



*St Edmundsbury*  
BOROUGH COUNCIL  
**DECISIONS NOTICE**

The following decisions were taken in the week ending 3 August 2007 and, if not called in by Councillors, will come into operation on Monday 13 August 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 10 August 2007.

**A. DECISIONS TAKEN BY CABINET ON 1 AUGUST 2007**

<b>Item No.</b>	<b>Subject (Forward Plan Ref)</b>	<b>Report No.</b>	<b>Decision</b>	<b>Financial Implications</b>	<b>Reason(s) for Decision</b>	<b>Other Option(s) Considered</b>	<b>Contact(s)</b>
6	Report of the Performance and Audit Scrutiny Committee: Code of Corporate Governance and Statement on Internal Control (Aug 07/05)	Y156	(1) The Code of Corporate Governance and its associated Position Statement and Action Plan, as detailed in Appendix B to Report Y147, be approved and published; (2) the Statement on Internal Control, as detailed in Appendix C to Report Y147, be approved and issued with the Council's published accounts; (3) the Internal Control Assessment and Action Plan, detailed in Appendix D to Report Y147, be approved; and (4) the process used to compile the Statement on	The compilation of the Code of Corporate Governance and Statement on Internal Control was undertaken within existing resources.	The Code of Corporate Governance is compiled taking into account new guidance issued by the Audit Commission and the Independent Commission on Good Governance in Public Services. There is a requirement for the Council to publish the Statement on Internal Control within the Annual Statement of Accounts and is a public assurance that the Council has a sound system of internal control designed to help manage and control risks.	Not to complete these documents was not an option.	Paul Farmer (01284-768777)  Adriana Stapleton (01284-757613)

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			Internal Control and a detailed review of internal controls, as detailed in Report Y147, be endorsed for application in future years.				
7	Use of Resources Assessment (Aug07/09)	Y157	(1) It be noted that the Corporate Director for Resources, in consultation with the Portfolio Holder for Resources and Efficiency, has prepared and submitted 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 Y157 as Appendix A, be approved and the Corporate Director for Resources, in consultation with the Portfolio Holder for Resources and Efficiency, be authorised to carry out final editing, make any minor amendments required and submit it to the Audit	Completing the Assessment itself has required the input of a cross-cutting team of officers and reflects the Council's existing commitment to make significant savings for the local Council Taxpayer.	As part of the Comprehensive Performance Assessment Framework all Councils are required to carry out an annual Use of Resources Assessment. The Assessment examines how well the Council manages and uses its financial resources.	There was no option other than to complete the Use of Resources Assessment.	Paul Farmer (01284-768777)  Deborah Cadman (01284-757001)

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			Commission, together with any other background information and evidence required; and (3) it be noted that any actions in the Use of Resources returns are already included in the Council's Improvement Plan.				
11	Central Safety Panel: Recommendation (Aug07/02)	Y161	<b>Smokefree Policy</b> That Instruction 19 of the Health and Safety Manual, Smokefree Policy, be updated in accordance with Paper Y161.	There are no direct financial implications from amending the Council's Smokefree Policy.	The Council already operated a Smokefree Policy in its buildings and work vehicles but the Policy required updating arising from the Smokefree (Premises and Enforcement) Regulations 2006.	Not to update the Smokefree Policy was not considered an option, however, the contents of the Policy were considered in detail by the Central Safety Panel.	David Ray (01359-250912)  Martin Hosker (01284-757010)
12	Report of the Performance and Audit Scrutiny Committee: Environmental Performance Update (Aug 07/07)	Y162	(1) The Transport corporate environmental targets, as detailed in the appendix to Report Y150, be revised to include (a) reduce passenger and commercial fleet mileage by 10% by April 2010; and (b) reduce CO <sub>2</sub> emissions arising from the passenger and commercial fleet by 20% by April 2010; and (2) the Sustainable Development Panel consider the potential for the Council to pay to offset its carbon emissions from energy use in buildings.	The full financial implications of introducing these two new environmental targets are yet to be fully assessed.	The Council is continually reviewing its corporate environmental targets.	Options were considered by the Performance and Audit Scrutiny Committee.	Peter Stevens (01787-280284)  Peter Gudde (01284-757042)

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13	Sustainable Development Panel: Recommendations (Aug 07/08)	Y163	<p><b>(1) Consultation on the Incentives for Recycling by Households</b> The consultation response to the Government, as contained within Appendix 1 to Report Y132, on the incentives for recycling by households, be approved.</p> <p><b>(2) Excess Charge Notice (Parking Ticket) Appeals – Procedure</b> The revised procedure for the consideration of appeals against Excess Charge Notices, as detailed in Appendix A to Report Y133, be adopted and used in all cases where an appeal is received.</p> <p><b>(3) Annual Car Parking Report 2006/2007</b> (a) Report Y134 be noted; and (b) a monitoring report continue to be presented on an annual basis.</p> <p><b>(4) Review of Seasonal Park and Ride Service, Bury St Edmunds</b> (a) A temporary park and ride service be provided from a single site at</p>	<p>Responding to the Government's consultation was undertaken within existing resources.</p> <p>Amending the procedure was undertaken within existing resources.</p> <p>The production of this report was undertaken within existing resources.</p> <p>Because it depends on take up, the costs of the scheme are unknown but will be funded from</p>	<p>As a high performing authority for recycling and composting it was considered essential for the Council to respond.</p> <p>There was a need to standardise the procedure.</p> <p>Good practise would dictate that an annual report on parking activity be produced.</p> <p>The seasonal park and ride service is an attraction to shoppers and valued by traders.</p>	<p>Options were considered by the Sustainable Development Panel.</p> <p>Options were considered by the Sustainable Development Panel.</p> <p>Options were considered by the Sustainable Development Panel.</p> <p>Options were considered by the Sustainable Development Panel.</p>	<p>Peter Stevens (01787-280284)</p> <p>Daniel Sage (01284-757457)</p> <p>Terry Clements (01284-827161)</p> <p>Stephen Boor (01284-757323)</p> <p>Terry Clements (01284-827161)</p> <p>Stephen Boor (01284-757323)</p> <p>Terry Clements (01284-827161)</p> <p>Stephen Boor (01284-757323)</p>

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			<p>Kempson Way each Saturday in December 2007, in the lead up to Christmas;</p> <p>(b) the costs are funded from the Car Parking Reserve;</p> <p>(c) the option of a free park and walk service from West Suffolk College be explored; and</p> <p>(d) the Corporate Director for Environment be given delegated authority, in consultation with the Chief Finance Officer and the Portfolio Holder for Transport and Planning, to make any necessary changes to the scheme.</p> <p><b>(5) Engineering Services Works Programme</b></p> <p>(a) The progress of works detailed in paragraphs 2.1, 2.2 and 2.3 of Report Y136 be noted;</p> <p>(b) the experimental resident's parking scheme in Victoria Street area, Bury St Edmunds be made permanent with the changes outlined in paragraph 2.2.2 of Report Y136; and</p> <p>(c) the Portfolio Holder for Transport and Planning be</p>	<p>the Car Parking Reserve.</p> <p>The Borough Council is an Agent for the County Council's Highways Service and delivers a maintenance and capital programme on their behalf. Bids for funding are assessed by the County Council against the targets in the Suffolk Local Transport Plan.</p>	<p>Monitoring the Engineering Services Work Programme is considered to be good practise.</p>	<p>Options were considered by the Sustainable Development Panel.</p>	<p>Terry Clements (01284-827161)</p> <p>Stephen Boor (01284-757323)</p>

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			<p>authorised to approve schemes prior to their submission for consideration by Suffolk County Council for funding in 2008-2009 as detailed in paragraph 2.3.1 of Report Y136.</p> <p><b>(6) Bury St Edmunds Streetscape Guidance and King's Road, Bury St Edmunds Environmental Enhancements</b></p> <p>(a) The draft Bury St Edmunds Streetscape Strategy be approved for consultation;</p> <p>(b) local consultation take place regarding the King's Road, Bury St Edmunds environmental enhancements scheme and delegated authority be given to the Portfolio Holders for Transport and Planning, and Environment and Street Scene, to agree plans for consultation; and</p> <p>(c) delegated authority be given to the Head of Planning and Engineering Services, in consultation with the Portfolio Holder for Environment and Street Scene, to make any necessary minor</p>	<p>Funding is in place to complete the adoption of the Bury St Edmunds Streetscape Strategy, but the longer term implementation of the Strategy would require funding.</p> <p>Adoption of the Strategy as planning guidance would enable contributions towards projects being sought from developers.</p> <p>Funding is in place to implement improvements to King's Road, St Andrews Street South, Risbygate Street and</p>	<p>The Streetscape Strategy, once approved, would provide a long-term framework for the use and improvement of streets and spaces in Bury St Edmunds Town Centre.</p>	<p>Options were considered by the Sustainable Development Panel.</p>	<p>Peter Stevens (01787-280284)</p> <p>Ian Poole (01284-757350)</p>

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			<p>typographical, grammatical or similar textual changes to the draft prior to publication for consultation purposes.</p> <p><b>(7) St Edmundsbury Replacement Local Plan 2016: Moreton Hall East, Bury St Edmunds – Draft Revised Masterplan</b></p> <p>(a) The draft revised Masterplan, attached as Appendix 1 to Report Y138, for the development of the Moreton Hall East, Bury St Edmunds, be approved for public consultation by the Developers;</p> <p>(b) delegated authority be given to the Head of Planning and Engineering Services, in consultation with the Portfolio Holder to Transport and Planning, to make any necessary factual typographical, grammatical or similar textual changes to the draft prior to publication for consultation purposes; and</p> <p>(c) officers develop a draft formal response to the Masterplan for consideration by the</p>	<p>Parkway in Bury St Edmunds as part of the Cattle Market development.</p> <p>The revised Masterplan was prepared by the landowners, Taylor Woodrow.</p>	<p>The landowners, Taylor Woodrow, prepared a revised Masterplan for the area, in accordance with Policy DS4 of the Replacement Local Plan, and the Council's draft Protocol for the preparation of such documents. They are now seeking the Council's approval of the revised Masterplan as planning guidance. The revised Masterplan cannot be adopted until it has been subject to consultation.</p>	<p>Options were considered by the Sustainable Development Panel.</p>	<p>Terry Clements (01284-827161)</p> <p>Rona Hopkinson (01284-757380)</p>

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			<p>Sustainable Development Panel as part of the consultation response.</p> <p><b>(8) Replacement Local Plan – Policy BSE2: Vinefields Farm, East Close, Bury St Edmunds – Concept Statement</b>  Subject to full Council approval, the Concept Statement for Vinefields Farm, East Close, Bury St Edmunds, attached as Appendix B to Report Y139, be adopted as planning guidance.</p> <p><b>(9) Planning for a Sustainable Future: Planning White Paper and associated Government consultation documents</b>  The responses to the consultation questions contained in Appendix B of Report Y140 be submitted to the Government by 17 August 2007.</p> <p><b>(10) Revised Local Development Scheme</b>  (a) The proposed changes to the Local Development Scheme required by GO-East, and set out in</p>	<p>The consultation process was carried out within existing resources.</p> <p>Responding to the Government consultation was undertaken within existing resources.</p> <p>Amending the Local Development Scheme was undertaken within existing</p>	<p>A draft Concept Statement for the development at Vinefields Farm was approved for consultation by the Sustainable Development Panel on 6 March 2007. The draft Concept Statement has been amended in the light of comments received.</p> <p>It was considered essential that the Council respond to these important proposals.</p> <p>The Borough Council is required to prepare a Local Development Scheme (LDS) (project plan) for its Local Development Framework</p>	<p>Options were considered by the Sustainable Development Panel.</p> <p>Options were considered by the Sustainable Development Panel.</p> <p>Options were considered by the Sustainable Development Panel.</p>	<p>Terry Clements (01284-827161)</p> <p>Ian Poole (01284-757350)</p> <p>Terry Clements (01284-827161)</p> <p>Patsy Dell (01284-757306)</p> <p>Terry Clements (01284-827161)</p> <p>Ian Poole (01284-757350)</p>

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			<p>Appendix A of Report Y141, be approved;  (b) that the Head of Planning and Engineering Services be authorised, in agreement with the Portfolio Holder for Transport and Planning to incorporate into the Local Development Scheme any consequential minor changes as are necessary to make any spelling, grammatical, factual, formatting and numbering corrections; and  (c) the amended Local Development Scheme be submitted to GO-East for approval.</p> <p><b>(11) Joint Working with Forest Heath District Council</b>  (1) the formation of a formal waste partnership with Forest Heath District Council be agreed in line with the recommendations of the Business Plan contained within Appendix 1 of Report Y143; and  (2) the Borough Council's representatives on the Joint Governance Board be authorised to negotiate the approach to a joint working partnership with</p>	<p>resources.</p> <p>There are no budget implications at this stage as the work within Stage 1 of the Business Plan can be completed within existing budgets and progress to Stage 2 would be subject to a further report.</p>	<p>(LDF). A revised scheme was submitted to GO-East in March 2007 for approval. Prior to confirming their approval, the Government Office is seeking some minor changes to the scheme.</p> <p>The Council has been considering partnership working with Forest Heath District Council.</p>	<p>Options have been considered by a joint Governance Board with Forest Heath District Council and the Sustainable Development Panel.</p>	<p>Peter Stevens  (01787-280284)</p> <p>Sandra Pell  (01284-757302)</p>

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			Forest Heath District Council, based on (1) above.				
14	Play Strategy (Aug07/12)	Y164	The costed Play Strategy Action Plan as detailed in Paper Y164 be approved for submission to the Big Lottery Fund.	The Council has adopted a Play Strategy which allows it to bid for £200,000 of funding from the Big Lottery Fund.	The Council had previously agreed to apply for funding to the Big Lottery Fund to improve opportunities for play in St Edmundsbury.	The decision to apply for Big Lottery Funding had already been taken.	Lynsey Alexander (01284-765054)  Jean English (01284-757087)
15	Gypsies and Travellers Accommodation Needs Assessment (Aug07/11)	Y165	The setting up of a 'task and finish' Gypsy and Travellers Accommodation Working Party, as outlined in paragraphs 4.4.3, 4.4.4 and 4.4.5 of Report Y165 be approved to develop the implementation plan for the provision and management of Gypsy and Traveller sites in St Edmundsbury.	Resource implications for the setting up and operation of the Working Party will be met from existing resources but there may be funding implications for the future once sites are identified.	There is a requirement for Local Authorities to assess the accommodation needs of Gypsies and Travellers and to make arrangements to meet these needs.	The Council has responsibility to assess the accommodation needs of Gypsies and Travellers and to make arrangements to meet these needs and it was considered that a Cabinet Working Party will ensure a broad view from Members, officers and stakeholders in developing an implementation plan.	Sara Mildmay-White (01359-270580)  Carole Herries (01284-757603)
16	Members' Health Panel	Agenda Item 16	(1) The Members' Health Panel be reconstituted and that the Head of Legal and Democratic Services be authorised to appoint seven Members, including the Portfolio Holder for Community, in accordance with the political balance of the Council and on the nominations received from Group Leaders and independent Councillors; and (2) the Terms of	The operation of the Members' Health Panel will be within existing resources.	The Members' Health Panel had been in existence for approximately ten years and has carried out some important work including the development of the Council's current Health and Wellbeing Strategy. There is a need to review this Strategy and develop a new strategy later this year.	Not to reconstitute the Members' Health Panel was not considered an option.	Sara Mildmay-White (01359-270580)  Jo Jones (01284-757055)

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			Reference as detailed in Agenda Item 16 be approved.				
17	Haverhill Area Working Party/ Haverhill Masterplan (Aug07/04)	Agenda Item 17	<b>Haverhill Enterprise 2000 Promotional Website and Brochure</b> (1) A grant of up to £8,000 be made to Haverhill Enterprise 2000 for the production of the promotional brochure associated with the new website; and (2) where possible, recycled materials be used for the brochure.	A grant of up to £8,000 is to be made to Haverhill Enterprise 2000.	It had previously been agreed for the Council to work in partnership with Haverhill Enterprise 2000 to fund the redevelopment of their website as a business promotional tool for the town. It was also agreed that the Council needed to negotiate an appropriate level of funding for this project.	It had previously been agreed to work with Haverhill Enterprise 2000 and therefore consideration had been given by the Haverhill Area Working Party as to the appropriate level of funding.	Nigel Aitkens (01284-735258)  Mike Dawson (01284-757060)
18	Revenues Collection Performance	Y166	(1) The levels of collection performance achieved, as set out in Section 8, be noted; and (2) the write off of the amounts detailed in the exempt appendices to this report, being 15 accounts for business rates totalling £101,257.97 (exempt Appendix 1), 29 accounts for Council Tax totalling £38,599.88 (exempt Appendix 2) and 2 accounts for sundry debts totalling £2,361.24 (exempt Appendix 3) be approved.	The write off of the amounts detailed in the exempt appendices to this report, being 15 accounts for business rates totalling £101,257.97 (exempt Appendix 1), 29 accounts for Council Tax totalling £38,599.88 (exempt Appendix 2) and 2 accounts for sundry debts totalling £2,361.24	The Revenues Section collects outstanding debts in accordance with either statutory guidelines or Council agreed procedures. When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Chief Finance Officer for debts up to £750 or by Cabinet for debts over £750. The reasons for recommending the write-offs are included in exempt appendices 1, 2 and 3 attached to the report.	Options were considered by the Cabinet on some individual cases.	Paul Farmer (01284-768777)  Graham Moore (01284-757252)

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				(exempt Appendix 3.			

Joy Bowes, Head of Legal and Democratic Services  
3 August 2007