
Extraordinary (Informal Joint) Council



St Edmundsbury
BOROUGH COUNCIL

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

Present: **Councillors**

Forest Heath District Council

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

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

St Edmundsbury Borough Council

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

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

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

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

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

1. **One Minute Silence**

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

2. **Public Participation**

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

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

3. **Declarations of Interest**

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

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

Forest Heath District Council
Reg Silvester
James Waters

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Conclusion of Informal Discussions

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

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

Extraordinary Council



St Edmundsbury
BOROUGH COUNCIL

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

Present: **Councillors**

Mayor Patrick Chung
Deputy Mayor Julia Wakelam

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

99. **Apologies for Absence**

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

100. **Declarations of Interests**

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

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

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

101. **Public Participation**

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

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

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

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

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

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

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

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

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

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

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

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

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

RESOLVED: That

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

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

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

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

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

RESOLVED: That

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

105. Suffolk Business Park and Eastern Relief Road

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

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

Council had previously approved:

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

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

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

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

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

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

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

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

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

RESOLVED: That

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

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

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

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

(A) Referrals from Cabinet: 20 October 2015

1. Enterprise Zones

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

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

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

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

RESOLVED:

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

2. Transfer of Street Lighting Columns to Suffolk County Council

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

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

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

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

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

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

RESOLVED:

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

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

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

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

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

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

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

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

RESOLVED:

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

107. Exclusion of Press and Public

See minute 108 below.

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

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

The meeting concluded at 8.21 pm.

Signed by:

Mayor
