



## Council 29 June 2010

### Schedule of Referrals from Cabinet, Standards Committee and Democratic Renewal Panel

(A) Referrals from Cabinet: 28 April 2010

1. Revenues and Benefits Service Delivery: Options Appraisal

*Forward Plan Reference: May10/12*  
*Cabinet Member: Cllr Paul Farmer*

*Report A650*

**RECOMMENDED:-**

***That following a period of implementation planning and detailed due diligence, St Edmundsbury Borough Council's Revenues and Benefits Section join the Anglia Revenues Partnership.***

On 13 January 2010, the Policy Development Committee considered a report setting out the results of an 'Options Appraisal' of the Revenues and Benefits Services in four councils in Suffolk (Babergh and Mid Suffolk District Councils and Ipswich and St Edmundsbury Borough Councils). The Policy Development Committee recommended that a full business case should be undertaken for the delivery of a shared Revenues and Benefits service, either as a new, stand-alone partnership, or by joining an existing partnership.

Report A650 sets out the findings of the work undertaken on the business case and developments which have taken place since January 2010. Two options were under consideration; first, a new shared service between the four councils listed above and second, St Edmundsbury Borough Council (SEBC) alone joining the existing Anglia Revenues Partnership (ARP), as a full member of their Joint Committee (effectively becoming a full partner of ARP). ARP currently consists of three authorities (Forest Heath, Breckland and East Cambridgeshire District Councils).

Both options will deliver significant savings for the authority, and both have different sets of risks and rewards, which are expounded in the body and annexes of Report A650.

The Borough Council has entered into a preferred partnership agreement with Forest Heath District Council. It is, therefore, the authority's priority to ensure that wherever possible services are shared with Forest Heath District Council. If this process is not followed diligently, there is a risk that a complicated set of joint committees governing a range of different partnerships could arise.

## **2. Health and Safety Policy**

*Forward Plan Reference: May10/08  
Cabinet Member: Cllr David Ray*

*Report A651 (Central  
Safety Panel Report A581)*

### **RECOMMENDED:-**

***That amendments 003 to 009 inclusive, as contained in Report A581, to the Health and Safety Policy be approved.***

The proposed amendments to parts of the Council's Health and Safety Policy are as follows:-

- |               |  |
|---------------|--|
| Amendment 003 | Lone Workers: The amendment sought to include Councillors within the scope of this policy.   |
| Amendment 004 | Personal Safety A Guide for Councillors: This was a new section providing guidance to elected Members on Health and Safety considerations arising out of the performance of their duties.  |
| Amendment 005 | Driving to Work: This amended the procedure for random drug and alcohol testing.   |
| Amendment 006 | Safe Driving Guidance: This provided clarification about steps to be taken in the event of a vehicle breakdown.  |
| Amendment 007 | Organisation: This restated officer responsibilities in the light of a staff restructuring whereby the former Assistant Chief Executive had been appointed as Director Community retaining the role of 'Health and Safety Director'.   |
| Amendment 008 | First Aid: This provided new definitions for First Aiders as persons trained in First Aid at Work' (FAW) and 'Appointed Persons' as 'persons trained in Emergency First Aid at Work' (EFAW) and new training requirements in line with recent changes made within the FAW Approved Code of Practice. |
| Amendment 009 | Machinery Plant and Tools: This amended the Policy for random drug and alcohol testing.  |

## **3. Development Brief: Chantry Mills, Former Gurteens' Factory Site, Haverhill**

*Forward Plan Reference: May10/02  
Cabinet Members: Cllr Anne Gower and  
Cllr Terry Clements*

*Report A657 (Haverhill  
Area Working Party  
Report A645)*

### **RECOMMENDED:- That**

- (1) the Development Brief for Chantry Mills, former Gurteen's factory site, Haverhill, as detailed in Appendix 1 to Report A645, be adopted as non-statutory planning guidance for the determination of future planning and listed building applications; and***

- (2) ***delegated authority be given to the Senior Conservation Officer, in consultation with the Portfolio Holder for Transport and Planning, to make any minor typographical, grammatical and/or factual changes to the Development Brief for Chantry Mills.***

The Chantry Mills Development Brief has been prepared in accordance with adopted Replacement St Edmundsbury Borough Local Plan 2016, in particular Policy DS5 Design Guidance and Development Briefs. Furthermore, the procedures have been undertaken in accordance with the protocol for the preparation of Design Guidance and Development Briefs.

On 22 October 2009, a draft of the document was approved for consultation by the Haverhill Area Working Party and subsequently, by the Cabinet. Following consultation, the Development Brief has been amended in the light of comments received and it is recommended that the document is now adopted as non statutory planning guidance to inform future decisions on the potential redevelopment and reuse of the site.

#### **4. Public Halls: Review of Charging, Contracting and Ticketing Policy**

***Forward Plan Reference: May10/09  
Cabinet Member: Cllr Lynsey Alexander***

***Report A660 (Public Venue (The Apex) Working Party Report A589)***

#### ***RECOMMENDED:- That***

- (1) ***the new charging, contracting and ticketing policy, as set out in Appendix A of Report A589, be approved; and***
- (2) ***the Council's Constitution be amended to take account of the revised delegation arrangements, as set out in Appendix B of Report A589.***

The opening of The Apex means that the Council's approach to the general management of its public halls and arts programming needs to change. It is, therefore, proposed that a completely flexible and commercial approach to charging hirers of halls and patrons of the Council's arts events should be adopted. A review of the current delegation arrangements in relation to management of public halls has been carried out in the light of the proposed change of policy and amendments to these are put forward for consideration.

(B) Referrals from Cabinet: 26 May 2010

**1. Replacement Local Plan Policy BSE3: Suffolk Business Park, Moreton Hall, Bury St Edmunds: Approval of Masterplan**

*Forward Plan Reference: Jun10/07*  
*Cabinet Member: Cllr Terry Clements*

*Report B9 (Sustainable  
Development Panel  
Report A676)*

**RECOMMENDED:-**

***That the Masterplan for the development of Suffolk Business Park and the Eastern Relief Road, Bury St Edmunds, attached as Appendix B of Report A676, be adopted as non statutory planning guidance.***

Land East of Suffolk Business Park, Bury St Edmunds is allocated for development in the Replacement Local Plan. The Local Plan states that development cannot proceed until masterplans have been adopted for both sites and these are to be informed by concept statements. A draft masterplan was prepared by consultants on behalf of one of the major landowners in respect of the land at Suffolk Business Park. Public consultation took place in January and February 2010 and the masterplan has been amended in the light of the comments received.

Officers are satisfied that the masterplan and the proposals within it, have been prepared in accordance with the adopted Replacement Borough Local Plan and the protocol for preparing masterplans and should be adopted for non-statutory planning guidance.

(C) Referrals from Cabinet: 23 June 2010

*(This section (C) has been compiled before the meeting of the Cabinet on 23 June 2010 and is based on the recommendations contained within the relevant reports. Any amendments made by the Cabinet to the recommendations will be notified following the meeting of the Cabinet and prior to the meeting of the Council.)*

**1. Asset Management Plan: Corn Exchange, Bury St Edmunds Options for Use**

*Forward Plan Reference: Jul10/13*  
*Cabinet Member: Cllr Sara Mildmay-White*

*Cabinet Report B71*

On 26 May 2010 the Cabinet agreed to shortlist two bidders for the leasehold of the Corn Exchange to allow further negotiation and targeted consultation in advance of a decision by the Cabinet at its meeting on 23 June 2010. The consultation event was held on 15 June 2010 and due to the number of responses received will take some time to assess. Therefore, all Members of the Council **will receive a copy of the Cabinet report, Report B71**, when this is distributed.

**2. Construction for the Public Venue (The Apex) Fit Out: Final Account**

The recommendations from Cabinet Exempt Report B74 appears at the end of this Council agenda as agenda item 16, Exempt Report **B92**.

(D) Referrals from Democratic Renewal Panel: 7 June 2010

Chairman of Panel: Councillor Paul Farmer

**1. Community Governance Review (Report B32)**

***RECOMMENDED:- That***

- (1) a Community Governance Review be carried out under the terms of Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007;***
- (2) the scope of the review be as outlined in Section 5 of Report B32, as amended, namely;***
  - (a) the Council conduct a Community Governance Review for the whole of the Borough of St Edmundsbury including consideration of the size of parish councils (increasing or decreasing), grouping with another parish to form a parish council covering two or more parishes, or potentially amending a boundary between two parishes;***
  - (b) to establish a principle that where a community expands into a neighbouring parish the existing parish boundary should be reviewed to prevent it becoming anomalous; and***
  - (c) to allow a maximum of 8 weeks for consultation responses to be received;***
- (3) the Chief Executive, in consultation with the Chairman and Vice-Chairman of the Democratic Renewal Panel, be authorised to progress the review in accordance with the timetable in paragraph 4.4 of Report B32.***

Parish elections will be held in May 2011 and any changes made to electoral arrangements for parishes can only be implemented at the next scheduled elections. Several enquires have been received over the past year from parishes regarding their electoral arrangements and how these can be changed.

The guidance accompanying the appropriate legislation indicates that before conducting a review of an individual area it is good practice for the Council to first consider whether it wishes to deal with requests as one-off reviews or if, to avoid a piecemeal approach to local governance arrangements, it would be more appropriate to conduct a wider review of some or all of the area covered by the authority. For the following reasons it is considered to be appropriate to conduct a wider review of all of the area covered by the authority:-

- (a) any boundary changes may be reflected in the register of electors published on 1 December 2010, although changes to other aspects of electoral arrangements will not become effective until the elections are held in May 2011; and***
- (b) the Council last conducted a full review in 2000 and it is recommended that a full review should be conducted every 10 to 15 years.***

There are a number of requirements relating to the conduct of the review which the Borough Council must observe and these can be summarised as follows:-

- (a) terms of reference must be drawn up for the review. These must identify the focus for the review and the area under review;
- (b) the County Council must be notified that the review is taking place;
- (c) consultation must take place with local people, representative groups active in the area and any people/groups that could reasonably be expected to have an interest in the review;
- (d) the Council must take account of representations received;
- (e) the aim of the review must be to reflect the interests and identities of the community and to secure for it convenient and effective local governance; and
- (f) the review must be completed within 12 months of being initiated.

## **2. Petition Scheme (Report B33)**

***RECOMMENDED:- That***

- (1) the proposed scheme for dealing with petitions, attached as Appendix A to this Report B79, be adopted;***
- (2) a report be presented to the Democratic Renewal Panel after a year of operating the scheme, or earlier if determined necessary by the Chairman of the Democratic Renewal Panel;***
- (3) a copy of petitions received be sent to appropriate Ward Councillors and also detailed in the Members' Bulletin;***
- (4) the Head of Legal and Democratic Services be authorised to make the necessary changes to the Constitution; and***
- (5) the Head of Legal and Democratic Services be authorised to procure on-line petition software.***

As part of the Local Democracy, Economic Development and Construction Act 2009 the Council is required to have a Petition Scheme in operation on 15 June 2010 and e-petition requirements in place by 15 December 2010.

The Council is now working in partnership with four other local authorities, Babergh, Forest Heath, Suffolk Coastal and Waveney District Councils in procuring approved software to operate an e-petitions system. The successful supplier will need to comply with the e-petition Data Standards issued by the Department for Communities and Local Government.

The petitions duty obliges local authorities in England to draw up a petition scheme, which will give local people a right to a public response if they sign a petition. Petitions with a significant level of support will be able to trigger a debate of the full Council and petitions will also be able to call for a senior member of the Council's staff to attend a meeting of the Overview and Scrutiny Committee to answer questions about how they are delivering public services. Petition organisers will have a right to ask the Overview and Scrutiny Committee to review the Council's response to their petition, should they feel the response is inadequate. Local authorities are also required to provide a facility for e-petitions.

The Panel deliberated and also consulted upon the number of signatures that would trigger different levels of action by the Council. For a petition to trigger a debate at full Council the Council may determine this signature threshold locally but it must be no higher than 5% of the population. However, the Government guidance provides a model petition scheme and in this example a figure of 1% of the population is used. The number of signatures applicable to the Borough Council would seem to be between 1,000 and 5,000 signatures to trigger a debate at full Council. The guidance also indicates that to require a senior member of the Council's staff to attend a meeting of the Overview and Scrutiny Committee and answer questions about their work should be based on 50% of the signatures required to trigger a debate at full Council. In addition to addressing issues of a more Borough wide nature the Council also has to take into account petitions that are of a more local nature and, therefore, the proposals from the Panel have retained the current level of signatures in respect of presenting a petition to Council (100 signatures) and presenting a petition to Cabinet, a Committee or a Working Party/Panel (20 signatures).

**3. Appointment of Parish Council Representatives on the Standards Committee (Report A582 considered by both the Standards Committee on 24 March 2010 and the Democratic Renewal Panel on 7 June 2010)**

***RECOMMENDED:- That,***

- (1) Article 9 of the Constitution be amended so that paragraph 9.2.3 reads:-***

***"As vacancies among Parish Members arise, appropriately sized Parish/Town Councils in the Borough will be invited to submit nominations to the Monitoring Officer. The Standards Committee will then undertake a selection procedure and select one nominee. One Parish Member from each of the following categories will sit on the Committee:-***

- (a) parishes with fewer than 400 electors;  
(b) parishes with between 400 and 15,000 electors; and  
(c) parishes with more than 15,000 electors (i.e. Town Councils).***

***The appointment will then be endorsed by the full Council";  
and***

- (2) *the Standards Committee be requested to review the number of electors in the three categories above used to appoint a Parish Member.***

The Council's Constitution states that the nominations for parish/town council representatives on the Standards Committee will be submitted to the Suffolk Association of Local Councils (SALC), who will then undertake a selection procedure and submit one nomination to the Council. This process had worked in the past. However, a nomination for the vacancy created by the resignation of a parish council representative in Spring 2009 had not been received, despite reminders and requests for a report on progress, until the day of the meeting of the Democratic Renewal Panel on 7 June 2010.

The Standards Committee considered it appropriate that the Council should have the responsibility for selecting parish council representatives as it did with independent members of the Committee.

This matter was also considered by the Democratic Renewal Panel which recognised the problems encountered in securing a nomination for a long standing vacancy. The Panel was satisfied that the process for recruitment, which would mirror that used for independent members, was transparent and vigorous. It also concluded that it would be appropriate for the Standards Committee to consider the thresholds of the number of electors used in the selection process for parish members.

**4. Representation on Outside Bodies: Annual Report 2009/2010 (Report B34)**

***RECOMMENDED:-***

***That the Council notes the contents of this item.***

The Council requires that monitoring its representation on outside bodies is either undertaken by the Grant Panel, where that organisation receives a grant from the Council, or by production of an annual report to full Council.

Of 57 forms requested, 34 have been received, 23 (40%) have not been returned. However, it should be noted that returns have been received in respect of 30 organisations out of the 33 requested (91%).

No return recommended that the Council should no longer be represented on an outside body. Indeed the vast majority of the representatives were positive or very positive about the benefits of Borough Council representation.

**5. Membership of Committees, Working Parties and Panels (Report B36)**

***RECOMMENDED:- That***

- (1) *the current system for allocating seats to any Member group that is not required by law to be politically balanced continue to be based on the political balance of the Council, subject to the usual flexibility by arrangement between Group Leaders;***



- (2) Chairmen of all groups actively encourage full attendance and attendance for the full duration of meetings; and**
- (3) substitutes continue to be appointed to those bodies that do not need to be politically balanced.**

On 30 March 2010, Councillor Nettleton gave notice under paragraph 12.1 of the Council Procedure Rules of the following motion:-

*'Given the failure of some Members to attend meetings of various Committees, Panels and Working Parties, the Council resolves that:-*

- (a) only those Committees which must be politically balanced by law should remain so after the Annual Meeting in May 2010. Membership of all the rest should be based on volunteering by Members interested in contributing to the work programme of the Committee, Panel or Working Party;*
- (b) all Chairmen should actively encourage a 'don't arrive late, don't leave early' attitude among the Members of the various Committees, Panels and Working Parties; and*
- (c) substitutes are nominated for politically balanced Committees only.'*

The Panel gave due consideration to the three points raised by Councillor Nettleton's motion and have recommended accordingly.

## **6. Changes to the Constitution (Agenda Item 14)**

### **RECOMMENDED:-**

***That the Council's Constitution be amended to include:-***

***Part 3, Responsibilities for Functions, Scheme of Delegation to Officers require the following amendments:-***

***Section F, Community Services Directorate, (a) Head of Environmental Health and Housing, Paragraph 5, 'To authorise the making, issue of and the serving, of Notices and Counter Notices and Orders, pursuant to the following statutes:-***

***Health Protection (Local Authority Powers) Regulations 2010, Regulations 2, 3, 8, 9 and 10.'***

The Health Protection (Local Authority Powers) Regulations 2010, regulations 2, 3, 8, 9 and 10 came into force and as a consequence an amendment to the Constitution is required. These regulations make changes to older public health legislation linked to infectious disease control and reporting. In practise these powers will be used very infrequently, if ever.

# St Edmundsbury Borough Council Petition Scheme

## 1. Introduction

- 1.1 This Scheme sets out the details of how St Edmundsbury Borough Council will deal with and respond to petitions.

## 2. Petitions

- 2.1 The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns.

- 2.2 Petitions that meet the requirements about the number of signatories set out below can be presented at a meeting of full Council, Cabinet or a Committee or can trigger a Council Debate or require specified officers of the Council to give evidence to a meeting of the Overview and Scrutiny Committee. The Overview and Scrutiny Committee is a committee of Councillors who are responsible for scrutinising the work of the Council.

- 2.3 Petitions can be received by the Council in a number of ways:-

- (a) Petitions can be sent in writing to:

Committee Services Manager  
St Edmundsbury Borough Council  
West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU

- (b) Electronic petitions can be created, signed and submitted online by following this link [link]

- (c) Petitions can also be presented to a meeting of full Council, Cabinet, or an appropriate Committee. Details of the meetings timetable can be found here [link].

- 2.4 If you would like to present your petition at a meeting of the Council, Cabinet or Committee or would like your councillor to present it on your behalf, please contact:-

Committee Services Manager  
Telephone: (01284) 757108 or e mail:  
[democratic.wp.services@stedsb.gov.uk](mailto:democratic.wp.services@stedsb.gov.uk)

at least 7 working days before the meeting and help you to arrange this.

### **3. What are the guidelines for submitting a petition?**

- 3.1 Petitions submitted to the Council must be about a service that the Council provides and include a clear and concise statement covering the subject of the petition.
- 3.2 It should state:-
- (a) the contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition. The contact details of the petitioner will not be placed on the Council's website;
  - (b) what action the petitioners wish the Council to take;
  - (c) the name and address and signature of any person supporting the petition. The contact details of the petition organiser will not be placed on the website; and
  - (d) the petition must contain the signatures of people who live, work or study in the Council's area.
- 3.3 If the petition does not identify a petition organiser, we will contact signatories to the petition to agree who should act as the petition organiser. We will not consider petitions which are considered by the Head of Legal and Democratic Services to be vexatious, abusive or otherwise inappropriate and these will not be accepted. In that case, we will write to you to explain the reasons.
- 3.4 If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply (unless your petition fails to meet that requirements for those procedures or, is about the failure to deliver service in those areas, rather than a specific case).
- 3.5 In the period leading up to an election or referendum we may need to deal differently with your petition. If this applies we will explain the way that we will deal with the petition.

### **4. What will the Council do when it receives my petition?**

- 4.1 An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.
- 4.2 If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. Depending on the number of signatures, whether it can be presented to full Council, Cabinet or an appropriate Committee, then the acknowledgment will confirm this and tell you when and where the next meeting will take place. If

the petition needs more investigation, we will tell you the steps we plan to take.

- 4.3 We will not take action on any petition which the Head of Legal and Democratic Services considers to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.
- 4.4 To ensure that people know what we are doing in response to the petitions we receive, the details of all the petitions submitted to us will be published on our website, except in cases where this would be inappropriate. Whenever possible we will also publish all correspondence relating to the petition (all personal details will be removed). When you sign an e-petition you can elect to receive this information by email. We will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us.

## **5. How will the Council respond to petitions?**

- 5.1 Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:-
- (a) taking the action requested in the petition;
  - (b) considering the petition at a council meeting;
  - (c) holding an inquiry into the matter;
  - (d) undertaking research into the matter;
  - (e) holding a public meeting;
  - (f) holding a consultation;
  - (g) holding a meeting with petitioners;
  - (h) referring the petition for consideration by the Council's Overview and Scrutiny Committee;
  - (i) calling a referendum; or
  - (j) writing to the petition organiser setting out our views about the request in the petition.
- 5.2 In addition to these steps, the Council will consider all the specific actions it can legally take on the issues highlighted in a petition.

## **6. Petition requiring Council debate**

- 6.1 If a petition contains more than 2500 signatures it will be debated by full Council unless it is a petition asking for a senior council officer to give evidence at a public meeting.
- 6.2 The issue raised in the petition will be discussed at a Council meeting which all councillors can attend. The petition organiser will be given not more than five minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of 20 minutes. The Council will decide how to respond to the petition at this meeting, it may decide to:-
- (a) take the action the petition requests;

- (b) not to take the action requested for reasons put forward in the debate; or
- (c) to commission further investigation into the matter, for example by referring it to a relevant committee.

6.3 The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

## **7. Petition requiring an officer to give evidence**

7.1 If it contains at least 1250 signatures your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. A list of the officers that can be called to give evidence is as follows:-

- Chief Executive – Geoff Rivers
- Corporate Director Community Services – Alex Wilson
- Corporate Director Economy – Sandra Pell
- Head of Finance – Liz Watts
- Heads of Service

7.2 For example, your petition may ask a senior council officer:-

- to explain progress on an issue; or
- to explain the advice given to elected members to enable them to make a particular decision.

7.3 The evidence will be given at a meeting of the Council's Overview and Scrutiny Committee and you will be given due notice to enable you to attend. These meetings are normally held in public but the Committee has the option to exclude the Press and Public from any part of the meeting that discusses confidential information. You should be aware that the Overview and Scrutiny Committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition, for instance if the named officer has changed jobs. Committee members will ask the questions at this meeting, but you will be able to suggest questions to the Chairman of the Committee by contacting the Committee Services Manager on (01284) 757108 or e mail [democratic.wp.services@stedsbc.gov.uk](mailto:democratic.wp.services@stedsbc.gov.uk) up to three working days before the meeting.

7.4 Petitions containing not less than 100 signatories can be presented at a meeting of full Council, who will, without debate, refer any petition to the appropriate forum for consideration.

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

## **8. E-petitions**

- 8.1 The Council welcomes petitions which are created and submitted through our website as e-petitions [link].
- 8.2 The e-petition organiser will need to:-
- (a) provide us with their name, postal address and email address; and
  - (b) decide how long you would like your petition to be open for signatures (most petitions run for three months, but you can choose a shorter period).
- 8.3 When you create an e-petition, it may take five working days before it is published online so that we can check that the content of your petition is suitable before it is made available for signature.
- 8.4 If we decline to publish your petition for one of the reasons stated above, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.
- 8.5 When an e-petition has closed for signature, it will automatically be submitted for further consideration as appropriate. In the same way as a paper petition, you will receive an acknowledgement within 10 working days. If you would like to present your petition to the Council, or would like your councillor to present it on your behalf, please contact:

Committee Services Manager  
Telephone: (01284) 757108 or  
email [democratic.wp.services@stedsbc.gov.uk](mailto:democratic.wp.services@stedsbc.gov.uk)

within five days of the petition closing.

- 8.6 A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.

## **9. How do I 'sign' an e-petition?**

- 9.1 You can see all the e-petitions currently available for signature here [insert link].
- 9.2 When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must use in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

**10. What if my petition has not been dealt with properly?**

- 10.1 If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the Council's Overview and Scrutiny Committee review the steps that the Council has taken in response to your petition.
- 10.2 The Committee will consider your request at the next available meeting receiving it. Should the Committee determine that the Council has not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Council and arranging for the matter to be considered at a meeting of full Council.
- 10.3 Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on our website.

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# Council 29 June 2010

## Schedule of Referrals from Cabinet, Standards Committee and Democratic Renewal Panel

*Report B79 was prepared before the Cabinet meeting on 23 June 2010. Arising from that meeting, the following recommendation regarding the Corn Exchange, Bury St Edmunds requires consideration by full Council.*

**1. Asset Management Plan: Corn Exchange, Bury St Edmunds Options for Use**

*Forward Plan Reference: Jul10/13*

*Cabinet Report B71*

*Cabinet Member: Cllr Sara Mildmay-White*

**RECOMMENDED:-**

*That, in view of the budgetary and policy implications and in accordance with the Council's adopted option appraisal process of the asset management plan, which includes community management and ownership of assets, the full Council shall determine whether either of the two formal bids for the leasehold of the Corn Exchange can be accepted, and if so which, subject to the receipt of planning permission and any other necessary consents.*

On 26 May 2010 the Cabinet agreed to shortlist two bidders for the leasehold of the Corn Exchange to allow further negotiation and targeted consultation in advance of a decision by the Cabinet at its meeting on 23 June 2010. The consultation event was held on 15 June 2010 and due to the number of responses received will take some time to assess. **Members will have received a copy of the Cabinet report, Report B71.**