

Enquiries regarding this Agenda:  
Steven Lincoln (01284) 757108

# ***Cabinet***

***Wednesday 28 April 2010 at 5.00 pm  
in the Dining Room, Samuel Ward Arts and Technology College,  
Chalkstone Way, Haverhill***

***\* PLEASE NOTE THE VENUE \****

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

<b><i>Councillors:</i></b>		<b><i>Portfolios:</i></b>
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 17 March 2010 (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 Overview and Scrutiny Committee: 21 April 2010**

*Chairman – David Lockwood;*

*Contact Officer – Adriana Stapleton*

*Telephone: 01284-757613*

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

Report **A649 TO FOLLOW.**

Summary and reasons for recommendation:

On 21 April 2010 the Overview and Scrutiny Committee will consider the following items:-

- (1) Support for Drug Users in St Edmundsbury;
- (2) Monitoring the West Suffolk Community Safety Partnership;
- (3) Presentation from Portfolio Holder for Culture and Sport, Councillor Lynsey Alexander;
- (4) Cabinet Forward Plan: April to July 2010; and
- (5) Work Programme.

#### 5. **Revenues and Benefits Service Delivery: Options Appraisal (May10/12)**

*Cabinet Member – Paul Farmer;*

*Contact Officer – Liz Watts*

*Telephone: 01284-757252*

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

Report **A650 TO FOLLOW.**

#### 6. **Recommendations from the Central Safety Panel: 22 March 2010 (May10/08)**

*Cabinet Member – David Ray;*

*Contact Officer – Martin Hosker*

*Telephone: 01284-757010*

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

Report **A651** attached.

Summary and reasons for recommendation:

On 22 March 2010 the Central Safety Panel considered the following items:-

- (1) Minutes: Combined Area Safety Committee (CASC);
- (2) Incidents involving Employees and Incidents involving Members of the Public;
- (3) Amendments to the Borough Council's Health and Safety Policy; and
- (4) Health and Safety Legislation: Update.

Recommendation:

**Proposed Amendments to the Health and Safety Policy**

That, subject to the approval of full Council, Amendments 003 to 009 inclusive, as contained in Report A581, to the Health and Safety Policy be approved.

**7. Recommendations from Shared Services Steering Group:  
29 March 2010 (May10/10)**

*Cabinet Member – John Griffiths;*

*Contact Officer – Geoff Rivers*

*Telephone: 01284-757009*

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

Report **A652** attached.

Summary and reasons for recommendations:

On 29 March 2010 the Shared Services Steering Group considered the following items:-

- (1) Organisational Development Programme;
- (2) Partnership People Management Protocol;
- (3) Communications;
- (4) ICT Service; and
- (5) St Edmundsbury Borough Council Revenues and Benefits Service Delivery.

Recommendations:

**(1) Partnership Organisation Development Programme  
(Exempt Report A611)**

- (1) The Partnership Organisational Development Programme, outlined in Appendix 1 to Report A611 be approved;
- (2) an estimated budget of £20,000 to roll-out the Programme be approved; and
- (3) following the holding of the 'Visioning to Blueprint Workshop', as outlined in the first item of Appendix 1 to Report A611, a robust project management structure be developed to support the roll-out of the Programme and that this be presented to a future meeting of the Steering Group.

**(2) Partnership People Management Protocol (Exempt Report A612)**

The Partnership People Management Protocol, as detailed in Appendix 1 to Report A612, be approved.

**(3) Communications**

The internal communication proposals detailed in Section 4 of Report A613 be approved.

**(4) Information and Communication Technology Service**

- (1) The approach and vision detailed in Section 3.4 of Report A614 be supported;
- (2) the use of funds in the region of £30,000 divided between the two authorities, to employ an expert to support the officers in producing a full business case leading to the implementation of a shared Information and Communication Technology (ICT) service be approved; and
- (3) the single team to facilitate the convergence of user ICT systems within service areas as individual cases are constructed be moved forward.

**8. West Suffolk House Joint Committee: 8 April 2010 (May10/14)**

*Cabinet Members – Nigel Aitkens and  
David Ray;*

*Contact Officer – Ivan Sams  
Telephone: 01284-757304  
e-mail: ivan.sams@stedsbc.gov.uk*

Report **A653** attached.

Summary and reasons for recommendation:

On 8 April 2010, the West Suffolk House Joint Committee considered the following:-

- (1) Items of Interest; and
- (2) Tender for Facilities Management Services at West Suffolk House: Lot 1

Recommendation:

The Cabinet is requested **NOTE** this report from the West Suffolk House Joint Committee.

**9. County Constitutional Convention: Update (May10/04)**

*Cabinet Member – John Griffiths;*

*Contact Officer – Geoff Rivers  
Telephone: 01284-757009  
e-mail: geoff.rivers@stedsbc.gov.uk*

Summary:

The Secretary of State has announced that there should be a County Constitutional Convention to consider the future of local government in Suffolk. The Cabinet will receive updates on this process and be asked to take any necessary decisions.

## 10. Exemption from Contracts Procedure Rules: Seating in The Apex

*Cabinet Member – Sara Mildmay-White; Contact Officer – Joy Bowes  
Telephone: 01284-757141  
e-mail: joy.bowes@stedsbc.gov.uk*

### Summary and reasons for recommendation:

An exemption to the above Rules, as contained within Part 4, Rules of Procedure, of the Council's Constitution has been authorised by a member of Management Team in accordance with paragraph 2.2 (iii) as "*requiring the provision of goods, services or works of a specialised nature*", for the reasons set out below.

The selection of the auditorium seats in The Apex is important in a number of respects:-

- (1) the need to provide seats of bespoke design that are entirely complementary in aesthetic to the unique architecture of The Apex auditorium;
- (2) the requirement to ensure future customers of The Apex are comfortable when attending the various events planned for the building, thereby increasing their enjoyment and desire to return; and
- (3) the provision of seating that is durable and long-lasting.

Establishing the most appropriate seat design that meets these objectives has involved considerable work between officers and members of the Council, the architect and seat manufacturers. Members of the Public Venue (The Apex) Working Party have been instrumental in trying prototypes, informing design development and choosing the final seat designs for ground floor and balcony positions in the Auditorium.

The Council has issued a purchase order to Race Furniture Limited to manufacture and install the seats. Given the extensive development process and the unique and bespoke design the procurement of these seats to a specification through a tender was, therefore, not appropriate.

### Recommendation:

The Cabinet is requested **NOTE** this exemption to the Contract Procedure Rules.

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

### **11. Recommendations from Sustainable Development Panel: 20 April 2010 (May10/01)**

*Cabinet Members – Terry Clements;  
Peter Stevens*

*Contact Officer – Patsy Dell  
Telephone: 01284-757306  
e-mail: patsy.dell@stedsbc.gov.uk*

Report **A654 TO FOLLOW.**

#### Summary and reasons for recommendations:

On 20 April 2010 the Sustainable Development Panel will consider the following items:-

- (1) Local Development Framework – Revised Infrastructure Delivery Plan;
- (2) Introduction of the Community Infrastructure Levy (CIL);
- (3) Planning Policy Statement 5: Planning for Historic Environment;
- (4) St Edmundsbury Local Development Framework: Process Update;
- (5) Probity in Planning - Code of Good Practice; and
- (6) Local Development Framework: Rural Site Allocations.

#### Recommendations:

Recommendations emanating from this meeting of the Sustainable Development Panel will follow as Report A654.

### **12. West Suffolk Waste and Street Scene Services Joint Committee: 26 March 2010 (May10/05)**

*Cabinet Member – Peter Stevens;*

*Contact Officer – Mark Walsh  
Telephone: 01284-757300  
e-mail: mark.walsh@stedsbc.gov.uk*

Report **A655** attached.

#### Summary and reasons for recommendation:

On 26 March 2010 the West Suffolk Waste and Street Scene Services Joint Committee considered the following items:-

- (1) Joint Service Plan: 2010/2011;
- (2) Joint Waste Collection Round Reorganisation: Update;
- (3) Service Level Agreements: 2010/2011; and
- (4) Co-Mingled Collections to Include all Food Waste in the Brown Bin.

#### Recommendation:

The Cabinet is requested to **NOTE** this report from the West Suffolk Waste and Street Scene Services Joint Committee.

**13. Rural Area Working Party: 15 April 2010 (May10/11)**

*Cabinet Member – John Griffiths;*

*Contact Officer – Alex Wilson*

*Telephone: 01284-757695*

*e-mail: alex.wilson@stedsbc.gov.uk*

Report **A656** attached.

Summary and reasons for recommendation:

On 15 April 2010 the Rural Area Working Party considered the following items:-

- (1) Delivery of the Local Development Framework (LDF) in the Rural Area and LDF Rural Housing Allocations;
- (2) Affordable Housing in the Rural Areas;
- (3) St Edmundsbury's Domestic Energy Efficiency and Affordable Warmth Programme;
- (4) Place Survey: Overview of Rural Responses;
- (5) Rural Area Working Party Programme 2010; and
- (6) Village of the Year Competition 2010.

Recommendation:

**Affordable Housing in the Rural Areas: Rural Housing Needs Surveys (Report A624)**

That, Cabinet consider whether there are means within available resources towards adopting a more systematic approach to providing rural housing needs surveys on a three yearly cycle as part of the budget and service planning process for 2011/2012, including investigating sources of external funding for this work.

**14. Recommendations from Haverhill Area Working Party: 22 April 2010 (May10/02)**

*Cabinet Member – Anne Gower;*

*Contact Officer – Geoff Rivers*

*Telephone: 01284-757009*

*e-mail: geoff.rivers@stedsbc.gov.uk*

Report **A657 TO FOLLOW**.

Summary and reasons for recommendations:

On 22 April 2010 the Haverhill Area Working Party will consider the following items:-

- (1) Development Brief: Chantry Mills, Former Gurteen's Factory Site, Haverhill;
- (2) Haverhill Town Centre Management: Update and Proposed Activities to December 2010;
- (3) Public Art in Queen Street, Haverhill: Update;
- (4) Haverhill Community Football Project: Update; and
- (5) Haverhill Bus Station: Update.

Recommendations:

Recommendations emanating from this meeting of the Haverhill Area Working Party will follow as Report A657.

**15. Recommendations from Bury St Edmunds Area Working Party:  
16 March 2010 (May10/07)**

*Cabinet Member – Sara Mildmay-White; Contact Officer – Sandra Pell  
Telephone: 01284-757320  
e-mail: sandra.pell@stedsbc.gov.uk*

Report **A658** attached.

Summary and reasons for recommendations:

On 16 March 2010 the Bury St Edmunds Area Working Party considered the following items:-

- (1) Evaluation of Christmas Fayre 2009;
- (2) St Andrews Street/Risbygate Street/Brentgovel Street Enhancement;
- (3) St Andrews Street South Access Review;
- (4) Engineering Update Report; and
- (5) Town Centre Lettings/Vacancies Update.

Recommendations:

**(1) St Andrews Street/Risbygate Street/Brentgovel Street Enhancement (Paper A577)**

- (1) The outcome of the consultation into the concept proposals for Risbygate Street and St Andrews Street North be noted;
- (2) a consultation meeting with the businesses and residents of Risbygate Street and St Andrews Street North be held; and
- (3) the outcome of that meeting be reported to a future meeting of the Working Party.

**(2) St Andrews Street South Access Review (Paper A578)**

- (1) The data collected about activity in the section of St Andrews Street South between Woolhall Street and Risbygate Street be noted;
- (2) the response of the Police to the request for additional enforcement be noted; and
- (3) options 5.1.6, 5.1.8, 5.1.9, 5.1.11, 5.1.12 and 5.1.13 be further developed and brought back to the Working Party for further consideration.

**(3) Engineering Services Work Programme (Paper A579)**

- (1) The impact of the winter weather on the condition of the highway network and actions taken to deal with this be noted;
- (2) the highway maintenance budgets for 2010/2011 be noted;



- (3) the changes to the loading/bus bay on the south side of Angel Hill, as set out in Paragraphs 3.1.1 to 3.1.2 of Report A579 be approved;
- (4) the changes to the management of parking in Cotton Lane, as set out in Paragraphs 3.2.1 to 3.2.4 of Report A579, be approved;
- (5) the changes to the waiting restrictions in Skyliner Way, as set out in Paragraphs 3.3.1 to 3.3.6 of Report A579, be approved and a further review of the road be carried out when it is fully adopted;
- (6) the outcome of the consultation into parking in the Queen's Road and York Road areas be noted, the decision be deferred to allow the Engineer and local Ward Members to consider the matter further and the issue be reported to a future meeting of the Working Party; and
- (7) the changes to the car park charges on Hardwick Heath, as shown at Appendix G to Report A579, be approved.

**16. Nowton Park, Bury St Edmunds: Proposed Visitor Centre (May10/13)**

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

Report **A659** attached.

Summary and reasons for recommendations:

Nowton Park is one of the Council's most highly regarded and used leisure sites. The purpose of this report is to recommend that an investment in a new visitor centre is made to ensure that the site continues to meet the expectations of customers.

The Council's capital programme includes up to £525,000 for the provision of a new visitor centre in Nowton Park, and Cabinet has already published this aspiration in its plans for 2009/2010. As part of this process various options, around improving the visitor experience at the Park have been considered including a proposal to utilise the existing buildings in the former Victorian walled garden, in the middle of the park. These investigations have established the favoured option as being a new build replacement in the north of the park alongside the existing car-park area.

In the process of investigating the best location to site the new visitor centre a number of other issues have been identified and it is proposed that these be progressed as follows:-

- (i) officers in the Borough Council's Property Services division be asked to review the current asset disposal register with regards the future potential of Gardener's Cottage and walled garden area;
- (ii) officers investigate further the issue of how best to meet the demand for additional car-parking on site; and

- (iii) officers seek third party funding grants to try and improve the existing playground equipment on site and the provision of new play facilities which are better/more challenging for older children.

Recommendations:

It is recommended that:-

- (i) the replacement of the current cluster of prefabricated buildings by the existing Nowton Park car-park with a single new building containing a café, public toilets, set of changing rooms, function room and staff office be approved and funded from the existing capital programme provision of £525,000;
- (ii) the current asset disposal register be reviewed in relation to Gardener's Cottage, noting the need to maximise the potential of the Nursery area;
- (iii) the issue of how best to meet the demand for additional car-parking on site be reviewed; and
- (iv) third party funding grants be sought to try and improve the existing playground equipment on site and the provision of new play facilities which are better/more challenging for older children.

## **17. Tour of Britain Bicycle Race 2010**

*Cabinet Member – Lynsey Alexander;      Contact Officer – David Bayliss*  
*Telephone: 01284-757080*  
*e-mail: david.bayliss@stedsb.gov.uk*

On 16/17 September 2010 the 7<sup>th</sup> stage of the Tour of Britain is coming to Suffolk and will start in Bury St Edmunds, route through Haverhill into Babergh and then Essex, culminating in Colchester.

The Tour of Britain is the biggest professional bicycle race and the largest free to attend event in the UK and a centrepiece of the British sporting calendar, attracting over a million spectators to the roadside, and hundreds of thousands more on television and via the internet.

The Tour of Britain is an ideal opportunity to showcase the Borough to many would be visitors from home and abroad. The race has a massive economic impact on an area, which was estimated at nearly £3 million per stage last year. The health and wellbeing impact is also significant with 86.6% of spectators surveyed saying that they found the tour enjoyable and 66% being inspired to cycle more often by attending the event.

The race is also a great opportunity for the Borough to get the area engaged in cycling and being active as the tour start team arrives in Bury St Edmunds the day before the start on 16 September to set up for the race. This provides the wonderful chance to make use of the start day facilities and put on a real community event which will involve schools and community groups. The Borough Council will work with the County Council, who have led the process to bring the Tour to Suffolk, and other partners to organise these events in close consultation with residents, businesses and other partners. Even on race day the community can be involved with local groups allowed to lead the race off and the opportunity to get people to put on activities along the route especially with the stage going through Haverhill and much of our beautiful countryside.

Given the large benefits to the local economy and community, the Borough Council may be asked to contribute a small amount towards some of the costs of hosting the event. At this stage it is hoped that any such one-off costs can be met by re-prioritising existing budgets and seeking external funding; however, this will be kept under review.

The Cabinet is requested to **NOTE** the opportunities the Tour of Britain Cycle Race coming to Suffolk provides.

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

**18. Recommendations from Public Venue (The Apex) Working Party:  
25 March 2010 (May10/09)**

*Cabinet Member – Lynsey Alexander;      Contact Officer – Neil Anthony  
Telephone: 01284-757064  
e-mail: neil.anthony@stedsbc.gov.uk*

Report **A660** attached.

Summary and reasons for recommendations:

On 25 March 2010 the Public Venue (The Apex) Working Party considered the following items:-

- (1) Review of Charging, Contracting and Ticketing Policy;
- (2) The Apex Project Status Report: Operational; and
- (3) The Apex Project Status Report: Construction.

Recommendations:

**Review of Charging, Contracting and Ticketing Policy (Report A589)**

That, subject to the approval of Council,

- (1) the new charging, contracting and ticketing policy, as set out in Appendix A of Report A589, be approved; and
- (2) the Council's Constitution be amended to take account of the revised delegation arrangements, as set out in Appendix B of Report A589.

## 19. Air Quality Management Order: The Street, Great Barton (May10/15)

*Cabinet Member – Sara Mildmay-White; Contact Officer – Richard Whitehead  
Telephone: 01284-757037  
e-mail: richard.whitehead@stedsbc.gov.uk*

### Summary and reasons for recommendation:

Local Authorities are required to undertake reviews of local air quality to ensure compliance with the Government's air quality objectives in respect of seven prescribed pollutants. This authority has been carrying out annual reviews in respect of these pollutants since 1999 and for the most part air quality in St Edmundsbury is good; where pollutant levels do approach the Government's objective levels the locations are close to heavily trafficked roads where vehicle emissions are the source of the pollution. In those areas where air quality objectives are not anticipated to be met local authorities are required to declare Air Quality Management Areas (AQMAs) covering the area of exceedence. They must then carry out a further assessment to confirm the conclusions of the Detailed Assessment, that had identified the exceedence of the air quality objective.

This authority's Updating and Screening Assessment of Air Quality for 2008 identified that the annual mean air quality objective for nitrogen dioxide was at risk of being exceeded along a section of the A143 as it passes through the village of Great Barton. Government policy guidance states that where a local authority identifies a risk of an air quality exceedence then that authority should carry out a Detailed Assessment to formally identify the need to designate an Air Quality Management Area. A Detailed Assessment was carried out during 2009 which recommended that:-

*'An Air Quality Management Area (AQMA) should be designated along the section of the A143 in the vicinity of the Post Office, The Street, Great Barton in respect of nitrogen dioxide as the annual mean Air Quality Objective is unlikely to be met. The AQMA should be designated by means of an official Council Order'.*

A copy of the Detailed Assessment can be found at the following link:  
<http://www.stedmundsbury.gov.uk/sebc/live/pdf/EnvHealth/DetailedAssessmentReport2010.pdf>

A consultation on the draft boundary of the AQMA has taken place involving the Parish Council, the occupants of the properties affected and statutory consultees including the Department for Environment Food and Rural Affairs and Suffolk County Council. The AQMA covers five residential properties including the Post Office and is shown on the attached plan. The Department for Environment Food and Rural Affairs and Suffolk County Council have responded to the consultation and agrees with the boundary proposed for the AQMA. Neither the Parish Council or the residents have made a formal response.

A copy of the map indicating the area of the AQMO and a copy of the Order is attached as Paper **A661**.

Recommendation:

It is **RECOMMENDED** that the Cabinet approve the making of an Air Quality Management Order under the provisions of Section 83 (1) of the Environment Act 1995 designating an Air Quality Management Area along the A143, Great Barton as shown on the map attached to Paper **A661**.

**20. Affordable House: Scheme at the Former Fireworks Factory Site, Bury Road, Chedburgh (May10/16)**

*Cabinet Member – Anne Gower;*

*Contact Officer – Niki Hollingworth*

*Telephone: 01284-757604*

*e-mail: niki.hollingworth@stedsbc.gov.uk*

Summary and reasons for recommendations:

On the 21 October 2009 Cabinet approved an allocation of £400,000 from the Council's Housing Capital Budget to enable the delivery of 17 affordable homes on the site (minute 73 refers). The grant was awarded to the Havebury Housing Partnership (Havebury) to develop the new homes on the condition that start on site would take place by the end of March 2010. Havebury has advised the Council that commencement of the development has not taken place by the due date due to further negotiations being undertaken with the developer and the local community to provide a safe footpath from the new scheme to the centre of the village. This issue has now been resolved and Havebury are confident that a date to start on site can be agreed with the developer in the near future. Officers will continue to monitor the scheme and report back to Cabinet if there are significant delays.

Recommendations:

The Cabinet is requested to:-

- (1) **CONFIRM** the grant to the Havebury Housing Partnership of £400,000 to enable the delivery of 17 affordable homes at the former Fireworks Factory Site, Bury Road, Chedburgh, without compliance with the condition requiring start on site by the end of March 2010; and
- (2) the situation be kept under review and a further report brought to Cabinet if the development has not commenced within 3 months.

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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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**Part 2 – Private**

**Corporate Priority: Creating a prosperous local economy**

**21. Business Support Package**

*Cabinet Members – Nigel Aitkens;*

*Contact Officer – Geoff Rivers  
Telephone: 01284-757009  
e-mail: geoff.rivers@stedsbc.gov.uk*

Exempt Report **A662** attached.

**22. Industrial Portfolio Tenancy Issues**

*Cabinet Member – Nigel Aitkens;*

*Contact Officer – Richard Combes  
Telephone: 01284-757361  
e-mail: richard.combes@stedsbc.gov.uk*

Exempt Report **A663** attached.