



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

The following decisions were taken in the week ending 27 March 2009 and, if not called in by Councillors, will come into operation on Monday 6 April 2009. 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 pm. on Friday 3 April 2009.

**A. DECISIONS TAKEN BY CABINET ON 25 MARCH 2009**

<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>
5	Parks Management Plans and Proposed Improvement Plan (Apr09/10)	Z602	That an audit system for parks and the introduction of a prioritised repair programme be developed based on the urgency of repair.	Any work identified through the audit process would be funded from the existing parks revenue budgets.	It is considered appropriate over the next six months to visit and audit all parkland sites against the standardised format, following which a prioritised rolling programme of parks infrastructure repairs/replacement may be developed.	Options were considered in detail by the Policy Development Committee.	Lynsey Alexander (01284-765054)  Neil Anthony (01284-757064)
6	Cultural Strategy (Apr09/06)	Z603	Subject to the approval of full Council that:- (a) the Cultural Strategy, attached to Report Z584, be adopted and used as a guidance document to deliver on the Leisure Service Plan, Local Area Agreement and Comprehensive Area Assessment objectives;	The Strategy aims to provide direction as to how the Council and other cultural providers can work together and maximise available resources to deliver the aims stated within the focus areas within the current budget and capital programme.	The Cultural Strategy sets out the strategic direction for all cultural services within the Borough and establish how it contributes to the corporate priorities of the Borough Council over the coming years.	Detailed options were considered by the Policy Development Committee.	Lynsey Alexander (01284-765054)  Neil Anthony (01284-757064)

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			<p>(b) the consultation process, as detailed in Report Z584, be adopted; and</p> <p>(c) the review process for the Cultural Strategy, as detailed in Report Z584, be adopted.</p> <p>(d) an investigation be carried out, in conjunction with partners, into specific public transport links which would make possible improved access to cultural events, facilities or opportunities to as many residents within the Borough as is possible and a report to the Policy Development Committee be made.</p>				
7	Playgrounds in St Edmundsbury (Apr09/11)	Z604	<p>That the proposed actions outlined in Report Z583 to the Policy Development Committee be endorsed, including:-</p> <p>(a) tendering for a fixed term playground repairs contractor;</p> <p>(b) the roll-out of training to qualify and enable onsite Ranger Staff to undertake weekly safety inspections of playground equipment; and</p> <p>(c) that as part of the review of the Local Development Framework, the provision of play facilities requested from developers via Section 106 Agreements be reviewed.</p>	The proposals can be funded from existing revenue estimates.	The Policy Development Committee requested that a review of the Council's policies pertaining to local areas for play, local equipped areas for play and neighbourhood equipped areas for play be undertaken.	Options were considered in detail by the Policy Development Committee.	<p>Lynsey Alexander (01284-765054)</p> <p>Neil Anthony (01284-757064)</p>

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8	Community Centres Review Progress Report	Z605	Further investigating options for Chalkstone Community Centre be delegated to the Corporate Director for Community, in consultation with ward members and the Portfolio Holder for Community.	There are no direct financial implications of further investigating options for Chalkstone Community Centre management arrangements.	The Policy Development Committee considered the Action Plan associated with the Review of Community Centres and determined that further work was involved in investigating management arrangements for Chalkstone Community Centre.	Options were considered in detail by the Policy Development Committee.	Sara Mildmay-White (01359-270580) Carol Herries (01284-757603)
10	Central Safety Panel: 23 February 2009 (Apr09/04)	Z607	That Amendment 003 to Instruction 15, Health, Safety and Environment Requirements for Contractors, of the Health and Safety Policy, as detailed in Report Z527, be approved.	There are no financial implications in amending a section of the Health and Safety Policy document.	The Central Safety Panel recognised that the appropriate section of the Health and Safety Policy required updating.	Options were considered in detail by the Central Safety Panel.	David Ray (01359-250912) Martin Hosker (01284-757010)
12	Grant Panel: 3 March 2009 (Apr09/02)	Z608	<b>Recreation, Village Hall and Play Scheme Grants</b> (1) £15,000 be awarded to Stanton Parish Council towards the cost of redeveloping and refurbishing the existing village hall; (2) £7,000 be awarded to Great Bradley Parish Council towards the cost of providing youth facilities in the village; (3) £9,500 be awarded to Risby Village Hall Charity Trust towards the construction of a replacement roof to the village hall; and (4) £8,000 be awarded to Stanton Bowls Club towards the cost of providing a new extension to its clubhouse.	£39,500 has been allocated from specific grant budgets.	The Grant Panel considered in detail relevant grant applications and made recommendations to Cabinet.	The Grant Panel considered in detail each application.	Paul Farmer (01284-768777) Sara Mildmay-White (01359-270580) Mike Dawson (01284-757060)

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13	Cemeteries Strategy (Apr09/07)	Z609	(a) The Cemeteries Strategy (including Closed Churchyards), attached as Appendix A to Report Z609 be adopted; and (b) the new cemetery regulations for Haverhill and Bury St Edmunds Cemeteries, which are included as Appendix 5 in the Cemeteries Strategy, be adopted.	The Cemeteries Service is delivered within approved budgets but the Council reviews, at regular intervals, both the costs associated with maintaining the cemeteries and its charges to users of the service.	It is considered appropriate to review the Cemeteries Strategy, and this was done in consultation with stakeholders.	Options were considered in detail initially by the Policy Development Committee and then in light of consultation responses received.	Lynsey Alexander (01284-765054)  Damien Parker (01284-757090)
15	Bury St Edmunds Area Working Party: 17 March 2009 (Apr09/01)	Z611	<b>(a) Engineering Services Work Programme: Bury St Edmunds</b> (1) Making permanent the experimental parking scheme in the north Brackland Area, as detailed in paragraph 2.2.1 of Report Z593, be approved; (2) the introduction of additional parking bays in Northgate Street, as detailed in paragraph 2.2.3 of Report Z593 be approved; (3) support for improvements to the central reservation of Parkway, as outlined in Appendix C to Report Z593, and use of the identified public realm capital reserve be confirmed; (4) the area of highway shown on Appendix D to Report Z593 be stopped up; and (5) the operation of temporary park and ride services from Olding Road be continued on	Works will be undertaken within approved budgets.	The detailed reasons for the decisions were included in the report to the Bury St Edmunds Area Working Party (Report Z593).	Options were considered in detail by the Bury St Edmunds Area Working Party.	Sara Mildmay-White (01359-270580)  Steve Boor (01284-757323)

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			<p>Saturdays up to and including Easter Saturday and from Nowton Park on Maundy Thursday.</p> <p><b>(b) Incubation Centre (Managed Workspace) Suffolk Business Park, Bury St Edmunds</b>  The Corporate Director for Economy and Environment, in consultation with the Portfolio Holder for Economy and Asset Management, be authorised to agree a contribution from existing budgets towards the provision of managed workspace/incubation space/workshops at Site E2 of Suffolk Business Park, in Bury St Edmunds.</p> <p><b>(c) Replacement Local Plan – Policy BSE9: Tayfen Road, Bury St Edmunds, Approval of Masterplan</b>  The Cabinet decision is recorded on pages 9/10 item (e).</p>	<p>The Borough Council's additional contribution towards the Incubation Centres at Suffolk Business Park would be funded from Section 106 of Agreement Funds.</p>	<p>The Economic Development Strategy identifies a need to encourage the creation of new business enterprises. To assist this task the Council has allocated part of Site E2 at Suffolk Business Park, Bury St Edmunds. For the development of managed workspace/incubation space/workshop the Borough Council has entered into a Development Agreement with Basepoint, a private company, to secure the delivery of this facility, however Basepoint had been advised that there is a £1m shortfall in the development appraisal and has advised that a contribution of £750,000 is needed to enable this project to go ahead.</p>	<p>Options were considered in detail by the Bury St Edmunds Area Working Party.</p>	<p>Nigel Aitkens (01284-735258)</p> <p>Andrea Mayley (01284-757343)</p>
16	Haverhill Area Working Party: 12 March 2009 (Apr 09/03)	Z612	<p><b>(a) Queen Street Shop Fronts Grant Scheme</b>  (1) Further investigation be undertaken by the officers to:-  (i) ascertain an appropriate</p>	<p>The funding of the Queen Street Shop Front Grant Scheme has already been identified.</p>	<p>The Haverhill Area Working Party considered in detail the grant scheme and were seeking further clarification on a number of points.</p>	<p>Options were considered in detail by the Haverhill Area Working Party.</p>	<p>Nigel Aitkens (01284-735258)</p> <p>Mike Dawson (01284-757060)</p>

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			<p>length of time of more than two years that shop owners which had benefitted from the Queen Street Shop Fronts Grant Scheme should be required to maintain the upkeep of their new shop fronts, in accordance with the terms of the Queen Street Design Guide; and</p> <p>(ii) a recommendation in respect of this matter be brought back to a future meeting of the Haverhill Area Working Party;</p> <p>(2) subject to (1) above, the principles of the Queen Street Shop Fronts Grant Scheme, as detailed in Section 4 of Report Z589 be approved;</p> <p>(3) the Shop Front Award Scheme, as detailed in paragraph 4.17 of Report Z589, be established and extended to include any shop owner eligible for an award located in Haverhill; and</p> <p>(4) the Eligibility Zone Plan, as contained in Appendix B to Report Z589 be approved subject to its division into Priority Areas A and B, to indicate the order of priority in which Shop Front Grant funding may be awarded, whereby:-</p> <p>(i) Priority Area A: Eligibility Zone excludes <i>'The 1<sup>st</sup> Floor</i></p>				

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			<p><i>Gallery</i>; and (ii) Priority Area B: Eligibility Zone includes <i>'The 1<sup>st</sup> Floor Gallery</i>'.</p> <p><b>(b) Public Art in Queen Street, Haverhill</b> That the brief and methodology for public art in Queen Street, Haverhill, as contained in Section 4 of Report Z590, be approved.</p>	A budget of £20,000 has already been allocated for Public Art in Queen Street	The Haverhill Area Working Party has set up a Public Art for the Town Centre of Haverhill (PATCH) Working Party which is considering options for the public art before making appropriate recommendations to Cabinet.	Options will be considered by PATCH and the Haverhill Area Working Party.	Nigel Aitkens (01284-735258)  Carol Rowntree (01284-757683)
17	Sustainable Development Panel: 24 March 2009 (Apr09/09)	Z613	<p><b>(a) National Indicator 188: Adapting to Climate Change</b> (1) Each Council service area takes account of the identified significant risks and opportunities within the annual review of service plans commencing 2009/2010 and during development or significant change to service activities; (2) a programme of communication and awareness-raising be established to ensure that members and staff appreciate the implications of a changing climate on the functioning of the Council, its working practices and the wider community; and (3) an adaptation plan is developed and implemented with relevant partners according to the negotiated</p>	There are no specific resource implications for the Borough Council at the present time.	The Council has to meet National Indicator 188; Adapting to Climate Change.	Options were considered in detail by the Sustainable Development Panel.	Peter Stevens (01284-280284)  Peter Gudde (01284-757042)

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			<p>timetable in the Local Area Agreement.</p> <p><b>(b) St Edmundsbury Local Development Framework: Local Development Scheme</b> The amendments to the Local Development Scheme, as detailed in Paper Z620, be approved and submitted to GO-East for formal approval.</p> <p><b>(c) Breckland Local Development Framework: Thetford Area Action Plan Preferred Options Consultation</b> The contents of Report Z622 form the basis of this Council's response to the Thetford Area Action Plan Preferred Options Report.</p> <p><b>(d) Replacement St Edmundsbury Borough Local Plan Policy BSE14: West Suffolk Hospital Masterplan</b> The requirement to prepare a Masterplan for the West Suffolk Hospital, as stated in Policies BSE14 and DS4 of the Replacement St Edmundsbury Borough Local Plan, be rescinded subject to the Hospital Trust:- (1) preparing and submitting</p>	<p>This document has been prepared within existing budgets.</p> <p>Responding to the consultation document has been undertaken within existing resources.</p> <p>There are no direct financial implications for the Council.</p>	<p>The Council must prepare and maintain a Local Development Scheme.</p> <p>The Borough Council has concerns at the level of growth and the need to provide infrastructure improvements to manage the impact.</p> <p>The Hospital Trust has announced long term plans to construct a new hospital on a different site in Bury St Edmunds and the Council has been asked to rescind the need for a masterplan.</p>	<p>Options were considered in detail by the Sustainable Development Panel.</p> <p>Options were considered in detail by the Sustainable Development Panel.</p> <p>Options were considered in detail 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>Ian Poole (01284-757350)</p> <p>Terry Clements (01284-827161)</p> <p>Ian Poole (01284-757350)</p>

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			<p>for approval a Green Travel Plan for the West Suffolk Hospital;</p> <p>(2) entering into a legal agreement with the Borough Council to deliver the proposals in the Green Travel Plan and to submitting, at intervals to be agreed, monitoring reports on the delivery of the Plan;</p> <p>(3) preparing a development brief in accordance with the Council's adopted protocol for any forthcoming proposals that are deemed by the Council to have a potential adverse impact on the environment, the residential amenity of local residents or trip generation; and</p> <p>(4) agreeing that, should any proposals for more significant development be forthcoming at the existing site, the Council has the right to require a masterplan for the whole site to be prepared in accordance with Policy DS4 of the Replacement Local Plan.</p> <p><b>(e) Replacement Local Plan – Policy BSE9: Tayfen Road, Bury St Edmunds, Masterplan</b></p> <p>(1) The masterplan for the redevelopment of Tayfen Road, Bury St Edmunds, as</p>	<p>A draft masterplan was prepared by consultants acting on behalf of one of the major landowners in respect of the land at Tayfen Road, Bury St</p>	<p>No other options were considered as the Local Plan states that a development cannot proceed for major projects until masterplans have been adopted.</p>	<p>Options in respect of the detail of the masterplan were considered by the Bury St Edmunds Area Working Party</p>	<p>Sara Mildmay-White (01359-270580)</p> <p>Chris Rand (01284-757352)</p>

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			attached as Appendix C to Report Z595, be adopted as non-statutory planning guidance; and (2) when the masterplan is issued, after approval by full Council, there is an explanatory note stating that the illustrations are indicative only.	Edmunds.		and Sustainable Development Panel.	
19	Bury St Edmunds Town Council Approach to Borough Council for Land to Increase Allotment Provision (Apr09/15)	Z615	That Bury St Edmunds Town Council be offered suitable land adjacent to the Cotton Lane allotments on a leasehold basis, for allotment use only, with a provision that the Town Council be required to surrender the land, in part or as a whole, in the event of it being required for future development.	The land adjacent to the Cotton Lane Allotments in Bury St Edmunds be offered to Bury St Edmunds Town Council on a leasehold basis of approximately £2,000 per annum.	Bury St Edmunds Town Council had approached the Borough Council to see if there were any suitable sites to create more allotments due to the significant size of the waiting list.	The former wildlife area off Spring Lane, Bury St Edmunds had also been examined but it was considered that it should be brought back into use as a wildlife area.	Nigel Aitkens (01284-735258)  Ray Lawford (01284-757367)
20	Public Venue Working Party: 18 March 2009 (Apr09/14)	Z616	(1) Subject to the approval of full Council, the financial estimates detailed on Page 18 of the Business Plan, attached to Report Z598, be adopted and included in budgets for 2010/2011 and future years; (2) the following funding allocations be met from earmarked reserves in the 2009/2010 financial year: - (i) appointment of Venue Director (6 months costs): £25,000;	Approval is sought from full Council to the financial estimates detailed on page 18 of the Business Plan for 2010/2011 and future years. In addition funding of £60,000, from earmarked reserves, be approved for the 2009/2010 financial year.	The shell and core of the public building (Venue) on the arc development was nearing completion and the fit-out stage about to commence. It was deemed appropriate that the outline business plan be reviewed.	Detailed options were considered by the Public Venue Working Party and it was recognised that the plan would evolve during the opening and beyond.	Sara Mildmay-White (01359-270580)  Neil Anthony (01284-757064)

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			<p>(ii) appointment of Venue Support Officer post: £5,000; and</p> <p>(iii) initial marketing and promotional budget of up to £30,000.</p> <p>(3) delegated authority be given to the Corporate Director for Community, in consultation with the Chairman and Vice Chairman of the Public Venue Working Party, to progress the appointment of the Venue Director, in partnership with other organisations and on a fixed term contract, if appropriate.</p>				
21	Policies, Procedures and Practices for the Provision of Hackney Carriage/Private Hire Vehicle Licences (Apr09/13)	Z617	<p><b>(a) Proposed Introduction of Driver Assessment for applicants for a Hackney Carriage/Private Hire Drivers Licence</b></p> <p>Any new applicant for a Hackney Carriage/Private Hire Driver Licence (including those who have previously held a licence, but allowed their licence to lapse for a period of more than one calendar month) shall be required to provide evidence of satisfactory completion of one of the following Driver Standards Assessments:-</p> <p>(a) a Driver Standards Agency (DSA) assessment for Hackney Carriage/Private Hire Drivers;</p>	There are no direct financial implications for the Borough Council from updating the policies and procedures.	It is considered appropriate that a new applicant for a Hackney Carriage/Private Hire Driver Licence should provide evidence of satisfactory completion of a driver assessment.	Options were considered in detail by the Licensing and Regulatory Committee.	<p>Sara Mildmay-White (01359-270580)</p> <p>Hilary Workman (01284-757113)</p>

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			<p>or (b) the Institute of Advanced Motorists (IAM) test; or (c) Royal Society for the Prevention of Accidents (RoSPA) Advanced Driver test.</p> <p><b>(b) Proposed Changes to Disciplinary Scheme for Hackney Carriage/Private Hire Licence Holders</b> The Council's Disciplinary Code for Hackney Carriage and Private Hire Vehicles, attached as Appendix A to Report Z576, amended that reference to 'Council appointed assessor' be replaced by 'Driver Standard Agency Assessment', be approved.</p> <p><b>(c) Proposed Changes to Hackney Carriage/Private Hire Conditions, Policy and Guidance</b> (1) Proposed changes to the Hackney Carriage/Private Hire Conditions, Policy and Guidance, attached as Appendices A, B, C and D to Report Z579, subject to the amendments arising from Reports Z575 and Z576, be adopted; and (2) the Licensing Services Manager be granted delegated authority to amend the Guidance for Hackney Carriage</p>	<p>There are no direct financial implications for the Borough Council from updating the policies and procedures.</p> <p>There are no direct financial implications for the Borough Council from updating the policies and procedures.</p>	<p>It is considered appropriate that the Disciplinary Code be updated in respect of when a Hackney Carriage or Private Hire Vehicle had been involved in an accident.</p> <p>Changes are required due to the previous two decisions.</p>	<p>Options were considered in detail by the Licensing and Regulatory Committee.</p> <p>Options were considered in detail by the Licensing and Regulatory Committee.</p>	<p>Sara Mildmay-White (01359-270580)</p> <p>Hilary Workman (01284-757113)</p> <p>Sara Mildmay-White (01359-270580)</p> <p>Hilary Workman (01284-757113)</p>

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			and Private Hire Licence applicants only so far as to take account of any procedural changes or changes in legislation.				
22	Suffolk Racial Harassment Initiative: Continuation of Funding (Apr09/16)	Agenda Item 22	A three year Service Level Agreement with the Racial Harassment Initiative be developed and a commitment to fund £3,500 per year from the Community Safety Budget for 2009/2010 to 2011/2012 from existing budgets be approved.	£3,500 a year be allocated from the Community Safety Budget for 2009/2010 to 2011/2012.	The Borough Council had already supported the Suffolk Racial Harassment Initiative and it is considered that because of the work undertaken this funding should continue for a further three years.	Not to continue with support of the Suffolk Racial Harassment Initiative is not considered an option.	Sara Mildmay-White (01359-270580)  Carol Herries (01284-757603)
23	Abbeycroft Leisure: Free Swimming Sessions and Other Issues (Apr09/18)	Agenda Item 23	(1) Abbeycroft Leisure's proposal to provide free swimming for the over 60s and 16 and under age groups in accordance with the Department of Culture, Media and Sports national free swimming scheme be noted and that any shortfall arising from the free swimming scheme will be met from Abbeycroft Leisure's overall annual surplus, subject to the shortfall not reducing the Trust's overall surplus below £30,000; (2) funding associated with the scheme be transferred to Abbeycroft Leisure and in the event of the free swimming shortfall reducing Abbeycroft Leisure's annual surplus below	The funding of the free swimming initiatives will be initially made by Abbeycroft Leisure, however, if Abbeycroft Leisure's annual surplus falls below £30,000 a compensating amount will be allocated in the annual management fee payable by the Borough Council. In addition a further £15,000 has been allocated from the existing capital budget for Haverhill Leisure Centre refurbishment for the purchase by Abbeycroft Leisure of fitness equipment.	It is considered imperative for the benefit of the community to proceed with these free swimming initiatives and the additional £15,000 for the completion of the fitness suite, as planned, has arisen due to the VAT implications.	Options were considered in detail by the Cabinet.	Lynsey Alexander (01284-765054)  Mike Dawson (01284-757060)

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			£30,000 this be reflected in the annual management fee during the period of the free swimming scheme; and (3) a further £15,000 be allocated from the existing capital budget for Haverhill Leisure Centre refurbishment for the purchase by Abbeycroft Leisure of fitness equipment.				
24	Revenues Collection Performance	Z618	The write off of the amounts detailed in Exempt Appendix 1 to Report Z618, 9 accounts for Council Tax totalling £11,624.71, be approved.	A total of £11,624.71 has been written off.	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.	The write-off of each debt was considered in detail by the Cabinet.	Paul Farmer (01284-768777)  Liz Watts (01284-757252)
26	Industrial Portfolio: Tenancy Issues (Apr09/17)	Agenda Item 26	The rescheduling of the commercial rent payment be approved.	There is no direct overall financial implication for the Council.	The Council supports local employment.	Not to reschedule the payment of rent.	Nigel Aitkens (01284-735258)  Richard Combes (01284-757361)

***The Chairman agreed that this item could be considered as a matter of urgency, in accordance with S1008(4) of the Local Government Act 1972, in order that this matter could be resolved within the necessary timescale.***

27	Haverhill Community Football Project	Agenda Item 27	(1) Officers be authorised to enter into Post Tender Negotiations following suspension of Rule 6.1 of the Contract Procedure Rules, but complying in all other respects with paragraphs 6.8 to 6.14; and	The tenders received for the construction of the community football project exceed the budget allocation necessitating Post Tender Negotiations.	The tenders received for the construction of the community football project exceed the budget allocation necessitating Post Tender Negotiations.	Not to enter into Post Tender Negotiations was not considered an option.	Lynsey Alexander (01284-756054)  Ivan Sams (01284-757304)
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			(2) subject to irrevocable confirmation that the Council is to receive a grant of £700,000 towards the project, and subject to that tender bringing the total costs of the project within budget, to authorise the Head of Legal and Democratic Services to accept the lowest tender.				
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Joy Bowes,  
Head of Legal and Democratic Services  
27 March 2009