

# Public Document Pack



Forest Heath  
District Council

To: Members of the Forest Heath Cabinet

**Our reference**

**Your reference** N/A

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12 May 2016

Dear Councillor

## **FOREST HEATH CABINET - TUESDAY 17 MAY 2016**

I am now able to enclose, for consideration at the meeting of the Forest Heath Cabinet on Tuesday 17 May 2016, the following reports that were unavailable when the agenda was printed:

- | <b>Agenda No</b> | <b>Item</b>   |
|------------------|---|
| 7.               | <b><u>Recommendations of the West Suffolk Joint Growth Steering Group: 10 May 2016 - Mildenhall Hub - Development Brief (Pages 1 - 4)</u></b><br><br>Report No: <b>CAB/FH/16/019 (TO FOLLOW)</b><br>Chairman of the Steering Group: David Bowman<br>Portfolio Holder: James Waters      Lead Officer: Alex Wilson |
| 10.              | <b><u>Annual Review and Appointment of Cabinet's Working Group, Joint Committees/Panels and Other Groups (Addendum) (Pages 5 - 8)</u></b><br><br>Report No: <b>CAB/FH/16/021</b><br>Portfolio Holder: James Waters      Lead Officers: Karen Points and Steven Boyle  |

Yours sincerely

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# Cabinet



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Recommendations of the West Suffolk Joint Growth Steering Group: 10 May 2016 – Mildenhall Hub: Development Brief</b>	
<b>Report No:</b>	<b>CAB/FH/16/019</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	17 May 2016
<b>Portfolio holder:</b>	James Waters Portfolio Holder for Planning and Growth <b>Tel:</b> 07771 621038 <b>Email:</b> <a href="mailto:james.waters@forest-heath.gov.uk">james.waters@forest-heath.gov.uk</a>	
<b>Chairman of the Steering Group:</b>	David Bowman West Suffolk Joint Growth Steering Group <b>Tel:</b> 07711 593737 <b>Email:</b> <a href="mailto:david.bowman@forest-heath.gov.uk">david.bowman@forest-heath.gov.uk</a>	
<b>Lead officer:</b>	Chris Rand Principal Planning Officer (Major Projects) <b>Tel:</b> 01284 757353 <b>Email:</b> <a href="mailto:chris.rand@westsuffolk.gov.uk">chris.rand@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	On 10 May 2016, the West Suffolk Joint Growth Steering Group considered the following substantive item of business:  (1) Mildenhall Hub: Development Brief	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that the Development Brief for the Mildenhall Hub, be adopted as non-statutory planning guidance.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b><u>do not</u></b> apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p>(a) <i>A key decision means an executive decision, which pending any further guidance from the Secretary of State, is likely to:</i></p> <p>(i) <i>Be significant in terms of its effects on communities living or working in an area in the District.</i></p>	

<p>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</p>			
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>• See Report No JGG/JT/16/004</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>• See Report No JGG/JT/16/004</li> </ul>	
<b>Implications:</b>			
<p>Are there any <b>financial</b> implications? If yes, please give details</p>		<p>See Report No JGG/JT/004 (The cost of the Development Brief is being met from the Government grant for the Hub project)</p>	
<p>Are there any <b>staffing</b> implications? If yes, please give details</p>		<ul style="list-style-type: none"> <li>• See Report No JGG/JT/16/004</li> </ul>	
<p>Are there any <b>ICT</b> implications? If yes, please give details</p>		<ul style="list-style-type: none"> <li>• See Report No JGG/JT/16/004</li> </ul>	
<p>Are there any <b>legal and/or policy</b> implications? If yes, please give details</p>		<ul style="list-style-type: none"> <li>• See Report No JGG/JT/16/004</li> </ul>	
<p>Are there any <b>equality</b> implications? If yes, please give details</p>		<ul style="list-style-type: none"> <li>• See Report No JGG/JT/16/004</li> </ul>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
See Report No JGG/JT/16/004			
<b>Ward(s) affected:</b>		All Wards, but particularly the Market Ward (Mildenhall)	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		<p>West Suffolk Joint Growth Steering Group: 10 May 2016</p> <p>(<a href="#">Report No JGG/JT/16/004</a> and <a href="#">Appendix A - Draft Public Services Hub Development Brief</a> and <a href="#">Appendix B - Draft Public Services Hub Development Brief Consultation Report</a>)</p>	
<b>Documents attached:</b>		None	

## **1. Mildenhall Hub: Development Brief (Report No: JGG/JT/16/004)**

- 1.1 In January 2016, the West Suffolk Joint Growth Steering Group approved the draft Mildenhall Hub Development Brief for public consultation.
- 1.2 The formal consultation process commenced on 7 March 2016 and ran until 25 April 2016 and included a drop-in event for neighbours and interested parties held at The Pavilion in Recreation Way on 6 April 2016. In addition, a separate meeting was held with a local residents' group at their request.
- 1.3 There were two distinct themes arising from the consultation. The first relates to the principle of grouping facilities together on a single site and whether Sheldrick way is the appropriate site and the second relates to concerns and issues arising from the development of the site at Sheldrick Way.
- 1.4 The first theme is addressed in the 2014 business case and was considered as part of the Local Plan consultation in August 2015. The local plan consultation identified support for the principle of bringing public services together on a single site at Sheldrick way, which resulted in the inclusion of the site as part of draft Policy M1 in the Preferred Options Site Allocations Local Plan which is currently at consultation until June 2016.
- 1.5 The second matter relates to the implications arising from the proposed development addressed by the Development Brief. A number of consistent and important issues were raised, some of which have resulted in changes or clarification within the document, whereas others related to details which will need to be addressed at a later detailed planning application stage. The key issues were as follows:
  - Concern about additional traffic on Queensway and the junction of Queensway, Kingsway and High Street at Police Station Square;
  - Concern about access for emergency services based at the hub;
  - Need for adequate parking;
  - Conflict between cars and pedestrians in Church Walk;
  - Strong support for improved swimming pool;
  - Need to improve public transport;
  - Wish to protect allotments;
  - Premature ahead of release of RAF Mildenhall.
- 1.6 Further issues raised in discussion by residents at the drop-in meeting and the meeting at the cricket club included opinion about the choices for any complementary housing with a strong preference for Option 1 and dislike of Option 3 and a suggestion that the existing car parking in Wamil Way on the site of Option 3 could be retained and utilised for the benefit of residents or church users. There was also concern that the site should be adequate to accommodate any future growth arising as a result of the housing expansion to the west of Mildenhall.
- 1.7 Following this consultation exercise, the Masterplan has been amended to take account of the many comments and suggestions.
- 1.8 The Steering Group considered these consultation responses, as set out in [Appendix B](#), along with the amended Development Brief, as set out in [Appendix A](#) and recommended that the Brief be adopted as non-statutory planning guidance.



# Cabinet



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Annual Review and Appointment of the Cabinet's Working Group, Joint Committees/Panels and Other Groups</b>	
<b>Report No:</b>	<b>CAB/FH/16/021 (Addendum)</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	17 May 2016
<b>Portfolio holder:</b>	James Waters Leader of the Council <b>Tel:</b> 07771 621038 <b>Email:</b> <a href="mailto:james.waters@forest-heath.gov.uk">james.waters@forest-heath.gov.uk</a>	
<b>Lead officers:</b>	Karen Points Head of HR, Legal and Democratic Services <b>Tel:</b> 01284 757015 <b>Email:</b> <a href="mailto:karen.points@westsuffolk.gov.uk">karen.points@westsuffolk.gov.uk</a>  Steven Boyle Interim Service Manager (Legal and Democratic Services) <b>Tel:</b> 01284 757165 <b>Email:</b> <a href="mailto:steven.boyle@westsuffolk.gov.uk">steven.boyle@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	This is an addendum to Report No CAB/FH/16/021 which sets out further information and an amended recommendation (6) in relation to Section 1.7 of the Report (Re-appointment of representatives to outside bodies)	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that:</b>  <b>(6) The Members stated in Section 1.7.2 of Report No CAB/FH/16/021 (Addendum) be re-appointed as 'Observers' to the respective outside bodies listed and to <u>NOTE</u> the Leader or ex-officio appointments to the project or partnership groups listed in Sections 1.7.3 and 1.7.4.</b>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i>			
<b>Consultation:</b>		• See Report No CAB/FH/16/021	
<b>Alternative option(s):</b>		• See Report No CAB/FH/16/021	
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		• See Report No CAB/FH/16/021	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		• See Report No CAB/FH/16/021	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		• See Report No CAB/FH/16/021	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		• See Report No CAB/FH/16/021	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		• See Report No CAB/FH/16/021	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
See Report No CAB/FH/16/021			
<b>Ward(s) affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None	
<b>Documents attached:</b>		See Report No CAB/FH/16/021	



## 1.7 **Re-appointment of representatives to outside bodies**

1.7.1 The Council is required by the Constitution at each Annual Meeting to:

- (1) Receive, or arrange the delegation of, nominations of Councillors to serve on any outside body for which a new appointment or re-appointment is required; and
- (2) Appoint to those outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the Cabinet.

1.7.2 Council has delegated the appointment or re-appointment of 'Observers' to the Cabinet. The following Members are currently appointed by the District Council as 'Observers' to the following outside bodies:

- (a) Home of Horseracing Trust: Councillor Andy Drummond (*supported by Councillor Chris Barker*)
- (b) National Horseracing Museum: Councillor Andy Drummond (*supported by Councillor Chris Barker*)

1.7.3 The Leader, or a substitute appointed by the Leader, also represents the Cabinet on the informal partnership group which examines the 'One Public Estate' programme in West Suffolk (the West Suffolk Property Board). This is an ex-officio appointment, as the partnership arrangements require the Leaders of St Edmundsbury Borough and Forest Heath District Councils to attend.

1.7.4 The Leader, or another Cabinet Member appointed by the Leader, also represents Forest Heath District Council, on the Mildenhall Hub Project Board, which is responsible for the business case for this project, for presenting back to the various organisations for their respective decision-making processes.

1.7.5 Cabinet is **RECOMMENDED** to re-appoint the Members stated in Section 1.7.2 above as 'Observers' to the respective Outside Bodies listed and to **NOTE** the Leader or ex-officio appointments to the project or partnership groups listed in Sections 1.7.3 and 1.7.4 above.

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