

# (Informal Joint) Cabinet



*St Edmundsbury*  
BOROUGH 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

Sara Mildmay-White

Ian Houlder

Alaric Pugh

Peter Stevens

Forest Heath District Council (FHDC)

James Waters (in the Chair for the informal discussions)

David Bowman

Stephen Edwards

Robin Millar

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 and Forest Heath District Council's Cabinet meeting, the Chairman then formally opened the meeting of St Edmundsbury Borough Council's Cabinet at 6.23 pm in the Council Chamber.

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 14 November 2017** at **6.00 pm** in the **Council Chamber, District Offices**, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

**Chairman** John Griffiths (Leader of the Council) (in the Chair)  
**Vice Chairman** Sara Mildmay-White (Deputy Leader)

Robert Everitt  
Ian Houlder

Alaric Pugh  
Peter Stevens

**In attendance:**

Mike Chester

Diane Hind

## 392. **Apologies for Absence**

Apologies for absence were received from Councillor Joanna Rayner.

## 393. **Open Forum**

This item had already been considered during the informal discussions in relation to Items 4 and 5 on the agenda (Item 1 above refers.)

No non-Cabinet Members in attendance wished to speak on Item 6.

## 394. **Public Participation**

This item had already been considered during the informal discussions in relation to Items 4 and 5 on the agenda (Item 2 above refers.)

No additional members of the public joined the meeting wishing to speak on Item 6.

## 395. **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/SE/17/058)**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/17/058, it was proposed, seconded and

RESOLVED:

That, the principles of the emerging West Suffolk Growth Investment Strategy, as outlined in Appendix 1 to Report No: CAB/SE/17/058, be endorsed.

**396. Technical Advice Note: Space Standards for Residential Development**

**(Report No: CAB/SE/17/059)**

Further to the joint informal discussions held prior to the meeting with Forest Heath District Council's Cabinet on Report No: CAB/SE/17/059, it was proposed, seconded and

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/SE/17/059, be approved, in line with the Government's Nationally Described Space Standards; and
- (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.

**397. Guildhall and 79 Whiting Street, Bury St Edmunds**

*(Councillor John Griffiths declared a local non-pecuniary interest as one of the Borough Council's nominated representatives on the Guildhall Feoffment Trust and remained in the meeting for the consideration of this item.)*

The Cabinet considered Report No: CAB/SE/17/060, which sought approval for the formal transfer of management responsibilities of the Guildhall and 79 Whiting Street, Bury St Edmunds to Bury St Edmunds Heritage Trust Limited in accordance with the existing Memorandum of Understanding.

In the absence of Councillor Joanna Rayner, Portfolio Holder for Leisure and Culture, Councillor John Griffiths, Leader of the Council, drew relevant issues to the attention of Cabinet, including that in 2013, the Council formed a partnership, through a Memorandum of Understanding with the Bury St Edmunds Heritage Trust and Guildhall Feoffment Trust to deliver a project to restore the Guildhall and establish it as an exhibition and heritage centre, which was set to be completed by 2018.

The Memorandum of Understanding provided that, on completion of the project, the managing trustee role for the Guildhall, and the associated property 79 Whiting Street, transferred from the Borough Council to a new management vehicle. The properties were already owned by the Guildhall Feoffment Trust but, under the terms of an 1894 charity scheme, the Borough Council was the managing trustee.

Having taken advice, including from project funders, the Bury St Edmunds Heritage Trust, had concluded that it was best placed to take on the managing trustee role itself, and the Feoffment Trust was also supportive of the Heritage Trust's proposal.

If approved, an application would be made to the Charity Commission by the Borough Council for the transfer as set out in the recommendations.

In addition, it was also proposed that a separate partnership agreement be prepared with the Bury St Edmunds Heritage Trust and any other applicable partners, in relation to clarifying responsibilities for the future management of the paintings in the Guildhall after the new heritage and exhibition centre opens.

The Cabinet acknowledged progress of the project and commended all those involved with the restoration of the Guildhall and its new exhibition and heritage centre. This proposal was considered to be the next logical step in the process, which would release the Council, and thus the public purse, from the management of ongoing revenue responsibilities.

**RESOLVED:**

That:

- (1) subject to the support of the Guildhall Feoffment Trust, and to fulfil the objectives of the 2013 Memorandum of Understanding (as reviewed in 2016), it be agreed that the Council applies to the Charity Commission seeking an amendment to Clause 4 of the scheme of 1894 in respect of the managing trustee role for the Guildhall and 79 Whiting Street, Bury St Edmunds. The said amendment if granted would allow, after the Guildhall reopens as an exhibition and heritage centre in 2018, a complete transfer of management responsibility for the two buildings and associated land to the Bury St Edmunds Heritage Trust Limited which has consented to and supports the application; and
- (2) a separate partnership agreement be prepared and signed with the Bury St Edmunds Heritage Trust, and any other applicable partners, in relation to the future management of the paintings in the Guildhall, Bury St Edmunds after the new exhibition and heritage centre opens.

The meeting concluded at 6.27 pm

**Signed by:**

**Chairman**

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