



St Edmundsbury
BOROUGH COUNCIL
DECISIONS NOTICE

The following decisions were taken in the week ending 25 January 2008 and, if not called in by Councillors, will come into operation on Monday 4 February 2008. 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 1 February 2008.

A. DECISIONS TAKEN BY CABINET ON 23 JANUARY 2008

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
4	Bury St Edmunds Town Council Working Party – 6 December 2007 (Jan08/15)	Y503	Terms of Reference That item (a) of the Terms of Reference be amended to read, '(a) administrative matters (such as accommodation, facilities and staffing)'. Christmas Lights (a) the Borough Council declines the Town Council offer to take on the managerial and financial responsibility for the provision of Christmas lights for 2008 onwards; (b) the Borough Council encourages the Town Council to meet with the Bury St Edmunds Chamber of Commerce, Town Centre Management Group	All the financial implications were discussed by the Bury St Edmunds Town Council Working Party.	To progress the recommendations of the Working Party specifically relating to the Christmas lights, Mayoral Chains of Office and the allotments.	None.	Sara Mildmay-White (01359-270580) Joy Bowes (01284-757141)

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			<p>and other representative bodies with an interest in this matter, to investigate how they can work together to deliver a Christmas lighting scheme in 2008 and beyond; and (c) the role of the Borough Council will be limited to the award of grant aid for the installation of Christmas lights by a third party.</p> <p>Mayoral Chains of Office That the Bury St Edmunds Town Council's Chains of Office not be displayed at the Borough Council's museum.</p> <p>Allotments That the Bury St Edmunds Town Council be advised that the Borough Council did not wish to take on management of allotments in the town.</p>				
5	Suffolk Schools Reorganisation – St Edmundsbury Borough Council Response to Consultation	Y504	To approve Report Y504 for submission to Suffolk County Council as St Edmundsbury Borough Council's formal response to the School Reorganisation Consultation as amended in point 8 to include school	There are no financial implications in the Borough Council responding to the Suffolk County Council's consultation other than staff time.	Responding to the County Council's consultation would ensure the Borough Council's views had been raised.	To not respond to the consultation.	Sara Mildmay-White (01359-270580) Mike Dawson (01284-757060)

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			governors in future consultation.				
7	Report of the Policy Development Committee: Corporate Sponsorship Policy	Y505	<p>Subject to full Council approval:- a new section be added to the Corporate Sponsorship Policy, as follows:- <u>1. Councillors as sponsors of council events and activities</u> 1.1 Division, ward and parish councillors are able to take up St Edmundsbury Borough Council sponsorship opportunities, both by sponsoring council events or activities as individuals and as representatives of a business, provided that: the Code of Conduct for councillors is complied with; the list of exemptions stated at paragraph 2.4 in this policy is adhered to; and the Monitoring Officer has no objections. 1.2 At sensitive times in the political and democratic year, such as the lead-up to an election or by-election, financial support for events or activities by an individual councillor may be perceived as possible promotion of that</p>	There are no direct financial implications in compiling a new Corporate Sponsorship Policy.	There was a need to update the Sponsorship Policy as detailed in the financial procedure rules in Part 4 of the Council's Constitution to form an overarching Corporate Sponsorship Policy.	Options were considered by the Policy Development Committee.	Paul Farmer (01284-768777) Jerry Massey (01284-757200)

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			<p>individual's politics or views. At these sensitive times any decisions on possible promotion of a councillor who has entered into, or intends to enter into, a sponsorship agreement, whether individually or through their businesses, will be taken by the Monitoring Officer. The named officer in the sponsorship arrangement will take advice from the Monitoring Officer, who will recommend appropriate action, having regard to the Code of Conduct and to the Code for Local Authority Publicity.</p>				
10	Disposal of the Borough Offices (Jan08/07)	Y508	<p>(a) the Borough Council disposes of the Borough Offices by tender; (b) the criterion for acceptance of a tender is highest price; (c) the Head of Legal and Democratic Services be given delegated authority, in consultation with the Corporate Director for Resources and the Portfolio Holder for Economy and Asset Management, to select the successful bidder; and (d) authority be sought to</p>	<p>The proposals make provision for a three stage payment/purchase arrangement. The Borough Council would receive capital sums at the acceptance of tender and completion of transfer stages.</p>	<p>West Suffolk House is due to be completed at the end of 2008 and following the transfer of staff to the new headquarters in December 2008/January 2009, the Borough Offices would be surplus to requirements.</p>	<p>The Borough Council could choose to sell the Borough Offices conventionally, using a non-partnership approach by tender, auction or private treaty. This is not considered the most appropriate option to achieve the best consideration.</p>	<p>Nigel Aitkens (01284-735258) Betty Albon (01284-757307)</p>

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			deviate from the adopted Code of Procedure Relating to the Disposal of Land and Buildings by including a provision for "claw back".				
11	Pension Scheme Discretions for Flexible Retirement (Jan08/02)	Y509	The flexible retirement provisions be adopted as part of its discretions under the Local Government Pension Scheme and that the Chief Finance Officer and Head of Human Resources and Organisational Development be given delegated powers to approve individual cases which meet the criteria outlined in Para 4.4, as amended, of Report Y509.	Flexible retirement could provide opportunities for restructuring and staffing savings. Individual cases must meet the savings criteria.	To update the Council's discretionary pensions arrangements to take account of the discretions exercisable by the Council as an employer under the Local Government Pension Scheme (amendments) Regulation 2006, with regard to arrangements for flexible retirement.	The regulations are discretionary so the Council could decide not to adopt them.	David Ray (01359-250912) Paul Farmer (01284-768777) Louise Hammond (01284-757008)
12	Grant Panel: Recommendations 18 December 2007 (Jan08/10)	Y510	Rural Areas Community Initiatives Fund: Review of the Email Voting System That, subject to the approval of full Council, the Rural Areas Community Initiatives Fund (RACIF) Guidelines and Procedures contained in Appendix A to the Borough Council's Grants Policy, be approved, subject to the following amendments:- (1) following the inspection of RACIF grant	The awarding of grants as listed will be undertaken within approved budgets.	The awarding of grants is undertaken against a scoring matrix that ensures that the Council's priorities are addressed.	The Grant Panel considered the options in detail.	Paul Farmer (01284-768777) Sara Mildmay-White (01359-270580) Mike Dawson (01284-757060)

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			<p>application sites, a report be prepared by the Officers and approved by the Corporate Director for Resources for consideration by full Members and where appropriate, Substitute Members of the Grant Panel using a fast-track approach via email, as outlined in Section 2.1 of Report Y455 and amended in (2) to (5) below;</p> <p>(2) Members and Substitute Members of the Grant Panel be consulted on grant applications by email using the fast-track approach and a maximum of 10 days (including Saturday and Sunday) be allowed for reply;</p> <p>(3) the Assistant Economic Development Officer, or in his/her absence another member of the Economic Development Unit, be given the delegated authority to determine whether a Substitute Member's vote would be eligible to be taken into consideration based on the information provided by full Members of the Panel;</p> <p>(4) in order to determine</p>				

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			<p>an application, a minimum of 3 Members/Substitute Members are required to vote and the majority of those casting a vote will decide the application;</p> <p>(5) the email sent to Members and Substitute Members will clearly state the deadline for voting. Replies will be sent to the Officers by Members and Substitute Members using the 'Reply All' icon; and</p> <p>(6) all references to the Corporate Director for Economy and Environment be amended to Corporate Director for Resources throughout the RACIF Guidelines and Procedures document.</p> <p>Application for Core Funding 2008/2009: Victory Sports Ground (Bury St Edmunds) Limited</p> <p>That, subject to the approval of full Council, £43,250 be awarded in 2008/2009 to Victory Sports Ground (Bury St Edmunds) Limited.</p>				

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			<p>Application for Core Funding 2008/2009: Bury St Edmunds Art Gallery That, subject to the approval of full Council, £36,300 be awarded in 2008/2009 to Bury St Edmunds Art Gallery.</p> <p>Applications for Project Funding: 2007/2008 That the following grants be awarded in 2007/2008:-</p> <p>(a) Arts Grants (1) £500 be awarded to Eastern Angles to support its forthcoming productions.</p> <p>(b) Recreation, Village Halls and Play Areas Capital Grants (1) £6,000 be awarded to The Victory Ground Tennis Players Club towards the cost of resurfacing two hard tennis courts at the Victory Ground, Bury St Edmunds.</p>				

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			<p>Applications for Project Funding: 2007/2008 (a) Recreation, Village Halls and Play Areas Grants (1) Subject to the confirmation of matched funding, £10,000 be awarded in 2007/2008 to Great Barton Parish Council towards funding the improvements to the village play area.</p> <p>Rural Areas Community Initiatives Fund: Application for Project Funding 2007/2008 That, £2,887.50 be awarded in 2007/2008 to Kedington Community Association, towards the purchase of replacement emergency exit doors and a replacement UPVC window at Kedington Community Centre.</p>				
13	Guildhall, 79 Whiting Street and Moyses Hall (Jan08/16)	Y511	(a) the Feoffees be given the opportunity to advertise the Guildhall to attract interest for a commercial use (or uses) and thereafter assume full control and responsibility for the Guildhall and 79 Whiting Street, if successful; and (b) the remaining part of	An Asset Management Plan Review of public halls was completed in July 2002. Transfer of responsibility for the Guildhall and 79 Whiting Street to the Trust would provide an	Following on from Report X343, considered by Cabinet on 6 December 2006, further discussions had been held with the Chairman of the Trust and a new approach identified. The proposal would still involve the transfer of the Guildhall and 79 Whiting Street to the Trust but	If agreement with the Trust is not possible the option open to the Council would be to continue to manage the properties.	Nigel Aitkens (01284-735258) Jerry Massey (01284-757200)

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			Moyses Hall not in the Council's ownership be regularised by way of a lease at a peppercorn rate, irrespective of the outcome.	estimated annual revenue saving of £10,850 (excluding central support and depreciation costs) as at 2007/2008 and avoid any future maintenance costs/liabilities.	would not require any dilapidation settlement from the Council in respect of the Guildhall or a rent for Moyses Hall.		
15	West Suffolk House Travel Plan	Y512	Subject to full Council approval:- (1) the proposals summarised in section 4 of Report Y512, be agreed as a basis for the development of a detailed travel plan for West Suffolk House; (2) the feasibility and cost of providing a staff shuttle bus service between the town centre and West Suffolk House be investigated and the outcome reported back to Cabinet; (3) the Corporate Director for Resources, in consultation with the Portfolio Holder for Resources and Efficiency, and staff representatives, be authorised to set the level of charges at the Olding Road car park and to review this on an	As part of the planning consent, both the Borough Council and County Council were required to make a contribution of £374,000 towards the cost of implementing the Travel Plan. The capital budget to construct the car park is £318,000 and it is estimated that the annual maintenance costs would be in the region of £20,000. The assumption is that the level of charges for parking at Olding Road would be set at a level that	The Travel Plan for West Suffolk House provides a framework for how the 600+ staff based in the building can travel to and from work and for the travel they undertake at work on Council business. The purpose of the Plan is to give staff a choice in the mode of travel and is directly related to the new arrangements for changing the style of working and more flexible approaches to working.	(1) not to charge staff to park; (2) not to charge Councillors; (3) to have a variable rate of charging for staff on different grades; and (4) to have a variable charging regime for staff on a central user allowance.	Nigel Aitkens (01284-735258) Jerry Massey (01284-757200)

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			<p>annual basis, subject to the requirement that the charge should not exceed the cost of long stay car parking in Bury St Edmunds Town Centre and that net income covers the following costs:-</p> <p>(a) measures to encourage staff at West Suffolk House to use sustainable means of travel;</p> <p>(b) maintenance of the car park; and</p> <p>(c) loss of interest on the capital cost of providing the car park;</p> <p>(4) the requirement to provide lighting for cycleway/footway links to the West Suffolk House site be investigated and the outcome reported back to Cabinet; and</p> <p>(5) the provision of car parking for depot staff based at Western Way be investigated and the options for meeting this need be reported back to Cabinet.</p>	<p>ensured net income covered maintenance, loss of interest and measures to support sustainable modes of travel by staff. On this basis there should be no additional cost to the Council Taxpayer.</p>			
16	Emergency Panel – 12 December 2007 (Jan08/01)	Y513	<p>Business Continuity Plan (BCP)</p> <p>(1) the progress made in respect of the Business Continuity Plan be noted;</p>	<p>There are no direct financial implications in noting the Business</p>	<p>To ensure that the Borough Council's Business Continuity Plan is reviewed on a regular basis.</p>	<p>To not extend the Panel's Terms of Reference.</p>	<p>Sara Mildmay-White (01359-270580)</p> <p>David Bird</p>

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			and (2) the Panel's Terms of Reference be extended to include Business Continuity Planning of the Borough Council Services.	Continuity Plan and extending the Panel's Terms of Reference.			(01284-757035)
18	Report of the Policy Development Committee: Review of Parks and Landscapes Service (Jan08/03)	Y515	<p>Assets and Land (1) officers review land and open space to identify potential sites that may be suitable for disposal for further consideration; (2) management plans be created for the Council's major parks, and the three "phase-one" management plans listed in Section 3.3.3 of Report Y493 be undertaken in 2008/2009;</p> <p>Service Integration (3) officers continue discussions about the possible transfer of Suffolk County Council parks to St Edmundsbury Borough Council, as detailed in Section 3.4 of Report Y493, on the basis that any transfer will deliver financial and/or service benefits for council tax payers, with any further proposals being considered by the Service Delivery Review Panel;</p>	The officers and Members on the Parks and Landscapes Review Group, and the Policy Development Committee considered all the financial implications.	As part of the 2007/2008 Dynamic Review – Innovation, Value and Enterprise (DR-IVE) process, a target of £250,000 per annum was identified.	To not review the Parks and Landscapes Service as part of the DR-IVE process.	Lynsey Alexander (01284-765054) Mike Dawson (01284-757060)

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			<p>Service Delivery (4) a Tree and Woodland Plan be developed during 2008; (5) the new Key Performance Indicators detailed in Section 5.2 of Report Y493, be approved and reported to the Performance and Audit Scrutiny Committee;</p> <p>Events (6) proposals to introduce new fees and charges assessment criteria, as detailed in Appendix B to Report Y493, and the introduction of charges to organisations using the Abbey Gardens, be permanently implemented from April 2008;</p> <p>In Bloom (7) the Council continue its existing commitment to the "In Bloom" process, working closely with the groups and ensuring acknowledgement of the Council's contribution to this area of work;</p> <p>Car Parking Charges (8) car parking charges at Hardwick Heath be increased for one year,</p>				

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			<p>subject to the Portfolio Holder for Culture and Sport providing feedback, as per the following table, with the hours of operation remaining as 10am to 3pm, but extended to include weekends, bank and public holidays;</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Weekdays</th> <th>Weekends</th> </tr> </thead> <tbody> <tr> <td>Up to 1 hour</td> <td>20p</td> <td>20p</td> </tr> <tr> <td>1 – 2 hours</td> <td>£1.00</td> <td rowspan="2">£1.00</td> </tr> <tr> <td>2 – 3 hours</td> <td>£3.00</td> </tr> <tr> <td>All day</td> <td>£6.00</td> <td>£6.00</td> </tr> </tbody> </table> <p>(9) no car parking charges be introduced at Nowton Park, East Town Park Haverhill or West Stow Country Park;</p> <p>Parish Play Inspections (10) no charges be introduced to parish councils and other community groups for play</p>	Period	Weekdays	Weekends	Up to 1 hour	20p	20p	1 – 2 hours	£1.00	£1.00	2 – 3 hours	£3.00	All day	£6.00	£6.00				
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19	Sustainable Development Panel: Recommendations 15 January 2008 (Jan08/11)	Y516	<p>Engineering Services Works Programme (1) the progress of works detailed in sections 2.1, 2.2, 2.3 and 2.3.8 of Report Y474 be noted; (2) the introduction of</p>	The Sustainable Development Panel considered all the financial implications arising from the recommendations.	To progress the recommendations arising from the Sustainable Development Panel.	None.	<p>Terry Clements (01284-827161)</p> <p>Peter Stevens (01787-280284)</p> <p>Sandra Pell</p>														

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			<p>limited waiting parking in Westgate Street outside Heaton Mews be approved;</p> <p>(3) the proposed changes to the kerb alignment under Orttewell Road railway bridge be approved for implementation and an assessment of the opportunity to improve signage be undertaken to warn drivers of the dangers of tipping over because of the camber of the road;</p> <p>(4) the details of works in paragraph 3 of Report Y474 be noted; and</p> <p>(5) the proposals for changes to the junction of Mount Road with Appledown Drive and Tassel Road be approved for construction.</p> <p>Kings Road, Bury St Edmunds Environmental Enhancement Scheme (1) the enhancement scheme for Kings Road between St Andrews Street South and Prospect Row outlined in Report Y475 be approved for construction; and</p>				(01284-757300)

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			<p>(2) the estimated cost of £167,000 be funded from the remaining £95,000 allocated by Suffolk County Council from the On-Street Parking account and the remaining £72,000 be funded from the capital allocation for public realm works around the Cattle Market development.</p> <p>Car Parking Charges Review</p> <p>(a) the responses to the consultation be noted and Cabinet informed of the results of the consultation; and</p> <p>(b) the car parking charges set out in Appendix A to Report Y476 be approved for implementation in both towns, and the season ticket discount be set at 30% at the start of the financial year 2008/2009.</p> <p>St Andrews Street South, Bury St Edmunds Environmental Enhancement Scheme</p> <p>That the proposed changes to St Andrews Street South between Kings Road and Risbygate</p>				

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			<p>Street outlined in Report Y477 be approved with the incorporation of the proposals for the link redevelopment on an additional drawing, for consultation.</p> <p>Abandoned Vehicles Procedure Subject to the changes made by the Sustainable Development Panel to paragraph 1.3 of Report Y478 and as amended by Cabinet relating to paragraph 2.3 of Report Y478, as detailed in Report Y516 (Addendum) the revised process relating to the removal and destruction of abandoned vehicles.</p> <p>Trade Waste Recycling (1) the £15,000 funding offered by BREW be used to purchase a bailer and covered skips to allow high quality waste to be collected, processed and sold to market; and (2) the trial of co-mingled dry recyclable material to businesses be extended where possible and this be integrated into the core service.</p>				

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			<p>Kerbside Collection of Small Electrical Items (1) the trial of a kerbside collection of small electrical and electronic items be approved; and (2) delegated authority be given to the Corporate Director for Environment, in consultation with the Portfolio Holder for Environment and Street Scene, to approve the final arrangements and documentation between the Borough Council and the Waste Resource Action Programme (WRAP).</p> <p>Waste and Street Scene Services: Joint Working with Forest Heath District Council (a) subject to a detailed legal agreement coming forward for approval, the formation of a Joint Committee with delegated authority from Cabinet be approved; and (b) officers continue to work through the prioritised action plan outlined in Section 3 of Report Y465.</p>				

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			<p>Local Development Scheme (a) the indicated revisions are approved for formal submission to GO-East; (b) consequential amendments reflecting these changes are also made to the supporting text of the Local Development Scheme; and (c) subject to the approval of GO-East, the revised timetable is brought into operation with immediate effect.</p> <p>Streamlining Local Development Frameworks Government Consultation That the comments on the draft Regulations and PPS12, as contained in Appendix A of Report Y483, be submitted to the Government as the Borough Council's formal comments.</p>				

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			<p>St Edmundsbury Replacement Local Plan 2016 – Moreton Hall East, Bury St Edmunds: Draft Revised Masterplan That, subject to Full Council approval, the revised Masterplan for the development of Moreton Hall East, attached as Appendix B to Report Y484, be adopted as planning guidance for the determination of future planning applications on the land, subject to the landscaping and recreational infrastructure being laid out and implemented in advance of the additional housing being occupied.</p> <p>Haverhill, Queen Street, Conservation Area Appraisal and Management Plan That the Haverhill, Queen Street, Conservation Area Appraisal and draft Management Plan attached as Appendix A to Report Y485 be approved for consultation.</p>				

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			Mid Suffolk Local Development Framework – Site Specific Allocations To endorse the current position.				

Joy Bowes,
 Head of Legal and Democratic Services
 25 January 2008