



St Edmundsbury
BOROUGH COUNCIL

DECISIONS NOTICE

The following decisions were taken in the week ending 19 January 2007 and, if not called in by Councillors, will come into operation on Monday 29 January 2007. 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 26 January 2007.

A. DECISIONS TAKEN BY CABINET ON 16 January 2007

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
5	Local Government White Paper: Pathfinder Submission for Suffolk (Jan07/09)	X437	That, subject to the approval of full Council:- (1) the Borough Council supports and approves the bid for pathfinder status, attached to the Council Summons for 16 January 2007 as a working draft, as Suffolk's response to the Local Government White Paper; and (2) the Chief Executive, in consultation with the Leader, be authorised to approve on behalf of the Borough Council any changes required to the draft document prior to its submission to the Government by the deadline of 25 January 2007.	The financial implications for Councils within Suffolk becoming a pathfinder will not be known until later in the process.	The Government White Paper contained an invitation to partnerships of Councils in shire areas to submit proposals by 25 January 2007 to pioneer, as pathfinders, new models of working in two tier areas which unifies service delivery, creates stronger leadership for place shaping, improve the accountability and integrate service delivery for front line and support functions. The Borough Council supports the development of such a set of proposals for Suffolk.	The Borough Council has already agreed to participate in the development of the pathfinder submission, having considered other options available in December 2006.	John Griffiths (01284-757136) Deborah Cadman (01284-757001)

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7	Calculating the Tax Base for Council Tax: 2007/2008 (Jan07/01)	X439	In accordance with the provisions of the Local Authorities (Calculation of the Tax Base) Regulations 1992:- (i) the method of calculating the Council Tax Base for the Borough Council and for the parish areas for 2007/2008, as detailed in Report X439, be approved and adopted; (ii) based on the calculation methods adopted in (i) above, the Council Tax Base for the Borough Council for the financial year 2007/2008 be 37107.33 Band D equivalent properties, as at December 2006, comprising the individual property totals of the parish areas listed in Appendix B to Report X439; and (iii) delegated authority be given to the Chief Finance Officer to determine the Council Tax Base in future years, and the calculation be reported to the Cabinet.	The increase in the tax base means that Suffolk County Council and the Borough Council should receive additional income in 2007/2008 for the same rate of Council Tax. For example the Borough Council Tax levy of £161.64 for a Band D property in 2006/2007 will raise an additional £107,755 in 2007/2008, compared to 2006/2007.	The Council Tax base represents the adjusted number of Band D properties in the Borough calculated by a prescribed and approved method.	The methodology used is prescribed, however, there are variable factors associated with the calculation of the adjusted numbers of Band D equivalent properties:- (1) the number of new properties; (2) disabled relief; (3) single person discount; (4) exempt properties; and (5) collection rate.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)
9	Recommendations from the Grant Panel: 19 December 2006 (Jan07/05)	X441	(1) Grants to Voluntary Organisations: 2007/2008 That, subject to the approval of full Council as part of the budget setting process, (1) the following grants be awarded in 2007/2008:-	The grants will be awarded from approved budgets.	The Grant Panel considered each individual application and made recommendations as appropriate.	Options were considered by the Grant Panel.	Sara Mildmay-White (01359-270580) Mike Dawson (01284-757060)

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			<p style="text-align: right;">£</p> <p>Relate 7,000</p> <p>Bury St Edmunds and District Citizens' Advice Bureau (CAB) 90,000</p> <p>Bury St Edmunds CAB: Lodgers Scheme 1,000</p> <p>Haverhill and District CAB 100,000</p> <p>Haverhill and District CAB: Lodgers Scheme 1,000</p> <p>Haverhill and District Local History Group 3,645</p> <p>OPTUA – Advice and Advocacy 1,000</p> <p>Wednesday for Women 1,000</p> <p>(2) £5,000 be awarded per annum for three years, namely 2007/2008, 2008/2009 and 2009/2010, to Haverhill Association for Voluntary Organisations (HAVO).</p> <p>(2) Abbeycroft Leisure Trust: Grant 2007/2008 That, subject to the approval of full Council as part of the budget setting process, a grant of £575,000 be awarded to Abbeycroft Leisure for the 2007/2008</p>				

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			<p>financial year. (SEE DECISION (1) ON PAGE 10) (3) Haverhill Town Council Arts Centre: Grant 2007/2008 That, subject to:- (a) the approval of full Council as part of the budget setting process; (b) Haverhill Town Council being fully compliant with the Borough Council's Disability Equality Scheme or has adopted its own disability equality policy, in accordance with the requirements of paragraph 5.1(d) of the Council's Grants Policy, as amended; and (c) measures being undertaken for Haverhill Town Council to fully comply with the requirements of the Disability Discrimination Act 1995:- (1) a grant of £256,300 core funding be awarded to the Haverhill Arts Centre for 2007/2008; (2) the grant for 2007/2008 and in future years, be subject to the development of a 5-year Funding Agreement between St Edmundsbury Borough Council and Haverhill Town Council until 2011/2012, in accordance with Appendix A</p>				

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			<p>to Report X401; and (3) the Corporate Director for Community, in consultation with the Portfolio Holders for Arts and Culture, and Resources and Community Development, be given the delegated authority to enter into the Funding Agreement, as detailed in (2) above, prior to the release of the grant funding.</p> <p>(4) Three Counties Transport (3CT): Grant 2007/2008 That:- (1) subject to the approval of full Council as part of the budget setting process, a grant of £2,500 core funding be awarded to Three Counties Transport (3CT) for the financial year 2007/2008; and (2) the Borough Council continue to be an active funding partner within the Three Counties Transport (3CT) Community Transport Scheme and meet its funding commitments up to 31 March 2010.</p> <p>(5) The Prince's Trust Funding Application: Grants 2006/2007 and 2007/2008 That, subject to the approval</p>				

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			<p>of full Council as part of the budget setting process, a grant of £3,500 per annum for the two financial years 2006/2007 and 2007/2008, be awarded to assist with the funding of the Prince's Trust Development Manager post in West Suffolk.</p> <p>(6) Ipswich and Suffolk Credit Union: Grant 2006/2007 That a grant of £5,000 be awarded in 2006/2007 to the Ipswich and Suffolk Credit Union, to establish a branch in Bury St Edmunds.</p> <p>(7) Anglia in Bloom Groups: Grants 2007/2008 That, subject to the approval of full Council as part of the budget setting process, the following grants be awarded for 2007/2008:- (1) Clare in Bloom £4,250; and (2) Cavendish in Colour £750.</p> <p>(8) Applications for Project Funding 2006/2007 That the following awards be made in respect of the 2006/2007 financial year (a) Recreation, Village Halls</p>				

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			<p>and Play Areas (Capital) Grants</p> <p>(1) a grant of £2,500 be awarded, to Stansfield Village Hall and Playing Field to resurface the play area adjacent to Stansfield Village Hall.</p> <p>(b) Grant applications outside of the Council's current funding criteria or budget allocation</p> <p>(1) a grant of £1,000 be awarded to Beetons Lodge Day Care Centre Limited to sponsor two sessions at the Beetons Lodge Day Centre for one year.</p> <p>(9) Grants Policy: Rural Areas Community Initiatives Fund</p> <p>That the Grants Policy, in accordance with Report X407 be recommended to the Council for adoption, subject to the following amendments:-</p> <p>(1) additional text be added to paragraph 3.1, 'in addition to the grant schemes outlined above, the Council may, from time to time, enter into longer term funding arrangements with key partner organisations; and</p> <p>(2) paragraph 1.6 of the Rural Areas Community</p>				

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			Initiatives Fund guidance and procedures, contained in Appendix A to the Grants Policy be amended in order that both full Members and Substitutes be consulted regarding applications submitted under the remit of the Rural Areas Community Initiatives Fund.				
10	Recommendation from Bury St Edmunds Town Council Working Party (Jan07/02)	X442	<p>(1) War Memorials With effect from 1 April 2007, responsibility for maintaining and insuring the War Memorials on Angel Hill and in the Buttermarket be devolved to Bury St Edmunds Town Council.</p> <p>(2) Salt and Grit Bins That, with effect from 1 April 2007:- (a) the provision and maintenance of salt and grit bins in Bury St Edmunds be transferred to the Bury St Edmunds Town Council; (b) the Bury St Edmunds Town Council thereafter be responsible for maintaining and replacing the bins and advising Suffolk County Council when they need to be restocked; (c) the Bury St Edmunds Town Council consult with St Edmundsbury Borough Council regarding location and</p>	There are no direct financial implications for the Borough Council.	There has been ongoing dialog with Bury St Edmunds Town Council as to services which could be devolved from the Borough to the Town Council. The Bury St Edmunds Town Council Working Party is charged with detailed consideration of the services that could be devolved.	Options were considered in detail by the Bury St Edmunds Town Council Working Party.	John Griffiths (01284-757136) Joy Bowes (01284-757141)

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			style of new bins, especially in Conservation Areas; and (d) the Bury St Edmunds Town Council consult with Suffolk County Council regarding the location of new bins.				
11	Report of the Policy Development Committee Choice Based Lettings Policy (Jan07/08)	X443	That the draft Choice Based Lettings Policy as set out in Report X427 be submitted for consultation, subject to the minor amendments suggested by the Policy Development Committee.	Amending the Lettings Policy has been undertaken within existing budgets.	The Council is required to introduce a new system of allocating accommodation called Choice Based Lettings.	The Council has been in extensive discussions with other authorities within the Cambridge Sub-Region and a new Policy had also been subject to detailed consideration by the Policy Development Committee.	Jeremy Farthing (01440-820763) Adriana Stapleton (01284-757613)
12	Leisure Development and Olympic and Paralympic 2012 Panel	X444	<p>Minutes: 30 November 2006</p> <p>(1) Car parking at Bury St Edmunds Leisure Centre That the surface car park to be built to the rear of the Western Way site in Bury St Edmunds, off Olding Road, be made available in the interim period, namely until 2008, for users of the Leisure Centre with control being exercised through the introduction of ticket machines and the charging policy.</p> <p>(2) Haverhill Leisure Centre Refurbishment That costings be obtained for the refurbishment of the Haverhill Leisure Centre to include:-</p>	<p>The cost of the surface car park to be built to the rear of the Western Way site in Bury St Edmunds has been included in the budget for the development of the Public Service Village.</p> <p>A budget of £2.5 million has already been allocated for the refurbishment of the Haverhill Leisure Centre.</p>	<p>Making additional car parking space available for the customers of the Bury St Edmunds Leisure Centre has been an ongoing issue and considered in detail by both this Panel and also the former Car Parking Working Party.</p> <p>The Panel considered in detail the options available for utilising the £2.5 million budget for the enhancement of the Haverhill Leisure Centre.</p>	<p>The detailed options were considered by the Leisure Development and Olympic and Paralympic 2012 Panel.</p> <p>The detailed options were considered by the Leisure Development and Olympic and Paralympic 2012 Panel.</p>	<p>Terry Clements (01284-827161) Neil Anthony (01284-757064)</p> <p>Terry Clements (01284-827161) Neil Anthony (01284-757064)</p>

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			<p>(1) mechanical and electrical works;</p> <p>(2) option 2, which included the wet and dry changing rooms and reception area to provide for an increase in the size of the fitness suite on the ground level at the front of the building;</p> <p>(3) a swimming pool viewing area, as shown in option 3; and</p> <p>(4) decoration.</p> <p>(b) Minutes: 18 December 2006</p> <p>(1) Abbeycroft Leisure Trust: Grant 2007/2008 Subject to the approval of full Council as part of the budget setting process, a grant of £575,000 be awarded to Abbeycroft Leisure for the 2007/2008 financial year. <i>(SEE DECISION (2) ON PAGE 3)</i></p>	<p>It is recommended that a grant of £575,000 be awarded to Abbeycroft Leisure for the 2007/2008 financial year.</p>	<p>As part of the Business Transfer Agreement, Abbeycroft Leisure is required to submit its grant funding proposal to the Borough Council annually for consideration. At the time of transfer the indicative funding had been identified for the first five years of trading, 2005/2010. The indicative funding proposed by the Borough Council for 2007/2008 was £525,000. However, due to the considerable increase in energy costs, and the re-evaluation of the new National Non Domestic Rates due on the buildings, it was considered that the Borough Council should</p>	<p>The Leisure Development and Olympic and Paralympic 2012 Panel considered the level of grant funding to be awarded in detail.</p>	<p>Terry Clements (01284-827161)</p> <p>Neil Anthony (01284-757064)</p>

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					support the Trust to cover these increased costs.		
13	Incubation Centre, Suffolk Business Park, Bury St Edmunds (Jan07/10)	X446	<p>(1) Up to 2 acres of land at site E2 Suffolk Business Park, Bury St Edmunds be disposed of on a long leasehold basis, preceded by an agreement for lease for the construction of an Incubation Centre;</p> <p>(2) The broad Heads of Terms for this disposal be as follows:-</p> <p>2.1 the lease to be based either on a quasi-market rent or a profit share agreement provided that this agreement does not place on the Borough Council any financial liability;</p> <p>2.2 the operator of the incubation centre must provide a range of different sized office units and these can include laboratory space accommodation for prototype development but not other workshop type floor space;</p> <p>2.3 the developer enter into a management agreement with the Council to ensure that the units are available to tenants on an easy-in and easy-out rental basis and be let for a maximum of three years;</p> <p>2.4 the centre must provide business support/consultancy services for tenants and this can be delivered by a third party;</p>	<p>With the Incubation Centre Project being limited to a land disposal arrangement there are no ongoing financial obligations on the Borough Council in terms of capital or revenue expenditure. However, in entering into a leasehold arrangement at less than the market value or rents, the Council is foregoing capital receipts or rental income. Until discussions have been held with prospective developer/managers, it is not possible to quantify this sum.</p>	<p>The Suffolk Development Agency commissioned a study to look at ways of increasing new business start ups in West Suffolk as part of the implementation of the Cambridge to Ipswich hi-tech corridor action plan. The study identified that there were few existing opportunities within the main towns and rural hinterland along the A14 corridor in West Suffolk to support this. However it was identified that it would be beneficial for the provision of an Incubation Centre in Bury St Edmunds, but it was recognised that there were few allocated employment sites immediately available for new build in Bury St Edmunds. However, the Council owned 6.88 acres of land at the Suffolk Business Park, and part of this area would provide an excellent location for the development of an incubation centre.</p>	<p>The Council could decide not to try and attract private sector interests in developing an Incubation Centre in Bury St Edmunds and seek to dispose of the entire site for general employment purposes. However, this will be a lost opportunity and may not be in the long-term interests of the local economy.</p>	<p>Nigel Aitkens (01284-735258)</p> <p>Jerry Massey (01284-757302)</p>

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			<p>2.5 the centre will be of a design suitable for a modern business park and should be of a standard that attracts new start up enterprises particularly ICT based businesses; and</p> <p>2.6 the centre will include meeting rooms for hire and other facility management services for tenants (on a pay as you use basis).</p> <p>(3) The Head of Property Services, in consultation with the Portfolio Holder for Economy and Asset Management, be authorised to agree the final terms for site disposal and delivery of an Incubation Centre by the private sector and the Code of Procedures relating to the Disposal of Land and Buildings be varied to permit the above arrangements to apply, for reference back to the Cabinet.</p> <p>(4) The remaining land at Site E2 be sold freehold on the open market as one or two plots.</p> <p>(5) The Council notify HM Revenue and Customs that it will opt to tax Site E2 such that all disposals, leases and other interests granted will be subject to VAT.</p>				

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14	Haverhill Area Working Party/Haverhill Masterplan (Jan07/06)	X447	<p>(1) Haverhill Town Centre Draft Design Framework: Details That the Draft Design Framework, in accordance with Appendix A to Report X373, subject to amendments, be approved for consultation purposes.</p> <p>(2) Haverhill Brand Promotional Website (a) the officers be authorised to enter into discussions with Haverhill Enterprise 2000 in respect of the joint development and operation of a promotional website for the town of Haverhill; and (b) proposals be reported back to the Haverhill Area Working Party for consideration.</p>	The consultation will be met from existing budgets.	Costs for the development of the promotional website will be determined after discussions with Haverhill Enterprise 2000.	Options were considered in detail by the Haverhill Area Working Party.	<p>Jeff Stevens (01440-762511)</p> <p>Mike Dawson (01284-757060)</p>
15	Report of the Policy Development Committee: Choice Based Lettings Future Operation of Housing Register (Jan07/03)	X448	That, given the clear benefits to the service user of administering the Housing Register in-house, the principle of returning responsibility for the Housing Register to the Borough Council be approved, subject to detailed costings and structures for this option being brought back to a Policy Development Committee at the appropriate time.	The financial implications are to be determined following a full analysis of the cost of this option.	A new system of allocating housing has to be introduced and the accompanying administration needs to be put in place.	Three options were considered:- (1) Havebury Housing Partnership continue to administer the Housing Register; (2) identify another registered social landlord or partner organisation to administer the Housing Register; and (3) an in-house team be established to administer the Housing Register.	<p>Jeremy Farthing (01440-820763)</p> <p>Adriana Stapleton (01284-757613)</p>

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16	Housing Benefit Overpayment: Proposed Write Off	X449	Two Housing Benefit overpayments totalling £3,471.86 and two Council Tax Benefit overpayments totally £808.33 as detailed in exempt Appendices 1 and 2 to Report X449 be approved for write-off.	A total of £4,280.19 has been written off.	Detailed reasons for the decisions were included in the exempt Appendices to the report.	Attempt to recover the overpayments from the claimants, which could have including involving the full appeals rights contained within benefits of administration law. Officers considered that on balance, if the cases were heard by the appeals tribunal, the authority would loss the appeal.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)
Late Urgent Item	Recommendation from Public Service Village Programme Board (Jan07/07)	X452	The construction of the car park off Olding Road, Bury St Edmunds be approved and be funded from the Capital Programme as detailed in paragraph 3.1 of Report X452.	The cost of the car park is estimated at £400,000 and can be financed from the approved Capital Programme.	On 12 January 2007, the Public Service Village (PSV) Programme Board considered a report on the construction of a surface car park off Olding Road, Bury St Edmunds in support of the PSV Phase 1. As part of the enabling works for Phase 1 proposals for the development of the Western Way site it is necessary to demolish the single storey extension to St Edmundsbury House, together with the terrapin. In addition on commencement of the main construction works the contractor will occupy the majority of the car park which will form the secure site area. Car parking will remain immediately in front of the	Detailed options were considered by the Public Service Village Programme Board.	Nigel Aitkens (01284-735258) Ivan Sams (01284-757304)

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					building for visitors and disabled members of staff, however there will be a loss of approximately 140 spaces.		

Joy Bowes, Head of Legal and Democratic Services
19 January 2007