

Legal and Democratic Services

Joy Bowes

Head of Legal and Democratic Services



Democratic Services

West Suffolk House

Western Way

Bury St Edmunds

Suffolk IP33 3YU

Telephone (01284) 757105

E-mail: democratic.services@stedsbcc.gov.uk

Website: <http://www.stedmundsbury.gov.uk>

Enquiries regarding this Agenda:
Claire Skoyles (01284) 757176

Cabinet

**Tuesday 21 October 2014 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

Anne Gower

John Griffiths

Sara Mildmay-White

Alaric Pugh

David Ray

Sarah Stamp

Peter Stevens

Portfolios:

- Planning and Regulation

- Housing

- Leader

- Deputy Leader/Health and
Communities

- Economic Growth

- Resources and Performance

- Leisure, Culture and Heritage

- Waste and Property

QUORUM: *Three Members*

***Please switch mobile communication
devices to 'silent' during the meeting.***

FIRE SAFETY

In the event of a fire during this meeting the Fire Warden responsible for the evacuation of the Meeting Room is the Democratic Services Representative who is normally the person indicated above.

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

To confirm the minutes of the meetings held on 2 September 2014 and 16 September 2014 (Extraordinary meeting) (copies attached).
(Page 7)

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)

**4. Report of the Overview and Scrutiny Committee:
3 September 2014**

Chairman – Ian Houlder;

Lead Officer – Christine Brain

Report **F145** attached. **(Page 23)**

**5. Report of the Performance and Audit Scrutiny Committee:
24 September 2014**

Chairman – Sarah Broughton;

Lead Officer – Christine Brain

Report **F146** attached. **(Page 27)**

**6. Recommendation of the Performance and Audit Scrutiny
Committee: 24 September 2014: West Suffolk Local Code of
Corporate Governance (Oct14/12)**

Cabinet Member – David Ray;

Lead Officer – Rachael Mann

Report **F147** attached. **(Page 31)**

7. A Housing and Health Charter for Suffolk (Oct14/07)

*Cabinet Members – Anne Gower; Lead Officer – Simon Phelan
and Sara Mildmay-White*

Report **F148** attached. (**Page 35**)

**8. West Suffolk Street Naming and Numbering Procedure
(Oct14/09)**

Cabinet Member – Peter Stevens Lead Officer – Mark Walsh

Report **F149** attached. (**Page 49**)

**9. Report of the Anglia Revenues and Benefits Partnership Joint
Committee: 11 September 2014 (ARP14/02)**

Cabinet Member – David Ray Lead Officer – Rachael Mann

Report **F150** attached. (**Page 65**)

**10. West Suffolk Shop Front and Advertisement Design Guide:
Consultation Draft**

Cabinet Member – Terry Clements Lead Officer – Steven Wood

Report **F151 TO FOLLOW (Page 72a)**

**11. Recommendations from the Sustainable Development Working
Party: 9 October 2014**

**(a) Castle Manor Academy, Haverhill – Draft Concept
Statement (Oct14/06)**

Cabinet Member – Terry Clements Lead Officer – Ian Poole

Report **F152** attached. (**Page 73**)

**12. Recommendations from the West Suffolk Joint Staff
Consultative Panel: 15 September 2014**

**(a) Workforce Strategy for West Suffolk 2014 -2016
(Oct14/08)**

**(b) West Suffolk Adoption Policy and Procedure, and West
Suffolk Flexible Working Policy (Oct14/10)**

Cabinet Member – David Ray Lead Officer – Karen Points

Report **F153** attached. (**Page 77**)

13. Haverhill Town Centre Masterplan: Issues and Options Consultation

Cabinet Members – Terry Clements; Lead Officer – Ian Poole and Anne Gower

Summary and Reason for Recommendation:

Haverhill Vision 2031 makes provision for the preparation of a more detailed masterplan for the town centre. The Council is working with ONE Haverhill to produce the masterplan, which will ultimately be adopted as a supplementary planning document.

Consultants are being sought to take a lead on the technical and consultation aspects required in the preparation of the draft masterplan. Once appointed, it is anticipated that work on the first stage of the masterplan, the preparation of the Issues and Options document, could proceed quite quickly as a substantial amount of background information has already. If consultants can be procured, it is hoped that the Issues and Options could commence before Christmas 2014.

Because the final document will be adopted by the Borough Council, each consultation document would normally be signed off by Cabinet for consultation. However, in this instance it may not be possible to place the Issues and Options consultation document before a scheduled meeting of the Cabinet if the Issues and Options consultation timetable is to be met.

It is therefore proposed that, should it not be possible to bring the draft Issues and Options consultation document before Cabinet, it should be considered by the Haverhill Area Working Party and, subject to the Working Party being satisfied with its content, the Head of Planning and Regulatory Services is delegated powers to approve the document for consultation, in consultation with the Portfolio Holder for Planning and Regulatory Services (Councillor Clements) and the Portfolio Holder with the responsibility for Haverhill (Councillor Mrs Gower).

Recommendation:

It is **RECOMMENDED** that the Head of Planning and Regulatory Services be given delegated authority, in consultation with the Portfolio Holder for Planning and Regulatory Services and the Portfolio Holder with the responsibility for Haverhill, to approve the Haverhill Town Centre Masterplan Issues and Options document for consultation.

14. Revenues Collection Performance and Write-Offs (Oct14/02)

Cabinet Member – David Ray Lead Officer – Rachael Mann

Report **F154** attached. **(Page 101)**

**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 published on 19 September 2014, 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

15. Revenues Collection Performance and Write-Offs (Oct14/02)

Cabinet Member – David Ray; Lead Officer – Rachael Mann

Exempt Appendices 1, 2 and 3 to Report **F154** attached. **(Page 105)**

(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 identify of an individual.)