

ST EDMUNDSBURY BOROUGH COUNCIL

CABINET

**Minutes of a meeting held on Wednesday 1 February 2012 at 5.00 pm
in the Conference Room West (F1R09), West Suffolk House, Western Way,
Bury St Edmunds**

PRESENT: Councillor J H M Griffiths (Leader of the Council) (in the Chair)
Councillors Clements, Everitt, Mrs Gower, Mrs Mildmay-White and Ray

BY INVITATION: Councillors Nettleton (Chairman of the Overview and Scrutiny Committee), Spicer (Vice-Chairman of the Performance and Audit Scrutiny Committee) and Pugh

64. Apologies for absence

An apology for absence was received from Councillor Stevens.

65. Minutes

The minutes of the meetings held on 23 November and 20 December 2011 were confirmed as correct records and signed by the Chairman.

66. Declarations of Interests

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

**67. Report of the Performance and Audit Scrutiny Committee:
28 November 2011**

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

The Cabinet received and noted Report C314 (previously circulated) which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 31 October 2011:-

- (1) Delivering a Sustainable Budget 2012/2013;
- (2) Review of the Capital Programme; and
- (3) Capital Programme Audited Accounts.

Councillor Spicer, Vice-Chairman of the Performance and Audit Scrutiny Committee, drew relevant issues to the attention of the Cabinet.

68. Report of the Overview and Scrutiny Committee: 11 January 2012

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

The Cabinet received and noted Report C315 (previously circulated) which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 11 January 2012:-

- (1) Cabinet Forward Plan: January to April 2012;
- (2) 2011/2012 Work Programme: Update;
- (3) Review of the first six months of Overview and Scrutiny since the 2011 elections: July to December 2011;
- (4) Update from Task and Finish Group: Article 4 Directions;
- (5) Affordable Housing: Annual Update; and
- (6) Quarter 3 Directed Surveillance Authorised Applications.

Councillor Nettleton, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet. He considered that, although it was early to make a firm conclusion, the Task and Finish Groups were proving to be a successful method of working, but would be judged by the outcomes when more Groups had reported on their recommendations. This was a view endorsed by the Cabinet.

**69. Recommendations from Shared Services Steering Group:
23 November and 6 December 2011**

Forward Plan Reference: N/A Cabinet Members: Cllrs John Griffiths and David Ray

The Cabinet considered Report C316 (previously circulated) which contained the recommendations emanating from the meeting of the Shared Services Steering Group held on 23 November 2011.

Councillor Ray, Chairman of the Steering Group, informed the Cabinet that on 23 November 2011 the Steering Group had considered the updated Shared Communications Strategy, an objective of which was to ensure that both Councillors and staff had the information they required, over the next year, to understand the Shared Services process, so that decisions could be taken in the relevant democratic forums to deliver joint services across the Council boundaries.

The Cabinet noted that the recommendations emanating from the meeting held on 6 December 2011 had already been considered at its meeting held on 20 December 2011.

RESOLVED:-

That the updated Shared Communications Strategy, as detailed in Report SSG11/002, be approved.

70. Recommendations from Grant Working Party: 6 December 2011

Forward Plan Reference: Feb12/01 Cabinet Member: Cllr Robert Everitt

(Councillor Clements declared a prejudicial interest as a Borough Council representative on the Abbeycroft Leisure Board, and left the meeting for the consideration of that item only. Councillor Mrs Gower declared a personal interest as Chairman of One Haverhill, and remained in the meeting for the consideration of this item.)

The Cabinet considered Report C317 (previously circulated) which contained the recommendations emanating from the meeting of the Grant Working Party held on 6 December 2011.

Councillor Everitt proposed an amendment to the recommendation concerning HAVO. He appreciated the concerns that the Grant Working Party had about ongoing funding of HAVO, and was also conscious that infrastructure organisations across the County were themselves undertaking a review of current provision. It was anticipated that the sector would regulate itself, streamline the number of organisations operating and open a dialogue with funders about the infrastructure support required going forward. Also, as part of the refurbishment of the Haverhill Offices, HAVO had already had the amount of office space they occupied significantly reduced so it was more proportionate to the services that they were offering. In the light of both these developments, Councillor Everitt proposed that the current agreement to meet the rent and rate costs associated with HAVO's accommodation in the Lower Downs Slade offices in Haverhill be extended for six months to 30 October 2012, at which time the Council would review the progress of the County-wide streamlining of infrastructure organisations.

Councillor Everitt also considered that clarification was needed that, implicit in the Working Party's recommendation officers were authorised to negotiate and sign new partnership agreements with the Brecks Partnership and Dedham Vale Area of Natural Beauty and Stour Valley Project on the basis of the proposed reduction in the Borough Council's grant. Both the memoranda of agreement were currently under discussion and the Council would be asked to sign up as a partner for the next four years. Consequently, Councillor Everitt proposed that an additional resolution be made that the Corporate Director for Community Services be authorised to enter into new partnership agreements with both partnerships on this basis.

During the discussions Councillor Everitt's proposed amendments to the recommendations from the Grant Working Party were endorsed.

RESOLVED:- That

(1) Rural Initiatives Grant Scheme (RIGS): Applications for Project Funding: 2011/2012 (Report C251)

(a) Wickhambrook Parish Council

A grant of £10,000 be awarded to Wickhambrook Parish Council towards the refurbishment of their play area.

(b) Suffolk Wildlife Trust

A grant of £7,500 be awarded to Suffolk Wildlife Trust towards the purchase of Knettishall Heath.

(2) 2012/2013 Core Funding Applications from Voluntary Organisations (Report C252)

Subject to the budget setting process:-

(1) Grant Policy

Section 3.1 (1) of the Grant Policy be amended to extend the period for which organisations can apply for funding from three to up to four years, where that organisation makes a direct contribution to the service delivery of the Council.

(2) Suffolk West Citizens' Advice Bureau

Suffolk West Citizens' Advice Bureau be given a four year funding agreement from 2012/2013 at £181,800 per annum for the provision of services within St Edmundsbury.

(3) Three Counties Transport

Three Counties Transport be awarded a four year funding agreement from 2012/2013 at £2,500 per annum.

(4) Gatehouse Furniture Recycling

Gatehouse Furniture Recycling be awarded a four year funding agreement from 2012/2013 at £4,000 per annum.

(5) REACH

REACH be awarded a four year funding agreement from 2012/2013 at £3,750 per annum.

(6) St Edmund and Waveney YMCA

St Edmund and Waveney YMCA be awarded a four year funding agreement from 2012/2013 at £5,000 per annum.

(7) Relate Norfolk and Suffolk

Relate Norfolk and Suffolk be awarded a four year funding agreement from 2012/2013 at £5,000 per annum.

(8) Optua

Optua be awarded a four year funding agreement from 2012/2013 at £1,000 per annum.

(9) West Suffolk SOS Bus

The Newmarket Community Partnership be awarded a two year funding agreement from 2012/2013 at £2,500 per annum to support the operation of the West Suffolk SOS on the basis that the bus has a regular Friday or Saturday night presence in Bury St Edmunds.

(10) Ipswich and Suffolk Council for Racial Equality

Ipswich and Suffolk Council for Racial Equality be awarded a two year core funding agreement from 2012/2013 at £2,000 per annum.

(11) Voluntary Sector Infrastructure Organisations

Pending the conclusion of the county-wide review of such organisations, a four year ring-fenced funding allocation for volunteering and infrastructure support within St Edmundsbury not be established.

(12) Bury St Edmunds and Haverhill Volunteer Centres

For 2012/2013, the final year of the current three year grant agreements for the Bury St Edmunds and the Haverhill and District Volunteer Centres be honoured at £7,000 and £14,000 per annum respectively.

(13) HAVO

The current agreement to meet the rent and rates costs associated with HAVO's accommodation in the Lower Downs Slade Offices be extended for 6 months to 30 October 2012, at which time the Council will review the progress of the county-wide streamlining of infrastructure organisations.

(14) Smiths Row Art Gallery

Smiths Row Art Gallery be awarded a two-year funding agreement from 2012/2013 at £36,300 per annum.

(15) Theatre Royal

The Theatre Royal be awarded a two-year funding agreement from 2012/2013 at £75,000 per annum.

(16) Haverhill & District Local History Group

The Haverhill and District Local History Group be awarded a grant of £1,750 for 2012/2013.

(17) Clare in Bloom

Clare in Bloom be awarded:-

£1,500 for 2012/2013;
£1,000 for 2013/2014; and
£500 for 2014/2015.

(18) Victim Support

The Council provide Victim Support with £900 of funding in 2012/2013, the final year of the current three year funding agreement, and gives notice that it will not provide on-going funding in subsequent years.

(19) West Suffolk Cruse Bereavement

The Council award Cruse Bereavement £900 of core funding for 2012/2013 and gives notice that it will not provide on-going funding in subsequent years.

(20) Catch 22 Community Mediation Service

No award of core funding be made to Catch 22 Community Mediation Service for 2012/2013.

(21) St Nicholas Hospice

An award of £2,500 be made to St Nicholas Hospice for 2012/2013.

(3) Grants or Management Fees for Former Council Leisure Services (Report C253)

Subject to the budget setting process:-

(1) Abbeycroft Leisure

A new agreement be negotiated with Abbeycroft Leisure to reduce the Borough Council's management fee by £100,000 over the next four years, subject to the Borough Council supporting Abbeycroft's income generation plans wherever appropriate;

(2) Victory Sports Grounds (Bury St Edmunds) Ltd

The grant payable to the Victory Sports Ground (Bury St Edmunds) Ltd be fixed at its current level for 2012/2013, namely £45,250;

(3) Haverhill Town Hall Arts Centre

No grant be paid to Haverhill Town Council from 1 April 2012 for the management of the Town Hall Arts Centre in recognition of the steps taken by the Town Council to take on all of the costs of the Arts Centre through its own parish precept; and

(4) Haverhill

Re-investing part of the savings from the Haverhill Town Hall Arts Centre, a new grant fund for Haverhill of £50,000 per annum be established from 1 April 2012 to 31 March 2016, to be administered by the ONE Haverhill Board.

(4) Brecks Partnership and Dedham Vale Area of Natural Beauty (AONB) and Stour Valley Project

Subject to the budget setting process:-

- (a) the Borough Council reduces its contributions to the Brecks Partnership and the Dedham Vale AONB and Stour Valley Project by 10% from 2012/2013 to £10,489 and £11,997 respectively; and
- (b) the Corporate Director for Community Services be authorised to enter into new partnership agreements with both partnerships on this basis.

(5) Tackling Drug and Alcohol Problems (Report C254)

Subject to the budget setting process:-

- (a) a new grant fund of £5,000 per annum to tackle drug and alcohol problems in the Borough be established from 1 April 2012 on the basis outlined in section 3 of Report C254; and
- (b) the Council's Grants Policy and other documentation be updated to include details of the scheme.

71. Recommendations from Shared Offices Joint Committee (formerly West Suffolk House Joint Committee): 20 January 2012

Forward Plan Reference: Feb12/04 Cabinet Members: Cllrs John Griffiths and David Ray

The Cabinet considered Report C318 (previously circulated) which contained the recommendations emanating from the meeting of the Officers Joint Committee held on 20 January 2012.

Councillor Ray, Vice-Chairman of the Joint Committee, reminded the Cabinet that the Borough Council and Suffolk County Council had agreed to share the offices at Lower Downs Slade, Haverhill in a way similar to West Suffolk House in Bury

St Edmunds. The building would be jointly owned by Suffolk County Council and the Borough Council. It had been recognised that the most efficient way to undertake the management functions required for the Haverhill Council Offices was to extend the Terms of Reference of the West Suffolk House Joint Committee. The Joint Committee had reviewed the proposed Terms of Reference and made appropriate amendments and also recognised there was a need to change the Joint Committee Constitutional Agreement.



RECOMMENDED:- That

- (1) the amended Terms of Reference for the West Suffolk House Joint Committee, attached as Appendix 2 to Report C294 as amended, be approved as the Terms of Reference for the Shared Offices Joint Committee;**
- (2) the West Suffolk House Joint Committee be renamed the Shared Offices Joint Committee; and**
- (3) delegated authority be granted to the Head of Legal Services of Suffolk County Council and the Head of Legal and Democratic Services of the Borough Council to amend the Joint Committee Constitutional Agreement in line with the amended Terms of Reference for the Joint Committee.**

72. Pay Policy Statement 2012/2013

Forward Plan Reference: Feb12/10 Cabinet Member: Cllr David Ray

The Cabinet considered Report C319 (previously circulated) which sought approval for the Pay Policy Statement for 2012/2013.

Section 38/11 of the Localism Act 2011 required local authorities to produce a Pay Policy Statement for 2012/2013 by 31 March 2012, and for each financial year thereafter. The Pay Policy Statement recommended for adoption was attached at Appendix A to the report. It was noted that Forest Heath District Council (FHDC) would be adopting the same format, and it was anticipated that a single Pay Policy would be produced for both Councils from 2013/2014.

The Pay Policy Statement included a Policy on:-

- (a) the level and elements of remuneration for each Chief Officer;
- (b) the remuneration of the lowest paid employees;
- (c) the relationship between the remuneration of Chief Officers and other officers; and
- (d) other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.

In response to questions, the Cabinet was informed that:-

- (1) the term Chief Officer related not only to the Chief Executive but also Corporate Directors and Heads of Service; and
- (2) it was suggested that the Borough Council could measure the ratio of top pay with that of the lowest and median earners, and it was agreed that this should be considered when developing next years policy.



RECOMMENDED:-

That the Pay Policy Statement for 2012/2013, attached as Appendix A to Report C319, be approved.

73. Discretionary Rate Relief: Charitable and Non Profit Making Organisations

Forward Plan Reference: Feb12/13 Cabinet Member: Cllr David Ray

The Cabinet considered Report C320 (previously circulated) which sought amendments to the Discretionary Rate Relief Guidelines in respect of charitable and non profit making organisations.

The Discretionary Rate Relief Guidelines were approved by Cabinet on 17 September 2008 (minute 58 referred). Following a peer review with other local authorities within the Anglian Revenues Partnership (ARP) there were a small number of minor changes proposed to the Guidelines. It was also suggested that the next formal review of the guidelines be undertaken in 2013, or sooner if there were significant legislative changes.

The Cabinet noted that the Borough Council had the ability to grant Discretionary Rate Relief either to 'top up' the mandatory rate relief, or to give discretionary relief alone. As the Discretionary Rate Relief was partly funded by the Borough's Council Tax payers it was important to ensure that grants were fairly distributed, and that they primarily benefitted the Borough's residents.

RESOLVED:- That

- (1) the list of organisations not eligible for discretionary rate relief be expanded to include organisations set out in bold in paragraph 2.4.1 of Report C320;
- (2) any applicant with reserves or annual surpluses above the following levels be not eligible for discretionary rate relief:-
 - (a) Reserves: £100,000 in reserves, including a minimum of £30,000 in liquid assets; or
 - (b) Average annual surplus: £25,000
- (3) a Discretionary Rate Relief Award cap be set at £5,000 per organisation per annum.

74. Queen's Diamond Jubilee Celebrations

Forward Plan Reference: Feb12/09 Cabinet Member: Cllr Sara Mildmay-White

The Cabinet considered Report C321 (previously circulated) which sought approval for the Council to support arrangements to be put in place within the Borough to celebrate Queen Elizabeth II's Diamond Jubilee.

To mark 60 years of the Queen's reign, the Diamond Jubilee, there would be a number of country-wide events which were centred around:-

- (a) The Big Jubilee Lunch; and
- (b) Diamond Jubilee Beacons.

As part of this national programme, two Beacons would be lit in St Edmundsbury, one in the Abbey Gardens, Bury St Edmunds and the other in Haverhill.

Locally, the Borough Council would be seeking to utilise some of the existing events and incorporate them into the wider "Jubilee Events". The current local events planned were:-

- (1) Whitsun Fayre, which was being organised by Bid4Bury;
- (2) Cathedral Festival, organised by St Edmundsbury Cathedral; and
- (3) the Borough Council was looking to facilitate community-organised events wherever possible, including two 'Big Lunch' Picnics in Bury St Edmunds and Haverhill.

The Woodland Trust's Jubilee Woods Project aimed to plant six million trees across the UK and involve millions of people in 2012. There were a number of tree planting and landscaping proposals which would provide a lasting legacy of the jubilee year in the Borough and these included that:-

- (1) the Borough Council would provide each Parish Council with an Oak Tree, tree guard and plaque to commemorate the Queen's Coronation. The scheme would run over two years, 2011/2012 and 2012/2013;
- (2) the new park and allotment site in Haverhill to be called Jubilee Park and Allotments. The Mayor of Haverhill would be invited to plant a single oak tree in an ornate guard with plaque to commemorate the opening; and
- (3) a plantation of trees be planted in Nowton Park on the day of the official opening of the New Visitor Centre, and this new woodland area would be officially recognised as the Queen Elizabeth II Diamond Jubilee Plantation.

Councillor Spicer outlined the detailed arrangements surrounding the formal opening of the new Visitor Centre in Nowton Park.

RESOLVED:- That

- (1) details surrounding the Borough Council's support in facilitating community organisations to hold events of their own be supported;
- (2) the proposal in respect of the reinstatement of the old beacon in Eastgate Nursery, Bury St Edmunds and a beacon be lit at St Mary's Church, Haverhill be supported; and
- (3) commemorative tree planting, landscape and naming proposals in both the rural and town areas, as outlined in Report C321, be approved.

75. Gypsy and Traveller Site: Kelly's Meadows, Depden

Forward Plan Reference: N/A Cabinet Member: Cllr Anne Gower

The Cabinet considered Report C322 (previously circulated) which sought approval for the implementation of the scheme for the development of Kelly's Meadows, Depden in accordance with the planning permission granted by the Inspector on appeal.

Tabled at the meeting was a site plan of Kelly's Meadows.

The proposed scheme to develop the site at Kelly's Meadows, Depden had now received planning permission following the appeal to the Planning Inspectorate.

Cabinet had previously approved the development of the scheme at the meeting held on 21 January 2009, however, the scheme had undergone some changes following mediation, further consultation with the community and the application for planning permission. It was, therefore, considered appropriate that the Cabinet consider the implementation of the scheme in accordance with the planning permission granted by the Inspector on appeal.

Some of the funding approved and granted to the Borough Council by the Department for Communities and Local Government had been spent on preparing plans and carrying out surveys as part of the development costs. The budget remaining was £642,000, a shortfall which equated to 12% of the build costs of the scheme. It was, therefore, necessary to 'value engineer' the scheme to be implemented within the available budget of £642,000.

During the discussion the Cabinet recognised that value engineering must take place in order that the scheme could be delivered within the remaining budget of £642,000 and this sum should be regarded as the maximum amount available.

RESOLVED:- That

- (1) the scheme to develop the Gypsy and Traveller Site at Kelly's Meadows, Depden be implemented in accordance with the planning permission granted by the Inspector on appeal;
- (2) the scheme be delivered in accordance with the remaining budget up to £642,000, including the land purchase and capital development costs;
- (3) delegated authority be given to the Corporate Director for Community, in consultation with the Portfolio Holder for Housing, Licensing and Environmental Health, and the Chairman of the Gypsy and Traveller Steering Group, to take all necessary steps to:-
 - (a) implement the scheme;
 - (b) acquire the land necessary for the development of the Kelly's Meadows site at agricultural value; and
 - (c) enter into a lease with the occupiers in respect of this land.

76. Empty Homes and Wasted Space Strategy 2009–2011

Forward Plan Reference: N/A Cabinet Member: Cllr Anne Gower

The Cabinet considered a narrative item which sought approval for extending the current Empty Homes and Wasted Space Strategy 2009-2011 for a further six months to allow a full refresh to be carried out jointly with Forest Heath District Council, and that the scheme be amended so that owners would be given loans and not grants.

The Empty Homes and Wasted Space Strategy was approved by Cabinet on 16 September 2009 (minute 51 referred). The Strategy outlined those empty homes which would be targeted robustly for action, namely those that have been empty for more than 12 months and that were causing nuisance to neighbours. The Strategy was due for a review, but as it had been effective during the past two years it was recommended that the current Strategy be extended for a further 6 months, which would enable a full refresh to be carried out jointly with Forest Heath District Council as part of the shared services agenda during 2012.

The Cabinet was also requested to consider a change from offering grants to private owners to offering loans instead. In this way the money could be recouped and recycled, thus assisting more empty homes onto the scheme. This had been successfully used by Housing Action in other areas where they were operating. Owners who wished to access a loan would be required to enter into a leasing agreement with Housing Action Ltd under the terms of the private sector leasing scheme. The owner would agree that a portion of the money owed each month from the leasing agreement would be paid directly to the Borough Council until the loan was repaid. Interest would be charged on the loan in line with other loans the council had made.



RECOMMENDED:- That

- (1) *the current Empty Homes and Wasted Space Strategy 2009–2011 be extended for a further 6 months to allow a full refresh to be carried out jointly with Forest Heath District Council; and*
- (2) *the change from giving grants to providing loans for owners to make improvements to their houses in return for nomination rights from the housing register be approved.*

**77. Recommendations from Sustainable Development Working Party:
31 January 2012**

Forward Plan Reference: Feb12/06 Cabinet Members: Cllrs Terry Clements and Peter Stevens

The Cabinet considered Report C323 (previously circulated) which contained the recommendations emanating from the meeting of the Sustainable Development Working Party held on 31 January 2012.

On 31 January 2012 the Sustainable Development Working Party considered the following items:-

- (1) Joint Suffolk Section 106 Supplementary Planning Document;
- (2) Air Quality Management and New Development: Draft Supplementary Guidance;
- (3) Mid Suffolk District Council Core Strategy: Focused Review Submission Consultation;
- (4) St Edmundsbury Local Development Framework: Draft Bury St Edmunds Vision 2031: Consultation;
- (5) St Edmundsbury Local Development Framework: Draft Haverhill Vision 2031: Consultation;
- (6) St Edmundsbury Local Development Framework: Draft Rural Vision 2031: Consultation; and
- (7) St Edmundsbury Retail Appraisal 2011.

Councillor Clements, Portfolio Holder for Planning and Transport, informed the Cabinet on a number of issues. Firstly, that Suffolk County Council and the local planning authorities in Suffolk had worked together to prepare a 'joint Suffolk Section 106 document'. This document would provide consistent guidelines for local planning authorities across the County on the types of planning obligations which may be sought from developers. Consultation in respect of the draft document was carried out between March and May 2011 and the Borough Council had submitted comments. Following consultation the draft Supplementary Planning Document had been amended.

Suffolk County Council and the local authorities in Suffolk had also worked together to prepare supplementary guidance in respect of Air Quality Management and New Development. The document did not set out policy but would assist both

developers and local authorities in the preparation of information required to support planning applications where air quality issues may arise. Consultation on the draft document took place between February and April 2011 and the Borough Council submitted comments. Following consultation the draft Guidance has been amended.

Councillor Clements reminded the Cabinet that it had submitted comments on Mid Suffolk District Council's Core Strategy in relation to the content of the Stowmarket Area Action Plan. On 11 January 2012, Mid Suffolk District Council published the proposed submission version of the Core Strategy Focused Review for consultation. The District Council had not accepted the Borough Council's concerns relating to the supporting evidence in the joint Employment Land Review to justify the number of jobs being planned. The District Council also considered that, while the proposed changes acknowledged the strategic nature of the proposed employment allocation at Stowmarket but that the detailed evidence for supporting the allocation was contained within the Stowmarket Area Action Plan. The Working Party remained of the opinion that the Borough Council's previous concerns had not been resolved. It was also considered that the decision not to have regard to the jointly prepared Employment Land Review may not conform with the new 'Duty to Co-operate' introduced in the recently enacted Localism Act 2011 and, therefore, proposed that the Borough Council's previous objections should be maintained.

Councillor Clements stated that the Vision 2031 documents were first draft versions and had also been considered by the appropriate Area Working Parties as well as the Sustainable Development Working Party. In each case the Working Parties had agreed that the draft documents were fit for purpose and should be published for consultation.

Councillor Clements reminded the Cabinet that the Borough Council was preparing a joint Development Management Policies Local Development Framework document with Forest Heath District Council. The draft document was currently the subject of consultation. It would be necessary to agree with Forest Heath District Council what changes were to be made to the document, and it was proposed that the most efficient means of achieving this would be to establish a Joint Committee. The Council's Constitution allowed Cabinet to establish a Joint Committee and delegate its powers to that Committee. However, the membership of that Committee would need to be drawn from the Cabinet.



RECOMMENDED:- That,

(1) Joint Suffolk Section 106 Supplementary Planning Document

The revised Joint Suffolk Section 106 Supplementary Planning Document, as contained in Appendix 2 to Report C331, be adopted.

(2) Air Quality Management and New Development: Draft Supplementary Guidance

The revised Air Quality Management and New Development Supplementary Guidance, as contained in Appendix 2 to Report C332, be adopted as a protocol for dealing with planning applications.

RESOLVED:- That

(1) Mid Suffolk District Council Core Strategy: Focused Review Submission Consultation

In response to the consultation on Mid Suffolk District Council's Core Strategy Focused Review, the Borough Council maintains its objection detailed in paragraphs 3.4.2 to 3.4.4 of Appendix A to Report C333, in respect of:-

- (a) the lack of evidence to support the proposed jobs planned in Mid Suffolk; and
- (b) the allocation of land as a strategic site for employment site at Stowmarket.

(2) St Edmundsbury Local Development Framework: Draft Bury St Edmunds Vision 2031: Consultation

- (a) The draft Bury St Edmunds Vision 2031 document, as contained in Appendix A to Report C298, be approved for public consultation; and
- (b) delegated authority be given to the Corporate Director of Economy and Environment, in consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor typographical, grammatical or similar textual changes to the draft prior to publication for consultation purposes.

(3) St Edmundsbury Local Development Framework: Draft Haverhill Vision 2031: Consultation

- (a) The draft Haverhill Vision 2031 document, as contained in Appendix A to Report C307, be approved for public consultation; and
- (2) delegated authority be given to the Corporate Director of Economy and Environment, in consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor typographical, grammatical or similar textual changes to the draft prior to publication for consultation purposes.

(4) St Edmundsbury Local Development Framework: Draft Rural Vision 2031

- (a) The draft Rural Vision 2031 document, as contained in Appendix A to Report C292, be approved for public consultation; and
- (b) delegated authority be given to the Corporate Director of Economy and Environment, in consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor typographical, grammatical or similar textual changes to the draft prior to publication for consultation purposes.

(5) Forest Heath District Council/St Edmundsbury Borough Council: Joint Development Management Policies Committee (Report C340)

- (a) A Joint Development Management Policies Committee with Forest Heath District Council be established in accordance with the protocol contained in Appendix A of Report C340; and
- (b) the delegated authority arrangements regarding the dealing with minor changes to the joint Development Management Policies Development Plan Document, as set out in Appendix A to Report C340, be approved.

78. Vision 2031: Issues Consultation 2011 Feedback

(The Chairman agreed that this item could be considered from a different order to that published on the agenda as it related to issues concerning the Vision 2031 items discussed above, minute 77.)

The Cabinet considered Report C330 (previously circulated) which sought approval for the consultation feedback on the three Vision 2031 documents to be published.

The initial consultation on issues and possible visions for the three Vision 2031 documents took place in February and April 2011. People were invited to submit comments on-line, via postcards, email and normal written correspondence.

As part of the formal town planning process, a report of the public consultation had to be published that summarised the comments received and the local planning authority's response to them. Paper C330 was a Vision 2031 Issues Consultation Feedback Report which summarised all the comments submitted to the Borough Council during the consultation and a response.

RESOLVED:-

That the Vision 2031 Issues Consultation Feedback Report, Report C330, be approved for publication.

79. Recommendations from Rural Area Working Party: 23 January 2012

Forward Plan Reference: Feb12/05 Cabinet Member: Cllr John Griffiths

The Cabinet considered Report C324 (previously circulated) which contained the recommendations emanating from the meeting of the Rural Area Working Party held on 23 January 2012. However, the only recommendation concerned the draft Rural Vision 2031 and had been previously considered and approved earlier in this meeting, minute 77 above.

80. Recommendations from Bury St Edmunds Area Working Party: 24 January 2012

Forward Plan Reference: Feb12/03 Cabinet Member: Cllr Robert Everitt

The Cabinet considered Report C325 (previously circulated) which contained the recommendations emanating from the meeting of the Bury St Edmunds Working Party held on 24 January 2012.

On 24 January 2012 the Bury St Edmunds Area Working Party considered the following items:-

- (1) Amendments to the boundaries of the Bury St Edmunds Town Centre and Victoria Street Conservation Areas;
- (2) Highways Update;
- (3) Vision 2031;
- (4) Town Vitality/Viability Indicators; and
- (5) Annual Ratepayers Event: 19 January 2012.

Recommendations emanating from this meeting included those contained in respect of the draft Bury St Edmunds Vision 2031 document, which had already been discussed earlier in this meeting, and approved, minute 77 above. The Cabinet, therefore, considered the recommendations concerning the consultation on the draft amendments to the Conservation Area boundaries for the Bury St Edmunds Town Centre and Victoria Street Conservation Areas.

RESOLVED:- That

Amendments to the boundaries of the Bury St Edmunds Town Centre and Victoria Street Conservation Areas

- (1) The draft amended conservation area boundaries for the Bury St Edmunds Town Centre and Victoria Street Conservation Areas, as detailed in Report C296, be approved for consultation; and
- (2) the Interim Joint Head of Planning and Economic Development, in consultation with the Portfolio Holder for Planning and Transport, be authorised to amend any minor mapping errors identified prior to the commencement of the consultation.

**81. Recommendations from Haverhill Area Working Party:
26 January 2012**

Forward Plan Reference: Feb12/02 Cabinet Member: Cllr Anne Gower

The Cabinet considered Report C326 (previously circulated) which contained the recommendations emanating from the meeting of the Haverhill Area Working Party held on 26 January 2012.

On 26 January 2012 the Haverhill Area Working Party considered the following items:-

- (1) Haverhill Community Football Project;
- (2) Public Art in the Town Centre of Haverhill (PATCH): Update;
- (3) Draft Haverhill Vision 2031 Document;
- (4) Haverhill Shopper Project: Update;
- (5) BT/Openreach Installation of Superfast Broadband in Haverhill;
- (6) High Street Improvement Scheme, Haverhill: Update;
- (7) Naming of the Public Plaza;
- (8) Welcome Signs for Haverhill; and
- (9) Terms of Reference.

Report C326 contained recommendations regarding the draft Haverhill Vision 2031 and this item had already been considered and approved earlier in this meeting, minute 77 above. The Cabinet considered the recommendations regarding the public plaza, which was located adjacent to the Haverhill Leisure Centre.

RESOLVED:- That

Naming of the Public Plaza

- (1) The public plaza located adjacent to the Haverhill Leisure Centre, be named Jubilee Plaza, as detailed in Section 3 of Report C311;
- (2) a flag pole be erected together with a flag depicting the 'CB9' logo;
- (3) a plaque be installed at ground level to commemorate the dedication to the Queen's Diamond Jubilee; and
- (4) the estimated £3,500 required to provide (2) and (3) above be funded from contributions from Suffolk County Councillors utilising their Locality budgets and any shortfall being funded through the under spend on the original plaza works, as detailed in Section 5 of Report C311.

82. Abbey Gardens, Bury St Edmunds: Application to Heritage Lottery Fund Parks for People Programme

Forward Plan Reference: Feb12/12 Cabinet Member: Cllr Sara Mildmay-White

The Cabinet considered Report C327 (previously circulated) which sought approval to pursue a stage 1 Heritage Lottery Fund (HLF) Parks for People Grant Application for the works proposed in the Abbey Gardens, Bury St Edmunds.

Following the work undertaken by a Member Steering Group, the Borough Council adopted a Management Plan for Abbey Gardens in 2010. The Management Plan set out a number of aspirations for the future of the site, some of which required significant financial investment. In order to try and progress some of those aspirations, and ensure that the Gardens remained a popular and well maintained venue, officers investigated a range of possible funding sources. The only major source of external funding for improvements of the scale proposed in the Abbey Gardens was the Heritage Lottery Fund (HLF) Parks for People Programme. An initial bid for funding to the HLF was submitted in February 2011. Despite this initial bid being unsuccessful the Borough Council received some useful feedback, which would help inform a proposed future bid.

The HLF Parks for People scheme had a two-stage application process. The first stage application sets out the outline plans and funding estimates to complete the project. It also requests the funding necessary to consult on and draw together the more detailed feasibility works to inform the stage two application. The application that the Borough Council made in February 2011, and now proposed to make, was a stage one application. Stage one was highly competitive and despite the initial stage one bid being unsuccessful, the HLF was very supportive of the Borough Council trying again. Attached as Appendix 1 to the report was the feedback on the initial Stage One application.

The Borough Council, with help from the Friends of Abbey Gardens, conducted a consultation on the 10 December 2011 concerning the outline plans, which now formed the proposed stage one bid. Over 130 people were recorded attending the event, and the majority were broadly supportive of the proposals, although certain aspects were deemed more contentious.

The Cabinet recognised that there needed to be compromise as the Abbey Gardens was both an amenity parkland, and a scheduled ancient monument. Some concern was expressed that there seemed to be a lack of covered areas that would help

protect visitors not only from rain but provide shade on hotter days. It was noted, however, that from Spring 2012 there would be a covered area at the new Gathering Place. Clarification was sought regarding the proposal for a bandstand, and the Cabinet was informed that the original plans proposed that a Victorian type bandstand be located in the cloister garden, was unlikely to receive English Heritage's consent, and was not, therefore, included in the bid.

During the discussions it was considered that in Section 11, Risk Assessment, there needed to be a risk in connection with if the Council was unsuccessful in its grant application. This risk could be mitigated by preparing and submitting a bid in accordance with the HLF's own guidelines, and the ability to re-submit a revised bid at a later date if required. Ultimately, however, such a residual risk would remain given the pressure upon HLF funds and, therefore, if ultimately unsuccessful, the Council may need to work with English Heritage and local stakeholders on alternative development plans which could be funded within local means, and potentially over a longer time period.

RESOLVED:- That

- (1) officers be authorised to pursue a stage one Heritage Lottery Fund (HLF) Parks for People grant application for the works proposed in the Abbey Gardens, Bury St Edmunds; and
- (2) subject to the bid being successful, a working party of Members is appointed to oversee the project through to completion.

83. Suffolk County Council's Transfer of Country Parks and the future of Clare Castle Country Park

Forward Plan Reference: Feb12/14 Cabinet Member: Cllr Sara Mildmay-White

The Cabinet considered Report C328 (previously circulated) which reported on a proposal from Suffolk Wildlife Trust to manage Knettishall Country Park and that the Head of Leisure Services be authorised to negotiate and implement arrangements for any involvement of the Borough Council in the future management of Clare Castle Country Park.

There were two Suffolk County Council Country Park sites within the Borough of St Edmundsbury, these being Knettishall Heath Country Park and Clare Castle Country Park. The County Council had adopted a policy of seeking to transfer its management and maintenance responsibility for its Country Parks to more local control.

Suffolk Wildlife Trust had put forward a bid to take on the management of Knettishall Heath Country Park, and the Grant Working Party had recommended, and Cabinet subsequently approved (Minute 70 above) a grant of £7,500 towards the purchase of the site.

Public consultation concerning possible options for the future management of Clare Castle Country Park, organised by the County Council, was scheduled to take place on 8 February 2012, and the report outlined how the Borough Council had been asked to assist this process. This assistance may require the operational involvement of the Borough Council's Parks Service in the future management of the Park, but only if that was an option desired by the local community, and one that could be achieved on a cost neutral basis to the Borough Council. In order that the outcome of the consultation exercise could be acted upon in 2012/2013, it was proposed that, if applicable, officers put in place any support and services requested from the Borough Council by the local community under the chosen option.

Councillor Pugh, the Local Ward Member, informed the Cabinet that the residents of Clare felt passionate about the Country Park, and that it was a tremendous asset which could become an even greater quality environment and leisure facility for West Suffolk. The Parish Council was exploring all possibilities for its involvement in the management of the Country Park, including seeking sources of funding. Councillor Pugh wished to thank the Parks Manager for his help and co-operation during the process to date, and his understanding of the situation was acknowledged by himself and the Parish Council.

Councillor Ray then provided an update regarding the Knettishall Heath Country Park. He informed the Cabinet that the Suffolk Wildlife Trust had set a target of raising £100,000 by the end of January 2012, but had raised in excess of £148,000. Suffolk County Council had also been supportive of the proposal from Suffolk Wildlife Trust, and had gift aided the transfer of a strip of land that adjoined the park. He proposed an amendment to the recommendation that 'the proposal from Suffolk Wildlife Trust to purchase and manage Knettishall Country Park be supported'. This amendment was endorsed.

RESOLVED:- That

- (1) the proposal from Suffolk Wildlife Trust to purchase and manage Knettishall Country Park be supported; and
- (2) subject to it being on a cost neutral basis to the Borough Council, and as outlined in section 5 of Report C328, that the Head of Leisure Services, in consultation with the Portfolio Holder for Culture and Sport and the Local Ward Member for Clare, be authorised to negotiate and implement arrangements for any involvement of the Borough Council in the future management of Clare Country Park if such a role is required in order to implement the option selected by the local community through the February 2012 public consultation exercise.

84. Report from the West Suffolk Waste and Street Scene Services Joint Committee: 27 January 2012

Forward Plan Reference: Feb12/07 Cabinet Member: Cllr Peter Stevens

No report was presented to the Cabinet regarding the meeting of the West Suffolk Waste and Street Scene Services Joint Committee held on 27 January 2012. Councillor Ray, a Member of the Joint Committee, provided a brief update on the discussions held at this meeting regarding:-

- (1) Procurement of Waste Transfer and Recycling Services;
- (2) Vehicle Procurement Programme; and
- (3) Options for Diverting Organic Waste.

85. Vision 2031: Issues Consultation 2011 Feedback

Forward Plan Reference: N/A Cabinet Member: Cllr Terry Clement

This item had been considered earlier in the meeting in a different order to that listed on the agenda, and was recorded in minute 78 above.

**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.

86. Revenues Collection Performance and Write Offs

Forward Plan Reference: N/A Cabinet Member: Cllr David Ray

The Cabinet considered Report C331 (previously circulated) which provided the collection data in respect of Council Tax, National Non Domestic Rates and Sundry Debts and sought approval for the write off of debts as contained within the exempt appendices.

The Revenues Section collected outstanding debts in accordance with either statutory guidelines or Council agreed procedures. When all these procedures had been exhausted the outstanding debt was 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 specific reasons for recommending each write off were included in Exempt Appendices 1, 2, 3 and 4.

The Cabinet was informed that there was now a possibility that one of the debts to be written off listed in Exempt Appendix 3 could be collected. As a consequence it was deleted from the list of debts to be written off.

RESOLVED:-

That the write off of the amounts detailed in the exempt appendices to Report C331 be approved as follows:-

Exempt Appendix 1: 24 accounts for Council Tax totalling £63,130.65;
Exempt Appendix 2: 29 accounts for Business Rates totalling £167,671.82;
Exempt Appendix 3: 3 accounts for Sundry Debts totalling £6,487.50; and
Exempt Appendix 4: 2 Housing Benefit overpayments totalling £8,212.94.

The meeting concluded at 6.59 pm

**J H M GRIFFITHS
CHAIRMAN**