



St Edmundsbury
BOROUGH COUNCIL

DECISIONS NOTICE

The following decisions were taken in the week ending 23 September 2005 and, if not called in by Councillors, will come into operation on Monday 3 October 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 @stedsbcc.gov.uk) by 5 p.m. on Friday 30 September 2005.

A. DECISIONS TAKEN BY CABINET – WEEK ENDING 23 September 2005

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
4	Recommendations from Policy Development Committee: Equality Framework (Sept05/09)	W233	(1) The structure and content of the Equality Framework, as amended by the Policy Development Committee, be approved; (2) the Equality Strategy contained within the Framework as Section 1 be adopted by full Council as part of the Council's policy framework; and (3) the Chief Executive be given ongoing delegated authority, in consultation with the Portfolio Holder for Performance and Organisational Development (or equivalent), to review and update the operational elements of the document contained within Sections 2 to	There are no direct financial implications from producing the Equality Framework.	The Framework is a draft Equality Framework which has been produced by the Diversity Group to guide the work of St Edmundsbury concerning the promotion of equal opportunities, challenging discrimination and celebrating diversity in the Borough.	Options were considered by the Diversity Group and Policy Development Committee.	Jeff Stevens (01440-762511) Mike Dawson (01284-757060)

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			7 as necessary.				
5	Choice Based Lettings Scheme	W234	(1) To agree to work with other local authorities in the Cambridge Sub Region on a Sub-Regional Choice Based Lettings Scheme in order that a bid can be submitted to the Office of the Deputy Prime Minister (ODPM) by the deadline of 7 October 2005; (2) the sum of £10,000 be allocated from existing budgets to contribute towards the work associated with the bid and set up costs of the Scheme; (3) if necessary, approval be sought for any future costs in excess of the £10,000; and (4) details of the final scheme be presented to the Cabinet.	£10,000 has been allocated from existing budgets to contribute towards the work associated with the bid and set up costs of the scheme.	The opportunity to work jointly with other local authorities will result in savings overall in the costs of implementation and especially with regard to joint procurement and sharing of good practice across the Cambridge Sub-Region.	Consideration was given as to whether to join with the other districts within the Cambridge Sub-Region to adopt a choice based system now or join the scheme at a later stage or by not working with other authorities.	Frank Warby (01284-700678) Niki Hollingworth (01284-757604)
6	Theatre Royal, Bury St Edmunds: Bridging Loan	W235	Subject to the approval of full Council and the approval of the Theatre Royal Restoration Project Business Plan, (1) a bridging loan of up to £50,000 for a period of two years, interest to be paid on an on going basis, at bank base rate plus 0.5%, be approved; (2) the approved loan is secured against the approved capital grant and be drawn on by the Theatre Royal as part of the funding partnership set out in this report on a 'last used and first paid basis'; (3) the Theatre Royal revenue support grant be fixed as a	The approval of a bridging loan for £50,000 at bank base rate plus 0.5% will be Council Tax neutral and marginally better than rates currently being achieved on investments placed on the money market.	The loan provides further short time support for this important cultural and heritage project without any effect upon the Council Tax payer from loss of interest. The arrangements for the bridging loan will protect the Council from loss of capital by securing the loan against the previously approved capital grant.	Not providing any support, or offering support at a cost or risk to the Council Tax Payer.	Andrew Varley (01284-753135) Mike Dawson (01284-757060)

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			minimum at the level of the current agreement (£88,400 pending payment of the capital grant thereafter reduced to £75,000) for a period of up to three years commencing 1 April 2006 or such lesser period in the event of the loans to the Theatre Royal made by the other funding partners being repaid; and (4) approval to release the loan be delegated to the Corporate Director for Community, in consultation with the Portfolio Holder for Arts, Culture and Leisure.				
7	Emergency Panel: Emergency Operations Centre Plan	W236	The Emergency Operations Centre Procedures and Action Cards as detailed in Report W108 be adopted.	Any financial implications from the adoption of these procedures can be met from within existing budgets.	The Emergency Operation Centre Procedures and Action Cards were tested from a recent exercise organised by the Environment Agency and was a Suffolk wide initiative.	Options were considered during and as a result of the exercise.	Frank Warby (01284-700678) Dave Bird (01284-757035)
8	Report from the Policy Development Committee: Service Plans and Budget Development Process	W237	(1) The proposed timetable for the development of the 2006/2007 Service Plans and Budget, as amended by the Committee and set out as Appendix A to Report W237, be approved; and (2) the Cabinet investigate how the public might be consulted on the content of future budgets, and note that the Policy Development Committee would be willing to	There are no direct financial implications from producing the timetable. Any future consultation will be funded from existing budgets.	The production of a timetable is good administrative practise. To explore other means of consultation on budgets.	Options were considered by the Policy Development Committee.	Gerry Kiernan (01440-705135) Adriana Stapleton (01284-757613)

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			take on this investigation.				
9	Report from the Overview & Scrutiny Committee: Staff Survey	W238	Subject to the approval of full Council, any underspend in the 2005/2006 Scrutiny Budget be carried over to the 2006/2007 budget and earmarked towards the cost of the staff survey.	Undertaking the staff survey would be met from existing budgets whether by carrying over a sum from the underspend in 2005/2006 or from the 2006/2007 budgets.	The Committee last carried out a staff survey in 2002/2003 when it was recommended that the survey should be repeated within five years, in order to monitor progress on Human Resources initiatives and identify other issues.	Not undertaking the survey.	Jeff Stevens (01440-762511) Louise Hammond (01284-757008)
10	Use of Resources Assessment (Sept05/19)	W239	Subject to the approval of the full Council:- (1) the Corporate Director for Resources, in consultation with the Portfolio Holder for Resources, be authorised to prepare and submit to the Audit Commission the returns for the Council's Use of Resources Comprehensive Performance Assessment relating to financial reporting, financial management, financial standing and internal control (parts 1-4); (2) the self-assessment for the value for money element of the Use of Resources Assessment (part 5), attached to Report W239 as Appendix A, be approved and the Corporate Director for Resources, in consultation with the Portfolio Holder for Resources, be authorised to carry out final editing, make any minor	Completing the self assessment itself has no direct financial implications other than the input of a cross-cutting team of officers.	To ensure that the Council is able to submit its Use of Resources self assessment in accordance with the Audit Commission's timetable and derive the maximum benefit from the process.	Not completing the self assessment was not considered an option.	Sara Mildmay-White (01359-270580) Deborah Cadman (01284-757001)

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			<p>amendments required and submit it to the Audit Commission, together with any other background information and evidence required; and</p> <p>(3) The main areas for actions identified in the self-assessment, as set out in section 3 of Report W239, be noted and, where necessary, be incorporated into the Council's Improvement Plan and service plans at the next review.</p>				
12	Capital Strategy (Sept05/14)	W240	<p>Subject to the approval of full Council,</p> <p>(1) the contents of Report W240 be adopted, as the Capital Strategy of the Council;</p> <p>(2) the future Capital Programme from 2008/2009 be set up to £2 million per annum;</p> <p>(3) the Capital Programme be subject to annual review by the Overview and Scrutiny Committee;</p> <p>(4) the level of annual Revenue Growth built into the 5 Year Financial Model be a maximum of £200,000 per annum with effect from 2008/2009; and</p> <p>(5) the Capital Programme for 2008/2009 include an annual amount for major planned building maintenance of £250,000, as part of the £2m</p>	<p>As a minimum, each £1 million of capital expenditure costs the Council £45,000 loss in interest, which equates to a £1.25p rise in Band D Council Tax. The future Capital Programme from 2008/2009 is set at £2 million per annum which equates to loss of interest of £95,000 per annum.</p>	<p>The adoption of the Capital Strategy is an important part of a range of policy documents that provides direction and focus to the use of resources and provision of services for the residents, visitors and businesses within the Borough.</p>	<p>New individual capital projects will be assessed using the Policy Based Budgeting Guidelines and the overall impact of the Capital Programme is considered as part of the budget setting and approval process.</p>	<p>Sara Mildmay-White (01359-270580)</p> <p>Graham Moore (01284-757252)</p>

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			detailed in recommendation (2)				
14	Treasury Management: 1 April to 31 July 2005	W242	(1) The information on the Treasury Management function during the period April to July 2005 be noted; (2) the reappointment of Sector Treasury Services Ltd for a further three years on terms to be agreed by the Chief Finance Officer be approved; and (3) an amendment to the lending criteria regarding Building Societies, as detailed in Section 3.12 be recommended for approval by full Council.	It is estimated that in 2005/2006 Treasury Management activity will generate income of approximately £3,565,000, which is equivalent to £98.56p per Band D Council Tax payer.	The Code of Practice on Treasury Management, together with best practice and the sums involved requires that the Borough Council receives progress reports on investment activities. A current three year arrangement with Sector Treasury Management Services Limited expires in October 2005. Amending the lending criteria for building societies will increase flexibility, provide better opportunities investing surplus funds and thereby help to maximise investment returns.	Seek tenders for the provision of Treasury Management Advisory Services, which are currently undertaken by Sector Treasury Management Service Limited. Maintaining the lending criteria as approved by Council in April 2005.	Sara Mildmay-White (01359-270580) John Hannah (01284-757262)
15	Local Area Agreement: Governance Arrangements	W243	That, subject to the approval of full Council, (1) The latest position in relation to the development and implementation of the Suffolk Local Area Agreement (LAA) be noted; (2) the proposed governance arrangements set out in Appendix B to Report W243 be endorsed; (3) the Leader of the Council be appointed as St	At this stage, it is mainly Suffolk County Council and Government Funding which is directly affected by the Local Area Agreement. District Councils may be asked to focus activities on the Local Area Agreement targets	If the Borough Council does not engage with the Local Area Agreement process, it would potentially lose influence over significant amounts of public sector spending and lose the ability to obtain a share of the performance reward grant attached to the public service agreement targets.	Local Area Agreements are developed on a county-wide basis so it would not be possible to prepare an alternative Local Area Agreement.	John Griffiths (01284-757136) Deborah Cadman (01284-757001)

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			Edmundsbury's representative on the LAA Accountable Bodies Group to represent St Edmundsbury; and (4) the Leader of the Council be authorised to nominate another member of the Cabinet as a substitute on an ad hoc basis.	in some cases. In most cases St Edmundsbury will be able to impact the targets by adapting its current activity.	It is considered that the Leader of the Council would be the most appropriate representative at the Accountable Bodies Group meetings.		
16	Asset Management Plan: Disability Discrimination Act (Sept05/15)	W244	(1) The Planned Maintenance Programme 2005/2006 to 2009/2010, including works to make the Council's operational buildings portfolio accessible to disabled people, be noted; (2) expenditure be met, where possible, from the Building Maintenance Reserve Fund; and (3) subject to the outcomes of ongoing service reviews, the range of potential options contained in the Cost Reduction Plan be adopted to deal with identified backlog maintenance.	The Building Maintenance Reserve Fund indicates a £6.923 million shortfall over the current five year Planned Maintenance Programme. However, by adopting the Cost Reduction Plan, the backlog could be potentially eliminated. However, the Plan does rely on the disposal of certain assets through the Asset Management Process and the new build partnership solution for the Borough Council offices.	The options for dealing with required maintenance are contained in the Cost Reduction Plan. The plan will be constantly reviewed, in association with successive Planned Maintenance projects. It will form an integral component of Asset Management Planning and the Capital Strategy.	The options for dealing with required maintenance are contained within the Cost Reduction Plan.	Nigel Aitkens (01284-735258) Ivan Sams (01284-757304)
17	Bury St Edmunds Town Council: Request for	W245	(1) The Town Council be formally advised of the legal position regarding the vesting	The impact of the transfer of the allotments to Bury	One of the effects of the Local Government (Parishes and Parish	Regulations require that the land be vested to the Bury St Edmunds Town	John Griffiths (01284-757136)

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	Delegated Powers		of allotment land within Bury St Edmunds; (2) the Head of Legal and Democratic Services, in consultation with the Corporate Property Officer and the Parks Manager, be authorised to draw up and execute a Vesting Deed and plans to set out the extent of the land vesting in the Town Council and containing a provision stipulating continued use of the land for allotments only; (3) liaison continue between officers and the Town Council regarding the arrangements for administration and maintenance of the allotments, with a view to practical transfer taking place on 1 April 2006, and further reports being made to this Working Party as appropriate; and (4) the officers investigate the steps required to effect formal transfer to the Town Council of twinning arrangements with Compiègne, Huy and Kevelaer with a view to a recommendation being made to Cabinet.	St Edmunds Town Council will have a minimal effect on the Borough Council's budgets.	Councils) Regulations 1999 was to vest in a new Parish Council (which term includes a Town Council) all land within the area of the new Council which is held by the District Council for the purposes of the Allotments Act 1908-1950.	Council.	Joy Bowes (01284-757141)
18	University Campus Suffolk Bury St Edmunds Campus	W246	(1) Subject to the approval of full Council and to all expenditure being funded either by East of England Development Agency (EEDA) grant or from existing Borough	All expenditure to be funded either by East of England Development Grant or existing Borough Council	To ensure that the Borough benefits from over £2 million of inward investment financed by the East of England Development Agency.	Not bidding for the EEDA grant was not considered an option.	John Griffiths (01284-757136) Jerry Massey (01284-757302)

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			<p>Council capital or revenue budgets, the Chief Executive, in consultation with the Leader of the Council and relevant Portfolio Holder, be given delegated authority to:-</p> <p>(i) enter into contracts for engineering and other works on the highway, on land owned or leased by the Borough Council and land owned by West Suffolk College;</p> <p>(ii) agree all land and property transactions necessary to deliver the works identified in Section 3.3 of Report W246; and</p> <p>(iii) appoint consultants.</p> <p>(2) In giving priority to this project it is noted that there may be implications for other work areas and arising from this the relevant Director will inform Cabinet Members of any tasks that will not be completed to agreed timescales.</p> <p>(3) Subject to the approval of full Council, the Chief Executive, in consultation with the Leader of the Council, the Chairman of the Planning Policy Panel and the Portfolio Holder for Transport and Planning be authorised to approve for consultation and then adopt the Masterplan for</p>	<p>capital or revenue budgets. However, as a partner in the scheme, the Borough Council has appointed the engineering consultants to carry out feasibility work. This expenditure will not be funded if the East of England Development Agency Grant is not forthcoming and will have to be met from existing capital and revenue budgets. There is also a financial risk of losing part of the grant aid if the works are not delivered within the agreed timescale.</p>	<p>To ensure that the Borough Council decision making process is capable of being responsive to meet tight deadlines for the delivery of major capital projects.</p> <p>To ensure that the financial risks to the Borough Council arising from a failure to deliver are assessed prior to any expenditure being incurred.</p>		

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			the West Suffolk College site following consideration by the Planning Policy Panel in both instances.				
19	Report from Overview & Scrutiny Committee: Review of Shopmobility and Tourist Information Centre Services an Assets (Sept05/05)	W247	(1) the Overview and Scrutiny review of the Shopmobility and Tourist Information Service be welcomed and the important work carried out by the review group in preparing the report be acknowledged; and (2) with reference to the findings of the Overview & Scrutiny Committee:- (a) the Shopmobility and Tourist Information Centre Services be merged, as soon as possible, and be located at 6 Angel Hill, Bury St Edmunds and formal consultation on the staffing implications of this proposal be carried out with Unison and the staff directly affected; (b) the Shopmobility office be let on a short term tenancy; (c) the future location of the combined service and the implications of implementing the other elements of Option 2, detailed in Report W216, as recommended by the Overview and Scrutiny Committee, be assessed by the Cabinet in the light of this year's Dynamic Review – Innovation, Value and Enterprise (DR-IVE) process and the separate	Merging the Shopmobility and Tourist Information Centre Services will produce a net saving to the Council.	The preferred options were identified as part of the recommendations from the Shopmobility and Tourist Information Centre Working Group, which was charged with reviewing the future of the two services. The Cabinet adopted that immediate recommendations of the Overview & Scrutiny Committee and will assess the long-term Asset Management implications in the light of other ongoing reviews.	The Overview & Scrutiny Committee considered all available options.	Nigel Aitkens (01284-735258) Terry Clements (01284-827161) Jerry Massey (01284-757302)

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			Public Service Village (PSV) and Cattle Market projects, and a further report be presented to the Cabinet in due course; (d) the Bury Town Trust be invited in this interim period to explore, at the Trust's risk, the opportunity to use the upper floors of 6 Angel Hill; and (e) the principle of charging for the Shopmobility service be agreed and the Corporate Director for Economy & Environment, in consultation with the Portfolio Holder for Transport and Planning and Chairman of the Shopmobility and Tourist Information Centre (TIC) Working Group be authorised to agree the level of charge.				
20	Haverhill Area Working Party: Including Masterplan Vision for Haverhill Town Centre (Sept05/03) and (Sept05/04)	W248	Subject to the approval of full Council:- (1) the document attached as Appendix A to Report W201 be adopted as planning guidance; (2) the document to be entitled the Masterplan Vision for Haverhill Town Centre; and (3) a workshop be held with neighbouring Councils to consider issues surrounding Haverhill.	The Borough Council has already allocated £10 million for the development of Haverhill Town Centre.	The Masterplan Vision for Haverhill Town Centre has to be adopted as planning guidance.	Numerous options were considered during the development of the Masterplan Vision for Haverhill Town Centre, which included extensive consultation with businesses and the community in general.	Jeff Stevens (01440-762511) Mike Dawson (01284-757060)
21	Car Parking Working Party: Increase in excess charges, off-street car parks	W249	(1) the principle of increasing the excess charge for off-street parking offences from £40 to £50, with a discount to £20 if paid within 7 days be	The charge which can be levied is set by statute and must currently be between £30 and	As part of the Dynamic Review – Innovation, Value and Enterprise (DR-IVE) 2 initiative, a number of issues around car park	Options were considered by the Planning and Engineering DR-IVE 2 Panel.	Terry Clements (01284-827161) Stephen Boor (01284-757323)

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	(Sept05/02)		approved; (2) the agreement of Suffolk County Council be sought to increase the excess charge for the on-street pay and display and permit holders only areas, enforced by the Borough Council, to the same levels as the off-street excess charges proposed; and (3) it be noted that any decisions regarding fees and charges will need to be fed into the Dynamic Review – Innovation, Value and Enterprise (DR-IVE) Review, as in 2004/2005.	£50. It is estimated that the increase in excess charge proposed will raise additional income of £27,300 per annum.	income were considered.		
22	Cattle Market Redevelopment Working Party (Sept05/13)	W250 Addendum	(a) Public Building (the Venue): Revised Costs That, subject to the approval of full Council:- (1) the allocation for the Venue in the capital programme be increased to £12 million to reflect the latest costings and allow for a contingency sum for future increases in capital costs; and (2) the five year financial model be amended to reflect the increased capital allocation and the implications of the revised business plan.	The allocation in the Council's capital programme to be increased from £10 million to £12 million.	The Venue is considered to be at the 'heart' of the Cattle Market Redevelopment and will provide a much needed community resource.	(1) reduce quality of works to meet £10 million budget; (2) increase the budget; (3) cancel the Venue; and (4) obtain external funding.	Andrew Varley (01284-753135) Jerry Massey (01284-757301)
		W250 Addendum	(b) Landowner's Discharge of Planning Condition That, subject to the approval of full Council, in accordance	There are no direct financial implications in informing Centros	Informing Centros Miller is a requirement of the Development Agreement.	No other options were considered.	Andrew Varley (01284-753135) Jerry Massey

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			with the terms of the Development Agreement, the Council as landowner notifies Centros Miller that the planning permission does not contain any onerous conditions.	Miller that the planning permission does not contain any onerous conditions.			(01284-757301)
23	<p>Planning Policy Panel: Minutes and Recommendations (Sept05/12)</p> <p>(a) Minutes 10 August 2005</p>	W251	<p>(a) Redeposit Draft Replacement St Edmundsbury Borough Local Plan: Affordable Housing</p> <p>The Housing Requirements Study, attached as Appendix 1 to Report W175 be approved as background research, identifying the need for affordable housing provision in the Borough, and that no change be made to policies H4 and RU8 of the Re-Deposit Draft Replacement Local Plan as a result of the study.</p> <p>(b) Redeposit Replacement St Edmunds Borough Local Plan: Proposed Pre-Inquiry modifications</p> <p>(1) the representations received be noted and the officers responses endorsed; and</p> <p>(2) the Pre-Inquiry Modifications of the Draft Replacement Local Plan, as amended, as set out in Appendices 1, 2, 3 and 4 of Report W176 be approved for consultation.</p>	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 protocol has been agreed for preparing concept statements.	The Panel considered the options open to the Council.	<p>Terry Clements (01284-827161)</p> <p>Ian Poole (01284-757350)</p>

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	(b) Minutes 16 August 2005	W252	<p>Redeposit Replacement St Edmundsbury Borough Local Plan: Further Proposed Pre-Inquiry Modifications</p> <p>(1) The representations be noted and the officer response be endorsed; and</p> <p>(2) the Pre-Inquiry Modifications of the Draft Replacement Local Plan, as amended, as set out in Appendices 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 of Report W189 be approved for consultation.</p>				
	(c) Minutes 30 August 2005	W253	<p>Haverhill Town Centre: The Revised Masterplan Vision</p> <p>The revised Masterplan Vision, attached as Appendix A to Report W201 be adopted as planning guidance subject to Cabinet and full Council approval.</p>				
24	Concessionary Bus Fares: Free Travel	agenda item 24	The officers work with the consultants and the other local authorities in Suffolk to establish a cost effective free travel scheme and report back to Cabinet at the earliest opportunity.	The exact financial implications will not be known until further work is undertaken by the officers and consultants.	In the 2005 budget the Chancellor announced free local bus travel, with effect from 1 April 2006, for those aged over 60 and for the disabled. At present the Suffolk county-wide concessionary scheme, the Suffolk Savers Scheme, offers half price concessions. It is the intention that Suffolk County Council	Options will be considered during the working up of the new scheme.	Terry Clements (01284-827161) John Hannah (01284-757262)

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					together with consultants and the other local authorities within Suffolk will work together to continue to operate an agreed county-wide scheme.		
25	Asset Management Plan: 11 Well Street, Bury St Edmunds (Sept05/18)	W255	11 Well Street, Bury St Edmunds be sold on the open market with vacant possession.	The loss of income from the commercial rent role is de minimis, and no income has been included for rent in the 2005/2006 budget as the property was empty. The interest from the sale, less legal and surveyors fees, is estimated at around £11,000 per annum.	To make better use of property resources, in accordance with good Asset Management Planning.	As part of assessing the non-operational property portfolio options are:- (1) retain and manage actively to achieve required performance; (2) retain and consider the feasibility of alternative uses or with partners to better meet the Borough Council's property objectives; or (3) sell and reallocate the capital to better achieve Corporate Objectives and Priorities (which could be by buying alternative property assets).	Nigel Aitkens (01284-735258) Betty Albon (01284-757307)

Joy Bowes, Head of Legal and Democratic Services
23 September 2005