action Plan: Health, Social Care and Safety.

Recommendation:

The Cabinet is requested to **NOTE** the report of the Policy Development Committee.

5. Report of the Policy Development Committee: Parks Management Plans and Proposed Improvement Plan (Apr 09/10)

Cabinet Member – Lynsey Alexander;

Contact Officer – Neil Anthony

Telephone: 01284-757064

e-mail: neil.anthony@stedsbc.gov.uk

Report **Z602** attached.

Summary and reasons for recommendation:

As part of the Parks Review, it had been recommended that management plans be created for the Council's major parks. The Committee received a report which outlined the progress to date of the site specific management plans, and of the additional improvements being proposed within the Parks Service as a whole.

The Committee was also advised that, in order to build on the Council's success in achieving Green Flag accreditation for its parks, the management plans for East Town Park and Nowton Park had recently been submitted to the Green Flag judging authority. Over the next three year period the Parks Service will submit one additional park a year for Green Flag scrutiny/accreditation. Next year it is proposed that Abbey Gardens be submitted, and the Committee appointed three Members to work with officers to develop a management plan

for the Abbey Gardens. Another 1 or 2 members will be invited to join the Steering Group via the Members' Bulletin.

The report also advised Members that it was proposed over the next six months to visit and audit all parkland sites against a standardised format, following which a prioritised rolling programme of parks infrastructure repairs/replacement may be developed, funded from the existing parks revenue budgets.

Recommendation:

That an audit system for parks and the introduction of a prioritised repair programme be developed, based on the urgency of repair.

6. Report of the Policy Development Committee: Cultural Strategy (Apr 09/06)

Cabinet Member – Lynsey Alexander;

Contact Officer – Neil Anthony

Telephone: 01284-757064

e-mail: neil.anthony@stedsbc.gov.uk

Report **Z603** attached.

Summary and reasons for recommendations:

Following the Committee's establishment of a working group of Members and officers, consultation had taken place on a draft Cultural Strategy which was brought before the full Committee for consideration.

The Working Group intended the Strategy to be a high level document which would guide the annual Leisure Service Plan (through which monitoring of the Strategy would take place, enabling it to be a live document); set priorities and direction for future budget decisions and negotiations with key partners; and provide a steer in determining Local Area Agreement (LAA) and Comprehensive Area Assessment (CAA) objectives.

During the debate Members discussed the lack of public transport links as being a problem in enabling people to access cultural activities.

Recommendations:

- (a) the Cultural Strategy, attached to Report Z584, be adopted and used as a guidance document to deliver on the Leisure Service Plan, Local Area Agreement and Comprehensive Area Assessment objectives;
- (b) the consultation process, as detailed in Report Z584, be adopted;
- (c) the review process for the Cultural Strategy, as detailed in Report Z584, be adopted; and
- (d) an investigation be carried out, in conjunction with partners, into specific public transport links which would make possible improved access to cultural events, facilities or opportunities to as many residents within the Borough as is possible and a report to the Policy Development Committee be made.

7. Report of the Policy Development Committee: Playgrounds in St Edmundsbury (Apr 09/11)

Cabinet Member – Lynsey Alexander;

Contact Officer – Neil Anthony

Telephone: 01284-757064

e-mail: neil.anthony@stedsbc.gov.uk

Report **Z604** attached.

Summary and reasons for recommendation:

When setting its work programme for 2008/2009 the Committee requested that a review of the Council's policies pertaining to Local Areas for Play (LAPs), Local Equipped Areas for Play (LEAPs) and Neighbourhood Equipped Areas for Play (NEAPs) be undertaken.

Members discussed the current provision of play equipment within the Borough which the Parks Service manages and maintains, and were informed of the procedures and practices which had been developed to ensure that the equipment remains safe and fit for purpose. Repairs were currently conducted on an as needs basis, with minor repairs conducted by the in-house Playground Inspector, and larger repairs being contracted out. There was currently no term contractor for the repair of play equipment. To speed up the process of engaging a contractor, the Parks Service recommended engaging a term contractor, and training more parks staff to become qualified in the inspection of playground equipment.

Recommendation:

The proposed actions outlined in Report Z583 to the Policy Development Committee be endorsed, including:-

- (a) tendering for a fixed term playground repairs contractor;
- (b) the roll-out of training to qualify and enable onsite Ranger Staff to undertake weekly safety inspections of playground equipment; and
- (c) that as part of the review of the Local Development Framework, the provision of play facilities requested from developers via Section 106 Agreements be reviewed.

8. Report of the Policy Development Committee: Community Centres Review Progress Report

Cabinet Member – Sara Mildmay-White;

Contact Officer – Carole Herries

Telephone: 01284-757603

e-mail: carole.herries@stedsbc.gov.uk

Report **Z605** attached.

Summary and reasons for recommendation:

A review of community centres was conducted in 2007, involving elected members, officers and members of the community. An action plan was agreed, and on 11 March 2009 the Committee received a progress update which advised that many actions had been completed, and the community centres continued to serve their communities well.

Some actions had not yet been progressed, but would be programmed for the next 2 years, and monitored through the service planning process for Environmental Health and Housing.

Management arrangements for Chalkstone Community Centre were still being considered internally, and whilst some initial discussions had taken place with the Town Council, this action was still ongoing.

Recommendation:

Further investigating options for Chalkstone Community Centre be delegated to the Corporate Director for Community, in consultation with ward members and the Portfolio Holder for Community.

9. Report of the Overview and Scrutiny Committee: 4 March 2009

Chairman – Mark Ereira-Guyer;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

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

Report **Z606** attached.

Summary and reasons for recommendation:

On 4 March 2009 the Overview and Scrutiny Committee considered the following items:-

- (1) Monitoring the West Suffolk Community Safety Partnership;
- (2) Update Report on the West Suffolk Local Strategic Partnership and Community Strategy;
- (3) Cabinet Forward Plan – March to June 2009;
- (4) Work Programme;
- (5) A Carbon Neutral Hospital for West Suffolk;
- (6) Councillor Call for Action; and
- (7) Protocol for the Addition of new Reviews to the Scrutiny Work Programmes.

Recommendation:

The Cabinet is requested to **NOTE** the report of the Overview and Scrutiny Committee.

10. Central Safety Panel: 23 February 2009 (Apr 09/04)

Cabinet Member – David Ray;

Contact Officer – Martin Hosker

Telephone: 01284-757010

e-mail: martin.hosker@stedsbc.gov.uk

Report **Z607** attached.

Summary and reasons for recommendation:

On 23 February 2009 the Central Safety Panel considered the following items:-

- (1) Minutes: Combined Area Safety Committee (CASC);
- (2) Health and Safety Policy: Amendment;

- (3) Health and Safety Offences Act 2008;
- (4) Incidents involving Employees and Incidents involving Members of the Public;
- (5) Health and Safety Training; and
- (6) Well Being Programme.

Recommendation:

Health and Safety Policy: Amendment

That Amendment 003 to Instruction 15, Health, Safety and Environment Requirements for Contractors, of the Health and Safety Policy, as detailed in Report Z527, be approved.

11. Boundary Committee Review of Suffolk: Update (Apr 09/08)

Cabinet Member – John Griffiths;

Contact Officer – Alex Wilson

Telephone: 01284-757695

e-mail: alex.wilson@stedsb.gov.uk

Summary:

On 19 March 2009, the Boundary Committee is expected to announce if it will be consulting on any new draft proposals for models of unitary councils as part of its review of local government (LGR) in Norfolk and Suffolk. The Cabinet will therefore be updated on the announcement and asked to approve any actions that may be required as a result, and which are not covered by the existing delegated authority from full Council to the Chief Executive.

At the meeting of full Council on 24 February 2009, the Leader of the Council indicated that the extension of the review from February until July 2009 was likely to require that the Council's LGR reserve of £125,000 be increased by £25,000 to meet the additional costs expected. Accordingly, following consultation with the Leader of the Council and Portfolio Holder for Resources and Efficiency, provision has been made by the Chief Finance Officer under her delegated powers to increase the reserve by this amount by way of reallocation within the overall earmarked reserves.

12. Grant Panel: 3 March 2009 (Apr 09/02)

Cabinet Members – Paul Farmer;

Sara Mildmay-White

Contact Officer – Mike Dawson

Telephone: 01284-757060

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

Report **Z608** attached.

Summary and reasons for recommendations:

On 3 March 2009 the Grant Panel considered Applications for Project Funding: 2009/2010.

Recommendations:

Recreation, Village Hall and Play Scheme Grants:-

- (1) £15,000 be awarded to Stanton Parish Council towards the cost of redeveloping and refurbishing the existing village hall;
- (2) £7,000 be awarded to Great Bradley Parish Council towards the cost of providing youth facilities in the village;
- (3) £9,500 be awarded to Risby Village Hall Charity Trust towards the construction of a replacement roof to the village hall; and
- (4) £8,000 be awarded to Stanton Bowls Club towards the cost of providing a new extension to its clubhouse.

13. Cemeteries Strategy (Apr 09/07)

*Cabinet Member – Lynsey Alexander; Contact Officer – Damien Parker
Telephone: 01284-757090
e-mail: damien.parker@stedsbc.gov.uk*

Report **Z609** attached.

Summary and reasons for recommendations:

The Policy Development Committee requested that a strategy for the future management of the Cemeteries and Closed Churchyards should be prepared.

The rationale for the Cemeteries Strategy is:-

- (a) primarily to provide a clear direction on the way the service should be delivered in the future;
- (b) to outline how current service specific issues will be addressed; and
- (c) to provide clarity around the Council's responsibilities as a Burial Authority.

A report and draft Cemeteries Strategy was presented to Members of the Policy Development Committee on the 14 January 2009, Report Z459 refers. At that meeting a number of suggestions were made by Members and it was agreed that the Draft Cemeteries Strategy (including Closed Churchyards), be approved for consultation.

This report outlines the findings of the consultation process which took the form of:-

- (a) a Cemeteries stakeholder's forum, which Funeral Directors, Local Religious Leaders, Celebrants and Memorial Masons were invited to attend; and
- (b) four Cemetery open days were also held to obtain local peoples views on the proposals outlined in the Strategy.

The attached Strategy has been prepared in consultation with a specially formed Policy Development Committee Members Working Group, the full Policy Development Committee and Special events as outlined in 1.4 above.

Recommendations:

It is **RECOMMENDED** that:-

- (a) the Cemeteries Strategy (including Closed Churchyards), attached as Appendix A to Report Z609, be adopted; and
- (b) the new cemetery regulations for Haverhill and Bury St Edmunds Cemeteries, which are included as Appendix 5 in the Cemeteries Strategy, be adopted.

14. Budget Monitoring Report 2008/2009: To 28 February 2009

Cabinet Member – Paul Farmer;

Contact Officer – Liz Watts

Telephone: 01284-757252

e-mail: liz.watts@stedsbc.gov.uk

Report **Z610** attached.

Summary and reasons for recommendation:

Appendix A, page 1 of the Report, is the General Fund Budget Monitoring Summary report which shows an estimated underspend of £1,067,000. Appendix A, pages 2 & 3, provides an explanation of budget variances over £10,000.

Appendix B is the Capital Budget Monitoring Report which shows net capital expenditure of £14,785,000 for the period, compared to a full year capital budget of £21,119,000. This substantial underspend on the capital programme is due to a number of factors including delays in some major projects and some timing issues relating to the completion of stage payments. The capital disposals programme shows capital receipts for the period of £2,086,000 against a full year disposals estimate of £10,160,000.

Recommendation:

The Cabinet is requested to **NOTE** the Budget Monitoring Report for the period ended 28 February 2009.

Corporate Priority: Creating a Prosperous Local Economy

15. Bury St Edmunds Area Working Party: 17 March 2009 (Apr 09/01)

Cabinet Member – Sara Mildmay-White;

Contact Officer – Mark Walsh

Telephone: 01284-757300

e-mail: mark.walsh@stedsbc.gov.uk

Report **Z611 TO FOLLOW**.

Summary and reasons for recommendations:

On 17 March 2009 the Area Working Party will consider the following items:-

- (1) Petition: Footpaths in Plovers Way and the Curlews, Bury St Edmunds;
- (2) Petition: Horsecroft Road, Bury St Edmunds;
- (3) Engineering Services Work Programme;
- (4) Incubation Centre (Managed Workspace), Suffolk Business Park, Bury St Edmunds;
- (5) Replacement Local Plan – Policy BSE9: Tayfen Road, Bury St Edmunds: Approval of Masterplan; and
- (6) Cattle Market Redevelopment: Public Works Project Status Report.

Recommendations:

Any recommendations emanating from this meeting will follow as Report **Z611**

16. Haverhill Area Working Party: 12 March 2009 (Apr 09/03)

Cabinet Member – Nigel Aitkens;

Contact Officer – Mike Dawson

Telephone: 01284-757060

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

Report **Z612** attached.

Summary and reasons for recommendations:

On 12 March 2009 the Area Working Party considered the following items:-

- (1) Pedestrianisation and Highways: Update;
- (2) Queen Street Shop Fronts Grant Scheme;
- (3) Public Art in Queen Street, Haverhill;
- (4) Haverhill Leisure Centre Refurbishment;
- (5) Haverhill Community Football Project;
- (6) Haverhill Town Management Update;
- (7) Queen Street Enhancement Scheme: Update; and
- (8) North West Haverhill: Residential Development Consultation.

Recommendations:

(a) Queen Street Shop Fronts Grant Scheme

- (1) Further investigation be undertaken by the officers to:-
 - (i) ascertain an appropriate length of time of more than two years that shop owners which had benefitted from the Queen Street Shop Fronts Grant Scheme should be required to maintain the upkeep of their new shop fronts, in accordance with the terms of the Queen Street Design Guide; and
 - (ii) a recommendation in respect of this matter be brought back to a future meeting of the Haverhill Area Working Party;
- (2) subject to (1) above, the principles of the Queen Street Shop Fronts Grant Scheme, as detailed in Section 4 of Report Z589 be approved;

- (3) the Shop Front Award Scheme, as detailed in paragraph 4.17 of Report Z589, be established and extended to include any shop owner eligible for an award located in Haverhill; and
- (4) the Eligibility Zone Plan, as contained in Appendix B to Report Z589 be approved subject to its division into Priority Areas A and B, to indicate the order of priority in which Shop Front Grant funding may be awarded, whereby:-
 - (i) Priority Area A: Eligibility Zone excludes 'The 1st Floor Gallery'; and
 - (ii) Priority Area B: Eligibility Zone includes 'The 1st Floor Gallery'.

(b) Public Art in Queen Street, Haverhill

That the brief and methodology for public art in Queen Street, Haverhill, as contained in Section 4 of Report Z590, be approved.

Corporate Priority: Securing a Sustainable and Attractive Environment

17. Sustainable Development Panel: 24 March 2009 (Apr 09/09)

<i>Cabinet Members – Terry Clements; Peter Stevens</i>	<i>Contact Officer – Patsy Dell Telephone: 01284-757306 e-mail: patsy.dell@stedsbc.gov.uk</i>
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Report **Z613 TO FOLLOW.**

18. West Suffolk Waste and Street Scene Services Joint Committee: 20 March 2009 (Apr 09/05)

<i>Cabinet Member – Peter Stevens;</i>	<i>Contact Officer – Mark Walsh Telephone: 01284-757300 e-mail: mark.walsh@stedsbc.gov.uk</i>
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Report **Z614 TO FOLLOW.**

Summary and reasons for recommendation:

On 20 March 2009 the West Suffolk Waste and Street Scene Services Joint Committee will consider the following items:-

- (1) Update on the 'No Excuses' Joint Litter Campaign;
- (2) Joint Communications Plan;
- (3) Service Level Agreements;
- (4) Fleet Management Software;
- (5) Joint Service Plan 2009/2010;
- (6) Operational Review Update; and
- (7) Partnering Agreement – Future Progress.

Recommendation:

Any recommendations emanating from this meeting will follow as Report **Z614**

19. Bury St Edmunds Town Council Approach to Borough Council for Land to Increase Allotment Provision (Apr 09/15)

Cabinet Member – Nigel Aitkens;

Contact Officer – Ray Lawford

Telephone: 01284-757367

e-mail: ray.lawford@stedsb.gov.uk

Report **Z615** attached.

Summary and reasons for recommendation:

The Bury St Edmunds Town Council administers the majority of allotment provision in Bury St Edmunds and currently has a waiting list of approximately 125. They have approached the Borough Council to see if there are any suitable sites available to create more allotments.

The Borough Council owns vacant land adjacent to the Cotton Lane allotments and some of this may be suitable for such use.

Recommendation:

That the Bury St Edmunds Town Council be offered suitable land adjacent to the Cotton Lane allotments on a leasehold basis, for allotment use only.

Corporate Priority: Improving the safety and well being of the community

20. Public Venue Working Party: 18 March 2009 (Apr 09/14)

Cabinet Member – Lynsey Alexander;

Contact Officer – Neil Anthony

Telephone: 01284-757064

e-mail: neil.anthony@stedsb.gov.uk

Report **Z616 TO FOLLOW**.

Summary and reasons for recommendations:

On 18 March 2009 the Public Venue Working Party will consider the following items:-

- (1) Venue and Athenaeum Outline Business Plan; and
- (2) Public Art.

Recommendations:

Any recommendations emanating from this meeting will follow as Report **Z616**

21. Policies, Procedures and Practices for the Provision of Hackney Carriage/Private Hire Vehicle Licences (Apr 09/13)

*Cabinet Member – Sara Mildmay-White; Contact Officer – Hilary Workman
Telephone: 01284-757113
e-mail: hilary.workman@stedsbc.gov.uk*

Report **Z617** attached.

Summary and reasons for recommendations:

On 9 March 2009 the Licensing and Regulatory Committee considered reports concerning Policies, Procedures and Practices for the Provision of Hackney Carriage/Private Hire Vehicles, and have recommended the following:-

Recommendations:

(a) Proposed Introduction of Driver Assessment for applicants for a Hackney Carriage/Private Hire Drivers Licence

That any new applicant for a Hackney Carriage/Private Hire Driver Licence (including those who have previously held a licence, but allowed their licence to lapse for a period of more than one calendar month) shall be required to provide evidence of satisfactory completion of one of the following Driver Standards Assessments:-

- (a) a Driver Standards Agency (DSA) assessment for Hackney Carriage/Private Hire Drivers; or
- (b) the Institute of Advanced Motorists (IAM) test; or
- (c) Royal Society for the Prevention of Accidents (RoSPA) Advanced Driver test.

(b) Proposed Changes to Disciplinary Scheme for Hackney Carriage/Private Hire Licence Holders

That the Council's Disciplinary Code for Hackney Carriage and Private Hire Vehicles, attached as Appendix A to Report Z576, amended that reference to 'Council appointed assessor' be replaced by 'Driver Standard Agency Assessment', be approved.

(c) Proposed Changes to Hackney Carriage/Private Hire Conditions, Policy and Guidance

That,

- (1) proposed changes to the Hackney Carriage/Private Hire Conditions, Policy and Guidance, attached as Appendices A, B, C and D to Report Z579, subject to the amendments arising from Reports Z575 and Z576, be adopted; and
- (2) the Licensing Services Manager be granted delegated authority to amend the Guidance for Hackney Carriage and Private Hire Licence applicants only so far as to take account of any procedural changes or changes in legislation.

22. Suffolk Racial Harassment Initiative: Continuation of Funding (Apr 09/16)

*Cabinet Member – Sara Mildmay-White; Contact Officer – Carole Herries
Telephone: 01284-757603
e-mail: carole.herries@stedsbc.gov.uk*

Summary and reasons for recommendation:

In January 2006, the Cabinet agreed to a three year Service Level Agreement (SLA) with the Suffolk Racial Harassment Initiative (RHI), led by Suffolk County Council. For the past three financial years, the Borough Council has contributed £3,500 a year towards the project, from Community Safety budgets. The Council has contributed to the RHI since 1998 and the contribution is for a Casework Officer and associated running costs.

The RHI has requested that St Edmundsbury commits to another three year Service Level Agreement. The project aims to tailor racial harassment casework, projects and strategic support to the needs of the local area. The benefits of this approach include:-

- (1) enhanced local levels of multi agency working;
- (2) improved and sustainable partnerships; and
- (3) agreed levels of service.

Officers suggest that the Borough Council continues with current funding levels and is therefore seeking a total contribution of £10,500 for a three year period, starting in 2009/2010. This would give them an assurance of the Council's commitment to the initiative. This SLA would need to be subject to any changes as a result of Local Government Review.

The RHI has been successful in St Edmundsbury by:-

- (1) giving case work support for people who suffer racial harassment in St Edmundsbury;
- (2) providing bespoke training and strategic support to the Council; and
- (3) delivering a number of education projects aimed at raising young people's awareness of race hate crime.

Recommendation:

The Cabinet is **RECOMMENDED** to approve the development of a three year Service Level Agreement with the Racial Harassment Initiative and a commitment to fund £3,500 per year from the Community Safety Budget for 2009/2010 to 2011/2012 from existing budgets.

**23. Abbeycroft Leisure: Free Swimming Sessions and Other Issues
(Apr 09/18)**

Cabinet Member – Lynsey Alexander;

Contact Officer – Mike Dawson

Telephone: 01284-757060

e-mail: mike.dawson@stedsbc.gov.uk

On 17 September 2008 the Cabinet resolved (minute 74 refers) to work with Abbeycroft Leisure to provide free swimming for people over 60, in accordance with the Department of Culture, Media and Sports (DCMS) national free swimming scheme, which operates for two years from 1 April 2009. Cabinet also delegated responsibility to the Head of Leisure Services in consultation with the Portfolio Holder for Culture and Sport, to work with Abbeycroft Leisure to develop a partnership to deliver the 16 and under element of the DCMS scheme, recognising that the DCMS funding for this element was estimated at being £40,000 below the cost of provision.

Officers have worked with Abbeycroft Leisure to explore the provision of additional funding to support the scheme and this work is on-going. Although there remains a funding shortfall of between £20,000 and £30,000, Abbeycroft Leisure has indicated that it will support both elements of the national free swimming scheme and cover any shortfall from its overall annual surplus, providing that the cost of free swimming does not reduce this surplus below £30,000. Abbeycroft Leisure would normally expect to achieve an annual surplus well in excess of this figure. However, in the event of the annual surplus falling below £30,000 as a result of free swimming costs, Abbeycroft Leisure has requested that the free swimming shortfall be reflected in the annual management fee settlement to guarantee that the surplus is at least that amount. Abbeycroft Leisure will also require all funding associated with the scheme allocated to the Council to be transferred. Abbeycroft Leisure propose to commence free swimming on 1 April 2009 in Bury St Edmunds and in Haverhill when the pool re-opens in July 2009.

The budget for the refurbishment of Haverhill Leisure Centre includes a provision of £100,000 for the provision of fitness equipment for the new extended fitness suite. Abbeycroft Leisure have agreed to contribute a further £100,000 to ensure that the fitness suite is fully provided with the necessary equipment in order to maximise income from this important area of the Centre. Although detailed plans of the layout and equipment provision in the fitness suite have been completed, it has become apparent that there will be a VAT liability in respect of the Council's contribution. This loss of £15,000 will reduce the amount of equipment that can be provided, detrimentally affecting the layout of the new fitness suite and reducing its income generating capacity.

It is proposed to provide a further £15,000 to Abbeycroft Leisure to meet the VAT shortfall and allow the completion of the fitness suite as planned. This additional funding can be met from the existing capital allocation for the Haverhill Leisure Centre refurbishment.

Recommendations:

It is **RECOMMENDED** that:-

- (1) Cabinet notes Abbeycroft Leisure's proposal to provide free swimming for the over 60s and 16 and under age groups in accordance with the Department of Culture, Media and Sports national free swimming scheme and that any shortfall arising from the free swimming scheme will be met

from Abbeycroft Leisure's overall annual surplus, subject to the shortfall not reducing the Trust's overall surplus below £30,000;

- (2) funding associated with the scheme be transferred to Abbeycroft Leisure and in the event of the free swimming shortfall reducing Abbeycroft Leisure's annual surplus below £30,000 this be reflected in the annual management fee during the period of the free swimming scheme; and
- (3) a further £15,000 be allocated from the existing capital budget for Haverhill Leisure Centre refurbishment for the purchase by Abbeycroft Leisure of fitness equipment.

**EXEMPT INFORMATION – EXCLUSION OF PUBLIC
TERMS OF FORMAL RESOLUTION**

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 involves the likely disclosure of exempt information as defined in paragraphs 1 & 3 of Part 1 of Schedule 12(A) of the Act.

Part 2 – Private

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

24. Revenues Collection Performance

Cabinet Member – Paul Farmer;

Contact Officer – Liz Watts

Telephone: 01284-757252

e-mail: liz.watts@stedsbc.gov.uk

Report **Z618** attached.

Summary and reasons for recommendation:

The Revenues Section collects outstanding debts in accordance with either statutory guidelines or Council agreed procedures. When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Chief Finance Officer, for debts up to £1500, or by the Cabinet, for debts over £1500.

The reasons for recommending the write offs are included in Exempt Appendix 1 attached to this report.

The Collection Data in respect of Council Tax is shown in Section 8 of this report.

Recommendation:

The write off of the amounts detailed in Exempt Appendix 1 to Report Z618, being 9 accounts for Council Tax totalling £11,624.71, be approved.

EXEMPT PAPER RELATING TO PREVIOUS ITEM

25. Revenues Collection Performance

Cabinet Member – Paul Farmer;

Contact Officer – Liz Watts

Telephone: 01284-757252

e-mail: liz.watts@stedsbc.gov.uk

Exempt Appendix 1 to Report **Z618** attached.

26. Industrial Portfolio: Tenancy Issues (Apr 09/17)

Cabinet Member – Nigel Aitkens;

Contact Officer – Richard Combes

Telephone: 01284-757361

e-mail: richard.combes@stedsbc.gov.uk

Exempt narrative item attached to this agenda.