

# (Informal Joint) Cabinet



Forest Heath  
District Council

**Notes** of informal discussions of the SEBC/FHDC **Cabinets** held on  
**Tuesday 14 November 2017 at 6.00 pm** in the **Council Chamber, District  
Offices**, College Heath Road, Mildenhall, IP28 7EY

**Present:**                      **Councillors**

St Edmundsbury Borough Council (SEBC)

John Griffiths

Robert Everitt	Alaric Pugh
Sara Mildmay-White	Peter Stevens
Ian Houlder	

Forest Heath District Council (FHDC)

James Waters (in the Chair for the informal discussions)

David Bowman	Robin Millar
Stephen Edwards	Lance Stanbury

**In attendance:**              Mike Chester (SEBC)              Diane Hind (SEBC)

Prior to the formal meeting, informal discussions took place on the following substantive items:

- (1) Recommendations of the SEBC/FHDC Overview and Scrutiny Committees – 8 and 9 November 2017: Development of a West Suffolk Growth Investment Strategy; and
- (2) Technical Advice Note: Space Standards for Residential Development.

All Members of St Edmundsbury Borough Council's Cabinet had been invited to attend Forest Heath District Council's Offices at College Heath Road, Mildenhall to enable joint informal discussions on the report to take place between the two authorities, prior to seeking formal approval at their respective separate Cabinet meetings, immediately following the informal discussions.

The Chairman/Leader of Forest Heath District Council, welcomed all those present to the District Offices. The Service Manager (Democratic Services) and Monitoring Officer firstly advised on the format of the proceedings for the informal discussions and subsequent separate meetings of each authority.

Under their Constitutions, both Cabinets listed as standing agenda items: an 'Open Forum', which provided the opportunity for non-Cabinet Members to discuss issues with Cabinet and also 'Public Participation', which provided the opportunity for members of the public to speak. Therefore, as any matters arising from the discussions held during these agenda items may have some bearing on the decisions taking during the separate formal meetings, non-Cabinet Members and members of the public were invited to put their questions/statements prior to the start of the joint informal discussions.

**1. Open Forum**

No non-Cabinet Members in attendance wished to speak.

**2. Public Participation**

There were no members of the public in attendance.

**3. Recommendations of the SEBC/FHDC Overview and Scrutiny Committees – 8 and 9 November 2017: Development of a West Suffolk Growth Investment Strategy (Report Nos: CAB/SE/17/058 and CAB/FH/17/055)**

The Cabinets considered the above report, which on the recommendation of the SEBC and FHDC Overview and Scrutiny (O&S) Committees, sought endorsement of the principles of the emerging West Suffolk Growth Investment Strategy.

Approval of proposals to create a revolving capital growth investment fund of £20 million each, funded from external borrowing, to support the Councils' wider growth agenda, had been given by both Councils in February 2017 as part of the budget and council tax setting process. Subsequently, in March and April 2017, both Cabinets each approved a £1 million revenue reserve to facilitate next steps for progressing the growth agenda, together with resolving that an overarching Growth Investment Strategy be prepared.

Councillors Alaric Pugh and Lance Stanbury, SEBC's and FHDC's respective Portfolio Holders for Planning and Growth, drew relevant issues to the attention of both Cabinets, including how the new emerging Strategic Framework 2018-2020 would set the direction and priorities for Growth, and it was therefore essential to shaping the development of the overarching Growth Investment Strategy.

An initial phase in the process was to seek endorsement of a set of principles, which if agreed, would inform the development of the Strategy. These proposed investment principles, as contained in Appendix 1 attached to the report, had firstly been considered by the West Suffolk Joint Growth Steering Group, and subsequently by both O&S Committees. Members noted that as the agenda and papers for this meeting had been despatched and published prior to the convening of the O&S Committee meetings, their proposed amendments to the principles (if any) would be verbally reported at the meeting.

Councillors Pugh and Stanbury acknowledged the thorough scrutiny of the principles undertaken by the Committees and were pleased to note that the proposals had been well received.

Councillor Diane Hind, Chairman of SEBC's Overview and Scrutiny Committee, commended the Assistant Director for Growth's presentation at the O&S Committee meeting and stated that whilst a good debate was had, no amendments had been recommended to the principles themselves.

The recommendation set out on page 2 of the report was unanimously supported by both Cabinets.

**4. Technical Advice Note: Space Standards for Residential Development  
(Report Nos: CAB/SE/17/059 and CAB/FH/17/056)**

The Cabinets considered the above report, which sought approval for the adoption of an interim Technical Advice Note on Space Standards for Residential Development.

Currently neither Forest Heath nor St Edmundsbury Councils had within their development plans a policy that required developers to adhere to constructing properties to a minimum space standard, the implications of which were provided in the report. Action was considered requiring to be taken which had led to the production of a proposed Technical Advice Note on Space Standards for Residential Development, which was attached as Appendix A to the report.

Councillor Sara Mildmay-White, West Suffolk's lead Portfolio Holder for Housing for both Councils, drew relevant issues to the attention of the Cabinets, including that a technical advice note should be adopted as it would enable the Councils to advise developers to build properties with regard to a minimum space standard in line with the Government's Nationally Described Space Standards. It was envisaged that this would become policy, with which the Councils could require housing developers to comply, once a new joint West Suffolk Local Plan was produced.

A detailed discussion was held and Members were generally supportive of the interim Advice Note, and would particularly welcome its adoption as policy within the new West Suffolk Local Plan at the appropriate time.

Particular focus was given to paragraph 4.1 (m) of the Technical Advice Note contained in Appendix 1 regarding shape, size and location of outside amenity space, and how this should explicitly refer to garaging arrangements, particularly in light of the size of some modern cars.

The recommendations set out on page 2 of the report were unanimously supported by both Cabinets.

On the conclusion of the informal joint discussions at 6.22 pm, the Chairman then formally opened the meeting of Forest Heath District Council's Cabinet at 6.22 pm in the Council Chamber.

# Cabinet



**Forest Heath**  
District Council

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 14 November 2017** at **6.22 pm** in the **Council Chamber,**  
**District Offices,** College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

**Chairman** James Waters (Leader of the Council)

**Vice Chairman** Robin Millar (Deputy Leader)

David Bowman  
Stephen Edwards  
Lance Stanbury

**375. Apologies for Absence**

Apologies for absence were received from Councillor Andy Drummond.

**376. Open Forum**

This item had already been considered during the informal discussions in relation to Items 4. and 5. on the agenda.

**377. Public Participation**

This item had already been considered during the informal discussions in relation to Items 4. and 5. on the agenda.

**378. Recommendations of the SEBC/FHDC Overview and Scrutiny Committees - 8 and 9 November 2017: Development of a West Suffolk Growth Investment Strategy (Report No: CAB/FH/17/055)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/17/055, it was proposed, seconded and with the vote being unanimous, it was

**RESOLVED:**

That the principles of the emerging West Suffolk Growth Investment Strategy, as outlined in Appendix 1 to Report No: CAB/FH/17/055, be endorsed.

379. **Technical Advice Note: Space Standards for Residential Development (Report No: CAB/FH/17/056)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/17/056, it was proposed, seconded and with the vote being unanimous, it was

**RESOLVED:**

That:-

1. The adoption of an interim Technical Advice Note on Space Standards for Residential Development, as contained in Appendix A to Report No: CAB/FH/17/056, be approved, in line with the Government's Nationally Described Space Standards.
2. When a new joint West Suffolk Local Plan is produced, it be noted that it is proposed to include requirements around space standards as part of a specific design policy.

The Meeting concluded at 6.22 pm

**Signed by:**

**Chairman**

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