

Enquiries regarding this Agenda:  
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# ***Cabinet***

***Wednesday 26 May 2010 at 5.00 pm  
in Conference Room West (F1R09), West Suffolk House, Western Way,  
Bury St Edmunds***

***The Constitution of the Cabinet is to be announced under items 6 and 7 on  
the agenda of the Annual Meeting of the Council to be held on 20 May 2010.  
As this Cabinet agenda was prepared prior to the Annual Meeting of the  
Council it reflects the 2009/2010 portfolios.***

***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 28 April 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 Performance and Audit Scrutiny Committee: 26 April 2010**

*Contact Officer – Adriana Stapleton  
Telephone: 01284-757613  
e-mail: adriana.stapleton@stedsbc.gov.uk*

Report **B5** attached.

#### Summary and reasons for recommendation:

On 26 April 2010 the Performance and Audit Scrutiny Committee considered the following items:-

- (1) Annual Internal Audit Report 2009/2010 and Outline Audit Plan 2010/2011;
- (2) Code of Audit Practice for Local Government and Statement of Responsibilities;
- (3) Establishment of a Treasury Management Sub-Committee;
- (4) Annual Procurement Report 2009/2010;
- (5) Key Performance Indicators: Fourth Quarter 2009/2010;
- (6) Bi-annual Corporate Complaints and Compliments Digest;
- (7) Budget Monitoring Report: 1 April 2009 to 28 February 2010; and
- (8) Corporate Risk Register: Quarterly Monitoring Report.

#### Recommendations:

The Cabinet is requested to **NOTE** this report from the Performance and Audit Scrutiny Committee.

#### **5. Report of the Performance and Audit Scrutiny Committee: Data Quality Policy Annual Update (Jun10/04)**

*Contact Officer – Davina Howes  
Telephone: 01284-757070  
e-mail: davina.howes@stedsbc.gov.uk*

Report **B6** attached.

#### Summary and reasons for recommendations:

The Data Quality Policy sets out how the Council will maintain and improve its ability to ensure that the data it uses and holds in key systems is of good quality, and consistent with the efficient and effective use of its resources. Overall solid progress had been made against the Action Plan, in particular progress towards the development and implementation of a Suffolk-wide information sharing protocol.

The Audit Commission also carries out an annual assessment of the Council's data quality arrangements as part of its Use of Resources Assessment.

It was suggested that the actions included in the current plan be retained for 2010/2011, with the aim of maintaining, and if possible improving the Council's data quality assessment score.

Recommendations:

- (a) The 2010/2011 Data Quality Action Plan, as set out in Report A641, be approved; and
- (b) under Section 8.1 of the Council's adopted Data Quality Action Plan, Roles and Responsibilities, 'Director Lead' and 'Corporate Director of Resources' be replaced with 'Officer Lead' and 'Chief Executive' respectively.

**6. Report of the Performance and Audit Scrutiny Committee:  
Council Improvement Plan (Jun10/05)**

*Contact Officer – Davina Howes  
Telephone: 01284-757070  
e-mail: davina.howes@stedsbc.gov.uk*

Report **B7** attached.

Summary and reasons for recommendation:

In April 2009 Cabinet approved the Council Improvement Plan for 2009/2010. This Plan brings together a range of actions to help the Council achieve further improvements in its performance, and is a key driver for the Council in the Corporate Plan. It is seen as good practice for councils to have an Improvement Plan, and the Audit Commission monitors progress made as part of the Organisational Assessment.

On 26 April 2010, the Performance and Audit Scrutiny Committee considered progress made against the key actions in the Council's Improvement Plan for 2009/2010, and was pleased to note that all actions were complete.

The Improvement Plan for 2010/2011, has been drafted taking into account such drivers as the development of the Cabinet's Commitments, new legislation and best practice. The Plan for 2010/2011 has been divided into three themes, which will provide a focus for the Council's work over the next year.

Recommendation:

The 2010/2011 Council Improvement Plan, as set out in Report A640, be approved.

**7. Asset Management Plan: Corn Exchange, Bury St Edmunds Options for Use (Jun10/02)**

*Contact Officer – Alex Wilson  
Telephone: 01284-757695  
e-mail: alex.wilson@stedsbc.gov.uk*

Report **B8** attached.

Summary and reasons for recommendation:

Under its asset management process, the Council agreed in 2004 that the Corn Exchange in Bury St Edmunds would be declared surplus to operational use when the new public venue (The Apex) opens; the income from a new tenant being part of the original business planning for the new venue. The Apex is due to open later in 2010 and, therefore, the Council has been working towards the marketing of the leasehold for the Corn Exchange over the last year, culminating in a formal prospectus being issued to potential commercial and community bidders in March 2010. The Council received four formal offers for the leasehold, one commercial and three community. Two of these bids are currently regarded as representing potentially viable tenancies, but there are issues to resolve with both. Furthermore, the Cabinet wishes to carry out some targeted consultation before reaching a final decision.

Recommendation:

In accordance with the Council's adopted option appraisal process of the Asset Management Plan, which includes community management and ownership of assets, the two formal bids for the leasehold of the Corn Exchange, Bury St Edmunds received from JD Wetherspoon PLC and Abbeycroft Leisure are short-listed for further investigation, negotiation and consultation.

**8. County Constitutional Convention: Update (Jun10/03)**

*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.

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

### **9. Recommendations from Sustainable Development Panel: 18 May 2010 (Jun10/07)**

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

Report **B9 TO FOLLOW.**

#### Summary and reasons for recommendations:

On 18 May 2010 the Sustainable Development Panel will consider the following items:-

- (1) Local Development Framework: Draft Infrastructure Delivery Plan;
- (2) Mid Suffolk District Council's Local Development Framework (LDF) Stowmarket Area Action Plan: Proposed Submission April 2010; and
- (3) Replacement Local Plan: Policy BSE 3: Suffolk Business Park, Moreton Hall, Bury St Edmunds: Approval of Masterplan.

#### Recommendations:

Recommendations emanating from this meeting of the Sustainable Development Panel will follow as Report B9.

### **10. Recommendations from Bury St Edmunds Area Working Party: 11 May 2010 (Jun10/06)**

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

Report **B10** attached.

#### Summary and reasons for recommendations:

On 11 May 2010 the Bury St Edmunds Area Working Party considered the following items:-

- (1) Work Programme;
- (2) Town Centre Lettings/Vacancies Update;
- (3) Replacement Local Plan Policy BSE3: Suffolk Business Park, Moreton Hall, Bury St Edmunds Approval of Masterplan;
- (4) Engineering Services Works Programme; and
- (5) Temporary Park and Ride Site: Rougham Airfield.

Recommendations:

**(1) Replacement Local Plan – Policy BSE3: Suffolk Business Park, Moreton Hall, Bury St Edmunds. Approval of Masterplan**

That, subject to full Council approval, the masterplan for the development of Suffolk Business Park and the Eastern Relief Road, Bury St Edmunds, attached as Appendix B of Report A676, be adopted as non-statutory planning guidance.

**(2) Engineering Services Works Programme**

- (1) the changes to the management of parking in parts of Queen's Road and York Road, as set out in section 3.2 of Report A677, be approved; and
- (2) the outcome of the recent consultation with the local community in Risbygate Street/St Andrews Street North be noted and the proposal for a way forward, as detailed at paragraph 4.3 of Report A677, be approved.

**(3) Temporary Park and Ride Site: Rougham Airfield**

That, the initiative to provide a temporary park and ride site at Rougham Airfield, as outlined in Report A678, be agreed in principle, subject to Suffolk County Council funding being available, additional negotiations and the necessary planning consent.

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

**11. Recommendations from Emergency Panel: 27 April 2010 (Jun10/01)**

*Contact Officer – David Bird  
Telephone: 01284-757035  
e-mail: david.bird@stedsbcc.gov.uk*

Report **B11** attached.

Summary and reasons for recommendation:

On 27 April 2010 the Emergency Panel considered the following items:-

- (1) Suffolk Joint Emergency Planning Unit Partnership Legal Agreement;
- (2) Major Incident and Emergency Response Plan: Update as of 27 April 2010;
- (3) Revised Joint Emergency Planning Unit Performance and Capability Assessment;
- (4) Community Resilience Programme;
- (5) West Suffolk Emergency Planning Training Programme 2009/2010 St Edmundsbury Exercise Programmed Events; and
- (6) Flood Awareness: Information for Householders.

Recommendation:

That, the draft letter, attached as Appendix A to Report A670, be approved and sent to those properties identified.

## 12. Community Centre Transfer (Jun10/08)

*Contact Officer – Cathy Manning  
Telephone: 01284-757002  
e-mail: cathy.manning@stedsb.gov.uk*

Report **B12** attached.

### Summary and reasons for recommendations:

In November 2009 the Policy Development Committee made a number of recommendations to the Cabinet for areas in which budget savings could be made in future. One of these areas was investigating the transfer of community centre assets to local community groups. The desire to see communities move away from dependence on the Council had been expressed when a review of community centres was carried out in 2007, and again when an update was provided in 2009. It also reflects national guidelines on helping local communities to own and control their own local assets.

Following those recommendations officers started the process of liaising with the Community Associations, where they exist, which currently run the centres which the Council supports financially. The centres considered are the Chalkstone and Leiston Community Centres in Haverhill and the Newbury, Southgate and Westbury Community Centres in Bury St Edmunds.

Other community groups have also been consulted and a leaflet outlining what a transfer would involve was circulated extensively within the wider voluntary and community sector and to churches, local head teachers and chairs of governors in the areas where the centres are located. The Council has listened to the reactions of each community and recognised that there are a range of perspectives with some communities being very clear that they do not want to look at a transfer at present, through to one group in Southgate which has formally indicated it wishes to take on its local centre.

It is encouraging that the Southgate group, comprising the Southgate Community Association with the Southgate Church, wishes to secure its local centre as a community asset owned by the community in perpetuity and to develop the range of services offered from the centre. However, the Council also wishes to continue to work with the associations at the other centres and, where requested, provide advice and training to assist them develop their skills and expertise.

### Recommendations:

- (1) The Cabinet commit in principle to the transfer of the Southgate Community Centre to the group formed by Southgate Community Association with the Southgate Church.
- (2) The working principles listed at section 4.7 of this report be adopted as the initial basis for discussions with groups interested in the transfer of a community centre, subject to consideration of the detail in relation to each individual centre as proposals are developed.

- (3) Officers undertake detailed work with the Southgate steering group and the Development Trust Association and report back at the earliest opportunity with a worked up proposal for a community asset transfer with a view to transfer the centre by April 2011.
- (4) Officers maintain contact with the Community Associations at Leiston in Haverhill and Newbury and Westbury in Bury St Edmunds and provide advice and training, where requested, to support those associations in developing their skills.
- (5) In relation to the remaining four centres, officers pursue any other opportunities for joint work with public sector, voluntary or community groups partners which is consistent with maintaining a community facility on those sites and report back to the Cabinet on any proposals which emerge.

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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: Raising Corporate Standards and  
Efficiency**

**13. Asset Management Plan: Corn Exchange, Bury St Edmunds Options for Use (Jun10/02)**

Exempt Appendix C to Report **B8** attached (Agenda item 7 above).