



St Edmundsbury
BOROUGH COUNCIL

DECISIONS NOTICE

The following decisions were taken in the week ending 20 March 2008 and, if not called in by Councillors, will come into operation on Tuesday 1 April 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@stedsb.gov.uk) by 5 p.m. on Monday 31 March 2008.

A. DECISIONS TAKEN BY CABINET ON 19 MARCH 2008

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
4	Report of the Policy Development Committee: Data Quality Policy (Mar08/06)	Y631	The Draft Data Quality Policy and Action Plan, as set out in Report Y621, be adopted.	The Policy Development Committee considered any financial implications.	Each year the Audit Commission carries out a Data Quality Audit of the Council to determine whether proper corporate management arrangements are in place, and whether these are being applied in practice. The Audit Commission recommended that the Council adopt a Data Quality Policy.	To not adopt a Data Quality Policy.	Paul Farmer (01284-768777) Ian Houlder (01284-714248) Adriana Stapleton (01284-757613)
5	Report of the Policy Development Committee: Corporate Marketing Strategy	Y632	The Draft Corporate Marketing Strategy, as set out in Report Y623, be adopted.	The Policy Development Committee considered any financial implications.	The Corporate Marketing Strategy has been produced following a recommendation in the Corporate Communications Strategy.	To not adopt a Corporate Marketing Strategy.	David Ray (01359-250912) Ian Houlder (01284-714248) Adriana Stapleton (01284-757613)

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6	Central Safety Panel: Recommendations 18 February 2008 (Mar08/07)	Y633	<p>Health and Safety Policy (Issue 2) (1) the current Health and Safety Policy (Issue 1) be withdrawn and replaced with the Health and Safety Policy (Issue 2), as contained in Appendix A to Report Y566 as amended, subject to the following additional amendments:- (a) in respect of item (v), contained within Part 3 of the Policy, that 'ensuring employees have access to the Health and Safety Policy and safe codes of practice, safe systems of work relative to their work or duties'; this be amended to read 'ensuring employees are aware of and have access to the Health and Safety Policy and all safe systems of work/codes of practice that are relevant to their work'; (b) in respect of the final bullet point contained within Instruction 20 of the Policy, that 'officers', be amended to read 'employees'; (c) in respect of paragraph 22.5 contained within Instruction 22 of</p>	There are no financial implications arising from reviewing the Health and Safety Policy, other than officer time.	To ensure the Health and Safety Policy is up to date and best protects the Council, employees and members of the public.	To not review the current Health and Safety Policy.	David Ray (01359-250912) Martin Hosker (01284-757010)

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			<p>the Policy, that 'the Health and Safety Committee' be amended to read, 'Combined Area Safety Committee and the Central Safety Panel';</p> <p>(d) in respect of Instruction 26 of the Policy, an additional paragraph be inserted following 26.12, namely, '26.13 if the supervisor has concerns regarding a child/young person's welfare, reference should be made to the guidance contained in the Borough Council's Safeguarding Children and Young People Policy (INSERT LINK)';</p> <p>(e) in respect of page A-1 of Annex A to the Policy, 'or guardians' be inserted following 'parents', where 'Risk assessments for people under the age of 16 need to be presented to the parents...', was stated in the Section entitled 'Identify the Activities';</p> <p>(f) in respect of page C-2 of Annex C to the Policy, '(see page C-3)', be inserted where reference is made on this page to 'the Register';</p>				

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			(g) all spelling, grammatical, formatting and numbering errors identified by the Central Safety Panel be amended within the Policy; and (2) the Health & Safety Policy (Issue 2) be effective from 1 April 2008.				
7	Corporate Manslaughter and Corporate Homicide Act 2007	Y635	The actions outlined in paragraph 4.6 of Report Y635, as amended to include elected Members, be agreed and the effects of the new legislation be noted.	In the short term, there would be no financial implications. Training and presentations would be given in-house, and reviews of policies would be conducted as part of the course of normal business.	The Corporate Manslaughter and Corporate Homicide Act 2007 comes into force on 6 April 2008. The Act is intended to complement current legislation surrounding offences of gross negligence manslaughter, particularly Health and Safety at Work Act offences, by introducing the offence of Corporate Manslaughter. The recommended steps are suggested to prepare the Borough Council for the Act and minimise liability as far as possible.	The option of taking no action was considered. If no action were taken the Council would continue with its current policies. However, this action would be unwise as it may leave the Council open to liability of prosecution for Corporate Manslaughter.	David Ray (01359-250912) Martin Hosker (01284-757010)
8	Joint Staff Consultative Panel: Recommendations 19 February 2008 (Mar08/08)	Y636	Dignity at Work Policy: Dealing with Harassment and Bullying at Work: April 2008 (1) The current Harassment at Work Policy be withdrawn and replaced with the Dignity	The Joint Staff Consultative Panel considered any financial implications.	The Borough Council have had an Harassment at Work Policy since 1998. There have been significant changes to both statute law and case law. It is also now recognised that bullying is a form of harassment and where it	To not review the adopted 1998 Harassment at Work Policy to reflect new statute and case law.	David Ray (01359-250912) Louise Hammond (01284-757008)

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			<p>at Work Policy: Dealing with Harassment and Bullying at Work, as contained in Appendix A to Report Y567, subject to the following amendments:-</p> <p>(a) a new paragraph 3.9 be inserted under Section 3, <i>'Employees who have a complaint about the behaviour of a member of the public should in the first instance discuss the issue with their line manager'</i>; and</p> <p>(b) <i>'Unison'</i> be amended to read <i>'Union'</i> where stated under paragraph 9.1 <i>'The Procedure for Dealing with Complaints of Harassment and Bullying'</i>; and</p> <p>(2) the Dignity at Work Policy: Dealing with Harassment and Bullying at Work be effective from 1 April 2008.</p> <p>Flexible Working Policy: April 2008</p> <p>(1) The Flexible Working Policy contained in Appendix A to Report Y568 be approved, subject to the following amendment, that <i>'safe use of computers April 2008'</i></p>		<p>exists, has an impact on employee health and performance, in addition to the effectiveness of the organisation.</p> <p>Since July 2004, the Council have had a Flexible Working Policy. Since then, working practices have moved on, and therefore, some amendments have been made to reflect the wider use of flexible working</p>	<p>To not update the Flexible Working Policy.</p>	

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			<p>contained in paragraph 9.4 of the Policy be amended to read, '<i>ICT Security Policy</i>'; and</p> <p>(2) the Flexible Working Policy, as amended, be effective from 1 April 2008.</p> <p>Homeworking Policy: April 2008</p> <p>(1) The Homeworking Policy contained in Appendix A to Report Y569 be approved, subject to the following amendments:-</p> <p>(a) the wording of paragraph 14.2 of the Policy be deleted and be replaced with 'Equipment provided is the property of the Council and the employee is not required to insure it. However, employees are required to take reasonable care of all equipment and not act negligently, for example, laptops should not be left in open view in a car or in an unlocked vehicle';</p> <p>(b) Section 16, 'Public Liability' be deleted; and</p> <p>(c) in respect of paragraph 3.1.2 of Appendix 1 to the Policy, reference to 'the Council</p>		<p>styles and patterns which have been incorporated into the project plan for West Suffolk House.</p> <p>Since December 2005, the Borough Council have had a Homeworking Policy. Since then, working practices have moved on, and therefore, some amendments, in particular the incorporation of the Homeworking Agreement, have been made to reflect the wider use of homeworking across the authority.</p>	<p>To not review the Homeworking Policy.</p>	

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			<p>is currently in negotiation with Unison and may agree a Homeworking Allowance during 2008' be deleted and be replaced with 'a Homeworking Allowance of £15.00 will be payable to home enabled employees from the month following the receipt of the completed Homeworking Agreement by the Human Resources Section'; and</p> <p>(2) the Homeworking Policy, as amended, be effective from 1 April 2008.</p> <p>Disciplinary and Capability Policy and Procedures: Additions to the Disciplinary Rules</p> <p>That the additions to the rules contained in the Disciplinary and Capability Policy and Procedures document, as detailed in Section 2 of Report Y572, be approved.</p>		The Borough Council have reviewed its recruitment processes to ensure they satisfy rigorous and safe recruitment procedures.	To not take on board comments from the Suffolk Safeguarding Children Board.	
9	Procurement Strategy (Mar08/14)	Y637	<p>(1) the Procurement Strategy attached as Appendix A to Report Y637 be adopted, and it to remain in place for a minimum of three years;</p> <p>(2) the Procurement</p>	Adoption of the Strategy will not in itself require the allocation or use of any additional resources.	Since late 2004, the Council have effectively used its Best Value Review Action Plan as a Procurement Strategy. This Action Plan has been concluded and it is now	The Council could continue to function without a formal Procurement Strategy but this would be against Central Government guidance and recognised Best Practice.	<p>Paul Farmer (01284-768777)</p> <p>Eddie Gibson (01284-757310)</p>

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			Strategy to contribute to the formation of service plans and, where appropriate, for specific service-level Procurement plans to be put into place; and (3) the Procurement Strategy to be promoted through regular officer training and awareness to ensure the essential elements of the Procurement Strategy are embedded into officer induction training on an ongoing basis.		necessary to adopt a formal Procurement Strategy.	The Council could adopt a joint Procurement Strategy with neighbouring Local Authorities but as the Councils have different over-riding strategies and priorities, these need to be reflected in their own Procurement Strategy.	
10	Disposal of Land and Buildings: Code of Procedures	Agenda Item 10	The Code of Procedures be amended to include an additional paragraph, 2.1(f) as detailed above.	There are no direct financial implications in revising the Financial Procedure Rules and the Code of Procedures.	The review of these two documents had been undertaken and amendments had been made mainly to incorporate the requirements of the Asset Management process.	Not to review the Rules and Procedures was not considered an option.	Nigel Aitkens (01284-735258) Betty Albon (01284-757307)
13	Local Government Review (Mar08/10)	Y640	(1) a concept statement for a West Suffolk unitary authority, based on the current district areas of Forest Heath and St Edmundsbury and portions of Mid-Suffolk and Babergh districts be developed; (2) St Edmundsbury seek to develop the concept in co-operation with other authorities in the county if	Existing staff resources are being used to undertake the development of the initial concept. An earmarked reserve for any costs related to the review was approved in February 2008 as part of the budget	On 5 December 2007 the Government announced that it would be asking the Boundary Committee to conduct a review of Suffolk to recommend a unitary structure for local government in the county. In early February 2008 the Government outlined the scope of its request.	St Edmundsbury could take a reactive stance, not contribute at the concept statement stage, and simply react to the Boundary Committee draft recommendations when published in July.	John Griffiths (01284-757600) Deborah Cadman (01284-57500)

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			it is possible within the tight timescale; and (3) owing to the 11 April 2008 deadline for submission, the concept statement be taken directly to full Council on 8 April 2008 for discussion and approval.	setting process.			
14	Report of the Overview and Scrutiny Committee: Affordable Housing (Mar08/21)	Y641	(1) the Planning and Strategic Housing Teams proceed with the Affordable Housing Planning Guidance as outlined in Paragraph 6.4 to Report Y604, to support the implementation of the Local Plan and Regional Spatial Strategy; (2) more rural exception sites be encouraged to come forward, involving more partnership working with parish councils, Suffolk Acre and the Rural Housing Enabler; (3) the Council ensure that planning and housing staff are as skilled as possible, so that negotiations with developers and Registered Social Landlords deliver more; (4) the level of affordable housing be increased to meet local needs through the Local Development	The Overview and Scrutiny Committee considered any financial implications.	On 30 November 2005 the Overview and Scrutiny Committee looked in detail at the future provision of affordable housing in the borough, whether the present and future needs were likely to be met, and whether there was anything more the Council could do to improve the situation.	To not review the position of affordable housing within the Borough, although this was not considered an option.	Sara Mildmay-White (01359-270580) Mark Ereira-Guyer (01284-703526) Adriana Stapleton (01284-757613)

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			<p>Framework process;</p> <p>(5) maximum affordable housing sites be secured in the pipeline;</p> <p>(6) the Council take advantage of opportunistic purchase and development wherever appropriate and possible; and</p> <p>(7) the Council work with other partners, particularly Suffolk County Council, to review land in their ownership that could possibly be developed for affordable housing.</p>				
16	Grant Panel: Recommendations 11 March 2008 (Mar08/12)	Y643	<p>Applications for Project Funding: 2007/2008</p> <p>(a) <u>Rural Village Halls, Play Areas and Rural Initiatives Grant Scheme</u></p> <p>(1) That the application submitted by Coney Weston Parish Council for a grant of £10,000 towards the modernisation and equipping of a new village play area be deferred, to enable the officers to contact the Local Ward Member for further information and comments on the application.</p> <p>(2) Local Ward Members be invited to attend future meetings of the Panel or supply written statements</p>	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.	<p>Paul Farmer (01284-768777)</p> <p>Sara Mildmay-White (01359-270580)</p> <p>Mike Dawson (01284-757060)</p>

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			<p>to support applications submitted under this grant scheme.</p> <p>(b) <u>Arts Grants</u> That the following Arts Grants be awarded in 2007/2008:-</p> <p>(1) £500 be awarded to Greenfingers Productions towards its production of 'Treasure Seekers';</p> <p>(2) £500 be awarded to Suffolk Artlink towards funding the operation of its art and music activities; and</p> <p>(3) £500 be awarded to The Generation Journey towards funding music workshops in Bury St Edmunds.</p> <p>Rural Areas Community Initiatives Fund: Application for Project Funding 2007/2008 Rural Areas Community Initiatives Fund 2007/2008:-</p> <p>(1) £2,537 be awarded to Bardwell Playing Field Association towards the construction of an extension to a storage shed;</p> <p>(2) £800 be awarded to Clare Parish Council towards the purchase and</p>				

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			<p>installation of an Interpretation Board; and (3) That the application submitted by the Friends of Pakenham Windmill for a grant of £3,275 towards the restoration of Pakenham Windmill, be deferred to:- (a) enable the officers to obtain further information in respect of possible commercial opportunities that may be gained from the operation of the windmill; and (b) having obtained the requested information, allow the application to be determined via the email voting system, as detailed in Appendix A to the Borough Council's Grants Policy.</p> <p>Haverhill Cricket Club: Application for Project Funding 2007/2008 £6,000 be awarded to Haverhill Cricket Club towards the construction of all weather cricket nets and this be met from the Leisure Services' existing budget.</p>				
17	Report of the Policy Development	Y644	The revisions to the Vision 2025 Transport Action Plan, as outlined in Report	The Policy Development Committee	The St Edmundsbury Vision 2025 document was adopted by full Council in	None as the Policy Development Committee had agreed to monitor and	Terry Clements (01284-827161)

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	Committee: Review of Vision 2025 Action Plan: Transport		Y622, be approved.	considered any financial implications.	December 2005. Key areas of progress shown on the Action Plan included the development of a travel plan for the borough, planned infrastructure funding for the bus stations at Bury St Edmunds and Haverhill, and continued work with bus operators to explore park and ride and enhanced services between Haverhill and Cambridge.	develop the Actions Plans.	Ian Houlder (01284-714248) Adriana Stapleton (01284-757613)
18	Report from Overview and Scrutiny Committee: Final draft of the updated Rural Services Action Plan (Mar08/02)	Y645	The final draft of the updated Rural Action Plan for 2008 to 2011, as set out in Report Y606, be adopted, subject to the following amendment, that in respect of the second desired outcome of Project 4, 'reduction in cars on the roads' be amended to read 'reduction in car journeys'.	The Overview and Scrutiny Committee considered any financial implications.	The 2004 to 2007 Rural Action Plan expired at the end of 2007. At the meeting of the Overview and Scrutiny Committee on 6 June 2007, members accepted the recommendation to update the Plan for a three year period (2008 to 2011).	If the Rural Services Action Plan were not reviewed then the Council would not have an adopted Plan to implement through to 2011.	David Ray (01359-250912) Mark Ereira-Guyer (01284-703526) Adriana Stapleton (01284-757613)
19	Report of Overview and Scrutiny Committee: Mobile Skate Park – Alternative Options and Consultation	Y646	(1) the mobile skate park and associated equipment and trailer be sold; and (2) the £10,000 annual budget allocated to the delivery of mobile skate park sessions be used to provide an alternative programme of youth activities in rural areas.	The Overview and Scrutiny Committee considered any financial implications.	On 28 November 2007 the Overview and Scrutiny Committee considered a report setting out a number of options for the future of the mobile skate park. The Committee requested additional information about the alternative work that could be delivered instead of a mobile skate park	Two options were open to members, either to continue to deliver the mobile skate park programme, or to provide an alternative programme of youth work.	Sara Mildmay-White (01359-270580) Mark Ereira-Guyer (01284-703526) Adriana Stapleton (01284-757613)

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					programme.		
20	Waste and Street Scene Services – Joint Committee	Y647	That, subject to the approval of Full Council:- (1) the establishment of a joint committee with Forest Heath District Council on the terms set out in Section 4 of Report Y647 be agreed; (2) a Joint Committee Constitutional Agreement as a vehicle for the administration of the Joint Committee be agreed as contained within Appendix 1 of Report Y647; (3) the appointment of two Cabinet Members as Members of the Joint Committee and two Cabinet Members as substitutes of the Joint Committee be agreed; (4) the Head of Legal and Democratic Services, in consultation with the Leader of the Council, be given delegated authority to make these appointments; (5) the Joint Committee be known as the "West Suffolk Waste and Street Scene Services" Joint Committee; (6) the functions as set out in Section 4 of Report Y647 be delegated to the	At this stage it is difficult to quantify the financial implications of developing the opportunities of joint working with Forest Heath District Council. However there is no doubt that from a Borough Council perspective, a development of the already existing joint working arrangements with Forest Heath District Council will produce operational savings that will contribute to the overall DR-IVE efficiency targets from 2009 onwards.	St Edmundsbury Borough Council and Forest Heath District Council have a history of working together on waste management issues. Having recognised that improved customer service, economies of scale and the provision of a more robust and flexible waste management service could be achieved by working together under a partnering relationship to deliver Waste and Street Scene Services with a view to achieving greater efficiency and financial gains.	Remain with the status quo position. However, this is unlikely to deliver the efficiencies or additional robustness to the service offered by working more closely together.	Peter Stevens (01787-280284) Sandra Pell (01284-757301)

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			Joint Committee so as to be discharged by the Joint Committee on behalf of the Council thereby replacing the Joint Governance Board as soon as possible after the meeting of Full Council on the 8 April 2008; (7) delegation of functions by the Joint Committee to officers of either authority be authorised; and (8) a sub-committee of the Joint Committee be created for the discharge of such functions where the Joint Committee considers it appropriate.				
21	Sustainable Development Panel: Recommendations 4 March 2008 (Mar08/11)	Y648	<p>Hamlet Road, Haverhill: Conservation Area Appraisal and Management Plan The Hamlet Road, Haverhill Conservation Area Appraisal and draft Management Plan, attached as Appendix 1 to Report Y587 be approved for consultation.</p> <p>Update of the Kerbside Battery Collection Trial The kerbside battery collection trial continue until September 2008, when the Producer</p>	The Sustainable Development Panel considered any financial implications.	To progress recommendations arising from the Sustainable Development Panel held on 4 March 2008.	The Sustainable Development Panel considered any alternative options on 4 March 2008.	<p>Terry Clements (01284-827161)</p> <p>Peter Stevens (01787-280284)</p> <p>Sandra Pell (01284-757301)</p>

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			<p>Responsibility legislation is introduced which will provide the finance to support the kerbside collection of batteries.</p> <p>St Edmundsbury Borough Council response to the Governments consultation on the Batteries Directive</p> <p>(1) the suggested response contained in Appendix A to Report Y588 be endorsed as the Borough Council's formal response to the consultation document on the Implementation of the Batteries and Accumulators and Waste Batteries and Accumulators Directive; and</p> <p>(2) DEFRA be informed that the comments provisionally submitted by officers have been formally approved.</p> <p>Breckland Local Development Framework: Core Strategy and Development Control Policies Preferred Options consultation</p>				

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			<p>(i) Breckland District Council be thanked for consulting St Edmundsbury Borough Council on its Preferred Options Consultation Document; and</p> <p>(ii) the suggested responses contained in section 3 of Report Y589, as amended, be submitted to Breckland District Council.</p> <p>Hardwick Lane Traffic Calming Review The contents of Report Y592 be noted and that no further action be undertaken to manage HGVs in the Hardwick Lane area.</p> <p>Draft Planning Policy Statement 4: Planning for Sustainable Economic Development The responses to the DCLG consultation questions in Appendix B to Report Y593 be submitted to the Government as the Council's formal response to Draft PPS4.</p> <p>Draft Suffolk Climate Action Plan The comments on the</p>				

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			<p>draft Suffolk Climate Action Plan, as attached in Appendix A to Report Y594 be endorsed and submitted to the Suffolk Strategic Partnership via the CRed Suffolk Climate Change Partnership.</p> <p>Bury St Edmunds Streetscape Strategy (1) the comments be noted; (2) the minor additions be authorised; and (3) Report Y350, as amended, be approved as planning guidance, subject to full Council approval.</p>				
22	Diversion Incentive Fund – Waste Management	Y649	The Borough Council submit an application to Suffolk County Council's Diversion Incentive Fund for £200,000 to improve the collection infrastructure through the expansion of the compostable waste service to householders and the dry recyclable collection service to trade customers.	The revenue costs for staffing and operating an additional vehicle on a full time basis is £103,959 net cost for a whole year. It is estimated that if a further 329 businesses opt to have the co-mingled dry recycled blue bins additional revenue will exceed £104,000.	To assist Suffolk Waste Collection Authorities in the diversion of biodegradable municipal waste from landfill, Suffolk County Council have made available funding of £1.5 million through the Diversion Incentive Fund to implement new or the expansion of existing schemes. The County Council have invited all Suffolk Waste Collection Authorities to bid for capital projects that will divert additional biodegradable municipal waste from landfill.	To refrain from applying for the funding made available by Suffolk County Council or to review other methods for collecting compostable waste from the 650 properties not currently receiving the service.	<p>Peter Stevens (01787-280284)</p> <p>Mark Walsh (01284-757300)</p>

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23	Haverhill Area Working Party Recommendations: 28 February 2008 (Mar08/05)	Y650	<p>Youth Services and Facilities in Haverhill</p> <p>(1) the officers be asked to review the provision of youth services and facilities and to report the findings back to the Working Party, in respect of:-</p> <p>(a) whether provision could be improved at weekends and during school holiday periods; and</p> <p>(b) the provision for young people with mental health problems; and</p> <p>(2) the offer of the Haverhill Sub-Group of the Borough Council's Youth Forum to act as a consultation forum in respect of issues affecting young people in Haverhill be accepted.</p> <p>Queen Street Enhancement Scheme</p> <p>Following consideration of the outcomes from the Queen Street Enhancement Scheme Workshop held at the Working Party meeting on 17 January 2008, the following Queen Street Enhancement Scheme priority work areas be</p>	The Haverhill Area Working Party considered any financial implications.	To progress recommendations arising from the Haverhill Area Working Party held on 28 February 2008.	The Haverhill Area Working Party considered any alternative options on 28 February 2008.	<p>Nigel Aitkens (01284-735258)</p> <p>Mike Dawson (01284-757060)</p>

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			<p>approved:-</p> <p>(1) engage community stakeholders;</p> <p>(2) work with businesses (and property owners):-</p> <p>(a) for the development of the enhancement scheme; and</p> <p>(b) on enhancing business offer;</p> <p>(3) engage potential funding partners;</p> <p>(4) clearly identify the extent and nature of the Tesco links and associated enhancement scheme;</p> <p>(5) develop a shop fronts improvement scheme; and</p> <p>(6) develop an action plan, with timescales, to deliver a coherent enhancement programme for Queen Street for consideration by the Working Party on 5 June 2008.</p>				
24	Bury St Edmunds Town Centre and Cattle Market Working Party: Recommendations 13 March 2008 (Mar08/13)	Y651	<p>St Andrews Street South, Bury St Edmunds: Consultation on Environmental Enhancement Scheme</p> <p>In response to the consultation on the Environmental Enhancement Scheme, the Sustainable Development Panel be informed that:-</p> <p>(1) it is essential for the</p>	The Bury St Edmunds Town Centre and Cattle Market Working Party considered any financial implications.	To progress recommendations arising from the Bury St Edmunds Town Centre and Cattle Market Working Party held on 13 March 2008.	The Bury St Edmunds Town Centre and Cattle Market Working Party considered any alternative options on 13 March 2008.	<p>Sara Mildmay-White (01359-270580)</p> <p>Jerry Massey (01284-757302)</p>

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			<p>town centre 20 mph zone to cover this street; (2) consideration be given for curved pavements allied to Central Walk and Market Thoroughfare; (3) enhancements be made to Central Walk both to the paving and walled areas; (4) locations be identified for the park of bicycles; (5) discussions be held with the owners of premises bordering St Andrews Street South as to general appearance and storage facilities, especially relating to refuse bins; (6) there appears to be no enhancement planned for the junction with Brentgrovel Street, Risbygate Street, and St Andrews Street North; and (7) careful consideration be given to the junction with Woolhall Street, and Kings Road as to indicating traffic prioritisation and pedestrian safety, including consideration of a central reservation for pedestrians.</p> <p>Public Works Project Status Report Public Building (Venue)</p>				

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			<p>(1) The Value Engineering (VE) items detailed in Exempt Appendix A to Report Y629, as amended to total £137,000, be approved; and</p> <p>(2) that further Value Engineering items will come forward for review and decision over the next two months be noted.</p>				
25	Licensing and Regulatory Committee Recommendations: 10 March 2008 (Mar08/04)	Y652	<p>Proposed De-restriction of Hackney Carriage Numbers</p> <p>Subject to full Council approval:-</p> <p>(1) the number of Hackney Carriage plates issued in the Borough of St Edmundsbury be de-restricted, and any new Hackney Carriage Vehicle Licences subsequently issued be in accordance with the resolution of Council on 12 April 2005, that is:-</p> <p>(a) a vehicle new on application to the Council; and</p> <p>(b) a vehicle which is fully wheelchair accessible, side loading and carries an M1 type; and</p> <p>(c) approval for taxis with EC whole vehicle type approval.</p> <p>No further restriction on</p>	The Licensing and Regulatory Committee considered any financial implications.	To progress recommendations arising from the Licensing and Regulatory Committee held on 10 March 2008.	The Licensing and Regulatory Committee considered any alternative options on 10 March 2008.	<p>Sara Mildmay-White (01359-270580)</p> <p>Hilary Workman (01284-757113)</p>

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			<p>the specification of the vehicle be adopted;</p> <p>(2) the current policy restricting advertisement on Hackney Carriages to the front and rear doors be substituted with the following:-</p> <p><i>Hackney Carriages be permitted to carry advertising on any part of the vehicle other than the front near and offside doors, which shall bear the crest of St Edmundsbury Borough Council and the words 'Licensed Hackney Carriage'.</i></p> <p><i>(n.b. Condition 5 of the existing conditions would not require any amendment);</i></p> <p>(3) for any additional plated wheelchair accessible vehicles, Hackney Carriage vehicle proprietors provide written evidence from the vehicle supplier that they have completed training on how to use all the equipment and features of their disabled access vehicle; and</p> <p>(4) the Hackney Carriage Vehicle and Driver conditions and policy be updated by the Licensing</p>				

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			<p>Services Manager to reflect the changes adopted.</p> <p>Medical Standards for Hackney Carriage and Private Hire Drivers' Licence Holders</p> <p>Subject to full Council approval:-</p> <p>(1) the approved Hackney Carriage and private hire conditions and supporting documents, as detailed in Appendix A to Report V575, be amended to reflect the interval requirements for Group 2 medicals set out by the Driver Vehicle Licensing Authority (DVLA);</p> <p>(2) the Licensing Services Manager be authorised to amend the Council's medical requirements in accordance with the requirements of DVLA; and</p> <p>(3) the Licensing Services Section requires the applicant to provide a certificate or statement from their Medical Practitioner advising the Council whether or not the applicant meets the standards set for a Group 2 Medical, which will</p>				

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			replace the existing medical form attached as Appendix A.				
26	Proposed Menta Incubator Centre, Haverhill	Y653	<p>(1) in accordance with and subject to the provisions of Section 3 of the Local Authorities (Land) Act 1963 the Council provide a capital loan, as detailed in Exempt Appendix A to Report Y653, from the existing property fund (acquisition of key strategic and investment property) within the capital programme towards the provision of a 10,000 sq ft (16 unit) incubator centre in Haverhill;</p> <p>(2) the repayment of the loan will be over a 13 year period and will cover both interest and capital repayments. The level of interest to be agreed by the Chief Finance Officer in consultation with the Portfolio Holder for Resources and Efficiency; and</p> <p>(3) recommendations (1) and (2) above are subject to:-</p> <p>(i) Menta having entered into a contract to purchase the Vision Centre, Bury St Edmunds for the amount</p>	The repayment of the loan would include interest and capital repayment over a period of 13 years at an interest rate to be agreed with the Chief Finance Officer, in consultation with the Portfolio Holder for Resources and Efficiency.	Menta have made an application to the Investors in Community EEDA programme which is administered by the Suffolk Development Agency for funding to support the provision of a new 10,000 sq ft (16 unit) incubator centre in Haverhill. The incubator would provide space for new and growing businesses in a supportive environment managed by Menta along the lines of its existing units at the Vision Centre, Eastern Way, Bury St Edmunds and the units in Holland's Road, Haverhill.	<p>The Borough council could decide not to contribute towards this project however this would mean that Menta would have to find an alternative source of funds at very short notice.</p> <p>The Borough Council could decide to loan Menta the capital plus the additional amount sought from a bank loan. However this would require a greater contribution than has been earmarked in the Property Investment section of the Capital Programme and would not bring about any real advantages.</p>	<p>Nigel Aitkens (01284-735258)</p> <p>Jerry Massey (01284-757200)</p>

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			detailed in Exempt Appendix A to Report Y653; (ii) Menta having entered into a new lease for the Holland's Road units on terms acceptable to the Borough Council; (iii) the receipt of Menta's Business Plan; (iv) evidence of Menta's needs-based research; and (v) the receipt of Menta's financial statements for the last 3 years.				
27	Revenues Collection Performance	Y654	(1) the levels of collection performance achieved, as set out in Section 8 to Report Y654, be noted; and (2) the write-off of the amounts detailed in the exempt appendices to Report Y654 - 8 accounts for business rates totalling £35,708.80 (Exempt Appendix 1) and 16 accounts for Council Tax totalling £23,134.50 (Exempt Appendix 2) be approved. No sundry debts have been put forward for write off on this occasion.	The write off of the amounts detailed in the exempt appendices, being 8 accounts for business rates totalling £35,708.80 (Exempt Appendix 1) and 16 accounts for Council Tax totalling £23,134.50 (Exempt Appendix 2).	The Revenue 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. Reasons for writing off individual debts are detailed in the Exempt Appendices.	Other options were considered prior to recommending write off	Paul Farmer (01284-768777) Liz Watts (01284-757252)

Joy Bowes
Head of Legal and Democratic Services
20 March 2008