

Enquiries regarding this Agenda:
Claire Skoyles (01284) 757176

Cabinet

**Wednesday 13 February 2013 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 21 November 2012 and 12 December 2012 (Special Meeting) (copies 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: 16 January 2013

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

Report **D272** attached.

Summary and reasons for recommendation:

On 16 January 2013 the Overview and Scrutiny Committee considered the following items:

- (1) Final Report of the Anglia Revenues Partnership Task and Finish Group;
- (2) The Co-ordination of Licensing, Planning and Enforcement Functions Relating to Street Vending (the 'A-Boards' Review);
- (3) Work Programme Update; and
- (4) Decisions Plan: January to May 2013.

Recommendation:

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

Separate reports are included on this Cabinet agenda for items (1) and (2) above.

5. **Report of the Overview and Scrutiny Committee:
Final Report of the Anglia Revenues Partnership Task and Finish
Group (Feb13/11)**

Cabinet Member – David Ray;

Contact Officer – Davina Howes

Telephone: 01284-757070

e-mail: davina.howes@westsuffolk.gov.uk

Report **D273** attached.

Summary and reasons for recommendations:

The Anglia Revenues Partnership (ARP) scrutiny review has been conducted with the following terms of reference: *'the review should assess the extent to which the first year of the Council's membership of the Anglia Revenues Partnership has delivered against the financial and operational aims of the business case that was developed, and supported the decision of St Edmundsbury Borough Council to join the partnership and in doing so assess the impact on stakeholders of that decision.'*

Key findings of the review are that (i) planned financial savings have been realised and exceeded in year one; (ii) service performance is generally running to planned targets; (iii) there is scope for an improvement in written communications from ARP to its customers; and (iv) staff morale could be improved.

In carrying out the review a number of pieces of evidence have been considered including financial reports, operational performance reports, results of a customer service survey, and staff survey findings.

Other than making a minor amendment to the wording of one of the recommendations, the Committee agreed with the recommendations put forward by the Task and Finish Group, as set out below.

Recommendations:

- (1) Future shared service arrangements continue, like the Anglia Revenues Partnership, to be based upon business cases with clear opportunities for cost savings to be realised;
- (2) the savings realised by joining the Anglia Revenues Partnership be continually monitored and opportunities for further savings explored;
- (3) in any future shared service arrangements where members of staff are brought together from different employing authorities, efforts be taken to establish standardised terms and conditions;
- (4) issues identified through staff surveys be addressed with action plans put in place, and progress against actions regularly reviewed;

- (5) customer satisfaction surveys be undertaken at least annually, to complement operational key performance indicators and generate a greater depth of understanding regarding service performance;
- (6) areas for improvement arising from customer satisfaction surveys be acted upon and used to drive performance;
- (7) letters sent to customers be improved to provide 'Plain English' explanations in addition to any wording required as a result of legislation, and clearly showing at the beginning of each letter the amount owed by the customer or the amount due in the case of a benefit award; and
- (8) new or amended governance arrangements be explored and introduced should the partnership be expanded further.

**6. Report of the Overview and Scrutiny Committee:
The Co-ordination of Licensing, Planning and Enforcement
Functions Relating to Street Vending (the 'A-Boards' Review)
(Feb13/09)**

*Cabinet Member – Anne Gower; Contact Officer – Nicola Baker
Telephone: 01284-757603
e-mail: nicola.baker@westsuffolk.gov.uk*

Report **D274** attached.

Summary and reasons for recommendations:

The Overview and Scrutiny Committee set up a Task and Finish Group in 2012 to look at the issue of advertising boards on the highway (so-called A-Boards).

The Group investigated the issue in detail in order to try and strike a balance between the concerns of residents that the proliferation of A-Boards was detracting from the amenity of the area, and the needs of businesses to advertise their goods.

Following consultation, a scheme has been produced and presented to the Overview and Scrutiny Committee. The Committee considers that the proposal to implement a permitting scheme for A-Boards (and planters) should be incorporated into a revised and updated Draft Street Vending Policy.

Subject to Cabinet approval, consultation on the updated Draft Street Vending Policy incorporating the proposed permitting scheme for A-Boards (and planters) will be undertaken, following which the results will be considered by the Licensing and Regulatory Committee prior to adoption of the revised Policy being sought.

Recommendations:

- (1) The proposal to implement a permitting scheme for A-Boards be incorporated into the revised draft Street Vending Policy;
- (2) the draft guidelines set out at Appendix A to Report D249 be amended to replace the word '*should*' at guideline 16 on page 1 to '*shall*'; and
- (3) the Head of Planning and Regulatory Services be tasked to produce a detailed breakdown of the financial and staff implications of these proposals for consideration by the relevant Portfolio Holder.

**7. Report of the Performance and Audit Scrutiny Committee:
28 January 2013**

Chairman – John Hale;

Contact Officer – Adriana Stapleton

Telephone: 01284-757613

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

Report **D275** attached.

Summary and reasons for recommendation:

On 28 January 2013 the Performance and Audit Scrutiny Committee considered the following items:

- (1) Third Quarter 2012/2013 Internal Audit Progress Report;
- (2) Key Performance Indicators: Third Quarter 2012/2013;
- (3) Budget Monitoring Report: 1 April 2012 to 31 December 2012; a
- (4) Delivering a Sustainable Budget 2013/2014; and
- (5) Treasury Management Performance and Annual Treasury Management and Investment Strategy 2013/2014.

Recommendation:

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

A separate report is included on this Cabinet agenda for item (5) above.

**8. Report of the Performance and Audit Scrutiny Committee:
Treasury Management Performance and Annual Treasury
Management and Investment Strategy 2013/2014 (Feb13/04)**

Cabinet Member – David Ray;

Contact Officer – Rachael Mann

Telephone: 01638-719245

e-mail: rachael.mann@westsuffolk.gov.uk

Report **D276** attached.

Summary and reasons for recommendation:

The Committee considered an update on treasury management activity and performance for the period 1 April to 31 December 2012, together with the Annual Treasury Management and Investment Strategy Statements for 2013/2014 and Prudential Indicators.

Recommendation:

Subject to the approval of full Council, the Annual Treasury Management and Investment Strategy for 2013/2014, attached as Appendix 2 to Report D252, be approved.

9. Council Tax Base for Tax Setting Purposes 2013/2014 and Changes to the Level of Discounts and Exemptions in respect of Second Homes and Some Classes of Empty Properties (Feb13/03)

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

Report **D277** attached.

Summary and reasons for recommendations:

This report sets out the new powers within the Local Government Finance Act 2012 for Local Authorities to reduce the level of discounts and exemptions currently granted in respect of second homes and some classes of empty properties. The powers are available to local authorities from April 2013.

The report also sets out the basis of the formal calculation for the Council Tax base for the financial year 2013/2014 and details the impact at district, parish and town level of the changes agreed as part of the Local Council Tax Support scheme and the changes proposed within paragraph 4.7 Report D277.

Recommendations:

Subject to the approval of full Council:

- (1) the changes to the level of discounts and exemptions currently granted in respect of second homes and some classes of empty properties, as outlined in paragraph 4.7 of Report D277, be approved;
- (2) the tax base for 2013/2014, for the whole of its area, is 34,380.85 equivalent Band 'D' dwellings, as detailed in paragraph 4.14 of Report D277, be noted;

- (3) the tax base for 2013/2014 for the different parts of its area, as defined by Parish or special expense area boundaries, as shown in Appendix 2 to Report D277, be noted; and
- (4) delegated authority be given to the Head of Resources and Performance, in consultation with the Portfolio Holder for Performance and Resources, to design a scheme that aims to compensate Parish and Town Councils for the net changes agreed as part of the Local Council Tax Support scheme (Cabinet Report D224 – 12 December 2012) and the changes proposed within paragraph 4.7 of Report D277.

10. National Non Domestic Rates Forecast (NNDR1 return) and Suffolk Pooling Update (Feb13/10)

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

Report **D278** attached.

Summary and reasons for recommendation:

This report provides an update on the new Suffolk Business Rates Retention Pool which comes into place on 1 April 2013 and to set out a Business Rates forecast for 2013/2014 for noting.

Recommendation:

Cabinet is asked to **NOTE** the report, including the Business Rates forecast for 2013/2014, as shown in the NNDR1 forecast return contained in Appendix A of Report D278, which was submitted to the Department of Communities and Local Government by the Council's Chief Finance Officer by the deadline of 31 January 2013.

11. Budget and Council Tax Setting: 2013/2014 (Feb13/02)

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

Report **D279** attached.

Summary and reasons for recommendations:

The Cabinet is required to consider the budget for the Authority and recommend to Council the level of Council Tax required to fund this budget. This report sets out details of the Council's proposed revenue and capital budgets for 2013/2014 together with the medium term forecasts for the period 2014/2015 to 2016/2017.

The Council faces a number of financial challenges and opportunities for the future. The Medium Term Financial Strategy (MTFS) and budget report sets out in general terms how these will be met over the coming years.

The most significant challenge that the Council faces is the continuation of public expenditure cuts and the reduction in Central Government grant funding. 2013/2014 also marks the start of a new era in the way that Local Government is funded with the introduction from April 2013 of the Government's new Business Rates Retention Scheme and the implementation of the Localised Council Tax Support Schemes.

The proposed 2013/2014 net revenue budget is £11.843m compared to the 2012/2013 net budget of £11.739m. Efficiency savings totalling £0.999m, arising from shared services with Forest Heath District Council together with other local savings initiatives, are being proposed.

It is estimated that £11.43m will be spent on the Council's capital programme during 2013/2014, to be funded from a combination of grants and contributions (£5.15m), earmarked revenue reserves (£2.03m) and usable capital receipts reserve (£4.25m). The capital programme includes a growth bid of £0.08m to fund the continuation of the Rural Initiatives Grant Scheme during 2013/2014.

Recommendations:

Subject to the approval of full Council:

- (1) the revenue budget, as summarised in Appendix A to Report D279, together with the shared services and local savings proposals, as detailed at Appendix C, be approved;
- (2) the revised Capital Programme, as detailed in Appendix B, including the proposed growth of £0.08m to fund the continuation of the Rural Initiatives Grant Scheme during 2013/2014, as detailed in paragraph 4.8.4 of Report D279, be approved;
- (3) having taken into account the conclusions of the Head of Resources and Performance's report on the adequacy of reserves and the robustness of budget estimates (Appendix E) including the Scenario Planning and Sensitivity Analysis (Appendix H) and the Medium Term Financial Strategy (Appendix D) and all other information contained in this report, Cabinet be requested to establish the level of Council Tax for 2013/2014; and
- (4) the Head of Resources and Performance, in consultation with the Portfolio Holder for Performance and Resources, be authorised to transfer any surplus on the 2012/2013 revenue budget to the General Fund, and to vire funds between existing Earmarked Revenue Reserves, as set out at Appendix F, as deemed appropriate throughout the year.

**12. Recommendations from the Grant Working Party:
11 December 2012 (Feb13/17)**

*Cabinet Member – Robert Everitt; Contact Officer – Neil Anthony
Telephone: 01284-757064
e-mail: neil.anthony@westsuffolk.gov.uk*

Report **D280** attached.

Summary and reasons for recommendations:

On 11 December 2012 the Grant Working Party considered the following items:

- (1) Annual reports from Council-appointed representatives;
- (2) Rural Initiatives Grant Scheme (RIGS): Applications for Project Funding;
- (3) Streamlined System of Rural Grant Applications; and
- (4) 2013/2014 Core Funding Applications from Voluntary Organisations.

Recommendations:

(a) Rural Initiatives Grant Scheme (RIGS): Application for Project Funding: 2012/2013

A grant of £8,000 be awarded to St Edmund's Archers, Whepstead towards the cost of providing an indoor range with a clubhouse and associated amenities.

(b) Core Funding Applications from Voluntary Organisations: 2013/2014

Subject to the approval of full Council as part of the budget setting process for 2013/2014:

- (1) Community Action Suffolk be awarded a grant of £18,000, subject to a review after one year, to provide infrastructure support to the voluntary sector in St Edmundsbury and the grant be inclusive of the sum required to cover the cost of the rent of accommodation in Haverhill;
- (2) no award of core funding be made to St Edmundsbury Newstalk but this organisation be advised to seek funding from Town and Parish Councils;
- (3) no award of core funding be made to Out and About (inclusion of disabled children and young people in local activities);

- (4) no award of core funding be made to Bury St Edmunds Foodbank but the applicants be advised to seek funding from Bury St Edmunds Town Council; and
- (5) Open Road be given a grant of £2,500 for drug and alcohol recovery services in Haverhill, subject to a review after one year in respect of which more financial information and evidence of other funding should be provided.

13. Recommendations of the Anglia Revenues and Benefits Partnership Joint Committee: 13 December 2012 and 30 January 2013

Cabinet Member – David Ray;

Contact Officer – Sharon Jones

Telephone 01842-756463

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

Report **D281** attached.

(i) Meeting: 13 December 2012

Summary and reasons for recommendation:

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

- (1) The Future of the Anglia Revenues Partnership;
- (2) Fraud;
- (3) Counter-Fraud Activity Report;
- (4) Performance Report;
- (5) Partnership Budget 2013/2014;
- (6) Microsoft Licensing;
- (7) Business Rates Resourcing;
- (8) Home Working/Home Enabled Report;
- (9) Risk Based Verification Policy; and
- (10) Welfare Reform.

(ii) Meeting: 30 January 2013

On 30 January 2013 the Anglia Revenues and Benefits Partnership Joint Committee considered the following items:

- (1) Strategic Review; and
- (2) ARP ICT Support Service.

Recommendations:

(i) Meeting: 13 December 2012

(a) Partnership Budget 2013/2014

Subject to the Borough Council's budget setting process, the 2013/2014 budget for the Anglia Revenues and Benefits Partnership (ARP) be shared as follows:

Breckland Council	34.76%	£1,912,716
East Cambridge	20.68%	£1,115,393
Forest Heath	16.80%	£ 952,184
St Edmundsbury	27.76%	£1,398,973

(b) Microsoft Licensing

Subject to the Borough Council's budget setting process for 2013/2014

- (1) a new methodology for future licensing refreshes be approved;
- (2) the amounts needed for the licence refresh be funded via contributions from the Partner Authorities; and
- (3) the option to purchase by annual subscription over three years, be approved.

(c) Business Rates Resourcing

Subject to the Borough Council's budget setting process for 2013/2014

- (1) the changes to the current legislation be noted; and
- (2) the proposed changes to the Business Rates Service be approved.

(d) Home Working/Home Enabled Report

- (1) changes to the Home Working Scheme be approved; and
- (2) the new Homeworking Policy be approved.

(ii) Meeting: 30 January 2013

(a) ARP ICT Support Service

The legal agreement between the four Anglia Revenues and Benefits Partnership (ARP) partners be amended accordingly to reflect the change in ICT provision.

14. Apex Two Year Review: Proposed Collaboration with the Theatre Royal, Bury St Edmunds (Feb13/12)

*Cabinet Member – Sara Mildmay-White; Contact Officer – Alex Wilson
Telephone: 01284-757695
e-mail: alex.wilson@westsuffolk.gov.uk*

Summary and reasons for recommendation:

On 12 December 2012, Cabinet accepted the recommendations of the Overview and Scrutiny Committee regarding The Apex two year review (Report D222 refers). In respect of collaboration with the Theatre Royal it was noted that the Council must wait to receive a proposal from the Theatre in the early new year, following the Theatre's own consultation process with stakeholders.

This consultation has now started and it is evident that the Theatre will not be seeking a 'single operation' model for the two venues at the current time, but is likely to suggest to the Council a less formal method of collaboration, potentially including some sharing of services. As such, the requirement for due diligence to be carried out on any proposals by the Borough Council is significantly reduced.

The Theatre is aiming to sign-off a new business plan with its other funders by 31 March 2013. In order to do that, it must obviously obtain the Council's agreement to any elements of the new plan which involve collaboration with The Apex in advance of that deadline. This may require a decision by full Council to be taken, depending on the proposals. The Theatre's Board will not have ratified its final proposal to the Council before this meeting of the Cabinet. Accordingly, it is suggested that a report is submitted direct to full Council on 26 February, without prior reference to Cabinet. This will allow all Councillors to be involved in the decision (in accordance with the scrutiny recommendation), and also avoid any delay for the Theatre Royal. The recommendation in the report will be from the Portfolio Holder in the normal manner.

All councillors have already been provided with details of the Theatre's consultation so they can scrutinise the proposals and respond individually if desired. The report to full Council will contain the Council's own initial due diligence of whatever is proposed.

Recommendation:

It is therefore **RECOMMENDED** that any proposals for collaboration between the Theatre Royal and The Apex are submitted directly to full Council on 26 February 2013 without prior referral to Cabinet.

15. Providing Flexibility Over the Start Time for Annual Council

*Cabinet Member – Sara Mildmay-White; Contact Officer – Joy Bowes
Telephone: 01284-757142
e-mail: joy.bowes@westsuffolk.gov.uk*

Summary and reasons for recommendation:

The Council Procedure Rules at Part 4 of the Constitution currently state:

'The Annual Meeting of the Council will be held at 11 am on the second Thursday following the four yearly elections, or if there are no elections, the third Thursday in May'

In order to provide some flexibility over the start time to this important event in the annual cycle of meetings Cabinet is invited to recommend to Council a change to the Constitution. This change would provide the flexibility to explore a later start time which could aid the planning of a more compact programme of events on the day of Mayor Making which would be more accessible and relevant to stakeholders and the key strategic partners of the Council.

Recommendation:

Subject to the approval of full Council, the existing Council Procedure Rules at 1.1.1 of Part 4 of the Constitution be replaced with the following:

'The timing of the Annual Meeting of the Council will be established by the Head of Legal and Democratic Services, following consultation with the Leader of the Council and the Chairman of the Mayoral Advisory Committee, the meeting to be held on the second Thursday following the four yearly elections, or if there are no elections, the third Thursday in May'.

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

16. Suffolk Joint Health and Wellbeing Strategy

*Cabinet Member – Sara Mildmay-White; Contact Officer – Davina Howes
Telephone: 01284-757070
e-mail: davina.howes@westsuffolk.gov.uk*

Report **D282** attached.

Summary and reasons for recommendations:

Under the Health and Social Care Act 2012, Suffolk County Council is required to establish a Health and Wellbeing Board for Suffolk and, with Clinical Commissioning Groups (CCGs), has a duty to produce a Joint Health and Wellbeing Strategy (JHWS) for the county. Although not statutory partners the contribution of Suffolk District Councils to local communities, for example, housing, licensing, planning economic development, leisure etc, is recognised as being a key factor in the health and wellbeing of Suffolk residents. Suffolk District Councils have four seats on the Board representing Ipswich, plus the three sets of shared service paired authorities.

The Suffolk Health and Wellbeing Board (SHWB), which has been meeting in shadow form for over a year, becomes statutory from April 2013 and the JHWS will guide the work of the Board. It is important that all those with representation on the Board, including St Edmundsbury, agree the content of the JHWS and contributes to its implementation through the Council's service delivery where appropriate in terms of meeting local need and matching the policies and resources of the individual partner organisations.

Recommendations:

Subject to the approval of full Council:

- (1) the Joint Health and Wellbeing Strategy for Suffolk developed by Suffolk's Health and Wellbeing Board, as contained in Appendix 1 to Report D282, be approved as part of the St Edmundsbury policy framework; and
- (2) it be agreed that St Edmundsbury will contribute to the implementation of the Joint Health and Wellbeing Strategy through its service delivery mechanisms (where appropriate in terms of meeting local need and matching the policies and resources of the Council), and through membership of the Suffolk Health and Wellbeing Board which has the statutory duty to produce the Strategy and Joint Strategic Needs Assessment.

17. Commitment of Capital Funding for Housing Scheme in Wkepstead (Feb13/16)

*Cabinet Member – Anne Gower; Contact Officer – Simon Phelan
Telephone: 01638-719440
e-mail: simon.phelan@westsuffolk.gov.uk*

Report **D283** attached.

Summary and reasons for recommendations:

Suffolk Housing Society working with Icen Homes are in the process of developing an affordable housing scheme of five homes in Whepstead, including a bespoke bungalow for a family with complex needs.

St Edmundsbury Borough Council has been working in partnership with Suffolk Housing Society, Icen Homes and Suffolk County Council on how best to meet the housing needs of this local family.

This housing scheme forms part of Icen Homes' commitment to the Homes and Communities Agency (HCA) to deliver affordable homes by March 2015 and therefore will receive funding towards the cost of delivering the homes, however there is a short fall due to the additional requirements of this particular family.

Recommendations:

- (1) an allocation of £15,000 from the Council's Affordable Housing Capital Programme, as detailed in paragraph 8.3 of Report D283, be approved to enable the delivery of an affordable housing scheme in Whepstead, which will only be released following written confirmation that the other £15,000 allocation from Suffolk County Council has been secured; and
- (2) the £15,000 allocation be drawn down within 12 months from the approval of the planning permission, otherwise the allocation will be withdrawn.

18. Recommendations from the Licensing and Regulatory Committee: 21 January 2013: Triennial Review of Gambling Act 2005: Statement of Licensing Principles (Feb13/07)

Cabinet Member – Anne Gower;

Contact Officer – Nicola Baker

Telephone: 01284-757306

e-mail: nicola.baker@westsuffolk.gov.uk

Report **D284** attached.

Summary and reasons for recommendations:

On 21 January 2013 the Licensing and Regulatory Committee considered the following items:

- (1) Triennial Review of Gambling Act 2005: Statement of Licensing Principles;
- (2) Review of Street Vending Policy: 'A' Boards; and
- (3) Summary of Licensing Applications and Appeals: 1 October to 31 December 2012

Recommendations:

(a) Triennial Review of Gambling Act 2005: Statement of Licensing Principles

Subject to the approval of full Council:

- (1) the draft Gambling Act 2005: Statement of Licensing Principles, as set out in Appendix A of Report D253, be adopted; and
- (2) the Head of Planning and Regulatory Services be given delegated authority, in consultation with the Portfolio Holder for Housing, Licensing and Environmental Health, to make any minor typographical, grammatical, factual or contextual changes to the Gambling Act 2005: Statement of Licensing Principles, provided they do not materially affect the meaning of the document.

**19. Recommendations from the Rural Area Working Party:
24 January 2013 (Feb13/15)**

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

Report **D285** attached.

Summary and reasons for recommendations:

On 24 January 2013 the Rural Area Working Party considered the following items:

- (1) Rural Profiling Project – Workshop with external facilitators, Stephen Hill, Director C20 future planners
- (2) Evidencing Rural Housing Need
- (3) Rural Youth Work Programme; and
- (4) Draft Rural Area Working Party Work Programme 2013

Recommendations:

(a) Evidencing Rural Housing Need

The Borough Council stops carrying out housing needs surveys and evidences future housing schemes in the following way:

- (a) carry out Borough-wide assessment of rural housing, focusing on key service centres, service centres and infill villages; this assessment to be undertaken using the Strategic Housing Market Assessment, Housing Register and other data with an objective of completing this work within 3 months and updating annually thereafter;
- (b) this assessment would allow the Borough Council to map localities showing the greatest housing need, thus

providing a strategic overview which can then be used to determine future development priorities and allow the Council to be responsive to future opportunities, and would be of particular use once the situation regarding funding post-March 2015 becomes clearer;

- (c) the assessment to provide a mandate to engage with Parish Councils and work with local communities to shape solutions and then link in with the draft Rural Vision 2031 and the work currently being developed around the Rural Profiling Project; and
- (d) in the event of approaches by individual parishes who are concerned about housing need in their locality, based on the information from the assessment, the Council would be in a better position to advise accordingly and work with them on potential solutions.

(b) Rural Youth Work Programme

Subject to budgetary provision for 2013/2014 the following be approved:

- (a) the Borough Council continue to fund IPSUM YP, or a similar group, to deliver a 'Wos Up' Project in the Rural Areas of St Edmundsbury and look to work with Parish Councils to increase the number of sessions;
- (b) officers be asked to look at what the future format might be for Rural Youth Work under Shared Services arrangements;
- (c) officers be asked to investigate relevant external funding to develop other work in the rural areas with the Council's partners including, looking at innovative projects with an aim to increase the participation of females in the Rural Youth Work Programme; and
- (d) any changes or new recommendations to be followed up by a period of consultation with young people conducted by officers.

20. Housing Assistance Policy: Administrative Matter

Cabinet Member – Anne Gower;

Contact Officer – Nicola Baker

Telephone: 01284-757306

e-mail: nicola.baker@westsuffolk.gov.uk

Summary and reasons for recommendation:

A joint Housing Assistance Policy was produced in 2012 for utilisation across both Forest Heath District (FHDC) and St Edmundsbury Borough (SEBC) Councils. When this Policy was approved at FHDC (11 July 2012 - Council Minute 097 refers), it included a paragraph to enable the Head of Service, in consultation with the relevant Portfolio Holder, to make

minor amendments to the Policy without the full document having to come back through the Cabinet and Council approval process. Unfortunately at the time, this second recommendation was not included with the recommendation when approval was sought for the Policy at SEBC.

Approval for the following recommendation is now therefore sought.

Recommendation:

The Head of Planning and Regulatory Services be authorised, in consultation with the Portfolio Holder for Housing, Licensing and Environmental Health, to make any further minor typographical, factual, spelling, grammatical and other minor changes to the joint Housing Assistance Policy, as contained within Appendix A to Report D78, provided they do not materially affect the substance or meaning of the Policy.

Working together for prosperous and environmentally responsible communities

21. Suffolk Growth Strategy

*Cabinet Member – John Griffiths; Contact Officer – Andrea Mayley
Telephone: 01284-757343
e-mail: andrea.mayley@westsuffolk.gov.uk*

Report **D286 TO FOLLOW.**

Summary and reasons for recommendation:

The Suffolk Growth Strategy is an important piece of work that aims to set out clearly the ambition for growth in Suffolk. It will help Suffolk secure future funding streams and put Suffolk on an even footing with Norfolk which has clearly articulated plans for growth. It attempts to represent the ambitions for growth held by each of the Local Authorities.

Recommendation:

The recommendation contained in Report D286 will follow.

22. Recommendations from the Bury St Edmunds Area Working Party: 5 February 2013

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

Report **D287 TO FOLLOW.**

Summary and reasons for recommendations:

On 5 February 2013 the Bury St Edmunds Area Working Party will consider the following items:

- (1) Economic Viability of the Town Centre;
- (2) Town Centre Vitality/Viability Indicators: Update;
- (3) Annual Ratepayers Event – February 2013; and
- (4) Highways Update.

Recommendations:

Should any recommendations emanate from the meeting of the Bury St Edmunds Area Working Party, these will follow in Report D287.

23. Recommendations from the Sustainable Development Working Party: 7 February 2013: (Feb13/08)

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

(Report D288 has been compiled before the meeting of the Sustainable Development Working Party on 7 February 2013 and is based on the recommendations contained within the report. Any amendments made by the Working Party to the recommendations will be notified prior to the meeting of Cabinet.)

Report **D288** attached.

Summary and reasons for recommendations:

On 7 February 2013 the Sustainable Development Working Party will consider the following items:

- (1) Joint Development Management Policies: Submission; and
- (2) Suffolk Flood Risk Management Strategy.

Recommendations:

(a) Joint Development Management Policies: Submission

*(The recommendations relating to the above item will be made to the Joint Development Management Policies Committee, not to Cabinet, and are presented in Report D288 for **information only.**)*

(b) Suffolk Flood Risk Management Strategy

Subject to the approval of full Council, the content of the Suffolk Local Flood Risk Management Strategy, as contained in Appendix 1 to Report D266, be adopted.

24. Recommendations of the Joint Development Management Policies Committee: 11 February 2013 (Feb13/01)

Cabinet Member – Terry Clements

*Contact Officer – Nicola Baker
Telephone: 01284-757306
e-mail: nicola.baker@westsuffolk.gov.uk*

(Report D289 has been compiled before the meeting of the Joint Development Management Policies Committee on 11 February 2013 and is based on the recommendations contained within the report. Any amendments made by the Joint Development Management Policies Committee to the recommendations will be notified prior to the meeting of Cabinet.)

Report **D289** attached.

Summary and reasons for recommendations:

On 7 February 2013 the Joint Development Management Policies Committee will consider the following item:

- (1) Joint Development Management Policies: Submission

Recommendations:

Subject to the approval of full Council:

- (1) the Joint Development Management Policies document, as attached at Working Paper 2 to Report D110, be approved for submission to the Planning Inspectorate;
- (2) the possibility of further consultation being necessary in relation to the potential impacts on this document of the revocation of the Regional Spatial Strategy (RSS) be noted; and
- (3) delegated authority be given to the Head of Planning and Regulatory Services, in consultation with relevant Portfolio Holders, to make minor changes to the document, as required, as a result of discussion and negotiation with interested parties prior to the Examination in Public.

25. Land at Eden Road, Haverhill (Feb13/13)

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

Report **D290** attached.

Summary and reasons for recommendations:

The Council has been approached by Havebury Housing Partnership (Havebury), which wishes to develop a scheme of three houses on the Council's vacant site at Eden Road, Haverhill. This will complement the scheme of seven flats currently being built by Havebury on adjoining land fronting the High Street.

Havebury proposes to fund the scheme from its own resources. There is no additional social housing grant available. If the Council requires Havebury to buy the land, the scheme may become unviable and may not proceed.

Recommendations:

- (1) Land at Eden Road, Haverhill be gifted to Havebury Housing Partnership, as detailed in paragraph 4.18 of Report D290, with the requirement that it remains in perpetuity in affordable housing use; and
- (2) the scheme viability is reappraised at completion, and a return is made to the Council if the scheme improves its profitability, as detailed in paragraphs 5.4 and 5.5 of Report D290.

Corporate Priority: Working together for an efficient Council

26. Revenues Collection Performance and Write Offs (Feb13/06)

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

Report **D291** 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, 3 and 4.

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

Recommendations:

The write off of the amounts detailed in the exempt appendices to Report D291, be approved as follows: -

- Exempt Appendix 1: 8 accounts for Council Tax totalling £20,819.53
- Exempt Appendix 2: 21 accounts for Business Rates totalling £159,278.62
- Exempt Appendix 3: 1 Sundry Debtor account totalling £2557.20; and
- Exempt Appendix 4: 5 Housing Benefit overpayment totalling £15,350.31.

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 15 January 2013, 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

27. Exempt Appendices: Revenues Collection Performance and Write Offs (Feb13/06)

Cabinet Member – David Ray;

Contact Officer – Rachael Mann

Telephone: 01638-719245

e-mail: rachael.mann@westsuffolk.gov.uk

Exempt Appendices 1, 2, 3 and 4 to Report **D291** 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.)