



St Edmundsbury
BOROUGH COUNCIL

DECISIONS NOTICE

The following decisions were taken in the week ending 5 August 2005 and, if not called in by Councillors, will come into operation on Monday 15 August 2005. A decision may be called in, in accordance with the Rules of Procedure contained within Part 4 of the Constitution, by Councillors submitting a request in writing to Democratic Services (e-mail: democratic.services @stedsb.gov.uk) by 5 p.m. on Friday 12 August 2005.

A. DECISIONS TAKEN BY CABINET – WEEK ENDING 5 August 2005

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
4	Report from the Overview and Scrutiny Committee – Environmental Management Targets and Climate Change Action Plan (Aug05/12)	W142	(1) That the corporate environmental targets be revised as set out in Report W122. (2) that an Action Plan be developed setting out how the Council is responding to the issue of climate change.	The environmental targets take account of, and should be accommodated within, existing budgets.	Since 2003, the Council has been managing its environmental performance using an Environmental Management System (EMS). Seven corporate environmental targets were adopted by the Council in September 2004 and Report W142 reviewed the targets.	To not review targets and continue as previously approved.	Jeremy Farthing (01440-820763) Peter Gudde (01284-757042)
5	Recommendations from the Planning Policy Panel – 12 July 2005 (Aug05/10)	W143	Replacement St Edmundsbury Borough Local Plan Outstanding Representations on Deleted Sites and Comments Relating to matters not in the Local Plan That the officers' responses	There are no new financial implications arising from the recommendations which were discussed at the Planning Policy Panel.	To ensure that the Local Plan Inspector is supplied with the relevant information for the Local Plan Inquiry and that a protocol has been agreed for preparing concept statements.	The Panel considered the options open to the Council.	Terry Clements (01284-827161) Ian Poole (01284-757350)

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			<p>outlined in Appendix A to Report W99 be endorsed and the contents be submitted to the Local Plan Inspector as the Council's formal response to the representations.</p> <p>Redeposit Replacement St Edmundsbury Borough Local Plan Responses to Representations That the officers' responses to representations as outlined in Appendix A to Report W100 be endorsed and that Cabinet approve the proposed changes to the Local Plan for consultation.</p> <p>Replacement St Edmundsbury Borough Local Plan Protocol for Preparation of Concept Statements That:- (1) the protocol for the preparation of concept statements as contained in Appendix A to Report W101 be adopted and included in the statement of community involvement, required under the Planning and Compulsory Purchase Act 2004; and (2) the Head of Planning and Engineering Services clarify the issue of potential fettering of discretion for those</p>				

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			Members on Planning Policy Panel and Development Control Committee regarding the adoption of Masterplans with the Head of Legal and Democratic Services.				
7	Objections to Third Party Local Plan Submission on Council owned Land	W144 and W145	The representations contained within Report W144 and W145 be submitted to the Local Plan Inspector. <i>(In accordance with Rule 15.4 of Overview and Scrutiny procedure rules, and with the consent of the Mayor, this decision will be classified by the Cabinet as urgent on the grounds that any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interest. It is, therefore, not subject to call-in.)</i>	None.	To allow the Council, as land owner, to submit representations, regarding Station Yard, Haverhill and St Andrews Street North Car Park, Bury St Edmunds to the Local Plan Inspector for inclusion in the Local Plan Inquiry.	None.	Nigel Aitkens (01284-735258) Jerry Massey (01284-757302)
8	Implementation of Traffic Management and Highway Maintenance Programme of Works: 2005/2006 (Aug05/03)	W146	(1) The programme of agreed traffic management and highway maintenance works for 2005/2006, as detailed in Report W146 and its appendices, and including those schemes funded by Suffolk County Council, be approved; (2) subject to the availability of funding, individual schemes in the programme be progressed in accordance with any provision for local consultation and delegated	The capital allocations for the projects have been approved by either the County Council or Borough Council. The County Council contribute towards the revenue costs of running the traffic management service. As such, there are no	To target the limited traffic management resources available to delivery of the local transport action plan.	The options for establishing priorities are based on the requirements of the Suffolk County Council and previous commitments.	Terry Clements (01284-827161) Steve Boor (01284-757323)

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			authorities contained in the Council's Constitution; and (3) the funding of the conversion of Ram Meadow Coach Park to car parking at a cost of £85,000 from the Car Parking Renewals and New Provisions Reserve (minutes of Car Parking Working Party 27.7.04 refers) be approved.	additional resource implications for the Council.			
9	Former Maltings, Eley's Yard, Bury St Edmunds (Aug05/07)	W147	(1) The Council's contribution towards the capital shortfall for the renovation of the building be increased to a maximum of £250,000, this to be funded from within the approved Policy based budgeting Capital programme allocation of £250,000 in Financial Year 2005/2006; and (2) that the freehold interest in the site be transferred to St Matthew Housing.	A contribution of £406,000 towards delivery of five flat units has already been approved from the remaining balance from the approved affordable housing capital 2004-2006. An increase of £95,000 in the capital contribution towards the renovation of the historic element of the building can be met from within the existing capital programme provision for this building.	There is an urgent need for more affordable housing in St Edmundsbury. Accordingly, the opportunity exists, with the provision of partner and lottery funding, to secure the future of this historic building. The suggested contribution from the Council, together with the transfer of the freehold interest, would release the Council from any future liability and costs associated with the building.	There is a substantial cost to the tax payer of 'doing nothing' due to the condition of the building. The opportunity to develop an additional five social housing flats in the town centre is welcomed and the site is an ideal location for local tenants.	Nigel Aitkens (01284-735258) Richard Combes (01284-757361)

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10	St Edmundsbury Housing Requirements Study (Aug05/13)	W148	(1) The Planning Policy Panel determine whether the policies contained within the reposit, replacement St Edmundsbury Local Plan 2016 that deal with affordable housing should be amended in the light of the research set out in the draft St Edmundsbury Housing Requirements Study attached as Appendix 1 to this report; and (2) Following such deliberations by the Panel, and in consultation with the Portfolio Holder, the Heads of Environmental Health & Housing and Planning & Engineering be authorised to approve and publish the final version of the study.	The study has been financed by £25,000 from the approved budget, £20,000 from the Planning Delivery Grant and £5,000 from six registered social landlord partners.	The study will provide data for housing policies within the Local Plan and the Housing Strategy, and assist the planning of affordable housing delivery within St Edmundsbury.	None, as the study has been undertaken and the results should be actioned.	Frank Warby (01284-704138) Niki Hollingworth (01284-757604)
11	Private Sector Leasing Scheme (Aug05/02)	W149	(1) The Head of Environmental Health & Housing, in consultation with Councillor Jeff Stevens, as Deputy Leader, be authorised to select an external partner and establish a Private Sector Leasing Scheme to lease property from the private sector; and (2) A Private Sector Leasing Grant be established from the existing Discretionary Renovation Grant as outlined in paragraph 3.9.	The costs of the scheme will be met from existing budgets.	It is essential that the Council increases the capacity to house people in appropriate accommodation. The Vanguard intervention in homelessness has evidenced a requirement for more housing than is currently available to the Council.	To do nothing.	Frank Warby (01284-704138) Niki Hollingworth (01284-757604)

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12	Recommendations from the Grant Panel	W150	<p>Rural Environment Grant (Environmental Enhancement Schemes): Application Submitted by Suffolk Wildlife Trust</p> <p>That:-</p> <p>(1) the decision to award a grant of £10,000 to Suffolk Wildlife Trust as a contribution towards the purchase of land adjacent to the Lackford Lakes Nature Reserve be deferred;</p> <p>(2) consultation be undertaken between the Borough Council, Lackford Parish Council and Suffolk Wildlife Trust; and</p> <p>(3) further information be presented to the next meeting of the Grant Panel.</p> <p>Applications for Project Funding: 2005/2006</p> <p>That:-</p> <p>(1) <u>Arts Grants</u></p> <p>(i) Environmental Art: a grant of £500 be awarded;</p> <p>(ii) Clare World Music Festival: a grant of £500 be awarded; and</p> <p>(iii) Bury Concert Club: a grant of £500 be awarded.</p> <p>(2) <u>Rural Initiatives Capital Programme: 2005/2006</u></p> <p>(i) Kedington Community Centre: a grant of £3,865 be awarded;</p> <p>(ii) Great Bradley Village Hall:</p>	The grants approved are to be met from within existing budgets.	To implement the recommendations of the Panel.	The Panel considered each application on its merits against the Council's agreed policy and priorities.	<p>Sara Mildmay-White (01359-270580)</p> <p>Mike Dawson (01284-757060)</p>

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			<p>a grant of £316 be awarded;</p> <p>(iii) the Combined Halls of Clare Management Committee: a grant of £4,000 be awarded; and</p> <p>(iv) Stanton Football Club: a grant of £1,000 be awarded.</p> <p>(3) <u>Recreation and Village Hall Grants: 2005/2006</u></p> <p>(i) Ixworth Village Hall: a grant of £3,340 be awarded.</p> <p>(4) <u>Grant Applications that are outside the Council's current Funding Criteria or Budget Allocations</u></p> <p>(a) Funding from the Recreation and Village Hall Grant budget be refused for the following applications:-</p> <p>(i) Westbury Community Centre, Bury St Edmunds: £5,000;</p> <p>(ii) Bury St Edmunds Quaker Meeting House: £5,000;</p> <p>(iii) Bury St Edmunds Ecumenical Centre Trust: £5,000;</p> <p>(iv) Southgate Community Centre, Bury St Edmunds: £3,450; and</p> <p>(b) these applicants be offered advice by the Borough Council's officers, as appropriate.</p>				

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14	Report for Information from the Overview & Scrutiny Committee 17 July 2005	W152	<p>Healthcare Provision in St Edmundsbury</p> <p>(1) the background to the current financial position and financial recovery plans of the West Suffolk Hospitals NHS Trust and Suffolk West PCT be noted, particularly in relation to the services provided to the residents of St Edmundsbury;</p> <p>(2) the Borough Council consider how, within its existing resources and through its own services and closer partnership working, it can assist with the recovery plans, for example in the areas of disabled facilities grants and public health;</p> <p>(3) the Borough Council liaise with its other partners to make appropriate representations to the Strategic Health Authority and Department of Health regarding the funding of health services in Western Suffolk;</p> <p>(4) the Borough Council use its existing partnerships and other methods to assist an increase in public understanding of the difficult position the Trusts are working in; and</p> <p>(5) the County Council Health Overview and Scrutiny Committee be advised of the above discussion and decisions.</p>	There are no financial implications arising from the recommendations which were discussed at the Overview & Scrutiny Committee.	To support healthcare provision within St Edmundsbury.	To do nothing.	<p>Mary Martin (01440-763943)</p> <p>Adriana Stapleton (01284-757613)</p>

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16	Asset Management Plan – Royal Institution of Chartered Surveyors (RICS) Asset Management Guidance (Aug05/08)	W154	(1) The executive summary of Asset Management Guidelines produced by the Royal Institution of Chartered Surveyors (RICS) be applied; (2) the Key Actions for Lead Members and Corporate Directors be adopted as best practice for the Council's asset management planning; and (3) the identified shortfalls in these Key Actions be adopted.	Effectively embedding asset management into the corporate context is likely to lead to long term capital and revenue savings as the property base is geared to achieving strategic aims and service objectives.	Following the RICS guidelines should result in better value from property assets that are making an increased contribution to serving the Council's strategic needs should be achieved.	Doing nothing. However, in order for the Council to be effective in its asset management, it needs to adopt the RICS guidelines and address the identified short falls in key actions.	Nigel Aitkens (01284) 735258 Betty Albon (01284) 757307
17	Report of the Policy Development Committee: Interim Review on Progress of DR-IVE 2 Savings Targets for 2006/2007 (Aug05/04)	W155	Members note and accept the savings achieved, and endorse the principle of reviewing all budgets with consideration of what impact reductions in the budget would have on the residents of the Borough.	The review is intended to identify significant efficiency savings for the Council and local tax payer in order to deliver lower Council tax rises in the future.	Achieving the efficiency savings in year 2 is significantly harder than achieving them in year 1. The easier savings have already been taken out of the budget and the teams will have to adopt a harder review on both the level of service to be provided and its costs in order to identify potential savings.	The Council is committed to the review of its budgets and the DR-IVE process is the methodology being used to evaluate the financial options for the specific services.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)
18	Financial Management (a) Capital Accounts 2004/2005: Determination required under part IV of the Local Government and Housing Act 1989; and (b) Transfer of Balances to the	W156	(1) The determination required under Part IV of the Local Government and housing Act 1989, as detailed in Report W156, be approved. (2) subject to full Council approval, the balance on the former DSO Appropriation Accounts Reserve be transferred to the Interest Equalisation Reserve.	The revenue effect of capital expenditure financing is the loss of interest arising from the disinvestment of money in order to pay contractors bills, grants, etc as and when this arises. This has been taken into	With respect to capital accounts, this meets statutory requirements relating to the use of resources to finance capital expenditure. With respect to the interest equalisation reserve, the transfer from the former appropriations account provided part of the resource which could be vital to the Council to	No other options were considered regarding the capital financing as this is a legal requirement. There could be other uses of the former DSO balances, but this is considered the most prudent.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)

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	Interest Equalisation Reserve			account when calculating the estimated income from the investments each year when setting the level of Council tax. There should be no effect of transferring money from one reserve to another.	offset unforeseen reductions in investment income in the future.		
19	Capitalisation of Pension Fund Contributions (Aug05/11)	W157	Subject to full Council approval:- (1) To achieve savings of £200,000, lump sum payments from the Council's capital receipt reserves be paid into the Suffolk County Pension Fund up to the approved limit over the three financial years 2005/2006, 2006/2007 and 2007/2008 on the basis specified in Section 8 of Report W157, subject to the Secretary of State's confirmation; and (2) Cabinet be kept informed of the progress of any such arrangements in its regular Treasury Management Reports.	The proposal achieves savings of £200,000.	Using capital receipts is the most cost effective method of meeting the Council's liabilities.	(1) Higher revenue back-funding contributions to be phased over the next six years; (2) The Council making lump sum payments to the pension fund from capital resources and considering whether to clear the deficit in one year.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)
20 (a)	Leisure Centres Liaison Group – increase in Membership	agenda item 20 (a)	The Membership of the Leisure Centres Liaison Group comprise eight full Members with four substitute Members.	None.	To bring the membership of the Leisure Centres Liaison Group in line with the former Leisure Centres Transfer Steering Group.	Reducing the size of the Panel.	Andrew Varley (01284-753135) Mike Dawson (01284-757060)

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20 (b)	Leisure Centres Liaison Group – Recommendations from the Leisure Centres Liaison Group 28 July 2005	W158	<p>Transfer of Leisure Centres’ Management to Abbeycroft Leisure That:- (1) the successful transfer of the management and operation of Bury St Edmunds and Haverhill Leisure Centres and sports outreach work to Abbeycroft Leisure be noted; (2) the Suffolk Youth games will be staged at Bury St Edmunds Leisure Centre in 2006 be noted; (3) opportunities for joint working with other local authorities in Suffolk in relation to the provision of leisure centres and sports development activities be explored; and (4) grant negotiation with Abbeycroft Leisure to secure increased access and participation and a grant settlement which contributes to the Council’s Dynamic Review – Innovation, Value and Enterprise Review (DR-IVE) objectives be commenced.</p> <p>Bury St Edmunds Leisure Centre: Capital Programme and Fire Re-Instatement Works That:- (1) the current position of the</p>	The financial implications arising from the recommendations were discussed at the Leisure Centres Liaison Group.	To ensure that the transfer of the Leisure Centres to Abbeycroft Leisure runs smoothly.	The Liaison Group considered the options available to the Council.	Andrew Varley (01284-753135) Mike Dawson (01284-757060)

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			works as detailed in the Project Status Report be noted; (2) the delegated decisions taken by the Corporate Directors for Community and Resources, in consultation with the Portfolio Holder for Arts, Culture and Leisure, be noted; (3) subject to the approval of the Council, the existing approved Capital Programme be re-profiled as detailed in Appendix A to Report W132; and (4) the Car Parking Working Party be requested to undertake a review, as a matter of urgency, into providing adequate car parking arrangements to meet the needs of the customers of the Bury St Edmunds Leisure Centre for when it re-opens in January 2006.				
21	Central Safety Panel Minutes	W159	That the draft Driving at Work Policy contained within Paper 3 be approved.	None.	To ensure the Borough Council has a Driving at Work Policy which will help protect employees.	The Policy is required by the HSE.	Frank Warby (01284-704138) Martin Hosker (01284-757010)
23	Joint Staff Consultative Panel Minutes	W161	Life Long Learning (1) the Life Long Learning Partnership Agreement, as detailed in Paper W49, be adopted; and (2) the Panel note the Life Long Learning and Skills for Life Project Plan.	There are no new financial implications arising from the recommendations.	As discussed by the Joint Staff Consultative Panel.	As discussed by the Joint Staff Consultative Panel.	Jeff Stevens (01787-277327) Louise Hammond (01284-757008)

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			<p>Drug and Alcohol Misuse Policy and Procedure The Substance Misuse Policy and Procedure, as detailed in Report W51, be adopted, subject to the minor amendments by the Head of Human Resources circulated to the Panel.</p> <p>Home Computer Initiative and Bicycle Purchase Scheme (1) It be noted that further research would be required as to identify a preferred provider of computer equipment and that the Home Computer Initiative would be approved at a future meeting of the Panel; (2) when the scheme is approved, the officer working group be authorised to select the most appropriate Home Computer Initiative provider; and (3) Halfords be the preferred choice with regard to the Bicycle Purchase Scheme.</p>				
25	Car Parking Working Party Minutes	W162	<p>Car Park Names, Bury St Edmunds That the names listed in the minutes (minute 8 refers) above for the public car parks within Bury St Edmunds be adopted.</p>	As considered by the Car Parking Working Party.	To improve the provision of car parking within the Borough.	As considered by the Car Parking Working Party.	<p>Jeremy Farthing (01440-820763)</p> <p>Jerry Massey (01284-757302)</p>

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			<p>Car Parking Payment</p> <p>(1) the pay and display payment method be retained in medium/long stay car parks; and</p> <p>(2) detailed surveys of attitude and behaviour be undertaken in short stay car parks to determine if pay and display parking represents a significant problem for users.</p>				
27	<p>Request to Purchase Property at Acacia Avenue, Bury St Edmunds for the Purpose of Providing Affordable Housing (Aug05/14)</p> <p>Please note that the above report was circulated incorrectly with the agenda papers with reference V164.</p>	W164	<p>The Head of Environmental Health and Housing and Corporate Property Officer, in consultation with the Leader and Portfolio Holder, be authorised to negotiate with the vendor and to purchase the property at Acacia Avenue, Bury St Edmunds up to the maximum price specified by the Cabinet; this sum to be met from the Council's existing capital allocation for affordable housing.</p>	<p>In June 2004, Council approved £2 million of its own capital to fund affordable housing in the Borough.</p>	<p>The opportunity to purchase the site in Acacia Avenue is a rare one and the Council must maximise such opportunities as they arise in order to deliver additional affordable housing units for the Borough.</p>	<p>To not purchase the property.</p>	<p>Frank Warby (01284-704138)</p> <p>Niki Hollingworth (01284-757604)</p>
28	Miscellaneous Write-Off Report	W165	<p>The amounts detailed in the exempt appendices attached to Report W165, being 22 accounts for business rates totalling £103,094.53 (0.02% of debit) and 49 accounts for council tax totalling £54,511.99 (0.01% of debit) be approved for write-off.</p>	<p>Provision is made in the accounts for non-recovery.</p>	<p>The reasons for recommending the write-offs are included in the exempt appendices.</p>	<p>The Council has appointed a firm of bailiffs to assist in the collection of business rates and Council Tax and also has online tracing facilities. It is not considered appropriate to pass the debts onto another agency.</p>	<p>Sara Mildmay-White (01359-270580)</p> <p>Graham Moore (01284-757252)</p>

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29	Housing Benefit Overpayment – Proposed Write-Off	W166	(1) Two cases of overpaid Housing Benefit, totalling £1,759.13, and Council Tax Benefit of £260.61, as detailed in exempt Appendix 1 to Report W166, be approved for write-off; and (2) when its work programme and officer resources allow, the relevant Scrutiny Committee be asked to review the Council's policies and practices for debt recovery and write-offs with a view to stream-lining the existing decisions making process and delegated authorities.	The benefits section administer payments in the order of £17 million of benefits per year. One case totalling £1,525.32 had been written off in 2005/2006, and adding the two cases outlined in Report W166 would bring the cumulative figures to £3,546.06.	Details for making the recommendations are included in the information provided in the exempt appendix. In considering the two write-off reports, the Cabinet felt that the relevant Scrutiny Committee may wish to examine ways to improve further the efficiency of the write-off processes.	Attempts to recover the overpayments from the claimants, which could have included involving the full appeals rights contained within benefits administration law. Officers consider that on balance, if the cases were heard by the appeals tribunal, the authority would lose the appeal.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)

Joy Bowes, Head of Legal and Democratic Services
5 August 2005