



St Edmundsbury
BOROUGH COUNCIL

DECISIONS NOTICE

The following decisions were taken in the week ending 5 May 2006 and, if not called in by Councillors, will come into operation on Monday 15 May 2006. 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 12 May 2006.

A. DECISIONS TAKEN BY CABINET ON 3 MAY 2006

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
6	Dynamic Review – Innovation, Value and Enterprise (DR-IVE): Years 3, 4 and 5 (May06/02)	W692 (Policy Development Committee)	(1) The three year financial cost reduction targets as detailed in Table 1 of Report W692 and as generated by the medium – term Five Year Financial Model be approved; (2) the revised DR-IVE process for the next three years, (2006/2007, 2007/2008 and 2008/2009), including the composition of the teams, be approved; and (3) the Group Leaders, in liaison with Members not in political groups, be asked to nominate two Members to four of the five DR-IVE teams proposed with one Member from the Conservative Group and one Member not in the Conservative Group.	There are no direct financial implications from amending the procedures adopted by the Policy Development Committee but the following target savings are included:- (1) 2007/2008: £1,329,000; (2) 2008/2009: £1,148,000; and (3) 2009/2010: £340,000.	The changes to the DR-IVE process have emanated from the success of DR-IVE years 1 and 2 and the focus has moved towards the strategic operation of the service areas.	Amendments to the DR-IVE process were considered in detail by the Policy Development Committee.	Sara Mildmay-White (01359-270580) Carlton Brand (01284-757200)

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7	Recommendations from Overview and Scrutiny Committee: Adoption of Annual Accounts	W716	Subject to the approval of full Council, (1) The Annual Accounts Committee be disbanded and not reappointed; and (2) the Overview and Scrutiny Committee be given authority to receive the 2005/2006 and future final accounts from the Cabinet and scrutinise them before adoption by the Council.	There are no direct financial implications in the Overview and Scrutiny Committee replacing the Annual Accounts Committee as the body to scrutinise the Annual Accounts.	The Overview and Scrutiny Committee held audit responsibilities, which it is seeking to develop, and it was felt that it would be appropriate for it to scrutinise the final accounts before adoption by full Council.	Four options were considered by the Overview and Scrutiny Committee:- (1) scrutiny by the Cabinet with Members of the Overview and Scrutiny Committee invited to attend; (2) joint meeting of the Cabinet and Overview and Scrutiny Committee to consider the Annual Accounts; (3) a special meeting of the Overview and Scrutiny Committee to scrutinise the accounts; and (4) the responsibility remain with the Annual Accounts Committee.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)
8	Heritage Services Acquisition and Disposal Policy (May06/12)	W717	That, subject to the approval of full Council, the Heritage Services Acquisition and Disposal Policy as set out in Report W690 be adopted.	There are no direct financial implications of amending the Council's Policy.	As part of accreditation under the Museum, Libraries and Archives Council, the Borough Council is required to update its Acquisition and Disposal Policy every five years, and this was last reviewed in 2001.	Amendments to the Policy were considered in detail by the Policy Development Committee.	Paul Farmer (01284-768777) Neil Anthony (01284-757064)
9	Memorial Testing Policies and Procedures (May06/11)	W718	(1) Raising Awareness Prior to Future Testing That the following additions be made to the Council's policy on raising awareness prior to future testing:- (a) advise Members of the cost benefit analysis of testing	Budgetary provision has been made for the testing of memorials. The cost of undertaking repairs to those memorials deemed	The Council is obliged under Health and Safety at Work Acts and the Occupiers Liability Act to ensure the safety of its employees and the general public and has a duty of care to identify risks	Options were considered in detail by the Policy Development Committee.	Paul Farmer (01284-768777) Jean English (01284-757090)

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			<p>versus potential penalties;</p> <p>(b) consult the Planning Authority on listed memorials;</p> <p>(c) improve communication links between funeral directors, memorial masons and the Borough Council;</p> <p>(d) ensure that good quality information is provided to the funeral directors, the memorial masons, the clergy and all others regularly involved in the arrangement of funerals;</p> <p>(e) prior to commencement of testing, hold public meetings and open days to show people how memorials are tested and explain why testing is required;</p> <p>(f) notify all owners of burial rights individually before testing is carried out; and</p> <p>(g) add a condition to applications for memorial installations that all memorials must be installed by a mason registered with the British Register of Accredited Memorial Masons and that all installations must be in accordance with the National Association of Memorial Masons guidelines.</p> <p>(2) Future Action after a Memorial has Failed Testing</p> <p>(a) That a list of the plot</p>	<p>to be unsafe cannot be accurately estimated until all unsafe memorials have been identified and whether the deed holder can be traced.</p>	<p>associated with memorials and to reduce those risks.</p>		

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			<p>numbers of all memorials which have failed the testing process be published at cemeteries and on the Council's website, and that a list of the names on the failed memorials be made available at the relevant Citizens Advice Bureaux and libraries; and</p> <p>(b) That the period of time between notifying the deed holder that their memorial is unsafe and the taking of further action by the Council (as set out in Options for Dealing with Unsafe Memorials, 4(a) below) be no less than six months after either the initial notification has been sent to the deed holder or a notice has been placed at the memorial site.</p> <p>(3) Financial Options</p> <p>(a) That the Council pay none of the costs of memorial repairs, excepting those monuments which are listed and require repair and where the deed holder cannot be traced.</p> <p>(4) Options for Dealing with Unsafe Memorials</p> <p>(a) That unsafe memorials be sunk at its original site, being reduced to two thirds of its total height.</p>				

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10	Section 17 Crime and Disorder Act 1998: Action Plan (May06/09)	W719	That the Action Plan as contained in Paper W719 be approved.	There are no direct financial implications of approving this Action Plan.	The Council has responsibilities under Section 17 Crime and Disorder Act 1998.	Options were identified and considered during the self assessment process.	Frank Warby (01284-700678) Carole Herries (01284-757603)
11	Value for Money Review of Waste Management and Street Cleansing	W720	(1) That the Waste Management and Cleansing Services not be subject to market testing, for the reasons given in the report of the consultants summarised in Report W694; but (2) the Cabinet implement the following measures to improve the effectiveness and efficiency of the service:- (a) monitor and review bring bank provision and usage in conjunction with expansion of kerbside service; (b) review charges and arrangements for trade waste disposal; (c) maximise opportunities to market service and increase market share, and undertake competition analyses and increase charges if appropriate; (d) review charging mechanisms to ensure full allocation of costs to the service and full recovery of costs from users of the services; (e) investigate potential to increase income for	The main aims of this 'Value for Money' review were to analyse how effective the existing/proposed services are, how much they cost and how they compare with other authorities providing a similar range of services. The report also identified a number of recommendations for the future strategic direction of the service. In consideration of the options for reducing overall service costs, a detailed assessment of possible initiatives has been undertaken, based around the following four key areas:-	The decisions were based on a consultant's report, which was considered by the Policy Development Committee.	Options were considered in detail by the Policy Development Committee.	Jeremy Farthing (01440-820763) Sandra Pell (01284-757300)

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			<p>chargeable services from both internal and external users of the cleansing service;</p> <p>(f) assess and implement the key recommendations arising from the review report and use the 'Gershon Matrix' as a tool for objectively monitoring and reviewing service delivery (as set out in Appendix C to Report W694);</p> <p>(g) review existing cleansing frequencies and standards to meet corporate visions for street care services;</p> <p>(h) review current services and produce proposals for an integrated approach to the provision of the Council's Street Care Services;</p> <p>(i) continue to replace those vehicles that have reached the end of their working life (seven years);</p> <p>(j) review existing arrangements for third party vehicle maintenance to ensure that use of the vehicle workshop is maximised;</p> <p>(k) undertake a review of current vehicle management procedures to ensure that good procedures are in place in areas such as accident damage and vehicle abuse, and link this to the introduction of a 'good driving' scheme for drivers and review</p>	<p>(1) Accuracy: Have service costs been accurately costed;</p> <p>(2) Efficiency Gains: The identification of possible efficiency gains that result in corresponding savings in individual expenditure items;</p> <p>(3) Service Levels: What is the effect of possible changes to proposed service specifications?</p> <p>(4) Income: What are the opportunities for increasing income from existing, or introducing possible new, chargeable waste collection/recycling and street cleansing services.</p>			

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			of driver performance monitoring schemes; (l) ensure effective and prompt monitoring of staff sickness and introduce an annual target for improvements in overall sickness levels; (m) review use and levels of overtime amongst those staff who have consolidated overtime payments included within their basic salaries, to ensure that staff are not working long hours on a regular basis; and (n) examine possibilities for depot sharing with neighbouring authorities and/or other public bodies.				
12	Home Energy: Council Tax Credit Scheme	W721	The £50 Council Tax credit offer for installing cavity wall installation be promoted to all residents within the Borough.	This scheme is wholly funded by British Gas and requires minimal administration by the Council.	The proposed scheme benefits local residents and supports the Council's Priority: 'to secure a sustainable and attractive environment' and the Vision 2025 Sustainable Environment Action Plan.	Not running the scheme was not considered an option as it would result in house holders in St Edmundsbury not being able to benefit from the £50 credit.	Frank Warby (01284-700678) Peter Gudde (01284-757042)
13	Planning Policy Panel: 25 April 2006	W722	(a) Replacement St Edmundsbury Borough Council Local Plan 2016: Policy BSE16: West Suffolk College – Draft Masterplan (Report W711) The draft West Suffolk College Masterplan be approved as a Supplementary Planning	There are no direct financial implications for approving the Draft West Suffolk College Masterplan.	The Council is required to approve a West Suffolk College Masterplan for consultation.	Options have been considered involving the officers negotiating with the College and their consultants on the content and substance of the revised draft Masterplan and a number of comments have been accepted into	Terry Clements (01284-827161) Ian Poole (01284-757350)

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			<p>Document for public consultation once a satisfactory traffic assessment has been submitted to the Council and approved by the officers under delegated authority.</p> <p>(b) Replacement St Edmundsbury Borough Local Plan 2016: Consultation Response to the Draft Hardwick Masterplan (Report W712)</p> <p>(1) the summary of comments received be noted and the officers responses endorsed as contained in Appendix A to Report W712;</p> <p>(2) the course of action be agreed in relation to the site for the doctors surgery, referred to in paragraph 2.2 of Report W712; and</p> <p>(3) negotiations continue with the developer with a view to finalising the Masterplan for submission to the Planning Policy Panel, with a recommendation for adoption, by July 2006.</p> <p>(c) Initial Draft Statement of Community Involvement (Report W713)</p> <p>The initial draft Statement of Community Involvement be approved for consultation purposes, attached as</p>	<p>There are no direct financial implications in considering responses received to the consultation on the Draft Hardwick Masterplan.</p> <p>There are no direct financial implications in approving the Initial Draft Statement of Community Involvement for</p>	<p>The Council is required to approve the Hardwick Masterplan.</p> <p>The Council has a requirement to produce a statement of community involvement under the new Planning Act.</p>	<p>the document. A detailed discussion was undertaken by the Planning Policy Panel.</p> <p>Options have been considered throughout the process.</p> <p>The Council has a statutory requirement to produce a statement of community involvement.</p>	

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			Appendix A to Report W713.	consultation purposes.			
14	Car Parking Working Party (May06/05)	(a) Minutes: 20 March 2006 W723 (b) Minutes: 11 April 2006 W724	Variable Message Signing (VMS) (1) signs VMS1(i), VMS2(i), VMS3(ii)A, VMS5(ii)A, VMS6(ii)A, VMS7(ii)B, VMS8, VMS9, VMS10 and VMS11 be adopted; and (2) variable information signs be introduced on main access roads, funding permitted, as indicated in paragraph 1.4 of Report W632. Mitigation of excess charges (1) in the event of an Excess Charge Notice being issued on the grounds of failure to display, the production of a valid pay and display ticket or blue badge be no longer acceptable grounds to waive/cancel an Excess Charge Notice; (2) the change be monitored for a period of 6 months to determine the impact on income and workload; and (3) on line appeals against an Excess Charge Notice only be accepted after payment has been received.	Centros Miller would contribute £50,000 with the balance of approximately £200,000 being funded by Suffolk County Council. The financial implications will be assessed at the end of the 6 month 'trial' period.	With the Variable Message Signing was considered essential for traffic management in Bury St Edmunds especially when the Cattle Market redevelopment was completed. To prevent the potential abuse of car parking areas.	Options were considered in detail by the Car Parking Working Party. To continue with the current procedures was considered as an option.	Jeremy Farthing (01440-820763) Jerry Massey (01284-757302) Jeremy Farthing (01440-820763) Jerry Massey (01284-757302)

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15	Cattle Market Redevelopment Working Party (May06/03)	W725	<p>(a) Public Works and Project Status Report (Report W707) Subject to the approval of full Council, that:- (1) the capital allocation of £4,200,000 for car parking provision in the Cattle Market scheme be allocated for the underground car park and £700,000 be allocated for surface car parking in the Capital Programme; (2) £400,000 be funded from the Off-Street Car Parking Reserve Account for works in 2006/2007 to the Prospect Row/Cattle Market surface car park as summarised in Section 2 of Report W707; (3) a further report be made to the Working Party in early 2007 identifying the next phase of works to the surface car park, together with an estimate of the cost and financing arrangements; (4) in the anticipation of the Council not proceeding with the Public Building (the Venue), Centros Miller be advised that in accordance with the Development Agreement should the Council not proceed with the Venue the preferred option is for this site to be incorporated within</p>	<p>An additional £700,000 is required to fund works associated with the Cattle Market Redevelopment, of which £400,000 is to be funded from reserves and the funding of the balance to be identified at a later date.</p> <p>The financial implications of not proceeding with the public building (the Venue) will not be known until an alternative use for the site has been determined.</p>	<p>The additional costs for surface car parking have arisen mainly due to:- (1) the additional works to facilitate the underground car park; (2) inflationary factors on the original estimate compiled in 2003/2004; and (3) the need to carry out essential maintenance works.</p> <p>The Council has been considering options in the eventuality that tenders received for the public building are in excess of the budget.</p>	<p>Car parking is an integrated part of the Cattle Market Redevelopment, and not undertaking the works to the surface car park was not considered an option.</p> <p>The Council through the Cattle Market Redevelopment Working Party has been considering options in the event that the tenders received for the public building exceed the budget.</p>	<p>John Griffiths (01284-757136)</p> <p>Jerry Massey (01284-757302)</p>

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			<p>the overall development and that, as landowner, the Council would encourage them to consider the suitability of developing this site for the uses identified in Section 3 of Report W707; and</p> <p>(5) a report be made to the next meeting of the Working Party on the Project Costs, including consultant and design fees, to be funded by the Council and the arrangements for financing these items.</p> <p>(b) Third Party Land Acquisition (Exempt Report W708) Subject to the approval of full Council, that the licence fee for the car parking permits be used as the Council's contribution to the shared costs identified in Section 2 of exempt Report W708 and the Capital Programme be amended accordingly.</p>	The income from the licence fee equates to the Council's contribution to shared costs.	The income and costs are not included in the budget and, therefore, offsetting the costs against the income was considered the best option.	No other options were considered.	
16	Housing Benefit Overpayment: Proposed Write Offs	W726	Two cases of overpaid housing benefit totalling £1,132.84 and Council Tax benefit totalling £2,091.47 as detailed in exempt Appendices 1 and 2 to Report W727 be approved from write off.	A total of £3,224.31 be written off.	The reasons for the decision were contained within exempt Appendices 1 and 2 to Report W726.	Not to write off these debts at this stage were not considered an option.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)