


Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda
Date:	Tuesday 15 December 2015
Time:	7.00 pm
Venue:	Conference Chamber West Suffolk House Western Way Bury St Edmunds IP33 3YU
Membership:	<p>All Councillors</p> <p>You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.</p>  <p>Ian Gallin Chief Executive 7 December 2015</p>
<p>The Meeting will be opened with Prayers by the Mayor's Chaplain, Reverend Canon Matthew Vernon, Sub-Dean of St Edmundsbury Cathedral. (<i>Note: Those Members not wishing to be present for prayers should remain in the Members' Breakout Area and will be summoned at the conclusion of prayers.</i>)</p>	
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
Committee administrator:	<p>Claire Skoyles SEBC Cabinet Officer/Committee Administrator Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk</p>

Public Information



St Edmundsbury
BOROUGH COUNCIL

Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Web: www.stedmundsbury.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public questions:	Members of the public may ask questions of Members of the Cabinet or any Committee Chairman at ordinary meetings of the Council. 30 minutes will be set aside for persons in the public gallery who live or work in the Borough to ask questions about the work of the Council. 30 minutes will also be set aside for questions at special or extraordinary meetings of the Council, but must be limited to the business to be transacted at that meeting.	
Disabled access:	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons. Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber.	
Recording of meetings:	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded). Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

Agenda

Procedural Matters

Page No

1. Minutes

1 - 34

To confirm the minutes of the meetings held on 22 September 2015 and 17 November 2015 (Extraordinary meeting) (copies attached).

2. Mayor's announcements

3. Apologies for Absence

To receive announcements (if any) from the officer advising the Mayor (including apologies for absence)

4. Declarations of Interests

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

Part 1 - Public

5. St Edmundsbury's Success at the Suffolk Sports Awards

In recognition of St Edmundsbury's success in winning six awards at the recent Suffolk Sports Awards, the Mayor and Leader of the Council will formally honour the achievers of the awards.

Councillor Joanna Rayner, Portfolio Holder for Leisure and Culture, will introduce the item.

6. Leader's Statement

35 - 36

Paper No: **COU/SE/15/035**

(Council Procedure Rules 8.1 – 8.3) Members may ask the Leader questions on the content of both his introductory remarks and the written statement itself.

A total of 30 minutes will be allowed for questions and responses. There will be a limit of five minutes for each question to be asked and answered. A supplementary question arising from the reply may be asked so long as the five minute limit is not exceeded.

7. Public Participation

(Council Procedure Rules Section 6) Members of the public who live or work in the Borough are invited to put one question

of not more than five minutes duration.

(Note: The maximum time to be set aside for this item is 30 minutes, but if all questions are dealt with sooner, or if there are no questions, the Council will proceed to the next business.

*Each person may ask **one** question only. A total of **five minutes will be allowed for the question to be put and answered.** One further question will be allowed arising directly from the reply, **provided that the original time limit of five minutes is not exceeded.***

Written questions may be submitted by members of the public to the Service Manager (Democratic Services and Elections) **no later than 10.00 am on Monday 14 December 2015.** The written notification should **detail the full question** to be asked at the meeting of the Council.)

8. Referrals report of recommendations from Cabinet and Democratic Renewal Working Party

37 - 108

Report No: **COU/SE/15/036**

Referrals from Cabinet: 20 October 2015

1. Delivering a Sustainable Budget: 2016/2017
Cabinet Member: Cllr Ian Houlder

Referrals from Cabinet: 24 November 2015

1. West Suffolk Councils - Gambling Act 2005: Joint Statement of Policy 2016 to 2019
Cabinet Member: Cllr Alaric Pugh
2. Local Council Tax Reduction Scheme and Technical Changes 2016/2017
Cabinet Member: Cllr Ian Houlder
3. Council Tax Base for Tax Setting Purposes 2016/2017
Cabinet Member: Cllr Ian Houlder

Referrals from Cabinet: 8 December 2015

1. Land to East of Barrow Hill, Barrow: Development Brief
Cabinet Member: Cllr Alaric Pugh
2. Development Brief for Allocated Housing Development Site at Erskine Lodge, Great Whelnetham
Cabinet Member: Cllr Alaric Pugh

3. The Meadow, Wickhambrook Development Brief
Cabinet Member: Cllr Alaric Pugh

Referrals from Democratic Renewal Working Party: 2 December 2015

1. Community Governance Review - Initial Consultation Results
Chairman: Cllr Patsy Warby

9. West Suffolk Joint Independent Remuneration Panel - Review of Forest Heath District Council and St Edmundsbury Borough Council Members' Allowances Scheme

The West Suffolk Joint Independent Remuneration Panel had circulated a questionnaire to all Members seeking their views on the current Members' Allowances Scheme being extended for a further 12 months and asking to be informed of any urgent items which should be considered before a full review is carried out in 2016.

The Panel would like to thank Members who responded and confirmed that all comments had been considered: the issue of general taxation of mileage allowances was a matter for HM Revenues and Customs and was not within the remit of the Panel; and the perceived discrepancy between rural and town centre Members relating to mileage would be considered as part of the full review in 2016.

It is **RECOMMENDED** that:

- (1) the St Edmundsbury Borough Council Members' Allowances Scheme continue in its current form until 30 November 2016; and
- (2) a new West Suffolk Joint Independent Remuneration Panel be appointed from 1 June 2016, to conduct a full review of both Forest Heath District Council and St Edmundsbury Borough Council Members' Allowances Schemes.

10. Questions to Committee Chairmen

Members are invited to ask questions of committee Chairmen on business transacted by their committees since the last ordinary meeting of Council on 22 September 2015.

Committee	Chairman	Dates of meetings
Overview and Scrutiny Committee	Cllr Diane Hind	15 October 2015 11 November 2015
Performance and Audit Scrutiny Committee	Cllr Sarah Broughton	25 November 2015
Development Control	Cllr Jim Thorndyke	1 October 2015

Committee		5 November 2015 3 December 2015
Licensing and Regulatory Committee	Cllr Frank Warby	29 September 2015

11. Urgent Questions on Notice

The Council will consider any urgent questions on notice that were notified to the Service Manager (Democratic Services and Elections) by 11am on the day of the meeting.

12. Report on Special Urgency

Part 4, Access to Information Procedural Rules, of the Constitution (paragraph 18.3) requires the Leader of the Council to submit quarterly reports to the Council on the Executive decisions taken (if any) in the circumstances set out in Rule 17, Special urgency in the preceding three months.

Accordingly, the Leader of the Council reports that no executive decisions have been taken under the Special Urgency provisions of the constitution.

Part 2 – Exempt

NONE

Council



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Council** held on
Tuesday 22 September 2015 at 7.00 pm at the **Conference Chamber,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Mayor Patrick Chung
Deputy Mayor Julia Wakelam

Sarah Broughton	Paul Hopfensperger	Barry Robbins
Simon Brown	Ian Houlder	Richard Rout
Tony Brown	Margaret Marks	Angela Rushen
Carol Bull	Tim Marks	Andrew Speed
John Burns	Betty Mclatchy	Clive Springett
Terry Clements	Ivor Mclatchy	Sarah Stamp
Jason Crooks	Jane Midwood	Peter Stevens
Robert Everitt	Sara Mildmay-White	Peter Thompson
Paula Fox	David Nettleton	Jim Thorndyke
Susan Glossop	Clive Pollington	Paula Wade
John Griffiths	Alaric Pugh	Frank Warby
Wayne Hailstone	Joanna Rayner	Patricia Warby
Diane Hind	Karen Richardson	
Beccy Hopfensperger	David Roach	

82. **Minutes**

Subject to amendments to the final paragraph of Minute 69 so that it read to the following, the public and exempt minutes of the meeting held on 7 July 2015 were confirmed as a correct record and signed by the Mayor:

*'In a response to a question from **Colin Hilder** of Fornham Ward about whether the Development Control Committee would be reviewing the current procedures for planning enforcement, Councillor Pugh, Portfolio Holder for Planning and Growth explained the plans to improve performance on planning enforcement, including the introduction of the quarterly monitoring reports.'*

83. **Mayor's announcements**

The Mayor reported on the civic engagements and charity activities which he, the Mayoress, Deputy Mayor and Consort had attended since 7 July 2015.

84. **Apologies for Absence**

Apologies for absence were received from Councillors Terry Buckle, Bob Cockle and Jeremy Farthing.

85. **Declarations of Interests**

Members' declarations of interests are recorded under the item to which the declaration relates.

86. **Leader's Statement**

Councillor John Griffiths, Leader of the Council, presented his statement as contained in Paper COU/SE/15/027.

He provided updates on the devolution agenda; the role of the Suffolk authorities in supporting nationwide plans for addressing the current refugee crisis in Europe; and that Suffolk councils had agreed to launch a call for potential short term Gypsy and Traveller sites across the county in an attempt to mitigate unauthorised encampments.

In response to a question regarding the allocation of feasibility funding to major projects without the guarantee that the project would be delivered, Councillor Griffiths stated that particularly in light of the expected future cut in the Government settlement grant, the Council must continue to make a combination of savings and income. Savings and income generated over the longer term often required significant investment in projects, which required the necessary expertise and forward funding to undertake feasibility studies to ensure the project was viable.

87. **Public Participation**

The following questions were put and answered during this item:

1. **Adrian Williams** of Bury St Edmunds, asked a question in connection with his objection to the recommendation of the Sustainable Development Working Party and Cabinet to reinstate the originally proposed site for potential Gypsy and Traveller accommodation in the Masterplan for the South East Bury St Edmunds strategic development site, and how this appeared to go against the decision of the Development Control Committee which had refused permission for a planning application for Gypsy and Traveller accommodation in this location.

In response, Councillor Alaric Pugh, Portfolio Holder for Planning and Growth stated that the decision to refuse planning permission had been taken into account during the Council's consideration of the Masterplan. The emergence and recommended adoption of this document would amount to a material change in circumstances which could affect and influence any outstanding appeal, particularly as upon adoption of the Masterplan, the first reason for refusal would fall away. Councillor Pugh continued with explaining that the importance of the community woodland site in the wider landscape would be changed given that the Masterplan development would subsequently provide many hectares of public open space, including new woodlands and therefore

the existing community woodland land had become more appropriate as a potential Gypsy and Traveller site.

2. **John Corrie** of Bury St Edmunds, asked a question in connection with the above topic, including the decision of the Development Control Committee to refuse permission for a planning application for Gypsy and Traveller accommodation in this location. Mr Corrie also made reference to the current land ownership of the community woodland site and how alternative Gypsy and Traveller sites in the Borough should be sought.

In response, Councillor Alaric Pugh, Portfolio Holder for Planning and Growth reiterated his comments to Mr Williams to Mr Corrie, adding that the need for Gypsy and Traveller accommodation did not form part of the reasons for refusing the proposed development at the woodland site.

In his supplementary question, **Mr Corrie** referred to Suffolk County Council as landowner, not making the community woodland site available for Gypsy and Traveller accommodation. In response, Councillor Pugh stated it was inappropriate to comment on the land ownership issue as full Council was considering the adoption of the Masterplan for the South East Bury St Edmunds strategic development site and not a planning application for Gypsy and Traveller accommodation.

3. In response to a question from **Simon Harding** of Bury St Edmunds, which was in connection with the Council's support for more food self-sufficiency and the reduction in food imports and miles, Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, explained how the Council supported the policy, particularly in terms of promoting economic growth. He quoted Actions contained in the West Suffolk Six Point Plan for Jobs and Growth which indicated how the Council was committed to local businesses, provisions markets and the agricultural sector in helping to support national policy.

In a supplementary question, **Mr Harding** asked how the Council classified the quality of the arable farmland at Hollow Road Farm and whether brownfield land should be firstly considered for the siting of the proposed West Suffolk Operational Hub (WSOH). In response, Councillor John Griffiths, Leader of the Council stated that the Hollow Road Farm site was not the preferred option for the WSOH and further consultation was proposed to be undertaken on this issue (as detailed later in the minutes). The most suitable location for a WSOH would not necessarily be on brownfield land as many other factors needed to be considered (as detailed later in the minutes).

4. In response to a question from **Valerie Legg** of Bury St Edmunds, which was in connection with other sites being considered for the possible location of the West Suffolk Operational Hub and whether sites were being examined to the same depth as the Hollow Road Farm site, Councillor Peter Stevens, Portfolio Holder for Operations stated the following:

Subject to Council approval for funding (as detailed later in the minutes), a further six-week pre-planning application consultation process would be undertaken to provide an opportunity for suggestions for alternative sites and to provide information for public scrutiny, which would include the four

matters detailed in the resolution of Cabinet in respect of this item on 8 September 2015 (Report No: CAB/SE/15/050 refers).

The outcomes of the consultation would be discussed with a Focus Group, who would be asked to comment on its content, including any preferred site and subsequently, a planning application would be submitted. Once the outcomes of the consultation and any preferred site had been discussed with the Focus Group, the results of the consultation would be published.

In response to a supplementary question of **Ms Legg**, Councillor Stevens explained that a specific date had not yet been determined to commence the proposed new six-week pre-application consultation.

5. **Nathan Loader**, of Kedington Parish Council asked a question in connection with what he considered to be a flawed North East Haverhill Masterplan and how Haverhill needed to be more economically sustainable before it could be considered for additional housing, including whether the Council had worked with Cambridgeshire County [and District] Councils to ensure it was not 'doubling up' on its delivery of houses to match the assumed jobs growth in Cambridgeshire.

In response, Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, explained that Haverhill and area had excellent potential for housing development and economic growth and by working closely with neighbouring authorities, developers, businesses etc, both this and the Haverhill Town Centre Masterplans had been produced to support that vision.

6. **Justin Waite**, of Kedington asked a question in connection with the consultation process for the North East Haverhill Masterplan and whether it had been undertaken with sufficient community engagement and in accordance with legislation and policy.

In response, Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, stated that the consultation process had been extremely thorough and was in accordance with the Council's adopted protocol for the production of masterplans and its own Statement of Community Involvement. He referred to documentation that indicated the level of consultation undertaken and offered this information to Mr Waite upon request.

In response to a supplementary question of **Mr Waite** where he wished to highlight that a significant part of the North East Haverhill development was proposed for Kedington parish, Councillor Griffiths, Leader of the Council explained how in addition to the significant investment in last ten years, the Council sought to enhance the future prospects of Haverhill and its surrounding area and both this and the Town Centre Masterplan assisted in bringing that vision to fruition.

7. **Michael Collier**, Chairman of Fornham St Martin cum St Genevieve Parish Council, asked a question in connection with the proposed new pre-application consultation process for the proposed location for the West Suffolk Operational Hub (WSOH) and sought assurance that the Council was not undertaking the new consultation to justify the previously preferred location of Hollow Road Farm.

In response, Councillor Stevens, Portfolio Holder for Operations, reiterated his comments that he had made to Valerie Legg above, and offered his assurance that this was a new consultation and following due consideration, a preferred site for the WSOH would be identified in conjunction with a Focus Group in an open and transparent manner.

(As the total time allocation of 30 minutes for this item had now exceeded and in accordance with Council Procedure Rule 10.1 (o), a motion to suspend Council Procedure Rule 6.1 was put to the vote and carried, to enable the remaining members of the public in attendance to have their questions put and answered within the designated time limit of five minutes each.)

8. **Adrian Graves**, of Great Barton asked a question in connection with the proposed new pre-application consultation process for the proposed location for the West Suffolk Operational Hub (WSOH) and how he felt the recommendation for Council's consideration under Agenda Item 8 (B) (1), Report No: COU/SE/15/028, was misleading.

In response, Councillor Stevens, Portfolio Holder for Operations, explained that the recommendation sought sufficient funding to underwrite the project (with partners), which included the new pre-application consultation process. While Cabinet had approved the recommendation to undertake a further six-week consultation as an executive matter, it could only proceed with the approval of funding, as detailed in the recommendation to Council. The approval of funding would not limit a review of any potential sites that may come forward as part of the new consultation.

9. In response to a question from **Howard Quayle**, Chairman of Fornham All Saints Parish Council, in connection with funding previously allocated to the West Suffolk Operational Hub project and that now recommended for approval, Councillor Stevens, Portfolio Holder for Operations explained that a breakdown of costs had been outlined in the report, some of which would be used to facilitate the new consultation.

88. **Service by Former Members of the Council**

(During the consideration of the motions for the Long Service Awards, Councillor Julia Wakelam, Deputy Mayor, duly took the Chair to enable the Mayor to present framed copies of their specific resolutions to each former Councillor in attendance.)

On 16 July 1991 and in addition to the statutory provision for the creation of Honorary Freeman and Honorary Alderman, the Council created a third award option, namely formal acknowledgement of 12 years or more cumulative service by former Members of the Council. Accordingly, the following motions in respect of those who were eligible for the award were duly carried.

(1) Paul Farmer MBE

On the motion of Councillor John Griffiths, seconded by Councillor Sara Mildmay-White, and duly carried, it was

RESOLVED:

That, in recognition of twelve years of dedicated public service by Paul Stephen Farmer MBE as an elected Member of the Council for Abbeygate Ward, Bury St Edmunds and in acknowledgement of his contribution to the work of the Borough Council, and his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.

(2) Phillip French

On the motion of Councillor John Griffiths, seconded by Councillor Frank Warby, and duly carried, it was

RESOLVED:

That, in recognition of twelve years of dedicated cumulative public service by Phillip Morton French as an elected Member of the Council for the Cangle, Haverhill North and Haverhill South Wards, and in acknowledgement of his contribution to the work of the Borough Council, and his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.

(3) Christopher Spicer

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

RESOLVED:

That, in recognition of twelve years of dedicated public service by Christopher James Evan Spicer as an elected Member of the Council for the Pakenham Ward, and in acknowledgement of his contribution to the work of the Borough Council, including his term of office as Mayor for 2011/2012, and his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.

(4) Adam Whittaker

On the motion of Councillor John Griffiths, seconded by Councillor Terry Clements, and duly carried, it was

RESOLVED:

That, in recognition of twelve years of dedicated public service by Adam Whittaker as an elected Member of the Council for Haverhill West Ward, and in acknowledgement of his contribution to the work of the Borough Council, and his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.

(5) Stefan Oliver

On the motion of Councillor John Griffiths, seconded by Councillor Sarah Stamp, and duly carried, it was

RESOLVED:

That, in recognition of thirteen years of dedicated public service by Stefan Robert Morgan Oliver as an elected Member of the Council for the Westgate Ward, Bury St Edmunds and in acknowledgement of his contribution to the work of the Borough Council, including his term of office as Mayor for 2005/2006, and his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.

(6) Helen Levack

On the motion of Councillor John Griffiths, seconded by Councillor Patsy Warby, and duly carried, it was

RESOLVED:

That, in recognition of sixteen years of dedicated public service by Helen Mary Levack as an elected Member of the Council for the Risby Ward, and in acknowledgement of her contribution to the work of the Borough Council, and her service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.

(7) Trevor Beckwith

On the motion of Councillor John Griffiths, seconded by Councillor Peter Thompson, and duly carried, it was

RESOLVED:

That, in recognition of twenty years of dedicated public service by Trevor Beckwith as an elected Member of the Council for the Eastgate and Moreton Hall, Bury St Edmunds Wards, and in acknowledgement of his contribution to the work of the Borough Council, and his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.

(8) Derek Redhead

On the motion of Councillor John Griffiths, seconded by Councillor Sarah Broughton, and duly carried, it was

RESOLVED:

That, in recognition of twenty years of dedicated public service by Derek Redhead as an elected Member of the Council for Wickhambrook Ward, and in acknowledgement of his contribution to the work of the Borough Council, and

his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.

(9) Robert Clifton-Brown

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

RESOLVED:

That, in recognition of twenty-six years of dedicated public service by Robert Lawrence Clifton-Brown as an elected Member of the Council for Withersfield Ward, and in acknowledgement of his contribution to the work of the Borough Council, including his term of office as Mayor for 2002/2003, and his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.

On the individual approval of each resolution, the Mayor separately presented former Councillors Farmer, Spicer, Whittaker, Oliver and Clifton-Brown with a framed copy of their specific resolution. As former Councillors French, Levack, Beckwith and Redhead were not in attendance, framed copies of their resolutions would be forwarded to each of them accordingly.

(Councillor Patrick Chung, Mayor, duly re-took the Chair at the conclusion of this item.)

89. Service by Former Members of the Council: Vote of Thanks to Other Immediate Past Members

On the motion of Councillor John Griffiths, seconded by Councillor Sara Mildmay-White, and duly carried, it was

RESOLVED:

That the Council records a vote of thanks in respect of the former Councillors who had not been re-elected or had not stood for re-election, namely, former Councillors Maureen Byrne, Anne Gower, the late Paul McManus, David Ray, Marion Rushbrook, Paul Simner and Dorothy Whittaker.

90. Recognition of Former Cabinet Members not Eligible for Long Service Awards

It had been proposed by the Cabinet that former Cabinet Members that were not eligible for Long Service Awards should also receive separate formal acknowledgement by the Council for their contribution to the work of the Borough Council's executive through their roles as Portfolio Holders. In relation to such councillors not re-elected in May 2015, the Cabinet would pass such a resolution of thanks at its own meeting on 20 October 2015, but Council considered that in future, it would be appropriate for it to make such an acknowledgement directly alongside other votes of thanks.

On the motion of Councillor John Griffiths, seconded by Councillor Robert Everitt, and duly carried, it was

RESOLVED:

That, in future, the Council in acknowledgement of their contributions to the work of the Borough Council through their roles as Portfolio Holders, and for their service to the community and fulfilment of the duties and responsibilities of a Councillor, shall record its thanks and deep appreciation to former Cabinet Members not eligible for Long Service Awards.

91. Referrals report of recommendations from Cabinet

The Council considered the Referrals report of Recommendations from Cabinet, as contained with Report No: COU/SE/15/028.

(A) Referrals from Cabinet: 1 September 2015

1. West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020

Approval was sought for the West Suffolk Strategic Plan and Medium Term Financial Strategy 2016-2020.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance drew relevant issues to the attention of Council, including that the draft documents had both been updated through a 'light touch' review, which focussed on updating the projects and actions within the existing frameworks and making minor changes to reflect developments in legislation or local government financing arrangements.

A discussion was held on investing in affordable housing and encouraging developers to build high energy efficient homes.

On the motion of Councillor Ian Houlder, seconded by Councillor Clive Springett, and duly carried, it was

RESOLVED:

That subject to updates and amendments by the Leaders, as detailed in paragraphs 13 and 14 of Report No: CAB/SE/15/048, the:

- (1) West Suffolk Strategic Plan 2016-2020; and
- (2) West Suffolk Medium Term Financial Strategy 2016-2020, be adopted.

2. West Suffolk Investment Framework

Approval was sought for the West Suffolk Investment Framework.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance drew relevant issues to the attention of Council, including that the Investment Framework supported staff and Members throughout the initial development stages to the decision making process for the Councils' key strategic projects,

particularly those that required the Councils to invest. It also supported the Councils' compliance with the 'The Prudential Code for Capital Finance in Local Authorities'.

In addition, a number of West Suffolk's key strategic projects had the potential to commit significant capital sums, as well as officer and Member resources. It was important therefore that feasibility funding was made available at the early stages of these business case developments, so as to unlock these projects and their investment potential and to enable the necessary progress to a full business case and the identification of a preferred way forward for Member scrutiny and approval.

On the motion of Councillor Ian Houlder, seconded by Councillor Patsy Warby, and duly carried, it was

RESOLVED:

That the West Suffolk Investment Framework attached at Attachment A to Report No: CAB/SE/15/049, be approved.

(B) Referrals from Cabinet: 8 September 2015

1. West Suffolk Operational Hub

Approval was sought for the Borough Council's contribution of £108,000 funding to enable the West Suffolk Operational Hub project to progress.

Councillor Peter Stevens, Portfolio Holder for Operations drew relevant issues to the attention of Council, including that on 8 September 2015, the Cabinet resolved that:

- (1) *the contents of Report No: CAB/SE/15/050, be noted;*
- (2) *approval is given for a further six-week period of public pre-application consultation that will give an opportunity for suggestions for alternative sites and provide information for public scrutiny including the:*
 - (i) *case for a shared waste hub;*
 - (ii) *site selection criteria;*
 - (iii) *process of site selection; and*
 - (iv) *sustainability appraisal.*

While Cabinet had approved (2) above as an executive matter, this could only proceed with the approval of funding, as detailed in the recommendation to Council. Members noted from Report COU/SE/15/028 the initial funding allocated during the feasibility and deliverability phases of the West Suffolk Operational Hub (WSOH) project, and an outline of the estimated elements of further costs required to progress the project. This summary included the estimated costs to undertake the new six-week pre-application consultation approved by Cabinet on 8 September 2015.

Councillor Stevens reiterated his comments from earlier in the meeting regarding the outcomes of the new consultation being considered by a Focus

Group. Having taken all documentation into account as outlined in the Cabinet resolution above, which would be made publicly available, and the results of the consultation, the Group would be asked to consider a preferred option to site the WSOH and a planning application would be subsequently submitted.

A detailed discussion was held and Councillor Sarah Broughton, Ward Member for Great Barton Ward, which was adjacent to the previously preferred WSOH location of Hollow Road Farm (HRF), welcomed the new consultation but expressed some concern that reference to HRF remained in Cabinet Report No: CAB/SE/15/050 as the preferred site, and whether the impact of the new proposals for the future of the organic waste service had been taken into account in the development of this project (see Minute 91 (B) (2) below.)

Councillor Beccy Hopfensperger, Ward Member for Fornham Ward, which was the ward in which HRF was located, supported Councillor Broughton's concerns and sought assurance that the new consultation would genuinely consider alternative suggestions for sites and how no further funding should be allocated to progress the proposed business case until this new consultation had been completed and analysed.

Some Members also expressed concern regarding:

- (a) references to HRF as the preferred option in Cabinet Report No: CAB/SE/15/050;
- (b) the proposed increase in funding required since the matter was last considered in July 2015; and
- (c) the proposed new consultation process and how other credible, available, alternative sites to HRF (including those with rail links) should genuinely be considered in an open and transparent manner.

Other Members acknowledged however, that:

- (a) the references to HRF as the perceived preferred option in Cabinet Report No: CAB/SE/15/050, had been taken out of context;
- (b) the documentation that would be publicly available to assist interested parties with suggesting alternative sites, as detailed in the Cabinet resolution above, was a positive step in promoting democracy and transparency and provided further reassurance that a genuine consultation would be undertaken; and
- (c) a solution to identifying a preferred optimum location for siting the WSOH for the delivery of cost and efficiency savings was the ultimate goal; however that in order to fund the new consultation process, the request for further funding had increased since last presented to Council.

Councillor Stevens proposed the motion, which was duly seconded by Councillor Robert Everitt. Councillor David Nettleton requested that the vote be recorded and this was supported by more than five other Members, as

required by the Constitution. The votes recorded were 30 votes for the motion, 12 against and no abstentions, namely:

For the motion:

Councillors Simon Brown, Bull, Chung, Everitt, Glossop, Griffiths, Hailstone, Houlder, Margaret Marks, Tim Marks, Betty McLatchy, Ivor McLatchy, Midwood, Mildmay-White, Pollington, Pugh, Rayner, Richardson, Roach, Rout, Rushen, Speed, Springett, Stamp, Stevens, Thompson, Thorndyke, Wakelam, Frank Warby and Patsy Warby.

Against the motion:

Councillors Broughton, Tony Brown, Burns, Clements, Crooks, Fox, Hind, Beccy Hopfensperger, Paul Hopfensperger, Nettleton, Robbins and Wade.

Abstentions:

None

The motion was duly carried and

RESOLVED:

That funding of £220,000 (£112,000 FHDC and £108,000 SEBC), as detailed in Section 3 of Report No: CAB/SE/15/050, be approved, and for this to be allocated from the respective Council's Strategic Priorities and Medium Term Financial Strategy reserve to enable the project to progress.

(At this point, a motion to adjourn the meeting for a short comfort break was moved, seconded and upon being put to the vote was duly carried. The meeting resumed at 9.39 pm.)

2. The Future of the Organic Waste Service in West Suffolk

Following the recent Suffolk Waste Partnership review of organic waste management, approval was sought for revisions to the organic waste service in West Suffolk.

Councillor Peter Stevens, Portfolio Holder for Operations drew relevant issues to the attention of Council, including that specific options for the future of West Suffolk's brown bin scheme and the implications relating to each had been considered in detail. Option 3 was the preferred option of officers and Cabinet, which would be to introduce an annual subscription charge and exclude food/kitchen waste, which would potentially generate an income to ensure that the service was cost neutral. The justification for the proposal was provided in Cabinet Report No: CAB/SE/15/051.

The service would be provided on an opt-in basis at a cost of approximately £1.35 per collection, which was value for money when compared to the cost of a bulky goods collection at £35 a time. VAT was not believed to be charged within this charge; however this would be confirmed to the Performance and Audit Scrutiny Committee in November 2015.

The majority of Members acknowledged that this was difficult decision to make; however if the scheme was to continue in its current format, West Suffolk would be faced with an estimated budget increase of approximately half a million pounds per year in comparison to current costs. If not implemented, savings would therefore need to be found from elsewhere with potential impacts on services across the two West Suffolk councils.

Members also recognised that it was not conducive to potentially increase Council Tax by approximately 6% to continue the existing service. Such an increase would command a referendum and consideration would therefore need to be given to the potential cost implications of that.

Some clarification was sought on the new collection service and possible ramifications of the change; and whether there were possibilities for providing support to communities to introduce their own community composting facilities.

On the motion of Councillor Peter Stevens, seconded by Councillor Ian Houlder, and duly carried, it was

RESOLVED:

That

- (1) the exclusion of food/kitchen waste from the brown bin scheme - to commence following procurement of the new treatment contract, be agreed;
- (2) a subscription charge of between £35 and £50 per year for the brown bin service, as detailed in Section 1.4.3 to 1.4.8 of Report No: CAB/SE/15/051, be introduced; and
- (3) a future report be received outlining the results of the procurement exercise and the Suffolk Waste Partnership's agreed actions to deliver recommendations 1 and 2 above.

3. Annual Treasury Management Report 2014/2015

Approval was sought for the Annual Treasury Management Report for 2014-2015.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Council.

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

RESOLVED:

That the Annual Treasury Management Report for 2014-2015, attached as Appendix 1 to Report No: TMS/SE/15/004, be approved.

4. Haverhill Town Centre: Masterplan

(Councillors Tony Brown and Tim Marks declared local non-pecuniary interests as members of ONE Haverhill's Town Centre Masterplanning Core Group and both remained in the meeting for the consideration of this item.)

Approval was sought for the adoption of the Haverhill Town Centre Masterplan.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Council, including that he wished to place on record his thanks to ONE Haverhill and other partners during the development of this Masterplan. Emphasis was also placed on the excellent response to the consultation.

Other Haverhill Councillors supported Councillor Pugh's comments and Councillor Tony Brown offered his personal thanks to Councillor Pugh for his leadership on this project and also to David Lock Associates (consultants appointed to produce the Masterplan).

In response to a question in connection with car parking and the potential for an Automatic Number Plate Recognition (ANPR) survey of the entire town to extract data to assess the effect of traffic flow and volume in and around the town centre, including the impact the proposed new developments may have, Councillor Pugh stated that support had been shown in principle for this survey from Suffolk County Council as Highway Authority.

Members also reiterated the importance of the delivery of the aspirations identified in the Masterplan.

On the motion of Councillor Alaric Pugh, seconded by Councillor David Roach, and duly carried, it was

RESOLVED:

That the Masterplan for Haverhill Town Centre, as contained in Appendix A to Report SDW/SE/15/007, be adopted as a Supplementary Planning Document.

5. North East Haverhill: Masterplan

(In the interests of transparency, Councillor Tony Brown declared that he was the Suffolk County Councillor for Haverhill East and Kedington Division. Councillor John Burns declared a local non-pecuniary interest as he lived adjacent to the proposed strategic development site. Both Members remained in the meeting for the consideration of this item.)

Approval was sought for the adoption of the North East Haverhill Masterplan.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Council, including that the resulting Masterplan had been formulated taking account of a range of opportunities

and constraints, as detailed in the report to the Sustainable Development Working Party (Report No: SDW/SE/15/008 refers).

Councillor Karen Richardson, Ward Member for Kedington Ward reiterated the views of the members of the public that had spoken during agenda item 6; considered the consultation had been unsatisfactory and felt the number of homes planned would adversely impact on the residents of Kedington and other neighbouring villages.

Councillor Tony Brown also expressed similar concerns including that although it was acknowledged that discussions were being undertaken to make improvements to the existing A1307 trunk road, the present infrastructure and poor transport links could currently not support the planned development and growth set out in the Masterplan.

Councillor Pugh proposed the motion, which was duly seconded by Councillor Ivor McLatchy. Councillor Tony Brown requested that the vote be recorded and this was supported by more than five other Members, as required by the Constitution. The votes recorded were 31 votes for the motion, 8 against and 3 abstentions, namely:

For the motion:

Councillors Broughton, Simon Brown, Chung, Clements, Everitt, Glossop, Griffiths, Hailstone, Hind, Beccy Hopfensperger, Houlder, Margaret Marks, Tim Marks, Betty McLatchy, Ivor McLatchy, Mildmay-White, Pollington, Pugh, Rayner, Roach, Rout, Rushen, Speed, Springett, Stamp, Stevens, Thompson, Thorndyke, Wakelam, Frank Warby and Patsy Warby.

Against the motion:

Councillors, Tony Brown, Burns, Crooks, Paul Hopfensperger, Midwood, Nettleton, Richardson and Robbins

Abstentions:

Councillors Bull, Fox and Wade.

The motion was duly carried and

RESOLVED:

That the Masterplan for North East Haverhill, as contained in Appendix A to Report SDW/SE/15/008, be adopted as non-statutory planning guidance.

6. South East Bury St Edmunds Strategic Development Site: Masterplan

Approval was sought for the adoption of the Masterplan for the South East Bury St Edmunds Strategic Development Site.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Council, including that following a detailed discussion at the meeting of the Sustainable Development Working Party and subsequent ratification by Cabinet, it had been recommended to reinstate the

site for the proposed Gypsy and Traveller accommodation as originally proposed in the earlier draft Masterplan.

Councillor Sarah Stamp, one of the Ward Members for Southgate Ward, considered that many of the concerns that had been raised during the consultation had been addressed, however she would remain opposed to the reinstatement of the proposed Gypsy and Traveller site as she believed this was not an appropriate location and alternative options should be considered.

Other Members supported the concerns of Councillor Stamp but acknowledged other merits of the Masterplan. The majority of Members supported approval for the Masterplan.

On the motion of Councillor Alaric Pugh, seconded by Councillor Margaret Marks, and duly carried, it was

RESOLVED:

That the Masterplan for the South East strategic land allocation, as contained in Appendix A to Report SDW/SE/15/009, be adopted as non-statutory planning guidance, subject to the reinstatement of the site of the proposed Gypsy and Traveller accommodation as originally proposed in the earlier draft Masterplan.

(Councillor David Nettleton left the meeting at the conclusion of this item.)

92. **Devolution in Suffolk**

Council considered Report No: COU/SE/15/029, which sought endorsement of Suffolk's Expression of Interest to Government regarding devolution as the basis for future detailed negotiations with Government; and of the proposed approach to negotiation with Government throughout autumn 2015, in advance of final sign-off of more detailed proposals by Council.

Councillor John Griffiths, Leader of the Council drew relevant issues to the attention of Council, including that since the devolution proposal, contained in Appendix A, had been submitted to Government on 4 September 2015, some feedback had been received. Alongside taking forward the work on integrating the public sector in Suffolk, advice had been given to consider the possibility of forming a wider combined authority with Norfolk, to which Government could devolve powers around growth and infrastructure.

He added that commitment was still shown for the proposals contained in Appendix A, whether they would be taken forward by a combined authority; on a Suffolk-wide basis or in another way was to be determined.

Discussion was held on the tight timescales regarding the submission of the bid, which was because plans needed to be in place for decisions to be taken by Government before the Spending Review in November 2015; however the majority of Members recognised the benefits that could be had for West Suffolk, including pursuing the issue of subsidiarity (double devolution) i.e. what SCC could devolve to the Suffolk district and borough councils.

Liz Watts, one the two Directors for the West Suffolk councils, would shortly be leaving the organisation to take up the post of Chief Executive for East Hertfordshire District Council. Councillor Griffiths wished to place on record his sincere thanks to Liz and commended her sterling work with the councils over the previous years. Members supported this sentiment.

On the motion of Councillor John Griffiths, seconded by Councillor Ian Houlder, and duly carried it was

RESOLVED: That

- (1) Suffolk's ambition for devolution contained in its Expression of Interest to Government as the basis for future detailed negotiation with Government throughout the autumn 2015, be endorsed;
- (2) the approach to negotiating more detailed proposals with Government be endorsed; and
- (3) it be agreed that following negotiation with the Government, any proposed devolved arrangements will be subject to consideration and agreement by full Council.

(Councillor Jim Thorndyke left the meeting during the consideration of this item.)

93. Right to Challenge Parking Policies

Council considered Report No: COU/SE/15/030, which sought approval for changes to the Council's Petition Scheme to reflect a duty which gave local residents and businesses the right to challenge parking policies set out in Traffic Regulation Orders (TROs).

Councillor Peter Stevens, Portfolio Holder for Operations drew relevant issues to the attention of Council, including the proposed amendments were contained in Appendix A with information on the statutory guidance on parking petitions (DCLG 2015) provided in Appendix B.

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

RESOLVED:

That the changes to the Petition Scheme for St Edmundsbury Borough Council, as contained in Appendix A to Report No: COU/SE/15/030, be approved.

94. Questions to Committee Chairmen

There were no questions of Committee Chairmen on business transacted by their committees since the last ordinary meeting of Council on 7 July 2015, as outlined below:

Committee	Chairman	Dates of meetings
Overview and Scrutiny Committee	Cllr Diane Hind	22 July 2015

Performance and Audit Scrutiny Committee	Cllr Sarah Broughton	30 July 2015
Development Control Committee	Cllr Jim Thorndyke	6 August 2015 3 September 2015
West Suffolk Joint Standards Committee	Cllr Jim Thorndyke	19 August 2015

95. Urgent Questions on Notice

Councillor Julia Wakelam, Deputy Mayor, had given notice under Paragraph 8.5 (b) of the Council Procedure Rules, of the following question to Councillor Sara Mildmay-White, Portfolio Holder for Housing:

'Has St Edmundsbury Borough Council informed the Government of the willingness of our community to welcome up to five refugee families to Bury St Edmunds, and the willingness of our Council to assist in that, and if not, will it now do so?'

In response, Councillor Mildmay-White, stated that the Home Office had asked that councils in two-tier areas should be encouraged to collaborate and feed back potential numbers of refugees that could be accommodated via the Strategic Migration Partnership. In light of this guidance, the Suffolk Public Sector Leaders' Group had agreed to establish a county-wide task force to prepare any specific request made by Government.

Specifically, St Edmundsbury Borough Council had started initial conversations with Havebury Housing Partnership to identify any potential properties which may be suitable for accommodating refugees.

In respect of utilising privately-owned accommodation, housing needed to be self-contained and safeguarding issues taken into account; however, it may be possible to consider second homes if owners made them available.

96. Report on Special Urgency

The Council received and noted a narrative item, as required by the Council's Constitution, in which the Leader of the Council reported that at the time the Council agenda was published, no executive decisions had been taken under the special urgency provisions of the Constitution.

97. Exclusion of Press and Public

See minute 98 below.

98. Exempt Minutes: 7 July 2015

No reference was made to specific detail of the exempt minutes, therefore this item was not held in private session.

The exempt minutes of the meeting held on 7 July 2015 were confirmed as a correct record under Minute 82 above and signed by the Mayor.

The meeting concluded at 11.16pm

Signed by:

Mayor

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Extraordinary (Informal Joint) Council



St Edmundsbury
BOROUGH COUNCIL

Notes of informal discussions of SEBC/FHDC **Councils** held on
Tuesday 17 November 2015 at **6.30 pm** in the **Conference Chamber,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Forest Heath District Council

David Bimson (Chairman of Forest Heath District Council) (in the Chair
for the informal discussions)

Ruth Allen	Brian Harvey
Michael Anderson	Carol Lynch
Chris Barker	Christine Mason
John Bloodworth	David Palmer
David Bowman	Peter Ridgwell
Ruth Bowman	Bill Sadler
Louis Busuttil	Reg Silvester
Simon Cole	Lance Stanbury
Andy Drummond	James Waters
Stephen Edwards	

St Edmundsbury Borough Council

Sarah Broughton	John Griffiths	Alaric Pugh
Simon Brown	Wayne Hailstone	Joanna Rayner
Tony Brown	Diane Hind	Barry Robbins
Terry Buckle	Beccy Hopfensperger	Richard Rout
Carol Bull	Paul Hopfensperger	Angela Rushen
John Burns	Ian Houlder	Andrew Speed
Patrick Chung	Margaret Marks	Clive Springett
Terry Clements	Tim Marks	Sarah Stamp
Bob Cockle	Betty Mclatchy	Peter Stevens
Jason Crooks	Ivor Mclatchy	Peter Thompson
Robert Everitt	Jane Midwood	Paula Wade
Jeremy Farthing	Sara Mildmay-White	Julia Wakelam
Paula Fox	David Nettleton	Frank Warby
Susan Glossop	Clive Pollington	Patricia Warby

Prior to the ensuing formal Council meetings of both authorities, joint informal discussions took place between the two West Suffolk authorities on the following three items (Items 4 to 6 of the agenda):

- Agenda Item 4: Business Case to Establish a Housing Development Company;
- Agenda Item 5: Review of the Constitution: Part 3 – Functions and Responsibilities; and
- Agenda Item 6: Referral from West Suffolk Joint Independent Remuneration Panel (Selection Panel) 28 October 2015 – Forest Heath District Council and St Edmundsbury Borough Council Members’ Allowances Schemes.

Councillor David Bimson, acting as Chairman of the informal discussions, welcomed all those present to the joint part of the evening and thanked St Edmundsbury Borough Council for hosting the meeting.

He explained that there would not be voting during the informal part of the meeting, but that the aim for each matter would be to get to a point where the meeting had reached a consensus. On conclusion of the joint discussions formal meetings would be held by each authority, in turn, in order to formally resolve and vote upon the items jointly discussed.

1. **One Minute Silence**

Prior to the consideration of business the Chairman asked all those present to observe a one minute silence in honour of the tragic events which took place in France on Friday 13 November 2015.

2. **Public Participation**

It had been agreed for the Public Participation in respect of agenda Items 4. to 6. to be undertaken during the informal discussions; in order to allow all West Suffolk Members to consider any issues raised by members of the public.

The Service Manager (Legal) advised that there had been no notice received in respect of any public participation.

3. **Declarations of Interest**

The Chairman advised that he understood that there were a number of Members who wished to declare interests in respect of Agenda Item 4. (Housing Development Company) and asked those Members to confirm, in the interests of openness and transparency, that they wished to have their interests noted at this informal stage.

The following Members confirmed that they wished to have their interests noted in respect of Agenda Item 4:

Forest Heath District Council
Reg Silvester
James Waters

St Edmundsbury Borough Council
Tony Brown
Terry Clements
Robert Everitt
Diane Hind
Beccy Hopfensperger
Tim Marks
David Nettleton
Joanna Rayner
Clive Springett
Sarah Stamp
Frank Warby
Patricia Warby

With regard to the number of interests which had been noted in respect of Agenda Item 4 the Chairman brought the following two items of business forward on the agenda:

4. **Review of the Constitution: Part 3 – Functions and Responsibilities (Agenda Item 5.)**

Councillors Stephen Edwards and Ian Houlder, as the Portfolio Holders for this item, jointly presented and summarised the report before Members which set out a revised Part 3 of the constitution for adoption as part of the ongoing work to align both authorities' constitutions in a common format.

The meeting was advised that the Joint Constitution Review Group had met in order to consider the content of the report and recommended approval.

Councillor John Burns suggested that future reports of this nature be set out with track changes so that it was easy to identify the amendments that had been made.

All West Suffolk Members present supported the recommendations of the report.

5. **Referral from West Suffolk Joint Independent Remuneration Panel (Selection Panel) 28 October 2015 – Forest Heath District Council and St Edmundsbury Borough Council Members' Allowances Schemes (Agenda Item 6.)**

Councillor Ian Houlder, as the Chairman of the West Suffolk Joint Independent Remuneration Panel – Section Panel, presented this item.

He explained that the West Suffolk Joint Independent Remuneration Panel (Selection Panel) had met on 28 October 2015 and had been informed that four applications had been received for the six places on the West Suffolk Joint Independent Remuneration Panel.

The Selection Panel agreed further recruitment should be undertaken to appoint six members for 1 June 2016. In the interim period the four applicants should be appointed to undertake an interim review of both Forest Heath District Council and St Edmundsbury Borough Council Members' Allowances Schemes. With a full review to be conducted following the appointment of a new Panel from 1 June 2016.

All West Suffolk Members present were in support of this way forward.

6. **Business Case to Establish as Housing Development Company (Agenda Item 4.)**

The following Members left the room during consideration of this report; having asked that their pecuniary interests in respect of this item be noted earlier in the meeting:

- Robert Everitt
- Clive Springett
- Jo Rayner
- Frank Warby

Councillor Sara Mildmay-White, as West Suffolk's Lead Member for Housing, presented this report which set out a business case for establishing a commercial company limited by shares for the purpose of developing housing for sale and private rent, and affordable rent and low-cost home ownership in line with the Councils' existing planning policies.

Members were advised that the company would be wholly-owned by Forest Heath District Council (25% of shares), St Edmundsbury Borough Council (25%) and Suffolk County Council (50%) and would provide a revenue income to all three Councils.

Councillor Mildmay-White explained that the concept of a Housing Development Company had originated as part of the West Suffolk Housing Strategy 2015-2018; and she gave thanks to Councillors Rona Burt and Anne Gower who, as the Portfolio Holders at that time, had helped develop the Strategy document.

Councillor Mildmay-White also gave thanks to Suffolk County Council, together with the Overview & Scrutiny Committees of the West Suffolk authorities for their valuable input into the business case.

She reminded Members that the Head of Housing had undertaken a number of briefings to ensure that all West Suffolk Councillors fully understood this innovative proposal; the formation of which would make a significant contribution to West Suffolk's three key priorities.

Members were assured that the proposal had also been scrutinised by independent law firm Trowers & Hamlins who had advised on the most appropriate structure for the company.

A number of Members made comment on this item; the majority of which wholeheartedly supported the recommendations of the report.

Councillor Mildmay-White and the Head of Housing responded in detail to all questions posed.

Councillor John Burns remarked that he was pleased to see the inclusion of three independent directors within the proposal; as recommended at the joint meeting of the Overview & Scrutiny Committees. He also made some constructive criticism, which included reference to ensuring a competitive tendering process was

undertaken and the forecast rate of return. All of which Councillor Mildmay-White noted.

7. Conclusion of Informal Discussions

On the conclusion of the informal joint discussions the Chairman advised that the formal meetings of each Authority would now be convened in turn. As St Edmundsbury Borough Council had other additional items of business on their agenda, beyond those jointly discussed, the Forest Heath District Council meeting would be held first.

There was then a short adjournment in order to allow Members of St Edmundsbury Borough Council to leave the Conference Chamber.

Extraordinary Council



St Edmundsbury
BOROUGH COUNCIL

Minutes of an extraordinary meeting of **Council** held on
Tuesday 17 November 2015 at **7.20 pm** in the **Conference Chamber,**
West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Mayor Patrick Chung
Deputy Mayor Julia Wakelam

Simon Brown	Andrew Speed	Tim Marks
Carol Bull	Peter Thompson	Sara Mildmay-White
John Burns	Robert Everitt	David Nettleton
Jason Crooks	Sarah Broughton	Alaric Pugh
Paula Fox	Tony Brown	Joanna Rayner
Susan Glossop	Terry Buckle	Angela Rushen
Wayne Hailstone	Terry Clements	Clive Springett
Margaret Marks	Bob Cockle	Sarah Stamp
Betty Mclatchy	Jeremy Farthing	Peter Stevens
Ivor Mclatchy	John Griffiths	Paula Wade
Jane Midwood	Diane Hind	Frank Warby
Clive Pollington	Beccy Hopfensperger	Patricia Warby
Barry Robbins	Paul Hopfensperger	
Richard Rout	Ian Houlder	

99. **Apologies for Absence**

Apologies for absence were received from Councillors Karen Richardson and Jim Thorndyke.

100. **Declarations of Interests**

Councillors Tony Brown, Terry Clements, Beccy Hopfensperger, Tim Marks, David Nettleton and Sarah Stamp declared local non-pecuniary interests in Agenda Item 4, *Business Case to Establish a Housing Development Company* (Report No: COU/SE/15/031) and Agenda Item 8 (A)(2), *Referrals Report of Recommendations from Cabinet, Transfer of Street Lighting Columns to Suffolk County Council* (Report No: COU/SE/15/034) as they were also elected Members of Suffolk County Council.

(The disclosable pecuniary interests declared by Councillors Robert Everitt, Jo Rayner, Clive Springett and Frank Warby, and local non-pecuniary interests

declared by Councillors Diane Hind and Patsy Warby in respect of Agenda Item 4, Business Case to Establish a Housing Development Company, are recorded under Minute 102 below.)

101. **Public Participation**

The Mayor reminded Members that public speaking on Items 4 to 6 of the agenda was undertaken at the beginning of the informal discussions in order to allow all West Suffolk Members to consider issues raised by members of the public.

No members of the public in attendance wished to speak on Items 7 and 8.

102. **Business Case to Establish a Housing Development Company**

(Councillor Joanna Rayner declared a pecuniary interest as an employee of Havebury Housing Partnership. Councillor Robert Everitt and Frank Warby declared pecuniary interests as Board Members of Havebury Housing Partnership. Councillor Clive Springett declared a pecuniary interest as a Director of Havebury Housing Partnership. The aforementioned councillors all left the meeting during the consideration of this item.

Councillor Terry Clements declared a local non-pecuniary interest as a Life President of Havebury Housing Partnership. Councillors Diane Hind and Patsy Warby declared local non-pecuniary interests as Members of Havebury Housing Partnership's Performance and Scrutiny Panel. The aforementioned councillors remained in the meeting for the consideration of the item.)

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council on Report No: COU/SE/15/031, *Business Case to Establish a Housing Development Company*, it was proposed, seconded and,

RESOLVED: That, as detailed in Report No: COU/SE/15/031:

- (1) the establishment of a Housing Development Company incorporated as a company limited by shares that will be jointly owned by Suffolk County Council (50% of shares), Forest Heath District Council (25% of shares) and St Edmundsbury Borough Council (25% of shares), be approved;
- (2) the role of Shareholder in St Edmundsbury be assumed by St Edmundsbury Borough Council's full Council;
- (3) a Shareholder Advisory Group be established with the purpose of advising each Council when exercising its role as Shareholder consisting of two elected members from Forest Heath District Council, two from St Edmundsbury Borough Council and four from Suffolk County Council, with advice provided by senior officers of all Councils. The identification of St Edmundsbury Borough Council's nominations to the Shareholder Advisory Group be delegated to the Leader of St Edmundsbury Borough Council acting in consultation with West Suffolk's Lead Member for Housing;

- (4) the composition of the Company's Board of Directors be one director from Forest Heath District Council who shall be an officer of West Suffolk Councils, one director from St Edmundsbury Borough Council who shall be an officer of West Suffolk and two directors from Suffolk County Council (anticipated to be officers of Suffolk County Council), with up to an additional three directors appointed by the unanimous decision of the Shareholders;
- (5) the recommendation of St Edmundsbury Borough Council's Overview and Scrutiny Committee held on 15 October 2015 that the criteria for selection of the three additional directors as specified in the fourth bullet of paragraph 3.29 in Appendix A be amended to read "*up to three additional directors unanimously approved by the three Shareholder Councils. These will be 'independent' individuals selected for their relevant expertise and experience*";
- (6) authority to nominate St Edmundsbury's director be delegated to the Joint West Suffolk Chief Executive, in consultation with West Suffolk's Lead Member for Housing or the Leader of St Edmundsbury Borough Council;
- (7) the approval of the Memorandum and Articles of Association be delegated to the Head of Housing and the Monitoring Officer, acting in consultation with West Suffolk's Lead Member for Housing and Suffolk County Council's Director of Resources, who will act in consultation with Suffolk County Council's Cabinet Member for Finance;
- (8) authority to negotiate and finalise the Shareholder Agreement be delegated to the Head of Housing and the Monitoring Officer, acting in consultation with the West Suffolk's Lead Member for Housing and Suffolk County Council's Director of Resources, who will act in consultation with Suffolk County Council's Cabinet Member for Finance;
- (9) the naming of the Housing Development Company be delegated to the Head of Housing, acting in consultation with the Service Manager (Corporate Communications), West Suffolk's Lead Member for Housing and Suffolk County Council's Director of Resources, who will act in consultation with Suffolk County Council's Cabinet Member for Finance;
- (10) authority to complete and submit the necessary documentation for incorporation be delegated to West Suffolk's Monitoring Officer, acting in consultation with West Suffolk's Head of HR, Legal and Democratic Services and Head of Housing and officers from Suffolk County Council;
- (11) *in principle agreement* be given to the disposal of St Edmundsbury Borough Council's assets (land and/or buildings) to the Company at market rates;
- (12) *in principle agreement* be given to provide to the Company funding through state aid compliant loans in line with St Edmundsbury Borough Council's existing Loans Policy;

- (13) a contribution of £125,000, funded from St Edmundsbury Borough Council's Strategic Priorities and Medium Term Financial Strategy reserve, to a total working capital loan of £500,000 be approved, subject to contributions from all Councils in the following proportions; Forest Heath District Council (25%), St Edmundsbury Borough Council (25%) and Suffolk County Council (50%);
- (14) authority to negotiate and approve any staffing or TUPE matters arising in the future in connection with the Company's operations be delegated to the Head of HR, Legal and Democratic Services, acting in consultation with the Head of Resources and Performance (s151 officer) and appropriate Suffolk County Council officers;
- (15) once the Company's first Annual Business and Delivery Plan has been submitted to Shareholders (Forest Heath District Council, St Edmundsbury Borough Council and Suffolk County Council) and approved by the Shareholders (Forest Heath District Council's full Council, St Edmundsbury Borough Council's full Council and Suffolk County Council's Cabinet), the Company may start trading; and
- (16) the detailed financial modelling contained in the exempt Appendices B, C and D, and the financial viability of the exemplar sites appraised, be noted.

(Councillor David Nettleton wished it to be recorded that he voted against the above recommendations.)

103. **Review of the Constitution: Part 3 - Functions and Responsibilities**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council on Report No: COU/SE/15/032, *Review of the Constitution: Part 3 - Functions and Responsibilities*, it was proposed, seconded and,

RESOLVED: That

- (1) the revised Part 3, Functions and Responsibilities, of the Constitution set out at Appendix A to Report No: COU/SE/15/032, be adopted;
- (2) the Monitoring Officer be authorised to make such changes or corrections to the text, numbering or layout of the adopted revised Part 3 that are necessary for consistency, accuracy, grammatical correctness and sense, and to remove any parts of the existing Constitution implicitly made redundant by the adoption of this Part 3, or which are otherwise obsolete, prior to its publication;
- (3) the Monitoring Officer be authorised, in consultation with the Head of Paid Service, to make such further changes to the Scheme of Delegation to Officers from time to time as are necessary or desirable to reflect changes in statutory responsibilities, staffing structures and so on, so long as those changes do not materially affect the powers conferred by the Constitution; and

- (4) as a change to the Committee Procedure Rules regarding the continuance in office of committee chairmen, the amendment set out in paragraph 1.1.2 of Report No: COU/SE/15/032, be adopted.

(Councillor Bob Cockle wished it to be recorded that he abstained from the vote on the above recommendations.)

104. **Referral from West Suffolk Joint Independent Remuneration Panel (Selection Panel): 28 October 2015 Forest Heath District Council and St Edmundsbury Borough Council Members' Allowances Schemes**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council on a narrative item (Agenda Item 6), *Referral from West Suffolk Joint Independent Remuneration Panel (Selection Panel): 28 October 2015 Forest Heath District Council and St Edmundsbury Borough Council Members' Allowances Schemes*, it was proposed, seconded and,

RESOLVED: That

- (1) Kathy Finney, Cyril Leach, David Ray and Kevin Sturgeon be appointed as members of the West Suffolk Joint Independent Remuneration Panel until 31 May 2016 to conduct an interim review of both Forest Heath District Council and St Edmundsbury Borough Council Members' Allowances Schemes; and
- (2) the members of the West Suffolk Joint Independent Remuneration Panel receive £100 for attendance per meeting, plus reimbursement of travel expenses based on the rates applicable to elected Members of the West Suffolk Councils.

105. **Suffolk Business Park and Eastern Relief Road**

Council considered Report No: COU/SE/15/033, which provided an update on the Eastern Relief Road and Suffolk Business Park project, and sought approval for recommendations to enable the project to progress.

The report provided background to the development of the Suffolk Business Park and how the construction of the Eastern Relief Road (ERR) would link Moreton Hall/Suffolk Business Park to the A14, thus opening up 68 hectares of employment land; land for 500 homes; a secondary school site; leisure and community opportunities; and motorist facilities associated with the A14. Over a 20 to 25 year period, the employment land had the potential to generate 14,000 jobs and approximately £275 million worth of inward investment into West Suffolk.

Council had previously approved:

- (a) a commitment of up to £3 million investment of Growth Area Initiatives Funding that had originally been allocated from Central Government, towards the construction of the road;
- (b) an allocation of £4.6 million to provide a loan agreement for electricity infrastructure; and

- (c) delegated authority to officers to enter into a development agreement(s) with the adjacent landowners to bring forward Suffolk Business Park in order to realise a return on the investment, which was in accordance with the principles of the Medium Term Financial Strategy.

Running in parallel to the above, approval had also previously been given to committing to Compulsorily Purchasing a parcel of land, if needed, to guarantee delivery of the required land for the ERR. The Compulsory Purchase Order was considered to be complementary action that was assisting, and would continue to assist, in bringing the ERR and Suffolk Business Park forward, and provided reassurance for funders that the development would go ahead.

Members noted that as a result of due diligence, it was now clear that there were significant for issues for St Edmundsbury Borough Council (SEBC) in relation to the long term financial investment of £3 million into the construction of the road. Council was therefore now asked to consider making a grant contribution to the ERR and the report provided the justification for this.

Section 3 of the report then provided reasons for seeking authority for officers to enter into an agreement(s) which would be to reflect the legal and commercial realities of the project, and to share in the uplift of any profits generated by the business park long into the future.

Members also noted that the previously approved loan allocation of up to £4.6 million to Taylor Wimpey for electricity infrastructure had been secured against land which Taylor Wimpey was unable to comply with. Subsequently, Taylor Wimpey had entered into a contract to provide the required electricity infrastructure using its own funds, which meant that SEBC was not now exposed to risks regarding the repayment of the loan.

A discussion was held on the external legal and technical advice received, with particular reference to the legal reasons for granting the £3million Growth Area Initiatives funding towards the ERR.

Emphasis was placed on the Council's continued commitment to bringing this project to fruition and the extensive benefits for St Edmundsbury, West Suffolk and beyond.

On the motion of Councillor John Griffiths, seconded by Councillor Alaric Pugh, and duly carried it was

RESOLVED: That

- (1) £3 million towards the construction cost of the Eastern Relief Road, as detailed in Section 2 of Report No: COU/SE/15/033, be granted; and
- (2) subject to the satisfaction of the Section 151 and Monitoring Officers, delegated authority be given to the Head of Planning and Growth, in consultation with the Leader of the Council, to enter into an agreement

(or agreements) with; the landowners and Highway Authorities to enable the construction of the Eastern Relief Road; and relevant landowners to enable the development of Suffolk Business Park. Such delegations to include agreements in relation to such Council owned land and any land acquisition as necessary so that it secures the optimum benefit and return.

106. Referrals report of recommendations from Cabinet: 20 October 2015

Council considered the Referrals report of Recommendations from Cabinet, as contained within Report No: COU/SE/15/034.

(A) Referrals from Cabinet: 20 October 2015

1. Enterprise Zones

Approval was sought for providing delegated authority to officers to pursue Enterprise Zone (EZ) discussions further in the event that either or both bids submitted by the Greater Cambridge Greater Peterborough Local Enterprise Partnership and New Anglia Local Enterprise Partnership were successful.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Council, including that the above respective Local Enterprise Partnerships (LEPs) had made bids for Haverhill Research Park and 14 hectares of land at Suffolk Business Park, Bury St Edmunds in the latest EZ bidding round.

Council noted the potential benefits and implications of a successful EZ status bid, particularly in relation to business rate growth.

On the motion of Councillor Alaric Pugh, seconded by Councillor Tim Marks, and duly carried, it was

RESOLVED:

That due to the potential financial implications of a successful Enterprise Zone bid, as detailed in Section 2 of Report No: CAB/SE/15/064, the S151 and Monitoring Officers be given delegated authority to pursue the Enterprise Zone discussions further in the event that either or both bids submitted by the Local Enterprise Partnerships are successful.

2. Transfer of Street Lighting Columns to Suffolk County Council

Approval was sought for a capital allocation for the upgrading and transfer of street lighting assets to Suffolk County Council (SCC), which in turn would reduce annual revenue costs for the Borough Council.

Councillor Peter Stevens, Portfolio Holder for Operations, drew relevant issues to the attention of Council, including that a capital allocation of £1.81 million was sought to enable 3,027 St Edmundsbury Borough Council (SEBC) owned street lighting columns to be upgraded. 1,547 of them would be transferred to SCC Highway Authority and the remaining 1,481 would be retained by SEBC. For the reasons provided in the report, an annual saving of

approximately £156,500 per annum on current maintenance and energy costs was expected to be achieved as a result of the investment.

Discussion was held on the condition and design of some existing SCC-owned lighting columns; column maintenance and adoption issues; the controlling of timings for individual lights to facilitate part night lighting and the implications of part night lighting; and the issue of simplifying the process for enabling residents to report faulty lights to the relevant authority.

The majority of Members supported the proposal and considered the revenue savings that were anticipated to be made justified the £1.81 million capital allocation.

On the motion of Councillor Peter Stevens, seconded by Councillor Terry Buckle, and duly carried, it was

RESOLVED:

That £1,810,000 of non-allocated capital be allocated to upgrade 3,027 St Edmundsbury Borough Council (SEBC) owned street lighting assets to enable 1,547 of them to be transferred and adopted by the Suffolk County Council Highway Authority and to reduce the cost to power and maintain the 1,481 lighting assets retained by SEBC (reducing annual SEBC revenue expenditure by £156,500 per annum).

(Councillor Bob Cockle left the meeting at the conclusion of this item.)

3. Hopton Village Hall Site and Sarson's Field: Development Brief

Approval was sought for the adoption of the Development Brief for the site at Hopton Village Hall and Sarson's Field.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Council, including that thorough consideration had been given to the item outlined above by the Sustainable Development Working Party and its recommendations were subsequently endorsed by Cabinet.

Hopton was located in the Barningham Ward. Councillor Carol Bull, Ward Member for Barningham spoke in support of the Development Brief, which she considered satisfactorily embraced the aspirations of the village. She commended the consultants acting on behalf of the landowner, on the level of community engagement and how the Development Brief had been suitably amended following the feedback from the consultation.

Council was satisfied that the Development Brief had been subject to a robust consultation process with exceptional community engagement and had broadly been prepared in accordance with the Vision 2031 Development Plan document, Core Strategy Development Plan Document and the Council's Protocol for Preparing Development Briefs.

On the motion of Councillor Alaric Pugh, seconded by Councillor Peter Stevens, and duly carried, it was

RESOLVED:

That the draft Development Brief for the Hopton Village Hall Site and Sarson's Field, as contained in Appendix A to Report No: SDW/SE/15/012, be adopted as non-statutory planning guidance.

107. Exclusion of Press and Public

See minute 108 below.

108. Business Case to Establish a Housing Development Company (para 3)

Council considered Exempt Appendices B, C and D to Report No: COU/SE/15/031 during the joint informal discussions with Forest Heath District Council on Agenda Item 4, however, no reference was made to the specific detail and therefore this item was not held in private session.

The meeting concluded at 8.21 pm.

Signed by:

Mayor

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Leader's Statement	
Report No:	COU/SE/15/035	
Report to and date:	Council	15 December 2015
Documents attached:	None	

1. The end of 2015 is just around the corner and it seems to be arriving at breakneck speed. I don't know every detail of what other councils have been up to but here in West Suffolk we have been so busy with such a wide range of projects that it's sometimes easy to forget just how much we have achieved.
2. Analysis of the Government's autumn statement indicates that borough and district councils will be worse off than before, although I welcome the news about extra funding for social care. This, however, is not a new situation for us. Over many years at St Edmundsbury we have shown ourselves to be innovative, focused on our local economy and doing our very best for the local communities that we serve. The terrific response to the Haverhill Town Centre masterplan consultation, the continuing prosperity of Bury St Edmunds town centre, due in no small part initially to our development of the arc and Apex, the grants for projects in our rural areas, these are just some straightforward examples of where we are making real differences to communities while providing the services they need and expect.
3. We can't, of course, go on 'doing more with less' for ever. We have made significant changes to the way we work, as the regular joint meetings, shared policies and decisions with our Forest Heath neighbours prove and which deliver year-on-year savings in the millions. It is, however, not enough. That is why it is so pleasing to see the tremendous amount of hard work that councillors and staff are putting in to our commercial agenda, where we are thinking and acting differently so we can generate more of our own income and rely less on handouts from the Government – and we all know those will continue to dwindle in the coming years. We need to stand on our own two feet as far as possible, and that is a real challenge not just for us to do, but to help those who live and work here to understand. Councils are changing everywhere, as are we, and that means our communities need to change alongside us as well.

4. An excellent example of where we are taking things into our own hands is the decision by the West Suffolk councils and Suffolk County Council to set up a housing company together. There are other housing companies, but we believe we are the first across two tiers of local government in a rural area. Real challenges lie ahead before we see the first people moving into homes delivered by the company, but I am confident it can deliver on its early promise and I'm looking forward to work starting on new homes as a result.
5. We have had also some excellent news in recent weeks with the confirmation of two Enterprise Zones, the Suffolk Business Park on the outskirts of Bury St Edmunds and the Haverhill Research Park. We have been working closely with the New Anglia LEP and the Greater Cambridgeshire, Greater Peterborough LEP on these bids and I am delighted to say that hard work has paid off. It will mean that we will be able to offer business rate discount incentives to encourage businesses on to both areas, in turn creating new jobs for many of the local communities that we represent. There is still a final piece in the jigsaw in terms of the actual detail from the Chancellor of the Exchequer's spending review but we are looking forward to the delivery of these exciting projects for Bury St Edmunds, Haverhill, West Suffolk and beyond.
6. And as if all the work on a range of projects, as well as internally improving our systems and processes, isn't enough, there's the devolution agenda. I hope councillors have found the weekly updates useful, notwithstanding the constantly changing agenda, from hour to hour sometimes, let alone day to day. We have a strong Suffolk bid, to which we have worked hard to forge new partnerships and incorporate Norfolk's strengths. However, while this has been welcomed by the Government I have consistently said that we must maintain our focus on the benefits to be gained by "double devolution" and bringing Cambridge into any devolution 'deal' as well – an ambition that I'm pleased to report is now increasingly mentioned by ministers and civil servants as well. The Government has given us more time to work on detailed proposals and there is still a long way to go, with many more changes, no doubt, along the way. I will of course do my best to keep you updated as things evolve further.
7. At our last council meeting we said a very fond farewell to a Director and at our next meeting we will be welcoming a new one, Jill Korwin. Jill joins us in the new year and brings with her a wealth of extremely useful experience gained at Suffolk County Council. I look forward to welcoming her to West Suffolk when she starts with us on 4 January 2016.
8. Not surprisingly, with only a few days to go, many people's attention is turning towards the Christmas festivities and break. Before then I would like to take this opportunity to thank every member of West Suffolk's staff and every councillor for their hard work and commitment throughout the past year. There are always difficult times and decisions to be made, and the pace doesn't flag but I am constantly impressed by both staff and councillors willing to tackle new things, overcome obstacles and make things better wherever they can – and for that I send my grateful thanks to you all. I also wish you all the very best for Christmas and the new year.

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Referral of Recommendations from Cabinet and Democratic Renewal Working Party	
Report No:	COU/SE/15/036	
Report to and date:	Council	15 December 2015
Documents attached in connection with (D) Referral from Democratic Renewal Working Party:	Appendix A:	Final Recommendations for the Community Governance Review Proposals from Democratic Renewal Working Party
	Appendix B:	Modified Terms of Reference for Community Governance Review
	Appendix C:	Issue 26 Consequential Reviews: borough and county electoral arrangements

(A) Referrals from Cabinet: 20 October 2015

1. Delivering a Sustainable Budget 2016/2017

Cabinet Member:
Cllr Ian Houlder

Report No:
[CAB/SE/15/062](#)
(Performance and Audit Scrutiny Committee Report No:
[PAS/SE/15/026](#))

RECOMMENDED:

That the proposals, as detailed in Section 5 and Table 2 at paragraph 5.1 of Report No: PAS/SE/15/026, be included, in securing a balanced budget for 2016/2017.

St Edmundsbury Borough Council continues to face considerable financial challenges as a result of increased cost and demand pressures and

constraints on public sector spending. In this context, and like many other councils, St Edmundsbury has to make difficult financial decisions.

The following proposals were scrutinised by the Performance and Audit Scrutiny Committee and are now subsequently recommended for approval by Cabinet for inclusion in the budget setting process, in order to progress securing a balanced budget for 2016/2017.

Extract from Report No: PAS/SE/15/026

5. *Budget proposals for 2016-2017*

5.1 *The Performance and Audit Scrutiny Committee is asked to support and recommend to Cabinet the **inclusion of the following proposals**, as detailed in Table 2 below, in order to progress securing a balanced budget for 2016-2017.*

Table 2: Budget proposals for 2016/17

Description	2016/17 £'000 Pressure/ (Saving)
Budget gap	1,903
Budget saving proposals	
<i>Income generation - ARP Bailiffs and trading company services</i>	(36)
<i>Income generation - Asset lease for Nowton Park (Cottage)</i>	(14)
<i>Income generation - Catering and events at West Stow</i>	(30)
<i>Income generation - Street Cleansing</i>	(7)
<i>Income generation - Tree Maintenance</i>	(10)
<i>Income generation - Vehicle Workshop</i>	(45)
<i>Income generation - Waste Services</i>	(98)
<i>Income generation and reduction in bed and breakfast costs linked to investment</i>	(105)
<i>Income generation - Internal Audit</i>	(10)
<i>Income generation/efficiencies - Apex</i>	(30)
<i>Budget assumption change - 1% for pay inflation</i>	(70)
<i>Budget assumption change for car parking to reflect current volumes</i>	(100)
<i>Business Process Re-Engineering - release of staffing capacity following efficiencies created through process redesign</i>	(163)
<i>Contract efficiencies including ICT supplies and services</i>	(98)
<i>Contract efficiencies through Facilities Management joint venture - part year savings</i>	(32)
<i>Further staffing changes including service changes and vacancy management</i>	(147)
<i>Mitigate Building Control overspend/reduction income through increasing market share, changes in fee levels</i>	(85)
<i>Reduction in Legal professional fees</i>	(7)
<i>Reduction in Leisure Trust Management fee - subject to negotiations with Abbeycroft Leisure</i>	(25)

Description	2016/17 £'000 Pressure/ (Saving)
<i>Reduction in Victory Ground grant in line with previous committee report</i>	(8)
<i>Remaining community centre transfers as identified in previous Cabinet report B12</i>	(50)
<i>Increased occupancy and share running costs of Haverhill Office</i>	(20)
<i>Supplies and services savings, including around 5% reduction on all supplies and services budgets</i>	(209)
<i>Continue with the Local Council Tax Support Grant level - phasing out by April 2017 (25% for 2016/17) - no financial impact as already budgeted - see paragraph 5.2 below.</i>	-
Remaining Budget Gap *	504

* *Proposals for the remaining balance will be presented to this committee in November 2015 as an update report. Meanwhile we believe there is still a considerable amount of work required for the 2016/17 budget to be achievable, as such a number of additional budget saving proposals will be considered as separate reports over the coming months through full council.*

5.2 Councillors will recall that back in September 2013 (Report E52) St Edmundsbury Borough Council agreed to continue to support the Borough's town and parish councils in respect of the Council Tax Support Grant, introduced by the Government to help offset money towns and parishes could lose through council tax benefit changes. The Council Tax Support Grant is included but not ring fenced in the Government's overall funding to borough and district councils who must then decide whether, and how much, to pass on to town and parish councils.

The Committee had further considered proposals for continuing the current scheme of gradually phasing out the Local Council Tax Support Grant by April 2017, and the continuation of the Rural Initiative Grant Scheme for the four year period 2016-2020, through reallocating the underspend of the previous Rural Action Plan, and these were also endorsed by Cabinet.

(B) Referrals from Cabinet: 24 November 2015

1. West Suffolk Gambling Act 2005 Statement of Policy 2016 to 2019

Cabinet Member: Cllr Alaric Pugh

Report No:
[CAB/SE/15/072](#)

**(Licensing and
Regulatory Committee
Report No:**
[LIC/SE/15/003](#))

RECOMMENDED:

That the Gambling Act 2005: West Suffolk Joint Statement of Policy for the period 2016 to 2019, as contained in Appendix 3 to Report No: LIC/SE/15/003, be adopted.

Report No: LIC/SE/15/003 sets out the results of public consultation and seeks approval of the West Suffolk: Gambling Act 2005: Statement of Policy for the period 2016 to 2019. The Statement of Policy sets out how St Edmundsbury Borough and Forest Heath District Councils (the West Suffolk councils), in their roles as Licensing Authorities, will carry out functions under the Act. It recognises the importance of responsible gambling within the entertainment industry whilst seeking to balance this with the key objectives of the Act as follows:

- (a) preventing gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime;
- (b) ensuring that gambling is conducted in a fair and open way; and
- (c) protecting children and other vulnerable persons from being harmed or exploited by gambling.

The objective of the Statement of Policy is to provide a vision for the local area and a statement of intent that guides practice.

The current Statement of Policy will expire in January 2016. Prior to and during the consultation on the version which would apply to the period 2016 to 2019, no evidence has been presented to support an assertion that any part of West Suffolk has or was experiencing problems from gambling activities. This position will, however, be kept under review and in the event of change further research will be undertaken to discover the extent of problems and an Area Profile will be prepared accordingly.

Since initial consideration by the Licensing and Regulatory Committee, some minor amendments have been made to the Statement of Policy under delegated authority, as set out in Cabinet Report No: CAB/SE/15/072.

2. Local Council Tax Reduction Scheme and Council Tax Technical Changes 2016/2017

Cabinet Member: Cllr Ian Houlder

Report No:
[CAB/SE/15/074](#)

RECOMMENDED:

That no change be made to the current Local Council Tax Reduction Scheme or Council Tax Technical Changes levels for 2016/2017, as detailed in Sections 5 and 6 of Report No: CAB/SE/15/074.

The Cabinet was provided with background to the Local Council Tax Reduction Scheme (LCTRS) which was introduced from 1 April 2013, together with a summary of the second year review (2014/2015) in respect of the behavioural, administrative and financial impacts of the LCTRS and council tax technical changes levels.

The above recommendations are provided by the Cabinet on the 2016/2017 LCTRS and the technical changes from 1 April 2016.

The recommended continuation of the current schemes covered in Report No: CAB/SE/15/074, is intended to continue to deliver a 'cost neutral scheme' against the original 10% Government grant reduction. This is in order to maintain collection rates and avoid additional administrative costs. The impact of the 2016/2017 24% reduction in Central Government grant is therefore required to be addressed elsewhere and will form part of the Council's wider Medium Term Financial Strategy review and 2016/2017 budget setting process.

Based on the overall findings of the second year review outlined in Sections 2 and 3 of the Cabinet report, the Cabinet's recommendation is to continue the LCTRS in its current form, including applying the current 2015/2016 level of applicable amounts # within the LCTRS, for 2016/2017 (as detailed in Section 5 of the Cabinet report.)

An applicable amount is the amount that the Government says that a family needs to live on each week. When your applicable amount has been calculated it is then compared with your income to work out the council tax reduction entitlement for which you are eligible.

Due to the fact that the LCTRS is not changing this year there is no requirement to undertake specific consultation.

In respect of the technical changes, based on the overall findings of the second year review outlined in Sections 2 and 3 of the Cabinet report, the recommendation is to continue with the 2015/2016 levels, as shown below in Table 2 of Section 6 of the Cabinet report:

Table 2

Discounts/exemptions	2016/2017
Class A, empty, unfurnished and undergoing major repairs to render habitable (formally exempt Class A)	10% discount for a twelve month period
Empty, substantially unfurnished properties, which have been so for less than one week since the property was last occupied. For the purposes of determining when the property was last occupied, any period of less than 6 weeks within which the property was occupied will be disregarded. (formally exempt Class C)	1 week exemption followed by a 100% charge (Conditions detailed to the left)
Second homes	No discount – charge 100%
Empty homes premium (property empty for more than 2 years)	Pay 150%

3. Council Tax Base for Tax Setting Purposes 2016/2017

Cabinet Member: Cllr Ian Houlder

Report No:
[CAB/SE/15/075](#)

RECOMMENDED: That

- (1) the tax base for 2016/2017, for the whole of St Edmundsbury is 35,737.08 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No: CAB/SE/15/075; and**
- (2) the tax base for 2016/2017 for the different parts of its area, as defined by parish or special expense area boundaries, are as shown in Appendix 2 to Report No: CAB/SE/15/075.**

The Council Tax Base of the Council is the total taxable value at a point in time of all the domestic properties in its area, projected changes in the property base and the estimated collection rate.

The total taxable value referred to above is arrived at by each dwelling being placed in an appropriate valuation band determined by the Valuation Office, with a fraction as set by statute being applied in order to convert it to a Band 'D' equivalent figure. These Band 'D' equivalent numbers are then aggregated at a district wide level and are also sub totalled for parishes. This has to be done by the council responsible for sending the bills out and collecting the Council Tax ('the billing authority'). In two tier areas, district councils fulfil this function.

The Council Tax Base is used in the calculation of Council Tax. Each authority divides its total Council Tax required to meet its budget

requirements by the Tax Base of its area to arrive at a Band 'D' Council Tax.

The Band 'D' Properties figure as at 5 October 2015 of 36,017.3 as quoted in the CTB1 Tax Base Return form attached at [Appendix 1 to Report No: CAB/SE/15/075](#), has been updated as at 4 November 2015 to allow for:

- (a) technical changes outlined in Report No: [CAB/SE/15/074](#); and
- (b) potential growth in the property base during 2016/2017 taken from an average of the housing delivery numbers for those sites within the local plan and those that have planning permission, adjusted for an assumed level of discounts/exemptions within that growth of property base.

An allowance is then made for losses on collection, which assumes that overall collection rates will be maintained at approximately 98%. In addition to this collection rate change, an adjustment has been made to allow for the collectability of the council tax arising from the Local Council Tax Support scheme, which has been assessed at 90%. The resulting Tax Base for Council Tax collection purposes has been calculated as 35,737.08 which is an increase of 679 on the previous year.

The tax base figures provided within [Appendix 2](#) of the report have been communicated to town and parish councils so they can start to factor these into their budget setting process.

(C) Referrals from Cabinet: 8 December 2015

(These referrals have been compiled before the meeting of Cabinet on 8 December 2015 and are based on the recommendations contained within Report No: CAB/SE/15/082. Any amendments made by Cabinet to the recommendations will be notified prior to the meeting of Council.)

1. Land East of Barrow Hill, Barrow: Development Brief

Cabinet Member: Cllr Alaric Pugh

Report No:
[CAB/SE/15/082](#)
**(Sustainable
Development Working
Party Report No:**
[SDW/SE/15/014](#))

RECOMMENDED:

That the Development Brief for Land East of Barrow Hill, Barrow, as contained in Appendix A to Report No: SDW/SE/15/014, be adopted as non-statutory planning guidance.

The draft Development Brief for Land East of Barrow Hill, Barrow, incorporating post-public consultation amendments and attached as [Appendix A to Report No: SDW/SE/15/014](#), has been prepared by consultants acting on behalf of the owner, but not in strict accordance with the Council's Protocol for Preparing Development Briefs. In this instance the consultants had several positive meetings with officers and statutory stake holders prior to approval from the Council being obtained to carry out public consultation on the draft brief. The consultants contacted the Portfolio Holder for Planning and Growth who agreed that consultation could proceed without this approval but that it would be at their own risk. Consultation took place between 14 September and 11 October 2015. A request was made subsequently for the Council to adopt the draft brief as non-statutory planning guidance.

The Statement of Community Involvement prepared by the Consultants was attached as [Appendix B](#) to the report. The following changes, which are annotated in the document, were made after public consultation: (i) amendment to the configuration of the layout to create a more meaningful area of open space; (ii) the highlighting of sensitive boundaries where loss of amenity could occur; (iii) creation of clearer linkages to Public Rights of Way to enable better access to the countryside; and (iv) provision of further explanatory text surrounding Sustainable Urban Drainage (SUD) and the viable options available.

The report further advised that currently there was an undetermined planning application, reference DC/15/1653/FUL, before the Council which was for (i) the erection of a single storey rear and side extension, and (ii) the re-design of the parking layout at the Barrow Doctor's Surgery. The proposed extension incorporated two more consulting rooms and a large room for a dentist. The details contained within the draft Development brief accord with those of the planning application.

Sustainable Urban Drainage was important for this site because of a perched water table. The draft brief sets out that an outfall strategy to the local watercourse network would be employed and this would involve the creation of culverts and swales. The Working Party along with the Ward Member, Councillor Ian Houlder, had expressed concerns about flooding issues in the village and officers advised that precise details of the outfall system to be utilised would be assessed at the planning application stage.

Officers had also responded to other matters raised by the Working Party as follows: (a) education (it was acknowledged that the village's Primary School was at capacity); (b) waste management; (c) sustainable travel; and (d) archaeology; and advised that the draft Development Brief would require all these issues to be addressed in connection with the submission of a planning application. These issues had been the subject of initial discussion in correspondence with statutory stake holders, copies of which had been included in the Statement of Community involvement.

The Cabinet considers the Development Brief is acceptable and should be adopted as non-statutory planning guidance..

2. Development Brief for the Allocated Housing Site at Erskine Lodge, Great Whelnetham

Cabinet Member: Cllr Alaric Pugh

Report No:
[CAB/SE/15/082](#)
**(Sustainable
Development Working
Party Report No:**
[SDW/SE/15/015](#))

RECOMMENDED:

That the Development Brief for the allocated housing site at Erskine Lodge, Great Whelnetham, as contained in Appendix A to Report No: SDW/SE/15/015, be adopted as non-statutory planning guidance subject to an amendment whereby an indication is given to the developers that there will be a requirement to investigate road safety aspect and improvements to the junction of the A143 with Stanningfield Road as part of the Transport Assessment to be submitted in support of a planning application.

The Council first received a request to adopt a development brief for this site in 2014. At the meeting of the Working Party on 28 November 2014, it was recommended that this development brief be not adopted. This recommendation was accepted by Cabinet on 10 February 2015 and by Council on 24 February 2015. Concerns about the first version of the brief were as follows: (i) amount of development (density and potential number of dwellings too high); (ii) potential increased risk of surface water flooding; (iii) landscape/countryside impact; (iv) impact on sewage treatment plant; and (v) no indication of siting of electricity sub-station.

The site promoters have since amended the draft brief and carried out further public consultation between September and October 2015. The draft brief incorporating post-public consultation amendments is attached as [Appendix A to Report SDW/SE/15/015](#), the Statement of Community Consultation is attached as [Appendix B](#) and the list of Statutory consultee feedback is attached as [Appendix C](#).

Councillor Terry Clements, as the Ward Member, reiterated his previously expressed reservations about the flooding potential of the site and that if the brief was approved in the form submitted it would result in a proposal coming forward for around 60 dwellings (based on the average density of 30 dwellings per hectare) which was a figure in excess of the 20 identified as being required to meet the village's housing need at the time when the Rural Vision 2031 document was being formulated. The developers had addressed this concern by illustrating how the site could be developed in two separate phases. At the Working Party meeting, officers drew attention to paragraphs 4.6 to 4.11 of the report which dealt with the issue of the amount of development and which explained that the constraints identified in the brief that would be imposed upon any development of the site, i.e. the Conservation Area, the setting of Listed Buildings, flood plain, protection of existing dwellings, impact on the countryside/landscape and the 'cordon sanitaire' around the sewage

treatment works, may render parts of the site undevelopable or only appropriate for 'low density' development e.g. single storey. These constraints may lead to planning applications that, in total, involve less than the 60 or so dwellings envisaged. Officers had also advised that there would be a full assessment of flooding potential at the planning application stage.

The Working Party in discussing the draft brief referred to the proximity of the site to the junction of the A143 with Stanningfield Road, a location in respect of which there were existing road safety concerns. It was agreed therefore that the potential for this situation to be aggravated by the development and the scope for carrying out highway improvements should be recommended to be a requirement of the brief.

The Cabinet considers the Development Brief is acceptable with the recommended amendment, as set out in the recommendation above, and should be adopted as non-statutory planning guidance.

3. The Meadows, Wickhambook: Development Brief

Cabinet Member: Cllr Alaric Pugh

Report No:
[CAB/SE/15/082](#)
**(Sustainable
Development Working
Party Report No:
[SDW/SE/15/016](#))**

RECOMMENDED:

That the Development Brief for The Meadows, Wickhambook, as contained in Appendix A to Report No: SDW/SE/15/016, be adopted as non-statutory planning guidance.

The Development Brief for The Meadows, Wickhambook has been prepared by agents in accordance with the Council's adopted protocol. Public consultation took place between 1 and 30 September 2015. A copy of the Statement of Community involvement is attached as [Appendix B](#) to Report No: SDW/SE/15/016.

Policy RV25a of Rural Vision 2031, which relates to this site, requires that the impact of development on health care capacity should be assessed and mitigation measures determined through liaison with NHS England. Furthermore it stipulates that proposals should incorporate protection of the hedgerow separating parts of the site and measures to ensure the continued management of parts of the site which contain notable botanical species.

Changes made post-public consultation are annotated in the document, attached as [Appendix A to Report No: SDW/SE/15/016](#). The changes related to: (a) the tenure mix of affordable housing; (b) Highways – a greater length of footway to link to existing footway south of the Community Centre; (c) additional work on Drainage and Flood Risk

Assessment; (d) updating requirement for Botanical Mitigation Plan; and (e) new section setting out Section 106 contributions.

Councillor Clive Pollington, as Ward Member, referred at the Working Party meeting to an existing proposal to extend the doctor's surgery in the village and expressed a concern that he understood that this may have been withdrawn. He also asked how the costs of the maintenance of the conserved areas within the development would be maintained. Officers advised that NHS England had objected to the allocation of a site for a new surgery within the area the subject of the Development Brief and this allocation was subsequently removed. The situation remained that NHS England would be required to assess health care provision in the light of development of The Meadows site. Further advice was given that a revised Botanical Mitigation Plan would be submitted with a planning application and that future maintenance of the areas involved would be by way of a capital payment to the Council by the developers.

**See overleaf for Referrals
from Democratic Renewal Working Party**

(D) Referrals from Democratic Renewal Working Party:
2 December 2015

1. Community Governance Review (CGR)

Chairman of the Working Party:
Cllr Patsy Warby

Report No:
DEM/SE/15/003

RECOMMENDED: That

- (1) the proposals of the Working Party, as set out in Appendix A to this report, be approved as the basis of the final recommendations for the next stage of the Community Governance Review;**
- (2) the Service Manager (Democratic Services and Elections) be authorised to prepare the final recommendations for consultation on each of these issues, in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007 and, where applicable, the further delegated actions indicated in Appendix A;**
- (3) the updated provisional timetable for the remainder of the review be approved and published as part of modified terms of reference for the review, set out in Appendix B to this report;**
- (4) the approach to consultation for the review, agreed by Council in December 2014, be confirmed for the remainder of the review (as set out in Appendix B to this report); and**
- (5) the Chief Executive be authorised to write to the Local Government Boundary Commission for England to request an Electoral Review of the Borough Council's own electoral arrangements prior to the 2019 elections, and also to highlight the issues being examined in this Community Governance Review which affect the principal area boundary of St Edmundsbury.**

The above recommendations and appendices to this report reflect the deliberations of the Working Party at its meeting on 2 December 2015. The papers for that meeting set out the extensive evidence received by the Council during consultation on phase 1 of the review, which were considered in detail by the Working Party. The covering report and summary of responses is over 150 pages long, so it is not reprinted in this agenda. However, the papers constitute background papers for this item and can be found at:

<https://democracy.westsuffolk.gov.uk/documents/g3155/Public%20reports%20pack%20Wednesday%2002-Dec-2015%2017.00%20St%20Edmundsbury%20Democratic%20Renewal%20Working%20Party.pdf?T=10>

The covering report for the Working Party explains the background to the review, the process being followed (including consultation) and next steps. It also addresses some of the general issues which were raised about the review by consultees, such as the relationship between a Community Governance Review (CGR) and planning processes.

CGRs provide the opportunity for principal councils to review and make changes to community governance within their areas. It can be helpful to undertake community governance reviews where there have been or will be changes in population, or in reaction to specific or local new issues. Changes can range from the creation of new parishes through to minor boundary adjustments or alteration of the number of parish councillors.

A CGR should create the conditions, at parish level, to:

- (a) improve community engagement;
- (b) provide for more cohesive communities;
- (c) provide better local democracy; and
- (d) result in more effective and convenient delivery of local services.

The last Borough-wide CGR was carried out in 2010. The Borough Council agreed in December 2014 to carry out a CGR in 2015/2016 so that consideration could be given as to whether or not major strategic growth sites arising from Vision 2031 in and around Haverhill and Bury St Edmunds should lead to changes in the external boundaries of those two town councils. In conjunction with this issue, the Council also agreed to carry out a CGR formally proposed by Cllr Beckwith, namely whether or not a new parish should be created for Moreton Hall in Bury St Edmunds. Following consultation with parish and town councils in early 2015, and the May 2015 elections, several other issues for examination through the CGR were also included in the final terms of reference, approved by full Council in July 2015.

The first phase of the review, initial evidence gathering, took place between September and November, to inform the Council's recommendations. Phase 2, and the final consultation stage, is the publication of those recommendations, which will be based on decisions taken at this meeting of the Council. The Council will make its final decision in summer 2016.

The Working Party's proposals in relation to each of the 26 issues in the review are set out in **Appendix A**. Issue 26 affects all of the issues, so is listed first.

The Working Party has recognised, in making these proposals to Council, that there is not currently a consensus among stakeholders in relation to some of the issues. Any recommendation made in these cases is likely to divide opinion. Nonetheless, the legislation requires that the Council must make a final recommendation in respect of each of the issues listed in the terms of reference for the CGR. The recommendation must also be definite i.e. it must be a recommendation whether or not to make one of the permitted statutory changes. However, as well as being the final recommendation, it is also 'draft' insofar as it is still subject to testing through genuine consultation; the final decision by Council in summer

2016 may be different to the recommendation agreed at this meeting if new or stronger evidence emerges during phase 2.

It is also worth noting that there are two statutory recommendations that the Council must make in relation to every existing parish which is the subject of the CGR, namely whether its name will stay the same or not, and whether or not it will continue to have a parish council/meeting (as applicable). As they are implicit in the proposals, these obligatory recommendations are not listed in Appendix A. Instead, they will be added by officers to the publication versions of the final recommendations, under delegated authority.

The Working Party has also considered a clarification to the original timetable for the review. This is reflected in the modified terms of reference for the review which are attached as **Appendix B** to this report for approval.

Those modified terms of reference also reflect the recommendation of the Working Party that the means of consultation agreed by Council in December 2014 for the CGR be retained for consultation on the final recommendations. This proposed approach means that the small numbers of electors or businesses whose *existing* properties are directly affected by proposed boundary changes receive letters about the review (fewer than 200 in phase 1). Letters or emails will also be sent to local organisations affected by the review and to key stakeholders such as elected representatives, neighbouring councils and relevant partner organisations.

However, in relation to Vision 2031 growth sites or to proposals which affect the electoral arrangements of whole parishes (which involve over 50,000 electors in the case of this CGR), the proposal of the Working Party is that the Council continues to enlist the assistance of the media, parish and town councils, other partners and stakeholders to publicise the review through their own communication channels (newsletters, online bulletins, noticeboards, social media, meetings, word of mouth, etc). During phase 1, parish councils have adopted a variety of approaches to promoting the review. Some have held meetings and organised surveys of their own, others have written directly to electors and others have publicised it in newsletters and websites.

The Council will also publish details on its own website and via social media. Respondents will again be able to respond to the consultation via the Council's website, letter, email, telephone or their own local petitions or surveys.

This approach is felt to be equitable and proportionate and also, hopefully, will engage parishes and community groups more in promoting the review and debating their own governance arrangements locally. Particularly in those cases where it was a parish council or a community group itself which had suggested the CGR issue.

The Working Party also considered the matter of consequential changes to borough and county council electoral arrangements arising from the CGR. Given the significance of this matter, and its relevance to the final recommendation above, the information provided to the Working Party is re-provided in this report as **Appendix C**.

Final Recommendations for the Community Governance Review

Proposals of the Democratic Renewal Working Party

The proposals below are intended to form the basis of the final recommendations for the CGR, the precise wording of which will be prepared by officers in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007. The Borough Council must indicate, for any existing parish affected by the review, its view on the whole of the electoral arrangements for that parish, endorsing current arrangements as effective as well as indicating areas for change. For instance, the Council must indicate whether the CGR will result in any change to the name of the parish and whether or not it will continue to have a parish council or meeting. For simplicity, however, the information below only indicates the changes to the existing arrangements which might result from the CGR.

Background information for each of these issues is contained in the report to the Working Party on 2 December 2015.

As it affects all others, issue 26 is shown first for ease of reference.

Addendum – 16 December 2015

Important note

This document is as presented to Council on 15 December. However, the proposals for issues 12-14 (Haverhill) were amended by the Council at its meeting. These amendments to issues 12-14 (and the basis for the final recommendations on these issues) can be seen in the supplementary document published with the agenda pack at:

[Agenda for St Edmundsbury Council on Tuesday 15 December 2015, 7.00 pm](#)

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
26	The whole Borough (consequential impact of CGR)	•All	Consequential impacts and changes to Parish and Borough Council wards and County Council divisions representing the Borough associated with any proposed changes to parish boundaries or wards arising from the CGR. Changes may be in the form of ward/division boundaries and numbers of councillors.

Proposal of DRWP for Final Recommendation

More information is provided on these recommendations in Appendix A. It is recommended that:

- (a) the Council requests a full electoral review of the electoral arrangements for St Edmundsbury Borough Council by the Local Government Boundary Commission for England.
- (b) subject to the outcome of issue 7, the ward boundaries (and number of councillors) of Bury St Edmunds and Haverhill Town Councils be left unchanged within their existing boundaries as part of this CGR, pending any electoral review of the Borough Council;
- (c) if the CGR results in the extension of either of the towns' boundaries then the new area(s) be added, on an interim basis, to an existing adjacent town council ward, with no increase in the number of town councillors. This will result in a temporary electoral imbalance, but this imbalance can also be corrected by the subsequent electoral review before any scheduled elections;
- (d) ward boundaries and other electoral arrangements for any other parishes (existing or new) be fully considered as part of this CGR, but it be explained to the parishes involved that these may be subject to later change by the LGBCE if they need to ensure electoral equality for, and coterminosity with, their own scheme for borough wards or county divisions.

Implicit in the above approach would be a need to make it clear in any final recommendations for phase 2 of the CGR that the Borough Council would, as a fall-back, seek the appropriate consequential changes to existing borough wards and county divisions if, for any reason, the LGBCE could not carry out full electoral reviews before 2019 or 2021 respectively. This would keep electoral arrangements across all three tiers in step.

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
1	Vision 2031 Strategic Site "North-West Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Fornham All Saints 	Whether or not existing parish governance arrangements should be amended in respect of new homes and/or employment land included in the strategic growth site. If amendments are needed, this could be through changes to existing parish boundaries or wards and/or the creation of new parish(es).

Proposal of DRWP for Final Recommendation

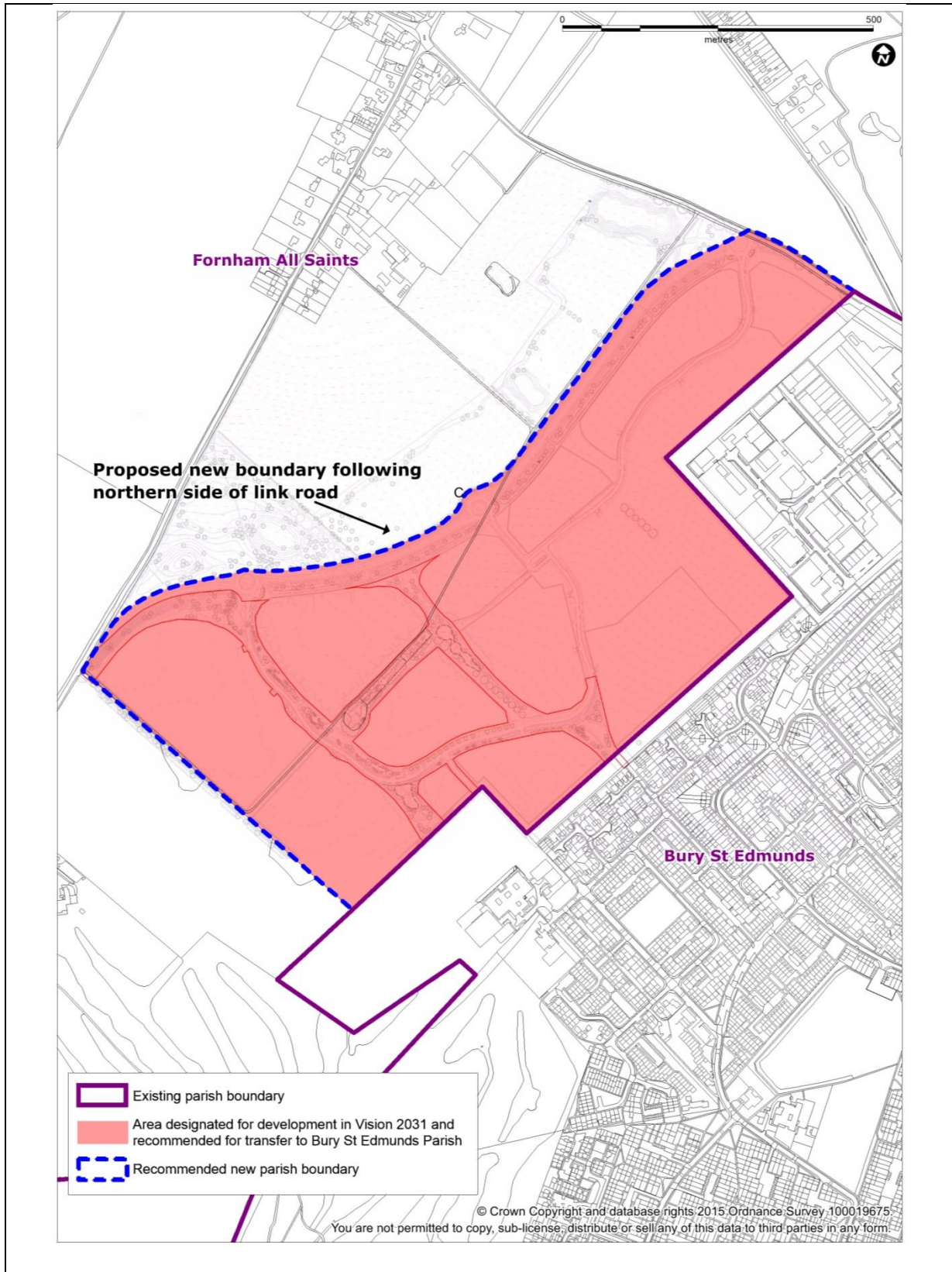
The boundary of Bury St Edmunds Parish be extended to include the residential element of the "North-West Bury St Edmunds" Vision 2031 growth site.

The new boundary (in part) would follow the north side of the new relief road. The recommended new boundary is shown on the map overleaf (with road and landscaping detail from a recent planning application super-imposed).

In accordance with the recommendations for issue 26 above, the extended parish area will be temporarily added to the existing St Olaves Ward of Bury St Edmunds Parish pending any review of town and borough council wards by the Local Government Boundary Commission for England.

The reasons for the recommendation include:

1. local preference (the principle of the proposal was supported by all respondents including the Parish Council); and
2. it potentially provides more appropriate parish boundaries to reflect the identities and interests of local residents (current and future) and offers them more effective and convenient local government (respondents felt that the new electors would have more in common with existing electors of Bury St Edmunds and the identity and cohesion of the existing Fornham All Saints Parish should be preserved).



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
2	Vision 2031 Strategic Site "West Bury St Edmunds" This issue should also be read in conjunction with issue 11.	<ul style="list-style-type: none"> •Bury St Edmunds •Westley 	As per 1. above

Proposal of DRWP for Final Recommendation

The boundary of Bury St Edmunds Parish be extended to include the residential element of the "West Bury St Edmunds" Vision 2031 growth site.

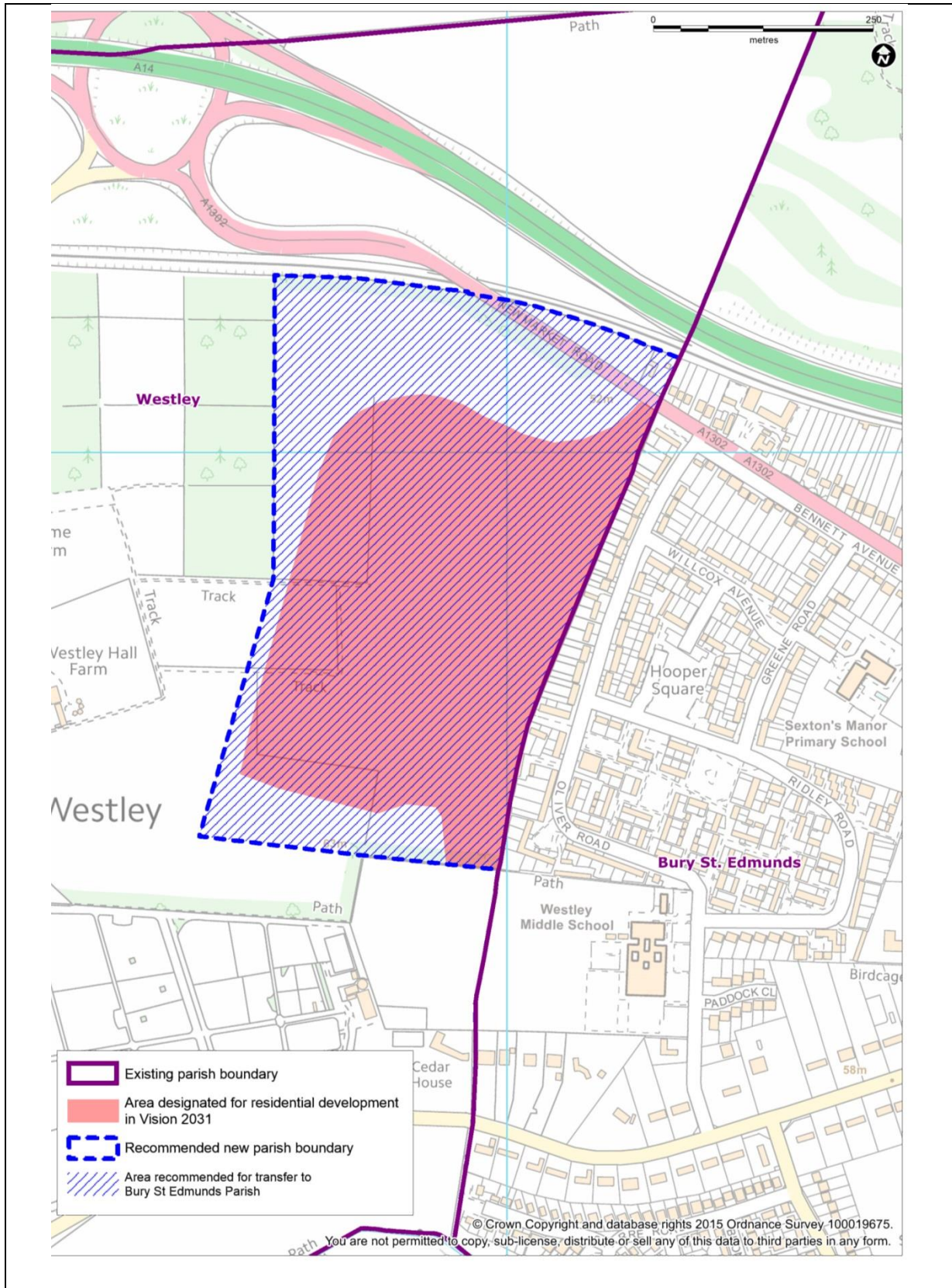
The proposed new boundary, which is shown on the map overleaf, reflects the concept statement for the growth site in Vision 2031 and, in part, existing field lines and the strong natural boundary of the railway. The proposal also deals with issue 11 (136 Newmarket Road).

As only a concept statement exists at this point, any new boundary may need to be reviewed in a future CGR when the precise detail of any development is known (e.g the line of the relief road). In addition, the Working Party felt that, if and when any proposal for a sub-regional health campus emerges, this could also be the subject of a separate CGR if needed. However, as there was currently no detail on the likelihood of such a scheme, it would be premature to include it in this CGR.

In accordance with the recommendations for issue 26 above, the extended parish area will be temporarily added to the existing Minden Ward of Bury St Edmunds Parish pending any review of town and borough council wards by the Local Government Boundary Commission for England.

The reasons for the recommendation include:

1. local preference (the principle of the proposal was supported by Bury St Edmunds Town Council and no response was received in phase 1 from Westley Parish Council);
2. it potentially provides more appropriate parish boundaries to reflect the identities and interests of local residents (current and future) and offers them more effective and convenient local government (respondents felt that the new electors would have more in common with existing electors of Bury St Edmunds and the identity and cohesion of the existing Westley Parish should be preserved).



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
3	Vision 2031 Strategic Site "North-East Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Great Barton 	As per 1. above

Proposal of DRWP for Final Recommendation

The "North-East Bury St Edmunds" Vision 2031 growth site be retained in Great Barton Parish within a newly created parish ward.

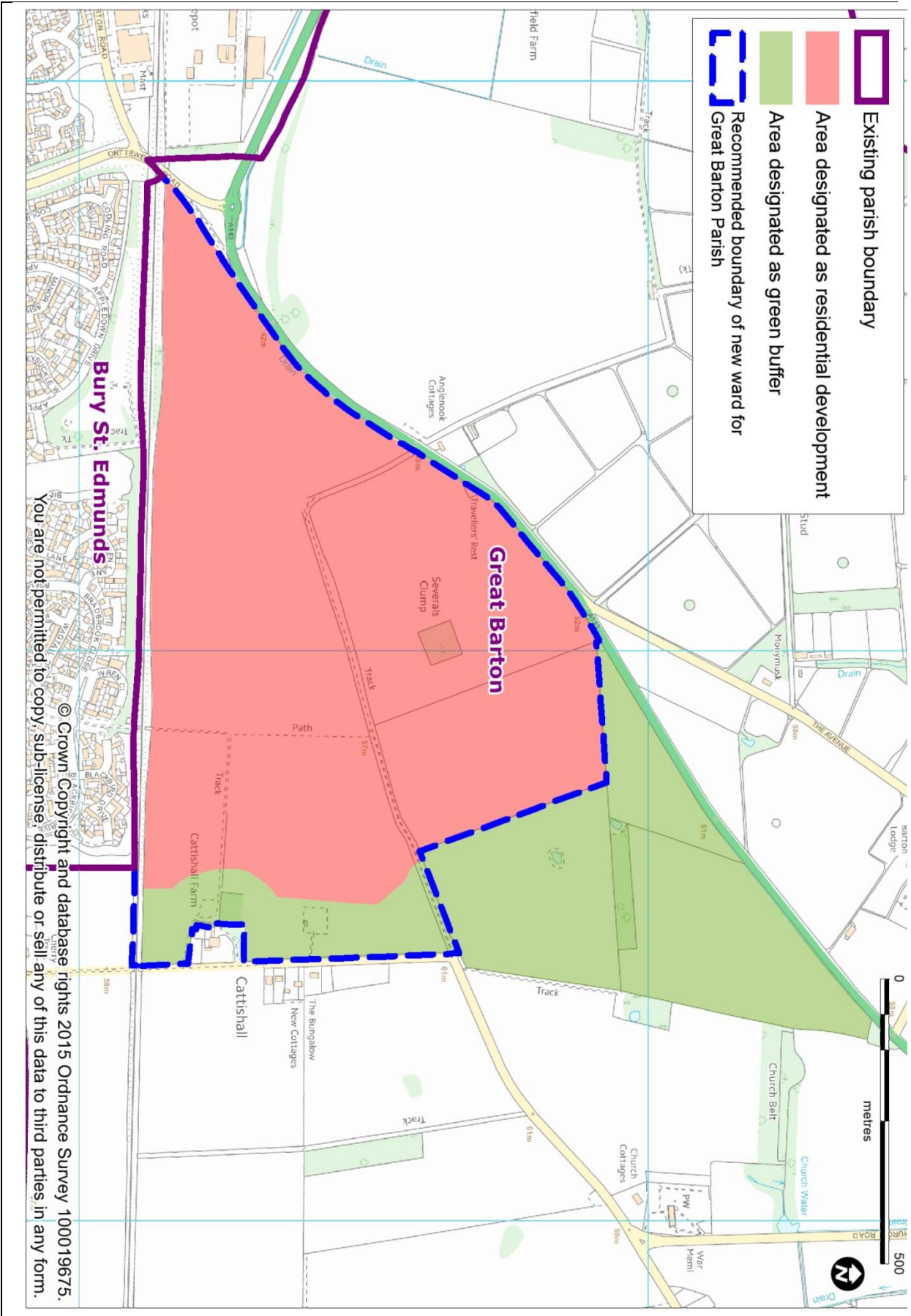
The proposed new boundary for consultation, which is shown on the map overleaf, reflects the masterplan for the growth site in Vision 2031 as well as existing field lines and strong natural boundaries provided by the existing roads and the railway.




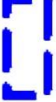
Under delegated authority and in consultation with the Parish Council, the officers will prepare a final recommendation for the warding arrangements of the Parish i.e. ward names and number of councillors. This proposal will reflect five year electorate forecasts.

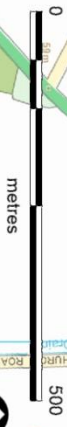
The Working Party noted that, if this recommendation were adopted, further CGRs would be required between parish council elections to ensure electoral equality between the two parish wards as the new development grew.

The reasons for the recommendation include:

1. local preference (while there were alternative proposals and views, this option was supported by Great Barton Parish (council and electors). Local electors in Cattishall also felt strongly that that their homes were part of Great Barton Parish);
2. it potentially provides parish boundaries to reflect the identities and interests of local residents (current and future) and offers them more effective and convenient local government (Great Barton felt that being an integrated part of their Parish would allow the new community to develop with strong and focused democratic representation and reflect shared interests and needs with the rest of the Parish (which already has several distinct but strongly connected communities i.e. village, Cattishall and East Barton). The Parish Council also felt that this option would provide the new residents the chance to develop their own community identity and local services while development is taking place, and then decide their own future at a later CGR after building is complete);
3. it reflects, in community identity terms, the barrier created by the railway.



-  Existing parish boundary
-  Area designated as residential development
-  Area designated as green buffer
-  Recommended boundary of new ward for Great Barton Parish



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
4	Vision 2031 Strategic Site "Moreton Hall" This issue should be read in conjunction with issues 6, 7 and 8	<ul style="list-style-type: none"> •Bury St Edmunds •Great Barton •Rushbrooke with Rougham 	As per 1. above

Proposal of DRWP for Final Recommendation

- (1) The "Moreton Hall" Vision 2031 growth site be retained in Rushbrooke with Rougham Parish within a newly created parish ward;**
- (2) the external boundaries between Bury St Edmunds, Great Barton and Rushbrooke with Rougham Parishes be amended as shown on the map below.**

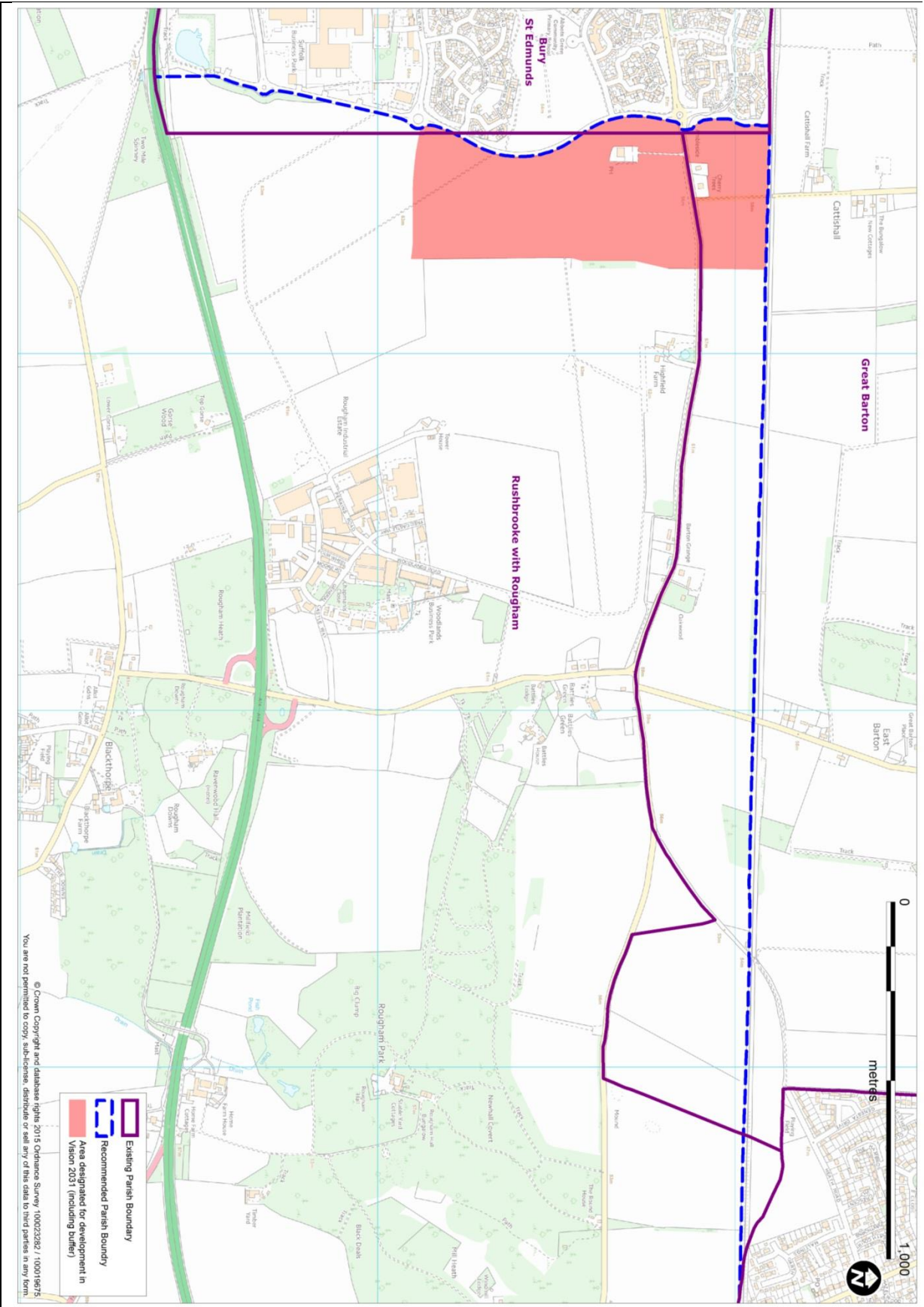
The proposed new external parish boundaries for consultation, which are shown on the map overleaf, reflect a recent planning consent the growth site as well as the strong natural boundaries provided by the existing roads (including Lady Miriam Way) and the railway.

The map does not show proposals for parish wards. Under delegated authority and in consultation with the Parish Council, the officers will prepare a final recommendation for the warding arrangements of Rushbrooke with Rougham Parish i.e. ward names and number of councillors. This proposal will reflect five year electorate forecasts.

The Working Party noted under if this recommendation were adopted, further CGRs would be required between parish council elections to ensure electoral equality between parish wards as the new development grew.

The reasons for the recommendation include:

- 1. local preference (while there were alternative proposals and views, this option was supported by both Great Barton and Rushbrooke with Rougham Parishes (councils and electors) and by many stakeholders (including the Rougham Tower Association and the new Academy. Both rural parishes also wished to see a change in their common boundary);
- 2. it potentially provides parish boundaries to reflect the identities and interests of local residents (current and future) and offers them more effective and convenient local government (respondents supporting the option felt that: the identity and history of Rushbrooke with Rougham (particularly its airfield) could be lost if there is any further movement of the boundary with Bury St Edmunds; and creating a new parish ward would allow the new community to develop with a distinct local identity, appropriate local services and strong and focused democratic representation, as well as being an integrated part of the existing parish (which already has several distinct communities); and
- 3. it reflects, in community identity terms, the barrier created by the railway.



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
5	Vision 2031 Strategic Site "South-East Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Nowton •Rushbrooke with Rougham 	As per 1. above

Proposal of DRWP for Final Recommendation

(1) The boundary of Bury St Edmunds Parish be extended to include the whole of the "South-East Bury St Edmunds" Vision 2031 growth site.

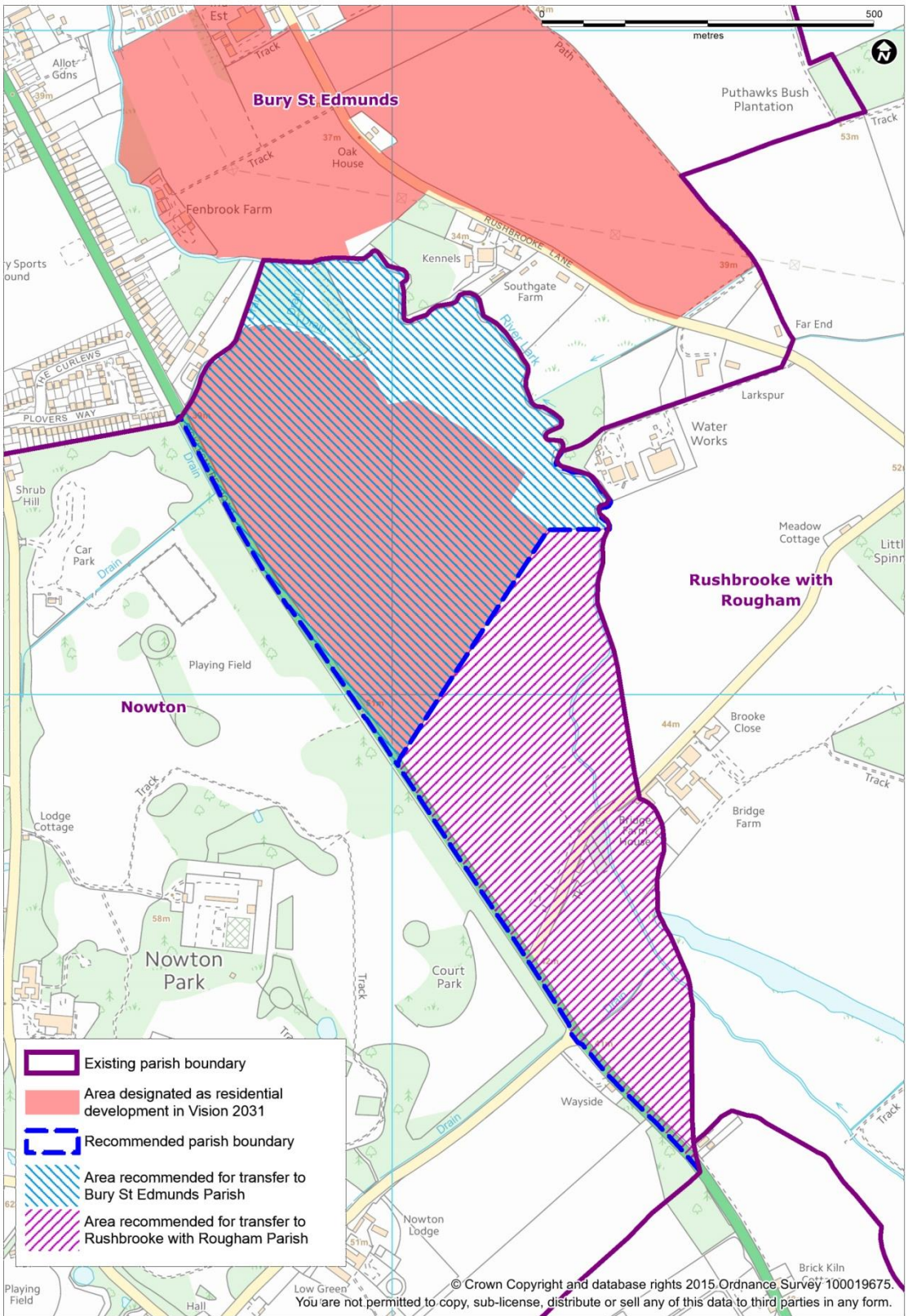
(2) The boundary of Nowton and Rushbrooke with Rougham Parishes be amended so that it reflects the A134 and transfers Willow House, and adjacent land, from Nowton to Rushbrooke with Rougham.

The recommended new boundary is shown on the map overleaf and reflects the Vision 2031 growth site and existing ground features such as roads and field lines.

In accordance with the recommendations for issue 26 above, the extended parish area of Bury St Edmunds will be temporarily added to the existing Southgate Ward of Bury St Edmunds Parish pending any review of town and borough council wards by the Local Government Boundary Commission for England.

The reasons for the recommendation include:

1. local preference (the principle of the proposal was supported by all respondents including the Parish Councils); and
2. it potentially provides more appropriate parish boundaries to reflect the identities and interests of local residents (current and future) and offers them more effective and convenient local government (respondents felt that the new electors would have more in common with existing electors of Bury St Edmunds and the identity and cohesion of the existing Nowton Parish should be preserved. Similarly, the electors at Willow House more strongly identify with Rushbrooke with Rougham).



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
6	Vision 2031 Strategic Site "Suffolk Business Park" This issue should be read in conjunction with issues 4, 7 and 8	<ul style="list-style-type: none"> •Bury St Edmunds •Rushbrooke with Rougham 	As per 1. above

Proposal of DRWP for Final Recommendation

- (1) The "Suffolk Business Park" Vision 2031 growth site be retained in Rushbrooke with Rougham Parish; and**
- (2) The boundary of Bury St Edmunds and Rushbrooke with Rougham Parishes be amended in relation to the business park to follow the southern stretch of Lady Miriam Way.**

The map for issue 4 illustrates this proposal.

The reasons for the recommendation include:

- 1. local preference (the principle of the proposal was supported by the Parish and Town Councils);
- 2. it potentially provides more appropriate parish boundaries to reflect the interests and identity of local electors and businesses (current and future) and offers them more effective and convenient local government (respondents commented on the need to preserve the community and historic identity of Rushbrooke with Rougham Parish Council);
- 3. it reflects the strong boundary of Lady Miriam Way.

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
7	Moreton Hall area of Bury St Edmunds This issue should be read in conjunction with issues 4, 6 and 8	<ul style="list-style-type: none"> •Bury St Edmunds •Great Barton •Rushbrooke with Rougham 	The CGR will look at the proposal of Cllr Beckwith to create an entirely new parish of Moreton Hall (by removing these properties from existing parished areas). The initial consultation for the review will seek views on potential boundaries as well as electoral arrangements. Since this element of the review will need to link with issues 4, 6 and 8, it will potentially affect Great Barton and/or Rushbrooke with Rougham parishes.

Proposal of DRWP for Final Recommendation

That the Moreton Hall area of Bury St Edmunds remains in Bury St Edmunds Parish.

The Working Party noted that the County Councillor for Moreton Hall (Cllr Beckwith) supported the proposal to create a new parish council. Bury St Edmunds Town Council had opposed the proposal, as had a neighbouring parish council and other elected representatives for a neighbouring ward and division. The small number of local electors responding to the phase 1 consultation were split fairly evenly on whether creating a new parish council would be appropriate.

On balance, the Working Party felt that there was currently insufficient evidence to allow the Borough Council to recommend to electors that a new parish be created for Moreton Hall and that it should be the status quo position that is tested in the final stage of the review. However, they suggested that, in consulting on such a final recommendation, the Council should indicate to respondents what the alternative option would be (including providing hypothetical electoral arrangements for a new parish and the implications of creating a new parish for both Moreton Hall electors and the existing Bury St Edmunds Parish).

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
8	29 Primack Road 67 Mortimer Road 87 Mortimer Road 89 Mortimer Road 91 Mortimer Road 93 Mortimer Road 95 Mortimer Road This issue should be read in conjunction with issues 4, 6 and 7	<ul style="list-style-type: none"> •Bury St Edmunds •Rushbrooke with Rougham 	The parish boundary between Bury St Edmunds and Rushbrooke with Rougham in the vicinity of Mortimer and Primack Roads.

Proposal of DRWP for Final Recommendation

The properties be transferred from Rushbrooke with Rougham Parish to Bury St Edmunds

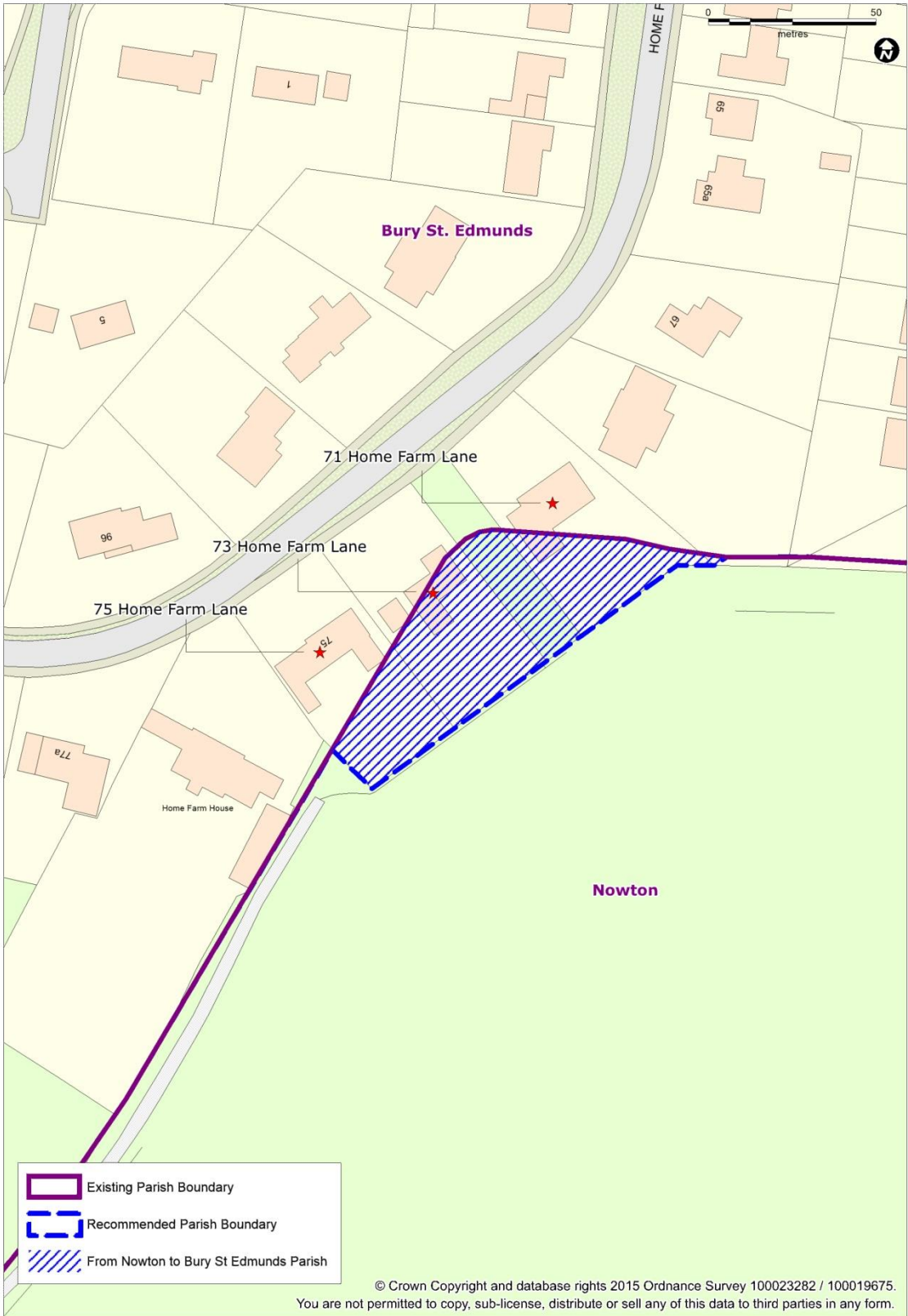
This recommendation would apply irrespective of the outcome of issues 4, 6 and 7. If this change were to be made in isolation, the Working Party would propose the new boundary shown in the map for Issue 4 (i.e. using Lady Miriam Way as the new boundary).

In accordance with the recommendations for issue 26 above, the extended parish area of Bury St Edmunds will be temporarily added to the existing Moreton Hall Ward of Bury St Edmunds Parish pending any review of town and borough council wards by the Local Government Boundary Commission for England.

The reasons for the recommendation include:

1. local preference (the principle of the proposal was supported by the Parish and Town Councils and the local electors who responded);
2. it potentially provides more appropriate parish boundaries to reflect the interests and identity of local electors and offers them more effective and convenient local government; and
3. it reflects the strong boundary of Lady Miriam Way.

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
9	71, 73 and 75 Home Farm Lane	<ul style="list-style-type: none"> •Bury St Edmunds •Nowton 	The parish boundary between Bury St Edmunds and Nowton to the rear of 71, 73 and 75 Home Farm Lane
Proposal of DRWP for Final Recommendation			
<p>The properties be transferred from Nowton Parish to Bury St Edmunds</p> <p>The proposed new boundary is shown on the map overleaf.</p> <p>In accordance with the recommendations for issue 26 above, the extended parish area of Bury St Edmunds will be temporarily added to the existing Southgate Ward of Bury St Edmunds Parish pending any review of town and borough council wards by the Local Government Boundary Commission for England.</p> <p>The reasons for the recommendation include:</p> <ol style="list-style-type: none"> 1. local preference (the principle of the proposal was supported by the Town Council and the local electors who responded); and 2. it potentially provides more appropriate parish boundaries to reflect the interests and identity of local electors and offers them more effective and convenient local government 			



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
10	School Bungalow, Hardwick Middle School, Mayfield Road	<ul style="list-style-type: none"> •Bury St Edmunds •Nowton 	The parish boundary between Bury St Edmunds and Nowton in relation to Hardwick Middle School.

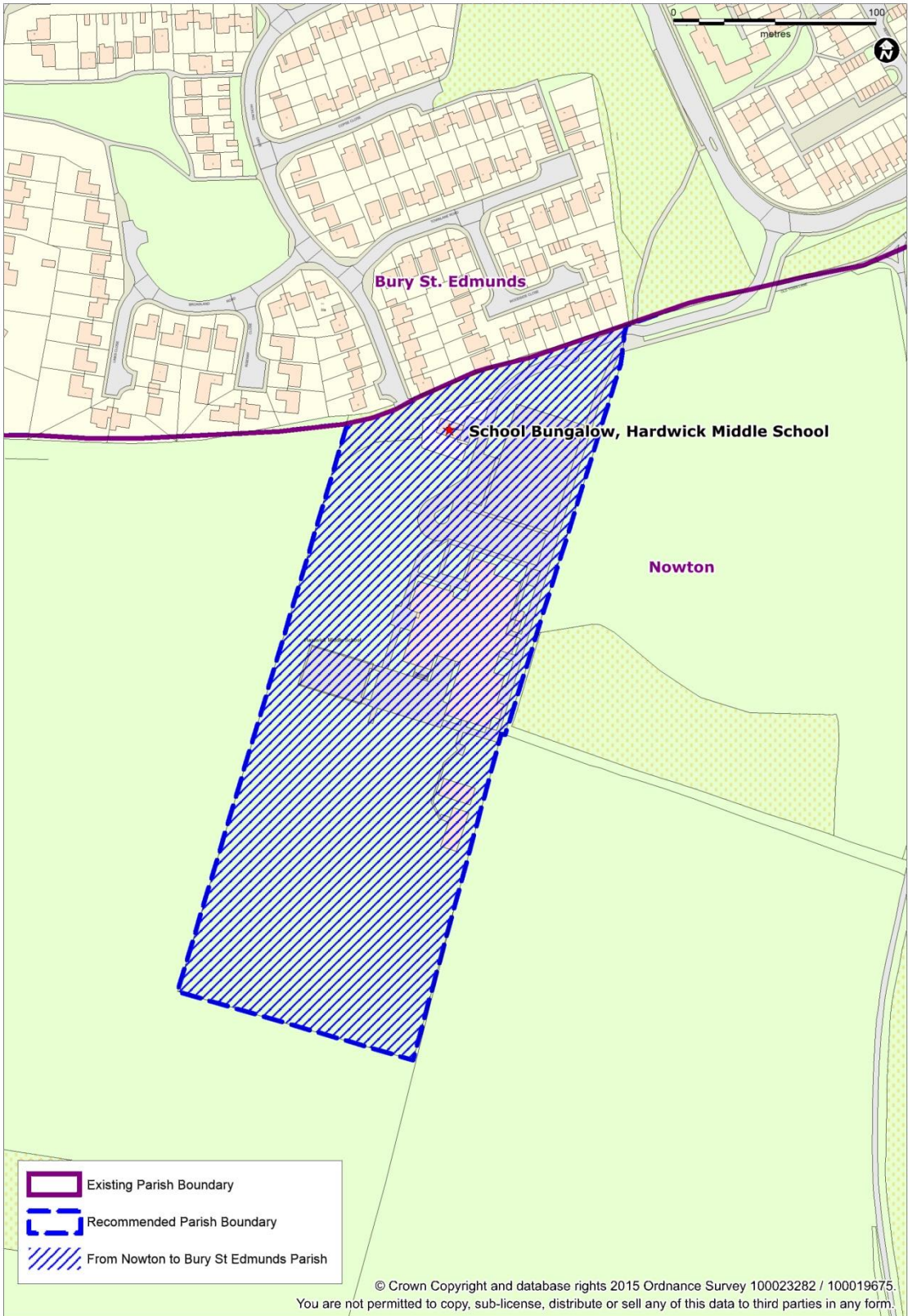
Proposal of DRWP for Final Recommendation

The whole school site (including bungalow) be transferred from Nowton Parish to Bury St Edmunds

In accordance with the recommendations in issue 26 above, the extended parish area of Bury St Edmunds will be temporarily added to the existing Southgate Ward of Bury St Edmunds Parish pending any review of town and borough council wards by the Local Government Boundary Commission for England.

The proposed new boundary is shown on the map overleaf.

The reason for the recommendation is that it potentially provides more appropriate parish boundaries to reflect the interests and identity of the local electors and offers them more effective and convenient local government, as well as reflecting the association of the whole school site with Bury St Edmunds Parish(from which it is accessed).



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
11	136 Newmarket Road This issue needs to be read in conjunction with issue 2.	<ul style="list-style-type: none"> •Bury St Edmunds •Westley 	The parish boundary between Bury St Edmunds and Westley

Proposal of DRWP for Final Recommendation

The property be transferred from Westley Parish to Bury St Edmunds

This recommendation would apply irrespective of the outcome of issue 2 and is illustrated in the map for that issue.

If this change were to be made in isolation, the new boundary would simply follow the railway line and Newmarket Road to enclose the property and allow its transfer to Bury St Edmunds.

In accordance with the recommendations for issue 26 above, the extended parish area of Bury St Edmunds will be temporarily added to the existing Minden Ward of Bury St Edmunds Parish pending any review of town and borough council wards by the Local Government Boundary Commission for England.

The reasons for the recommendation include:

1. local preference (the principle of the proposal was supported by the affected local electors; and
2. it potentially provides more appropriate parish boundaries to reflect the interests and identity of local electors and offers them more effective and convenient local government.

Nos	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
12-14	12.Vision 2031 Strategic Site "North-West Haverhill" 13.Vision 2031 Strategic Site "North-East Haverhill" 14.Vision 2031 Strategic Site "Hanchett End" (Haverhill Research Park) <i>(All of the area bounded by the A1017, A1307 and Hanchett End)</i>	<ul style="list-style-type: none"> •Haverhill •Little Wratting •Kedington •Withersfield 	As per 1. above

Proposal of DRWP for Final Recommendation

- (1) The boundary of Haverhill Parish be extended as indicated on the attached map to incorporate the "North-East Haverhill" and "Hanchett End (Haverhill Research Park)" Vision 2031 strategic sites (alongside the "North-West" site); and**
- (2) the boundary of Haverhill Parish boundary also be extended in the vicinity of Melbourne Bridge/Meldham Washland as shown on the attached map.**

Addendum: Please see note on cover page

The new northern boundary for Haverhill which the Working Party suggests should be tested through consultation reflects the Vision 2031 growth sites and the submissions of the town and parish councils and parish meeting.

In addition, the Working Party has proposed *the testing of* the Town Council's suggestion that, between the Hanchett End and NW Haverhill Vision 2031 sites, a more coherent electoral arrangement would be provided by extending its boundary outwards to follow the river and field lines, encapsulating some existing properties by Melbourne Bridge. The Town Council also felt that, since the green buffer for the North-East growth site by Calford Green is designated as park land, it would also make more sense to include this area within the Haverhill boundary.

The Working Party noted that the Parish Council and existing electors by Melbourne Bridge had not yet been consulted on the Town Council's proposal to transfer this area to Haverhill (since the properties were not in a growth site). It was also noted that Withersfield Parish Council had reserved its position on issues 12 and 14. Such local evidence would therefore be obtained during the consultation on (and testing of) any final recommendations for these issues in 2016.

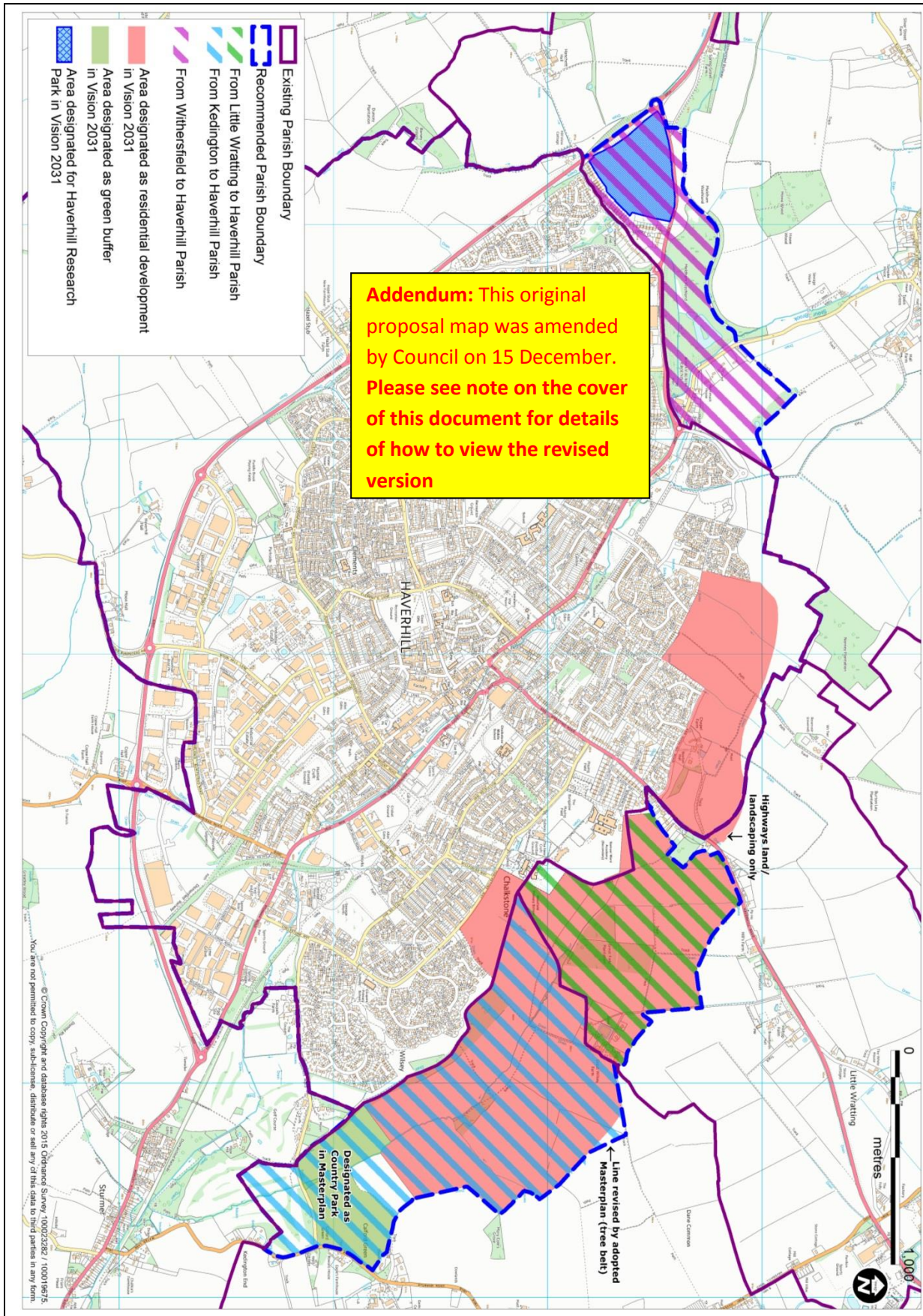
In accordance with the recommendations for issue 26 above, if these proposals are agreed, the extended parish areas would be temporarily added to the existing Haverhill East, West and North Wards (as applicable), pending any review of town and borough council wards by the Local Government Boundary

Commission for England. Any new boundary of the Haverhill West/North Wards would run along Withersfield Road.

The reasons for the recommendations include:

1. local preference and/or evidence (the principle of the proposals for issues 12 and 13 was supported by the town and parish councils and parish meeting, and by many of the local electors who commented. There was no consensus over issue 14, with most existing local electors who responded opposed to what is being recommended but the Town Council and the Research Park operator providing evidence that the growth site should be in Haverhill. Withersfield Parish has also reserved its position on issue 14 at this stage of the review. Therefore this will need to be tested further through the publication of a final recommendation);
2. the recommendations potentially offer parish boundaries to reflect the identities and interests of local residents and businesses (current and future) and offer them more effective and convenient local government (the Town Council has suggested that administrative boundaries around Haverhill should reflect the patterns of everyday life and the ability of the respective parish and town councils to provide effective local government to new and existing electors. There was also consensus that the identity of all surrounding villages should be protected through the CGR).

N.B. Changes to parish boundaries would not normally affect existing postal addresses, postcodes, school catchment areas or insurance premiums.



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
15	County boundary between Suffolk and Essex adjacent to Haverhill	<ul style="list-style-type: none"> •Haverhill •Withersfield •Kedington •Parishes in Essex 	The boundary between Essex and Suffolk around Haverhill. <i>The Borough Council does not have the ability to make changes to county boundaries as part of this CGR but can consult on this issue and raise these concerns with the Local Government Boundary Commission and ask them to carry out a Principal Area Boundary Review.</i>

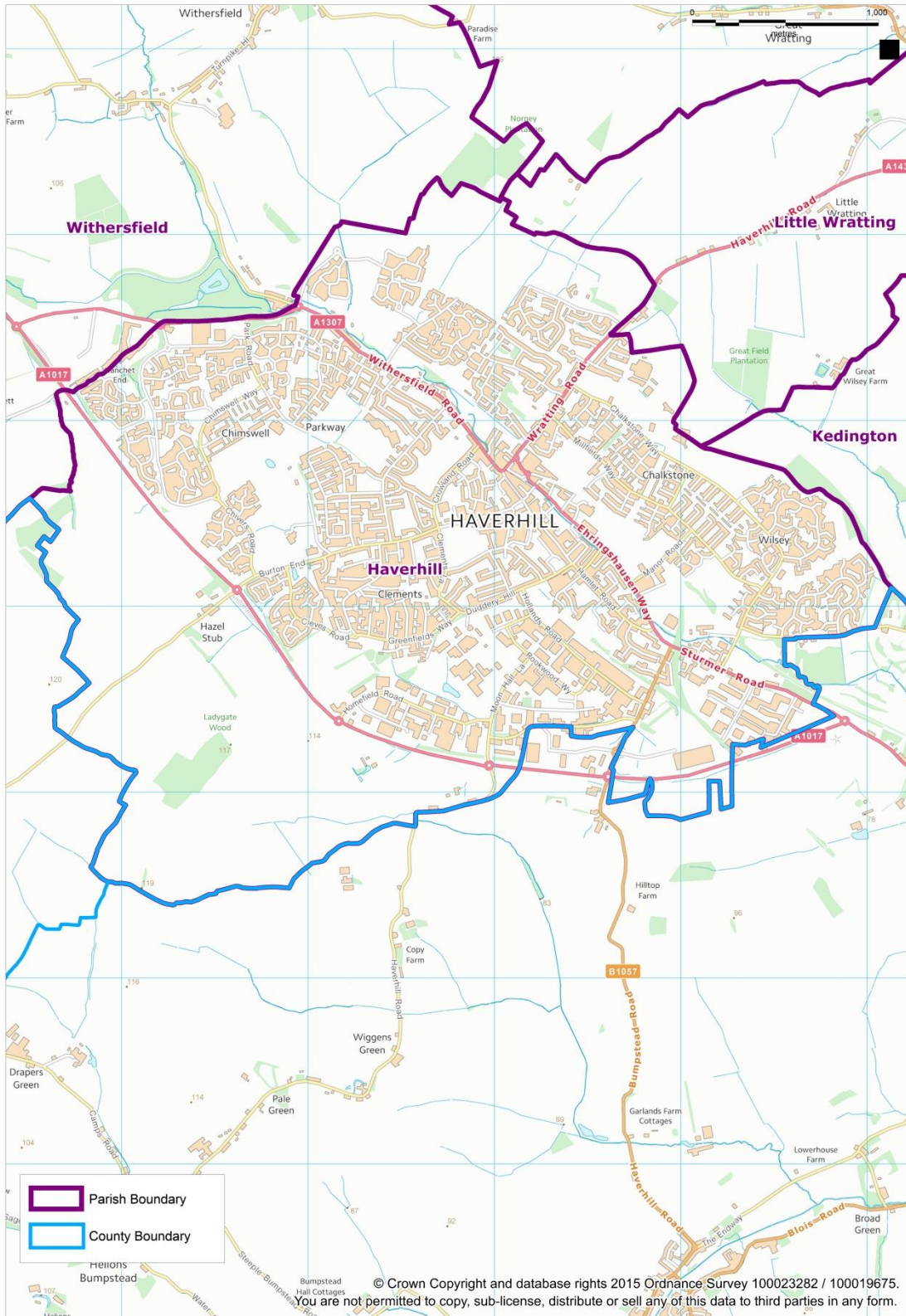
Proposal of DRWP for Final Recommendation

The Local Government Boundary Commission for England be asked to carry out a principal area boundary review in respect of the historic Essex/Suffolk boundary to the south and east of Haverhill.

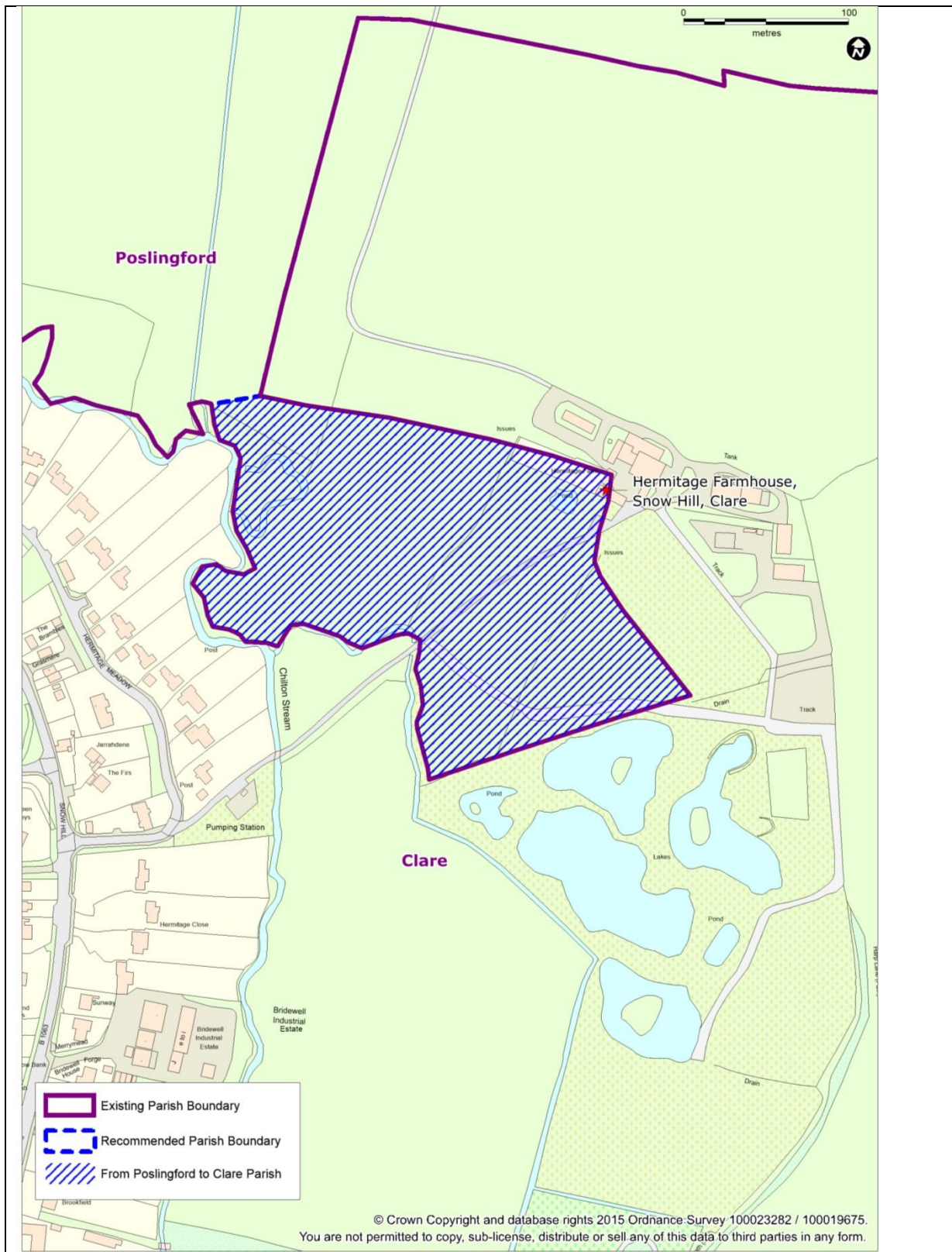
The Borough Council cannot make changes in respect of this issue through the CGR. However, the Working Party considers there is sufficient evidence to suggest that the current boundary is now anomalous in relation to current ground features, recent and future development and patterns of everyday life. A review by the Commission could therefore provide more appropriate parish, district and county boundaries to reflect the interests and identity of local electors and businesses and offer them more effective and convenient local government.

As the map overleaf shows, there is a particular anomaly along the eastern stretch of the A1017 where properties within the relief road are in Braintree District but clearly within the town of Haverhill. Submissions have also been received during phase 1 of the CGR to suggest the small area to the north of Coupals Road might more logically form part of Suffolk.

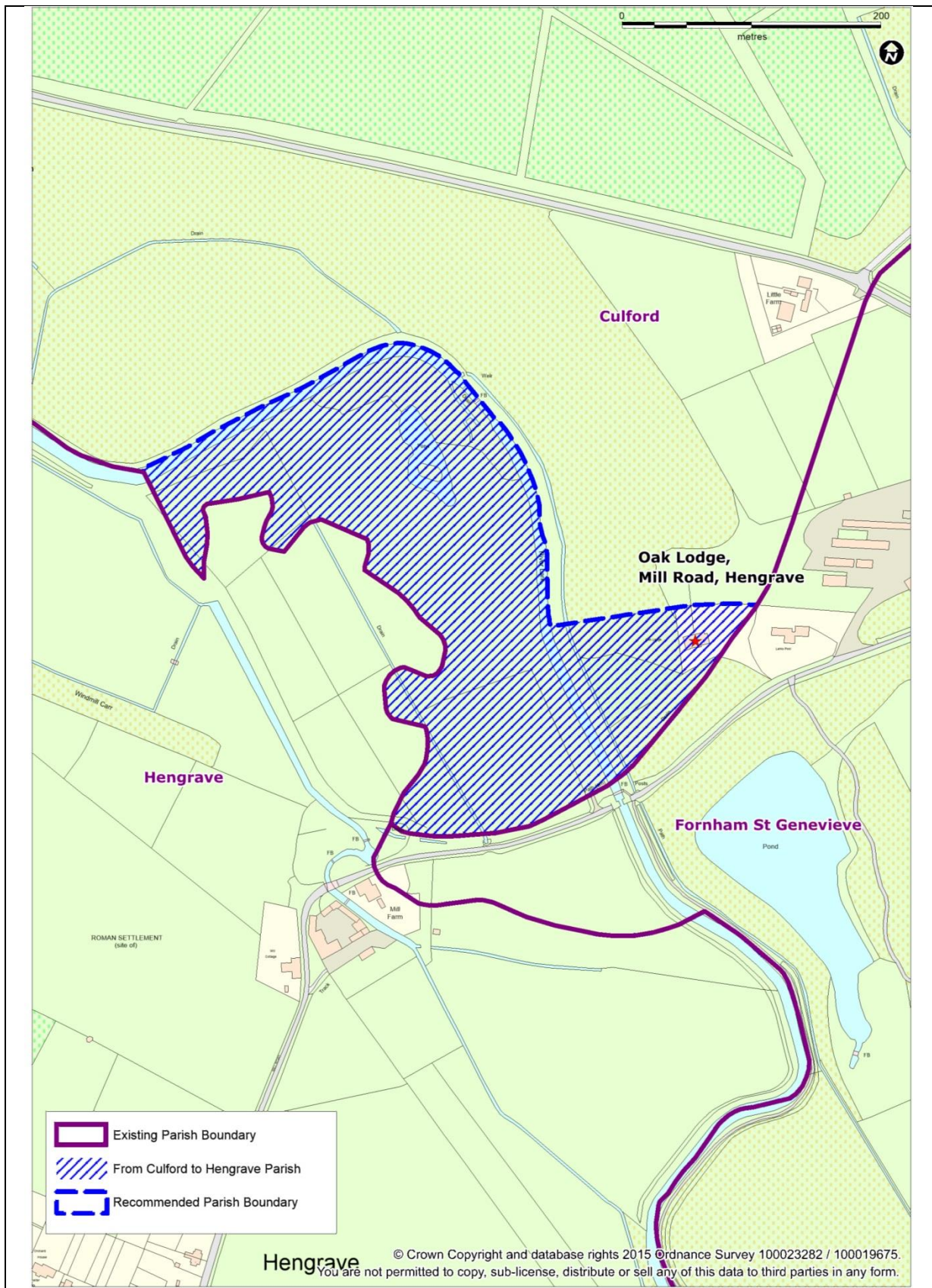
The Working Party noted that changes were strongly objected to by Sturmer Parish Council and that Braintree District Council did not see any compelling reason to change the historical boundaries at the current time. However, Haverhill Town Council felt strongly that the boundary should be amended.



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
16	Hermitage Farmhouse, Snow Hill, Clare (CO10 8QE)	<ul style="list-style-type: none"> •Clare •Poslingford 	Boundary between Clare and Poslingford in vicinity of Hermitage Farm
Proposal of DRWP for Final Recommendation			
<p>The area shown on the map overleaf be transferred from Poslingford Parish to Clare Parish.</p> <p>The reasons for the recommendation include:</p> <ol style="list-style-type: none"> 1. local preference (the principle of the proposal was supported by the affected electors and local elected representatives who responded); 2. it potentially provides more appropriate parish boundaries to reflect the interests and identity of local electors and offers them more effective and convenient local government 			



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
17	Oak Lodge, Mill Road, Hengrave (IP28 6LP)	<ul style="list-style-type: none"> •Culford •Fornham St Martin cum St Genevieve •Hengrave 	Boundary between Culford, Fornham St Martin cum St Genevieve and Hengrave in vicinity of Mill Road
Proposal of DRWP for Final Recommendation			
<p>The area shown on the map overleaf be transferred from Culford Parish to Hengrave Parish.</p> <p>The reasons for the recommendation include:</p> <ol style="list-style-type: none"> 1. local preference (the principle of a transfer from Culford Parish was supported by all respondents, and a transfer to Hengrave Parish was the preference of the affected electors themselves); and 2. it potentially provides more appropriate parish boundaries to reflect the interests and identity of local electors and offers them more effective and convenient local government (the local electors stated they were most closely affiliated with nearby Hengrave Village). 			



Hengrave

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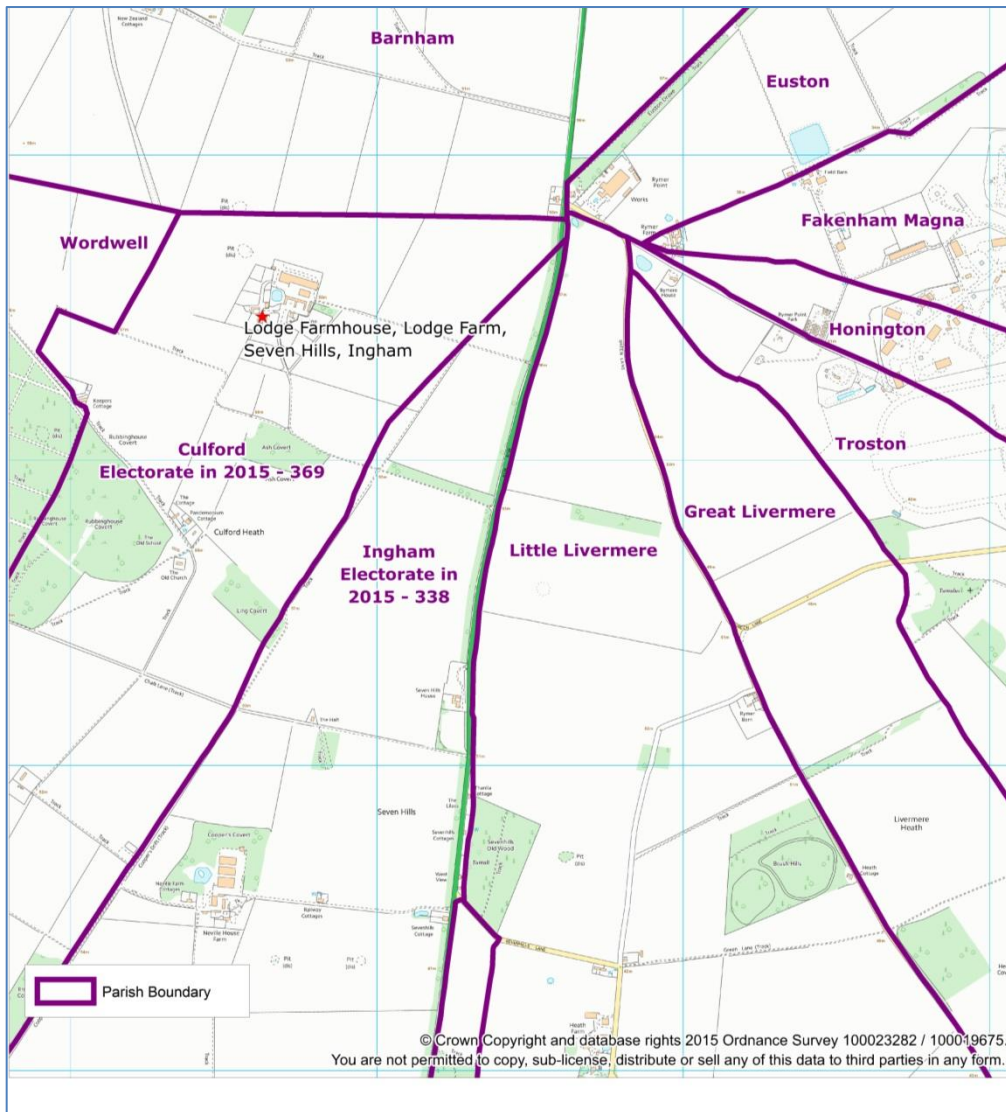
No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
18	Lodge Farmhouse, Lodge Farm, Seven Hills, Ingham (IP31 1PT)	<ul style="list-style-type: none"> •Culford •Ingham 	Boundary between Culford and Ingham Parish in vicinity of Lodge Farm

Proposal of DRWP for Final Recommendation

No change be made to the current parish boundaries (i.e. the property remains in Culford Parish)

The reasons for the recommendation include:

1. local preference (the consensus of those who responded was for no change); and
2. it retains parish boundaries to reflect the interests and identity of local electors.



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
19	Elm Farm and associated cottages, Assington Green, Stansfield (CO10 8LY)	<ul style="list-style-type: none"> •Denston •Stansfield 	Boundary between the parishes of Denston and Stansfield in vicinity of Elm Farm

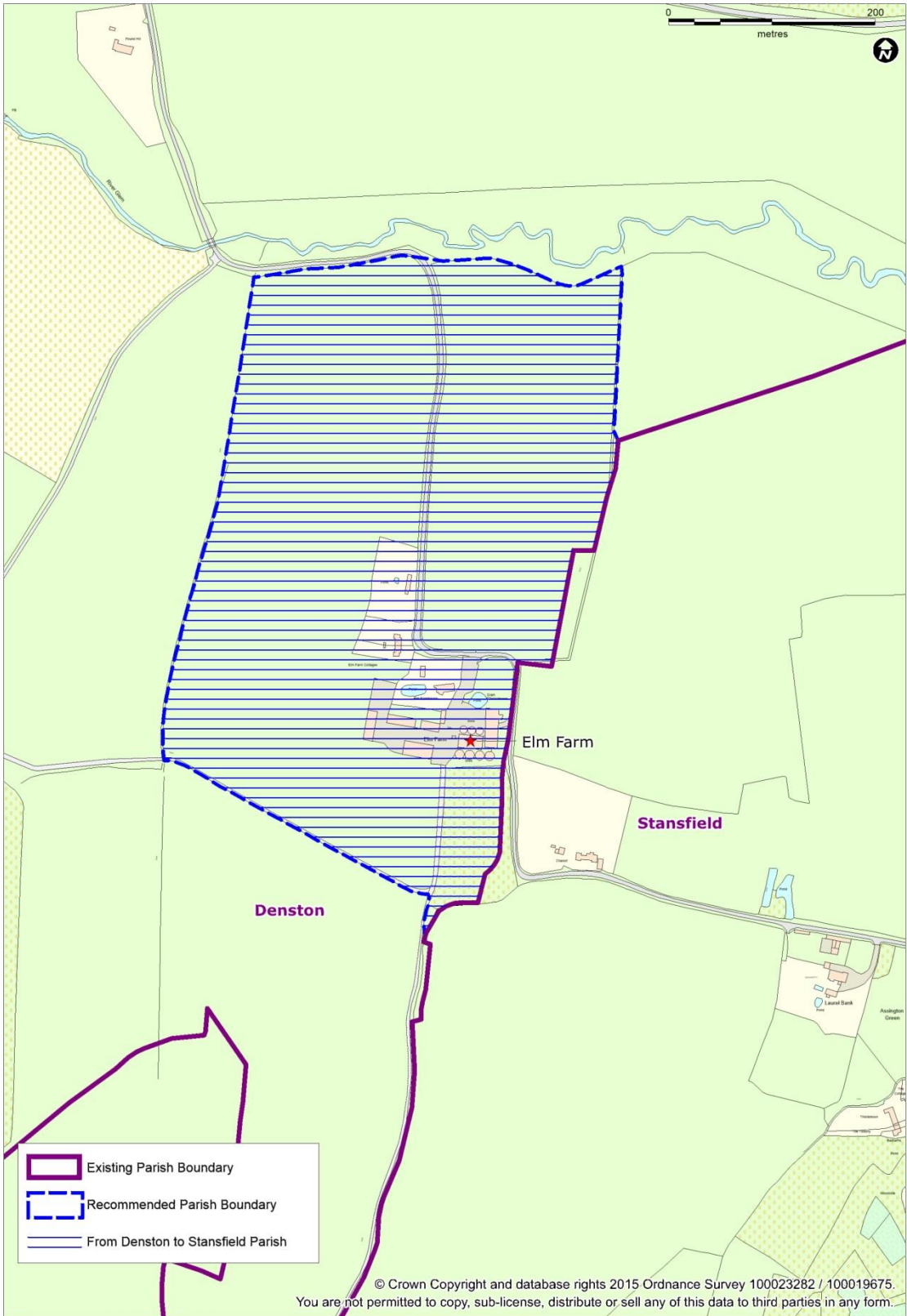
Proposal of DRWP for Final Recommendation

The area shown on the map overleaf be transferred from Denston Parish to Stansfield Parish.

The request for the transfer was received from Stansfield Parish Council which believes the properties in question have closer links to Stansfield socially and geographically, and would benefit from the democratic representation of a parish council. This view was supported by the County Councillor. However, Denston Parish Meeting was unable to respond during phase 1 of the review since it fell between parish meetings. The affected electors also expressed strong and differing views on whether to transfer from or remain in Denston. The Working Party therefore felt that it would be worth exploring the potential for the change further through consultation in phase 2, by way of a definite proposal.

The reasons for the recommendation include:

1. local preference and/or evidence (see above); and
2. it potentially provides more appropriate parish boundaries to reflect the interests and identity of local electors and offers them more effective and convenient local government.



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
20	Area between Fornham Lock Bridge and the Sheepwash Bridge, adjacent to the sewage works entrance, Fornham St Martin.	<ul style="list-style-type: none"> •Fornham All Saints •Fornham St Martin cum St Genevieve 	Boundary between the parishes of Fornham All Saints and Fornham St Martin cum St Genevieve along the B1106.

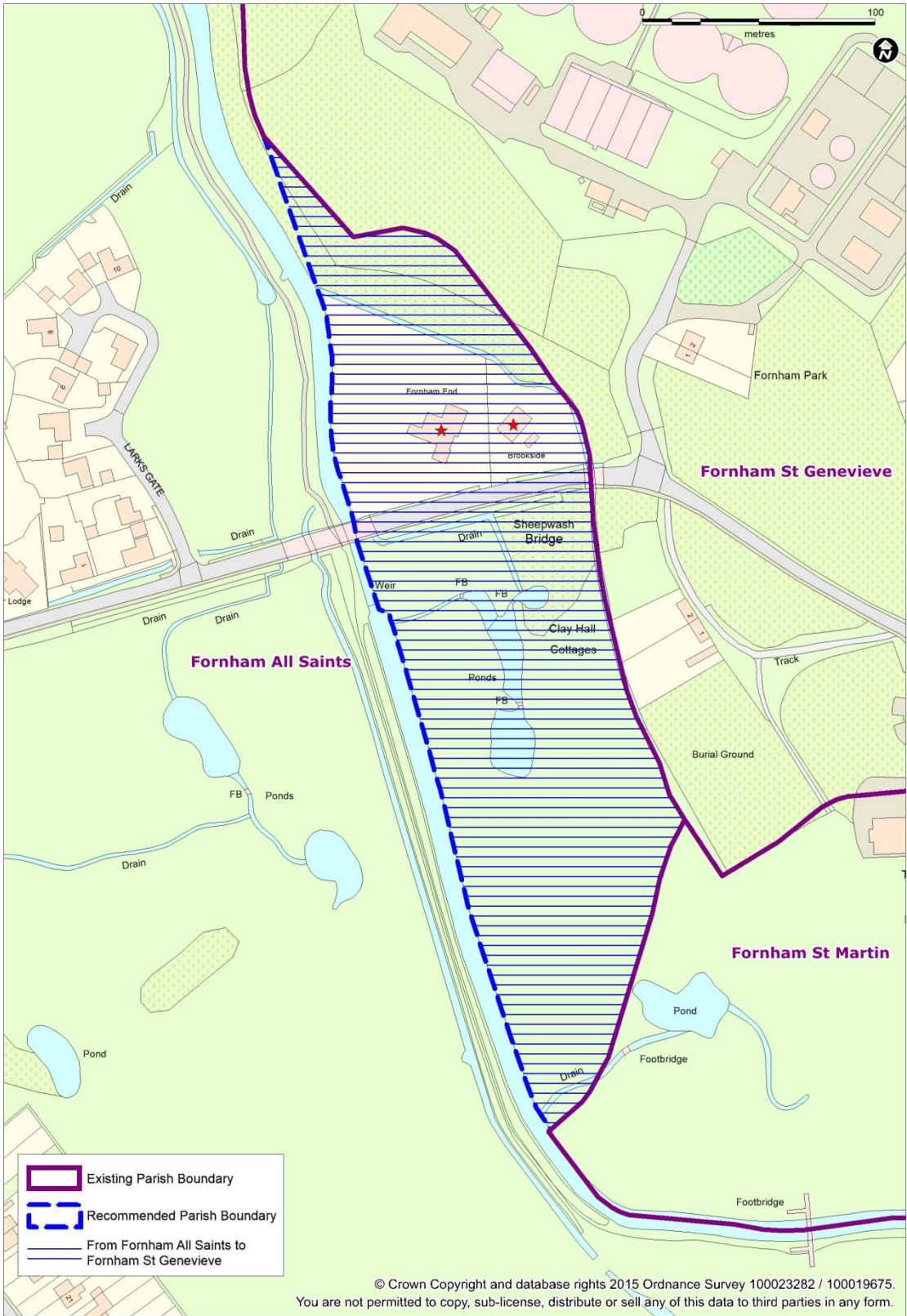
Proposal of DRWP for Final Recommendation

The area shown on the map overleaf be transferred from Fornham All Saints Parish to Fornham St Genevieve Parish.

There was not a consensus from phase 1 on whether or not to make a change, with the parish councils and affected electors expressing different views. The Working Party felt there was merit in a final recommendation to use the river as a strong natural boundary being tested through further consultation.

The reasons for the recommendation include:

1. local preference and/or evidence (see above);
2. it potentially provides more appropriate parish boundaries to reflect the interests and identity of local electors and offers them more effective and convenient local government; and
3. it utilises the strong natural boundary of the river.



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
21	RAF Honington	<ul style="list-style-type: none"> •Honington cum Sapiston •Troston 	Parish boundaries and ward arrangements in respect of RAF Honington (and their consequential impact upon Borough, County and Parliamentary representation).

Proposal of DRWP for Final Recommendation

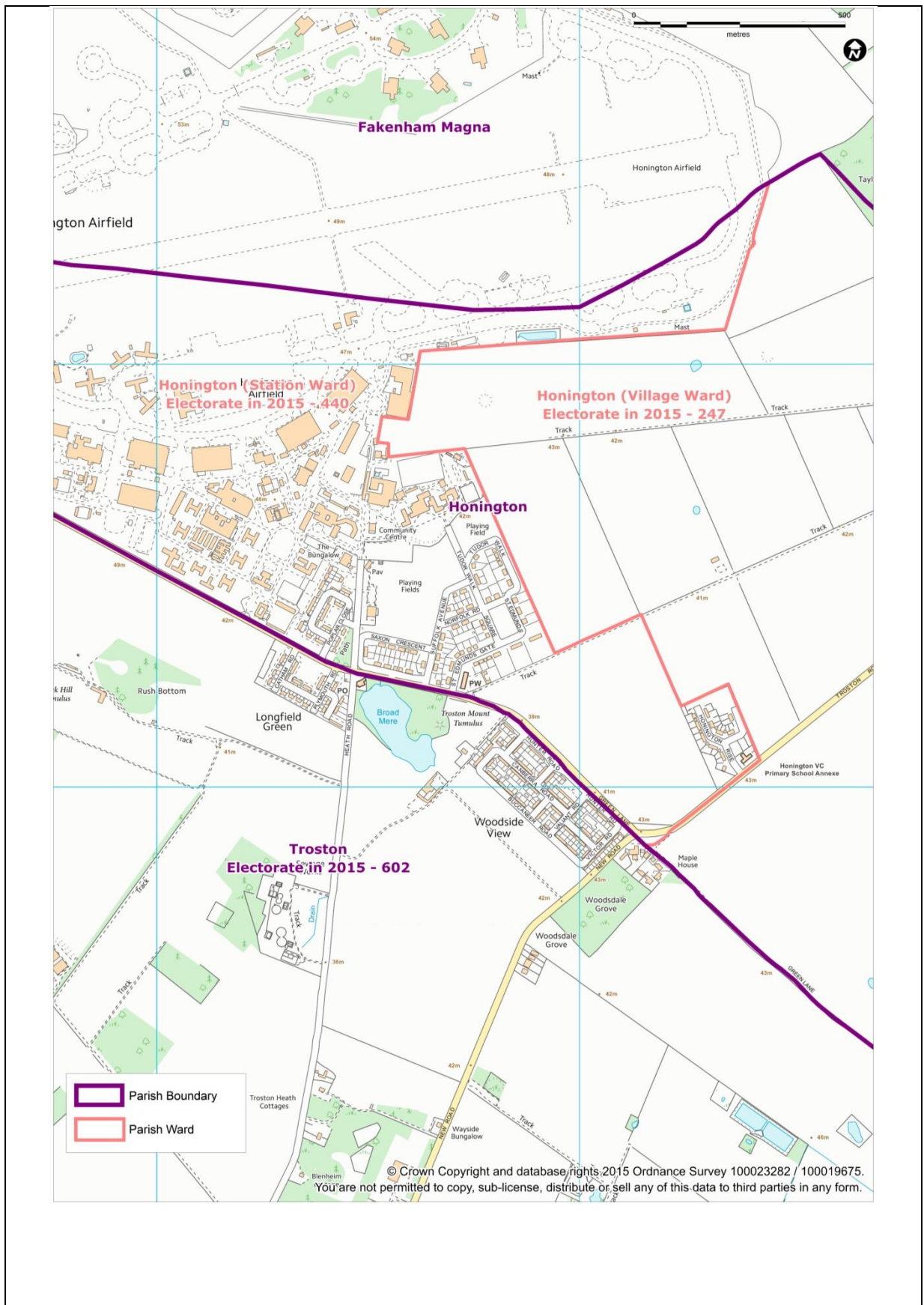
The Village and Station parish wards of Honington Parish be removed (see map overleaf for current ward boundaries).

It will be possible to maintain separate polling stations for the station and village even if the parish wards are removed (by way of two polling districts, just as in urban wards e.g. Honington 1 and 2 Registers). This will enable the Parish to remain in separate borough, county and parliamentary areas pending any consequential electoral reviews.

For the reasons explained in Issue 26, it is still possible that, to achieve electoral equality in borough wards or county divisions, the LGBCE might require the two parish wards to stay in place or reinstate them at some future point. This is not a reason not to make the change in this CGR, but a risk of which to be aware. Also, as part of its final decision on the CGR in summer 2016, the Borough Council will be in a position to decide whether or not the best means of removing the parish wards is through the CGR or a subsequent electoral review of the Borough.

The reasons for the recommendation include:

1. local preference (the principle of the proposal was supported by the Parish Councils and the RAF Station Commander following consultation with RAF personnel);
2. it potentially provides more appropriate parish boundaries to reflect the interests and identity of local electors and offers them more effective and convenient local government; and
3. it assists in terms of ensuring elected representation for the whole Parish.



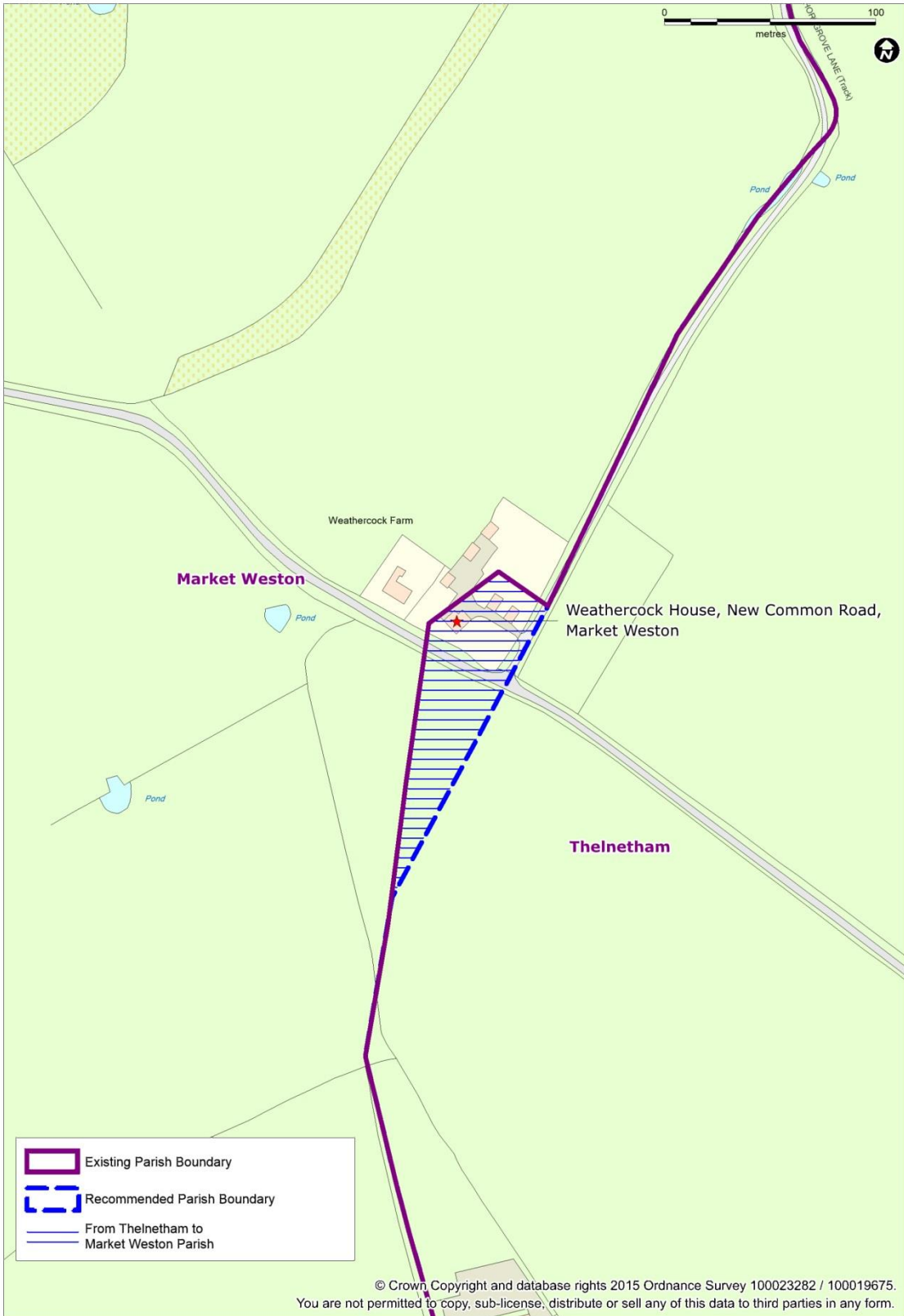
No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
22	Weathercock House, New Common Road, Market Weston (IP22 2PG)	<ul style="list-style-type: none"> •Market Weston •Thelnetham 	Boundary between Market Weston and Thelnetham in the vicinity of Weathercock House.

Proposal of DRWP for Final Recommendation

Weathercock House and the area shown on the map overleaf be transferred from Thelnetham to Market Weston Parish.

The reasons for the recommendation include:

1. local preference and/or evidence (there was strong consensus for the change including from the affected electors); and
2. it provides more appropriate parish boundaries to reflect the interests and identity of local electors and offers them more effective and convenient local government.

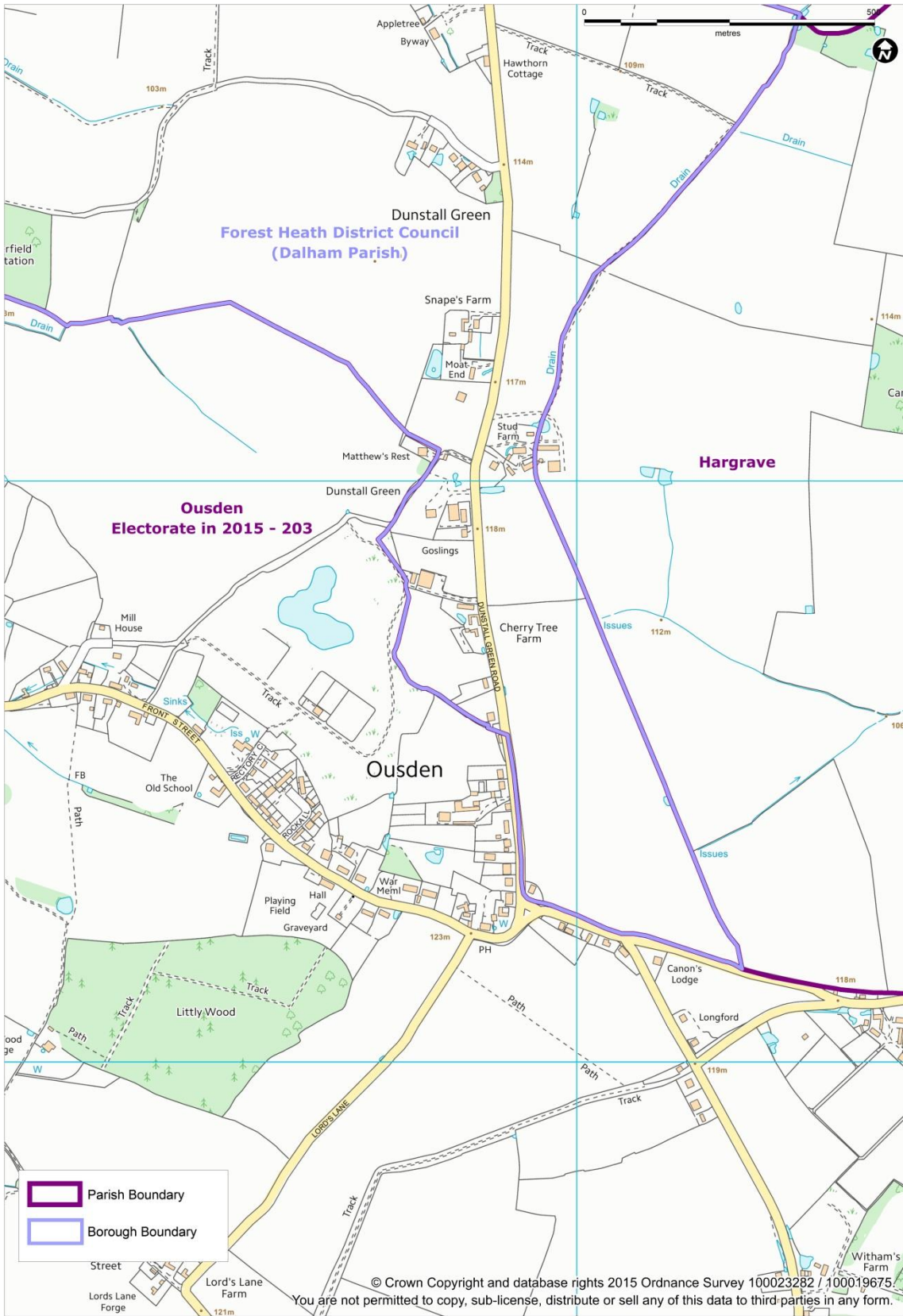


No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
23	Properties on Dunstall Green Road between Ousden and Dalham	<ul style="list-style-type: none"> •Dalham (Forest Heath District) •Ousden 	<p>The boundary between St Edmundsbury and Forest Heath Districts in the vicinity of Dalham and Ousden. <i>The Borough Council does not have the ability to make changes to district boundaries as part of this CGR but can consult on this issue and raise these concerns with the Local Government Boundary Commission and ask them to carry out a Principal Area Boundary Review.</i></p>

Proposal of DRWP for Final Recommendation

The Local Government Boundary Commission for England be asked to examine the boundary between St Edmundsbury and Forest Heath at Dunstall Green Road between Ousden and Dalham when it next carries out a principal area boundary review.

The Borough Council cannot make changes in respect of this issue through the CGR. However, the Working Party noted the preference of some affected local electors, Ousden and Hargrave Parish Councils and the County Councillor for Clare Division for a transfer of properties from Dalham to Ousden. However, the views of Dalham Parish Council are not known.



No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
24	Stansfield Parish Council	Stansfield	Number of councillors for Stansfield Parish Council

Proposal of DRWP for Final Recommendation

The number of parish councillors for Stansfield be increased from six to seven.

The reasons for the recommendation include:

1. local preference (this is a request from the Parish Council); and
2. it will assist the Parish Council to provide effective local government for the Parish by improving the efficiency of meetings and widening the pool of experience among elected members.

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
25	Great and Little Thurlow	<ul style="list-style-type: none"> •Great Thurlow •Little Thurlow 	Whether or not to combine the parish councils of Great and Little Thurlow.

Proposal of DRWP for Final Recommendation

No change be made to the community governance arrangements for Little Thurlow and Great Thurlow at the current time.

The reason for the recommendation is local preference - there is no consensus among the villages and local electors on whether or not to bring the two parishes together through formal changes to their electoral arrangements i.e. grouping or merging the two parishes to form one council.

This issue was proposed by one of the two parishes for inclusion in (and examination under) the CGR. A range of views have been expressed in the first evidence gathering stage of the review, with no consensus emerging. In particular, Great Thurlow Parish Council has made it clear it favours no change to the current arrangements. It may also be that, reflecting subsequent comments from Little Thurlow Parish Council, it would be more appropriate to look at informal ways to build upon the successes of the existing joint arrangements between the two villages, outside of the formal constraints of a CGR process. This could link to the Council's Families and Communities Strategy and would not preclude this issue being returned to in any future CGR.

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**Addendum to APPENDIX A of Report COU.SE.15.036 to
Council on 15 December 2015 (referrals from DRWP)**

Published 16 December 2015

Final Recommendations for the Community Governance Review

To assist stakeholders in the review, this addendum shows the effect of the amendments made by Council on 15 December 2015 in relation to issues 12-14 (Haverhill Vision 2031 growth sites).

In relation to the text, the amendments are shown by striking through the original. However, to avoid confusion, the map has been replaced with a new version (which reflects the amendments).

In terms of phase 2 of the review, final recommendations will be based on this updated document.

Nos	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
12-14	12.Vision 2031 Strategic Site "North-West Haverhill" 13.Vision 2031 Strategic Site "North-East Haverhill" 14.Vision 2031 Strategic Site "Hanchett End" (Haverhill Research Park) <i>(All of the area bounded by the A1017, A1307 and Hanchett End)</i>	•Haverhill •Little Wrating •Kedington •Withersfield	As per 1. above
Proposal of DRWP for Final Recommendation (as amended by Council on 15 December, 2015)			
<p>(1) The boundary of Haverhill Parish be extended as indicated on the attached map to incorporate the "North-East Haverhill" and "Hanchett End (Haverhill Research Park)" Vision 2031 strategic sites (alongside the "North-West" site); and</p> <p>(2) the boundary of Haverhill Parish boundary also be extended in the vicinity of Melbourne Bridge/Meldham Washland as shown on the attached map.</p>			

The new northern boundary for Haverhill which the Working Party suggests should be tested through consultation reflects the Vision 2031 growth sites and the submissions of the town and parish councils and parish meeting.

In addition, the Working Party has proposed *the testing of* the Town Council's suggestion that, ~~between the Hanchett End and NW Haverhill Vision 2031 sites, a more coherent electoral arrangement would be provided by extending its boundary outwards to follow the river and field lines, encapsulating some existing properties by Melbourne Bridge. The Town Council also felt that,~~ since the green buffer for the North-East growth site by Calford Green is designated as park land, it would also make more sense to include this area within the Haverhill boundary.

~~The Working Party noted that the Parish Council and existing electors by Melbourne Bridge had not yet been consulted on the Town Council's proposal to transfer this area to Haverhill (since the properties were not in a growth site). It was also noted that Withersfield Parish Council had reserved its position on issues 12 and 14. Such local evidence would therefore be obtained during the consultation on (and testing of) any final recommendations for these issues in 2016.~~

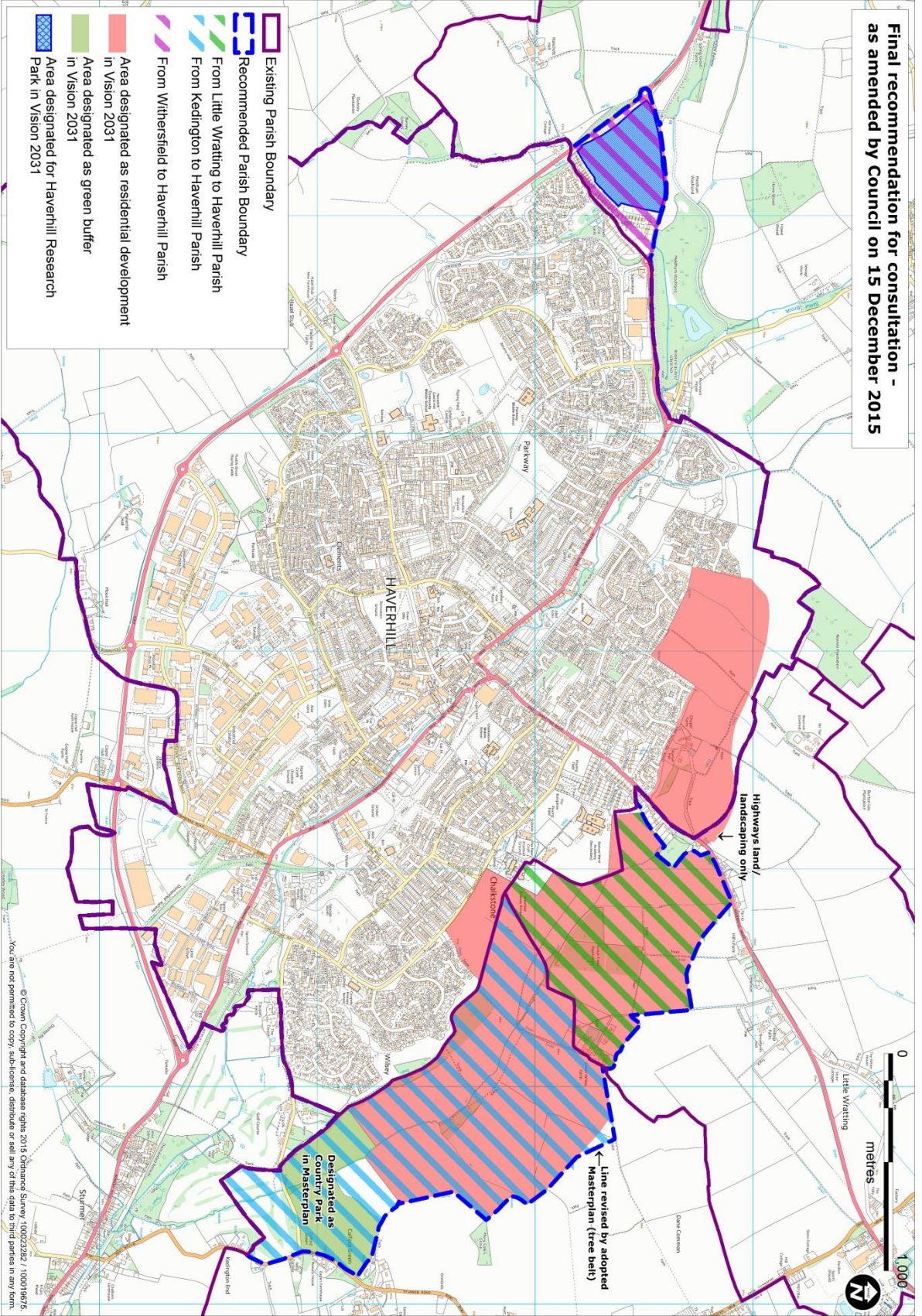
In accordance with the recommendations for issue 26 above, if these proposals are agreed, the extended parish areas would be temporarily added to the existing Haverhill East, West and North Wards (as applicable), pending any review of town and borough council wards by the Local Government Boundary Commission for England. Any new boundary of the Haverhill West/North Wards would run along Withersfield Road.

The reasons for the recommendations include:

1. local preference and/or evidence (the principle of the proposals for issues 12 and 13 was supported by the town and parish councils and parish meeting, and by many of the local electors who commented. There was no consensus over issue 14, with most existing local electors who responded opposed to what is being recommended but the Town Council and the Research Park operator providing evidence that the growth site should be in Haverhill. Withersfield Parish has also reserved its position on issue 14 at this stage of the review. Therefore this will need to be tested further through the publication of a final recommendation);
2. the recommendations potentially offer parish boundaries to reflect the identities and interests of local residents and businesses (current and future) and offer them more effective and convenient local government (the Town Council has suggested that administrative boundaries around Haverhill should reflect the patterns of everyday life and the ability of the respective parish and town councils to provide effective local government to new and existing electors. There was also consensus that the identity of all surrounding villages should be protected through the CGR).

N.B. Changes to parish boundaries would not normally affect existing postal addresses, postcodes, school catchment areas or insurance premiums.

**Final recommendation for consultation -
as amended by Council on 15 December 2015**



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*This appendix sets out the terms of reference for the review which were published in summer 2015, following decisions by the Council in December 2014 and July 2015. Minor modifications are required to the terms of reference to reflect the advice of the Democratic Renewal Working Party on 2 December 2015. The changes to the original terms of reference are **highlighted in grey***

St Edmundsbury Borough council

TERMS OF REFERENCE

For a Community Governance Review of the parish arrangements for St Edmundsbury

(modified December 2015)

Background

1. Under the Local Government and Public Involvement in Health Act 2007, St Edmundsbury Borough council has the power to carry out a Community Governance Review (CGR) and to create and amend parishes and their electoral arrangements within the Borough. More information on CGRs and the guidance and legislation which the Borough Council will follow in carrying out the review can be found at:
<https://www.gov.uk/government/publications/community-governance-reviews-guidance>.
2. A CGR is a review of the whole or part of the Council's area to consider one or more of the following:
 - (a) the creation, merger, alteration or abolition of parishes;
 - (b) the naming of parishes and the style of new parishes; and/or
 - (c) the electoral arrangements for parishes including:
 - (i) the ordinary year of election;
 - (ii) the number of councillors to be elected; and/or
 - (iii) the warding (if any) of the parish.
3. There may also be consequential impacts of the CGR on district council, county council and parliamentary electoral arrangements which will need to be considered as part of this review and/or in later separate reviews.
4. A CGR provides an opportunity for the Council to review and make changes to community governance within its area. Such reviews can be undertaken where there have been or will be changes in population or in reaction to specific, local issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities and interests of the community. In this instance, the CGR will examine a mixture of issues which have been identified by the Borough Council itself or through earlier consultation on the scope of the review with parish councils and other stakeholders. These are set out at the end of this document.

5. A CGR should:
 - (a) improve community engagement;
 - (b) provide for more cohesive communities;
 - (c) provide better local democracy; and
 - (d) result in more effective and convenient delivery of local services.
6. Final recommendations should be **adopted and** published within 12 months of the date of publication of these terms of reference. Implementation of any agreed changes will be explained in a formal Order made thereafter. This will set out when and how any new arrangements will come into effect, including any consequential impacts.

Process

7. There are two main stages to the review: the first stage will gather opinions on the issues under consideration; the second stage will be the Council's recommendations on the way forward, which the public will also be able to comment on. After these two stages, a final decision will be made.
8. The Borough Council is responsible for conducting the review, which will be overseen on its behalf by the Democratic Renewal Working Party. The Working Party will consider each stage of the review and make recommendations to meetings of the Council (i.e. all Borough Councillors) which will be the ultimate decision-maker. The Council's officers will carry out the administrative aspects of the review.
9. After taking a decision as to the extent to which it will give effect to any recommendations made in the CGR, the Council must publish its decision and the reasons for taking that decision. It must also take sufficient steps to ensure that persons that may be interested in the CGR are informed of the decision and the reasons for it. The key issue is transparency and who should be so informed will depend on the circumstances of each case. There are then statutory procedures which the Council must follow in making the consequential reorganisation order.
10. Official notices for the CGR, including this terms of reference, will be published on the Council's website.

Consultation

11. When undertaking a CGR the Council is required to consult local government electors in the areas affected by the CGR and other persons or bodies which appear to the Council to have an interest in the CGR. These will include directly affected parish, town, district and county councils, MPs, other public sector bodies and, where appropriate, local businesses and voluntary and community organisations.
12. The Council will also publicise the review by a variety of methods, and encourage partners to do so. Relevant *organisations* will be consulted by letter or email. However, given the variation in the type and scale of issues under consideration, the Council proposes to consult with *local government electors* for the area by using two different methods of consultation, which it believes is a proportionate and equitable approach:

- (a) Where *existing* properties may be directly affected by a proposal relating to the external boundary of a parish, the Council will attempt to write to each affected household or business to seek their views;
- (b) Where a proposal relates to Vision 2031 strategic growth sites (i.e. houses or businesses yet to be built) or electoral arrangements affecting a whole parish (creation of new parishes, parish wards, number of councillors, etc), the Council will consult electors primarily by way of an online survey. There is, however, no requirement to use the online survey to take part, and people may respond to the Council at the addresses given below by **letter, email, telephone, petition or local survey instead.**

N.B. Where a Vision 2031 growth site includes existing properties, the Council will attempt to write to them directly, on the basis of (a) above.

13. Before or at the start of the first consultation in September 2015, the Council will produce a separate guide for consultees on the kinds of information that can be taken into account when considering a CGR, and also make available relevant mapping and electorate forecasts to assist respondents. This and all other information relating to the CGR, including how to respond, will be available on the Council's website at <http://www.westsuffolk.gov.uk/CGR>
14. To avoid clashing with school holidays, the initial consultation period and associated publicity for the CGR will start in September and run until 5pm on 9th November, 2015.
15. Consultation on **final** recommendations is likely to take place between January and April 2016 (dates to be confirmed). **Before or at the start of this final consultation, the Council will:**
- **publish modified terms of reference for the review;**
 - **publish final recommendations in accordance with the terms of the Act;**
 - **publish electorate forecasts, where applicable to the matters under; consideration; and**
 - **publish mapping to explain final recommendations, where applicable;**

This and all other information relating to the CGR, including how to respond, will be available on the Council's website at <http://www.westsuffolk.gov.uk/CGR>

16. All correspondence and queries in relation to the CGR should be directed to:

Job Title: Service Manager (Democratic Services and Elections)
Postal Address: West Suffolk House, Western Way, Bury St Edmunds, Suffolk IP33 3YU
Email : (cgr@westsuffolk.gov.uk)
Phone: Elections helpline 01284 757131

Timetable

17. An illustrative timetable for the CGR is as follows:

1	Publish terms of reference	6 th August 2015
2	Invite initial submissions	On or after 7 th September until 9 th November, 2015 <i>(NB 5pm on 9th November is the deadline for initial submissions)</i>
3	Democratic Renewal Working Party considers submissions and proposes final recommendations	Thursday 26 th November (provisional date)
4	Council considers and agrees final recommendations	15 December 2015
5	Publish and consult upon final recommendations	January to April 2016 <i>(NB consultation not likely to start before February)</i>
6	Democratic Renewal Working Party considers consultation responses for final recommendations and advises full Council on whether and how to implement them	May/June 2016
7	Council decides on the extent it will give effect to the recommendations, reflecting the outcome of consultation, and resolves to make any Order required to implement them	June/July 2016
8	Publish decision on final recommendations	By 7 th August 2016
9	Order produced	As soon as practicable after publication of decision on final recommendations

18. The timetable above may change as the review progresses, although the end date will stay the same. For instance, more time may be required to consider initial submissions and/or prepare draft recommendations, and the timings of **stages 3-6** may be altered.

Matters under review

19. The following table sets out the issues which will be examined in this CGR and on which initial submissions are requested. In relation to growth sites, these are described using the adopted Vision 2031 title to avoid ambiguity, although it should be stressed that this convention does not pre-suppose any view on the outcome of the CGR.

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
1	Vision 2031 Strategic Site "North-West Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Fornham All Saints 	Whether or not existing parish governance arrangements should be amended in respect of new homes and/or employment land included in the strategic growth site. If amendments are needed, this could be through changes to existing parish boundaries or wards and/or the creation of new parish(es).
2	Vision 2031 Strategic Site "West Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Westley 	As per 1. above
3	Vision 2031 Strategic Site "North-East Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Great Barton 	As per 1. above
4	Vision 2031 Strategic Site "Moreton Hall"	<ul style="list-style-type: none"> •Bury St Edmunds •Great Barton •Rushbrooke with Rougham 	As per 1. above
5	Vision 2031 Strategic Site "South-East Bury St Edmunds"	<ul style="list-style-type: none"> •Bury St Edmunds •Nowton •Rushbrooke with Rougham 	As per 1. above
6	Vision 2031 Strategic Site "Suffolk Business Park"	<ul style="list-style-type: none"> •Bury St Edmunds •Rushbrooke with Rougham 	As per 1. above

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
7	Moreton Hall area of Bury St Edmunds	<ul style="list-style-type: none"> •Bury St Edmunds •Great Barton •Rushbrooke with Rougham 	The CGR will look at the proposal of Cllr Beckwith to create an entirely new parish of Moreton Hall (by removing these properties from existing parished areas). The initial consultation for the review will seek views on potential boundaries as well as electoral arrangements. Since this element of the review will need to link with issues 4, 6 and 8, it will potentially affect Great Barton and/or Rushbrooke with Rougham parishes.
8	29 Primack Road 67 Mortimer Road 87 Mortimer Road 89 Mortimer Road 91 Mortimer Road 93 Mortimer Road 95 Mortimer Road	<ul style="list-style-type: none"> •Bury St Edmunds •Rushbrooke with Rougham 	<p>The parish boundary between Bury St Edmunds and Rushbrooke with Rougham in the vicinity of Mortimer and Primack Roads.</p> <p>This matter will be considered alongside issues 4, 6 and 7.</p>
9	71, 73 and 75 Home Farm Lane	<ul style="list-style-type: none"> •Bury St Edmunds •Nowton 	The parish boundary between Bury St Edmunds and Nowton to the rear of 71, 73 and 75 Home Farm Lane
10	School Bungalow, Hardwick Middle School, Mayfield Road	<ul style="list-style-type: none"> •Bury St Edmunds •Nowton 	The parish boundary between Bury St Edmunds and Nowton in relation to Hardwick Middle School.
11	136 Newmarket Road	<ul style="list-style-type: none"> •Bury St Edmunds •Westley 	<p>The parish boundary between Bury St Edmunds and Westley</p> <p>This matter will be considered alongside issue 2.</p>
12	Vision 2031 Strategic Site "North-West Haverhill"	<ul style="list-style-type: none"> •Haverhill •Little Wratting •Withersfield 	As per 1. above
13	Vision 2031 Strategic Site "North-East Haverhill"	<ul style="list-style-type: none"> •Haverhill •Kedington •Little Wratting 	As per 1. above
14	Vision 2031 Strategic Site "Hanchett End" (Haverhill)	<ul style="list-style-type: none"> •Haverhill •Withersfield 	As per 1. above

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
	Research Park) <i>(All of the area bounded by the A1017, A1307 and Hanchett End)</i>		
15	County boundary between Suffolk and Essex adjacent to Haverhill	<ul style="list-style-type: none"> •Haverhill •Withersfield •Kedington •Parishes in Essex 	The boundary between Essex and Suffolk around Haverhill. <i>The Borough Council does not have the ability to make changes to county boundaries as part of this CGR but can consult on this issue and raise these concerns with the Local Government Boundary Commission and ask them to carry out a Principal Area Boundary Review.</i>
16	Hermitage Farmhouse, Snow Hill, Clare (CO10 8QE)	<ul style="list-style-type: none"> •Clare •Poslingford 	Boundary between Clare and Poslingford in vicinity of Hermitage Farm
17	Oak Lodge, Mill Road, Hengrave (IP28 6LP)	<ul style="list-style-type: none"> •Culford •Fornham St Martin cum St Genevieve •Hengrave 	Boundary between Culford, Fornham St Martin cum St Genevieve and Hengrave in vicinity of Mill Road
18	Lodge Farmhouse, Lodge Farm, Seven Hills, Ingham (IP31 1PT)	<ul style="list-style-type: none"> •Culford •Ingham 	Boundary between Culford and Ingham Parish in vicinity of Lodge Farm
19	Elm Farm and associated cottages, Assington Green, Stansfield (CO10 8LY)	<ul style="list-style-type: none"> •Denston •Stansfield 	Boundary between the parishes of Denston and Stansfield in vicinity of Elm Farm
20	Area between Fornham Lock Bridge and the Sheepwash Bridge, adjacent to the sewage works entrance, Fornham St Martin.	<ul style="list-style-type: none"> •Fornham All Saints •Fornham St Martin cum St Genevieve 	Boundary between the parishes of Fornham All Saints and Fornham St Martin cum St Genevieve along the B1106.

No	Area or Properties Under Review	Parishes Directly Affected	Matters on which CGR will or could focus
21	RAF Honington	<ul style="list-style-type: none"> •Honington cum Sapiston •Troston 	Parish boundaries and ward arrangements in respect of RAF Honington (and their consequential impact upon Borough, County and Parliamentary representation).
22	Weathercock House, New Common Road, Market Weston (IP22 2PG)	<ul style="list-style-type: none"> •Market Weston •Thelnetham 	Boundary between Market Weston and Thelnetham in the vicinity of Weathercock House.
23	Properties on Dunstall Green Road between Ousden and Dalham	<ul style="list-style-type: none"> •Dalham (Forest Heath District) •Ousden 	The boundary between St Edmundsbury and Forest Heath Districts in the vicinity of Dalham and Ousden. <i>The Borough Council does not have the ability to make changes to district boundaries as part of this CGR but can consult on this issue and raise these concerns with the Local Government Boundary Commission and ask them to carry out a Principal Area Boundary Review.</i>
24	Stansfield Parish Council	Stansfield	Number of councillors for Stansfield Parish Council
25	Great and Little Thurlow	<ul style="list-style-type: none"> •Great Thurlow •Little Thurlow 	Whether or not to combine the parish councils of Great and Little Thurlow.
26	The whole Borough (consequential impact of CGR)	<ul style="list-style-type: none"> •All 	Consequential impacts and changes to Parish and Borough Council wards and County Council divisions representing the Borough associated with any proposed changes to parish boundaries or wards arising from the CGR. Changes may be in the form of ward/division boundaries and numbers of councillors.

Date of Publication of these Terms of Reference

6th August 2015

Modification approved on 15th December 2015 and published in January 2016.

Information provided to Democratic Renewal Working Party

Issue 26: Consequential reviews – borough and county electoral arrangements

1. Impact of the CGR on the Borough and County Councils

- 1.1. The Local Government Boundary Commission for England (LGBCE or “Commission”) believes that a misalignment of electoral boundaries for county, district and parish elections is both confusing for electors and an impediment to effective and convenient local government.
- 1.2. The CGR is therefore an important building block for consequential electoral reviews of other tiers of local government, which are carried out by the Commission. Its guidance can be found at <https://www.lgbce.org.uk/policy-and-publications/guidance>.
- 1.3. It should, however, be stressed that changes to parish arrangements under a CGR should not be driven by the impact on borough wards or county divisions; the criteria for the CGR should take precedence, and any changes to wards or divisions be consequential.
- 1.4. As part of a CGR, and to ensure coterminosity, the Borough Council can, however, also consider whether to request the LGBCE to make changes to the boundaries of borough wards or county divisions to reflect the changes made at parish level. In two tier areas, district councils are advised to seek the views of the county council in relation to any consequential alterations to division boundaries.
- 1.5. To provide this option if needed, issue 26 in the terms of reference for this CGR was therefore:

“Consequential impacts and changes to Parish and Borough Council wards and County Council divisions representing the Borough associated with any proposed changes to parish boundaries or wards arising from the CGR. Changes may be in the form of ward/division boundaries and numbers of councillors.”
- 1.6. It will be for the LGBCE to decide, following the receipt of proposals, if a related alteration should be made to borough or county arrangements, and when it should be implemented. No order will be made by the LGBCE until the CGR is completed and sufficient time should be given to the Commission to consider proposals in advance of scheduled elections.
- 1.7. Rather than make related alterations arising from a CGR that would create anomalies or have a disproportionate impact on electoral equality, the LGBCE may decide to programme an electoral review of the whole principal council area instead. An electoral review may also be triggered automatically if more than 30% of a council’s wards/divisions have an

electoral imbalance of more than 10% from the average ratio for that authority (or one ward/division has an imbalance of over 30%).

- 1.8. Alternatively, the Borough and County Councils could request the LGBCE to carry out an electoral review for their whole area, irrespective of the CGR. The most common reasons for undertaking an electoral review of a principal council are where significant change in population, localised increases from major housing developments or the movement of people into, out of, or within the local authority area, have resulted in poor levels of electoral equality (the concept whereby votes across the whole council area have an equal weight in terms of the number of electors represented by each councillor).
- 1.9. The last such review for the Borough Council took place 15 years ago, at which time a new warding scheme was put in place to achieve electoral equality. Since that time, however, imbalances between wards have started to develop as the Borough's population has grown. The electoral register as at November 2015 shows that there are now seven Borough wards (all single member) with an imbalance in electoral equality of over 10% (23% of wards, or 16% of councillors). Two of these variances are around 20%, with a range in average ward size of 1450 to 2184 electors, and they are not localised in one part of the Borough. Imbalances of over 10% have increased by two wards since 2011 and, as this CGR illustrates, the imbalances are likely to grow in the coming years, as major growth is focused on the Vision 2031 sites being examined in this review, and other locations in the Borough.
- 1.10. The Borough Council could therefore make a very strong case to the LGBCE that it should carry out an electoral review of the whole Borough prior to the 2019 elections, to reflect not only the consequential impact of this CGR on borough wards but also current and future imbalances in electoral equality (which will occur regardless of the CGR). The County Council could make a similar case in relation to a review before its 2021 elections, although this would be a county-wide decision.
- 1.11. Ultimately it will be for the Commission to decide whether it will carry out an electoral review, but it is recommended to the Working Party that it consider whether the Council should make such a request in the near future. An electoral review by the Commission would take around 18 months to complete and, since the Commission would not start it until after the CGR had been concluded, it would not be likely to start before their 2017/18 work programme. The sooner the Council makes its application, the better the chance of a review being completed before the 2019 Borough Council elections.
- 1.12. If the Council is not successful in its application for a whole Borough electoral review, it will know by spring/summer 2016. Therefore, it could still consider making a request for consequential changes to ward/divisions as part of this CGR at the final stage of the process, so that these could be reflected in the 2019 parish and borough elections.

1.13. The proposed course of action above has some bearing on this CGR which is explained in the next two sections.

2. Impact of Borough Wards and County Divisions on decisions taken in this CGR

2.1. The first stage of any electoral review of a principal council will be to set the size of the council i.e. number of councillors. The Council will be able to make its own submission, as will individual councillors and other stakeholders, but this will be a decision for the Commission. It will look at population changes, the governance arrangements of the Council, the size of similar authorities, etc. Until this number is known, it will be impossible to know what the target number of electors per councillor/ward will be in the electoral review, and how that would play into a new map of ward boundaries.

2.2. Consequently, there would be little point in trying to further examine borough wards and county divisions at this stage of the CGR, knowing that the LGBCE might carry out an electoral review before the 2019 elections.

2.3. It would also be inappropriate to use current or future borough wards or county divisions as a factor in making recommendations through the CGR regarding what constitutes effective community governance at parish level.

3. Treatment of Parish Wards in this CGR

3.1. The Commission itself has limited powers in relation to parish councils. It can neither create nor abolish a parish council. Nor can it change the boundary of an existing parish, which is a matter for the Borough Council through a CGR. However, it should also be noted that, in their subsequent electoral review of the Borough or County Councils, the Commission could make further changes or recommend changes to parish electoral arrangements.

3.2. The Commission can make recommendations about the electoral arrangements of any parish council that might be directly affected by new district ward or county division boundaries. As well as changing the size of councils (i.e. number of parish councillors), this power primarily relates to creating new parish wards or changing existing parish wards to ensure that:

- every ward of a parish lies wholly within a single electoral division of the relevant county council, and a single ward of the relevant district council; and
- every parish which is not divided into parish wards lies wholly within a single electoral division of the county council and a single ward of the district council.

3.3. This means that parishes can be split between district wards or county divisions and, by implication, it also means the Commission can create new parish wards to achieve electoral equality in district and county councils. This is what happened in the last electoral review for St Edmundsbury, when

the parish of Honington was split between RAF Station and Honington Village wards, and the two were put in different borough wards and county divisions. This was required because no rural warding scheme could be found to achieve the required electoral equality. Achieving electoral equality takes precedence over other considerations in electoral reviews for districts and counties.

- 3.4. Given the power of the LGBCE to alter or create parish wards to ensure electoral equality for a principal council, and the likelihood of this taking place before 2019, there is, again, a justification for not spending too long at this stage of the CGR examining parish wards. Focusing on the external boundaries of parishes, and putting forward a 'least change' model for parish wards might be the best approach. This would allow parish and town council wards to be examined properly at the same time as borough wards, as part of a principal council electoral review.
- 3.5. The following approach for this stage of the CGR is therefore suggested:
- (a) the Working Party consider whether the Council should make a request for a full electoral review of the electoral arrangements for St Edmundsbury Borough Council.
 - (b) subject to the outcome of issue 7, the ward boundaries (and number of councillors) of Bury St Edmunds and Haverhill Town Councils be left unchanged within their existing boundaries, pending any electoral review of the Borough Council;
 - (c) if the CGR results in the extension of either of the towns' boundaries then the new area(s) be added, on an interim basis, to an existing adjacent town council ward, with no increase in the number of town councillors. This will result in a temporary electoral imbalance, but this imbalance can also be corrected by the subsequent electoral review before any scheduled elections;
 - (d) ward boundaries and other electoral arrangements for any other parishes (existing or new) be fully considered as part of this CGR, but it be explained to the parishes involved that these may be subject to later change by the LGBCE if they need to ensure electoral equality for, and coterminosity with, their own scheme for borough wards or county divisions.

Implicit in the above approach would be a need to make it clear in any final recommendations for phase 2 of the CGR that the Borough Council would, as a fall-back, seek the appropriate consequential changes to existing borough wards and county divisions if, for any reason, the LGBCE could not carry out full electoral reviews before 2019 or 2021 respectively. This would keep electoral arrangements across all three tiers in step.