

# Council



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Tuesday 17 July 2018</b>
<b>Time:</b>	<b>7.00 pm</b> <i>(or at the conclusion of the immediately preceding Shadow Council meeting, whichever is the later)</i>
<b>Venue:</b>	<b>Conference Chamber West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU
<b>Membership:</b>	<b>All Councillors</b>  You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.   <b>Ian Gallin</b> <b>Chief Executive</b> <b>9 July 2018</b>
The Meeting will be opened with Prayers by the Mayor's Chaplain, The Reverend Canon, Ian Finn, Rector of St Mary's Church, Haverhill. ( <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> )	
<b>Interests – Declaration and Restriction on Participation:</b>	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.
<b>Quorum</b>	Fifteen Members
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>

# Public Information



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BOROUGH COUNCIL

<b>Venue:</b>	<b>Conference Chamber</b> <b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	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.	
<b>Attendance at meetings:</b>	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.	
<b>Public questions:</b>	<p>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.</p> <p>A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start. This can be done online by sending the request to <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> or telephoning 01284 757176 or in person by telling the committee administrator present at the meeting.</p> <p>Written questions, detailing the full question to be asked, may be submitted by members of the public to the Service Manager (Democratic Services) no later than 10.00 am on the previous working day to the meeting of the Council.</p> <p>Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Phone: 01284 757162</p>	
<b>Disabled access:</b>	<p>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.</p> <p>Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.</p>	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber.	
<b>Recording of meetings:</b>	<p>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).</p> <p>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.</p>	
<b>Personal Information</b>	<p>Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.</p>	

# **Agenda** **Procedural Matters**

	<b><i>Page No</i></b>
<b>1. Minutes</b>	<b>1 - 24</b>
To confirm the minutes of the meetings held on 24 April 2018 and 17 May 2018 (Annual Meeting) (copies attached).	
<b>2. Mayor's announcements</b>	
<b>3. Apologies for Absence</b>	
To receive announcements (if any) from the officer advising the Mayor (including apologies for absence)	
<b>4. Declarations of Interests</b>	
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 <b>no later than when that item is reached</b> and, when appropriate, to leave the meeting prior to discussion and voting on the item.	

## **Part 1 – Public**

### **5. Presentation of Long Service Awards**

On 16 July 1991 (Council Minute 28 refers) (*and in addition to the statutory provision for the creation of Honorary Freemen and Honorary Aldermen*) 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 motion in respect of Councillor Buckle who is eligible for the award will be moved by Councillor Griffiths, and upon approval of the resolution by the Council, the Mayor will present a framed copy of such resolution to Councillor Buckle:

\*\*\*\*\*

"That, in recognition of thirteen years of dedicated public service by

TERENCE (TERRY) LEONARD BUCKLE

as an elected Member of the Council for the Moreton Hall, Bury St Edmunds Ward, and in acknowledgement of his contribution to the work of the Borough Council, including his term of office as Mayor for 2013/2014, 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."

In addition, former Councillor Bob Cockle, who was awarded his Long Service Award on 17 May 2018, will be presented with his award after he was unfortunately unable to attend that meeting.

## **6. Leader's Statement**

**25 - 28**

Paper No: **COU/SE/18/013**

**(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. A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start.\*

*(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) **no later than 10.00 am on Monday 16 July 2018.** The written notification should **detail the full question** to be asked at the meeting of the Council.)\*

*\*For further information, see Public Information Sheet attached to this agenda.*

## **8. Decision on whether to "make" (adopt) Hargrave Neighbourhood Plan as a St Edmundsbury Borough Council Development Plan Document**

**29 - 54**

Report No: **COU/SE/18/014**

## **9. Annual Scrutiny Report: 2017/2018**

**55 - 72**

**Paragraph 7.5.1 of Article 7** of the Council's Constitution requires that '*The Overview and Scrutiny Committee and the Performance and Audit Scrutiny Committee must report annually to the full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate*'.

Report No: **COU/SE/18/015**

## **10. Representation on Suffolk County Council's Health Overview and Scrutiny Committee**

The Council is asked to nominate one Member and one substitute Member to serve on Suffolk County Council's Health Overview and Scrutiny Committee. These Members should ideally be from the Borough Council's Overview and Scrutiny Committee, although this is not essential as the necessary training will be given by the County Council.

The Committee, on 6 June 2018, considered nominations for a representative and a substitute Member for 2018/2019. The current Members on this joint body are Councillor Paul Hopfensperger as the nominated representative and Councillor Margaret Marks as the nominated substitute.

It is **RECOMMENDED** that Councillor Paul Hopfensperger be nominated as the Borough Council's representative and Councillor Margaret Marks as the nominated substitute Member on the Suffolk Health Overview and Scrutiny Committee for 2018/2019.

## **11. 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 24 April 2018.

<b>Committee</b>	<b>Chairman</b>	<b>Dates of meetings</b>
Overview and Scrutiny Committee	Cllr Diane Hind	6 June 2018 11 July 2018
Performance and Audit Scrutiny Committee	Cllr Sarah Broughton	31 May 2018
Development Control Committee	Cllr Jim Thorndyke	3 May 2018 7 June 2018 5 July 2018
Licensing and Regulatory Committee	Cllr Susan Glossop	3 July 2018
West Suffolk Joint Standards Committee	<i>To be elected</i>	16 July 2018

## **12. Urgent Questions on Notice**

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

## **13. 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.

## **14. Exclusion of Press and Public**

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **Part 2 – Exempt**

### **15. Exempt: Referrals Report of Recommendations from Joint Executive (Cabinet) Committee (para 3)**

**73 - 88**

Exempt Report No: **COU/SE/18/016**

#### **(A) Referral from Joint Executive (Cabinet) Committee: 25 June 2018**

1. Exempt: Investing in our Commercial Asset Portfolio  
**Portfolio Holder:** Cllr Alaric Pugh