

Enquiries regarding this Agenda:
Claire Skoyles (01284) 757176

Cabinet

***Wednesday 21 November 2012 at 5.00 pm
in the Conference Chamber 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

Councillors:

Terry Clements
Robert Everitt

Anne Gower

John Griffiths
Sara Mildmay-White
David Ray
Peter Stevens

Portfolios:

- Planning and Transport
- Tourism and Community Services
- Housing, Licensing and Environmental Health
- Corporate and Rural Affairs
- Culture and Sport
- Performance and Resources
- Environment and Waste Management

QUORUM: *Three Members*

Please switch off mobile communication devices 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 12 September 2012 (copy attached).

3. Declarations of Interests

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary 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

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

Corporate Priority: Working together for an efficient Council

4. Report of the Overview and Scrutiny Committee: 24 October 2012

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

Report **D189** attached.

Summary and reasons for recommendation:

On 24 October 2012 the Overview and Scrutiny Committee considered the following items:

- (1) Work Programme Update;
- (2) Decisions Plan – November 2012 to May 2013;
- (3) Final Report of the Task and Finish Group: Review of Car Parking Charges Throughout the Borough;
- (4) St Edmundsbury Tenancy Strategy Monitoring Report;
- (5) Safeguarding Children and Young People Policy and Guidance – Joint 'West Suffolk' Policy; and
- (6) Quarter 2 Directed Surveillance Authorised Applications.

Recommendation:

The Cabinet is requested to **NOTE** the contents of the report of the Overview and Scrutiny Committee.

Separate reports are included on this Cabinet agenda for items (3) and (5) above.

5. **Report of the Overview and Scrutiny Committee:
Final Report of the Task and Finish Group: Review of Car
Parking Charges Throughout the Borough (Nov12/02)**

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

Report **D190** attached.

Summary and reasons for recommendations:

A petition was presented to full Council on 28 February 2012 by the Chief Executive of Bid4Bury, regarding the 'across the board' increase in car parking charges proposed from April 2012. The petition suggested that a far more sophisticated, creative approach to gaining the additional income by the Borough Council was required. The Leader of the Council responded to the petition by advising Council that "a review would be undertaken by the appropriate Committee into car parking charges throughout the Borough to see if there were more entrepreneurial ways of charging, and that businesses and other organisations should be involved".

The Overview and Scrutiny Committee was subsequently requested to carry out the review. Research has been undertaken into the background to previous years' charging changes, and evidence has been gathered to support changes to the charges from 2013 onwards. After meeting with stakeholders plus public surveys carried out across the car parks in September and October 2012, together with analysing the operation of each of the car parks in the Borough individually, the conclusions of the Review Group are that some car parking charges should alter, but that many should remain the same.

A number of other issues with regard to car parking also arose during the course of the review, and these are covered in the extensive recommendations to Cabinet below. For convenience, the changes to car parking and season ticket charges proposed in Recommendation (1) below are attached at Appendix A to this Report D190.

Recommendations:

- (1) Changes to car parking and season ticket charges, as detailed in Annex A to Appendix A to Report D167, be considered for approval in the context of the 2013/2014 budget;
- (2) the Overview and Scrutiny Committee receives a report each September outlining any recommendations from officers for the changing of tariffs in the car parks with supporting evidence and justification for changes, following which the recommendations be considered by the Performance and Audit Scrutiny Committee as part of the budget setting process;

- (3) a full review of car parking charges takes place every three or four years, with the next full review commencing in May or June 2015;
- (4) the Council promotes the fact that charges for long stay parking are actually low compared to similar towns, and promotes car parking charges on the website and with improved signage across the Borough, and more promotion of season tickets and the RingGo pay by phone system;
- (5) greater publicity be given to the fact that School Yard East Car Park is the only dedicated low emissions car park in the country, to link in with the 'Greenest County' aspiration and the growing trend for 'green' transport;
- (6) the option of low emission parking in School Yard West Car Park be offered, along with the existing tariff;
- (7) low emission cars be allocated more spaces than at present, including exploration of low emissions car parking spaces in Haverhill, to match the increasing popularity of this type of vehicle, with tariffs set at levels which encourage the trend towards 'green' transport;
- (8) an interchangeable annual permit be offered in Nowton Park and West Stow Country Park at £15 per annum, with a restriction of 3 hours maximum stay with no return within 2 hours at Nowton Park and no restriction at West Stow Country Park;
- (9) an independent feasibility study be commissioned to investigate Pay on Exit for one or more of the car parks in both Bury St Edmunds and Haverhill, and that it be noted that the Committee has advised that the two most obvious choices are Parkway Surface (265 spaces at present) and Ehringshausen Way (210 spaces);
- (10) blue badge information displayed on signs in the car parks across the Borough be reviewed to ensure it is displayed in the most appropriate space, and highlighted to ensure it is visibly displayed;
- (11) from 2014 onwards, all tariffs should be capable of being paid for by using no more than three coins, the coins currently in use being 10p, 20p, 50p £1, and £2, but not applying to pay by phone or pay on exit options;
- (12) the Council works with Suffolk County Council to set on-street charges and parking restrictions as discussed at Section 3.8 of Appendix A to Report D167;
- (13) the Council promotes the offer of free parking at Olding Road car park at weekends;

- (14) the Council explores a policy for reviewing the Excess Charge Notice appeals, looking into the possibility of using the Traffic Penalty Tribunal as the final arbitrator or introducing an independent appeals panel, and that the current excess parking charges of £70 be reduced to £60;
- (15) the Council publicises and promotes the 'Parky', and explores the possibility of working in partnership with Bid4Bury, Bury St Edmunds and Haverhill Chambers of Commerce and Bury St Edmunds and Haverhill Town Councils on this;
- (16) the Council reviews the location and size of blue badge parking bays in all of the Borough's car parks to ensure they are in the most appropriate location and of a size convenient for users; and
- (17) the Council works in partnership with Suffolk County Council to resolve the issue of blue badge holders parking in Haverhill High Street.

**Corporate Priority: Working together for strong,
healthy and diverse communities**

6. Report of the Overview and Scrutiny Committee: Safeguarding Children and Young People Policy and Guidance – Joint 'West Suffolk' Policy (Nov12/05)

*Cabinet Member – Robert Everitt; Contact Officer – Simon Phelan
Telephone: 01638-719440
e-mail: simon.phelan@forest-heath.gov.uk*

Report **D191** attached.

Summary and reasons for recommendations:

As the shared services programme with Forest Heath District Council progresses, and the joint staff structure is implemented, a joint Safeguarding Children and Young People Policy will be important to avoid any confusion on the process for referring concerns, along with contact details of where to go for advice and support.

The joint Policy enables Forest Heath and St Edmundsbury to fulfil their statutory obligations under the Children Act 2004 by establishing effective arrangements to safeguard and promote the welfare of children and young people. The new Head of Housing for West Suffolk will take on responsibility as 'designated officer', alongside two deputy officers, whose contact details will be added to the Policy, which will then be widely circulated. It is also important that future legislation changes are incorporated into the Policy, and it will therefore be reviewed on an annual basis.

Recommendations:

Subject to the approval of full Council:

The West Suffolk Joint Safeguarding Children and Young People Policy and Guidelines for Working with Children and Young People, as contained within the Appendix to Report D169, be approved and adopted subject to the following amendments:

- (1) Page 6, Paragraph 5.3 – the sentence at the end ‘*If a Child or Young Person is at immediate risk of significant harm dial 999 as in any emergency*’ be emboldened and moved so as to be the first paragraph of Section 5;
- (2) Page 6, Paragraph 6.1 – the last sentence be emboldened; and
- (3) Page 11, Paragraph 4, sub paragraph (d) – the words ‘*child or*’ be inserted before the words ‘*Young Person*’.

Corporate Priority: Working together for an efficient Council

**7. Report of the Performance and Audit Scrutiny Committee:
12 November 2012**

Chairman – John Hale;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

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

Report **D192** attached.

Summary and reasons for recommendations:

On 12 November 2012 the Performance and Audit Scrutiny Committee considered the following items:

- (1) Mid-Year 2012/2013 Internal Audit Progress Report;
- (2) Joint Anti-Money Laundering Policy;
- (3) Joint National Fraud Initiative Strategy;
- (4) Budget Monitoring Report: 1 April 2012 to 30 September 2012;
- (5) Key Performance Indicators: Second Quarter 2012/2013;
- (6) Biannual Corporate Complaints and Compliments Digest; and
- (7) Mid Year Treasury Management Performance Report and Investment Activity 1 April to 30 September 2012.

Recommendations:

The Cabinet is requested to **NOTE** the contents of the Report of the Performance and Audit Scrutiny Committee. In respect of Item (7)

above, the following was specifically recommended by the Committee for noting by Cabinet:

Mid Year Treasury Management Performance Report and Investment Activity 1 April to 30 September 2012

- (1) Cabinet **NOTE** the content of Report D170, being the Mid Year Treasury Management Performance Report and Investment Activity 1 April to 30 September 2012, including the extended counterparty lending limits approved by the Chief Finance Officer, in consultation with the Portfolio Holder for Performance and Resources and the Members of the Treasury Management Sub-Committee in October 2012, as set out in Section 4.3.3 of Report D170, namely:
 - (a) increased lending limits with 'blue' Government-backed counterparties (namely, Lloyds and Royal Bank of Scotland Groups) from £12 million to £15 million; and
 - (b) increased lending limits with 'green' counterparties (including banks such as Barclays and Santander) from £4 million to £6 million; and
- (2) full Council also be asked to note Report D170 and the extended counterparty lending limits detailed above.

Separate reports are included on this Cabinet agenda for items (2) and (3) above.

8. Report of the Performance and Audit Scrutiny Committee: Joint Anti-Money Laundering Policy (Nov12/09)

*Cabinet Member – David Ray; Contact Officer – Rachael Mann
Telephone: 01638-719245
e-mail: rachael.mann@forest-heath.gov.uk*

Report **D193** attached.

Summary and reasons for recommendation:

The Council's current Anti-Money Laundering Policy was last revised in December 2010. It is good practice to review arrangements periodically and as such a review of the Policy has been undertaken to ensure it continues to reflect best practice, legislation and shared services arrangements.

The Joint Anti-Money Laundering Policy aims to maintain and improve upon the high standards of conduct which currently exist within St Edmundsbury Borough Council to ensure that third parties are not able to use the Council for the purposes of money laundering. The Policy sets out the procedures which must be followed to enable the Council to comply with its legal obligations.

Recommendation:

The Joint Anti-Money Laundering Policy between St Edmundsbury Borough Council and Forest Heath District Council, as set out at Appendix A to Report D180, be recommended for approval through full Council, subject to the addition of the words *'although it is accepted that Members are far less exposed to the risks of money laundering'* at the end of paragraph 2.3.

**9. Report of the Performance and Audit Scrutiny Committee:
Joint National Fraud Initiative Strategy (Nov12/15)**

*Cabinet Member – David Ray; Contact Officer – Rachael Mann
Telephone: 01638-719245
e-mail: rachael.mann@forest-heath.gov.uk*

Report **D194** attached.

Summary and reasons for recommendations:

The National Fraud Initiative (NFI) is a data matching exercise which involves the comparison of information held by and between around 1,300 organisations, with the objective of detecting and preventing fraud and error. St Edmundsbury Borough Council (SEBC) and Forest Heath District Council (FHDC) collect and use many different types of data from a wide variety of sources.

This joint NFI Strategy replaces the Strategy currently in place at SEBC, produced in 2008, and is the first such Strategy for FHDC. Since the introduction of the data matching service, participation in the NFI has become mandatory and considered a corporate activity, also incorporating data security and data protection. The document aims to define the key roles and responsibilities of all stakeholders involved with the NFI exercise to ensure that fair processing compliance is maintained, mandatory data sets are correctly provided and investigations are undertaken as necessary, based on the associated risks.

The strategy also sets out the key activities and responsibilities of officers in relation to the follow-up of matched reports and reporting progress on the investigation of errors and potential frauds, and aims to provide a means of ensuring staff have the correct knowledge, understanding and support in order to discharge their NFI roles and responsibilities.

Recommendations:

- (1) The Joint National Fraud Initiative (NFI) Strategy between St Edmundsbury Borough Council and Forest Heath District Council, as set out in Appendix A to Report D181, be recommended for approval through full Council, subject to the consideration of any

recommendations for amendment proposed by Forest Heath District Council; and

- (2) the Internal Audit Manager be given delegated authority to update information on NFI Outcomes (paragraph 1.4) and Data Leads (paragraph 7.3) within the Strategy, as appropriate.

10. Recommendations from the West Suffolk Joint Emergency Planning Panel: 9 October 2012 (Nov12/16 and Nov12/17)

*Cabinet Member – Robert Everitt; Contact Officer – Alan Points
Telephone: 01284-758461
e-mail: alan.points@stedsbc.gov.uk*

Report **D195** attached.

Summary and reasons for recommendations:

On 9 October 2012 the West Suffolk Joint Emergency Planning Panel considered the following items:

- (1) Emergency Planning: Incidents and Exercises;
- (2) Business Continuity;
- (3) Community Preparedness;
- (4) Performance and Capability Assessment; and
- (5) Training and Exercising.

Recommendations:

(a) Promotion of Community Resilience Network Meetings

The forthcoming Community Resilience Support Network Meetings, as detailed in Section 4 of Report D157, be promoted with their Councillor colleagues and with Town and Parish Councils in St Edmundsbury Borough and Forest Heath District.

(b) Performance and Capability Performance Report

The proposal to move towards producing a single West Suffolk Capability and Performance Report, as detailed in Section 4 of Report D158, be supported.

**11. Recommendations from the Shared Services Steering Group:
24 October 2012: Transforming Customer Access (Nov12/12)**

*Cabinet Members – John Griffiths Contact Officer – Davina Howes
and David Ray; Telephone: 01284-757070
e-mail: davina.howes@stedsbc.gov.uk*

Report **D196** attached.

Summary and reasons for recommendations:

On 24 October 2012 the Shared Services Steering Group considered the following items:

- (1) Transforming Customer Access (i) Target Operating Model for West Suffolk and (ii) Suffolk County Council's Public Access Arrangements: Post 2014;
- (2) Update from the Joint Chief Executive;
- (3) Budget Monitoring of Shared Services Savings; and
- (4) Future Back Office Requirements – Update on Progress

Recommendations:

Transforming Customer Access (i) Target Operating Model for West Suffolk and (ii) Suffolk County Council's Public Access Arrangements Post-2014

- (1) The Target Operating Model , as contained in Appendix A to Report SSG12/027, be approved as a basis for transforming customer access and service delivery across West Suffolk; and
- (2) Suffolk County Council's District Integrated Model for public access, as outlined in Appendix B to Report No SSG12/027, be agreed in principle, with a view to a detailed business case being developed for further consideration by FHDC and SEBC at a later date.

12. Recommendations from the West Suffolk Joint Staff Consultative Panel: 29 October 2012: Joint Employee Email and Internet Usage Policy (Nov12/13)

*Cabinet Member – David Ray; Contact Officer – Karen Points
Telephone: 01284-757015
e-mail: karen.points@stedsbc.gov.uk*

Report **D197** attached.

Summary and reasons for recommendations:

On 29 October 2012 the West Suffolk Joint Staff Consultative Panel considered the following items:

- (1) Presentation on the Staff Survey Results;
- (2) Update on Progress on the Single Pay and Reward Strategy; and
- (3) Joint Forest Heath District Council and St Edmundsbury Borough Council Email and Internet Usage Policy

Recommendations:

Joint Employee E-mail and Internet Usage Policy

- (1) The new Joint Employee Email and Internet Usage Policy, as contained in Appendix A to Report JSP12/001, be approved; and
- (2) any future minor/housekeeping changes required to the Joint Employee Email and Internet Usage Policy be delegated to the Head of Human Resources to amend, and that only major/fundamental changes be referred to Members for approval.

13. Recommendation from the West Suffolk Joint Health and Safety Panel: 30 October 2012: Joint Health and Safety Policy (Nov12/18)

Cabinet Member – David Ray;

Contact Officer – Martin Hosker

Telephone: 01284-757010

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

Report **D198** attached.

Summary and reasons for recommendation:

On 30 October 2012 the West Suffolk Joint Health and Safety Panel considered the following items:

- (1) Employee Accidents and Accidents Involving Members of the Public 2011/2012: Summary;
- (2) Employee Accidents and Accidents Involving Members of the Public 1 April 2012 to 30 September 2012: Summary;
- (3) Joint Health and Safety Policy: Revised Instruction 3 – Accidents, Near Misses, Ill Health and Dangerous Occurrences Reporting;
- (4) Health and Safety Executive: Fee for Intervention (FFI) Cost Recovery Scheme;
- (5) Christmas Fayre, Bury St Edmunds;
- (6) Drug and Alcohol Testing; and
- (7) Health and Safety Update.

Recommendation:

**Joint Health and Safety Policy: Revised Instruction 3 –
Accidents, Near Misses, Ill Health and Dangerous Occurrences
Reporting**

The revised Instruction 3 of the Joint Health and Safety Policy, as outlined in Appendix A of Report D175, be approved.

14. Review of Cabinet Working Parties (Nov12/03)

*Cabinet Members – John Griffiths Contact Officer – Alex Wilson
and David Ray; Telephone: 01284-757695
e-mail: alex.wilson@stedsbcc.gov.uk*

Report **D199** attached.

Summary and reasons for recommendations:

The Cabinet currently operates the following Working Parties (excluding those now run jointly with Forest Heath District Council (FHDC) relating to shared services, staff matters, safety and emergency planning):

- (a) Bury St Edmunds Area Working Party;
- (b) Haverhill Area Working Party;
- (c) Rural Area Working Party;
- (d) Sustainable Development Working Party; and
- (e) Grant Working Party.

On 25 May 2012, the Cabinet agreed to review these Working Parties in the autumn of 2012. This review has now been carried out and the suggested changes are contained in Report D199.

Recommendations:

Subject to the agreement of Forest Heath District Council's Cabinet regarding joint arrangements that:

- (1) the changes be implemented in respect of Working Parties and Steering Groups, as detailed in Sections 2 to 6 of Report D199, as part of planning for 2013/2014;
- (2) the Head of Legal and Democratic Services be authorised to appoint Members of St Edmundsbury Borough Council to the provisionally named West Suffolk Growth Steering Group on the nominations of Group Leaders, in accordance with the requirements detailed in Section 3.3 of Report D199; and
- (3) the Overview and Scrutiny Committee be asked to disband its Diversity Group with effect from May 2013, to allow Cabinet to

form a new Joint Diversity Working Party as part of its next annual review of working parties.

15. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 13 September 2012

Cabinet Member – David Ray;

Contact Officer – Sharon Jones

Telephone 01842-756463

e-mail: sharon.jones@angliarevenues.gov.uk

Report **D200** attached.

Summary and reasons for recommendation:

On 13 September 2012 the Anglia Revenues and Benefits Partnership Joint Committee considered the following items:

- (1) Joint ARP Health and Safety Policy;
- (2) Fraud;
- (3) Performance Report;
- (4) Future Strategy;
- (5) Welfare Reform; and
- (6) Forthcoming Issues.

Recommendation:

The Cabinet is requested to **NOTE** the contents of the report of the Anglia Revenues and Benefits Partnership Joint Committee.

16. Report of the Shared Offices Joint Committee: 16 November 2012 (Nov12/01)

Cabinet Members – John Griffiths

Contact Officer – Mark Walsh
and David Ray; Telephone: 01284-757300

e-mail: mark.walsh@stedsbc.gov.uk

Report **D201 TO FOLLOW**.

Summary and reasons for recommendation:

On 16 November 2012 the Shared Offices Joint Committee will consider the following items:

- (1) Building Manager's Report;
- (2) West Suffolk House and Haverhill House: Budget Proposals: 2013/2014; and
- (3) Items of Interest.

Recommendation:

Report D201 will follow, which may or may not contain recommendations from the Shared Offices Joint Committee for consideration by the Cabinet.

Corporate Priority: Working together for strong, healthy and diverse communities

17. Recommendations from the Licensing and Regulatory Committee: 15 October 2012: Review of Licensing Statement of Policy (Nov12/04)

*Cabinet Member – Anne Gower; Contact Officer – Nicola Baker
Telephone: 01284-757306
e-mail: nicola.baker@stedsbcc.gov.uk*

Report **D202** attached.

Summary and reasons for recommendations:

The current Licensing Statement of Policy was reviewed and published in January 2011, with further amendments taking effect from April 2011. The Council is obliged under the Licensing Act 2003 to review its Licensing Statement of Policy every third year following its initial adoption. This three year period will expire on 4 January 2014.

The Police Reform and Social Responsibility Act 2011 made a number of changes to the Licensing Act 2003, justifying an early review of the current Licensing Statement of Policy. A full public consultation on the amended Policy was carried out between 9 July and 28 September 2012, and the Policy has been amended as a result of this.

Following some new regulations regarding the late night levy there may need to be further changes to the Policy, however this is mentioned in the Policy, and provision has been made for inclusion as appendices, enabling consultation to take place on any future new appendices rather than consulting again on the entire policy.

Recommendations:

Subject to the approval of full Council:

- (1) The revised Licensing Statement of Policy, as contained in Appendix A to Report D160, be approved; and
- (2) the Specialist Lead Officer - Licensing be given delegated authority, after consultation with the Portfolio Holder for Housing, Licensing and Environmental Health, to make any typographical, grammatical or contextual changes to the Policy before adoption.

18. Revised West Suffolk Lettings Policy Document (Nov12/19)

Cabinet Member – Anne Gower

Contact Officer – Simon Phelan

Telephone: (01638)719440

e-mail: simon.phelan@forest-heath.gov.uk

Report **D203 TO FOLLOW**

Summary and reasons for recommendations:

The Lettings Policy document was first approved by St Edmundsbury Borough Council's (SEBC) Cabinet and Forest Heath District Council's (FHDC) Council in August 2007 with the introduction of Home-Link, the Sub-Regional Choice Based Lettings Scheme. The document sets out how SEBC and FHDC working in partnership with Registered Providers who have properties in the area will allocate them through the Home-Link Choice Based Lettings Scheme. The Government, as part of its social housing and welfare reforms, has changed policy and regulations about who is given priority to go on the Housing Register and what size property they can claim housing benefit for. Due to these changes, the seven partner Councils who make up Home-Link were compelled to review their Lettings Policy to ensure compliance with the new changes.

Following adoption, the new joint Lettings Policy will come into force on 1 April 2013.

Recommendations:

- (1) The changes to the current Lettings Policy detailed in Section 4.2 of Report D203 be noted;
- (2) the new West Suffolk Lettings Policy, contained in Appendix A to Report D203, be approved; and
- (3) the Head of Housing, in consultation with the Portfolio Holder for Housing, Licensing and Environmental Health, be authorised to make any minor typographical, factual, spelling and grammatical changes to the document provided they do not materially affect the substance or meaning of the Strategy.

Working together for prosperous and environmentally responsible communities

19. Report of the West Suffolk Waste and Street Scene Joint Committee: 19 October 2012

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

Report **D204** attached.

Summary and reasons for recommendation:

On 19 October 2012 the West Suffolk Waste and Street Scene Joint Committee considered the following items:

- (1) Progress on delivering the 2012/2013 Joint Waste Service Plan and Review of Performance;
- (2) Update on Vehicle Sign Branding Project;
- (3) Update on Suffolk Waste Partnership (SWP) – Textiles Project; and
- (4) Update on the Procurement of Waste Transfer and Recycling Services.

Recommendation:

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

20. Recommendations from the Haverhill Area Working Party: 15 November 2012

*Cabinet Members – Terry Clements and Anne Gower; Contact Officer – Nicola Baker
Telephone: 01284-757306
e-mail: nicola.baker@stedsbc.gov.uk*

Report **D205 TO FOLLOW**

Summary and reasons for recommendations:

On 15 November 2012 the Haverhill Area Working Party will consider the following items:

- (1) TheatreBus Services in Haverhill;
- (2) Chantry Mill Development Site: Update;
- (3) Haverhill High Street Improvement Scheme: Progress Update;
- (4) Public Art in the Town Centre of Haverhill (PATCH): Update; and
- (5) Review of Article 4 Directions in Haverhill.

Recommendations:

The recommendations emanating from the Haverhill Area Working Party will follow as Report D205.

21. Revocation of Air Quality Management Order (Nov12/14)

*Cabinet Member – Anne Gower; Contact Officer – Nicola Baker
Telephone: 01284-757306
e-mail: nicola.baker@stedsbc.gov.uk*

Report **D206** attached.

Summary and reasons for recommendation:

An Air Quality Management Area was designated, by Order in April 2010, in the vicinity of the Post Office, The Street, Great Barton, following an assessment of nitrogen dioxide levels, which confirmed that there was an exceedence of the annual mean objective for that pollutant.

The Order was designated on the understanding that it was sufficient for residential occupiers alone to be 'exposed' to the pollutants in their home.

However, upon further consideration of the requirements of the Environment Act 1995 and the accompanying Regulations, this has led officers to question the legitimacy of the designation and the Technical Guidance issued by DEFRA.

Having sought legal advice, it has been determined that the Air Quality Management Area should not have been designated and the Order should be revoked.

Recommendation:

The Air Quality Management Order 2010/1, The Street, Great Barton, as detailed in Section 4 of Report D206, be revoked.

22. Authorities Monitoring Report 2011/2012 – Housing Delivery

*Cabinet Member – Terry Clements; Contact Officer – Nicola Baker
Telephone: 01284-757306
e-mail: nicola.baker@stedsbc.gov.uk*

Report **D207 TO FOLLOW**.

Summary and reasons for recommendations:

Local Planning Authorities are required, as part of the preparation of planning policies, to monitor the delivery of policies and proposals. The monitoring information has previously been published in the Local Development Framework Annual Monitoring Report. The regulations concerning the preparation of Annual Monitoring Reports changed in the Localism Act 2011 and it is no longer necessary to produce a single report covering all subjects by 31 December of the monitoring year. The new 'Authorities Monitoring Report' can cover single topics as chosen by Local Authorities and requires monitoring information to be made available as soon as it is available to the Council. Given the Government's drive to ensure sufficient housing land is available, an initial single topic monitoring report has been prepared on housing to cover the situation as at 1 April 2012.

Recommendations:

The recommendations contained in Report D207 will follow.

Corporate Priority: Working together for an efficient Council

23. Revenues Collection Performance and Write Offs (Nov12/01P)

Cabinet Member – David Ray;

Contact Officer – Rachael Mann

Telephone: 01638-719245

e-mail: rachael.mann@forest-heath.gov.uk

Report **D208** attached.

Summary and reasons for recommendation:

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 specific reasons for recommending each write off are included in Exempt Appendices 1, 2 and 3.

The Collection Data in respect of Council Tax and National Non Domestic Rates is shown in Section 8 of the report.

Recommendations:

The write off of the amounts detailed in the exempt appendices to Report D208, be approved as follows: -

Exempt Appendix 1: 15 accounts for Business Rates totalling £170,592.84;

Exempt Appendix 2: 1 Sundry Debtor account totalling £48,872.45; and

Exempt Appendix 3: 6 Housing Benefit overpayments totalling £12,948.20.

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 the relevant paragraphs of Part 1 of Schedule 12(A) of the Act, as indicated against each item of business to be transacted in private. It is considered the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

As detailed on the Notice of an intended Key Decision and a matter which may be considered at a Private Meeting published on 12 November 2012, it invited members of the public to submit representations in relation to why meetings to consider items listed in the agenda intended for consideration in private should be open to the public.

Details of representations received	Borough Council's response
None received	Not required

Part 2 – Private

Corporate Priority: Working together for an efficient Council

Exempt Papers relating to previous item

24. **Exempt Appendices: Revenues Collection Performance and Write Offs (Nov12/01P)**

Cabinet Member – David Ray;

Contact Officer – Rachael Mann

Telephone: 01638-719245
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Exempt Appendices 1, 2 and 3 to Report **D208** attached.

(These exempt appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual and information which is likely to reveal the identity of an individual.)

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