



St Edmundsbury
BOROUGH COUNCIL

DECISIONS NOTICE

The following decisions were taken in the week ending Friday 5 March 2004 and, if not called in by Councillors, will come into force on Monday 15 March 2004. 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 @stedsbc.gov.uk) by 5 p.m. on Friday 12 March 2004.

A. DECISIONS TAKEN BY CABINET – 3 MARCH 2004

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
5	Moreton Hall, Bury St Edmunds: Football Facilities (Mar04/11)	U462	That, subject to any necessary planning and other consents:- (1) £55,000 be allocated from the Football Facilities Capital Programme for the funding of a new football changing room unit at Heldhaw Road, Moreton Hall; and (2) £15,000 be allocated from the Football Facilities Capital Programme for a funding bid to the Football Foundation for a changing room facility at Symonds Road, Moreton Hall.	The Borough Council has allocated £200,000 for a range of football projects. The installation of a changing room unit at Heldhaw Road is estimated at £55,000, which includes all fees and service installations. It is also proposed to make a bid, with a Borough Council contribution of £15,000, to the Football Foundation for	To enable the delivery of the much delayed and much needed facilities from within existing budgets.	A funding bid could be submitted for two changing units at Heldhaw Road and Symonds Road. However, the option proposed of building one changing unit as soon as possible and bidding for funding for the other will maximise the chance of funding success as well as delivering a much needed facility as soon as possible.	Terry Clements (01284-827161) Howard Cook (01284-757097)

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
				funding towards the changing room unit at Symonds Road.			
6	Haverhill Golf Club: Extension of Loan Arrangements (Mar04/15)	U463	Subject to approval by full Council:- (1) the current loan to Haverhill Golf Club be increased to £300,000 for a further 15 year term and the capital programme be amended accordingly; (2) the loan be on the same terms as the existing loan arrangements, namely, Base Rate plus 1/4%, with a minimum rate of 5%; and (3) the loan be extended subject to there being sufficient value in the extended facility to secure the additional loan.	The existing loan to the Golf Club to be increased by approximately £150,000 to £300,000. The repayment terms are Base rate plus 1/4%, with a minimum rate of 5%. The new loan achieves a £2,000 benefit a year for the Council tax payer at current rates of interest.	The extension of the loan continues a current arrangement with the Haverhill Golf Club and will enable positive and considered development for the Club. This will enhance its standing as a much appreciated facility and as a component of the Borough Council's leisure provision. The arrangement is beneficial in that there is no cost to the Council involved in making the loan, in fact it is an arrangement contributing above the current investment rate.	Two other options were considered:- (a) do nothing; and (b) the Club apply for a loan from other sources.	Sara Mildmay-White (01359-270580) Howard Cook (01284-757097)
7	Haverhill Centre for Voluntary Services: Final Approval of Scheme (Mar04/10)	U464	(1) The Head of Property Services be authorised to conclude negotiations to agree terms with the individual voluntary organisations listed in this report, with a view to them entering into occupation of the Centre for Voluntary Services at the Council Offices Lower Downs Slade Haverhill; (2) the Corporate Director for Community be authorised to adjust the existing grant to the voluntary organisations outlined in this report as required by the outcome of the negotiations,	Negotiations with Havebury Housing Partnership, in respect of the compensation due to the Council following the early termination of their lease, and with developer of the premises of 42 High Street, Haverhill, in respect of the abortive costs associated with the	This was final approval of the establishment of the Haverhill Centre for Voluntary Services. The decision, in principle, was taken previously as it was considered desirable to have a number of voluntary services 'under the same roof' and close to the town centre.	No other options were considered as this stage as the decision to provide a centre had been taken previously.	Frank Warby (01284-700678) Mike Dawson (01284-757060)

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
			<p>provided that this can be funded from existing budgets; and (3) the work necessary to ensure that the Council Offices at Lower Downs Slade meet the needs of the voluntary organisations be undertaken as required, and funded from existing budgets.</p>	<p>investigations to develop the Centre for Voluntary Services at this site, resulted in a net receipt to the Council.</p> <p>It is estimated that the overall rents charged to the voluntary bodies will be above their current rental charges paid and the increase will be met from grants paid by the Borough Council. Provision of £12,000 for this increase was made within the revenue base budget for 2003/2004 and, therefore, the increase in grant required can be met from existing budgets.</p> <p>The cost of converting the offices to meet the needs of the voluntary organisations is expected to exceed £5,000 and this can</p>			

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
				be met from within existing budgets.			
8	Housing Waiting List: Review of Points Scheme (Mar04/14)	U465	The new Points Scheme for the Housing Waiting List, as outlined in Appendix 1 to Report U465, be approved.	Adoption of the new Points Scheme has no direct resource implications. However, the changes recommended may help to reduce the cost of bed & breakfast accommodation by awarding more priority to homeless applicants.	The Homelessness Strategy requires that a review of the Housing Points Scheme is undertaken to ensure it meets the needs of homeless applicants.	Extensive consultation with partners was undertaken as part of the development of the Homelessness Strategy. As part of this consultation, many options were suggested for meeting the needs of applicants.	Frank Warby (01284-704138) Carole Herries (01284-757603)
9	Haverhill Arts Centre: Grant and Management Arrangements (Mar04/06)	agenda item 9	The Corporate Director for Community be given delegated authority to:- (1) determine the level of grant that will be paid for 2004/2005, within existing budgets; and (2) extend the arrangement for the Haverhill Town Council to undertake the operational management of the Centre until the transfer occurs.	The grant to the trustees will be paid from the budget allocation for 2004/2005 for the Haverhill Town Hall Arts Centre.	The decision to transfer the Haverhill Arts Centre to Haverhill Town Council had previously been taken. This item sought the necessary administrative arrangements to continue to proceed towards facilitating the transfer.	The decision to transfer the Arts Centre had already been taken.	Andrew Varley (01284-753135) Mike Dawson (01284-757060)
10	The Future Shape of Public Access to and Delivery of Council Services: Review Proposal	U466	The Cabinet invites the Policy Development Committee to undertake a review to inform the future shape of public access to and delivery of Council services.	The review can be undertaken within existing budgets. The Policy Development Committee will be asked, as part of its review, to examine how new methods	The Policy Development Committee's responsibilities for contributing to the development of strategy and policy provide an appropriate vehicle for driving this review.	The option for not undertaking this review was considered.	Jeff Stevens (01440-762511) Carlton Brand (01284-757201)

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
				of public access and service delivery can improve efficiency.			
11	Asset Management Plan: Nowton Park Facilities (Mar04/07)	U467	<p>(1) In order to improve service delivery, a 2005/2006 Capital Programme bid for investment in the built facilities at Nowton Park be prepared and submitted for consideration as part of the Council's policy-based budgeting process;</p> <p>(2) to enable the full consideration of options, including the possibility of a phased development, the individual elements of this bid be prioritised, as set out in section 8 of this report;</p> <p>(3) in respect of any future proposal for investing in the all weather pitch, a careful review of football and hockey aspirations be undertaken before the Council commits to any substantial expenditure;</p> <p>(4) Nowton Lodge continue in operational use on the basis of a standard service tenancy;</p> <p>(5) the non-operational properties be retained and actively managed to achieve the required performance; and</p> <p>(6) further consideration be given to the use of the walled garden when the new built facilities are in operation.</p>	<p>If the new building and replacement of the all-weather pitch (assuming grant aided) is approved for the Capital Programme from 2005/2006 onwards, the maximum investment identified is £1.14 million.</p> <p>There is also likely to be some additional income generated from the new facilities and a business plan is required.</p>	The assessment processes for the operational and non-operational facilities at Nowton Park have been undertaken and this has led to the proposals. The overall reason for the recommendation is to improve service delivery in line with Corporate Plan priorities, to optimise the formal and informal uses of the Park.	Options were considered during the Asset Management process.	<p>Sara Mildmay-White (01359-270580)</p> <p>Betty Albon (01284-757307)</p>

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
13(b)	Planning Policy Panel: Minutes 19 February 2004	U469	(a) Culford Park Management Plan The Culford Park Management Plan be adopted as planning guidance for the management and development of Culford Park.	There are no financial implications in adopting this Management Plan. However, the production of the Local Plan has resource implications for the Borough Council.	The Management Plan provides planning guidance for the future development and management of the site.	Not adopting the Management Plan.	Jeremy Farthing (01440-820763) Ian Poole (01284-757350)
		U440	(b) First Draft Replacement St Edmundsbury Borough Local Plan: Brownfield Housing Sites The decisions in Report U440, as amended in respect of site reference BSE1(h) Hardwick Industrial Estate be endorsed.	None.	It is part of the statutory process to approve the identified brownfield sites as part of the local plan.	Not to include some of the brownfield sites identified in the draft Plan.	Jeremy Farthing (01440-820763) Ian Poole (01284-757350)
15	Asset Management Plan: Corn Exchange, Bury St Edmunds: Appraisal of Options (Mar04/16)	exempt report U471	(1) The Corn Exchange ground floor be retained as a non-operational property for its current uses with, no changes; and (2) options for the Corn Exchange upper floor be further considered.	Financial appraisals for each option considered were contained within the report.	The options identified from the initial assessment of the Corn Exchange, contained in Report U337, have been fully considered in the context of current market conditions and the recent feasibility study of the particular use as an art gallery.	The exempt report considered options in respect of:- (a) alternative operational uses; (b) alternative non-operational uses; (c) disposal of leasehold interest; and (d) disposal of freehold interest.	Sara Mildmay-White (01359-270580) Betty Albon (01284-757307)
16	Housing Benefit Write-Off Report	exempt report U472	One case of overpaid housing benefit totalling £16,705.28, as detailed in Appendix 1 to exempt Report U472, be approved for write-off.	£16,705.28 is written off.	The details for making the recommendation are included in the information provided in the Appendix.	Not to write-off the debt.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)

17	Miscellaneous Write-Off Report	exempt report U473	The amounts detailed in the appendices attached to this report, being 9 accounts for business rates totalling £66,788.82 (0.08% of debit), 25 accounts for council tax totalling £18,446.32 (0.01% of debit), and 25 accounts for sundry debtors totalling £14,328.43 (0.7% of debit), and 6 accounts for overpaid council tax and housing benefit totalling £5,529.38 be approved for write off.	9 accounts for business rates totalling £66,788.82, 25 accounts for council tax totalling £18,446.32, and 25 accounts for sundry debtors totalling £14,328.43 and 6 accounts for overpaid council tax and housing benefit totalling £5,529.38 be approved for write off.	The reasons for recommending the write-offs are included in the appendices to exempt Report U473.	Not to write-off the debts.	Sara Mildmay-White (01359-270580) Graham Moore (01284-757252)
18	Operation of the Highways Direct Services Organisation (Mar04/13)	exempt agenda item 18	That the Council provide a highway work service in 2004/2005.	Continual review of costs.	To continue with the service and review its financial operation.	The services could be delivered by alternative means which could reduce the responsiveness and flexibility of the Council in undertaking the works.	Jeremy Farthing (01440-820763) Jerry Massey (01284-757301)

B. URGENT DECISIONS TAKEN BY CABINET – 3 MARCH 2004

In the absence of the Leader, the Deputy Leader has agreed that these minutes, and the recommendations therein, can be considered by the Cabinet on 3 March 2004 as a matter of urgency, in accordance with S100B(4) of the Local Government Act 1972, in order that there is no delay to the timetable for the transfer approved by the full Council. The Mayor has also agreed that these items can be classified as urgent, in accordance with Section 15.4 of the Overview & Scrutiny Procedure Rules in Part 4 of the Constitution.

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
	Leisure Centres Transfer Steering Group: Minutes 1 March 2004	U382	(a) <u>Key Assumptions and Project Plan</u> (1) The key assumptions set out in Report U382 and with the additional information set out in paragraphs (1)-(10) of the minutes be accepted as the basis of the transfer of the Leisure Centres to a charitable Trust; and (2) the updated project plan be noted.	The overall aim of the transfer of the Leisure Centres to a trust was to improve the leisure services to the community and to reduce the net cost to the Borough Council.	These decisions progress the formation of a Trust. The decision to form a trust was taken by Council on 9 September 2004.	Options were considered in formulating the key assumptions.	Terry Clements (01284-827161) Mike Dawson (01284-757060)
		U383	(b) <u>Leisure Trust Proposal: Structures Report</u> A Company Limited by Guarantee be adopted as the appropriate model for the Leisure Trust.			The Trust could have been in the form of:- (a) Industrial and Provident Society; (b) Company Limited by Shares; and (c) Company Limited by Guarantee.	
		U384	(c) <u>Leisure Trust Board Member Appointments</u> (1) Authority to finalise and place the advertisements and to approve the details of the role description, selection criteria and package of information to be sent out to prospective members of the Leisure Trust Board be delegated to the Head of Legal and Democratic Services, in consultation with			The decisions emanate from good practice.	

			<p>the Chairman of the Leisure Centre Transfer Steering Group and one other member of the Steering Group; and</p> <p>(2) authority to appoint the members of the Board be delegated to a Selection Panel consisting of the Chairman and one other member of the Steering Group, the Head of Legal and Democratic Services, the Corporate Director for Community, Leisure Facilities Manager and the Assistant Director of Finance (Audit).</p>				
			<p>(d) <u>Delegated Authority</u></p> <p>That the Cabinet delegate to the Corporate Director for Community, after consultation with the Steering Group, authority to take such actions as were necessary to progress the formation of the Leisure Trust and the transfer of the Leisure Centres to it, short of effecting the transfer itself.</p>				

C. DECISIONS TAKEN BY OFFICERS – WEEK ENDING 5 MARCH 2004

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
	Introduction of Experimental Residents' Parking Scheme in Castle Road, Bury St Edmunds		(1) Residents of Castle Road and Mill Road (between its junction with Kings Road and its closure point near to the junction with Castle Road) will be eligible to apply for permits to park in Castle Road during the hours of the scheme (9.00 am to 5.00 pm, Monday to Saturday). Up to two permits will be allowed per household at a cost of £50 for the first permit and £65 for the second. Visitor vouchers will be available at a cost of £3 for five vouchers; and (2) this experimental scheme to be reviewed after a period of 12 months.	All residents' parking permit schemes operating in the Borough are intended to be self-financing. The charges paid for permits cover setting up the scheme, administration costs and enforcement.	Residents in the Castle Road area have requested a residents' permit parking scheme as the parking in the road is dominated during weekdays and on Saturdays by commuters/shoppers. The feasibility of a scheme has been investigated and residents have been consulted, with the majority (67% of those that responded) of residents requesting the introduction of a scheme. The scheme to be experimental as it is a new scheme and will need a period of time in operation to ascertain whether or not it works for residents.	Do nothing. Complaints would continue to be received from residents frustrated at not being able to park in the area.	Jeremy Farthing (01440-820763) Steve Boor (01284-757238)

Joy Bowes, Head of Legal and Democratic Services
5 March 2004

Word/Committee/Decisions Notice/Decisions Notice31