

**ST EDMUNDSBURY BOROUGH COUNCIL**

**CABINET**

**Minutes of a meeting held on Wednesday 17 March 2010 at 5.00 pm  
in the Conference Room West (F1R09), West Suffolk House,  
Western Way, Bury St Edmunds**

PRESENT: Councillor Mrs S J Mildmay-White (Deputy Leader of the Council)  
(in the Chair)  
Councillors Aitkens, Mrs Alexander, Clements, Farmer,  
Mrs Gower, Ray and Stevens.

BY INVITATION: Councillor Houlder (Chairman of the Policy Development  
Committee), Councillor Lockwood (Chairman of the Overview and  
Scrutiny Committee) and Councillor Cox.

**137. Apologies for absence**

An apology for absence was received from Councillor Griffiths.

**138. Minutes**

The minutes of the meeting held on 10 February 2010 were confirmed as a correct record and signed by the Chairman.

**139. Declarations of Interests**

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

**140. Report of the Overview and Scrutiny Committee: 3 March 2010**

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

The Cabinet received and noted Report A565 (previously circulated) which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 3 March 2010:-

- (1) Councillor Call for Action: Skyliner Way On-Street Parking;
- (2) Councillor Calls for Action: Stanton Grundle Flooding Remedial Action and Road Safety in Bell Meadow, Bury St Edmunds;
- (3) Update Report on the Impact of the West Suffolk Local Strategic Partnership and Community Strategy;
- (4) Cabinet Forward Plan – March to June 2010; and
- (5) Work Programme.

Councillor Mrs Mildmay-White highlighted that the Bury St Edmunds Area Working Party had also considered the on-street parking on Skyliner Way which was the subject of a Councillor Call for Action.

**141. Report of the Overview and Scrutiny Committee: Councillor Call for Action, Improving Resident Parking and Pedestrian Safety on the Howard and Mildenhall Road Estates, Bury St Edmunds**

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

The Cabinet considered Report A566 (previously circulated) which sought approval to progress recommendations emanating from the Councillor Call for Action for improved resident parking and pedestrian safety on the Howard and Mildenhall Road Estates in Bury St Edmunds.

Councillor Call for Action (CCfA) came into force from 1 April 2009, a mechanism by which any Member of the Council may refer to the Overview and Scrutiny Committee any local government matter or any crime and disorder matter which affected their ward or division. On 18 January 2010, Councillor Ereira-Guyer submitted a CCfA relating to improved resident parking and pedestrian safety on the Howard and Mildenhall Road Estates in Bury St Edmunds.

Councillor Lockwood, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet.

RESOLVED:- That

- (1) the Howard and Mildenhall Road estates be added to the previously agreed list of areas awaiting investigation into residents' parking issues, as set out in Annex A to Appendix B to Report A527, but as item 7, immediately following Spring Lane/Springfield Road, and that any investigation include consultation with residents on Mitchell Avenue regarding whether they would like to see a residents' parking scheme on the road;
- (2) the Borough Council and Havebury Housing Partnership investigate together whether any of the solutions discussed at the meeting might be taken forward prior to the investigation taking place;
- (3) the Borough Council and Havebury Housing Partnership investigate ownership of areas of land on these two estates;
- (4) communication be made to staff working at West Suffolk House reminding them that they should travel to work in accordance with the Council's Green Travel Plan, and encouraging them to park in the Olding Road Car Park and not on nearby estates; and
- (5) an investigation be undertaken as to whether any action can be taken to prevent non-residents from parking in the rear car parks on the Howard and Mildenhall Road estates.

**142. Report of the Policy Development Committee: Economic Assessment and Action Plan**

*Forward Plan Reference: Mar10/04 Cabinet Member: Cllr Nigel Aitkens*

The Cabinet considered Report A567 (previously circulated) which sought approval of the revised economic assessment and action plan as a guide for the Council's economic activities for the next five years.

On 13 January 2010 the Policy Development Committee received the draft St Edmundsbury economic action plan which had been created following consideration of the economic assessment by the Committee in November 2009. The economic action plan and assessment formed a new Economic Strategy for the Council and had been

produced as a two stage document following the publication of the Government's Review of Sub-National Economic Development and Regeneration which proposed a duty for local authorities to undertake an economic assessment of their area in line with draft statutory guidance, which was published in August 2009.

Councillor Houlder, Chairman of the Policy Development Committee, drew relevant issues to the attention of the Cabinet. He also suggested that a copy of the assessment and action plan be distributed to local libraries and schools.

RESOLVED:-

That the revised Economic Assessment and Action Plan, attached to Report A543, be approved as a guide for the Council's economic activities for the next five years.

**143. Report of the Policy Development Committee: Tourism and Visitor Strategy**

***Forward Plan Reference: Mar10/07 Cabinet Member: Cllr Nigel Aitkens***

The Cabinet considered Report A568 (previously circulated) which sought adoption, subject to full Council approval, of the Tourism and Visitor Strategy, and adoption of the appended action plan.

Tourism was a significant growth industry and played a key part in the economic fortunes of the Borough. It was important to make certain that St Edmundsbury had a strategy that not only reflected the aims of the Council, but ensured the greatest benefit for the area. Although the Strategy was written specifically for the Council, it was recognised that tourism was an integral part of the region's economy as a whole and, whilst benefitting the Borough, must also complement other objectives. The Strategy was very much a partnership document and to be able to succeed, it was dependent on the commitment and support of the private, public and voluntary sectors.

Councillor Houlder, Chairman of the Policy Development Committee, drew relevant issues to the attention of the Cabinet. He emphasised that Member/officer groups worked efficiently as they could concentrate on an individual subject.



***RECOMMENDED:- That subject to approval of full Council***

- (1) the Tourism and Visitor Strategy, as set out in Report A544, be agreed and adopted;***
- (2) the Action Plan, appended as Annex A to the Strategy, be agreed and adopted;***
- (3) the priorities within the Action Plan be agreed; and***
- (4) any minor typographical, factual and/or grammatical changes to the final document be agreed by the Head of Leisure, in consultation with the Portfolio Holder for Economy and Asset Management.***

**144. Report of the Policy Development Committee: Review of Public Transport options between Bury St Edmunds, Haverhill and Clare**

***Forward Plan Reference: Mar10/08 Cabinet Member: Cllr Terry Clements***

The Cabinet received and noted Report A569 (previously circulated) which updated on the review of public transport options between Bury St Edmunds, Haverhill and Clare.

When the Policy Development Committee set its work programme it requested a review of options available for public transport users to travel between Bury St Edmunds, Haverhill and Clare with a view to providing more direct and regular services. The details of the existing bus services running between Bury St Edmunds, Haverhill and Clare were contained in Suffolk County Council's report, appended to Report A545.

The Cabinet welcomed the work and presentation undertaken by Phillip McGill from Suffolk County Council and noted that public transport to Clare would be considered at a later date.

**145. Recommendation from the Grant Panel: Haverhill Association of Voluntary Organisations (HAVO)**

***Forward Plan Reference: N/A Cabinet Members: Cllr Paul Farmer and Sara Mildmay-White***

The Cabinet considered a narrative item which sought approval to grant £5,000 to HAVO to enable it to occupy the Council's Haverhill Offices until 31 March 2011.

On 8 December 2009 the Grant Panel recommended that no grant be awarded to 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. This recommendation was subsequently approved by Cabinet on 20 January 2010. However, since the Cabinet meeting, County Councillor French had been given a special exemption to award HAVO a one-off locality grant of £6,000, which could be used for their core revenue funding. The grant was specifically intended to allow HAVO to seek new sources of funding and meant that HAVO would almost certainly be able to continue to operate for 2010/2011. In that context, it was felt appropriate to allow them to remain in the Council's offices rent-free, on a similar basis to other community organisations based there. The Grant Panel had been consulted on the proposal by letter and a majority of those members and substitutes who had responded supported this course of action.



***RECOMMENDED:-***

***That a grant of £5,000 (subject to rent review) be awarded to the Haverhill Association of Voluntary Organisations to enable it to occupy the Council's Haverhill offices until 31 March 2011.***

**146. Recommendations from the Shared Services Steering Group: 12 February 2010**

***Forward Plan Reference: Mar10/12 Cabinet Member: Cllr John Griffiths***

The Cabinet considered Report A570 (previously circulated) which contained the recommendations that emanated from the meeting of the Shared Services Steering Group held on 12 February 2010.

On 12 February 2010, the Shared Services Steering Group considered the following items:-

- (1) Terms of Reference;
- (2) West Suffolk Waste & Street Scene Services: Partnership Working;
- (3) Shared Services Agenda: Work Programme;
- (4) Country-Wide shared Services;
- (5) Shared Services Architects Workshop; and
- (6) Shared Services Template.

Councillor Stevens highlighted that joint working between Suffolk County Council, Forest Heath District Council and St Edmundsbury Borough Council would impact on every household within the Borough.

RESOLVED: That

**(a) Shared Services Agenda: Work Programme (Exempt Report A509)**

- (1) The Work Programme outlined in Appendix A to Report A509 be endorsed and that further reports be presented on a service by service basis when the detailed project work had been completed; and
- (2) consideration be given to:-
  - (a) the reviews of the shared services for ICT and Communications be given priority; and
  - (b) the shared service review of Markets be undertaken in conjunction with the Borough Council's review of the operation of its markets.

**(b) County-Wide Shared Services (Exempt Report A510)**

- (1) a joint response be made to Suffolk County Council that Forest Heath District Council and St Edmundsbury Borough Council will continue to examine the potential for sharing all of their services in accordance with their agreed Preferred Partner programme but would also wish to be involved in the first stages of county-wide discussions regarding the potential for county-wide public sector collaboration in certain services from 2014 onwards, or sooner if appropriate; and
- (2) no specific services be identified for collaboration at present but the two Councils are interested in exploring all options provided that the chosen model is consistent with their own vision for service delivery and a strong business case can be made.

**147. Revenues and Benefits Service Delivery – Options Appraisal**

*Forward Plan Reference: Mar10/13 Cabinet Member: Cllr Paul Farmer*

The Cabinet noted that the report relating to the Revenues and Benefits service delivery options appraisal had been deferred to a future meeting of Cabinet.

**148. County Constitutional Convention: Update (Mar10/15)**

*Forward Plan Reference: Mar10/15 Cabinet Member: Cllr John Griffiths*

Councillor Aitkens informed the Cabinet that he had attended a meeting on behalf of the Chief Executive where authorities had agreed to joint working to progress the County Constitutional Convention. He added that the letter from the Secretary of State had been received so work could now commence.

**149. Recommendations from Sustainable Development Panel: 9 March 2010**

*Forward Plan Reference: Mar10/05 Cabinet Members: Cllr Terry Clements and Peter Stevens*

The Cabinet considered Report A572 (previously circulated) which contained the recommendations emanating from the meeting of the Sustainable Development Panel held on 9 March 2010.

On 9 March 2010 the Sustainable Development Panel considered the following items:-

- (1) Local Development Framework: North East Haverhill Transport Impact Assessment;
- (2) St Edmundsbury Local Development Plan Submission Document;
- (3) St Edmundsbury Local Development Framework: Rural Site Allocation Preferred Options Document.

Councillor Clements, Vice-Chairman of the Sustainable Development Panel, drew relevant issues to the attention of the Cabinet, specifically, that the Haverhill Area Working Party had added a further recommendation to that of the Sustainable Development Panel relating to the Local Development Framework: North-East Haverhill Transport Impact Assessment. He advised that the additional recommendation read *'it be emphasised in the report that the costings amounting to £5 million required to deliver transport infrastructure improvements to support development in north-east Haverhill as outlined in table 13 of section 5 of Paper A546, are indicative only and this amount is the absolute minimum required to make the necessary enhancements'*.

RESOLVED:- That

**(a) Local Development Framework: North East Haverhill Transport Impact Assessment**

- (1) subject to (2) and (3) below, Paper A546 is published as part of the evidence base for preparing the Local Development Framework;
- (2) it be emphasised in the report that the costings amounting to £5 million required to deliver transport infrastructure improvements to support development in north-east Haverhill, as outlined in Table 13 of Section 5 of Paper A546, are indicative only and this amount is the absolute minimum required to make the necessary enhancements; and
- (3) that the Head of Planning and Economic Development in consultation with the Portfolio Holder for Transport and Planning and Chairman of the Sustainable Development Panel be authorised to make minor typographic, grammatical and/or factual changes.



**RECOMMENDED:-**

**(b) St Edmundsbury Local Development Framework: Development Management Development Plan Submission Document**

*Subject to the approval of full Council,*

**(1) the Development Management Development Plan Submission Document (Appendix B to Report A547 as amended) and Sustainability Appraisal (Appendix C) and Habitat Regulations Assessment Screening (Appendix E) documents be approved as emerging Council policy and for public consultation; and**

**(2) any minor typographic, factual and/or grammatical changes to the final document (Appendix B to Report A547) be agreed by the Head of Planning and Economic Development in consultation with the Portfolio Holder for Transport and Planning and Chairman of the Sustainable Development Panel.**

**(c) St Edmundsbury Local Development Framework: Rural Site Allocation Preferred Options Document**

(a) The Rural Site Allocations Preferred Options consultation document attached as Appendix A to Report A548 as amended;

(b) the Rural Allocations Sustainability Appraisal and a Habitat Regulations Screening documents attached at Appendices B (as amended) and C to Report A548;

(c) the Proposed changes to the Proposals Map Inset Maps attached in the Proposals Map book at Appendix D of the Development Management Report, (Report A547) as amended);

(d) the reasons for the rejection of previously submitted sites as set out in Appendix E of Report A548; and

(e) the schedule of Additional Rural Sites submitted by landowners and developers as set out in Appendix F of Report A548.

**150. Recommendations from St Edmundsbury Growth Area Partnership Board: 8 March 2010**

***Forward Plan Reference: Mar10/01 Cabinet Member: Cllr Terry Clements***

The Cabinet considered Report A573 (previously circulated) which contained the recommendations emanating from the meeting of the St Edmundsbury Growth Area Partnership Board held on 8 March 2010.

On 8 March 2010 the St Edmundsbury Growth Area Partnership considered the following items:-

- (1) Local Development Framework: Update;
- (2) Growth Area Major Developments Projects: Progress Report; and
- (3) Green Infrastructure Developments Projects: Proposals Report.

Councillor Clements, Chairman of the Board, drew relevant issues to the attention of the Cabinet.

Councillor Mrs Mildmay-White questioned the timescale for using the Growth Area Funding. The Cabinet noted that as long as the allocation was made then the funding would not be removed, however, if the North-West Haverhill relief road or the Eastern relief road at Suffolk Business Park were not delivered the funding could be clawed back.

RESOLVED:- That

**(a) Growth Area Major Development Projects: Progress Report (Report A539)**

- (1) The following provisional Growth Area Funding commitments be approved in principle, as outlined in Section 3 of Report A539, subject to more detailed feasibility investigation, financial appraisal and approval of claw-back arrangements:-
  - (a) £2 million be provisionally committed for forward funding for infrastructure, namely, North-West Haverhill relief road in Haverhill; and
  - (b) the remainder of the expected allocation of Growth Area Fund up to a maximum of £2.5 million be provisionally committed for forward funding for infrastructure, namely, delivery of the eastern relief road and associated works at Suffolk Business Park, Bury St Edmunds.

**(b) Green Infrastructure Development Projects: Proposals (Report A540)**

That the development of the two projects identified in Section 2.2 of Report A540 be approved , namely:-

- (1) **(1) Bury St Edmunds Local Green Links**  
£30,000 of revenue funding be allocated from the Growth Area Fund to investigate the feasibility of achieving the delivery of the Bury St Edmunds Local Green Links project, with a further £220,000 capital funding being set aside for the implementation of this initial phase of the project between Nowton Park and Ickworth Park and along the Linnet Valley from Ickworth Park to Bury St Edmunds; and



**(2) Advance Planting for Development**

subject to arrangements being put in place for the grant awarded from the Growth Area Fund to be repaid at agreed timescales, up to £220,000 capital funding be made available to enable advance strategic planting at development sites to be undertaken, initially to be earmarked for development at North-West Haverhill.

**151. Recommendations from the Haverhill Area Working Party: 11 March 2010**

***Forward Plan Reference: Mar10/10 Cabinet Member: Cllr Anne Gower***

The Cabinet considered Report A574 (previously circulated) which contained the recommendations emanating from the Haverhill Area Working Party held on 11 March 2010.

On 11 March 2010 HAWP considered the following items:-

- (1) Proposals for Replacement Bus Shelters;
- (2) North East Haverhill Transport Impact Assessment;
- (3) Consultation on building a new care home to replace Place Court;
- (4) Access for new Westfield Primary School, adjacent to Chalkstone Way, Haverhill;
- (5) Former Gurteen's Factory Site: Development Brief Follow Up;
- (6) Conversion of Parking Area to form public plaza;
- (7) Haverhill Community Football Project: Update;
- (8) Queen Street Enhancement Scheme: Close Out report;
- (9) Proposed High Street Enhancement Scheme; and
- (10) Haverhill Retail Project.

The Committee noted that recommendation (2) relating to the North-East Haverhill Transport Impact Assessment had already been considered under Minute 149.

Councillor Mrs Gower, Portfolio Holder for Haverhill and Housing, drew relevant issues to the attention of the Cabinet.

Councillor Cox raised a constitutional issue relating to the consideration of the recommendations at the Haverhill Area Working Party, however, upon receiving legal advice from the Head of Legal and Democratic Services, Cabinet considered all the recommendations from the Working Party.

Councillor Mrs Gower highlighted that following concerns from residents regarding the use of the car park designated for the parents and toddlers in front of the Haverhill Leisure Centre, the area would be converted to form a public plaza. Councillor Clements requested that recommendation (1) be amended to read *'subject to funding of not more than £80,000 being allocated from a suitable budget, the car parking area, as illustrated in Appendix 1 to Report A559, be redesignated to form a public plaza'*. In light of the proposed amended, recommendation (2) was also amended to remove the words *'and the cost be financed from the existing allocated car parks capital budget'*.

RESOLVED:- That

**(1) Proposals for Replacement Bus Shelters**

That the principle of the design and positioning of the replacement bus shelters at Haverhill Bus Station proposed by Suffolk County Council, as outlined in Paper A555, be approved.

**(2) Local Development Framework: North East Haverhill Transport Impact Assessment**

*(See minutes 13 above, recommendations from the Sustainable Development Panel.)*

**(3) Consultation on Building a New Care Home to Replace Place Court**

Having considered the proposal of Suffolk County Council (SCC) to replace Place Court, Haverhill with a new care home, as detailed in Section 13 of Report A556, the following observations and comments of the Haverhill Area Working Party be submitted to SCC on behalf of the Borough Council in response to the consultation questions set out in Appendix A to Report A556:-

- (1) a significant need for a new care home in Haverhill to meet capacity requirements is recognised as a high priority, particularly to cater for those that have dementia, require respite care or require other complex, specialist care;
- (2) whilst it has already been agreed to locate the new home on the former Chalkstone Middle School site on Millfield Way and support is given to this location, it be asked that that premises be positioned on the site nearest to the town centre to enable ease of pedestrian access to and from the town;
- (3) it be asked that the Haverhill Area Working Party be consulted on the detailed plan for the new home;
- (4) adequate parking arrangements be incorporated into the scheme, including accommodating Community Transport buses;
- (5) strong support is given to the concept of the rooms being grouped into homely clusters; and
- (6) some concern is expressed regarding the reliability of using a Private Finance Initiative capital allocation from the Department of Health to fund the scheme.

**(4) Access for New Westfield Primary School, Adjacent to Chalkstone Way, Haverhill**

- (1) The Corporate Property Officer, in consultation with the Portfolio Holder for Haverhill and Housing agree terms with Suffolk County Council for the transfer of the necessary strip of land, as illustrated in Appendix A to Report A558, to enable the progression of a project to create access for the new Westfield Primary School, Haverhill adjacent to Chalkstone Way.

**(5) Conversion of Car Parking Area to Form a Public Plaza**

- (1) subject to funding of not more than £80,000 being allocated from a suitable budget, the car parking area, as illustrated in Appendix 1 to Report A559, be redesignated to form a public Plaza;

- (2) street furniture and play equipment be introduced;
- (3) seven of the spaces currently designated as disabled parking spaces be redesignated as parent and toddler parking; and
- (4) investigations be undertaken into installing an adequate power supply to assist organisers of events that may be held on the public Plaza.

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**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.

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**16. West Suffolk House Joint Committee: 12 March 2010**

*Forward Plan Reference: Mar10/03 Cabinet Members: Cllr Nigel Aitkens and  
David Ray*

The Cabinet received and noted Report A575 (previously circulated) which informed the Cabinet of the following items discussed by the West Suffolk House Joint Committee on 12 March 2010:-

- (1) Report of the West Suffolk House Building Manager; and
- (2) Tender for Facilities Management Services at West Suffolk House: Lots 1 & 2.

The meeting concluded at 6.57 pm

**J H M GRIFFITHS  
CHAIRMAN**