



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

The following decisions were taken in the week ending 25 November 2011 and, if not called in by Councillors, will come into operation on Monday 5 December 2011. 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 pm on Friday 2 December 2011.

**A. DECISIONS TAKEN BY CABINET ON 23 NOVEMBER 2011**

<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 Overview and Scrutiny Committee: Consultation and Community Engagement Strategy (Dec11/09)	C222	(a) The Consultation and Community Engagement Strategy, attached to Report C170, be adopted; and (b) the Policy, Performance and Customer Service Manager, in consultation with the Portfolio Holder for Performance and Resources, be given delegated authority to make any amendments to the Strategy in the light of changing guidance.	The revision of the Consultation and Community Engagement Strategy was undertaken within existing resources.	The Strategy was last adopted in 2009 and outlined how the Council engaged with its communities; ensured local people could have their say; made the right information available to help people influence decisions and ensured that peoples' views were reflected in the Council's priorities and service delivery.	Options were considered in detail by the Overview and Scrutiny Committee.	Robert Everitt (01284-769000)  David Ray (01359-250912)  Davina Howes (01284-757070)
7	Community Centres, including the Report of the Overview and Scrutiny Committee (Dec11/10)	C223	The timeframe for work towards transferring the remaining community centres be approved, as outlined in paragraph 4.8 of Report C223, as suggested by the Overview and Scrutiny Committee.	The main resource would be officer time taken to build the trust and working relationships with a Group to help support it to work towards a transfer. The Borough Council's current	In early 2010 the Council circulated a leaflet informing all interested parties that it wished to transfer community centres to suitable constituted community groups or other	The option of continuing to finance the centres was not considered tenable. The Borough Council	Robert Everitt (01284-769000)  Cathy Manning (01284-757002)

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				commitment of resources to the centres was detailed in Appendix 2 of Report C223.	public bodies. The Council wished to use the learning from the first transfer of Southgate Community Centre to open up the opportunity to the communities of the other centres.	cannot access the external funding streams which are available for community groups.	
8	Report of the Overview and Scrutiny Committee: Leisure Facilities Asset Management (Dec11/08)	C224	<p><b>(a) Funding and ownership of fixed play facilities in the Borough</b></p> <p>(1) the Overview &amp; Scrutiny's recommendation that a revenue growth bid of up to £39,000 be made as part of the budget setting process to enable the Council to maintain all of the play areas in the Borough be noted;</p> <p>(2) it also be noted, that if such a growth bid were approved, a central maintenance contract would be let for a "term playground repairs maintenance contractor", and parishes be invited to opt into that contract;</p> <p>(3) the rationalisation of the play areas in Clover Fields, Lavender Fields, Raine Avenue, Argyll Court and Puddlebrook in Haverhill, outlined in Report C172, be approved in accordance with the principles previously approved by Cabinet on 20 July 2011 (minute 13 refers); and</p> <p>(4) the Borough Council</p>	A revenue growth bid of up to £39,000 would be required to maintain all of the play areas in the Borough. Some initial recommendations were detailed in Section 5 of Report C172 in respect of leisure sites which required immediate investment.	<p>An Asset Management Plan would enable Policy based budgeting measures through the efficient use of the Council's property. The Leisure Facilities AMP reflects the Council's long term vision and national guidance, as well as the Council's owned Corporate Plan objectives for managing resources efficiently. The Leisure AMP draft Action Plan would form part of the Corporate Asset Management Plan in Capital Management Strategy.</p> <p>Given the pressure on the Council's finances, the Cabinet felt that it could only note the recommendation of the Committee for a growth bid to allow the Council to take on the maintenance of play areas which it did not own.</p>	Options were considered in detail by the Fixed Play Facilities Task and Finish Group and the Overview and Scrutiny Committee.	<p>Sara Mildmay-White (01359-270580)</p> <p>Neil Anthony (01284-757064)</p>

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			<p>continue to welcome approaches from town councils and other community groups for the voluntary transfer of ownership of play equipment and open spaces.</p> <p><b>(b) The Leisure Asset Management Plan 2011</b></p> <p>(1) The initial schedule of leisure facilities refurbishment, replacement or investment, as set out in Appendix 1 to Report C172, be used to assist the Council's Corporate Asset Management Plan and budget setting processes from 2012/2013 onwards; and</p> <p>(2) the proposals for investment in 2012/2013, as set out in Section 5 of Report C172, be included as capital growth bids in the normal budget setting process for that year.</p>	<p>The Asset Management Action Plan of major investment would be reviewed annually and the estimated Leisure AMP Schedule of Investment from 2013/2014 to 2017/2018 indicated that, on average, a sum of up to £500,000 per annum maybe needed to maintain the current assets.</p>			
9	Report of the Overview and Scrutiny Committee: Review of Blue Badge Holder Parking (Dec11/11)	C225	<p>Subject to the budget setting process:-</p> <p>(a) charging for blue badge holders to park in the Council's off-street car parks be introduced throughout the Borough, with effect from Monday 2 April 2012;</p> <p>(b) charges be on the basis of one free hour for every hour purchased;</p> <p>(c) alterations be made to positioning and heights of ticket machines, together with</p>	<p>To alter the machines in close proximity to disabled bays would cost approximately £30,000, which could be funded from the Car Parks Renewals and New Provisions Revenue.</p>	<p>Following a consultation exercise, 70% of residents agreed in principle to charging blue badge holders for parking. 12 focus groups were also held.</p>	<p>To carry on with the status quo.</p>	<p>Terry Clements (01284-827161)</p> <p>Ivan Sams (01284-757304)</p>

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			surrounding areas, to comply with BS 8300: 2009, these works to be funded from the Car Parks Renewals and New Provisions Reserve; (d) alternative methods of payment be examined and introduced if appropriate; and (e) a communications plan be developed to ensure clear publicity and signage to those people who are affected.				
11	Recommendations from the Joint Staff Consultative Working Party: 18 October 2011 (Dec11/05)	C227	<p><b>(a) Social Networking Policy</b> (1) The Social Networking Policy, as detailed in Appendix A to Report C182, be approved; and (2) delegated authority be given to the Acting Head of Human Resources, in consultation with the Portfolio Holder for Performance and Resources and the Chairman of Unison, to make any necessary minor typographical, factual or grammatical changes to the draft Policy.</p> <p><b>(b) Employees' Email and Internet Usage Policy</b> The Employees' Email and Internet Usage Policy, as annotated in Paper C183, be approved.</p>	<p>Preparation of a Social Networking Policy was undertaken within existing resources.</p> <p>The revision of the Employees' Email and Internet Usage Policy was undertaken within existing resources.</p>	<p>A Policy is required for staff to give guidance and recommendations on the use of social networking. The code of officers, both in and outside of work, is covered by the officer's Code of Conduct, but this does not specifically deal with the use of social networking and associated media.</p> <p>The ICT Section reviewed the Employees' version of the Councils' Email and Internet Usage Policy which was originally written in 2000. The main amendments related to GCSx and the Freedom of Information Act 2000.</p>	<p>No other options were considered.</p> <p>No other options were considered.</p>	<p>David Ray (01359-250912)</p> <p>Louise Hammond (01284-757008)</p>

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12	Haverhill Council Offices: Management Arrangements (Dec11/12)	C228	(1) The management of Haverhill Council Offices be included in the terms of reference of the West Suffolk House Joint Committee; (2) the joint committee be renamed as the 'Shared Offices Joint Committee'; and (3) the Terms of Reference of the West Suffolk House Joint Committee, as set out in Appendix 1 of Report C228, form the basis of the Terms of Reference for the new Joint Committee.	The decision to work with Suffolk County Council on a combined office development at Haverhill Council Offices was approved on 16 February 2011. From a Borough Council perspective, the combined use of the satellite offices would produce operational savings that would contribute to the overall efficiency targets for 2012 onwards.	The Borough and County Councils have agreed to share the Borough Council's Haverhill Offices in a similar way to West Suffolk House with the building being jointly owned. The integrated approach to the delivery of services by the Borough and County Councils is extended at the Haverhill Council Offices to include shared occupation of the building with four voluntary organisations.	It is appropriate to delegate management functions to a Joint Committee. Whilst an additional Joint Committee could be set up, this would be a less efficient way of proceeding as the terms of reference would be similar to those of the existing West House Joint Committee.	John Griffiths (01284-757136)  Betty Albon (01284-757307)
13	Operational Procedure for Events in the Council's Parks, including the Abbey Gardens, Bury St Edmunds (Dec11/14)	C229	(1) The draft Operational Procedure for Events in the Council's Parks, including specific conditions for the Abbey Gardens, as set out in Appendix 2 of Report C229, be approved in principle; and (2) The Corporate Director for Community Services, in consultation with the relevant Portfolio Holders, be authorised to amend the procedure following the conclusion of public consultation and approve it for implementation from January 2012.	There are no resource implications to be considered as part of the report. The objective would be to ensure that the parks earn the maximum possible income without any loss of enjoyment to their users and neighbours.	The Borough's parks and open spaces host a wide variety of events throughout the year. The Abbey Gardens is a particularly desirable venue. Owing to its popularity and the need for the Parks Service to create more income, the number of externally managed events have increased steadily in recent years. Neighbouring residents adjacent to the Gardens have been tolerant of the events, however, given the increased number of events, it is felt that there	To not produce a protocol for events in the Council's parks, however, it was felt appropriate to balance the enjoyment of the parks with the enjoyment of neighbouring residents of their properties.	Sara Mildmay-White (01359-270580)  Damien Parker (01284-757090)

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					was now a danger of exceeding an acceptable level of disturbance and therefore a procedure is proposed.		
14	Recommendations from Central Safety Working Party: 10 October 2011 (Dec11/04)	C230	<p><b>(a) Joint Health and Safety Policy</b> (1) Subject to full Council approval, St Edmundsbury Borough Council's (SEBC) existing Health and Safety Policy be amended to enable its development into a joint Health and Safety Policy relevant and applicable to both SEBC and Forest Heath District Council, as detailed in Paper C165; and (2) the Health and Safety Manager be authorised to make minor typographical, factual or grammatical changes to the Health and Safety Policy in consultation with the Portfolio Holder with responsibility for health and safety and the Chairman of the current Central Safety Working Party and any subsequent body.</p> <p><b>(b) Joint Central Safety Working Party</b> Investigations be undertaken to progress the amalgamation of the Borough Council's Central Safety Working Party with the equivalent body at Forest Heath District Council and for terms of</p>	<p>The revision of the Borough Council's Health and Safety Policy into a Joint Health and Safety Policy with Forest Heath District Council was undertaken within existing resources.</p> <p>By merging the Central Safety Working Party with Forest Heath District Council efficiency savings can be made.</p>	<p>As part of progressing the Shared Service agenda, the Borough Council's Health and Safety Manager has the responsibility of Health and Safety at both Council's. It is therefore appropriate that a Joint Health and Safety Policy be adopted, however, the process required minor amendments to be made to the existing policy to make it relevant and applicable to both authorities.</p> <p>On 25 May 2011 the Cabinet considered its Annual Review and Appointment of Working Parties. Arising from the consideration of the report Cabinet resolved that the Emergency Planning,</p>	The Central Safety Working Party considered in detail all other options available.	<p>David Ray (01359-250912)</p> <p>Martin Hosker (01284-757010)</p>

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			reference for the single group to be presented to the next meeting of the Working Party on 20 February 2012.		Central Safety and Joint Staff Consultative Working Parties be merged with Forest Heath District Council's Working Parties or equivalent.		
15	Asset Management Plan: Victory Ground Community Transfer (Dec11/13)	C231	<p>(1) The Council sells the freehold interest of the Victory Sports Ground to the partnership comprising Victory Sports Ground Ltd, Bury St Edmunds Cricket Club and South Lee School;</p> <p>(2) the freehold interest be sold under the provisions of community management and ownership of assets, based on a percentage of market value, at £100,000;</p> <p>(3) a covenant, which restricts the uses of the grounds to community and recreational only, be imposed on the sale;</p> <p>(4) the legal agreements include conditions for the completion of a community use agreement and planning consent for the new facilities being obtained; and</p> <p>(5) the Corporate Director for Community, in consultation with the Portfolio Holder for Asset Management, be given delegated powers to enter into the sale to the new company once the company has been created and planning permission obtained.</p>	The total cost of the scheme is estimated to be £1.8 to £1.9 million. The project is identified for external funding from the English Cricket Board and officers are negotiating the Sports England in respect of their inspired facilities funding. Other national sports funding bodies might also contribute. Report A255 approved a capital contribution of £25,000 towards the cost of removing the existing pavilion. The cost of operating the new sports hall facility are to be met entirely by the partnership and there will be no revenue implications for the Borough Council over and above the existing level of grant support.	Report C231 outlined the most effective way of delivering at the Victory Ground and New Sports Hall and Pavilion for the community. The project would be delivered and managed by a new consortium of partners to a Community Interest Company comprising of principal funders and users, and taking advantage of grants from national sporting bodies. A sale to the Community Interest Company would be inline with the Borough Council's Policy of Community Ownership of Assets in the Borough and the Aspirations of Government in the draft Localism Bill.	A full Asset Management Review has been undertaken in consideration of the project. A summary of the options appraisals was contained in Appendix 3 to the Report which included:- (1) no change; (2) dispose of asset; and (3) working partnership.	John Griffiths (01284) 757136  Betty Albon (01284) 757307

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16	Recommendations from Sustainable Development Working Party: 8 November 2011 (Dec11/02)	C232	<p><b>(a) Investigating Decentralised Energy in Bury St Edmunds – Study findings and way ahead</b></p> <p>(1) further studies be carried out by the Borough Council and its partners to confirm the final choice and configuration of the three District Energy network options set out in Annex A to Report C206;</p> <p>(2) the work comprise of detailed technical and financial feasibility studies of the options to confirm their viability, along with the evaluation of the most appropriate delivery structure and their implications for both the Borough Council and other key parties which may be involved in the network;</p> <p>(3) prospective stakeholders be invited to participate and provide support;</p> <p>(4) unspent funds allocated to the initial study by the Borough Council, in the region of £3,000, be allocated to support the follow-up work;</p> <p>(5) the LDA Design/Inventa Partners report be considered as evidence for the development of policy within the emerging Bury St Edmunds Vision 2031, supporting development planning documents and other corporate planning, both for all forms of</p>	The study, and resulting report was fully funded through partner contributions and their grant for transforming Suffolk. An underspend remains, along with approximately £3,000 of Council funding. Subject to partners giving their agreement, it is proposed that the remaining funds be allocated to the proposed follow-up work.	Report C206 outlined proposals to take forward the findings of a study commissioned by the Borough Council on behalf of a group of partner organisations, which focused on investigating the potential opportunities for local energy generation and district energy (heat and power) in Bury St Edmunds. The study provided a technical evidence base to support Local Authority actions and planning policies for decentralised energy. The study also identified a series of actions the Council should consider taking in order to develop a framework for viable, affordable low carbon energy for Bury St Edmunds.	Options were considered in detail by the Sustainable Development Working Party.	<p>Terry Clements (01284-827161)</p> <p>Peter Stevens (01787-280284)</p> <p>Sandra Pell (01284-757302)</p>

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			<p>decentralised energy in the town; and  (6) the Council establish a low carbon fund or similar delivery model to secure a sustainable energy vision for the town and assist delivery of the network should it be proven viable. In developing the fund, consideration should be given to using the Community Infrastructure Levy, Allowable Solutions, New Homes Bonus, prudential borrowing and other investing and funding options.</p> <p><b>(b) St Edmundsbury Local Development Framework: Annual Monitoring Report</b>  (1) the 2010/2011 Annual Monitoring Report, as detailed in Appendix 1 to Report C207, be approved and published; and  (2) the Interim Joint Head of Planning, in consultation with the Portfolio Holder for Planning, Transportation and the Built Environment be authorised to incorporate into the Annual Monitoring Report any further minor changes as are necessary to update it and make any spelling, grammatical, factual, formatting and numbering corrections, provided they do not materially affect the</p>	<p>Preparing the Annual Monitoring Report for publication was undertaken within existing resources.</p>	<p>Regulations covering the preparation of Local Development Frameworks require Local Planning Authorities to prepare and submit to their Regional Government Office an Annual Monitoring Report covering the previous financial year. The Seventh Annual Monitoring Report was attached to Report C207.</p>	<p>Regulations covering Local Development Frameworks require an annual report be prepared and submitted so no other options were considered.</p>	

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			<p>substance or meaning of the Report.</p> <p><b>(c) St Edmundsbury Local Development Framework: Joint Forest Heath and St Edmundsbury Development Management Development Plan</b></p> <p>(1) the Joint Development Management Policies Development Plan Document, attached as Appendix A to Report C208, together with the Sustainability Appraisal, attached as Appendix B to Report C208, and the Habitat Regulations Assessment Screening document, attached as Appendix C to Report C208, be approved for public consultation;</p> <p>(2) the protocol for agreeing draft changes to the document with Forest Heath District Council, to be presented to the Sustainable Development Working Party on 31 January 2012; and</p> <p>(3) any minor typographic, factual and grammatical changes to the final document be delegated to the Interim Joint Head of Planning, in consultation with the Portfolio Holder for Planning, Transport and the Built Environment and the Chairman of the</p>	<p>The preparation of the Joint Development Management Development Plan document was undertaken within existing resources.</p>	<p>The Joint Development Management Development Plan document of the Local Development Framework will, when complete, provide a range of policies which will replace the "saved" Replacement Local Planning Policies. The development of the policies has evolved through a number of rounds of public consultation. Given the potential duplication of policies in both councils, a joint document was being prepared.</p>	<p>The Borough Council could have produced a Development Management Plan on its own, however, in light of the Shares Services agenda a joint document would be more efficient in terms of officer time and resources.</p>	

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			<p>Sustainable Development Working Party.</p> <p><b>(d) Babergh Local Development Framework: Core Strategy Submission Document Consultation</b> That, Babergh District Council be thanked for consulting the Borough Council on the Submission Core Strategy and that no objections be raised.</p> <p><b>(e) Mid Suffolk Core Strategy: Consultation on Focused Review</b> That, the Interim Joint Head of Planning be given delegated authority, in consultation with the Portfolio Holder for Planning, Transportation and the Built Environment, and the Chairman of the Sustainable Development Working Party, to prepare a report to Cabinet on 23 November 2011 outlining an overview of the consultation document and propose a response from the Borough</p>	<p>The Borough Council responding to Babergh District Council regarding their Core Strategy Submission document consultation was undertaken within existing resources.</p> <p>The Interim Joint Head of Planning preparing a report to Cabinet outlining an overview of the consultation document outlining an overview of Mid-Suffolk's Core Strategy consultation documents, and proposing a response, was undertaken within existing resources.</p>	<p>Babergh District Council commenced consultation on the submission version of their Local Development Framework Core Strategy on 10 October 2011. Consultation would end on 2 December 2011. The Borough Council have previously commented on their options for the distribution of development in the district with a view to potential impacts that the growth could have on St Edmundsbury and its environment and infrastructure.</p> <p>On 31 October 2011, Mid Suffolk District Council commenced consultation on a focused review of their adopted Core Strategy following concerns of the Planning Inspector examining the Stowmarket Area Action Plan about the conformity of that plan with the adopted Core Strategy. The Borough Council have an outstanding objection to the Stowmarket Area Action Plan in relation to the amount and type of</p>	<p>The Borough Council could have chosen to not respond.</p> <p>Given the potential impact on the Borough Council, there were no other options considered other than submitting a response.</p>	

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			Council.		employment land to allocate in that it is not supported by the evidence jointly undertaken by the District Council, Borough Council and Forest Heath District Council.		
17	Recommendations from Rural Area Working Party: 9 November 2011 (Dec11/03)	C233	<p><b>(a) Suffolk School Organisation Review: Restructuring the Thurston Area</b>  (1) the comments expressed in Section 4 of Report C210, together with the additional comments attached as Appendix 1 to Report C233, should form the basis of St Edmundsbury Borough Council's (SEBC) response to the consultation on the School Organisation Review in the Thurston Area; and  (2) Suffolk County Council's Education Department be invited to work with SEBC officers to identify solutions that will mitigate the concerns raised in Report C210.</p> <p><b>(b) St Edmundsbury's Rural Youth Work Programme: Update</b>  (1) Supporting Contemporary Adolescence (SCA) or a similar group continue to be funded from the Rural Youth Work Programme budget and other external funding sources, to</p>	<p>The Borough Council responding to the County Council on the School Organisation Review in the Thurston area was undertaken within existing resources.</p> <p>The work required to support the Rural Youth Work Programme outlined in Report C211 would be undertaken within existing resources.</p>	<p>In 2006, the County Council commenced a review of the school system across Suffolk, and, in 2007, announced that the preferred approach to education be a two tier system of primary and secondary schools. Consultation recently commenced on restructuring schools within Thurston area and the consultation document was attached as Appendix A to the report.</p> <p>The Working Party received an update about the various activities, events and projects which had been delivered for young people over the past 12 months, which formed part of the Rural Youth Work Programme. It also</p>	<p>The Borough Council could choose not to respond to the County Council regarding the proposed restructuring of schools within Thurston area. However, the Rural Area Working Party considered all the options in detail.</p> <p>To not prepare a Rural Youth Work Programme.</p>	<p>John Griffiths (01284) 757136</p> <p>Alex Wilson (01284-757695)</p>

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			<p>deliver a 'WOS UP' Project in the rural areas of St Edmundsbury, as outlined in Sections 6 and 7.1 of Report C211; and</p> <p>(2) work be undertaken with Parish Councils with a view to increasing the number of 'WOS UP' sessions in rural villages.</p> <p><b>(c) St Edmundsbury Borough Council's Support to Rural Voluntary and Community Groups</b></p> <p>(1) ote the production of a leaflet.</p>		provided an evaluation of the Rural Youth Work Programme 'WOS UP'. The council are committed to improving the quality of life of young people within the community and to promoting the involvement of young people.		
19	Recommendations from Haverhill Area Working Party: 27 October 2011 (Dec11/07)	C235	That new Welcome Signs for Haverhill be provided within a budget limit of £5,000 allocated from the overall existing Haverhill Masterplan Feasibility budget.	£5,000 has been allocated from the overall existing Haverhill Masterplan Feasibility budget to provide welcome signs in Haverhill.	Haverhill has three welcome signs located at the entrances to the town, but a view has been expressed that these are in need of updating and it would be desirable for Haverhill to have new welcome signs in keeping with its modernised image.	The Haverhill Area Working Party considered all options in detail.	Anne Gower (01440-706402)  Geoff Rivers (01284-757009)
20	Mid Suffolk District Council Core Strategy: Focused Review Consultation	C236	The comments contained in paragraphs 3.4.2 to 3.4.4 of Report C236 be endorsed, and submitted to Mid Suffolk District's Council's Core Strategy consultation process.	The Borough Council responding to Mid-Suffolk District Council regarding their focused review on their Core Strategy was undertaken within existing resources.	Mid-Suffolk District Council commenced consultation on 31 October 2011 on a focused review of their Core Strategy which was adopted in 2008. The review arose following concerns raised by the Planning Inspector examining the Stowmarket Area Action Plan about the conformity that Plan with	None, as this is the first stage of the focused review, there will be a further round of consultation in 2012, and given the emerging 'duty to co-operate' in the Localism Bill, it is important that	Terry Clements (01284-827161)  Ian Poole (01284-757350)

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					the adopted Core Strategy. The consultation period will end on 9 December 2011.	issues of strategic importance are overcome between districts.	

Joy Bowes,  
Head of Legal and Democratic Services  
25 November 2011