

Enquiries regarding this Agenda:
Steven Lincoln (01284) 757108

Cabinet

***Wednesday 20 October 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
Deputy Leader of the Council: Councillor Sara Mildmay-White*

<i>Councillors:</i>		<i>Portfolios:</i>
Lynsey Alexander	-	Culture and Sport
Terry Clements	-	Transport and Planning
Robert Everitt	-	Bury St Edmunds and Community
Anne Gower	-	Haverhill and Housing
John Griffiths	-	Resources and Efficiency, Rural Affairs and External Relationships
Sara Mildmay-White	-	Economy and Asset Management
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 15 September 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.

4. **Petition**

Mr Martin Ingham, of Dudley Mason, Abbeygate Street, Bury St Edmunds wishes to present a petition containing in excess of 330 signatures against the use of the Corn Exchange, Bury St Edmunds as a drinking establishment.

In accordance with the Council's Constitution, 'if petitioners so wish, a petition containing not less than 20 signitures may, instead, be presented to the Leader of the Council or to the Chairman of the appropriate Committee or the relevant Chief Officer, for consideration by the Cabinet or the appropriate Committee(s), provided seven working days' notice in writing has been given to the Proper Officer before the relevant meeting.'

Part 1 – Public

(Forward Plan reference (where applicable) shown in brackets)

Corporate Priority: Raising Corporate Standards and Efficiency

5. **Report of the Performance and Audit Scrutiny Committee: 27 September 2010**

Chairman – John Hale;

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

Report **B250** attached.

Summary and reasons for recommendation:

On 27 September 2010 the Performance and Audit Scrutiny Committee considered the following item:-

- (1) Audit Commission presentation of 2009/2010 ISA 260 Annual Governance Report to those charged with governance.

Recommendation:

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

**6. Recommendations from Shared Services Steering Group:
16 September 2010 (Nov10/06)**

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

Report **B251** attached.

Summary and reasons for recommendations:

On 16 September 2010 the Shared Services Steering Group considered the following items:-

- (1) Project Update;
- (2) Shared Services Communications Strategy;
- (3) ICT Business Case;
- (4) Anglia Revenues Partnership; and
- (5) Customer Services Direct (CSD).

Recommendations:

(a) Shared Services Communications Strategy

The Shared Services Communications Strategy, as detailed in Appendix A to Report B212, be approved, subject to the inclusion of the following amendments:-

- (a) the Property, Markets and Car Parks service cluster be added to the priority list of shared services identified for delivery in Phase 1; and
- (b) additional media stakeholders be added to the list in Appendix I.

(b) Information and Communication Technology (ICT) Outline Business Case (Report B213)

- (1) The ICT Outline Business Case, as detailed in Appendix 1 to Report B213, be approved; and
- (2) taking into consideration that it may not be appropriate to recruit a single ICT Manager before the production of the full ICT Business Case, the 'Way Forward', as set out in paragraph 4.1 of Report B213, be approved.

7. Recommendations from Central Safety Panel: 11 October 2010 (Nov10/04)

Cabinet Member – David Ray;

Contact Officer – Martin Hosker

Telephone: 01284-757010

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

Report **B252** attached.

Summary and reasons for recommendation:

On 11 October 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) Healthy Ambitions Suffolk: Business Award Scheme;
- (4) Fire Log Book;
- (5) Health and Safety News; and
- (6) Any Urgent Business.

Recommendation:

(a) Healthy Ambitions Suffolk Business Award Scheme

The Council applies for a Healthy Ambitions Suffolk Business Award and continues to develop its Wellbeing Initiatives to further reduce ill health during the 2 year period of the grant of any award.

8. Recommendations from Joint Staff Consultative Panel: 12 October 2010 (Nov10/05)

Cabinet Member – David Ray;

Contact Officer – Louise Hammond

Telephone: 01284-757008

e-mail: louise.hammond@stedsb.gov.uk

Report **B253 TO FOLLOW**.

Summary and reasons for recommendations:

On 12 October 2010 the Joint Staff Consultative Panel will consider the following items:-

- (1) Partnership Working and Shared Services: Update; and
- (2) Harmonisation of Key Human Resources Policies: Disciplinary and Capability and Sickness Absence and Ill-health Policies.

Recommendations:

Any recommendations emanating from the meeting of the Joint Staff Consultative Panel will follow as Report **B253**.

9. Asset Management Plan: Beetons Cottages, Bury St Edmunds (Nov10/07)

*Cabinet Member – Sara Mildmay-White; Contact Officer – Betty Albon
Telephone: 01284-757307
e-mail: betty.albon@stedsb.gov.uk*

Report **B254** attached.

Summary and reasons for recommendations:

The Council built numbers 1 and 2 Beetons Cottages, Bury St Edmunds in the late 1980s as service accommodation for two caretakers working at St Edmundsbury House and Depot.

Following the tender of the facilities management contract for services at West Suffolk House and subsequent resignation of a caretaker, number 2 Beetons Cottages is now vacant and surplus to requirements for service delivery.

In accordance with Asset Management Plan (AMP) procedures, the favoured option is to sell the property.

Recommendations:

- (a) Number 2 Beetons Cottages be declared surplus and sold on the open market; and
- (b) Number 1 Beetons Cottages be declared surplus when it becomes vacant.

10. Local Authority Business Growth Incentive Scheme and Section 106 Funds (Nov10/09)

*Cabinet Member – Sara Mildmay-White; Contact Officer – Andrew Mayley
Telephone: 01284-757343
e-mail: andrea.mayley@stedsb.gov.uk*

Report **B255** attached.

Summary and reasons for recommendations:

The Local Authority Business Growth Incentive Scheme (LABGI) was a Government scheme whereby local authorities were rewarded in accordance with the economic growth in their area. The Council has received a total of £1,319,740 over five years reflecting the strong economic performance of the Borough. Four previous reports (Papers Y17, 23 May 2007; Y563, 18 February 2008; Z304, 23 Oct 2008; and A254, 21 October 2009) detail how this funding has been allocated and spent to promote economic prosperity in St Edmundsbury.

The new Government has announced that funding for the scheme has been withdrawn and no more grants will be made. St Edmundsbury's allocation for 2010/2011 of £40,928 has been reclaimed.

A Section 106 (s106) contribution of £750,000 has been received from the Asda development (in addition to other elements) be used for economic development initiatives within Bury St Edmunds.

This paper reports progress against the original allocation of funds (Table 1) and proposes a programme of future investment using the rest of the LABGI funding and the available s106 contribution (Tables 2, 3 and 4).

Recommendations:

- (1) The amended investment proposals for the available s106 funds and the Local Authority Business Growth Incentive (LABGI) scheme for 2010/2011 and 2011/2012 as detailed in Tables 1, 2, 3 and 4 and section 4 of Report B255 be approved; and
- (2) the Corporate Director for Economy and Environment, in consultation with the Portfolio Holder responsible for economic development and the Chief Finance Officer, be authorised, if necessary, to update and amend the investment programme in (1) above in accordance with the Council's Economic Development Action Plan.

Corporate Priority: Securing a Sustainable and Attractive Environment

**11. Recommendations from Sustainable Development Panel:
5 October 2010 (Nov10/01)**

Cabinet Member – Terry Clements;

Contact Officer – Patsy Dell

Telephone: 01284-757306

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

Report **B256** attached.

Summary and reasons for recommendations:

On 5 October 2010 the Sustainable Development Panel considered the following item:-

- (1) St Edmundsbury Local Development Framework: Core Strategy Inspector's Report and Final Core Strategy Document.

Recommendations:

(a) St Edmundsbury Local Development Framework: Core Strategy – Inspector's Report and Final Core Strategy document

- (1) The content of the Inspector's Report, contained as Appendix A of Report B239, be noted; and
- (2) the Core Strategy document as amended, (Appendix B); Proposals Map (Appendix C), Habitat Regulations Assessment (Screening), (Appendix D), and the Sustainability Appraisal (Appendix E) to Report B239 be recommended for adoption by full Council.

**12. Recommendations from Rural Area Working Party:
30 September 2010 (Nov10/03)**

Cabinet Member – John Griffiths;

Contact Officer – Alex Wilson

Telephone: 01284-757695

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

Report **B257** attached.

Summary and reasons for recommendations:

On 30 September 2010, the Rural Area Working Party considered the following items:-

- (1) Introduction to the 'Village Hub' Concept;
- (2) Participation of our Rural Communities in the future stages of the Delivery of the Local Development Framework;
- (3) Targeting of campaigns to promote the take up of benefits in Rural Areas;
- (4) Review of Rural Area Funding: Final Report;
- (5) The Council's approach to the new neighbourhoods agenda in the rural area; and
- (6) Rural Area Working Party Work Programme.

Recommendations:

(a) Review of Rural Area Funding: Final Report (Report B235)

- (1) Subject to the clarification outlined in paragraphs 3.2 (vii) and (viii) of Report B235 ie. funding for In Bloom and Christmas lights being included in the Rural Area Community Initiatives Fund (RACIF) all current rural funding streams be retained;
- (2) the Rural Action Plan and the Rural Area Community Initiatives Fund funding streams due to end in 2011 continue;
- (3) no new rural funding streams should be introduced;
- (4) funding for the Brecks Partnership and Dedham Vale and Stour Valley Project should be examined in more detail as part of the budget setting process for 2011/2012; and
- (5) the level of subsidy for Parish and Town Council elections be reviewed by Cabinet as part of budget-setting for 2011/2012 and a decision be notified to parishes in time for precepting.

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

13. Bury St Edmunds Community Football Project (Nov10/02)

*Cabinet Member – Lynsey Alexander; Contact Officer – Howard Cook
Telephone: 01284-757097
e-mail: howard.cook@stedsbc.gov.uk*

Report **B258** attached.

Summary and reasons for recommendations:

In 2008, the Borough Council set aside capital funding of up to £1m to further its aspiration to set up a community football project in Bury St Edmunds, including the relocation of Bury Town Football Club (FC) from Ram Meadow to a site set aside for recreational use at Moreton Hall.

This paper provides a means to deliver a Bury St Edmunds Community Football Project ('the Project') in partnership with Suffolk Football Association and Bury Town FC and a range of external funding contributors. It also provides the opportunity for the Council to improve local community facilities to the east of Moreton Hall.

There is a limited timeframe in which to bid to the Football Foundation and Football Stadia Improvement Fund and this paper provides an update on the stages required to complete the Project. Planning permission is also still required for the scheme, which is being developed through consultation with the local community.

If successful, the paper also proposes that the Project would be led by Suffolk Football Association, thus providing the Borough Council and Bury Town FC with a national sport governing body as a project partner.

Suffolk County Football Association would establish a Development Centre as part of the community project.

The land on which the Project would be developed is owned by the Borough Council and would be leased to and managed by Suffolk County Football Association. Suffolk County Football Association would sub-let part of the site to Bury Town FC for their new football ground.

There would be no requirement for revenue funding to be contributed by the Borough Council for the Project.

Recommendations:

- (1) The Borough Council confirms its existing commitment to the Bury St Edmunds Community Football Project, subject to the receipt of planning permission and external match-funding;
- (2) external funding bids be submitted to the Football Foundation, Football Stadia Improvement Fund and other external funders for the Bury St Edmunds Community Football Project;

- (3) subject to the approval of their Board of Directors, Suffolk County Football Association be approved to lead the Project, in partnership with the Borough Council and Bury Town Football Club;
- (4) subject to successful funding bids, planning permission, funding and tenders being in place, that the project land be leased to Suffolk County Football Association for the purpose of developing and operating the Bury St Edmunds Community Football Project, with a sub-lease to Bury Town Football Club for their new football ground; and
- (5) that a further report be submitted to Cabinet for final authorisation, following the planning process, funding bid approval and, if successful, building tenders in 2011.

14. Heritage Service: Acquisition and Disposal Policy (Nov10/08)

Cabinet Member – Lynsey Alexander; Contact Officer – Alan Baxter
Telephone: 01284-757511
e-mail: alan.baxter@stedsbcc.gov.uk

Summary and reasons for recommendations:

The Government, through the Museum, Libraries and Archives Council, runs a scheme for accrediting museums. This accreditation is a quality mark and it allows museums to access certain funding streams. Moyse's Hall Museum and West Stow are both accredited museums.

The Acquisition and Disposal Policy was first approved by the Council on 27 June 2006 (minute 30(B)(1) refers) when it was updated from a previous version for the Museums Service. As part of the West Stow accreditation procedure it has now been further updated to reflect the latest technical changes concerning collections disposal criteria and procedures, and is detailed in Section 14. The Revised Policy is attached to this agenda as **Paper B259**.

The Acquisition and Disposal Policy is based on a model policy provided by the Museums, Libraries and Archives Council, which has set wording alongside additional information on the Heritage Service.

Recommendations:

- (1) The revised Acquisition and Disposal Policy, detailed in **Paper B259**, be approved; and
- (2) the Corporate Director for Community, in consultation with the Portfolio Holder for Culture and Sport, be authorised to make minor typographic, grammatical and/or factual changes.

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

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12(A) of the Act.

Part 2 – Private

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

15. Revenues Collection Performance and Write Offs

Cabinet Member – John Griffiths;

Contact Officer – Liz Watts

Telephone: 01284-757252

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

Report **B260** 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 £1,500) or by Cabinet (for debts over £1,500).

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

Recommendations:

- (1) The levels of collection performance achieved, as set out in Section 8 of Report B260, be noted; and
- (2) the write off of two Council Tax accounts totalling £5,912.74, detailed in Exempt Appendix 1 of Report B260, and 36 Business Rates accounts totalling £177,948.92, detailed in Exempt Appendix 2 of Report B260 be approved.

Exempt Papers relating to previous item

16. Exempt Appendices: Revenues Collection Performance and Write Offs

Cabinet Member –

Contact Officer – Liz Watts

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

Exempt Appendices 1 and 2 to Report **B260** attached.