


Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda
Date:	Tuesday 19 March 2019
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 11 March 2019</p>
<p>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>)</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.
Quorum	Fifteen Members
Committee administrator:	<p>Claire Skoyles Democratic Services Officer Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk</p>

Public Information



St Edmundsbury
BOROUGH COUNCIL

Venue:	Conference Chamber West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.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:	<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 democratic.services@westsuffolk.gov.uk 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. Email: democratic.services@westsuffolk.gov.uk Phone: 01284 757162</p>	
Disabled access:	<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>	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber.	
Recording of meetings:	<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>	
Personal Information	<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: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>	

Agenda

Procedural Matters

Page No

1. Minutes

1 - 4

To confirm the minutes of the meeting held on 19 February 2019 (copy 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. Leader's Statement

5 - 6

Paper No: **COU/SE/19/003**

(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.

6. 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 18 March 2019.** 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.

7. Referrals Report of Recommendations from the Joint Executive (Cabinet) Committee

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Report No: **COU/SE/19/004**

Referral from Extraordinary Joint Executive (Cabinet) Committee: 26 February 2019

1. Haverhill Research Park and Suffolk Business Park Investment Fund
Portfolio Holder: Cllr Susan Glossop

Referrals from Joint Executive (Cabinet) Committee: 12 March 2019

(These referrals have been compiled before the meeting of the Joint Executive (Cabinet) Committee on 12 March 2019 and are based on the recommendations contained within each of the reports listed below. Any amendments made by the Joint Executive (Cabinet) Committee to the recommendations within these reports will be notified to Members accordingly).

1. Treasury Management Report 2018/19 and Investment Activity (1 April to 31 December 2018)
Portfolio Holder: Cllr Ian Houlder
2. Former Castle Hill Middle School, Haverhill: Development Brief
Portfolio Holder: Cllr Susan Glossop
3. West Suffolk Joint Pay Policy Statement 2019/2020
Portfolio Holder: Cllr Ian Houlder

8. 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 19 February 2019.

Committee	Chairman	Dates of meetings
Overview and Scrutiny Committee	Cllr Diane Hind	13 March 2019
Development Control Committee	Cllr Jim Thorndyke	7 March 2019

9. 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.

10. 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.

11. Recognising the History of St Edmundsbury Borough Council 49 - 56

Report No: **COU/SE/19/005**

12. Presentation of Long Service Awards 57 - 60

Paper No: **COU/SE/19/006**

13. Vote of Thanks to the Retiring Mayor, Deputy Mayor and Mayor's Chaplain

As there will be no further meetings of St Edmundsbury Borough Council prior to its dissolution on 31 March 2019, the Council will be asked to consider separate Votes of Thanks to the retiring Mayor and Deputy Mayor who will remain in office until 31 March 2019.

Note: The current Mayor of St Edmundsbury Borough Council and Chairman of Forest Heath District Council will be the nominated civic representatives of the new West Suffolk Council until the new Council's Annual General Meeting on 22 May 2019.

Recognition will also be given to the Mayor's Chaplain.

(a) Retiring Mayor

(At this point, the Deputy Mayor will take the Chair.)

Councillor John Griffiths will move,

"That the Council, in recognising the most able and diligent manner in which the retiring Mayor, Councillor Margaret Marks has carried out the duties of Mayor of the Borough during the past year, record its thanks and deep appreciation of her services as Mayor."

Councillor Julia Wakelam will second.

The Deputy Mayor will then put the motion to the vote and, on its being carried by a show of hands **the Deputy Mayor will then present Councillor Margaret Marks with her past Mayor's Badge**. Councillor Marks will then acknowledge her year in office.

(The Mayor will then re-take the Chair.)

(b) Deputy Mayor

Councillor John Griffiths will move,

"That the Council, in recognising the most able and diligent manner in which the retiring Deputy Mayor, Councillor Patrick Chung has carried out the duties of Deputy Mayor of the Borough during the past year, record its thanks and deep appreciation of his services as Deputy Mayor."

Councillor Sarah Stamp will second.

The Mayor will then put the motion to the vote and, on its being carried by a show of hands, Councillor Patrick Chung will then acknowledge his year in office.

(c) Mayor's Chaplain

The Mayor will acknowledge the work during her term of office of her Chaplain, Reverend Canon Ian Finn, and upon doing so, **will present him with his embroidered badge**.

14. Mayor's Closing Remarks

The Mayor will make her closing remarks to signify the dissolution of St Edmundsbury Borough Council, which will be replaced by the creation of West Suffolk Council from 1 April 2019.

Council



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Council** held on
Tuesday 19 February 2019 at 6.00 pm at the **Conference Chamber, West
Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Mayor Margaret Marks
Deputy Mayor Patrick Chung

Terry Clements	Wayne Hailstone	Barry Robbins
Trevor Beckwith	Beccy Hopfensperger	Richard Rout
Sarah Broughton	Paul Hopfensperger	Andrew Smith
Simon Brown	Ian Houlder	Andrew Speed
Tony Brown	Elaine McManus	Clive Springett
Carol Bull	Sara Mildmay-White	Peter Stevens
John Burns	David Nettleton	Peter Thompson
Mike Chester	Robin Pilley	Jim Thorndyke
Max Clarke	Joanna Rayner	Julia Wakelam
Robert Everitt	Karen Richardson	
Susan Glossop	David Roach	

419. Prayers

As the agenda was relatively short for this meeting, the Mayor had not asked her Chaplain to open the meeting with prayers.

420. Minutes

Councillor Paul Hopfensperger proposed an amendment to the minutes of the meeting held on 18 December 2018, as he considered that the minutes did not accurately reflect the events that had taken place when he had asked questions of Councillor Diane Hind during Agenda Item 8, 'Questions to Committee Chairmen' and instead wished for the questions, and responses, to be stated in full in the minutes. Councillor Trevor Beckwith duly seconded the amendment; however, upon being put to the vote, the amendment was defeated.

The minutes of the meeting held on 18 December 2018 were confirmed as a correct record and signed by the Mayor.

421. **Mayor's announcements**

The Mayor reported on the civic engagements and charity activities, which she and the Deputy Mayor and Mayoress had attended since the last meeting of Council on 18 December 2018.

422. **Apologies for Absence**

Apologies for absence were received from Councillors Jason Crooks, Paula Fox, Diane Hind, John Griffiths, Jane Midwood, Clive Pollington, Alaric Pugh, Sarah Stamp, Frank Warby and Patsy Warby.

Councillors Max Clarke and Andrew Speed apologised for their lateness and would be joining the meeting later.

423. **Declarations of Interests**

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

424. **Leader's Statement (Paper No: COU/SE/19/001)**

In the absence of the Leader, Councillor Sara Mildmay-White, Deputy Leader of the Council, presented her Deputy Leader's Statement as outlined in Paper No: COU/SE/19/001.

No questions were asked on this occasion.

425. **Public Participation**

No members of the public in attendance had registered to speak on this occasion.

426. **Referrals Report of Recommendations from Joint Executive (Cabinet) Committee**

Council noted the following:

**(A) Referrals from Joint Executive (Cabinet) Committee:
22 January 2019**

Council noted that there were no referral emanating from the meeting of the Joint Executive (Cabinet) Committee meeting held on 22 January 2019.

**(B) Referral from Extraordinary Joint Executive (Cabinet)
Committee: 5 February 2019**

1. Exempt: Investing in our Commercial Asset Portfolio (para 3)

As this item was exempt, it was considered later in private session under Agenda Item 11.

427. **Questions to Committee Chairmen**

Council considered a narrative item, which sought questions of Committee Chairmen on business transacted by their committees since the last ordinary meeting of Council on 18 December 2018, as outlined below:

Committee	Chairman	Dates of meetings
Overview and Scrutiny Committee	Cllr Mike Chester (Vice-Chairman in Cllr Hind's absence)	9 January 2019
Performance and Audit Scrutiny Committee	Cllr Sarah Broughton	31 January 2019
Development Control Committee	Cllr Jim Thorndyke	3 January 2019 7 February 2019
Licensing and Regulatory Committee	Cllr Clive Springett (Vice-Chairman)	29 January 2019

No questions were asked of the above Chairmen / Vice-Chairmen.

428. **Urgent Questions on Notice**

No urgent questions on notice had been received.

429. **Exclusion of Press and Public**

As the next item on the agenda was exempt, on the motion of Councillor Sara Mildmay-White, seconded by Councillor Joanna Rayner, and duly carried it was

RESOLVED:

That the press and public be excluded during the consideration of the following item 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 item, 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 the item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

430. **Exempt: Referral Report of Recommendations from Extraordinary Joint Executive (Cabinet) Committee: 5 February 2019 (Exempt Report No: COU/SE/19/002) (para 3)**

(Councillor Sarah Broughton declared a local non-pecuniary interest in this item as the businesses in which she is a partner uses the services of a business listed in the exempt report (further details to be provided once exemption (para 3) has been removed.) Councillor Broughton remained in the meeting for the consideration of this item.)

Approval was sought in private session for an addition to the Council's commercial asset portfolio, together with associated funding required.

The Council had the opportunity to purchase the freehold interest of property in Bury St Edmunds as a commercial investment. If it were to proceed, the purchase would be made from the Council's Investing in Growth fund and would help toward achieving the aspiration of a 1% (after borrowing costs) return across the whole fund.

In the absence of the Leader of the Council, Councillor Susan Glossop, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Council, including providing background to the proposal; the details of the Council's provisional offer; the financial case for making the investment; and the potential wider place-shaping and strategic value.

An addendum to the exempt report had been circulated prior to the meeting and an additional addendum was tabled, which provided a revised recommendation following the Joint Executive (Cabinet) Committee's consideration of the matter. These provided the updated position since the publication of the agenda.

The Mayor invited officers to provide further background and details on technical aspects of the proposal.

Having considered the proposal in detail, Council considered it to be a positive and beneficial move for the Council.

On the motion of Councillor Glossop, seconded by Councillor Carol Bull, and duly carried, it was

RESOLVED:

That:

The resolution will be published in due course following the lifting of the exemption.

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

(Councillors Max Clarke, Karen Richardson and Andrew Speed joined the meeting during the consideration of this item. Councillor Paul Hopfensperger left the meeting during its consideration.)

The meeting concluded at 6.49 pm

Signed by:

Mayor

Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Leader's Statement	
Paper No:	COU/SE/19/003	
Paper to and date:	Council	19 March 2019
Documents attached:	None	

Leader's Statement

1. Today is the last full Council meeting of St Edmundsbury Borough Council. The end perhaps of an era but also a continuation and new beginning within, and for, West Suffolk. For that reason - and because there are both long service awards and a review of St Edmundsbury's history on our agenda tonight - I will try to keep this last Leader's report as brief as possible.
2. All of us in this Council Chamber tonight (and many others) deserve to take great pride in, and indeed celebrate, our many achievements, great and small, for the people we serve and represent in the Borough; and the new West Suffolk Council will inherit an excellent platform to build on our impressive work in this wonderful part of the country.
3. This is not by chance but has resulted from councillors of all parties, and our officers and staff, working together to improve the quality of life, prosperity and value for money services that our residents need and deserve. This has not always been easy; indeed there have many challenges, often disagreements, arguments and even cross wordsbut this has always been overcome by the passion and desire in this room to do our very best for our local communities and businesses whom we serve.
4. We have shown leadership, sometimes in the face of considerable criticism, to deliver major projects that have transformed our towns and villages to secure a prosperous future. But we have also listened, and worked with our communities, local businesses, organisations and others to bring forward and deliver these initiatives together.

5. Since the creation of St Edmundsbury Borough Council we have invested many millions of pounds and attracted much more investment to bring jobs, business, facilities, growth, and protect our future prosperity. We have not stood still, thought strategically, and innovated to get the best possible outcomes for our residents, but at the same time we have worked hard to preserve our heritage, traditions and environment in this unique and lovely area.
6. I have been immensely proud, and indeed honoured, to have been Leader of this Council. But this would not have been possible without the collective effort, input, enormous contributions and sheer hard work of Members, officers and staff alike (past and present) working together with the communities and businesses we serve. It has been humbling to see so many of the things this Council does behind the scenes.....helping some of the most vulnerable off the streets or to access social prescribing and fundamentally improve their lives being just one of so many examples. It has also been rewarding to represent the Council and see local businesses thrive and develop while both national and international businesses have come to our area bringing better homes, facilities, services and job opportunities. And the difference that all Councillors have been able to make for residents and organisations in their Wards with their locality grants is equally gratifying.
7. Since I have been Leader, I believe St Edmundsbury successes and service have always been a team effort. No matter what your roles at the Council - past or present - or your political or personal interests, I would like to thank each and every one of you (and your predecessors) for your contributions, support, ideas and challenges. And the same goes for all our officers and staff who have shown such commitment and delivered so well for residents, businesses and organisations in our towns and villages.....often way past the call of duty.
8. I hope our ethos will continue into the new West Suffolk Council following the elections. The future should be a bright and good one for West Suffolk. There are, and will no doubt be further, challenges (locally, nationally and internationally) but the new Council should put us in the best possible position to face them, champion our area and seize opportunities. Good luck to all those who are standing for election and thank you again to those of you standing down for the service you have given. It has been an immense honour to work with you at St Edmundsbury Borough Council.

John Griffiths
Leader of the Council

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Referrals Report of Recommendations from the Joint Executive (Cabinet) Committee	
Report No:	COU/SE/19/004	
Report to and date:	Council	19 March 2019
Documents attached:	Appendix 1: Former Castle Hill Middle School: Development Brief (Appendix A to Report No: CAB/JT/19/014) Appendix 2: West Suffolk Joint Policy Statement 2019/2020 (Appendix 1 to Report No: CAB/JT/19/015)	

(A) Referrals from (Extraordinary) Joint Executive (Cabinet) Committee: 26 February 2019

1. Haverhill Research Park and Suffolk Business Park Investment Fund

Portfolio Holder: Cllr Susan Glossop

[Report No:](#)
[CAB/JT/19/007](#)

RECOMMENDED that:

- (1) A £7m investment facility for the development of business centres and associated works by way of loan(s) for Haverhill Research Park and Suffolk Park (Enterprise Zone) Bury St Edmunds be approved.**
- (2) Subject to the satisfaction of the Section 151 Officer and the Monitoring Officer that appropriate security is in place to protect the Council's investment and due diligence, highlighting no significant risks to the Council has been completed, delegated authority be given to the Chief Executive in consultation with the SEBC Portfolio Holder for Planning and Growth to enter into a loan agreement(s) with the developer.**

Continued over....

(3) The Council's Section 151 Officer to make the necessary changes to the Council's prudential indicators as a result of recommendation 1. above.

Suffolk Business Park

- 1.1 Significant progress has been made by the developer/promoter with regard to bringing forward the Enterprise Zone (EZ) at Suffolk Park. The internal spine road has been constructed and provides access to the EZ. Two large warehouses have been constructed on the edge of the EZ land and planning permission has been granted for Treatt Plc to build its headquarters /manufacturing plant on the site.
- 1.2 The long-term aspiration for Suffolk Business Park has been for the provision of a range of opportunities for businesses to start, grow and relocate. Marketing activity has promoted the opportunities on the site to include a wide range of options including the sale of land, design and build packages for headquarters buildings, speculative warehousing and a range of small to medium offices/spaces etc.
- 1.3 It is clear from the evidence we have that the number of new businesses (start-ups) in West Suffolk are comparatively low, whilst at the same time we have higher survival rates for those businesses that do start. The quantity of physical spaces for businesses to start from is low and those start-up facilities we do have are generally oversubscribed. The benefits from this proposal include the development of a building that provides flexible space, enables West Suffolk to attract new businesses and innovation which stimulate growth and inspire our local communities, maximises the potential for the growth of key sectors and exploits the benefits of being located on the Cambridge Ipswich corridor. Activities within the centre can be provided that will support skills development within the local and regional economies and strengthen existing relationships between SME's, education providers (e.g. West Suffolk College and the Eastern Institute of Technology), West Suffolk Councils, the Enterprise Zone and the CPCA and NALEP.
- 1.4 The developer has identified the need for a business centre on Suffolk Business Park. Like most centres of this type, public investment is required to make the development of the centres commercially viable. Therefore, the developer Jaynic has applied to New Anglia Local Enterprise Partnership (NALEP) for a grant to support the construction of an innovation/business centre on the EZ. NALEP will be taking the decision whether to provide funding towards the cost of the business centre at the end of March 2019, and would require match funding from the developer, hence the need for this decision to be taken now. NALEP has made it clear that any scheme must be able to be delivered by the end of January 2021. If the Council does not decide to loan and equivalent private funding is not secured in time, the grant funding will be put at risk. Both grant funding bodies have indicated that the provision of match funding by way of a loan from West Suffolk Council is an important factor in the decision making process for them.
- 1.5 There is no way of guaranteeing that the developer will enter into a loan agreement with us for both or either of the centres. It is obviously possible for the developer to borrow from another source. However, the fact that the

Council is willing to provide access to this match funding is an important consideration for the grant funding bodies. It shows that the Council believes in supporting the Enterprise Zones and will do everything it can to facilitate appropriate development.

- 1.6 A Draft Feasibility Cost Estimate report has been received from the developer/promoter, which was prepared to identify the potential costs of the business centre. Further due diligence will be undertaken with regards the cost estimates to ensure that they are robust to support delivery of the business centre and that there will be sufficient value in the security for the loan such that it can be repaid.

Haverhill Research Park

- 1.7 The progress made towards the development of Haverhill Research Park (HRP) by contrast, has been restricted to uses such as the public house and the children's nursery.
- 1.8 The developer has applied to the Cambridge and Peterborough Combined Authority (CPCA) for a grant to support the construction of the business centre ("the Epicentre") on the EZ. CPCA will be taking the decision whether to provide funding towards the cost of the business centre at the end of March 2019. CPCA has made it clear that any funding must be drawn down by the end of January 2021, hence the need for this report to be considered at this stage. Both grant funding bodies have indicated that the provision of match funding by way of a loan from West Suffolk Council is an important factor in the decision making process for them. If the Council does not decide to loan and private funding is not secured in time, the grant funding will be put at risk.
- 1.9 Planning permission exists on HRP for a 35,000 sq. ft. business centre with a range of offices sizes and meeting rooms over four floors. The reception area also includes an informal café area and flexible meeting space. The developer plans to call this centre "the Epicentre". However, it is now proposed to construct the centre on a different parcel of land on the site. The developer proposes to construct the Epicentre on the land closest to the roundabout to act as a gateway to the site (and the town). A new planning application (reserved matters) will be submitted in the next few weeks reflecting the change in site.
- 1.10 The benefits of providing the Epicentre in Haverhill are similar to the points made in relation to Suffolk Business Park. The development of a building that provides flexible space, enables West Suffolk to attract new businesses and innovation which stimulate growth and inspire our local communities, maximises scale-up potential for advanced manufacturing at Haverhill and exploits the benefits of being part of Cambridge Compass Enterprise Zone. Activities within the centre can be provided that will support skills development within the local and regional economies and strengthen existing relationships between SME's, education providers (e.g. West Suffolk College and the Eastern Institute of Technology), West Suffolk Councils, the Enterprise Zone, and the CPCA and NALEP.
- 1.11 Evidence shows that the start-up rates and aspiration/innovation levels in West Suffolk are lower than in other parts of Suffolk and the UK. Whilst there is more provision for start-up space in Haverhill than in Bury St Edmunds there is

a gap in the market for high quality start-up space such as would be provided in the Epicentre.

- 1.12 The role of the Council is one of enabler – working with the developer and providing the necessary match funding. The provision of a loan or loans will assist the delivery of the business units.

The investment fund

- 1.13 Subject to the agreement of Council, it would be possible to use the £7m amount to enter into a loan agreement(s) with the developer/promoter at HRP and/or Suffolk Park. This loan would constitute the developer's match funding, which may assist in obtaining grant funding for one or both of the business centres. Any loan would, of course, require the developer to satisfy all due diligence processes. The £7m fund is a maximum amount available for both centres; if only one centre is progressed, the maximum amount will be halved
- 1.14 Members may also wish to view the full version of the Joint Executive (Cabinet) Committee report on the Council's website via the above link or may request a paper copy from Democratic Services.

(B) Referrals from Joint Executive (Cabinet) Committee: 12 March 2019

(These referrals have been compiled before the meeting of the Joint Executive (Cabinet) Committee on 12 March 2019 and are based on the recommendations contained within each of the reports listed below. Any amendments made by the Joint Executive (Cabinet) Committee to the recommendations within these reports will be notified to Members accordingly).

1. Treasury Management Report 2018-2019 and Investment Activity (1 April – 31 December 2018)

Portfolio Holder: Cllr Ian Houlder

Report No:
[CAB/JT/19/011](#)

**Treasury Management
Sub-Committee Report
No:** [TMS/SE/19/001](#)

RECOMMENDED:

That the Treasury Management Report for 2018-2019 for the period 1 April to 31 December 2018, as detailed in Report No: TMS/SE/19/001, be approved.

- 1.1 Following the Performance and Audit Scrutiny Committee's consideration of Report No: TMS/SE/19/001 at their meeting on 19 November 2018, the Joint Executive (Cabinet) Committee will also be considering this report which provides a summary of investment activities for the first nine months of 2018-2019.
- 1.2 The total amount invested at 1 April 2018 was £36.35m and at 31 December 2018 £44.30m. The increase in balances over this period was due primarily to

timing differences in respect of the collection of local taxes, the payment of precepts and changes in the profile of the Capital Programme.

- 1.3 The 2018/19 Annual Treasury Management and Investment Strategy Statements sets out the Council's projections for the current financial year. The budget for investment income in 2018/19 was £308,000 which was based on a 0.70% target average rate of return on investments.
- 1.4 As at the end of December 2018, interest actually earned during the first nine months of the financial year amounted to £255,665 against a profiled budget for the period of £231,000; a budgetary surplus of £24,665.
- 1.5 The report also included assumptions on borrowing for capital projects included within it. The borrowing was based around four specific projects as per their agreed business cases. The report included a summary of the capital borrowing budget for 2018-2019, and a summary of capital borrowing for quarter three – all of which was currently internally borrowed from the Council's overall cash balances. As at the end of quarter three, there had been no requirement to borrow externally, therefore there was no interest payable.
- 1.6 The Performance and Audit Scrutiny Committee considered the report and was pleased to hear that following a procurement exercise that new Treasury Advisors (Arlingclose Ltd) had been appointed to the West Suffolk Councils, as reported to the Shadow Council on 19 February 2019.
- 1.7 Members may also view the Joint Executive (Cabinet) Committee and the Treasury Management Sub-Committee reports and their associated Appendices on the Council's website via the above links or may request a paper copy from Democratic Services.

2. Former Castle Hill Middle School: Development Brief

Portfolio Holder: Cllr Susan Glossop

**[Report No:
CAB/JT/19/014](#)**

[Appendix A](#) (which is also attached to this referrals report at Appendix 2)

[Appendix B](#)
[Appendix C](#)

RECOMMENDED:

That the development brief for the former Castle Hill Middle School, Haverhill, as contained in Appendix A to Report No: CAB/JT/19/014, be adopted as informal planning guidance.

- 2.1 The adopted Haverhill Vision 2031 Local Plan document allocates the site of the former Castle Hill Middle School as a site suitable for development with housing with an indicative capacity of 25 dwellings (Policy HV5c).
- 2.2 Despite being the site of a former school which was destroyed by fire, the allocated housing relates solely to part of the playing field to that school and is

therefore classified as greenfield. This came about because the site of the former school buildings is located on the School Lane frontage adjacent to two primary schools and unrelated to existing surrounding residential development, whereas the former playing field located to the west of the former buildings has a frontage to Chivers Road and adjoins existing residential development. The area of the allocation is equivalent to the area of the former school buildings. The background explanatory text to Policy HV5 explains that the area occupied by the former school buildings will need to be made available as recreational open space prior to the housing being developed to offset the loss of playing field.

- 2.3 Prior to commencing work on preparation of the development brief, Ingleton Wood as agent for the developer (Barley Homes), undertook an initial consultation event on 14 June 2018 together with extensive engagement with the local community and key stakeholders. This then helped inform the preparation of the draft development brief.
- 2.4 A large part of the brief identifies the constraints and opportunities affecting the site. These include identification of existing natural greenspace and features, the relationship with surrounding development, site levels and opportunities for vehicular access and the relationship with the adjoining land which will form recreational open space. A key element is the policy requirement to provide a pedestrian and cycle access linking the site and Chivers Road with the existing schools which are currently accessed solely from School Lane. This is achieved through the central spine of the site and will have a fundamental influence on the layout of the site and the adjacent recreational open space.
- 2.5 The draft development brief has been prepared in accordance with the Council's adopted protocol. It has been the subject of public consultation undertaken by Ingleton Wood from 23 October to 23 November 2018 including a public exhibition and drop-in session at Haverhill Arts Centre. Consultation with statutory bodies was undertaken during the same period. A copy of the Development Brief Consultation Report prepared by Ingleton Wood was attached at Appendix B to Report No: CAB/JT/19/014 and can be viewed on the Council's website via the above link.
- 2.6 For ease of reference, the draft revised development brief (Report No: CAB/JT/19/014: Appendix A) incorporating post-public consultation amendments is attached as **Appendix 1** to this report. Post public consultation additions are shown underlined and deletions are shown ~~struckthrough~~.
- 2.7 Details of all of the responses received were attached at Appendix C to Report No: CAB/JT/19/014 and can be viewed on the Council's website via the above link, together with broad details of the location of respondents. Analysis of those responses and consequential changes to the document are contained within sections 4 and 5 of the Consultation Report (Appendix B).
- 2.8 Adoption of the draft Development Brief will be a key element in the delivery of sustainable development at the former Castle Hill Middle School.
- 2.9 Members may also view the full Joint Executive (Cabinet) Committee report and their associated Appendices on the Council's website via the above links or may request a paper copy from Democratic Services.

3. West Suffolk Joint Pay Policy Statement 2019/2020

Portfolio Holder: Cllr Ian Houlder

Report No:
CAB/JT/19/015

Appendix 1 (which is also attached to this referrals report at Appendix 2)

RECOMMENDED:

That the West Suffolk Joint Pay Policy Statement for 2019/2020, as contained in Appendix 1 to Report No: CAB/JT/19/015, be approved.

- 3.1 The Localism Act and supporting guidance provides details of matters that must be included in this statutory pay policy, but, also, emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be approved formally by full Council each year. The statement can be amended in year, must be published on the Council's website and must be complied with when setting the terms and conditions of Chief Officers.
- 3.2 This Pay Policy Statement includes a policy on:-
 - (a) the level and elements of remuneration for Chief Officers (senior staff);
 - (b) the remuneration of the lowest paid employees;
 - (c) the relationship between the remuneration of the highest and lowest paid employees; and
 - (d) other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.
- 3.3 This Pay Policy Statement, which for ease of reference is attached as Appendix 2 to this report, is a joint statement with Forest Heath District Council and St Edmundsbury Borough Council, which covers our integrated workforce and Leadership Team.
- 3.4 The Code of Practice for Local Authorities on Data Transparency provides guidance on good practice in this area. The Council's approach to data transparency is to establish the Council as an open and transparent Council that, in time, not only embraces the principles of the Code, but, publishes all information that is likely to be of benefit to the communities and economy of our area.
- 3.5 Data can already be access through the "open data" link on our website. The Pay Policy Statement is published in that section annually.
- 3.6 Members may also view the full report and its Appendix (which is also attached to these referrals report), on the Council's website via the above links or may request a paper copy from Democratic Services.

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The Former Castle Hill Middle School Site, Haverhill

Barley Homes (Group) Ltd.



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DRAFT Development Brief

- architecture
- building surveying
- building services
- planning
- interior design
- sustainability
- civil and structural
- quantity surveying
- project management
- CDM and H&S services

The Former Castle Hill Middle School Site, Haverhill

Barley Homes (Group) Ltd.

Job no. 304548

Draft Development Brief

Author: Sally Minns, Senior Planner SM

Checked by: David Thompson, Director Architect DT, NP

Date: August December 2018

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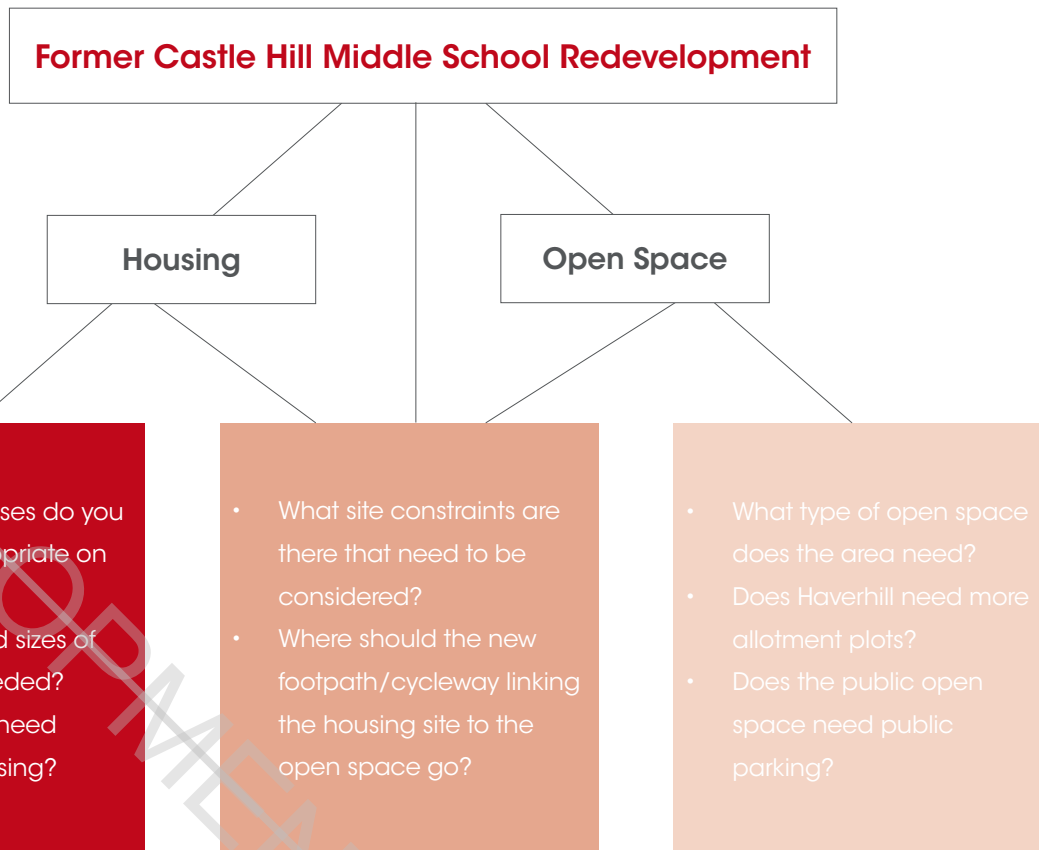
1.0 The Purpose of the Development Brief

West Suffolk Council requires that all local plan allocated housing sites are supported by concept statements/ development briefs or master plans. The document required, depends on the complexity and size of the site. The Castle Hill Middle School site, Haverhill is allocated in the Local Plan for a housing development of around 25 dwellings. After discussions with the Council, it was decided that for this site, a development brief was appropriate.

A Development Brief looks at the constraints and opportunities for the development of the site as well as providing a design context that should be considered in the proposals to develop the housing. It will also look at how the housing site needs to relate to surrounding development and the open space to the north.

This Development Brief will guide the strategy for developing this site. The open space element of the site is in the ownership of the county council and it is their intention to use the funds from the development of the residential element of the site to fund the development of the open space land. This will include replacement formal playing field to mitigate for the former playing field taken up by the housing allocation.

The views of the public and statutory organisations are an important element of preparing the brief. The views of specialist services as statutory organisations such as county highways, archaeology and surface water drainage have been sought to inform the brief. In addition, public consultation has been undertaken to identify issues that local people feel are important and may affect the form of future development. It also provides a guide on gauging the views of the community as to how the rest of the school site should be best used for public open space in the future.



The public have been consulted twice:

First Consultation – an early consultation at the concept stage, to help identify what issues are important to people and to have an insight into local knowledge of the area; and

Second Consultation – a consultation with the public on the draft development brief which has been approved for consultation by West Suffolk Council.

The Vision

The Vision set in West Suffolk Local Plan documents provides a Vision for the future of Haverhill and what the Council and its partners want to achieve for the town. This then is broken down to a set of priorities to help deliver this Vision. A number of these priorities are relevant to the development brief.



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Key Objectives

The West Suffolk Local Plan sets key objectives that it wishes development to meet. Relevant objectives are shown below.

Objective 1: To meet the housing needs of Haverhill with a particular emphasis on the provision of affordable homes and an appropriate mix of house types for local people and provision of housing for an ageing population.

Objective 6: To ensure development is accessible to the

town centre, employment locations and other services and facilities to help reduce the need to travel by unsustainable means.

Objective 7: To support and encourage all means of sustainable and safe transport, public transport improvements, and cycleway and footway improvements.

Objective 8: To ensure that development is built to high standards of environmental sustainability guided by

the need to mitigate and adapt to a changing climate paying particular attention to reducing energy and water demand.

Development will be focused initially on the north-west Haverhill site and long term development located on the north eastern edge of Haverhill.

Regeneration of the town will continue with the aim of creating a 21st Century town which has grown organically around its strong communities and has a more attractive retail, leisure and employment offer to its residents to decrease the amount of out commuting.

Vision for Haverhill

Presumption in favour of sustainable development and within the town, cycling and pedestrian links will be established and improved.

Improvements to the environment of streets and spaces to secure attractive, safe and people-friendly town centres will be a priority.

2.0 The Study Area



The former Castle Hill Middle School housing site occupies a site of around 0.84ha, comprises the western part of the former Castle Hill Middle School. It lies around 1.6km to the west of the town centre and is located adjacent to two primary schools, all accessed from School Lane.

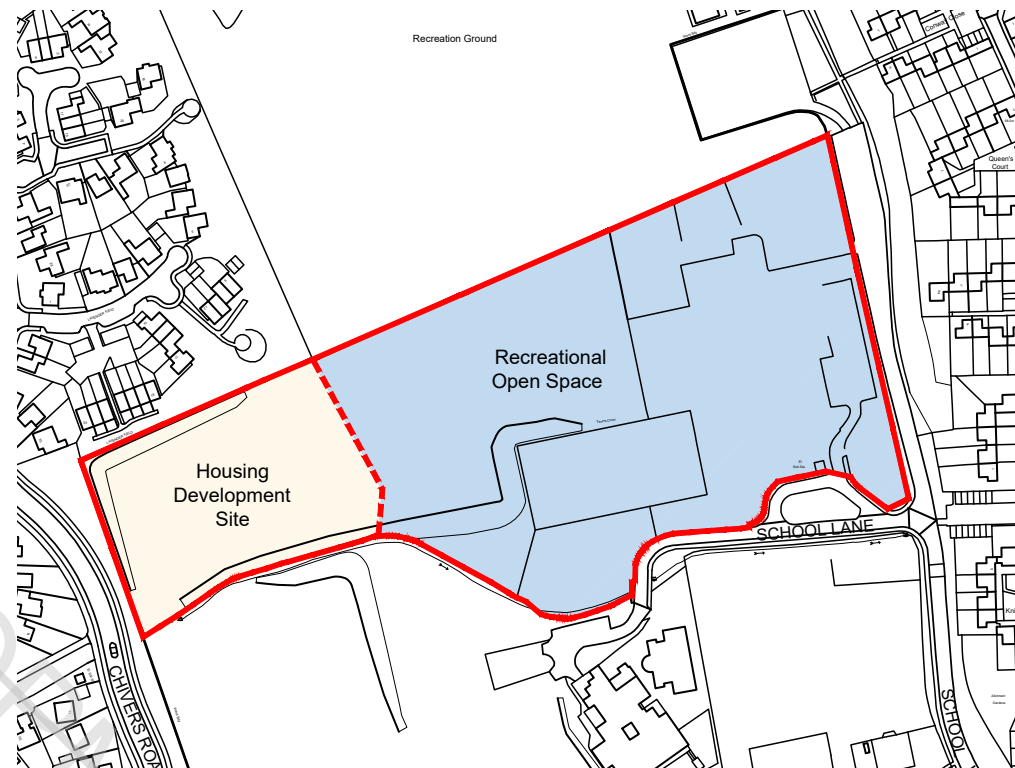
The school became vacant following a reorganisation of the education system in Suffolk. The main school buildings were to the east, outside the housing site boundary, but have been destroyed by fire. The site has remained unused for around 6 years.

The site is irregular in shape and has a frontage to, but no access from, Chivers Road. Chivers Road is the main access road serving a modern housing development

on the western side of town. It is adjoined to the north by the Haverhill Rugby Club and Castle Playing Field and to the south by the two primary schools and their respective playing fields, which collectively form an important area of recreational open space.

The balance of the site should be made available for public open space as recreational land to compensate for the loss of playing field space through the housing allocation.

The size of the housing site element was calculated on the basis of the built area covered by the former school and this was replicated for the housing site. This was to ensure that the built form was no greater on the site than was at



present.

The housing site was allocated at the western end of the site adjacent to Chivers Road because of the congestion that was already an issue on School Lane. In addition, this end of the site was more closely linked to surrounding residential development than the School Lane end of the site.

Chivers Road is a through route, linking estates north, west and south of the site. This is also a bus route. School Lane is a cul-de-sac, terminating at the Rugby club, although a footpath continues to Chimswell Way to the north. Pedestrian access is available opposite the school access running east into the estate beyond.

3.0 The Constraints and Opportunities Afforded to the Site

Site Context

The pictures below show the boundaries of the housing site and the public open space looking both into and out of the site. The housing site element of the site predominantly relates to the existing residential development on two sides – the north and the west. To the north and west is modern residential development, comprising 2-storey estate-style development with a mix of detached, semi-detached and terraced houses. There is a recreational ground and Haverhill Rugby Club which lie to the north. The Rugby Club adjoins the recreational open space part of the Castle Hill site and lie to the north-east of the proposed housing site.



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- There is an area of public open space adjacent to the northern boundary of the housing site including a small children's play area.

There is an area of greensward between the site and Chivers Road. This land has been confirmed as being in the ownership of West Suffolk Council.



- Within the western boundary hedgerow to Chivers Road is a tall chain-link fence, around 2-3m high.
- The boundary of the site with Chivers Road, also sits on top of a steep bank. This gets steeper as you go further north. This is approximately 2 metres higher than the general



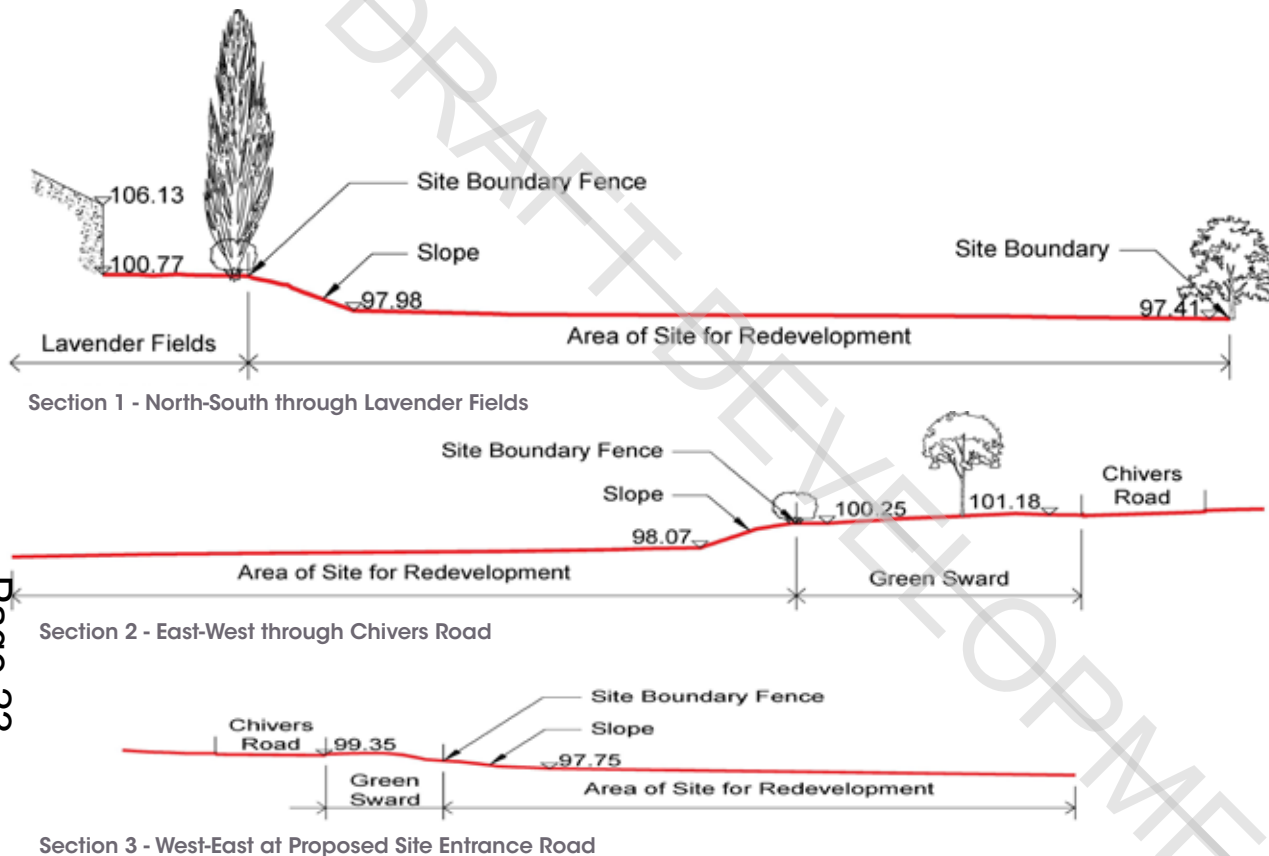
Start of steep bank within the site to the boundary with Chivers Road

site level of the site in the north, reducing to 1 metre at the southern end.

- The southern boundary is formed by a mature screen of trees and hedge. This follows the line of a small water course which is sometimes dry. The landscape screen is about 5m deep to the boundary (and 14metres deep in total).



- The remains of the former school buildings have been demolished, but the ground floor slabs and hardstanding remain. There are significant changes in level on land forming part of the former tennis courts. The remains of the school buildings are on levelled ground.



- The development site is reasonably level but has a fall of about 2 metres from the north-west to the south-east.

This area of Haverhill benefits from generous areas of public open space. There is an area of over 7ha north of the Rugby ground, some 170 metres from the site. There is also an area of roughly 4 ha. West of Chivers Way also about 170m. from the site which includes an equipped play area. There is also a small play area at Lavender Fields which lies to the north of the site.

Site Services

Water services, gas and electricity are all available in Chivers Road and School Lane.

Ecology, Biodiversity and Aborigiculture

Chivers Road and School Lane rise from south to north. The site has been levelled at the Chivers Road end to provide the playing fields. There is therefore an increasing embankment along the Western boundary. The change in levels at the southern end results in the road being 1.2m

above site level, but at the northern end this increases to 2.4m. The bank at the northern side of the site ranges from 2.5m higher than the site at the western end to 0.5m to the east.

School Lane rises to the north. The eastern side of the site accommodated the school buildings and the site levels were therefore altered to accommodate this. There are steep banks to the north and west of the former buildings.

The site is listed as semi-improved grassland with scattered trees, a species poor hedgerow and hardstanding to the east. It is considered that the site may provide habitat for birds and foraging bats.

Hedgerow and trees should be retained to the boundaries where possible. Lighting overspill in these locations should be avoided to maintain this habitat. Bat boxes or bat bricks should also be incorporated as well as suitable planting species to encourage wildlife in any supplementary planting.

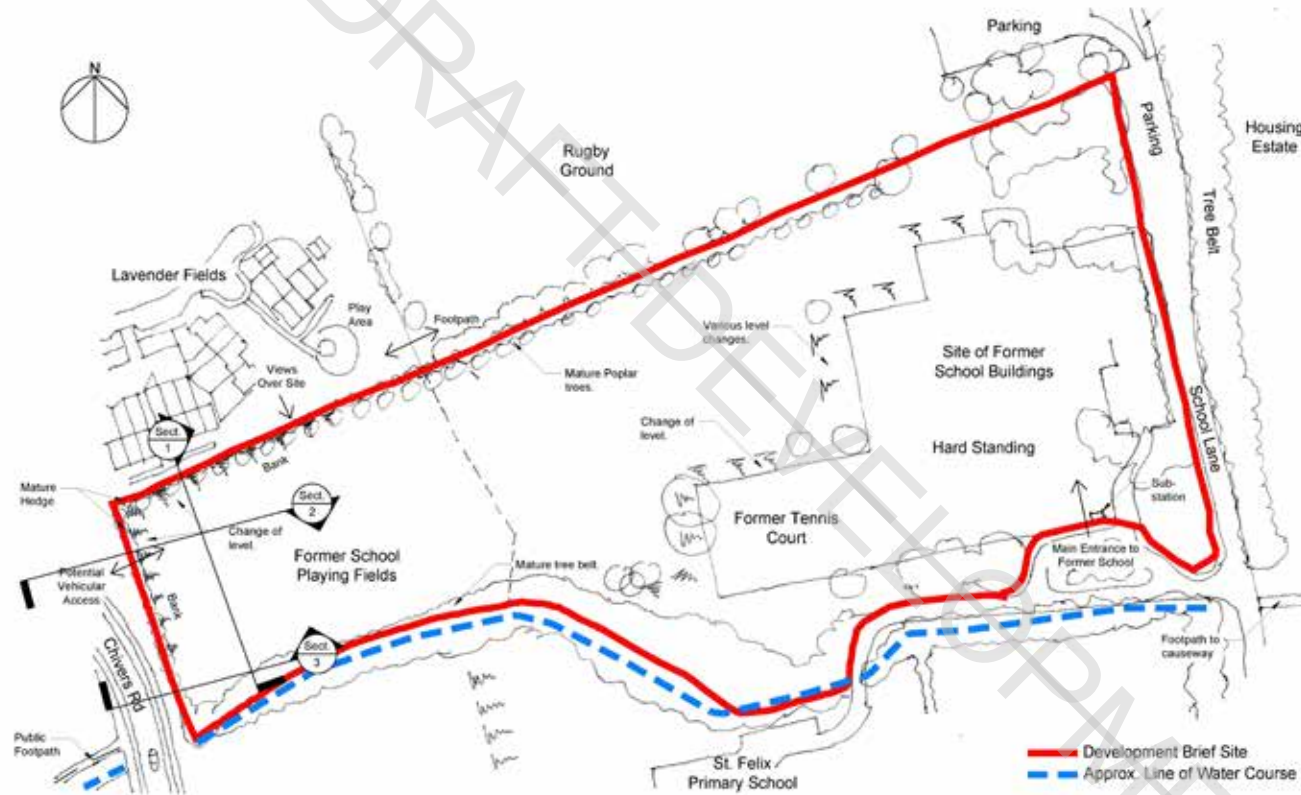
Ground Conditions

A phase 1 desk study and preliminary risk assessment will need to be undertaken to ascertain whether there is likely to be any contamination on site as part of any future planning application for the housing site.

Drainage

Foul or surface water sewers are available in Chivers Road and School Lane. The site is underlain by superficial deposits of Lowestoft Formation-Diamicton. The superficial deposits are underlain by Lewis Nodular Chalk Formation and Seaford Chalk Formation. It is possible that the site contains some made ground.

Soil is of intermediate leaking potential and is not located



within a ground water source protection zone. The site is not located within a river flood plain area.

Consultation with the local lead Flood Authority (Suffolk County Council) in consultations on the development brief has concluded that the site is unlikely to achieve infiltration due to the underlying clay. Flows must be limited to greenfield rates and the use of open SuDs, such as a pond or wetland are advised, in keeping with the wider open space. The SuDs should be implemented for both the housing and the public open space elements of

the site. The plan above outlines the main development constraints of the whole site.

The banks to the northern and western boundary of the site mean that there will be little manoeuvrability on the location of the access to serve the housing site. It has to be located somewhere to the south western corner of the site boundary with Chivers Road. These banks also have an impact on the developable area of the housing site which will need to be taken into account in any housing development scheme for the site.

The boundaries to the site have a number of mature trees and hedgerows, which will need to be supplemented and works to existing trees undertaken as part of their maintenance. This will need to form part of any proposed landscaping scheme for the site.

There is no boundary currently between the housing site and the proposed recreational area. Care will need to be taken to ensure that an appropriate boundary is made between the two elements of the wider site. In addition, if possible, the design for the housing development site should include physical footpath links into the recreation area so that residents can easily access the recreational area. This increases the permeability of the housing site.

There is a small stream that forms the southern boundary of the site. This should be maintained. There is a 'forest school' along the stream boundary adjacent to the public open space area which is used by local primary schools for outdoor learning linked to environmental and biodiversity studies which should be retained. (This area lies to the southern boundary of the public open space element of the site near St Felix Primary School.)

If possible, a zebra crossing point should be introduced to link the housing site with the public footpath on the west side of Chivers Road somewhere in the south-western corner of the site which will increase the means of travel from the site without access to a private car.

There has been claims that anti-social behaviour and drug dealing have been prevalent along School Lane out of school peak times. School Lane is badly lit, and it would be advantageous for lighting to be provided to discourage antisocial activity. This is likely to be beyond the capacity of the housing developer but should be considered by Suffolk County Council in relation to public safety and their role as Highway Authority in conjunction

with their development of the public open space.

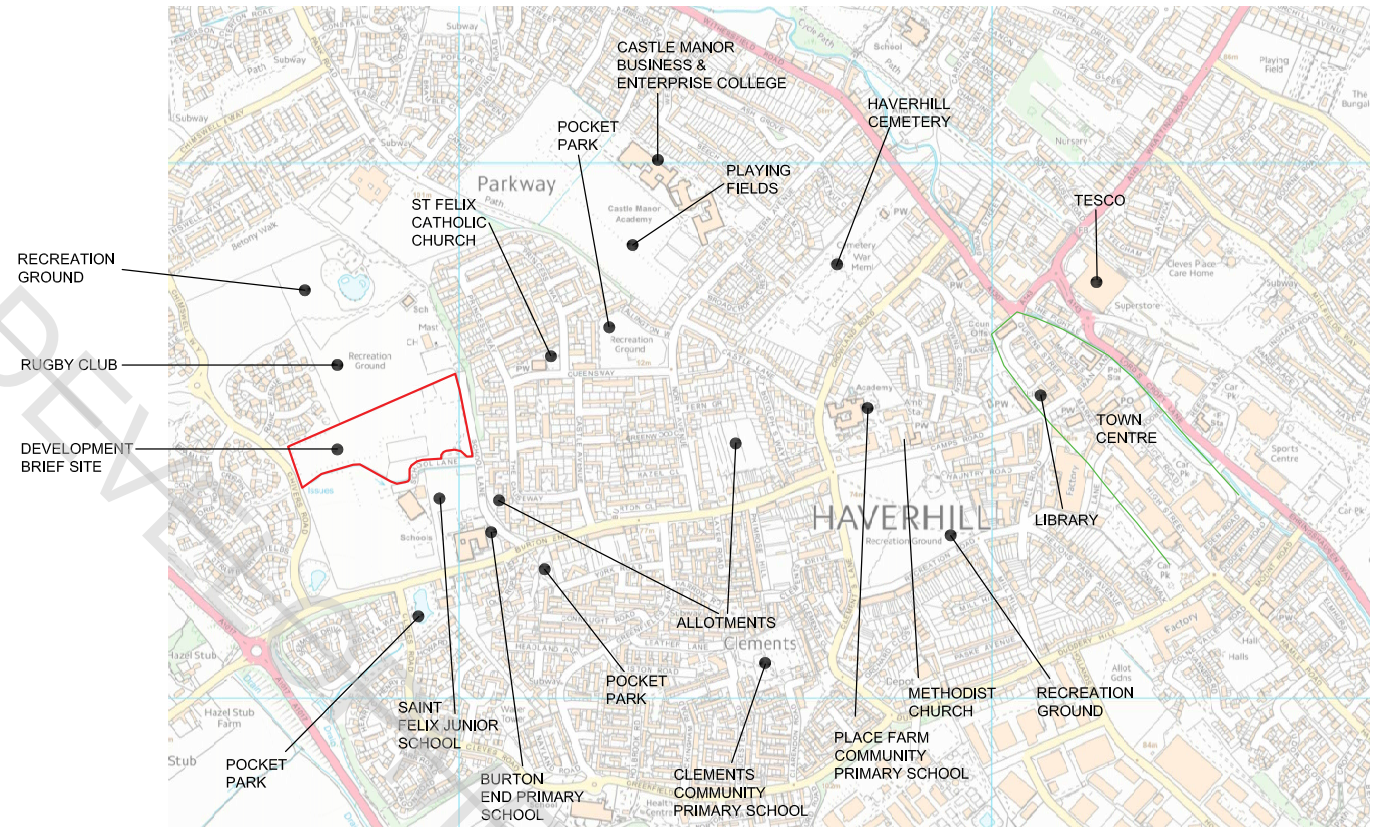
There are substantial changes in level on parts of the public open space area of the site. This is largely due to the concrete ground floor pads and hardstanding associated with the former tennis courts. The former school buildings are located on levelled ground. The buildings and hardstanding occupied much of the eastern half of the site.

School Lane and Chivers Road rise to the north. The land was levelled for the playing fields so there is a steep embankment to the north and west of the site, however the developable area of the housing site is generally level because of the former use of the land as a playing field.

There are a number of mature trees in the public open space area. Where possible these should be maintained to provide shade and any seating provided on the public open space site should take advantage of these trees in terms of location. None of the trees are covered by Tree Preservation Orders, the site does not lie within a Conservation Area. The site lies within Flood Zone 1. There are no Listed Buildings or Scheduled Monuments in the surrounding area.

A mature belt of trees runs along most of the southern site boundary. There is also a water course roughly following this boundary, although this does not appear to carry water consistently.

There is a hedge and row of mature poplar trees along much of the northern boundary. The housing on Lavender Fields and the Rugby club are at a higher level than the site, with some distant views available over the site to the south.



Map of facilities near the development brief site

Positives and Negatives from the Public Consultation

A number of points have been made through the public and key stakeholder consultation. Examples are shown below:

Positives

- Feedback from public consultation was largely in favour of the development of the housing site.
- Support for affordable housing.
- Support bringing public open space land back into

use.

- There should be land allocated for an additional rugby pitch.
- Some people wanted additional community facilities on the public open space land such as a dentist, doctors or pharmacy included.
- The site is sustainable – Chivers Road is on a bus route with bus stops 130 metres from the site (although people did complain that to get anywhere by bus is time-consuming as routes link to smaller villages);

there is a public footpath west of the site, north of Strawberry Fields.

- The impact of the housing development on the site as seen from Chivers Road will be reduced by the lower level of the site and the high hedge along the boundary.
- The width of the greensward and the bend in the road will be advantageous in accommodating any forward vision splay requirements for the new access road serving the residential development.
- The houses opposite the site, west of Chivers Road are set well back from the road by between 10 and 15 metres with some landscape screening. This will reduce the impact of any access built to serve the new housing site on noise and disturbance to existing residential amenities.

There is also a steep bank between the proposed housing site and Lavender Fields which means that new houses will not overlook the existing properties.

Trees and existing planting along the site boundary can be retained and supplemented where necessary which will enhance the wildlife habitat for the area .

- Support for trim trail and outdoor gym and a recreational area with kiosk (summer) all weather five-a-side football pitch.

Negatives

- There is no boundary fencing or other demarcation that is complete between the St Felix Primary School field and the development site.
- Issues of drug dealing, criminal damage, fly-tipping and over-parking during the school drop-off times in School Lane. Need to improve site security.
- Security issues re the existing primary schools:



Picture of former school concrete pad and School Lane school drop-off parking

- Break-in's;
- Fencing in some areas around the site is in poor repair;
- The current plans do not accurately represent the perimeter fencing and for us this is a serious error and suggests that safety is not a key priority in these proposals.
- Street lighting poor provision; and
- Security measures needed to reduce vandalism, drug use/dealing and fly-tipping that currently take place.
- The site lies next to St Felix Primary School and forms part of the curriculum as a 'Forest School'. For this reason, the water course needs to continue its current path through the school site and the muddy outdoor school facility needs to be retained.
- Concern that the new footpath/cycleway link will encourage anti-social behaviour to branch out along it.
- Roads in the vicinity are at capacity – not been upgraded to take modern levels of traffic and to take



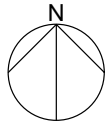
Entrance to St Felix School

account of the new link to A1017. Need to:

- Have a new roundabout at end of Chivers Road and measures to reduce the speed of traffic downhill from Bergamot Road and Chimswell Way; and have
- No new entrances onto School Lane because of congestion at peak times.

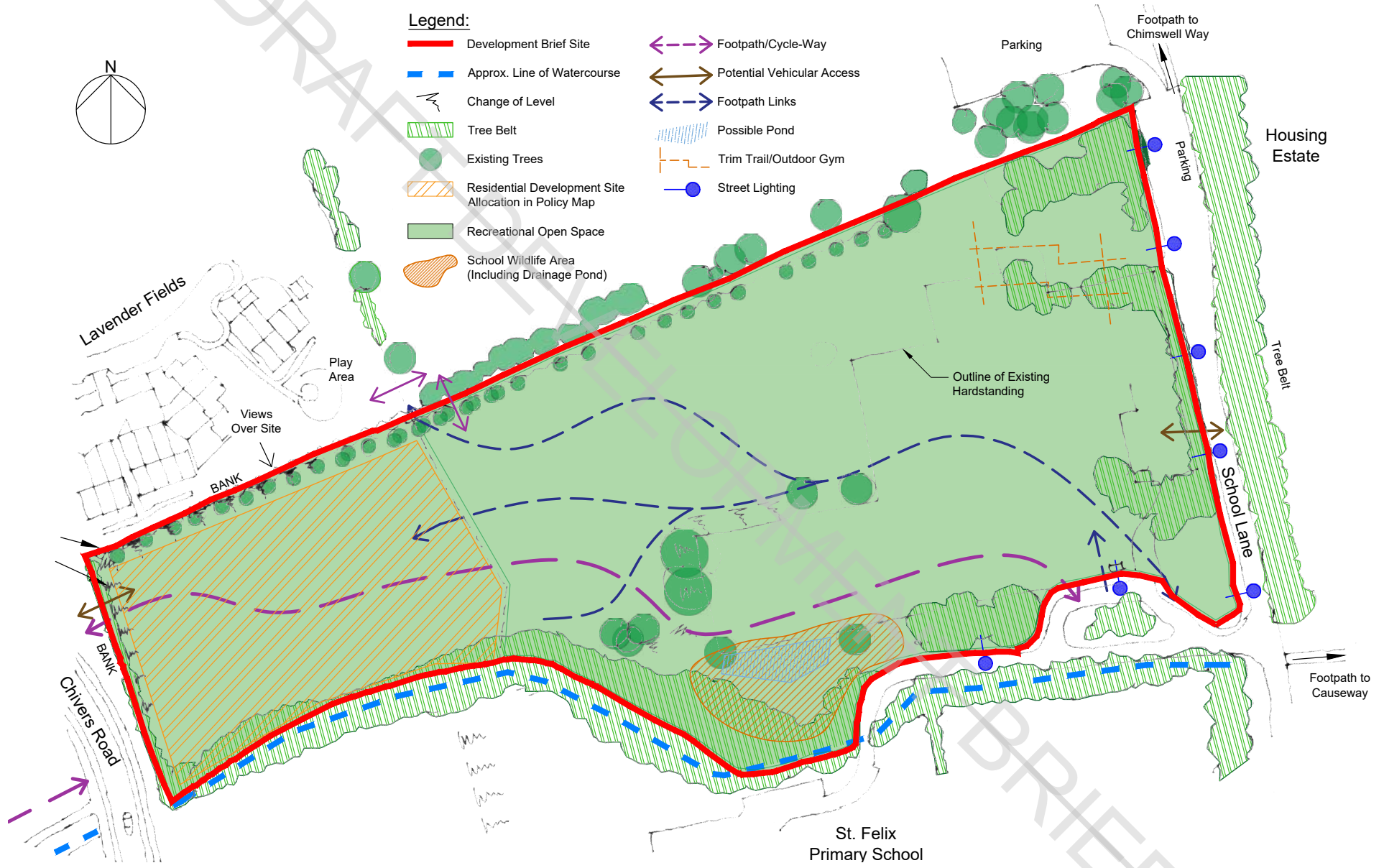
More Neutral comments

- Little support for reinstating the tennis courts or the creation of an allotments site (as envisaged by the adopted Local Plan). No support for a play area.
- Mixed support for the inclusion of a parking area using the former school concrete pad.
- Mixed views on the location of the new footpath linking Chivers Road, School Lane and the new housing site together with the proposed public open space. Some happy where shown, others felt it should be nearer the rugby club.
- Surrounding property is predominantly 3-4 bedrooms. Need more smaller housing but not 'rabbit-hutches'.



Legend:

- █ Development Brief Site
- █ Approx. Line of Watercourse
- Change of Level
- Tree Belt
- Existing Trees
- Residential Development Site Allocation in Policy Map
- Recreational Open Space
- School Wildlife Area (Including Drainage Pond)
- Footpath/Cycle-Way
- Potential Vehicular Access
- Footpath Links
- Possible Pond
- Trim Trail/Outdoor Gym
- Street Lighting



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Opportunities Plan - NB these are only an example of how the open space site could be taken forward

Opportunities

Public Open Space

There are a variety of ideas which may be useful for the development of the public open space. Ideas put forward as part of the consultation include the provision of a trim-trail and outside gym; a five-a-side football pitch; some additional playing field area for use by local primary schools for example. There will also need to be a pond to help with mitigation of surface water. This could also have an open space function for example, as a model boating lake or merely a wildlife area.

There may be scope to include a small training pitch for the Rugby Club.

Housing Site

There are opportunities to provide a good housing mix and ensure affordable housing is developed on the site.

The site should allow links to the public open space area to the east for the potential residents of the site to use. In addition, it needs to ensure that there is a link to Chivers Road via the main site access. This may also require some open sustainable drainage.

Issues

Public Open Space

Additional parking on the public open space site should not be provided. This is because it may be an added incentive to the anti-social activities which have been occurring in School Lane. It would also take up valuable land for other on-site activities from which the general public could benefit.

There is no real support for the allotment site required by the local plan, indeed there is already an allotment site in close proximity to the proposed housing site. In addition, the response from the Service Manager (Operations, Leisure and Culture) relevant director of West Suffolk did not consider that there was sufficient need for the provision of allotments on the site.

In addition, because of the number of play areas in the vicinity, he also did not consider that the site needed to provide additional children's play space.

All the ideas put forward by the public and interested parties have been considered in the preparation of this development brief. Most of the security issues regarding lighting of School Lane and fencing to the public open space area will need to be addressed by Suffolk County Council.

Because the public open space area is owned by the county council its development is outside the control of the housing developer. In addition, because the residential development is only allocated for around 25 dwellings, there will be a relatively small amount of money generated through open space contributions to contribute towards provision of suggested uses. However, Suffolk County Council will be given a copy of the final Development Brief so that it can help to inform their development of the

public open space element of the site.

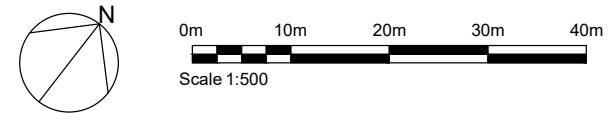
It is hoped that this will carry some weight because it has been through a thorough public consultation exercise and this development brief will be adopted by West Suffolk as supplementary planning guidance.

Housing Site

There will be a need to identify a developable area within the site which does not interfere with the steep bank and its current planting. This will, by necessity, be smaller than the overall site area.

The ability to make the site permeable in some areas is diminished because of the steep bank to Chivers Road and Lavender Gardens.

The boundary between the public open space area and the housing site will need to ensure it is appropriate to the location and fit for purpose.



Development Site Area: 0.84Ha
 (As per Policy Map)

Target Density: 30D/Ha x 0.84 = 25 Units
 (Planning Policy)

Design Concept Plan for the Housing Site

4.0 General Design Considerations for the Housing Site

Design Principles

In any new housing development there needs to be some linkage to the established development in the area. This can happen in different ways for example:



- There should be appropriate footpath and cycleway links from the new site to established communities increasing cohesiveness - there are opportunities here to link with the public footpath on the far side of Chivers Road and to provide a link to School Lane to allow people to use a short-cut to the existing primary schools and the Rugby Club by means other than by the private car and such routes need informal surveillance from residents;
- Design needs to work with existing green spaces, trees and hedgerows – existing trees perform several functions: wildlife habitat; positive visual landscape;

continuity link between the new development and existing locality; carbon sink function ie absorber of carbon dioxide; and helping mitigate climate change through provision of shade. It is good urban design practice to shape design around existing vegetation where possible and where the vegetation contributes to the locality;

- The views of local people should help to shape development – successful developments are in part shaped by local people which will help with synergy;
- Layout needs to work within the given context of the site – for example, development should make

appropriate use of levels so that any development sits properly on the site, there should be consideration of the local palette of materials or where appropriate to the local vernacular near the site; scale and density should not be incongruous; and

- The proposals should reflect people's needs – for example, include the delivery of appropriate affordable housing and housing mix to meet the needs of the locality and local people.

Palette of materials in the vicinity

Existing housing development in the locality are probably less than 20 years old and design styles are generally simple and traditional in form for example the use of pitched roofs. This is also reflected in the palette of materials used.

Roof tiles tend to be brown or grey concrete traditional pantiles and roman pantiles:-



Grey roman pantiles



Red / brown concrete pantiles



Buff bricks



Multi-red stock bricks



Red brick wall



White rendered wall

Fenestration – largely white, some dark stained.



Housing Site

Density and housing mix

The proposal in the adopted local plan policies as shown in the St Edmundsbury Policy Map HV5 (c) identifies the site as suitable for around 25 dwellings on a site of 0.34ha. This means that the site should be developed to a density of around 29/30 dwellings per hectare (dph).

This is an appropriate density for the site as the steep slopes that border some of the site, the accommodation of an appropriate access onto Chivers Road, maintaining the tree screens to the borders of the site all represent constraints to the developable land within the housing site. This allows for 25 dwellings on the site as well as allowing capacity to meet normal planning criteria. This would also allow the development to reflect the density of the properties in Chivers Road and Lavender Fields which is the residential development to which the housing site best relates.

Housing mix needs to reflect the requirements of the Council's Strategic Housing Market Assessment (SHMA) and also the grain of the surrounding development. This is both consistent with planning policy and reasonable in terms of the local residential layout.

It would be appropriate for the housing development element of the site to have a housing mix similar to the following:

No.	Type	%
9	2-bedroom 4 person	36
12	3-bedroom 5 person	48
4	4-bedroom 6 person	16

This is reflective of the SHMA, and also provides a good spread of different accommodation types.

Some residents were keen to see smaller housing rather than large detached properties. The above mix also reflects these views. It is considered that a good mix of housing, predominantly with 2 and 3-bedrooms better reflects local housing needs.

Affordable housing

Policy CS5 requires 30% affordable housing on sites of over 10 dwellings. For this housing site that equates to 7.5 dwellings.

Consultation with the Housing Department confirms that the following mix will be required would be appropriate:

Affordable Rent

No.	Type	m ²
2	1 bed (2 person) house	minimum 58
2	2 bed (4 person) house	minimum 58
1	3 bed (5 person) house	minimum 93

Shared Ownership

No.	Type	m ²
2	2 bed (4 person) house	minimum 79

There is an option to provide 8 units on site or provide the 7 dwelling units as outlined above and provide a commuted sum for the remaining half dwelling. The commuted sum will be based on a 2-bed terraced affordable rent and we anticipate this will be in the region of £40,000 based on an open market value of approx. £215,000. If the developer chooses to round up to 8 dwellings as opposed to providing a commuted sum, the requirement for the additional dwelling would be for a 2 bed (4 person) house

(minimum 79m²) affordable rent.

Tree Preservation Orders

None of the site is covered by Tree Preservation Orders, this will allow tree management to take place appropriately and without reference to the local council. (NB some works may require a licence). It is advantageous for the development of the housing site element that boundary trees and hedges remain and are supplemented where necessary as they will positively contribute to the setting of the housing site.

Open Space

The Council has a Supplementary Planning Document (SPD) on Open Space provision. For a scheme of 10-49 dwellings, the SPD confirms that Children and Young People's Space would normally be sought on site, with all other types of open space being secured by way of an off-site contribution. However, in the light of the Director's comments on children's play space this may not be the case here.

Clarification on the requirements for on-site provision should be sought from the Council at an early stage; given the proximity of the site to existing and planned open space, it may be appropriate to agree an off-site contribution in lieu rather than on-site provision.

Ecology

A survey will need to be undertaken to establish whether the site is likely to provide a habitat for any Protected Species. Depending on the outcome of the initial survey, further species-specific surveys may be required, and potentially mitigation measures should any Protected Species be present. The landscaping scheme should seek to enhance biodiversity.

Drainage

The proposed residential development site is located within Flood Zone 1, and is less than 1ha in area, and therefore will not require a Flood Risk Assessment. However, a drainage strategy will be required. The drainage strategy should include an assessment of the existing drainage systems on the site. It is unlikely to achieve infiltration due to the underlying clay. Flows must be limited to greenfield rates and the use of open SuDS, such as a pond or wetland is advised, in keeping with the wider public open space. The SuDS should be implemented to for both the residential and recreational parts of the site.

Archaeology

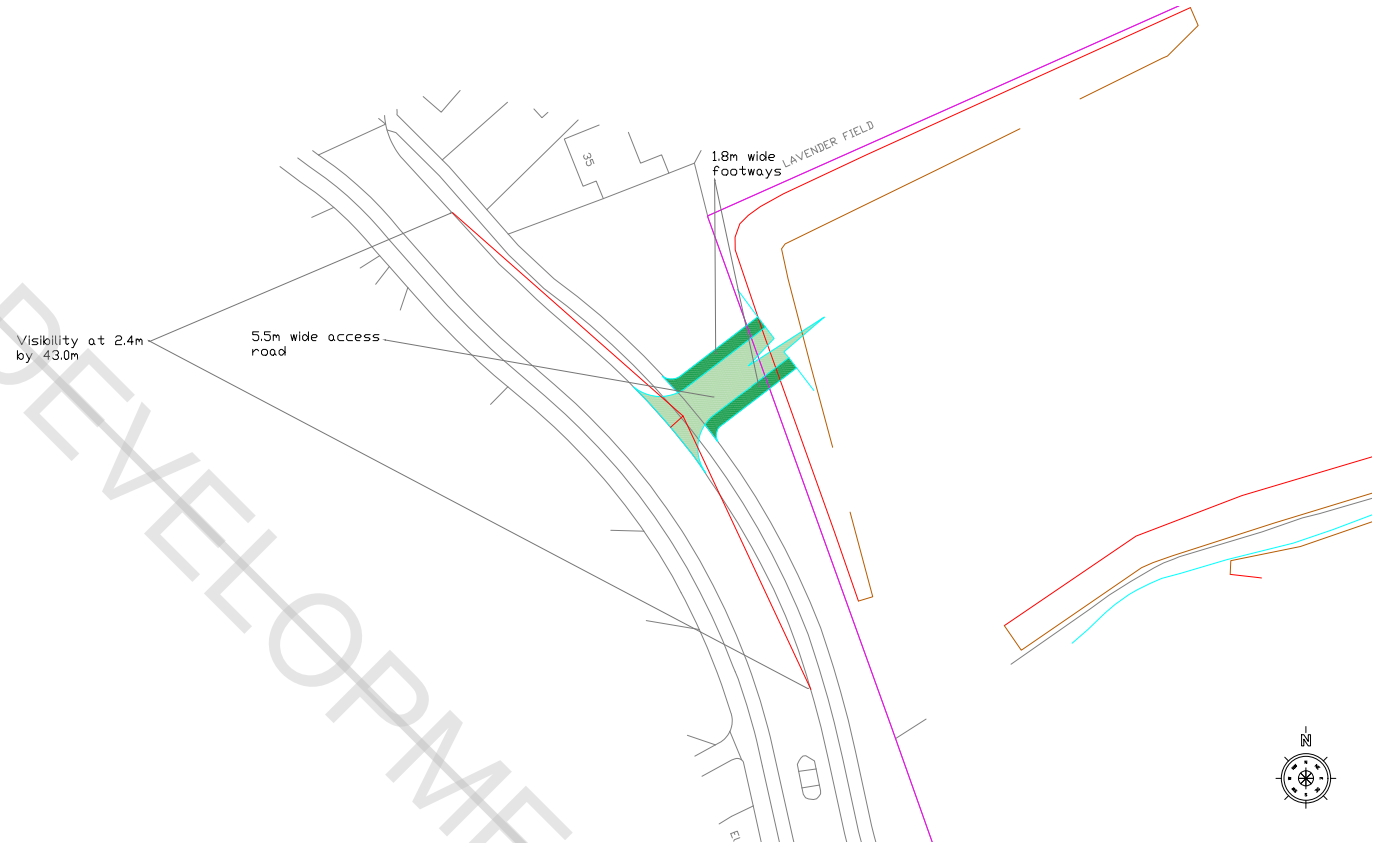
The county archaeology services has confirmed that archaeology is unlikely as part of the consultation for the preparation of this Brief.

Design and Appearance

There are no buildings of significant architectural merit in the vicinity. The surrounding residential development is very 'standard' traditional 1990s/2000s estate style with little distinctive character. A mix of red brick, buff brick and cream render are widely used. The dwelling closest to the north-west corner of the site, facing Chivers Road, includes flint panels. The proposal should demonstrate high quality design and follow the principles of the Suffolk Design Guide.

Design should ensure high standards of environmental sustainability.

It should also pick up some of the varied palette of materials and layout in Chivers Road and Lavender Way and other precedent sites such as land north of Withersfield Road and west of Howe Road and Hales Barn



Site of the Proposed Main Access to serve the Casile Hill Housing Site

Farm site where appropriate. The development should provide a strong frontage onto Chivers Road, reflecting the residential development opposite the site.

Access requirements

The main vehicular access from Chivers Road is pre-determined by the site levels and will be in the north western corner. **At this location, there is sufficient distance to manage the levels between the existing road and the main site boundary.**

S106/CIL

West Suffolk do not currently have an adopted Community Infrastructure Levy (CIL) charging schedule, and consequently developer contributions towards necessary infrastructure are secured through s106 agreement. It is expected that the Council will seek contributions towards the following through s106: Education, Libraries and Open Space. If necessary, contributions towards Transport

infrastructure may also be sought, and the s106 will ensure provision of the appropriate proportion of affordable housing in perpetuity.

Education requirements

SCC anticipates the following minimum pupil yields from a development of 25 dwellings (which can be reassessed when the precise mix is known), namely:

- a. Primary school age range, 5-11: 6 pupils. Cost per place is £12,181 (2017/18 costs).
- b. Secondary school age range, 11-16: 5 pupils. Cost per place is £18,355 (2017/18 costs).

Suffolk County Council (SCC) has a statutory responsibility to ensure that there is sufficient local provision under the Childcare Act 2006. Section 7 of the Childcare Act sets out a duty to secure free early years provision for pre-school children. There are other factors such as disadvantage and parental employment, which vary the level of demand within a given area. From these development proposals the county would anticipate up to four pre-school pupils, which would result in a request of £33,332 through s.106 based on a cost of £6,091 per place.

- c. Secondary school age range, 16+: 1 pupils. Costs per place is £19,907 (2017/18 costs).

The local catchment schools are St Felix Roman Catholic Primary School, Castle Manor Academy (11 - 16) and Samuel Ward Academy (11 - 18).

The catchment primary and secondary schools are forecast to have surplus places available, however, forecasts indicate that there will be no surplus places available to accommodate sixth form students. The single sixth form student would, therefore, generate the need

for an additional £19,907 to the Samuel Ward Academy through s.106 depending on the number of other contributions to an extension to the school.

It would be sensible to seek early confirmation of planning application validation requirements through pre-application discussion with West Suffolk Council. To inform the pre-application submission, it is recommended that an initial layout plan is drawn up, following completion of the topographical survey. As well as the layout plan, which should indicate the extent of any likely tree works, it would be useful to have the following information for the pre-application submission:

- Indicative mix;
- Storey heights;
- Initial design approach.

A pre-application discussion would also help to clarify the position on open space requirements.

5.0 Delivery of the Identified Planning Objectives

West Suffolk Local Plan Objectives

In terms of the local plan, development of the housing site will meet local plan objectives as the site is allocated for residential development for 25 dwellings. The development of part of the site for housing with the mix specified or similar will contribute positively to the delivery of Objective 1 to helping meet the needs of existing residents of Haverhill and a growing population through providing a variety of house types and tenures and meeting affordability issues.

Through the provision of footpath and cycleway links the development of the housing site will contribute positively to Objective 6 and 7 which seeks to ensure development is accessible to the town centre helping to reduce the need to rely on a private car.

The development through enhanced Building Regulations for new housing should have high standards of environmental sustainability, paying particular attention to reducing energy and water demand therefore helping to minimise the impact of the development on resources.

The Vision for Haverhill

The site complies with the Vision for Haverhill in terms of its location as it is a site principally for delivering regeneration objectives. In addition, it is located in a sustainable location with easy access to the town centre and will contribute positively to enhancing the provision of additional footpath and cycling links and improving the local environment by bringing back into use a vacant site.

It is difficult to predict the impact on the West Suffolk Local Plan and the Vision for Haverhill of the development of the Public Open Space. However, Suffolk County Council has confirmed that it intends to use the receipts from the housing development for the development of the Public

Open Space area of the site.

6.0 Recommendations

The body of the development brief includes a number of recommendations to guide the future development of the site. This section provides the principal recommendations arising from the Brief.

1. Hedgerow and trees should be retained to the boundaries where possible. Lighting overspill in these locations should be avoided to maintain this habitat. Bat boxes or bat bricks should also be incorporated as well as suitable planting species to encourage wildlife in any supplementary planting.
2. A phase 1 desk study and preliminary risk assessment will need to be undertaken to ascertain whether there is likely to be any contamination on site as part of any future planning application for the housing site.

The site is unlikely to achieve infiltration due to the underlying clay. Flows must be limited to greenfield rates and the use of open SuDs, such as a pond or wetland are advised, in keeping with the wider open space. The SuDs should be implemented for both the housing and the public open space elements of the site.

4. There is no boundary currently between the housing site and the proposed recreational area. Care will need to be taken to ensure that an appropriate boundary is made between the two elements of the wider site.
5. If possible, the design for the housing development site should include physical footpath links into the recreation area so that residents can easily access the recreational area. This increases the permeability of the housing site.
6. There is a small stream that forms the southern boundary of the site. This should be maintained. There is a 'forest school' along the stream boundary

adjacent to the public open space area which is used by local primary schools for outdoor learning linked to environmental and biodiversity studies which should be retained. (This area lies to the southern boundary of the public open space element of the site near St Felix Primary School.) **Proposals for the open space should be mindful of the adjacent 'forest school' and should ensure its operation is not compromised. Proposals that would allow this area to thrive further should be encouraged.**

7. If possible, a pedestrian crossing point should be introduced to link the housing site with the public footpath on the west side of Chivers Road somewhere in the south-western corner of the site which will increase the means of travel from the site without access to a private car.
8. There a number of mature trees in the public open space area. Where possible these should be maintained to provide shade and any seating provided on the public open space site should take advantage of these trees in terms of location. This will also help to mitigate the adverse impacts of climate change.
9. There should be appropriate footpath and cycleway links from the new site to established communities.
10. The palette of materials and residential dwelling form should reflect the wider existing residential development in Chivers Road and its environs and other areas in Haverhill which represent a positive design precedent.
11. The site should be developed at a density of 29/30 dph and be formed of a similar housing mix to 9 x 2 – bedroom 4 person dwellings; 12 x 3 -bedroomed 5 person dwellings; and 4 x 4 bedroomed 6 person

dwellings. The affordable mix should reflect that set out on page 26 of this Brief or as currently prescribed by Council housing officers.

12. Open space should be in accordance with the Council's SPG unless local circumstances dictate otherwise.
13. Education Section 106 requirements should be as set out on pages 28-29 of this Brief or as current circumstances dictate.
14. **Parking for the housing site should be provided in accordance with the adopted Parking Standards.**
15. **Vehicular access to the housing site should be taken from Chivers Road exclusively. Adequate visibility must be achieved too ensure this access is safe.**



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architecture
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West Suffolk Councils

Joint Pay Policy Statement 2019/2020

1. Introduction

- 1.1 We recognise that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay policies and structures in order to address local priorities and to compete in the local labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict. Our ability to continue to attract and retain high calibre leaders, capable of delivering this complex agenda, particularly during times of financial challenge, remains crucial if we are able to retain their current high performance levels and ensure that West Suffolk Services are protected during this continuing period of economic uncertainty.
- 1.4 In June 2013, a single pay and reward strategy was secured through collective agreement with Unison for all staff, except the Leadership Team, whose pay had been brought together in October 2012.

2. Legislation

- 2.1 Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement annually. This pay statement must be prepared and approved for the end of the 31 March immediately preceding the financial year to which it relates. The data in this report therefore represents the period 1 April 2018 to 31 March 2019.
- 2.2 The Act, and supporting statutory guidance, provides details of matters that must be included in this statutory pay policy, but, also, emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement is approved formally by full Council annually. It must be published on the Council's website and be complied with when setting the terms and conditions of Chief Officer employees.

- 2.3 In October 2014 the Department for Communities and Local Government (DCLG), issued a Transparency Code for all public sector bodies. This code required us to publish specific data on our website from February 2015. We have published data on how we organise our structures, our senior salaries for those whose remuneration is at least £50,000; the pay multiple and any trade union facility time given. The code was issued to as part of a drive to increase local accountability, giving local people the opportunity to contribute to the local decision making process and help shape their public services.
- 2.4 The National Minimum Wage applies for those aged 21 to 24 at £7.38 per hour with effect from 1 April 2018 (18-20) £5.90; Under 18 £4.20 and Apprentice rate for first year - £3.70)
- 2.5 The National Living Wage applies for those aged 25 and over at £7.83, with effect from 1 April 2018.

3. Scope

- 3.1 This Pay Policy Statement includes:-
- (a) the level and elements of pay for each Chief Officer;
 - (b) the pay of the lowest paid employees;
 - (c) the relationship between the pay of Chief Officers and other officers; and
 - (d) other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.
- 3.2 Remuneration in this context is defined widely to include not just pay, but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.

4. Principles

- 4.1 The following principles were agreed with Unison to guide the development of the single pay and reward policy.
- Single terms and conditions across both workforces
 - Affordable: within the Mid Term Financial Strategy (MTFS)
 - Attractive: to recruit and retain
 - Responsible: maintains reputation
 - Legal: satisfies equality requirement
 - Fair: minimises risk of challenge
 - Drives: new organisational values
 - Rewards excellent performance
 - Manages unacceptable performance; and
 - Capable of achieving collective agreement
- 4.2 The remuneration of Chief Officers has been agreed outside of the collective agreement process and in regard to pay, based on

Leadership Team pay correlating to the CE pay; local arrangements are in place, as agreed by Councils in 2012, when the joint Chief Executive and the Leadership Team were appointed.

5. Senior Pay

5.1 In this policy the senior pay group covers posts in the top three tiers of the organisation. These include the Chief Executive, Directors and Assistant Directors.

5.2 The Council currently has the following number of posts at this level, 1 x Chief Executive, 2 x Directors, 6 x Assistant Directors.

5.3 The management structure of the Councils can be found on the Councils website and on the intranet.

5.4 Chief Executive

(a) The salary for this joint post was established when the joint Chief Executive was appointed in April 2012. This is a local grade, established in February 2012, following an analysis of the degree of responsibility in the role, the downward movement in market rates, benchmarking with other comparators and the ability to recruit and retain an exceptional candidate. Following the uplift of the cost of living rises, as applied to all other employees, the range is £112,773 - £123,513.

(b) The current salary (as at 1 April 2018) of the Chief Executive, is at the top point of the band (£123,513). There have been no additional bonuses, performance, honoraria or ex-gratia payments made.

(c) Other Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Chief Executives National Conditions, apart from those determined locally, as detailed in this policy.

(d) The employment costs (salary and on-costs) of the Chief Executive are shared between Forest Heath District Council and St Edmundsbury Borough Council, which significantly reduces the cost of employing a Chief Executive for each Council.

5.5 Directors and Heads of Service

(a) The salary for these posts has been established as a local grade following an analysis of the degree of responsibility in correlation to the CEO, using the LGA national recommended job evaluation scheme for senior posts.

The posts fall within the following ranges and incremental points:-

Chief Officer Role	£	£	£
Director	80,552	83,237	85,923
Head of Service HS3	69,812	72,498	75,182
Head of Service HS2	64,442	67,127	69,812
Head of Service HS1	59,071	61,757	64,442

The current Assistant Directors are all paid within band HS3 £69812 - £75182 p.a. HS1 and HS2 were historically grades set prior to the last Leadership Team restructure in 2014 which reduced nine Assistant Directors to the current six.

An additional payment of £5,000 per year is payable to those undertaking the statutory Monitoring Officer and Section 151 roles.

- (b) There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, emergency call rota, etc, paid to these senior staff, as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.
- (c) Other terms and conditions are as prescribed by the NJC for Local Authority Services apart from those terms agreed locally, as detailed in this policy.
- (d) The employment costs (salaries and on-costs) of the Directors and Assistant Directors are shared between Forest Heath District Council and St Edmundsbury Borough Council, which reduces the cost of employing the Leadership Team to each Council.
- (e) It is important to ensure that our Leadership Team salaries remain competitive and are set at a level that will continue to attract highly effective and experienced applicants for these roles in the challenging local government labour market. Marketing testing and data analysis on labour market rates for salaries will be independently obtained from the LGA as required in order to ensure salaries are competitive at this level and this has led to a new pay model effective from 1 April 2019.
- (f) Whilst recruitment to recent Assistant Director and Service Manager posts have been successful, starting salaries, whilst within the current pay bands, have had to be reflect the shortage of potential applicants and the demand to attract the right calibre of candidates.

5.6 Additional Fees

- (a) The fees payable to the Returning Officer are set by statute for national elections, and are paid by central government. Fees are, also, payable to the Councils' Returning Officer for local elections.

These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves, and incurs, personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

6. Pay Structure

- 6.1 The pay structure for all contractual employees, except those staff in the senior posts detailed above, is established using NJC for Local Authorities Services National Pay Spine from spinal column point 9 (£16,755 per annum) to spinal column point 58 (£56,119 per annum). The lowest paid contractual employee will be paid at spinal point 9 (£8.68 per hour), at a full time equivalent basic pay rate of £16,755 per annum. This is within Grade A of the locally agreed pay structure, which ranges from Grade A to I. Casual staff, aged 25 and over, will be paid at the National Living Wage of £7.83 per hour. Under age 25 will be paid the national minimum wage of £7.38.
- 6.2 All posts, other than the senior posts, are evaluated using the NJC Job Evaluation Scheme, which is recognised by employers and trades unions nationally. This Scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements.
- 6.3 All employees, under NJC terms and conditions, receive the national NJC cost of living award. The value of the scale points in these pay grades are up lifted by the pay awards notified from time to time by the National Joint Council for Local Government Services. The National Employers made a pay offer covering the period 1 April 2018 to 31 March 2020 of 2% a year with those on lower salaries receiving higher increases. The National Employers have also recommended changes to the national pay spine to address the compacting of differentials at the lower end of the spine, which are to be implemented on 1 April 2019 together with a new West Suffolk Council pay model.
- 6.4 Progression within the grade for all staff is subject to performance, which is assessed annually, in accordance with the performance review scheme, which came into effect in April 2014. The first performance assessment progression payments were effective from 1 October 2014.
- 6.5 There is no 'time served' progression at either Council.

7. Gender Pay Gap

- 7.1 By 1 April 2018 public, private and voluntary sector organisations with 250 or more employees were required to report on their gender pay gaps.
- 7.2 In 2016 the national gender pay gap for full time employees was 9.4%, meaning that average pay for full time female employees was 9.4% lower than for full time male employees.
- 7.3 Our combined mean gender pay gap for the period April 2016 - March 2017 was -1.00%, showing that the average hourly rate of females was 1.00% higher than the average hourly rate of males. The median gender pay gap was -10.22%.
- 7.4 For the period April 2017 - March 2018 our combined mean gender pay gap was -0.5%, showing that the average hourly rate of females was 0.5% more than the average hourly rate of males and the median gap. The median gender pay gap is zero, meaning there is no difference between males and females.

8. Pay Protection

- 8.1 Pay protection is applied to employees who are placed in a grade, through restructuring or a re-evaluation of a post, where the maximum salary of that grade is lower than their current earnings, in accordance with the Organisational Change and Redundancy Policies current at the time. Pay is protected for one year. Employees' pay is frozen at this rate, (with no cost of living or incremental increase) for up to one year, or until the maximum of the new grade has caught up or overtaken the current earnings due to annual pay increases.

Note: Pay protection excludes market supplement pay, essential user travel allowance, overtime allowances: it applies to basic pay only. These items are not protected.

9. Allowances and Benefits in Kind

- 9.1 Allowances and benefits typically follow nationally agreed rates. However, there are a number of locally agreed allowances which are payable following the collective agreement. Some are subject to eligibility criteria, as follows:

- Essential car user allowance at nationally prescribed lump sum and HMRC mileage rates, and
- Access to a lease car or a lease car scheme, both under strict eligibility criteria and where favourable to the Council.
- Casual user mileage allowance at HMRC rates.
- First Aid (an allowance paid to staff to act as First Aiders in the workplace).

- Reimbursement of one professional subscription fee if beneficial to the performance of the role.

10. Payments/Charges and Contributions

- 10.1 The new Local Government Pension Scheme (LGPS) was implemented with effect from 1 April 2014.
- 10.2 The new LGPS is a 'CARE' (career average revalued earnings) scheme rather than a Final Salary Pension Scheme.

11. Multipliers

- 11.1 The idea of publishing the ratio of the pay of an organisation's top earner to that of its median earner was recommended in order to support the principles of Fair Pay (The Hutton Review of Fair Pay in the Public Sector 2011), and transparency.
- 11.2 The single pay and reward strategy was based on modelling the joint workforce onto the new payline. In addition, the Chief Officers and staff are in shared, joint roles. The data, therefore, reflects the joint workforce and, as such, is the same for both Councils. The Councils current ratio in respect of the pay of the median earner compared to the pay of the highest earner is 5:1 ie the Chief Executive (top earner) earns 5 times as much as the Councils' median earner (£24,657 per annum).
- 11.3 The median salary ratio has remained the same since last year.
- 11.4 The ratio of the Councils' current highest paid employee (April 2018) to the lowest paid employee is 7.4:1. Compared with last year, (2017) which was 7.8:1, the ratio has decreased due to the commitment of the NJC pay award uplifting lower salaries.

The Hutton Review recommended that the average pay ratio between the chief executive of most public sector organisations and the lowest paid member of staff is below 12:1. By comparison, the average estimated top-to-bottom pay ratio in FTSE 100 companies (which disclosed data) was 262:1 in 2011 (source One Society – most recent data available).

We, therefore, compare very favourably to these statistics, although Hutton warned against the difficulty of making direct comparisons between authorities.

12. Discretionary Payments

The policy for the award of any discretionary payments is the same for all staff, regardless of their pay level, up to a maximum of 104 weeks the following arrangements apply:

- 12.1 'Redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006.'

As of 1 April 2015, this provides an overall lump sum of 1.5 times the statutory redundancy payment multiplier based on actual weeks pay. This is payable to employees made redundant with two or more years local government service regardless of their age.

- 12.2 Severance payments under regulation 6.

Severance payments with a value above £100,000 will be approved by Full Council, in accordance with guidance from the Secretary of State under Section 40 of the Localism Act 2011. Contractual and pension entitlements are not included in this figure as part of a severance payment requiring such approval.

No severance payments are routinely made, but employees aged 55 and over, who are retiring early in the interests of efficiency, receive immediate payment of their pension benefits, with no additional years service or compensatory payments. This forms part of the rules of the LGPS and in accordance with the Pensions Discretions Policy. The capital cost of the early payment of pension benefits will be met by the Council, but all such early retirements are subject to the costs being met by savings within a three-year period.

- 12.3 Additional membership for revision purposes under regulation 12 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007.

None awarded.

- 12.4 Additional pension under regulation 13 of same legislation.

None awarded.

13. Decision Making

- 13.1 Decisions on remuneration are made as follows:-

- (a) Senior pay bands local level approved by Full Council;
- (b) Pay structure for all other posts approved by Full Council;
- (c) Performance progression, in accordance with the locally agreed scheme, and as approved by officers under existing delegated powers.

14. Disclosure

- 14.1 This Pay Policy Statement will be published on the Council's website. In addition, numbers and details of posts paid above £50,000 are disclosed on the council's website in the annual Statement of Accounts and as part of the requirements of the Transparency Code.

For further information please contact:-

Wendy Canham
Service Manager HR & OD
January 2019

Comparison Data

Most recent available information	Ratio to median	Ratio to Lowest paid employee
Ipswich	4.4:1	6.1:1
West Suffolk	5:1	7.4:1
Suffolk Coastal Waveney	5.03:1 5.17:1	8.26:1 7.92:1
Suffolk County Council	6.8:1	10:1
Breckland	Not disclosed	Within 10:1 actual figure not disclosed
East Cambs	Not disclosed	8.25:1 average
Babergh/Mid Suffolk	Actual figure not disclosed but commit that no greater than 8:1	Not disclosed

Council



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recognising the History of St Edmundsbury Borough Council	
Report No:	COU/SE/19/005	
Report to and date:	Council	19 March 2019
Portfolio holder:	John Griffiths Leader of the Council Tel: 07958 700434 Email: john.griffiths@stedsbc.gov.uk	
Lead officer:	Leah Mickleborough Service Manager – Democratic Services Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	
Purpose of report:	This is the final meeting of St Edmundsbury Borough Council. This report seeks to recognise the history and achievements of the Council, and thank those who have contributed to its work. In debating this report, Members are encouraged to put forward their own suggestions and perspectives on the work of the Council and recognise some of their fondest memories both of specific achievements of the Council and those who have helped make these achievements happen.	
Recommendation:	It is <u>RECOMMENDED</u> that Council thanks all who have contributed to the achievements of St Edmundsbury Borough Council since its formation on 1 April 1974.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	• None	
Alternative option(s):	• None	
Implications:		
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Ward(s) affected:	All wards
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	None
Documents attached:	None

1. The Formation of St Edmundsbury Borough Council

- 1.1 In 1970, the (then) government committed to a unified, simplified two-tier structure of governance in England. As a result, major reforms were proposed to local government in Suffolk, including the abolition of West Suffolk County Council and its Districts.
- 1.2 In its place arose a new structure, with one County Council for Suffolk, and seven Districts. Original proposals saw the town of Haverhill, with surrounding villages, transferred to Cambridgeshire, however this was modified as the proposals developed and Haverhill retained within Suffolk.
- 1.3 The reform saw the creation of St Edmundsbury Borough Council, combining the former Bury St Edmunds Borough Council; Haverhill Urban District Council; Clare Rural District Council and Thingoe Rural District Council.
- 1.4 Unlike the creation of West Suffolk Council, the first elections to St Edmundsbury Borough took place in May 1973, which enabled the new Councillors to have specific responsibility to set up and establish the first Council. The first meeting took place at 6:15pm on 21 June. Councillor Colin Winsor was elected as the first Chairman.
- 1.5 In July, the Council made its first staff appointments – subject, of course, to those staff members having passed the necessary medical examinations. Following a letter from West Suffolk Newspapers Limited, it was agreed that in future, Council meetings would take place on Tuesdays, rather than Thursdays, to allow sufficient time to hit print deadlines. Mr E. Graham Thomas was appointed as the first Chief Executive.
- 1.6 In December 1973, the Council considered whether to petition for Borough Status. The vote was carried with 29 in favour, and 2 against. Whilst the Council wanted to be called “The Rural Borough of St Edmundsbury”, in February 1974, Her Majesty granted a Charter with the name “The Borough of St Edmundsbury”.
- 1.7 Prior to the new Council formally taking on powers, functions and responsibilities in 1974, it was necessary to undertake much of the same work that has recently been required to establish West Suffolk Council. Notable amongst these items was the budget, which inherited the capital programmes of the former District and Borough Councils. This included funding allocations for a new leisure complex and swimming pool in Bury St Edmunds, a swimming pool in Haverhill and a 9 hole golf course in Haverhill. The golf course was allocated £193,000 – equivalent to over £1.6m today. The new leisure complex in Bury St Edmunds was opened in 1975 by Sir Alf Ramsey.

2. The Early Years of St Edmundsbury

- 2.1 In May 1974, the first Mayor of St Edmundsbury was elected; Councillor Colin Winsor. Historically, a Councillor would serve as Mayor, then as Deputy Mayor the year after; this practice was recently reversed so that a Councillor serves as Deputy Mayor first, before becoming Mayor. In 1982, the Council elected its first female Mayor, Councillor Barbara Jennings.
- 2.2 Reviewing past records of the Council indicates the parallels with issues that are important to the Council today. The impact of government funding cuts, the impact of inflation, urban expansion and delivering sufficient, affordable housing for residents have always been prominent topics.
- 2.3 Whilst the Council had major topics to consider, it didn't look away from smaller matters, that were important to those involved – the design of the Council's tie (and scarf for female Councillors) and whether smoking should be allowed in Council meetings. One of the most interesting meetings must have taken place in December 1979 when the Governor of Highpoint Prison addressed the Council on the number of escapes from the prison, and advised Councillors on the action that should be taken by local residents if they came across escapees and the outfits that prisoners would be wearing.
- 2.4 In 1978, the Council awarded its first honorary freedom of the Borough. Lt-Gen Sir Richard Elton Goodwin, former Commander of the First Battalion of the Suffolk Regiment, Colonel of The Royal Anglian Regiment and a Deputy Lieutenant of Suffolk was awarded the status on 26 May. A full list of those awarded freedom status is available on the Council's website.
- 2.5 The challenges of the 1970's economy did not escape the Council. The national reduced working week impacted on work to establish the Council at the outset, and inflation became problematic in the later 1970's. In 1980, the Council felt it necessary to increase housing rates by 12%, and both cemetery charges and hackney carriage fares rose by 25%.
- 2.6 1980 also saw a major disaster for the Council. On 20 March, the sports and leisure centre in Bury St Edmunds burnt down, which resulted in an outpouring of public support for the facility. A sports centre lottery was created, which sold 45,454 tickets, whilst the Bury Free Press launched a fundraising appeal which raised £31,906.

3. Housing

- 3.1 The housing landscape was changing during the 1980's. In the 1960's and 1970's, St Edmundsbury, and its predecessor Councils, had entered agreements with the Greater London Council to support the influx of residents moving out of London, which resulted in high levels of growth in both Haverhill and Bury St Edmunds – the London Overspill. Towards the middle of the 1970's it was becoming apparent that there was a reduction in the demand for housing from London.

- 3.2 This combined with a change in general government policy in the 1980's towards social housing, in particular the move towards Right to Buy. The Council controlled a potentially prime site at Moreton Hall, and throughout the 1980's work was underway to support private development of housing in this area, which continues today. In the early 1990's, St Edmundsbury Borough Council constructed its final council houses.
- 3.3 In order to facilitate development, the Council had formed the Buryhill Land Company with the intention of developing sites and infrastructure to sell to commercial developers for profit. The company ceased operations in 1992, and the funds realised were able to contribute towards projects such as the Haverhill Southern Bypass, and the refurbishment of Haverhill Town Hall to create the Haverhill Arts Centre.
- 3.4 Towards the end of the 1990's, the Council begun the process to transfer its housing stock to a new Social Registered Housing Partnership. During 2001, tenants were balloted regarding the potential change; on 16 October it was confirmed that 74% of residents had turned out for the ballot, and 71.5% voted in favour. On 24 June 2002, the Council's housing stock was transferred to Havebury Housing Partnership.

4. Culture and Leisure

- 4.1 The Council has a long history of supporting culture and leisure within its area. When first formed, it inherited work to secure the future site of the Anglo-Saxon site at West Stow. In 1976, the West Stow Anglo-Saxon Village Trust was formed, and continues to this day to work to preserve this nationally significant site. The accompanying Country Park site was opened in June 1979.
- 4.2 In 1993, the Council opened the Manor House Museum, hosting the Council's important collection of arts and other works, most notably the Gershom-Parkington collection of time recording equipment. A visitor centre at the Abbey was opened temporarily, but did not prove financially viable. In 2005, the Council consolidated its collections and museums offering into the Anglo-Saxon Village and Moyse's Hall Museum despite public protest against the closure of Manor House Museum.
- 4.3 The Council has always been a crucial part of the "Bury in Bloom" team. Bury St Edmunds first entered this prestigious competition in 1987, when it was joint winner in the English large towns competition. Persistent success followed, most notably in 2000 when the town was named as the winner of Nations in Bloom for small towns.
- 4.4 Leisure Centres were an important part of the Council's service provision throughout its history. In order to support the ongoing development of the centres, in 2005 both the Bury and Haverhill leisure centres were transferred to Abbeycroft Leisure Trust, to independently manage.
- 4.5 The Council had a lengthy history in development of the Parkway and Cattle Market sites in Bury St Edmunds. Throughout the 1990's, protracted meetings were held by the Council to discuss the future of the

amalgamated sites, including a special meeting in June 1992 that lasted 7 hours and 23 minutes. In 1993, the Policy and Resources Committee agreed to purchase the cattle market site for £500,000. Following extensive discussion in 1996-7, in 1998, the Council decided to support the decision of the Planning Committee to allow for a multiplex cinema on the Parkway site, despite strong opposition. The cinema was not finally opened until 2005.

- 4.6 By this stage, plans were already progressing at pace for the redevelopment of the Cattle Market site itself. The replacement shopping complex, the Arc, opened in March 2009 including the Apex, a large world-class performance venue, which opened in October 2010.
- 4.7 Alongside these developments, the Council was working to support similar development proposals in Haverhill. In October 2008, a new 5 screen Cineworld Cinema complex and restaurants was opened in the town.
- 4.8 Whilst these developments may be more high profile, throughout its history the Council has sought to support development in its rural areas. This was formalised for the first time in 2004, with the first Rural Area Action Plan. Key projects focussed on supporting rural businesses, community transport and encouraging biodiversity. The rural area action plan was renewed in 2008, and in September 2014, the Council adopted the Rural Vision 2031. This document aims to set out a sustainable future for the Council's rural areas, the challenges they face and how they may be addressed.

5. Governance

- 5.1 Throughout the whole of the 1970's and 1980's, the Council had been Conservative controlled. In the 1990's, the political arrangements of the Council became somewhat more complex; the Council experienced periods of no overall control and changed between a Labour and Conservative administration. In 2001, the Council elected to change to a leader-executive form of governance whilst in a no overall control position, with the minority groups aligning to form the first Cabinet, a 'Rainbow' coalition
- 5.2 For much of its history, the Council had been represented by 44 councillors. In 2003, this figure was increased on review to 45, adding an additional Councillor to represent Haverhill, following recommendations from the Boundary Commission.
- 5.3 As highlighted above, government funding has been a recurrent theme in the history of the Council's decisions; however, the Council also has its own funding streams, through income generated by services and through the ratings system. In 1990, this was replaced by the Poll Tax, and whilst protest against this may not have been as significant in St Edmundsbury as in some Council areas, it was clearly unpopular. In 1993, the poll tax was replaced by Council Tax, and in February of that year, the Council set its first levy of £65.61 per Band D property.

- 5.4 In 2006, the Council committed to joining partners in a £14m project to develop a new Public Service Village on Western Way, Bury St Edmunds. This was intended to serve as a home for all of the Council's services, and County Council services and was projected to save over £700,000 per year for the partners. The site was complete in April 2009 and became West Suffolk House. It has saved over £1m a year, and the next stages of the scheme are currently being planned in the form of the 'Western Way Masterplan'.
- 5.5 Twice in the Council's history the prospect of more substantive changes in local governance has been raised. In October 1993, the Council had agreed to support proposals for a unitary council for West Suffolk; again, such proposals were made between 2008-2010 in collaboration with Forest Heath. Whilst reorganisation ultimately did not happen at that stage, the latter proposals reflected the growing relationship with Forest Heath which ultimately led to the creation of shared services and the formation of a single, shared officer structure, and a growing alignment in terms of policy and decision making.

6. The Ending of St Edmundsbury Borough Council

- 6.1 In June 2017, both St Edmundsbury and Forest Heath Councils considered a draft business case to become a single council. The final case was agreed in September 2017, and on 24 May, the Government made the West Suffolk (Local Government Changes) Order which would create a new district-tier Council to replace the two former Councils. The powers and functions of the new Council was unchanged.
- 6.2 This report provides a few examples of some of the most prominent activities by St Edmundsbury Borough Council throughout its history. In practice, the Council has undertaken far more than can be recorded in this report. Reviewing records of the Council demonstrates that it has not just developed and delivered projects and programmes itself, but lobbied government and other bodies for change, and supported partners, community groups and local businesses to deliver benefits to the area.
- 6.3 The report itself is not intended to be a comprehensive record of the Council, but instead to highlight some key achievements and provide opportunity to give thanks to those who have made these happen. There are far too many individuals to name individually, but it is worth highlighting the work of the many Councillors and staff members who have served to set and deliver what the Council wants to achieve; the work of local community and residents groups to support the Council and their communities; local residents, who have consistently expressed their views to the Council – whether through supporting what it wants to do or opposing it, challenging the Council's thinking; the media, who have promoted the work of the Council and also held it to account, and our partner organisations who have worked collaboratively to benefit our local area.

- 6.4 Members are invited to briefly comment on some of their favourite memories and achievements of the Council, and those that made these achievements happen.

Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Presentation of Long Service Awards	
Paper No:	COU/SE/19/006	
Paper to and date:	Council	19 March 2019
Documents attached:	None	

1. 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.
2. As this is the last meeting of St Edmundsbury Borough Council before its dissolution on 31 March 2019, Members eligible for the award, at their wish, will be recognised at this meeting. Special recognition is given to Councillor Terry Clements, as the longest serving Member with 36 years' cumulative service, and to Councillors John Griffiths and Sara Mildmay-White, current Leader and Deputy Leader, and both of whom have served 22 and 24 years' cumulative service respectively.
3. Accordingly, the following motions will be moved and seconded, and upon approval of the resolution by the Council, the Mayor will present special recognition awards, where applicable, and a framed copy of each resolution to each eligible Councillor:

"That, in special recognition of **thirty-six years** of dedicated public service by

TERRY (TERENCE) GERALD CLEMENTS

as an elected Member of the Council for the Whelnetham, and Horringer and Whelnetham Wards. In acknowledgement of his contribution to the work of the Borough Council, including his responsibilities as Chairman of former Committees and as a former Portfolio Holder, his term of office as Mayor for 2017/2018, also to his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation."

"That, in special recognition of **twenty-two years** of dedicated public service by

JOHN HENRY MORGAN GRIFFITHS MBE

as an elected Member of the Council for the Ixworth Ward. In acknowledgement of his contribution to the work of the Borough Council, including his responsibilities as Chairman of former Committees, Leader of the Council and Portfolio Holder, also his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation."

"That, in special recognition of **twenty-four years** of dedicated public service by

SARA JANE MILDMAY-WHITE

as an elected Member of the Council for the Rougham Ward, and in acknowledgement of her contribution to the work of the Borough Council, including her responsibilities as Deputy Leader of the Council and Portfolio Holder, 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."

"That, in recognition of **twenty-one years** of dedicated public service by

JIM (JOHN) THORNDYKE

as an elected Member of the Council for the Stanton Ward, and in acknowledgement of his contribution to the work of the Borough Council, including his responsibilities as Chairman of the Development Control Committee for seven years, 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."

Continued over...

“That, in recognition of **twenty years** of dedicated public service by

FRANK (FRANCIS) JOSEPH WARBY

as an elected Member of the Council for the Eastgate, and Moreton Hall Wards in Bury St Edmunds. In acknowledgement of his contribution to the work of the Borough Council, including his responsibilities as a former Committee Chairman and former Portfolio Holder, his term of office as Mayor for 2006/2007, also his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.”

“That, in recognition of **sixteen years** of dedicated public service by

IAN CHARLES HOULDER

as an elected Member of the Council for the Barrow Ward. In acknowledgement of his contribution to the work of the Borough Council, including his responsibilities as a Portfolio Holder, his term of office as Mayor for 2010/2011, also his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.”

“That, in recognition of **sixteen years** of dedicated public service by

PETER ANTHONY STEVENS

as an elected Member of the Council for the Cavendish Ward, and in acknowledgement of his contribution to the work of the Borough Council, including his responsibilities as a Portfolio Holder, 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.”

“That, in recognition of **sixteen years** of dedicated public service by

PATSY (PATRICIA) ANN WARBY

as an elected Member of the Council for the Eastgate Ward in Bury St Edmunds, and in acknowledgement of her contribution to the work of the Borough Council, including her term of office as Mayor for 2009/2010, 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.”

“That, in recognition of **thirteen years** of dedicated public service by

ROBERT DALE EVERITT

as an elected Member of the Council for the Risbygate and Minden Wards in Bury St Edmunds. In acknowledgement of his contribution to the work of the Borough Council, including his responsibilities as a Portfolio Holder, his term of office as Mayor for 2014/2015, also his service to the community and fulfilment of the duties and responsibilities of a Councillor, the Council hereby record its thanks and deep appreciation.”

“That, in recognition of **twelve years** of dedicated public service by

SARAH OLIVIA BROUGHTON

as an elected Member of the Council for the Great Barton Ward, and in acknowledgement of her contribution to the work of the Borough Council, including her responsibilities as Chairman of the Performance and Audit Scrutiny Committee, 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.”

“That, in recognition of **twelve years** of dedicated public service by

KAREN DENISE RICHARDSON

as an elected Member of the Council for the Haverhill East, and Kedington Wards, 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.”

- 4. In addition, Councillor Trevor Beckwith has served a total of **twenty-three years** on the Council. Councillor Beckwith was officially recognised with a Long Service Award in 2015; however following his return to the Council in 2016, he will be presented with an updated framed copy of the resolution.