

Enquiries regarding this Agenda:
Steven Lincoln (01284) 757108

Cabinet

***Wednesday 20 January 2010 at 5.00 pm
in the Conference Room West (F1R09), West Suffolk House, Western Way,
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
Anne Gower	-	Haverhill and Housing
John Griffiths	-	Rural Affairs and External Relationships
Sara Mildmay-White	-	Bury St Edmunds and 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 2 December 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: 13 January 2010**

Chairman – Ian Houlder;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

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

Report **A449 TO FOLLOW**.

Summary and reasons for recommendation:

On 13 January 2010 the Policy Development Committee will consider the following items:-

- (1) Cabinet Forward Plan: January to April 2010;
- (2) Work Programme;
- (3) Delivering a Sustainable Budget 2010/11;
- (4) Revenues and Benefits Service Delivery: Options Appraisal;
- (5) Economic Action Plan; and
- (6) Abbey Gardens Management Plan.

Recommendation:

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

5. **Report of the Policy Development Committee: Abbey Gardens Management Plan (Feb10/08)**

Cabinet Member – Lynsey Alexander;

Contact Officer – Neil Anthony

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

Report **A450 TO FOLLOW**.

6. Report of the Policy Development Committee: Delivering a Sustainable Budget 2010/2011 (Feb10/09)

Cabinet Member – Paul Farmer;

Contact Officer – Liz Watts

Telephone: 01284-757252

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

Report **A451 TO FOLLOW**.

7. Grant Panel: 17 November and 8 December 2009 (Feb10/06)

Cabinet Members – Paul Farmer;

Contact Officer – Cathy Manning

Sara Mildmay-White Telephone: 01284-757002

e-mail: cathy.manning@stedsbc.gov.uk

Report **A452** attached.

(A number of recommendations emanating from the meeting held on 8 December 2009 superseded those made on 17 November 2009, therefore, to avoid confusion, this report only contains revised recommendations.)

(a) On 17 November 2009 the Grant Panel considered the following items:-

- (1) Application for Project Funding 2009/2010: Stanton Parish Council: Update;
- (2) Grants to Voluntary Organisations 2010/2011;
- (3) Grants to Anglia in Bloom Groups 2010/2011; and
- (4) Applications for Core Funding 2010/2011: The Brecks Partnership, and Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Project.

(b) On 8 December 2009 the Grant Panel considered the following items:-

- (1) Applications for Project Funding: 2009/2010;
- (2) Grants to Voluntary Organisations: 2010/2011;
- (3) Applications for Core Funding 2010/2011: Citizens' Advice Bureaux in St Edmundsbury;
- (4) Application for Core Funding 2010/2011: Bury St Edmunds Art Gallery;
- (5) Application for Core Funding 2010/2011: Theatre Royal, Bury St Edmunds; and
- (6) Application for Core Funding 2010/2011: Victory Sports Ground (Bury St Edmunds) Ltd

Recommendations:

(a) **Application for Core Funding 2009/2010: Stanton Parish Council: Update**

Taking into account the additional information received in connection with the application previously submitted by Stanton Parish Council, as detailed in Section 2 of Report A324, the grant for £15,000 approved by the Cabinet on 25 March 2009 be endorsed for allocation towards the revised Phase One of the Stanton Community Village Hall refurbishment works project.

(b) **Grants to Voluntary Organisations: 2010/2011**

(1) the grant of £219,745 awarded in 2010/2011 to Haverhill Town Council Arts Centre which had previously been approved as part of its five-year funding agreement, as detailed in Section 3.3 of Report A325, be noted;

(2) subject to the budget setting process, the following grants be awarded in 2010/2011:-

	£
Community Centres	39,900
'In Bloom' Grants	4,000
West Suffolk Cruse Bereavement Care	1,000

(3) the following grants be awarded per annum for three years, namely, 2010/2011, 2011/2012 and 2012/2013:-

	£
Gatehouse Caring in West Suffolk	4,000
Optua Advice and Advocacy	1,000
Relate Norfolk and Suffolk	5,000
St Edmund and Waveney YMCA Limited	5,000
Three Counties Transport (3CT)	2,500
Victim Support Suffolk	1,000
Haverhill Foodbank	3,750
Bury St Edmunds Volunteer Centre	7,000
Haverhill and District Volunteer Centre	14,000

(4) **Haverhill Association of Voluntary Organisations (HAVO)**

(a) no grant be awarded to Haverhill Association of Voluntary Organisations (HAVO) as the Panel did not feel the organisation would be able to secure the additional external funding it would need to continue under the terms of its own Extraordinary General Meeting resolution; and

(b) up to £3,000 of HAVO's recommended core funding grant be retained in the Council's budget for 2010/2011 to enable the retention of key services for the Haverhill voluntary sector previously provided by HAVO and delegated authority be given to the Corporate Director for Community Services, in consultation with the Chairman of the Grant Panel and the relevant Portfolio Holders to allocate this funding if appropriate.

(5) no grants be awarded in 2010/2011 to the following organisations:-

- (a) Age Concern Suffolk; and
- (b) West Suffolk Voluntary Association for the Blind.

(c) **Grants to Anglia in Bloom Groups: 2010/2011**

Subject to the budget setting process, the following grants be awarded for 2010/2011:-

- (1) Clare in Bloom £3,250; and
- (2) Cavendish in Colour £750.

(d) **Application for Core Funding 2010/2011: Bury St Edmunds Art Gallery**

Subject to the budget setting process, a grant of £36,300 core funding be awarded to the Bury St Edmunds Art Gallery per annum for two years, namely, 2010/2011 and 2011/2012.

(e) **Application for Core Funding 2010/2011: Theatre Royal, Bury St Edmunds**

Subject to the budget setting process, a grant of £75,000 core funding be awarded to the Theatre Royal, Bury St Edmunds per annum for two years, namely, 2010/2011 and 2011/2012.

(f) **Applications for Project Funding: 2009/2010**

Recreation, Village Halls and Play Scheme Grants

- (1) £6,000 be awarded to Cavendish Sports Club towards the cost of an extension for changing facilities for match officials;
- (2) £5,000 be awarded to St Edmundsbury Sailing and Canoeing Association towards the cost of an extension to the clubhouse to contain new changing and toilet facilities;
- (3) no grant be awarded to Radio West Suffolk towards the cost of establishing the Community Radio Station as the Panel considered the application did not meet the criteria of the Grant Scheme; and
- (4) £7,500 be awarded to Kedington Parish Council towards the cost of a new extension to the Kedington Community Centre as a Parish Office and an additional community meeting room.

(g) **Application for Core Funding 2010/2011: Haverhill and District Local History Group**

Subject to the budget setting process, a core funding grant of £2,000 be awarded to the Haverhill and District Local History Group for the 2010/2011 financial year only.

(h) **Applications for Core Funding 2010/2011: Citizens' Advice Bureaux in St Edmundsbury**

Subject to the budget setting process, a grant of £95,500 core funding be awarded to Bury St Edmunds Citizens' Advice Bureau and a grant of £106,500 core funding be awarded to Haverhill and District Citizens' Advice Bureau for the 2010/2011 financial year.

(i) **Applications for Core Funding 2010/2011: Victory Sports Ground (Bury St Edmunds) Ltd.**

Subject to the budget setting process, a grant of £45,000 be awarded to the Victory Sports Ground (Bury St Edmunds) Limited for the 2010/2011 financial year.

(j) **Applications for Core Funding 2010/2011: The Brecks Partnership, and Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Project**

Subject to:-

- (1) the budget setting process;
- (2) the provision of continued funding from other partner organisations; and
- (3) the respective Partnership Boards agreeing to not inflate their annual subscriptions for the period of the agreements:-

(i) **The Brecks Partnership**

A grant of £11,654 per annum, for financial years 2010/2011 and 2011/2012 be awarded to The Brecks Partnership, and the Borough Council's Parks Manager, as the support officer to the Partnership, be authorised to sign the draft Agreement on behalf of the authority; and

(ii) **Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Project**

grants of £15,256 for financial years 2010/2011, 2011/2012 and 2012/2013 be awarded to the Dedham Vale AONB and Stour Valley Project and the Borough Council's Parks Manager, as support officer to the Project be authorised to sign the draft Agreement on behalf of the authority.

8. **Boundary Committee Review of Suffolk: Update (Feb10/01)**

Cabinet Member – John Griffiths;

Contact Officer – Geoff Rivers

Telephone: 01284-757001

e-mail: geoff.rivers@stedsb.gov.uk

Summary:

The period for representations to the Secretary of State ends on 19 January 2010 and St Edmundsbury has made a joint submission with Waveney and Forest Heath District Councils. At the time of writing this narrative, it was planned for the Leader of the Council and Chief Executive to meet with the Minister on 14 January 2010. The Secretary of State has also published proposals for the transitional arrangements that would be required to implement new unitary councils in 2011, and invited comments by 3 February 2010.

Cabinet will be updated on the latest position at the meeting and asked to agree any actions that may be urgently required.

9. **Information Communications Technology (ICT) Security Policy**

Cabinet Member – Paul Farmer;

Contact Officer – Tony Hainsworth

Telephone: 01284-757231

e-mail: tony.hainsworth@stedsb.gov.uk

Paper **A453** attached.

Summary and Reasons for Recommendation:

The Council has a large investment in the use of Information Communications Technology (ICT) which is essential to the day to day working of the organisation. In many areas the use of ICT is vital and must be protected from any form of disruption or loss of service. It is, therefore, essential that the availability, integrity and confidentiality of the ICT systems and the data they hold are maintained at a level which is appropriate for the Council's needs. The purpose of the Policy is to provide a framework to protect the integrity of both the Council's ICT systems and all electronically held data.

On 11 December 2007 Council approved the ICT Security Policy (minute 71(B)(2) refers). This Policy has been reviewed, especially to meet the requirements of the Government Secure Extranet (Gateway), which ensures that data is transferred securely between local authorities and the Government.

Recommendation:

The revised Information Communications Technology (ICT) Security Policy, detailed in Paper A453, be approved.

10. Annual Review of Car Parking Charges (Feb10/11)

Cabinet Member – Terry Clements;

Contact Officer – Ivan Sams

Telephone: 01284-757304

e-mail: ivan.sams@stedsbcc.gov.uk

Paper **A454** attached.

Summary and Reasons for Recommendations:

This report considers the outcome of the consultation on parking charges for 2010/2011 and the recommendations of the Bury St Edmunds and Haverhill Area Working Parties. The majority view of the stakeholder and public consultees was that they did not wish to see any increase in parking charges, with particular concern about any move to introduce charges on Sundays in Haverhill. However, it is important that the Council continues to generate a reasonable return on its considerable investment in parking and to use the charges to manage the appropriate use of the car parks.

The current charges and impact of the above proposals are shown at Appendix A.

Recommendations:

To implement the following changes to the parking charges with effect from 29 March 2010:-

- (a) **Bury St Edmunds**
 - (1) **Sunday Harmonisation:** The same charges apply 7 days a week, except on Sunday when they will only apply from 10.00 am to 4.00 pm;
 - (2) **Cattle Market/arc Car Park (including lower level car park):** Increase charges in this car park by 20p per tariff band except for only 10p on highest band; and
 - (3) **Increase all short stay charges by 10p:** This will apply to all charges up to and including 4 hours in length.
- (b) **Haverhill**
 - (1) **Increase all charges by 10p**

Corporate Priority: Securing a Sustainable and Attractive Environment

11. Sustainable Development Panel: 12 January 2010 (Feb10/03)

Cabinet Member – Terry Clements;

Contact Officer – Patsy Dell

Telephone: 01284-757306

e-mail: patsy.dell@stedsbc.gov.uk

Report **A455 TO FOLLOW**.

Summary and reasons for recommendations:

On 12 January 2010 the Sustainable Development Panel will consider the following items:-

- (1) St Edmundsbury Local Development Framework (LDF): Development Management Preferred Options Consultation Feedback; and
- (2) St Edmundsbury Local Development Framework: Site Allocations – Issues and Options (Additional Sites) Consultation Feedback.

Recommendations:

Recommendations emanating from this meeting will follow as Report A455

12. St Edmundsbury Growth Area Partnership Board: 17 December 2009 (Feb10/04)

Cabinet Member – Terry Clements;

Contact Officer – Patsy Dell

Telephone: 01284-757306

e-mail: patsy.dell@stedsbc.gov.uk

Report **A456** attached.

Summary and reasons for recommendation:

On 17 December 2009 the St Edmundsbury Growth Area Partnership Board considered the following:-

- (1) Local Development Framework: Update;
- (2) Regional Spatial Strategy: Update;
- (3) Growth Area Major Developments Projects: Progress Report;
- (4) St Edmundsbury Local Development Framework: Supporting Studies;
- (5) Budget Monitoring and Project Status Report; and
- (6) Infrastructure Delivery.

Recommendation:

(a) Growth Area Major Development Projects: Progress

That 10% of the Growth Area Fund Allocation be reserved for the delivery of Green Infrastructure Projects identified in the Green Infrastructure Strategy.

**13. West Suffolk Waste and Street Scene Services Joint Committee:
15 January 2010 (Feb10/05)**

Cabinet Member – Peter Stevens;

*Contact Officer – Mark Walsh
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e-mail: mark.walsh@stedsbc.gov.uk*

Report **A457 TO FOLLOW**.

Summary and reasons for recommendations:

On 15 January 2010 the West Suffolk Waste and Street Scene Services Committee will consider the following items:-

- (1) Update on Joint Communications Projects;
- (2) Improved Efficiency in Bulk Refuse Collections: Update;
- (3) Update on the Impact of Revised Residual Waste Tipping Points in the West of Suffolk;
- (4) Joint Working/Joint Waste Authority;
- (5) Inter Authority Agreement; and
- (6) Partnership Update.

Recommendations:

Recommendations emanating from this meeting will follow as Report A457.

Corporate Priority: Creating a Prosperous Local Economy

14. Bury St Edmunds Area Working Party: 7 December 2009 (Feb10/07)

Cabinet Member – Sara Mildmay-White;

*Contact Officer – Sandra Pell
Telephone: 01284-757302
e-mail: sandra.pell@stedsbc.gov.uk*

Report **A458** attached.

Summary and reasons for recommendations:

On 7 December 2009 the Area Working Party considered the following items:-

- (1) arc Centre Management;
- (2) The Apex;
- (3) Economic Action Plan;
- (4) Review of Access Arrangements: St Andrews Street South, Bury St Edmunds;
- (5) Engineering Services Work Programme;
- (6) Car Parking Charges;
- (7) Business Improvement District (BID); and
- (8) Lettings Update.

Recommendations:

(a) **Review of Access Arrangements: St Andrews Street South, Bury St Edmunds**

- (1) The Police be requested to undertake a high profile and sustained enforcement programme to implement restrictions within St Andrews Street South;
- (2) a report be presented to the Working Party within two months that details the actions taken by the Police, including the numbers of warnings and fines issued and options for other solutions following consultation with appropriate representative groups; and
- (3) a site visit be organised for the Working Party to meet representatives of interested parties, especially from the Police and arc management.

(b) **Engineering Services Work Programme**

(1) **Footway Improvement Works, Westgate Street/Maynewater Lane**

The proposed footway improvements in Westgate Street between St Mary's Square and Crown Street, as outlined in Appendix A of Report A378, be approved.

(2) **Improvements to Ridley Road Shopping Precinct**

The proposed works in the vicinity of Ridley Road Shopping Precinct, as outlined in Appendix B to Report A378, be approved, subject to satisfactory local consultation.

(c) **Car Parking Charges**

The car parking charges for 2010/2011 include the proposals as outlined in section 3.1 of Report A379 and detailed in Amendment 2 of Appendix A to Report A379.

15. Haverhill Area Working Party: 10 December 2009 and 14 January 2010 (Feb10/02)

Cabinet Member – Anne Gower;

Contact Officer – Geoff Rivers

Telephone: 01284-757009

e-mail: geoff.rivers@stedsbcc.gov.uk

Report **A459** attached and **A460 TO FOLLOW**.

Summary and reasons for recommendations:

- (a) On 10 December 2009 the Area Working Party considered all the following items:-
- (1) Economic Action Plan;
 - (2) Queen Street Shop Fronts Grant Scheme: Determination of Applications for Grant Funding;

- (3) Queen Street Enhancement Scheme: Drakes Yard;
- (4) Queen Street Enhancement Scheme: Update;
- (5) Review of Parking Charges: 2010/2011;
- (6) Review of Markets;
- (7) Haverhill Community Football Project: Update; and
- (8) Haverhill Bus Station Refurbishment: Update.

Recommendations:

(a) **Review of Parking Charges in Haverhill: 2010/2011**

That subject to the budget setting process, the following be applied to all off-street car parks in Haverhill for 2010/2011:-

- (a) all parking charges be increased by 10p on Mondays to Saturdays, as set out in Appendix A to Report A390; and
 - (b) no charging be introduced on Sundays.
- (b) On 14 January 2010 the Area Working Party will consider the following items:-
- (1) Land at Millfields Way, Haverhill: Worked up Scheme;
 - (2) Town Centre Management: Update and Proposed Activities to March 2010;
 - (3) Queen Street Enhancement Scheme: Drakes Yard: Gateway Feature;
 - (4) Queen Street Enhancement Scheme: Project Status Report;
 - (5) Haverhill Community Football Project: Update;
 - (6) Haverhill Bus Station Refurbishment: Update; and
 - (7) Proposal for Pedestrianised Plaza.

Recommendations:

Recommendations emanating from this meeting will follow as Report A460.

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

16. Strategy for Houses in Multiple Occupation (Feb10/10)

*Cabinet Member – Sara Mildmay-White; Contact Officer – Richard Whitehead
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e-mail: richard.whitehead@stedsbc.gov.uk*

Paper **A461** attached.

Summary and reasons for recommendation:

The Council's Strategy for Houses in Multiple Occupation (HMOs) has been reviewed and updated to incorporate changes in legislation affecting the assessment of hazards in HMOs, and to include the code of practice agreed with University Campus Suffolk in respect of an accreditation scheme for student accommodation.

The Strategy recognises that Houses in Multiple Occupation provide a valuable source of affordable accommodation in the private rented sector but, disrepair, lack of amenities, inadequate fire safety provisions and poor management can often be associated with this type property. The Council has a duty to ensure that minimum standards are maintained in HMOs to safeguard the health and safety and well-being of tenants living in those properties. The Strategy describes how we intend to ensure that these standards are being complied with and includes, amongst other matters, the frequency of inspection for HMOs, determined by a risk assessment carried out on each property, and the amenity and space standards that should apply. Landlords and letting agents were consulted on the revised draft strategy with only two comments being received.

The revised strategy is attached as Paper A461.

Recommendation:

The Cabinet is requested to approve the revised Strategy for Houses in Multiple Occupation, attached as Paper A461.

17. BT Public Payphone Removal: Consultation 2009

Cabinet Member – Terry Clements;

Contact Officer – Patsy Dell

Telephone: 01284-757306

e-mail: patsy.dell@stedsbc.gov.uk

Report **A462** attached.

Summary and reasons for recommendation:

On 6 October 2009, St Edmundsbury Borough Council received a notification from British Telecommunications plc (BT) of intent to remove 53 public payphones within the Borough. This is under the required process of the Communications Act 2003 within which the local authority must be notified and given the opportunity to agree or object to the removal of any of the payphones proposed for removal. In the period since receipt of the notification, extensive consultation has taken place with parish councils and the public. Draft decisions on each payphone have also been advertised and reviewed to form these final decisions.

An objection to this form of consultation is known as a "local veto" and BT will not be able to remove any payphone to which this applies. BT must be notified of the Borough Council's final decision by 27 January 2010. All objections must be justified and BT have the right of appeal on any of these.

This notification follows a similar notification received and considered by the Council in 2008. This sought the removal of 42 payphones. Following consultation a final decision was made agreeing to the removal of 22 of these payphones. This current notification includes 21 of those 42 payphones for reconsideration.

The 53 payphones proposed to be removed are listed in Appendix A attached. No objection is raised to the removal of 23 of these payphones. It is recommended that the Borough Council objects to the removal of 30 of the payphones by placing a "local veto" on these, retaining them as a fully functioning service.

Recommendation:

Appendix A to Report A462 form the basis of the response to BT's notification of intent to remove 53 public payphones within the Borough.

**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 paragraph 3 of Part 1 of Schedule 12(A) of the Act.

Part 2 - Private

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

18. Revenues Collection Performance

Cabinet Member – Paul Farmer;

Contact Officer – Liz Watts

Telephone: 01284-757252

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

Report **A463** attached.

Summary and reasons for recommendations:

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 £750) or by Cabinet (for debts over £750).

The reasons for recommending the write offs are included in Exempt Appendices 1 to 3 attached to this report. The Collection Data in respect of National Non Domestic Rates (NDR) and Council Tax are shown in Section 8 of the report.

Recommendations:

It is recommended that:-

- (a) the levels of collection performance achieved, as set out in Section 8, be noted.
- (b) the write off of the amounts detailed in the exempt appendices to this report be approved:-
 - (i) 48 accounts for National Non Domestic Rates totalling £239,479.09; which brings the amount written off in business rates since the year 2000 to 0.008% of the total collected (exempt Appendix 1);
 - (ii) 14 accounts for Council Tax totalling £17,332.00, which brings the amount written off in Council Tax since the year 2000 to 0.004% of the total collected (exempt Appendix 2); and
 - (iii) 9 accounts for Sundry Debts (including housing and council tax benefit debts) totalling £30,280.40 (exempt Appendix 3).

Exempt Papers relating to previous item

19. Exempt Appendices: Revenues Collection Performance

Cabinet Member – Paul Farmer

Contact Officer – Liz Watts

Telephone: 01284-757252

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

Exempt Appendices 1, 2 and 3 to Report **A463** attached.