



*St Edmundsbury*  
BOROUGH COUNCIL

## DECISIONS NOTICE

The following decisions were taken in the week ending Thursday 8 April 2004 and, if not called in by Councillors, will come into force on Tuesday 20 April 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 Monday 19 April 2004.

### A. DECISIONS TAKEN BY CABINET – WEEK ENDING 8 APRIL 2004

<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>
4	Suffolk Technological Partnership	N/A	That a Member workshop with Suffolk County Council be arranged to consider the Strategic Technological Partnership for Suffolk.	None arising from this presentation and decision.	To allow Members to consider the proposals in greater detail.	None.	Jeff Stevens (01440 762511) Carlton Brand (01284 757200)
5	Report from Policy Development Committee – People Strategy (Apr04/09)	U485	The draft People Strategy, as contained in Paper U485 be submitted to full Council for adoption on 13 April 2004.	The Strategy will be implemented within existing budgets.	The need for the Strategy was identified in 2002 by the SOLACE Peer Challenge Team, the Audit Commission's Comprehensive Performance Assessment inspectors and the Overview & Scrutiny Committee's review of Human Resources.	None.	Jeff Stevens (01440 762511) Louise Hammond (01284 757008)
6	2004/2005 Operating and Capital Costs Review (Apr04/13)	U512	(1) The process of future budget setting, recommended by the Policy Development Committee, and detailed in	The review aims to achieve efficiency savings for the 2005/2006 budget against the base	The review is required to implement the decision of the full Council on 26 February and in order to achieve acceptable levels	None. The review is required by a full Council resolution.	Sara Mildmay-White (01359 270450) Carlton Brand

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			<p>Appendix 1 to Report U512 be approved;</p> <p>(2) The initial views of the Policy Development Committee regarding the methodology for base budget reviews, as detailed in Appendix 2 to Report U512 be noted;</p> <p>(3) The targets detailed in section 3.2.3 of Report U512 be adopted, for the purposes of the Operating and Capital Cost Review and advising the Policy Development Committee; and</p> <p>(4) The recommendation of the Policy Development Committee that the Overview &amp; Scrutiny Committee's Best Value Review of procurement in 2004/2005 form part of the Operating and Capital Cost Review be endorsed.</p>	<p>line 2004/2005 budget. This will be achieved by detailed analysis of the base budgets, the capital programme and procurement activities, whilst expanding and developing the income streams to the Authority.</p>	<p>of Council Tax rises and reduce the Council's dependence upon reserves to support continuing expenditure.</p>		(01284 757200)
8	Council Insurance Arrangements	U514	<p>(1) The postponement of the tendering of insurance for one year be noted;</p> <p>(2) A report on new arrangements be prepared for consideration later in the year; and</p> <p>(3) The actual outturn for insurance premiums for 2003/2004 be noted as being £178,000 above the estimate of £542,000.</p>	<p>The decision should reduce the level of insurance premiums paid by the Council.</p>	<p>Changes in the insurance market make it an appropriate time to review the Council's insurance arrangements.</p>	<p>To tender the Council's insurance provision immediately.</p>	<p>Sara Mildmay-White (01359 270580)</p> <p>Ken Parker (01284 757243)</p>

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9	Car Park Wardens' Facilities in Bury St Edmunds	Agenda Item 9	Subject to full Council approval, £40,000 from the Car Park Reserve Fund be allocated to provide new facilities for the car park wardens and the upgrading of the CCTV room, at the multi-storey car park in Bury St Edmunds.	The cost of upgrading the facilities is estimated to be £40,000, including fees, which can be funded from the Car Park Reserve Fund. The scheme would mean that the Reserve Fund would lose £1,700 in interest.	The car parking wardens' facilities at 59a St Andrews Street South, Bury St Edmunds are in extremely poor structural and serviceable condition and are earmarked for demolition as part of the Cattle Market redevelopment scheme.	It was hoped that suitable alternative accommodation in existing premises close to the town centre could be identified. Unfortunately, despite considerable investigation, this has not been possible.	Jeremy Farthing (01440 820763)  Ivan Sams (01284 757304)
11	Report from Overview & Scrutiny Committee – Responsive Cleansing and Environmental Enforcement (Apr04/10)	U515	<p>(1) The findings of the Review Panel be noted;</p> <p>(2) The following recommendations of the Review Panel be approved and implemented, namely that the Council should:-</p> <p>(a) publicise the introduction and originality of the 'microchip bins' when the project commences;</p> <p>(b) work with retail outlets that sell chewing gum, schools and the local media, to undertake a public awareness initiative to highlight and combat the problem of discarded chewing gum;</p> <p>(c) publicise the Council's successes</p>	The financial implications were discussed by the Review Panel and the Overview and Scrutiny Committee. A budget bid will be required to implement decision (3).	The Overview and Scrutiny Committee resolved that an informal Panel of three Members would be appointed to consider the Council's performance on enforcing environmental controls and responsive cleansing services.	To leave the service as it is.	Ian Houlder (01284 810074)  Darren Hackett (01284 757107)

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			<p>in tackling dog fouling;</p> <p>(d) in respect of the cleansing of the A14 trunk road:-</p> <p>i. liaise with neighbouring authorities and the Highways Agency to ensure safe and effective cleaning of the A14; and/or</p> <p>ii. liaise with neighbouring authorities in lobbying the Government to change the status of the A14 and hence remove the cleansing of the road from the remit of the local authorities;</p> <p>(e) continually improve methods for identifying litter offenders and maintain its current stance on enforcement;</p> <p>(f) utilise the new National Fly-tipping Database <i>Flycapture</i> from its inception in</p>				

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			<p>April 2004 and continue the Council's good record in dealing with fly-tipping;</p> <p>(g) establish an intermediary working group to investigate and report back on ways in which the following services could link and work together effectively on environmental enforcement and responsive cleansing:</p> <ul style="list-style-type: none"> <li>• Waste Management Services</li> <li>• Environmental Health</li> <li>• Street Wardens and Community Rangers</li> <li>• CCTV</li> <li>• Engineering; and</li> <li>• Landscapes;</li> </ul> <p>(3) Proposals for additional resources for the Waste Management Service be submitted or resubmitted as part of the budget setting process for 2005/2006 in respect of:-</p> <p>(a) educational work and initiatives to raise public awareness</p>				

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			<p>about litter and recycling;</p> <p>(b) monitoring and meeting the standards of the new Best Value Performance Indicator (BVPI 199) for street cleansing; and</p> <p>(c) maintaining and emptying litter and dog bins.</p>				
12	Planning Delivery Grant (Apr04/15)	U516	<p>(1) Subject to full Council approval, the specific allocation for the use of unallocated funds from the Planning Delivery Grant be as detailed in Appendix A to Report U516;</p> <p>(2) The allocation of £129,000 of the Planning Delivery Grant to approved schemes/items in the revenue budget be noted; and</p> <p>(3) Further reports be made to Cabinet on other service enhancements to the planning function to be financed from the unallocated £100,000 of the 2004/2005 Planning Delivery Grant as detailed in Appendix A to Report U516.</p>	All the proposals contained in Report U516 will be funded from the Planning Delivery Grant. Therefore there is no additional cost to the Council Tax Payer. Some of the proposals will also reduce the Council Tax requirement in 2005/2006.	To enable service enhancements to be made to the planning service, and at the same time provide a framework for sustainable improvements. Furthermore, the investment is geared at providing a solid basis for the Borough Council to secure further funding in 2005/2006.	The scale of the Planning Delivery Grant award has enabled a range of long standing planning issues to be addressed. However, the focus has been on meeting Government priorities in the context of the issues seen to be important St Edmundsbury.	<p>Jeremy Farthing (01440 820763)</p> <p>Jerry Massey (01284 757302)</p>
13	Haverhill Area Local Transport Plan (Apr04/16)	U517	<p>The Suffolk County Council be advised that:-</p> <p>(a) The Borough Council</p>	There are no immediate resources	The proposals for the Action Plan have been developed in close	The various ideas and proposals identified during the development work have been	Jeremy Farthing (01440 820763)

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			<p>welcomes the production of a draft Local Transport Action Plan for Haverhill;</p> <p>(b) The County Council be encouraged to allocate at least £100,000 per annum, commencing in the current financial year, to implement the proposals contained within the draft Local Transport Action Plan; and</p> <p>(c) The document be referred to the Haverhill Area Working Party for consideration and that, in consultation with the Working Party, the Corporate Director for Economy &amp; Environment be given delegated authority to respond directly to the Suffolk County Council on matters of detail.</p>	<p>implications for the Borough Council. However, many of the initiatives of the Authority have an impact of the delivery of the Action Plan.</p>	<p>corporation with the local community and many of the measures proposed are keenly awaited.</p>	<p>assessed for inclusion in the programme of works.</p>	<p>Jerry Massey (01284 757302)</p>
14	Article 4 Directions and Lists of Buildings of Local Architectural or Historical Significance (Apr04/17)	U518	<p>(1) The principle be approved of:-</p> <p>(a) making Article 4 Directions in all of the Borough's conservation areas;</p> <p>(b) producing conservation area appraisals for each conservation area; and</p> <p>(c) compiling a list of Buildings of Local</p>	<p>There are no budget implications as work can be carried out within existing budgets.</p>	<p>The Borough Council has a duty to safeguard and protect the historic environment of the Borough and the powers exist for it to do so.</p>	<p>The option of not carrying out the work was considered.</p>	<p>Jeremy Farthing (01440 820763)</p> <p>Christine Leveson (01284 757356)</p>

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			<p>Architectural or Historic Significance for each parish; and</p> <p>(2) in addition to his/her existing powers, the Head of Planning and Engineering be given the following delegated authorities:-</p> <p>(a) to carry out reviews and to make Directions under Article 4 of the Town and Country Planning (General permitted Development) Order 1995, in consultation with the local ward member(s) and the relevant portfolio holder; and</p> <p>(b) to carry out reviews, compile and approve Lists of Buildings of Local Architectural or Historic Significance, in consultation with the local ward member(s) and the relevant portfolio holder.</p>				
15	Fairtrade (Apr04/11)	U519	Paper U519 be noted and full Council be invited to debate the issue of Fairtrade on 13 April 2004.	<u>Staff and Members</u> – it is envisaged that taking an active role can be achieved within existing staff and	To facilitate a debate at full Council.	The only other option for the Borough Council to consider would be to take no further action regarding the Fairtrade initiative.	Sara Mildmay-White (01359 270580)  Ivan Sams (01284 757304)

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				<p>member resources. <u>Promoting awareness</u> – this can be partially achieved through articles published in Community Spirit and Teamwork. Also, the Council’s links with businesses through its economic development work can be utilised. <u>Using Fairtrade Products</u> – external caterers can be encouraged to use Fairtrade products wherever possible when catering for meetings. There may be a marginal increase in cost, but this can be accommodated from within existing resources.</p>			
16	Football Facilities – Samuel Ward Upper School and Technology College, Haverhill (Apr04/04)	U520	<p>(1) £50,000 of the Football Facilities Capital Programme be allocated for the funding of new community use facilities at Samuel Ward Upper School; and (2) in consultation with the Head of Legal and</p>	<p>The Football Facilities Capital Programme has a four year allocation of £50,000 (i.e. £200,000 in total). The £50,000 for the Samuel Ward Project is the</p>	<p>The project will make a significant difference to community and school activity provision. The bid to the New Opportunities Fund and Football Foundation, if successful, will enable a significant investment in facilities at Samuel Ward School. The</p>	<p>Alternative funding bodies have been considered to enable additional external funding contributions to the project. The outcome of bids to the New Opportunities Fund and the football foundation is awaited.</p>	<p>Terry Clements (01284 827161)  Howard Cook (01284 757097)</p>

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			Democratic Services, a management agreement be negotiated with Samuel Ward Upper School for the administration of community use facilities.	second allocation from the programme, leaving a balance of £80,000. A capital allocation of £50,000 represents approximately 6p per annum for Band D Council Tax Payer in lost interest.	Council's £50,000 completes the funding package.		
18	Bury St Edmunds Art Gallery (Apr04/14)	U521	<p>(1) The Minutes of the meeting of centre of Visual Arts Working Party held on 23 February 2004 be received;</p> <p>(2) The Art Gallery be invited to remain in the Market Cross; subject to the outcomes of the asset management review;</p> <p>(3) A feasibility study be undertaken into how the building could comply with the requirements of the Disability Discrimination Act and a further report detailing costs of the proposed work be presented on completion of the survey; and</p> <p>(4) Officers work with the Art Gallery to develop partnership funding arrangements.</p>	The cost of providing a lift in the Market Cross is likely to exceed £80,000. The Council's existing support of the Gallery will also be reviewed.	Having considered the options, it is believed that the best way forward is to help the Art Gallery to stay where it is. The Art Gallery's future also needs to be considered alongside the results of recent asset management reviews.	<p>(1) Help the Art Gallery to move into the Corn Exchange;</p> <p>(2) Help the Art Gallery to move into the new public building on the cattle market redevelopment site;</p> <p>(3) Help the Art Gallery to stay where it is; and</p> <p>(4) Allow the Gallery to close.</p>	<p>Andrew Varley (01284 753153)</p> <p>Mike Dawson (01284 757046)</p>

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19	Food Safety and Health & Safety Service Plan 2004-2005 (Apr04/08)	U522	(1) The Food Safety Service Plan attached as Appendix 1 to Report U522 be adopted; and (2) The Health & Safety Service Plan attached as Appendix 2 to Report U522 be adopted.	Any changes in inspection approach will be met from existing resources. There may be some staff resource implications in delivering the service plan. These may involve changes in the way staff work and have been identified as a action point for the coming year.	The requirement to produce and adopt documented Food Safety and Health & Safety Service Plans is a statutory requirement for Local Authorities.	No other options were considered as producing a Food Safety and Health & Safety Service Plan is a statutory requirement.	Frank Warby (01284 700678)  Julie Lynch (01284 757048)
20	Newbury Community Centre – Virement for Heating and Kitchen Facilities	Agenda item 20	(1) £15,000 be vired from within the capital programme for improvement grants to building maintenance for works to the heating system and kitchen facilities at Newbury Community Centre, Bury St Edmunds; and (2) The appropriate Scrutiny Committee be requested to carry out a review of the future options for managing and supporting Community Centres.	There is currently no allocation for the cost of this work which is estimated not to exceed £15,000. There has been an underspend in the current financial year for improvement grants and the cost of the works at the Newbury Community Centre could be met from this.	The heating and kitchen facilities at the Newbury Community Centre have been known to be in a poor condition for some time. A recent inspection of the kitchen revealed it is no longer compliant with food hygiene legislation.	None	Terry Clements (01284 827161)  Mike Dawson (01284 757046)
21	Cattle Market Redevelopment Working Party – Venue Management	Agenda item 21 (U501)	(1) Subject to the development of the business plan, an independent trust be created to manage The	The trust option proposed offers financial advantages to Council in respect	To provide the most appropriate management vehicle for the new venue and to ensure that the necessary steps are taken	The Working Party considered the options of management by an existing trust or commercial operator.	Andrew Varley (01284 753135)  Jerry Massey (01284 757302)

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	Options (Apr04/12)		<p>Venue;</p> <p>(2) the inclusion of the Athenaeum in an independent trust be considered;</p> <p>(3) advice on whether the trust's objectives are charitable be sought from the Charity Commissioner;</p> <p>(4) the options of management by an existing trust or commercial operator be ruled out; and</p> <p>(5) the Cattle Market Redevelopment Working Party consider details of the constitution of a trust and its objectives.</p>	of NNDR and VAT.	to progress the proposal.		
23	Employers' Protocol – Key Worker Housing (Apr04/06)	U524	The Employers' Protocol, as a means of allocating key worker housing within the Cambridge Sub Region, (subject to any relevant Section 106 local connection criteria), be approved.	Signing up to the key worker protocol could attract additional funding to St Edmundsbury for key worker housing schemes. There are no other resources implications.	The employers' protocol would provide a single and co-ordinated mechanism for nominations for key worker housing across the Sub-Region which will avoid local housing authorities having to maintain separate lists. The protocol would ensure that those households living or working in the parish in which the site is located are given first preference.	Not to sign up would mean the Council may be excluded from attracting potential funding to the Borough and St Edmundsbury would have to manage the key worker allocation process itself.	Frank Warby (01284 700678)  Carole Herries (01284 757603)

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26	Single Status Agreement	Exempt U527	The course of action proposed for the implementation of single status be approved.	There are no new resource implications arising from the recommendations. The Agreement will be introduced in accordance with the budget approved by full Council on 26 February 2004.	This process completes the Local Pay Review requirements of the 1997 Single Status Agreement. It will modernise the Council's employment package and provide a robust performance management framework.	Do nothing. However this would not deliver the requirements of the 1997 National Agreement.	Jeff Stevens (01440 762511)  Louise Hammond (01284 757008)

**B. DECISIONS TAKEN BY OFFICERS – WEEK ENDING 8 APRIL 2004**

Item No.	Subject (Forward Plan Ref)	Report No.	Decision	Financial Implications	Reason(s) for Decision	Other Option(s) Considered	Contact(s)
N/A	Designation of conservation area for Honington.	N/A	The designation of a conservation area in Honington be confirmed.	None.	Introducing a conservation area will preserve and enhance the special character and appearance of the historic centre of the village.	Not designating a conservation area. However, a conservation area for Honington was proposed in the St Edmundsbury Borough Local Plan in 1998.	Jeremy Farthing (01440 820763)  Christine Leveson (01284 757356)
N/A	Review of local parking restrictions at various locations in Bury St Edmunds.	N/A	The following waiting restrictions at various locations in Bury St Edmunds be implemented:- (a) Barons Road/Rembrandt Way area – introduction of waiting restrictions; (b) Breckland area – alterations of restrictions around recently introduced traffic calming features; (c) High Baxter Street – introduction of 24 hour waiting restriction;	None.	In the interest of road safety, to assist mobility impaired drivers and to enable free passage of other road users.	These proposals are in response to requests from members of the public. In each case, suitable options (for example whether to prohibit waiting at any time or for set periods of time) were considered and local residents consulted on the options before formulating final proposals.	Jeremy Farthing (01440 820763)  Jacky Martin (01284 757328)

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			(d) Mill Road (South) – introduction of 24 hour waiting restriction; (e) Old Convent Orchard – introduction of 24 hour waiting restriction; (f) Oliver Road – introduction of 24 hour waiting restriction; (g) Out Westgate – replacement of 24 hour waiting restriction with day time parking restrictions; (h) St Andrew’s Street North – introduction of disabled parking bays; (i) Tollgate Lane/Lancaster Avenue junction – introduction of 24 hour waiting restriction; and (j) Vinery Road – introduction of 24 hour waiting restriction.				

Joy Bowes, Head of Legal and Democratic Services  
 8 April 2004