

## **MINUTES OF ST EDMUNDSBURY BOROUGH COUNCIL**

Minutes of the Annual Meeting of the Council held on Thursday 16 May 2013 at 11.00 am in the Athenaeum, Angel Hill, Bury St Edmunds.

PRESENT: The Mayor (Councillor T G Marks) (in the Chair) (*for Part I Ceremonial Business*),  
Councillors Beckwith (*for Part II Procedural Business*),  
Mrs Broughton, Buckle, Chung, Clements, Clifton-Brown (*for Part I Ceremonial Business*), Cox, Everitt, Farmer, Farthing (*for Part II Procedural Business*), French (*for Part I Ceremonial Business*),  
Mrs Gower, Griffiths, Hale, Mrs R V Hopfensperger, P Hopfensperger, Houlder, Mrs Howard, Mrs Levack (*for Part II Procedural Business*), McManus, Mrs Mildmay-White, Nettleton (*for Part II Procedural Business*), Oliver, Pugh, Ray, Redhead (*for Part II Procedural Business*), Mrs Richardson, Mrs Rushbrook, Mrs Rushen, Simner, Spicer, Springett, Mrs Stamp, Stevens, Thorndyke, Ms Wakelam, F J Warby and Mrs P A Warby.

### **1. Prayers**

The Reverend Canon Ian Finn, Rural Dean of Clare and Rector of Haverhill, opened the meeting with prayers.

### **2. Apologies for Absence**

Apologies for absence were received from Councillors Ager, Ms Byrne, Cackle, Mrs Hind, A Whittaker and Mrs D Whittaker.

### **3. Election of Mayor**

On the motion of Councillor Mrs P A Warby, seconded by Councillor F J Warby, and duly carried, it was

RESOLVED: -

That Terence Leonard Buckle, a Councillor of the Borough, be and is hereby elected Mayor for the ensuing year.

The Mayor took the Chair, signed the Declaration of Acceptance of Office and acknowledged his election.

### **4. Appointment of Mayor's Chaplain**

The Mayor announced that he would be appointing as his Chaplain the Reverend Canon Jonathan Alderton-Ford of Christ Church, Moreton Hall, Bury St Edmunds.

### **5. Civic Service**

The Mayor announced that he had arranged for the Civic Service to be held at Christ Church, Moreton Hall on Sunday, 23 June 2013 at 10.30 am.

6. **Vote of Thanks to the Retired Mayor and Mayoress**

On the motion of Councillor S R M Oliver, seconded by Councillor Mrs P A Warby, and duly carried, it was

RESOLVED:-

That the Council, in recognising the most able and diligent manner in which the retired Mayor, Councillor Timothy Godfrey Marks, has carried out the duties of Mayor of the Borough during the past year, record its thanks and deep appreciation of his services as Mayor, and the Council further record its appreciation of the gracious work of the retired Mayoress, Mrs Margaret Marks; and

Having been presented with his Past Mayor's badge, Councillor Marks replied to the Vote of Thanks.

7. **Election of Deputy Mayor and Mayoress**

On the motion of Councillor S R M Oliver, seconded by Councillor Mrs P A Warby, and duly carried, it was

RESOLVED:-

That Councillor Timothy Godfrey Marks be and is hereby elected Deputy Mayor for the ensuing year.

The Deputy Mayor signed the Declaration of Acceptance of Office, and acknowledged his election.

8. **Vote of Thanks to Retired Deputy Mayor and Deputy Mayoress**

On the motion of Councillor P S Farmer, seconded by Councillor P A Stevens, and duly carried, it was

RESOLVED:-

That the Council record its sincere and deep appreciation of the services of Councillor Christopher James Evan Spicer, as Deputy Mayor of the Borough, and of the help and support given by the Deputy Mayoress, Mrs Joanna Spicer.

The retired Deputy Mayor acknowledged the Vote of Thanks.

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**ADJOURNMENT**

***The Mayor then announced the conclusion of the ceremonial business of the Council and an adjournment for a civic reception. The procedural business in Part II of the Agenda commenced at 1.00 pm.***

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9. **Appointment of Cabinet Members**

Councillor Griffiths, Leader of the Council, informed the Council of changes to Portfolio Holders and Portfolio responsibilities that would strengthen the team and encourage new ways of working, including increased partnership working. Whilst there was still work to do before he was able to finalise the full responsibilities of each Portfolio, Councillor Griffiths was able to name the Portfolio Holders for the coming year, as follows:-

Councillor Clements and Councillor Pugh	:	Transport, Planning and Economic Development
Councillor Everitt	:	Bury St Edmunds and Community
Councillor Mrs Gower	:	Haverhill and Housing and Social Care
Councillor Mrs Mildmay-White	:	Health and Wellbeing
Councillor Ray	:	Performance and Resources
Councillor Mrs Stamp	:	Arts and Culture
Councillor Stevens	:	Rural Areas and Environment and Waste

Councillor Griffiths also informed the Council that he would retain overall responsibility for corporate planning, major projects and strategic economic development, as well as external communications, and that Councillor Mrs Mildmay-White would continue to act as Deputy Leader of the Council.

10. **Review of Political Balance and Re-Appointment to Politically Balanced Bodies**

The Council considered Report E1 (previously circulated) which detailed the results of a Political Balance Review.

The Council was required by law to allocate seats to the following Committees based on political balance:-

Development Control	:	16 Members
Licensing & Regulatory	:	13 Members
Joint Officer Appointments	:	3 Members
Overview & Scrutiny	:	16 Members
Performance & Audit Scrutiny	:	10 Members
Staffing Appeals	:	7 Members

The report also dealt with appointments to the Democratic Renewal Working Party, the Mayoral Advisory Committee and the Treasury Management Sub-Committee. Finally the report updated Members on the position of the Joint Standards Committee.

On the motion of Councillor Ray, seconded by Councillor Mrs Mildmay-White, and duly carried, it was

RESOLVED:- That

- (1) the formula for the allocation of seats to the political groups on those Committees which are required by law to be politically balanced, as set out in paragraph 2.1 of Report E1, be approved;
- (2) the allocation of seats on the Committees which are required by law to be politically balanced of the political groups and non-grouped Members of the Council, as indicated in Section 3.4 of Report E1, be reviewed by the Council and amended if required, whilst maintaining the political balance requirements and entitlements to seats set out in Section 2 of Report E1;
- (3) the situation with regard to the Joint Standards Committee be noted;
- (4) the allocation of seats on the Democratic Renewal Working Party, as indicated in Section 4 of Report E1, be reviewed by the Council and amended if required, whilst maintaining the political balance requirement of six Conservative and one "other" Members;
- (5) the allocation of seats on the Mayoral Advisory Committee, as indicated in Section 6 of Report E1, be reviewed by the Council and amended if required, whilst maintaining the political balance requirement of six Conservative and one "other" Members;
- (6) the allocation of seats on the Treasury Management Sub-Committee, as indicated in Section 7 of Report E1, be reviewed by the Council and amended if required, whilst maintaining the political balance requirement of two Conservative and one "other" Members; and
- (7) the Head of Legal and Democratic Services be given delegated authority to appoint Members and substitute Members to those bodies set out in recommendations (2), (4), (5) and (6) above on the basis of nominations from the relevant Group Leaders.

11. **Appointment of Chairman of the Overview and Scrutiny Committee**

On the motion of Councillor Nettleton, seconded by Councillor Griffiths, and duly carried, it was

RESOLVED:-

That Councillor Houlder be appointed as Chairman of the Overview and Scrutiny Committee.

12. **Appointment of Vice-Chairman of the Overview and Scrutiny Committee**

On the motion of Councillor Griffiths, seconded by Councillor Nettleton, and duly carried, it was

RESOLVED:-

That Councillor Mrs Hind be appointed as Vice-Chairman of the Overview and Scrutiny Committee.

13. **Appointment of Chairman of the Performance and Audit Scrutiny Committee**

On the motion of Councillor Griffiths, seconded by Councillor Farthing, and duly carried, it was

RESOLVED:-

That Councillor Hale be appointed as Chairman of the Performance and Audit Scrutiny Committee.

14. **Appointment of Vice-Chairman of the Performance and Audit Scrutiny Committee**

On the motion of Councillor Mrs Mildmay-White, seconded by Councillor Nettleton, and duly carried, it was

RESOLVED:-

That Councillor Spicer be appointed as Vice-Chairman of the Performance and Audit Scrutiny Committee.

15. **Schedule of Referrals from Cabinet**

The Council considered the Schedule of Referrals contained within Report E2 (previously circulated).

**(A) Referrals from Cabinet: 27 March 2013**

**(A)(1) Joint Health and Safety Policy**

Councillor Ray introduced this item and drew relevant issues to the attention of Council.

On the motion of Councillor Ray, seconded by Councillor Springett, and duly carried, it was

RESOLVED:-

That the amendments to the Joint Health and Safety Policy, as contained in Reports D297, D298, D299 and D300 inclusive, be adopted.

**(A)(2) Streamlining Rural Grants Decision Making**

Councillor Everitt introduced this item and drew relevant issues to the attention of Council.

On the motion of Councillor Everitt, seconded by Councillor Mrs Stamp, and duly carried, it was

RESOLVED:-

That the Grants Policy and the scheme of delegation be amended to reflect the use of the e-mail system for grants up to the maximum of £10,000.

**(B) Referrals from Cabinet (Special Meeting): 15 May 2013**

**(B)(1) Joint Pay Policy Statement 2013/2014**

Councillor Ray introduced this item and drew relevant issues to the attention of Council.

On the motion of Councillor Ray, seconded by Councillor Springett, and duly carried, it was

RESOLVED:-

That the Joint Pay Policy Statement for 2013/2014, as contained in Appendix 1 to Report D374, be approved.

**(B)(2) Single Pay and Reward Strategy**

Councillor Ray introduced this item and drew relevant issues to the attention of Council.

On the motion of Councillor Ray, seconded by Councillor Everitt, and duly carried, it was

RESOLVED:-

That the Joint Chief Executive be given delegated authority, in consultation with the Portfolio Holders for Performance and Resources (St Edmundsbury Borough Council) and Resources, Governance and Performance (Forest Heath District Council), to sign and adopt the collective agreement with Unison contained in Appendix 1 to Report D375, which details the councils' new Single Pay and Reward Strategy.

(B)(3)Vision 2031

*(Councillor Mrs Broughton declared a Pecuniary Interest in this item as her husband was the owner of land referred to in the Bury St Edmunds Vision 2013 document. She left the room during the consideration of this item.)*

Councillor Griffiths introduced this item and drew relevant issues to the attention of Council.

A wide ranging discussion was held on this item, and questions raised to which Councillor Griffiths duly responded. A number of Members also gave their views on the documentation.

On the motion of Councillor Griffiths, seconded by Councillor Stevens, and duly carried, it was

RESOLVED: -

That the recommendations of the Rural Area Working Party, Haverhill Area Working Party and Bury St Edmunds Area Working Party relating to the Vision 2031 Submission Version documents, as set out below, and the proposed minor amendments to the draft documents arising from the aforementioned Working Party meetings or identified by officers, as set out in Appendix A to these minutes, be approved, subject to:

- (i) the wording contained in Paragraph 6.1 of the draft Haverhill Vision Infrastructure Delivery Plan, contained in Appendix 9 to Report D368, to include reference to the ambition to facilitate a rail link for Haverhill; and
- (ii) in all three Vision 2031 documents the wording in supporting paragraphs relating to sites that require concept statements, masterplans or development briefs being amended to have statements inserted to acknowledge that there will be instances where, because of a significant change in circumstances, a document may need to be revisited and potentially be subject to further consultation and adoption arrangements.

Rural Vision 2031: Submission Version Consultation

- (1) the Rural Vision 2031 submission document (Appendix 2), Policies Map Book (Appendix 5), Infrastructure Delivery Plan (Appendix 6), Sustainability Appraisal (Appendix 8), and the Habitat Regulations (Screening) Assessment (Appendix 9), as contained in Report D367, be approved for public consultation;

- (2) the rural site submissions (Appendix 7) be noted, and that it be noted that site SS12.13 has been included in the revised Rural Vision 2031 document, but that SS12.12 and SS12.14 have not been included; and
- (3) delegated authority be given to the Head of Planning and Regulatory Services, in consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor typographical, grammatical or similar textual changes to the draft Rural Vision 2031 submission document prior to publication for consultation purposes.

#### Haverhill Vision 2031: Submission Version Consultation

- (1) the Haverhill Vision 2031 submission document (Appendix 2), Policies Map Book (Appendix 6), Sustainability Appraisal (Appendix 7), and the Habitat Regulations (Screening) Assessment (Appendix 8), as contained in Report D368, be approved for public consultation;
- (2) in accordance with the Council's concept statement protocol, the North East Haverhill Concept Statement (Appendix 5 to Report D368) be adopted;
- (3) the Draft Haverhill Infrastructure Delivery Plan (Appendix 9 to Report D368) be approved for consultation; and
- (4) delegated authority be given to the Head of Planning and Regulatory Services, in consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor typographical, grammatical or similar textual changes to the draft Haverhill Vision and the Draft Infrastructure Delivery Plan prior to publication for consultation purposes.

#### Bury St Edmunds Vision 2031: Submission Version Consultation

- (1) the Bury St Edmunds Vision 2031 submission document (Appendix 2), Policies Maps (Appendix 5), Sustainability Appraisal (Appendix 13), Habitat Regulations (Screening) Assessment (Appendix 14) and Draft Bury St Edmunds Infrastructure Delivery Plan (Appendix 6), as contained in Report D370, be approved for public consultation;



- (2) the site submissions (Appendix 7) be noted, and that it be noted that none of these sites have been included in the revised Bury St Edmunds 2031 submission document;
- (3) in accordance with the Council's Concept Statement Protocol, the Bury St Edmunds Strategic Growth Area Concept Statements (Appendices 8 to 12 of Report D370) be adopted; and
- (4) delegated authority be given to the Head of Planning and Regulatory Services, in consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor typographical, grammatical or similar textual changes to the draft Bury St Edmunds Vision 2031 submission document and the Draft Bury St Edmunds Infrastructure Delivery Plan prior to publication for consultation purposes.

**16. Schedule of Meetings: 2013/2014**

The Council considered Report E3 (previously circulated) which detailed the proposed dates for meetings of the Council, Cabinet and Committees for the period May 2013 to May 2014.

On the motion of Councillor Ray, seconded by Councillor Farthing, and duly carried, it was

RESOLVED: -

That the dates of the meetings of the Council, Cabinet and Committees, as detailed in Report E3, be approved.

**17. Conclusion of Business**

The meeting concluded at 2.47 pm.

**MAYOR**

## Rural Vision 2031

Changes to documents following Rural Area Working Party:  
7 May 2013

Chapter/paragraph	Change agreed
3 – Profile	Add comparative data for other rural areas in Suffolk where possible.
Para 9.38	Strengthen paragraph to emphasise that if we cannot demonstrate a 5 year supply of gypsy and traveller sites then we are vulnerable to speculative development .
Para 10.4	Amend to state that employment in agriculture has declined rather than agriculture itself.
Para 3.11	Describe more fully the value of the historic and natural assets to the area. Add the number of Grade 1 listed buildings and the number of listed buildings on the “at risk” register.
New Para 16.12	Include reference to importance of rural footpaths, bridleways and river paths to providing opportunities for walking and improving health and fitness levels.
Para 34.5	Amend to state that Hundon Parish Plan is now complete.

## Minor Changes proposed by Officers

Chapter/Appendix	Change
Sustainability Appraisal (Appendix H)	Two new indicators added to Objective 14 - <i>Effects on reducing contributions to climate change</i> (as a result of the consultation comment on the Bury Vision SA): <ul style="list-style-type: none"> <li>- Compliance with Part L of the Building Regulations</li> <li>- Energy-efficiency and other CO<sub>2</sub> reduction projects funded through community infrastructure levy and allowable solutions.</li> </ul>

## Haverhill Vision 2031

### Changes to documents following Haverhill Area Working Party: 9 May 2013

Document/page/para number	Change
Haverhill Vision 2031, paragraph 15.4 action b	Add ' <u>including the pedestrian environment</u> ' to the end of the action to 'Enhance the High Street'.
Draft Haverhill Infrastructure Delivery Plan, page 13, 6.3, line 9	Insert "not" between "could" and "be".

### Changes proposed by Officers

Document/page/para number	Change
Haverhill SA (changes made and revised version issued 7.5.13)	<p>The corrections were made in:</p> <ul style="list-style-type: none"> <li>- Para 6.23 of the main report</li> <li>- Issue 9 - <i>Rich Archaeology and Cultural Heritage</i> in the Appendix C</li> <li>- Monitoring Framework in the Appendix H</li> </ul> <p>Two new indicators added to Objective 14 - <i>Effects on reducing contributions to climate change</i> (as a result of the consultation comment on the Bury Vision SA):</p> <ul style="list-style-type: none"> <li>- Compliance with Part L of the Building Regulations</li> <li>- Energy-efficiency and other CO<sub>2</sub> reduction projects funded through community infrastructure levy and allowable solutions.</li> </ul>
Paragraph 5.58 to align with change made to the Rural Vision suggested by RAWP	Strengthen paragraph to emphasise that if we cannot demonstrate a 5 year supply of gypsy and traveller sites then we are vulnerable to speculative development
Policy HV11 – for consistency with the Bury St Edmunds document	<u>Proposals for additional floorspace in excess of 1,000 square metres gross will be required to submit an impact assessment with planning applications. This threshold is set in accordance with the recommendations of the Retail Appraisal and paragraph 26 of the NPPF.</u>
Policy HV16	Delete underlining and struck-through text

Document/page/para number	Change
Draft Haverhill Infrastructure Delivery Plan	<p data-bbox="754 226 1362 286">Insert following paragraph and amend subsequent paragraph numbers accordingly</p> <p data-bbox="754 320 1390 636">6.10 <b>Influencing Travel Choice:</b> In conjunction with physical measures, it is important to provide mechanisms by which people can make a choice of mode of travel. Smarter Choices are techniques for persuading people's travel behaviour towards more sustainable options such as enabling school, workplace and individualised travel planning.</p> <p data-bbox="754 674 1406 1308">6.11 The Haverhill Vision 2031 aspiration of creating walkable neighbourhoods that provide attractive routes for short cycling and walking trips provides a mechanism whereby people can have an attractive alternative to the car for some journeys. School and workplace travel plans are further mechanisms where, when successfully implemented, significant reductions can be made to the number of car journeys. Funding of specific infrastructure to support Smarter Choices will require capital funding, whereas the travel planning and provision/promotion of transport services will require revenue support. The estimated cost of this initiative is £200,000 per annum (revenue expenditure) therefore totalling £3.8 million over the period 2012-2031.</p>

## Bury St Edmunds Vision 2031

### Changes to documents following Bury St Edmunds Area Working Party: 13 May 2013

No changes resulting from meeting

#### Minor Changes proposed by Officers

Document/page/para number	Change
Bury St Edmunds Vision 2031: para 6.53 to align with change made to the Rural Vision suggested by RAWP	Strengthen paragraph to emphasise that if we cannot demonstrate a 5 year supply of gypsy and traveller sites then we are vulnerable to speculative development
Para 7.25 of the Bury document should be included in the policy text for BV17	Proposals for additional floorspace in excess of 1,000 square metres gross will be required to submit an impact assessment with planning applications. This threshold is set in accordance with the recommendations of the Retail Appraisal and paragraph 26 of the NPPF.
Bury St Edmunds Vision 2031: Aspirations under action 14 in the Infrastructure section of the document were not included in the document in error.	<p>14h. Address existing areas of flood risk, including the provision of advice to owners of current properties that are at an increased risk of flooding, and adopt flood prevention measures.</p> <p>14i. Work with National Grid to ensure that supply is able to maintain pace with demand.</p> <p>14j. Ensure that any new development makes adequate provision for the sensitive provision of electricity sub-stations to meet demand.</p> <p>14k. Work with Suffolk County Council to ensure that household waste disposal/recycling will meet the needs of the town.</p> <p>14l. Encourage the utility companies to relocate the electricity supply underground beyond the south western strategic site area as a continuance from the development.</p> <p>14m. Promote the importance of waste prevention and, where produced, its segregation.</p>
Bury St Edmunds Vision 2031: Action 17 in health and wellbeing section amended for plain English purposes	17b exploit advances in technology, <del>both</del> to support elderly people, those with long term conditions, and the wider community;

Document/page/para number	Change
Bury St Edmunds Vision 2031: Action 24a in Education and Skills amended for consistency with Haverhill document	24a work with local employers <u>and key partners</u> to improve the information about work received by school pupils, for example through the county council's aspiration escalator model; and
Bury St Edmunds Vision 2031: Action 28a in Town Centre section amended to accord with Haverhill	28a develop the town centre as a destination for shoppers and visitors by maintaining and enhancing the current retail, <del>and</del> leisure <u>and culture</u> offer;
North-east Bury St Edmunds Concept Statement (Appendix 11) - Plan	The plan accompanying the concept statement for north-east Bury St Edmunds has been amended to clarify the relationship of the development with existing property in Cattishall and providing a buffer.