



## Council 16 May 2013

### Schedule of Referrals from Cabinet

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

Amendments to the recommendations provided in the original Council Report E2 have been proposed following the distribution of Report D376 to the Cabinet meeting on 15 May 2013. Report D376 contained the recommendations of the Sustainable Development Working Party (Report D371 refers), which details the recommendations relating to all three Vision 2031 Submission Version documents in one single composite report.

#### 3. Vision 2031: Submission Version Consultation

*Decisions Plan Reference: May13/01  
Cabinet Members: Cllrs Terry Clements;  
Robert Everitt; John  
Griffiths; and Anne  
Gower*

*Report D376  
(Rural Area Working  
Party Report D367;  
Haverhill Area  
Working Party Report  
D368;  
Bury St Edmunds Area  
Working Party Report  
D370; and  
Sustainable  
Development Working  
Party Report D371)*

#### **RECOMMENDED:**

*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 in Appendix A to Report D371, 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 B to Report D371, 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) that in all three Vision 2031 documents the wording in supporting paragraphs relating to sites that require concept statements, masterplans or development briefs should be 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.**

Reports D367, D368 and D370 which have all been previously circulated in hard copy to all Members of the Council, present the latest versions of the Rural, Haverhill and Bury St Edmunds Vision 2031 submission documents respectively, plus their supporting documents, for approval for consultation prior to submission to the Secretary of State. Consultation took place commencing March 2012 on the 'Rural, Haverhill and Bury St Edmunds Vision preferred options' and these submission versions seek to comment upon, and respond to where appropriate, the representations received in response to the earlier consultation.

It is considered that the submission versions are greatly improved as a result of both the earlier consultation, and as a result of an assessment against the content of the Government's, March 2012 published, National Planning Policy Framework. As a result the Cabinet has been asked to recommend to full Council that each of the three Vision 2031 submission documents (Rural, Haverhill and Bury St Edmunds) be approved for consultation to commence in June 2013.

Due to the location, specific nature of the Vision 2031 documents and their wider than planning policy content, the final draft documents have been considered by the respective Area Working Parties. On 14 May 2013, the Sustainable Development Working Party also considered all three Vision 2031 submission version documents, alongside covering Report D371.

As detailed in Appendix A to Report D371, the Sustainable Development Working Party considered the revised recommendations to the Rural Area Working Party meeting held on 7 May 2013 (in relation to the Rural Vision 2031 document), the Haverhill Area Working Party meeting held on 9 May 2013 (in relation to the Haverhill Vision 2031 document) and the Bury St Edmunds Area Working Party meeting held on 13 May 2013 (in relation to the Bury St Edmunds Vision 2031 document). A further attachment, at Appendix B to Report D371, provided details of proposed amendments to the draft documents which have arisen as a result of consideration by the Area Working Parties. In addition, minor changes and corrections have been identified by officers since the publication of all the Working Party papers which were also set out in Appendix B.

The Sustainable Development Working Party recommended an additional amendment, which was endorsed by the Cabinet, as set out in the recommendation at (i) above. In addition, the Cabinet proposed another amendment as detailed at (ii) in the recommendation above.

For ease of reference, Appendices A and B to Report D371 are attached to this report.

**APPENDIX A  
TO REPORT D371**

**Rural Area Working Party – 8 May 2013**

**Paper D367 – Recommendations**

That

- (1) the Working Party **RECOMMENDS** to Cabinet that 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) be approved for public consultation.
- (2) the Working Party **notes** the rural site submissions (Appendix 7) and 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.
- (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 Area Working Party – 9 May 2013

### Paper D368 – Recommendations

That

- (1) the Working Party **RECOMMENDS** to Cabinet that 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) be approved for public consultation.
- (2) in accordance with the Council's concept statement protocol, the Working Party **RECOMMENDS** to Cabinet that the North East Haverhill Concept Plan (Appendix 5) be adopted.
- (3) the Working Party **RECOMMENDS** to Cabinet that the Draft Haverhill Infrastructure Delivery Plan (Appendix 9) be approved for consultation.
- (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 Area Working Party – 13 May 2013**

### **Paper D370 – Recommendations**

That:

- (1) the Working Party **RECOMMENDS** to Cabinet that 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) be approved for public consultation.
- (2) the Working Party **NOTES** the site submissions (Appendix 7) and 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 Working Party **RECOMMENDS** to Cabinet that the Bury St Edmunds Strategic Growth Area Concept Statements (Appendices 8 to 12) are 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 and the Draft Bury St Edmunds Infrastructure Delivery Plan prior to publication for consultation purposes.

**APPENDIX B  
TO REPORT D371**

**Rural Vision 2031**

**Changes agreed by Rural Area Working Party – 7 May 2013**

<b>Chapter/paragraph</b>	<b>Change agreed</b>
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**

<b>Chapter/Appendix</b>	<b>Change</b>
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 document 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>

Document/page/para number	Change
Policy HV16	Delete underlining and struck-through text
Draft Haverhill Infrastructure Delivery Plan	<p data-bbox="863 304 1390 398">Insert following paragraph and amend subsequent paragraph numbers accordingly</p> <p data-bbox="863 434 1390 752"><b>6.10 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="863 788 1390 1444"><b>6.11</b> 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 document following Bury 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.

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## Council 16 May 2013

### Schedule of Referrals from Cabinet

(A) Referrals from Cabinet: 27 March 2013

**1. Joint Health and Safety Policy**

*Decisions Plan Reference: Mar13/06*

*Cabinet Member: Cllr David Ray*

*Report D330*

*(West Suffolk Joint  
Health and Safety  
Panel Reports D297,  
D298, D299 and D300)*

**RECOMMENDED:**

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

Reports D297, D298, D299 and D300 had been considered by the West Suffolk Joint Health and Safety Panel respectively. These sought approval to the amendments listed below: -

- (a) Report D297 - Amendment 007: Safety and Environmental Requirements for Contractors and Sub-Contractors: Hot Works Permit (Annex U) and Work Permit for External & Internal Roof Work (Annex V)

Appendix 1 of the Joint Health and Safety Policy had been reviewed with Property Services to ensure that it was robust. The introduction of a 'Permit to Work' system was proposed for both Hot Works and External and Internal Roof work. In addition, a detailed Code of Practice for all Contractors working in properties owned by either Council had been included.

In future all Contractors and Sub-Contractors would have to complete the appropriate 'Permit to Work' which would be issued and authorised by the management of Property Services before work could start. Permits would be valid for one days work only, not for the duration of the works, and included checklists, details of precautions to be taken and appropriate Personal Protective Equipment (PPE). Completed permits had to be returned to the responsible person who had issued them. Members noted that the additions to the existing Health and Safety Policy were shown highlighted in red.

(b) Report D298 Amendment 008: Instruction No. 41: Volunteering

It was proposed that Instruction 41 be included in the joint Health and Safety Policy, as the Councils were responsible for ensuring the health and safety of volunteers who were not being paid. Members noted that Managers and Supervisors would be responsible for the health and safety of volunteers.

In future volunteers would be required to complete a health and safety checklist and be given an understanding of the Councils' Health and Safety procedures. It would also be explained to volunteers that they had a duty of care for their own, and other peoples', health and safety.

(c) Report D299 Amendment 009: Annex U: Hot Works Permit

A copy of the Hot Work Permit was attached to Report D299 for Members to note the detail.

(d) Report D300 Amendment 010: Annex V: Work Permit for Extended & Internal Roof Work

A copy of the Work Permit for External and Internal Roof Work was attached to Report D300 for Members to note the detail.

## **2. Streamlining Rural Grants Decision Making**

***Decisions Plan Reference: Feb13/03  
Cabinet Member: Cllr David Ray***

***Report D331  
(Grant Working Party  
Report D318)***

### ***RECOMMENDED:***

***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.***

Report D318 had been presented to the Working Party. This had been prepared further to the request made by Cabinet for the Working Party 'To look at ways of further streamlining the current process of handling applications for Rural Initiatives Grants, perhaps making more use of the electronic system, and reviewing delegations'.

Following preliminary consideration of this matter at the meeting of the Working Party on 11 December 2012, background information on the level of awards made from RIGS funding had been made available to Working Party Members and Substitutes and they had been asked to provide comments.

Two of the Members responding to the request had suggested extending the voting system to all applications for RIGS funding. The third

response suggested that the work should be incorporated into the remit of the Performance and Audit Scrutiny Committee.

Under the current Grants Policy, grant applications for up to £5,000 were circulated via e-mail and, provided a majority of Members including Substitutes where appropriate agreed, the grant was then approved by officers under delegated authority. This allows decisions to be made within 14 days of receiving a fully completed application. Where there was not a majority the application is then considered at the next meeting of the Working Party. On the only occasion when this has happened, the decision not to make an award was confirmed at the meeting of the Working Party.

All applications for sums between £5,001 and £10,000 were currently considered by the Working Party at its next meeting. If received shortly after the previous meeting there could be a delay of almost 3 months before it was submitted to the Working Party, and a further 1 to 2 months for the recommendations from the Working Party were considered/confirmed by the Cabinet.

Spreadsheets, attached as Appendices A and B to the report provided:

- (i) an overview of level of awards made over the whole life of the RIGS funding; and
- (ii) from the 2010/2011 financial year to date.

The figures at Appendix B showed that since April 2010, there had been seven applications in the £5,001 to £10,000 range requiring Working Party consideration while the great majority of applications, 31, had been dealt with via the e-mail system.

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

*(This section (B) has been compiled before the special meeting of the Cabinet on 15 May 2013 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. Joint Pay Policy Statement 2013/2014**

***Decisions Plan Reference: May13/03  
Cabinet Member: Cllr David Ray***

***Report D374***

#### ***RECOMMENDED:***

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

Section 38/11 of the Localism Act 2011 required local authorities to produce a Pay Policy Statement for 2012/2013 by 31 March 2012 and for each financial year thereafter.

A separate paper will be considered by the Cabinet (Report D375 refers), which updates Members on the successful outcomes of local consultation and negotiation with Unison to move to a single pay and reward package across both Councils. Subject to approval by each Cabinet and a successful ballot of Unison members (now achieved), these new arrangements will be introduced by collective agreement across both workforces from 1 June 2013.

The Joint Pay Policy Statement for 2013/2014 being recommended for adoption by both Councils is attached at Appendix 1 to Report D374. This incorporates the outcomes of the collective agreement and establishes a modern reward framework for our integrated workforce, which reflects the current market and financial climate.

## **2. Single Pay and Reward Strategy**

***Decisions Plan Reference: May13/02***

***Report D375***

***Cabinet Member: Cllr David Ray***

### ***RECOMMENDED:***

***That the Joint Chief Executive be given delegated authority, in consultation with the Portfolio Holders for Performance and Resources (SEBC) and Resources, Governance and Performance (FHDC), 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.***

Report D375 updates Members on the progress to move to a Single Pay and Reward Strategy across both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC). A period of negotiation with Unison, followed by a Unison ballot to adopt a new collective agreement has taken place, to cover all staff across both workplaces other than senior management.

The two Councils are now in a position to agree the new Single Pay and Reward package with Unison for adoption by collective agreement from 1 June 2013.

This report seeks delegated authority to formally enter into a new collective agreement with Unison, the recognised trade union, on the pay and terms and conditions for posts below senior management level, which will complete the outstanding pay review.

### **3. Vision 2031**

***Decisions Plan Reference: May13/01  
Cabinet Members: Cllrs Terry Clements;  
Robert Everitt; John  
Griffiths; and Anne  
Gower***

***Reports D376, D377,  
D378 and D379  
(Rural Area Working  
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Haverhill Area  
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Bury St Edmunds Area  
Working Party Report  
D370; and  
Sustainable  
Development Working  
Party Report D371)***

#### **(a) Rural Vision 2031: Submission Version Consultation**

***RECOMMENDED: That***

- (1) the Rural Vision 2031 submission document, (Appendix 2), Policies Map Book (Appendix 5), 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 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.***

#### **(b) Haverhill Vision 2031: Submission Version Consultation**

***RECOMMENDED: That***

- (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; and*
  - (3) *delegated authority be given to the Head of Planning and Regulatory Services, in consultation with the Portfolio Holder for Transport and Planning, to make any necessary minor typographical, grammatical or similar textual changes to the draft Haverhill Vision prior to publication for consultation purposes.*
- (c) **Bury St Edmunds Vision 2031: Submission Version Consultation**
- RECOMMENDED: That**

- (1) *the Bury St Edmunds Vision 2031 submission document (Appendix 2), Policies Maps (Appendix 5), Sustainability Appraisal (Appendix 13), and the Habitat Regulations (Screening) Assessment (Appendix 14), as contained in Report D370, be approved for public consultation;*
- (2) *the site submissions (Appendix 7) be noted and 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 prior to publication for consultation purposes.*

Reports D367, D368 and D370 which have all been previously circulated in hard copy to all Members of the Council, present the latest versions of the Rural, Haverhill and Bury St Edmunds Vision 2031 submission documents respectively, plus their supporting documents, for approval for consultation prior to submission to the Secretary of State. Consultation took place commencing March 2012 on the 'Rural, Haverhill and Bury St Edmunds Vision preferred options' and these submission versions seek to comment upon, and respond to where appropriate, the representations received in response to the earlier consultation.

It is considered that the submission versions are greatly improved as a result of both the earlier consultation, and as a result of an assessment against the content of the Government's, March 2012 published,



National Planning Policy Framework. As a result the Cabinet has been asked to recommend to full Council that each of the three Vision 2031 submission documents (Rural, Haverhill and Bury St Edmunds) be approved for consultation to commence in June 2013.

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