



AGENDA

COUNCIL MEETING

THURSDAY, 25TH OCTOBER, 2018 - 5.30 PM

Members of the Council are summoned to a meeting of the Mid Suffolk District Council at the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on **Thursday, 25th October, 2018 at 5.30 pm**

A handwritten signature in black ink, appearing to read 'Arthur Charvonia'.

Arthur Charvonia
Chief Executive



COUNCIL	
VENUE	King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich
DATE	Thursday, 25 October 2018 5.30 pm

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends the meeting and wishes to be filmed should advise the Committee Clerk.

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In accordance with Council Procedure Rule 10, The Chief Executive will report the receipt of the following petition. There can be no debate or comment upon these matters at the Council meeting.

A petition with 161 valid signatures in support of Planning Applications DC/18/03267 & DC/18/03268 – Change of Use – Cherry Tree Inn – Debenham.

6 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

The Chairs of Committees to answer any questions from the public of which notice has been given no later than midday three clear working days before the day of the meeting in accordance with Council Procedure Rule 11.

7 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

The Chairman of the Council, Chairs of Committees and Sub-Committees and Portfolio Holders to answer any questions on any matters in relation to which the Council has powers or duties or which affect the District of which due notice has been given in accordance with Council Procedure Rule 12.

8 TO RECEIVE REPORTS FROM CABINET MEMBERS 17 - 52

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10 MC/18/26 DISBANDMENT OF JOINT HOUSING BOARD 55 - 58

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11 MC/18/27 COMMUNITY GOVERNANCE REVIEW - BATTISFORD 59 - 74

Electoral Registration Officer

12 COUNCILLOR APPOINTMENTS

13 UPDATES TO 2019/20 TIMETABLE OF MEETINGS

To note the cancellation of the Development Control Committee A meeting scheduled for 29 May 2019.

Please note that the next meeting is scheduled for Monday 19 November 2018 at 5.30 p.m.

Introduction to Public Meetings

Babergh/Mid Suffolk District Councils are committed to Open Government. The proceedings of this meeting are open to the public, apart from any confidential or exempt items which may have to be considered in the absence of the press and public.

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Governance Officer on: 01473 296472 or Email: committees@baberghmidsuffolk.gov.uk

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- Cold water is also available outside opposite the room.
- Please switch off all mobile phones or turn them to silent.

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Agenda Item 3

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK COUNCIL** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Thursday, 27 September 2018

PRESENT:

Councillor: Derrick Haley (Chair)

Councillors:	Roy Barker	Gerard Brewster
	Michael Burke	David Burn
	James Caston	Rachel Eburne
	Paul Ekpenyong	John Field
	Julie Flatman	Jessica Fleming
	Elizabeth Gibson-Harries	Nick Gowrley
	Kathie Guthrie	Lavinia Hadingham
	Matthew Hicks	Glen Horn
	Sarah Mansel	Wendy Marchant
	John Matthissen	Lesley Mayes
	Suzie Morley	Dave Muller
	Mike Norris	Derek Osborne
	Penny Otton	Timothy Passmore
	Andrew Stringer	Keith Welham
	Kevin Welsby	John Whitehead
	David Whybrow	Jill Wilshaw

In attendance:

Chief Executive (AC)
Strategic Director (KN)
Assistant Director – Corporate Resources (KS)
Corporate Manager – Democratic Services (JR)
Corporate Manager – Financial Services (ME)
Governance Support Officer (RC)

Apologies:

Gary Green
Barry Humphreys MBE
Esther Jewson
Diana Kearsley
Anne Killett
John Levantis (Vice-Chair)
Jane Storey

44 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Green, Councillor Humphreys, Councillor Kearsley, Councillor Killett, Councillor Jewson, Councillor Levantis and Councillor Storey.

45 DECLARATION OF INTERESTS BY COUNCILLORS

45.1 There were no declarations of interest.

46 MC/18/16 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 26 JULY 2018

46.1 Councillor Eburne requested that the wording in Minute 40.8 be amended from why just one aspect of Lord Oakshott's report was included but why several aspects of other reports were not included because there had been lots of different reports from different committees on this subject.

It was Resolved:

That subject to the amendment above being added to Minute 40.8 the Minutes be approved as a true record.

47 MC/18/17 CHAIRMAN'S ANNOUNCEMENTS

47.1 The Chairman introduced his report and highlighted that the latest engagement in Hadleigh had been attended by the Vice Chairman instead of him.

47.2 The Chairman thanked everyone who had attended his Civic Service and reception for their support and informed Council that he had received an enormous amount of compliments from the people who had attended. £375 had been raised for the Chairman's charities.

47.3 Finally, the Chairman informed Council that there was going to be a memorial service for Lord Blakenham on 22nd November 2018 at 11.00am in St Martin's in the Field Church, in Trafalgar Square. The Chairman would be attending to represent the Council and he understood members from the opposition were also attending. The Chairman went on to say that he was pleased Mid Suffolk would be well represented as Lord Blakenham was an excellent councillor and well respected in this area.

48 MC/18/18 LEADER'S ANNOUNCEMENTS

48.1 The Leader introduced his report and highlighted a small error on paragraph 6 of the report namely that it should read that the Constitution Working Group held its second meeting on 2nd September 2018.

48.2 Councillor Mansel asked the Leader given that there will be fewer Members after the elections in May next year, the pool of available substitutes who've had the correct training for regulatory committees will be smaller, would it not be preferable if Members were able to substitute from outside their political groups, because it doesn't look so good to the public if decisions are made with fewer than the required Members who should be on that committee.

48.3 In response the Chief Executive stated that if the Committee was one of the committees that by law had to be politically proportionate, then it was not possible to substitute from outside of that particular political party so in those circumstances it wouldn't be possible. If it was one of the committees, and there were very few, but if was one of the committees where political proportionality was not required then absolutely that was possible to do. To clarify this the Chief Executive would ask the Monitoring Officer to provide a written briefing note for all councillors that would set out clearly what the position was.

48.4 Councillor Stringer asked the Leader that as the Council was now in receipt of quite a few planning applications from areas in villages that over a year ago tried to allocate land in the new local plan and those applications were deemed sustainable by the parishes but not now by officers, when was the Local Plan timetable coming to some kind of fruition for those sites to be adjudicated?

48.5 In response Councillor Horn, Cabinet Member for Planning confirmed that the Local Plan timetable would be brought forward as already timetabled. With regard to the specific sites and their allocation, if a site was not allocated in the Local Plan it did not mean that it could not be brought forward for development. Councillor Horn requested that if Councillor Stringer had a specific case could he raise it with him outside of the meeting.

49 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

49.1 There were no petitions received.

50 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

50.1 There were no questions received.

51 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

51.1 The following questions were received in accordance with Council procedure rule 12: -

Question 1:
Councillor Penny Otton to Councillor Nick Gowrley Leader of Mid Suffolk District Council

In its briefing paper "The future relationship between the UK and the European Union" the LGA has highlighted areas of concern for local government, stating "the onus will be on councils and their partners to provide evidence on the likely impact locally on any Brexit decision, whatever it may be". What have the Suffolk and even regional public sector leaders and partners been doing to prepare for any forthcoming scenario?

Answer:

As Councillor Otton may be aware the LGA are running a series of workshops across the country to enable Councils to provide such evidence to the LGA. The East of England LGA are also regularly publishing briefing notes as to the potential implications of Brexit. In addition, the Suffolk Public Sector Leaders have made Brexit a standing item on our agendas, and senior officers across Suffolk are working together to carefully consider the potential impacts for Suffolk and the public sector. More locally, as part of our corporate risk management, our officers have similarly begun to consider the more local implications for Mid Suffolk and Babergh. As you will appreciate however there is significant uncertainty at the national level at present regarding Brexit and so it is not possible to implement any definitive plans at this stage.

Supplementary Question:

Thank you. I'm obviously pleased that the public sector leaders do have Brexit as a standing item but I'm afraid Cllr Gowrley I am disappointed with your answer because we would like to have had a few more details. Obviously as you have said this is not the time for implementation, but I felt, and I was hoping that you would be able to tell us what the main areas of concern are and what these plans involve in particular on the impact to the local economy.

Answer:

I do take the point but it is really difficult to plan for something when you don't know what you're planning for and until we get some idea from national leaders it is almost impossible to answer that question other than trying to be aware of it and if anything comes out we try to think about it and what the implications might be and as soon as anything definitive is known we will come back to council and we will tell them what we will be doing to address this.

Question 2:

Councillor John Matthissen to Councillor Derrick Haley Chair of Mid Suffolk District Council

Will you arrange the issue within a week of each Council, to Members and Officers (not public), draft action minutes with a column showing responsibility for actions, supplementary answers and similar follow through?

Answer:

Thank you, Councillor Matthissen, for your suggestion. I have been advised by the Monitoring Officer that the Governance Team are working on improving the turnaround time for the production of minutes so that ultimately full draft minutes will be published within five working days of the Council meeting. However, in the interim an 'actions list' will be published within five working days detailing the resolutions made by the Council and any commitment to respond outside the meeting to supplementary questions.

Question 3:

Councillor John Matthissen to Councillor John Whitehead Cabinet Member for Finance

At the Council meeting setting the budget, 22/2/18, it was minuted:

“127.5 Councillor Whitehead also advised Council that following a meeting with the Green Party their various suggestions were discussed with the Conservative Group and he was pleased to say that they had been incorporated into the 18/19 budget initiatives to increase the uptake of disability grants, action on stalled planning sites and the tree at birth concept as these have cross party consensus.”

And the budget included: “Occupational Health support for Disabled Facilities Grants £37,000”

Please can you detail the implementation and benefits of this spending proposal?

Answer:

BDC/MSDC are in partnership with Orbit Home Improvement Agency to deliver Disabled Facilities Grants. We continue to work with Orbit HIA to improve the service and ensure our residents receive adaptations in a timely way. At the same time, we are also reviewing this area of work in order to develop not only an enhanced DFG service but also how the budget could be used to assist even more residents where adaptation is not possible. Suffolk County Council are responsible for the Occupational Therapist function and we are engaging with them during the review. This will ensure that we utilise the budget members have allocated to this important area of work. We expect to provide an update to members within the next three months.

Question 4:

Councillor Rachel Eburne to Councillor Glen Horn Cabinet Member for Planning

Since reporting the establishment of a 6.5 year housing land supply for Mid Suffolk District on 11th July 2018, how many planning applications have been reviewed, how many are still to be reviewed and by when?

Answer:

All planning applications ‘in the system’ have been reviewed following the change in circumstances following publication of the Annual Monitoring Report and 5 Year Housing Land Supply statement. In more specific terms, 6 applications that had previously been to committee, but hadn’t had their decision issued prior to the change in circumstances, have been reviewed. One of those applications - in Union Road, Stowmarket - has now been issued following legal advice. Others will either be determined, returned to committee, amended or withdrawn depending on their individual circumstances. As with all planning applications a range of issues can arise during consideration and if you have queries about any specific application then can I suggest that we deal with those directly with Officers outside the meeting?

Supplementary Question:

How many houses in those applications that are still to be reviewed, how many actual houses are there Is it just one house per application or is it 100, 200 houses. So if I could know how many houses are in those remaining 5 applications being reviewed.

Answer:

One of the five applications has been withdrawn but the other four will be returned to committee in due course. There are 169 dwellings included in those 4 applications.

Question 5:

Councillor Keith Welham to Councillor Julie Flatman Cabinet Member for Communities

There is a clear correlation between health and wellbeing and taking part in sport and leisure activity. Compared with previous generations, fewer and fewer people take part in regular physical exercise. Will the Cabinet member confirm that the Council has a role to play and will she please give details of what is being done to encourage and enable more people in rural areas to take part?

I asked at the Council meeting in July what was being done to build a legacy upon the visit of the Women's Tour of Britain Cycle Race. I have not received a response, nor to my suggestion that the Council should, with partners, arrange local events.

Answer:

The Council clearly has a role to play in helping people support their own health and wellbeing, and in helping to stimulate and encourage increased levels of physical activity. I refer you to the Councils Leisure, Sport and Physical Activity Strategy which was adopted in November last year. If you would like to discuss any parts of this strategy in more detail then perhaps we can do so outside of the meeting?

In relation to the second part of your question, I did provide a response to you and would draw your attention to my email to all Councillors of 15th August, which I re-circulated on Monday this week.

Supplementary Question:

We have sight of what we might be doing but unless someone takes the lead and there is good publicity nobody knows what we're doing or not doing or could do. When it was the Women on Wheels event in Debenham. What publicity has there been, has it already taken place, we don't know. How can members get involved in the new active schools programme to encourage our schools to take part. Which villages are involved in the fit villages project. How do we promote them? Did we have a programme of walks in Mid Suffolk this year? I led walks last year in Stowupland but there was no follow up this year to my request or my offer to do so again. Mid Suffolk District Council really does need to be more involved in events for people of all ages and all abilities. So will the cabinet member look into ways of taking a lead and promoting events more widely?

Answer:

Yes and I'll gladly have a meeting with Councillor Welham. The Women on Wheels was cancelled actually at Debenham, there was not enough take up for it although it was laid on and also running in connection with the Debenham Leisure Centre. We are trying to run these projects along with other people with other partners and if I was Tinkerbell and I had a magic wand I'd give as much money as I could to everybody.

We are picking up on the major projects, as you can see in the report I sent you. But we can have a 1 to 1 and if you've got some wonderful ideas I'm sure we could work together on that.

Question 6:

Councillor Keith Welham to Councillor Gowrley Leader of the Council

At a recent meeting of Creting St Peter Parish Council, concern was expressed concerning the communications in respect of Electoral Registration. The Council asked: Why were two separate letters sent to households and what was the additional cost to the taxpayer? I would also like to know if this duplication of effort was more widespread than the parish of Creting St Peter?

Answer:

In the absence of more detail I have assumed that the letters that you have referred to are the Household Enquiry Forms which have been sent out during the Annual Canvass of Electors. The Electoral Registration Officer is required *by law* to send a form to every household in the district to gather information about residents who should be registered to vote. This equates to around 43,000 forms at a cost of approximately £17,300. A second form *must* be sent to any household where no response to the first form has been received. If there is no response to this second form, a third form *must* be sent and a personal visit to the property *must* be undertaken. Happily, after much lobbying by Electoral Registration Officers and their teams, the Cabinet Office is now looking to reform the annual canvass process; making it more efficient and cost effective.

Supplementary Question:

My understanding from the chair and the clerk of Creting St Peter Parish Council is that everyone they spoke to in the village had received 2 letters. I know some of them immediately after receiving the first letter responded on line but they subsequently got the follow up letter. I just wondered if there's a glitch in the system. Well they wondered if there was a glitch in the system and I said I would put this to council and they also asked how much it cost them.

Response Corporate Manager Democratic Services:

I am not aware of any glitch in the system, unfortunately though, there is a cut off date, from when the second letters are prepared and to when they are sent, therefore anybody responding within that time will still get a second letter.

Question 7:

Councillor John Matthissen to Councillor Gerard Brewster Cabinet Member for Economy

Are there plans to publish a summary of the public opinions expressed at the open day June 16th in relation to the Stowmarket Vision for Prosperity?

Answer:

MSDC published an 'All Issues Response' document following the open day events. It has been a little overlooked but has been available for some time in PDF format on the website (linked here <https://www.midsuffolk.gov.uk/assets/Economic->

[Development/VFPStowmarket-All-Issues-Response-print.pdf](#))

This is a detailed document, with information and commentary about every point made through the drop-in consultation, emails, letters and social media. It is drafted in an accessible style of writing, addresses the topics in order and uses visuals. Many people did not respond directly to the questions in the display material, instead choosing to make more generalised comments on post-it notes. Because of this, the analysis does not always directly follow the format used in the displays.

Question 8:

Councillor John Matthissen to Councillor Gerard Brewster Cabinet Member for Economy

Has the 'Stowmarket Vision for Prosperity' been assessed for its contribution to reducing the town's CO2 emissions and thus combatting climate change?

Answer:

This stage of the VFP does not have any proposals – it is a round-up of existing planned projects and as such there is no impact to directly assess. Each component project may have to undergo testing through its own route to delivery, but the VFP Action Plan itself is simply a signposting document and as such will have no impact on CO2.

However, the next stages of VFP will suggest building works and other interventions that will have an impact, and despite them being high-level ideas, there will be the opportunity to make an assessment of environmental impact. However, we will not focus solely on CO2 indicator, but on a range of indicators used in the EIA Screening.

The *VFP All-Issues Response* makes numerous references to improving local environments such as the River Gipping corridor, and also to broader environmental improvements such as making an attractive and sustainable town centre that reduces the need to travel elsewhere. Indeed, the VFP project is about improving all aspects of society: the social, economic and environmental quality of life for residents in Stowmarket and its catchment area.

52 RECOMMENDATIONS AND REPORTS FROM CABINET / COMMITTEES

53 JAC/18/3 JOINT ANNUAL TREASURY MANAGEMENT REPORT - 2017/18

Councillor Muller introduced the report and **MOVED** the recommendations in the report which Councillor Morley seconded.

53.2 In his introduction Councillor Muller informed Council that the report had been presented and discussed at the Joint Audit and Standards Committee meeting on 30 July 2018. There were no changes to the report as a result of that meeting. The report covered the year to 31 March 2018 and provided details of the performance and effects of decisions taken throughout the year.

53.3 Councillor Muller went on to say that the report also demonstrated that the Council's performance was in line with the Prudential indicators set for 2017/18 and was in accordance with the approved Treasury Management Strategy. Apart from one occasion when the council exceeded its daily bank account limit with Lloyds by £79,000 as mentioned in paragraph 4.7 of report JAC18/3. the Council had complied with all treasury management indicators for that period.

53.4 Councillor Otton asked a question relating to the Funding Circle and asked whether the Council should feel concerned or optimistic about their investment?

53.5 In response the Section 151 Officer stated that the Council had taken a decision in the last financial year not to put any more funding into the Funding Circle. As illustrated in the Treasury Management six monthly report, the Council was seeing some failures and some losses and were not achieving the rate of return, Funding Circle had also changed the basis of which you could invest with them, which would mean that the Council would have to take significantly more risk than it actually wanted to. The position that the Council was currently in was that it was letting the existing loans run their life course and the Council would not be putting any further money in, so over a period of time would be withdrawing from the Funding Circle.

53.6 Councillor Otton sought assurance that the Council was not put at any risk and it would be monitoring performance.

53.7 In response the Section 151 Officer stated that the Council could not actually do anything about the loans that had already been made as those loans had been made to external companies, so at this point in time the Council were just letting their loans run until they ended.

53.8 Councillor Hadingham raised concerns about the rise in Council debt to £40m and asked if the operational boundary would increase from its current level of £140m.

53.9 In response the Section 151 Officer informed Council that there were two reasons for the increase, firstly, CIFCO the capital investment company, the Council was putting £25m into the Company to purchase commercial properties and also with the planned figures that the Council had, it was starting to build in some assumptions around Gateway 14 and the investment that was needed to be made there. The operational boundary was reviewed each year in line with the actual borrowing increasing so yes.

53.10 Councillor Wilshaw queried why the actual debt was £40m different from the estimate.

53.11 In response the Section 151 Officer informed Council that this was for the same reasons as previously stated around CIFCO and Gateway 14, because they didn't happen at the rate that was anticipated when the estimate was put together, it has taken slightly longer to invest the £25m in CIFCO and in 17/18 the Council had not actually put anything into Gateway 14 as it was purchased in this financial year.

53.12 Councillor Mansel sought clarification on the figures on page 45 of the report relating to the estimated capital expenditure of £39m and the fact that the Council had actually only spent £21m.

53.13 The Section 151 Officer confirmed that this was for the same reasons as explained previously.

53.14 The Chairman asked under page 34 of the report table 3, why there was a difference between the average loan rates between Babergh and Mid Suffolk from the PWLB?

53.15 In response the Section 151 Officer informed Council that this was purely historic as to when debt was taken out from PWLB, whatever the prevailing interest rates were at the time they were fixed at the point you take the loan out, that rate was then fixed for the life of the loan.

53.16 Councillor Eburne requested that this information was included in any future reports. She then went on to ask about the overrun of the daily bank limit of £79,000 and whether there was any specific reason for that or any circumstances around it that Council should be aware of.

53.17 The Section 151 Officer in response stated that it was just on that particular day extra money came into the bank account that the Council hadn't been notified of. This does happen from time to time, The Finance Team obviously try and keep the levels as close to the limits as they can so when something does come in that's unforeseen it can have the unfortunate circumstance of just pushing the Council over its limit and as it's Lloyds that the Council bank with, it's that account where this will impact .

53.18 Councillor Mathissen asked if the Council had got any Lobo loans?

53.19 In response the Section 151 Officer stated that the Council had taken out 50-year Lobo loans before she had actually joined MSDC. So yes the Council had Lobo loans.

53.20 Cllr Hicks queried page 3.52 of the report relating to the Schroder Income Maximiser Fund and asked if the capital decrease was taken into account when working out the rate of return, and whether it was annualised every year or only when the units were sold?

53.21 In response the Section 151 Officer stated that this would only be taken into account should the Council sell the units in that particular fund. The annualised figure on an annual basis was based on the income that the Council has generated from having the investment. The Council would obviously not want to sell the investment while it was below the limit of what it actually invested in the first place so that comes into effect at the point you sell it. The Council when it went into these types of investments did so for a medium term, probably at least 3-5 years so that it didn't have that impact of the net asset of the value reducing.

53.22 Councillor Hicks queried whether this was a standard accounting practice because the Council has lost £74,000 if it were to sell it.

53.23 In response the Section 151 Officer stated that it was the accounting practice at the moment to show it as it was. The Government was actually consulting over whether that should change in the future, so if it does the Council would have to show it differently. Obviously for transparency the figures are included in the Treasury Management report so as members of the Council you can see what the current valuation was.

53.24 Cllr Field asked what direction the CCLA investment in the property portfolio was heading because some property values were fairly challenged at the moment?

53.25 The Section 151 Officer in her response said she could not answer exactly which direction it was travelling, however this was a similar situation to the previous question, this was a holding for a period of time where the property market fluctuated up and down over a period of time. The reason the Council invested in CCLA was to generate the income return from the rental in those properties and that's what the Council was still securing. When the money was originally invested it was known that the investment would be for at least 3-5 years knowing that the property markets do fluctuate. There was no reason for the Council to take it out at the moment because it still wanted the income return from it.

By unanimous vote

It was Resolved:-

- (i) That the Treasury Management activity for the year 2017/18 be noted. Further, that it be noted that performance was in line with the Prudential Indicators set for 2017/18.**
- (ii) That it be noted that Mid Suffolk District Council Treasury Management activity for 2017/18 was in accordance with the approved Treasury Management Strategy, and that, except for one occasion when the Council exceeded their daily bank account limit with Lloyds by £79k, as mentioned in Paragraph 4.7 of the report, the Council has complied with all the Treasury Management Indicators for this period.**

54 MC/18/19 OVERVIEW AND SCRUTINY COMMITTEE REPORT

54.1 Councillor Welham introduced his report and referred to the review of the Western Suffolk Community Safety Partnership, the two chairs had invited members of both councils to that meeting because it was felt it was of importance to every ward member. The Chair of Scrutiny was disappointed that only three councillors had turned up who were not members of scrutiny and felt it was a lost opportunity to hear from senior officers of all the members of the partnership. However, Councillor Welham informed Council that his next report to Council would cover the main aspects of that review.

54.2 Councillor Otton queried what the areas were that needed further attention following the review of pre-application fees?

54.3 In response the Chair of Scrutiny stated that they were mainly around the area of when an agent or a householder asks for some advice and asks for a site visit, there has sometimes been a delay in the information getting back to the person who has asked for that advice, but also, and of more concern, some of the people who responded to the survey said that the advice that they were given on site was different from the advice that they were given when they had the letter detailing that advice. And through mentoring and training we believe that, that problem can be solved.

54.4 The Chairman thanked the Chair of Overview and Scrutiny for his update.

55 MC/18/20 LOCALISM ACT 2011 - APPOINTMENT OF INDEPENDENT PERSONS

55.1 On the proposal of Councillor Gowrley and seconded by Councillor Flatman

By unanimous vote

It was Resolved:-

That the four individuals included in Appendix A of the report be appointed as the Council's Independent Persons pursuant to section 28(7) of the Localism Act 2011 for a term of two years with an option to extend the appointment for a further two years.

56 MC/18/21 TIMETABLE OF MEETINGS 2019/20

56.1 The Corporate Manager presented the draft timetable to Council and requested that Councillors with any amendments to the timetable write to her and she would review those requests, any amendments would be brought back to the next meeting.

56.2 Councillor Field asked if it would be possible to incorporate the committee dates into members calendars.

56.3 In response the Corporate Manager for Democratic Services confirmed that the Committee Team were looking at this and it hoped to role out a solution shortly.

57 COUNCILLOR APPOINTMENTS

57.1 There were no changes to placings.

58 EXCLUSION OF THE PUBLIC (WHICH INCLUDES THE PRESS)

58.1 After discussion Council **AGREED** not to exclude the press as they felt there was no confidential information contained in the Minutes.

59 MC/18/22 CONFIRMATION OF THE CONFIDENTIAL MINUTE OF THE MEETING HELD ON THE 26 JULY 2018

59.1 Councillor Brewster drew attention to a grammatical error in Minute 42.1 which should read JLL not JAL.

It was Resolved:

That subject to the grammatical errors being corrected the Minutes be approved from the meeting held on 26th July 2018.

The business of the meeting was concluded at 6.34 pm.

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Chair

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Agenda Item 4

			MC/18/24	
MID SUFFOLK DISTRICT COUNCIL CHAIRMAN'S ANNOUNCEMENTS				
COUNCIL - 25 OCTOBER 2018				
EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR
SEPTEMBER 2018				
Stowmarket Town Awards	St Peter's Church Hall and John Peel Centre, Stowmarket	28-Sep	✓	
Sudbury Mayor's Civic Service	St Gregory's Church and Town Hall, Sudbury	30-Sep	✓	
St John Ambulance Suffolk - Service of Thanksgiving & Annual Awards Ceremony	St Mary le Tower, Ipswich	30-Sep		✓
OCTOBER 2018				
University of Suffolk Graduation at West Suffolk College Graduation Ceremony 2018	St Edmundsbury Cathedral, Bury St Edmunds	06-Oct	✓	
Babergh and Mid Suffolk District Councils Staff Long Service Award Presentation	Endeavour House, Ipswich	10-Oct	✓	
Public Launch of Stowmarket Remembers School Project Exhibition	Public Library, Stowmarket	13-Oct	✓	
Suffolk Harvest Festival Lunch and Service	The Athenaeum and St Edmundsbury Cathedral, Bury St Edmunds	14-Oct	✓	
Needham Market Mayor's Civic Service	St John the Baptist Church and Community Centre, Needham Market	14-Oct		✓
Babergh and Mid Suffolk District Councils Stars Awards Ceremony	St Mary's Church, Hadleigh	18-Oct	✓	
Stowmarket Mayor's Charity Greek Dine In Evening	Cedars Park Community Centre, Stowmarket	19-Oct	✓	
Babergh and Mid Suffolk District Councils Staff Long Service Awards Presentations	Endeavour House, Ipswich	24-Oct	✓	
Suffolk BME Business Awards 2018 (Jointly organised by the University of Suffolk and the Bangladeshi Support Centre)	University of Suffolk, Ipswich	24-Oct		✓

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Agenda Item 8

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Nick Gowrley, Leader and Cabinet Member for Assets and Investment	Report Number: CMU25
To: Council	Date of meeting: 25 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ASSETS AND INVESTMENT

1. Overview of Portfolio

- 1.1 Property investment to generate income and regenerate local areas
- 1.2 Make best use of land and buildings across the Suffolk system
- 1.3 Manage our corporate assets effectively

2. Recommendation

- 2.1 This report is for information.

3. Key Activities/Issues Over the Past Three Months

- 3.1 At the Cabinet meeting in June the decision was taken to submit a bid for a strategic property and site within Stowmarket. The Council's bid was successful, and contracts exchanged in August for the former Aldi building on Gipping Way, which is adjacent to other public car parks owned and operated by Mid Suffolk DC. Completion of the purchase is set for January 2019 however a licence to operate the car park has been entered into enabling the use of this site for public car parking before completion occurs. Agents have been appointed to identify new occupiers for the building.
- 3.2 At the same Cabinet Meeting in June it was agreed to allocate £3million from the Growth and Efficiency Fund towards an Investment Fund, to support the purchase of strategic property and land within the district. This fund will allow the Council to react in a proactive and more commercial way to secure property and land within the district. A subsequent report has now been approved by Cabinet setting out the process, putting the delegations in place and confirming the budget for any such acquisitions will come from the Growth & Efficiency budget.
- 3.3 Plans for the regeneration of the Council's Former Head Quarters site in Needham are progressing well. Indicative terms have been agreed with a retailer for a convenience store on the site. A planning application will be submitted at the end of the month.
- 3.4 The acquisition of the Foyer, in Stowmarket completed in August and is now open and providing temporary homeless accommodation.

- 3.5 The Government launched the additional HRA borrowing programme in June this year with a closing date end of September, Councils located in high affordability pressure areas were able to bid to borrow more to increase their headroom to bid to build more council housing. We made a bid to increase headroom by approximately £16.9m. At the Conservative conference in early October, a pledge was made to remove the borrowing cap to encourage more council house building in the future. The details of this pledge, including the timescale for its implementation, are still to be announced.
- 3.6 External redecoration works to the former Natwest Bank in Stowmarket will commence at the end of the month. Progress has been made with a partner to deliver a temporary offer at the property over the Christmas period and into early Spring. Marketing continues to identify a longer-term tenant for the building.
- 3.7 In October 2017, Cabinet and Council approved the recommendations to acquire land known as Gateway 14, Stowmarket via a special purpose vehicle (now known as Gateway 14 Limited) owned by MSDC. Completion of the purchase of this site by Gateway 14 Ltd occurred in August 2018.

4. Future Key Activities

- 4.1 Detailed work is currently being undertaken to review the options available to the Council, to assist the house building programme, with regards to construction and funding. Options will be presented to the Cabinet in December, to enable an appropriate vehicle to be selected to assist the Council in building homes (Market Sale and Affordable) across all its development sites.
- 4.2 Public consultation for the proposed development of the former Middle School in Stowmarket will be undertaken in November.
- 4.3 Gateway 14 Limited are progressing their strategy for delivering the development of the site. A report will be taken to the November Cabinet in respect of working capital and a subsequent report in the new year will set out delivery options and models for consideration.

5. Conclusion

There has been a lot of activity and some exciting recent developments over the last few months, and this is set to continue as we look to utilise assets as a way of developing our district and to generate additional income for the Council.

MID SUFFOLK COUNCIL CABINET MEMBER UPDATE

From: Councillor Julie Flatman, Cabinet Member for Communities	Report Number: CMU26
To: Mid Suffolk Council	Date of meeting: 25 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR COMMUNITIES

1. Overview of Portfolio

- 1.1 Safe Communities (including community safety, anti-social behaviour, safeguarding and the Community Safety Partnership)
- 1.2 Strong Communities (including grants, external funding, community development, community rights)
- 1.3 Healthy Communities and Policy (including health and wellbeing, Health and Wellbeing Board, health interventions and preventative activity)

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Three Months

- 3.1 The Active Wellbeing programme, which is a bespoke approach to help those who are physically inactive into more active lifestyles and is being delivered in association with Suffolk Sport, was successfully launched in Fressingfield on 17th July.
- 3.2 The Town and Parish Liaison Meeting was held on 9th October 2018. This provided updates on the work of the Council's Economic Development team; the distribution of monies collected through the Community Infrastructure Levy, forthcoming elections and an early conversation on the development of the Councils' Community Strategy.
- 3.3 Women on Wheels (a mass participation ride for women and girls with a strong focus on fun, friends and cycling) events were delivered on 22nd September.
- 3.4 A range of activities including Yoga and health walks were delivered as part of Workplace Health Week, held between 10 – 14 September.
- 3.5 Capital Grants have been offered to a range of projects. So far this year £41,000 has been provided to projects with an overall value of £204,000.
- 3.6 Section 106 monies to the value of almost 180,000 have been granted to a range of community projects since the beginning of the year including fencing for Claydon Football Club, improvements at Woolpit Village Hall and Fressingfield Social Club and new seating for Stowmarket Swimming Club (which was officially opened on 29th September).

4. Key Activities Planned for the next 3 months

- 4.1 Continuing to deliver a range of health and wellbeing projects including a parental mental health project, an arts programme for young parents and families and supporting the work of the new Dementia Alliance.
- 4.2 Continuing to address anti-social behaviour and other community safety issues.
- 4.3 Working with groups seeking to nominate Assets of Community Value.
- 4.4 Continuing to support the inaugural 'Stars of Babergh & Mid Suffolk' Community and Business Awards preparations, nominations and event – to be held at St.Mary's Church, Hadleigh on Thursday 18th October 2018.
- 4.5 City of London Sinfonia, one of the country's leading professional chamber orchestras, will be performing two Lullaby Concerts at the United Reformed Church, Stowmarket on Friday 26 October 2018.
- 4.6 Locality Awards 2018/19 - deadline for community groups/award recipients to submit the form to the Ward Member - 31 December 2018. Deadline for Ward Members to submit the fully completed form and any supporting information to the Communities team - 31 January 2019

Authorship:
Cllr Julie Flatman
October 2018

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Brewster Cabinet Member for Economy	Report Number: CMU27
To: Council	Date of meeting: 25 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ECONOMY

1. Overview of Portfolio

- 1.1 Increasing jobs, productivity and supporting our businesses to thrive and grow
- 1.2 Attracting and encouraging inward investment
- 1.3 Business friendly and collaborative strategies to support being 'Open for Business'
- 1.4 Build relationships with local businesses
- 1.5 Liaise with neighbouring authorities and other organisations such as NALEP, SELEP and the Haven Gateway Partnership to support cross-border economic development and investment.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Six Months

- 3.1 'Visioning for Prosperity' work for Greater Stowmarket communities continues to progress. Cabinet approved the recommendations at its meeting of 4th June 2018 and the final documents were presented to the public at an open day at the Natwest Bank on 16th June 2018. The shop front and accessibility grant funding schemes were launched on 31st August 2018.
- 3.2 The Phase 1 feasibility study to progress a Technology Hub for the Mid Suffolk area is almost complete. Working in association with Nautilus the consultation period was extended but work is now being undertaken to develop design briefs and financial modelling before the final report and recommendations are delivered at the end of the year.
- 3.3 Work with Suffolk Chamber of Commerce has continued so the Council can support their ambition to develop a Central Suffolk Chamber that covers the Mid Suffolk and Babergh area.
- 3.4 Discussions with Suffolk Libraries have continued with a view to their providing some visitor information services as happens elsewhere in the County. The first Library to deliver this activity in Mid Suffolk will be Stowmarket with others to follow depending upon success.

3.5 Officers have worked with *the mix* in Stowmarket to develop further youth employment support. The *Together* project, which has been designed in collaboration with *the mix*, will support young people to develop and improve their employability. Funding is being provided by Mid Suffolk, Suffolk County Council and from a significant local employer and I expect the scheme to be launched imminently.

4. Future Key Activities

4.1 Progressing all of the above to next stages.

4.2 Officers will also be continuing several collaborative and commercially sensitive lines of conversation with some significant businesses, attractions and developers. This increases the potential for high value inward investment and links to unlocking stalled sites and promotion of our Enterprise Zone/Food Enterprise Zone designated sites. This work also potentially helps to create jobs, increase the options for our micro and SME businesses, increase value of existing businesses and attract New Anglia LEP and central government investment, including vital infrastructure. Influence and networking is growing with businesses, utility sectors and other partner organisations – all focusing on sustainable growth, jobs and productivity.

4.3 Tourism strategy work streams will continue to progress. Senior Officers will be thanking TIC staff for their contribution to the organisations.

4.4 The Open for Business team will continue to progress the feasibility work for Needham Lake Visitor Centre/Café.

4.5 Officers will also be progressing regulatory policy/local standards reviews in Gambling Act 2005 and Taxi/PHV matters.

4.6 Continuing to support the inaugural ‘Stars of Babergh & Mid Suffolk’ Community and Business Awards preparations, nominations and event – to be held at St.Mary’s Church, Hadleigh on Thursday 18th October 2018.

5. Conclusion

5.1 The above demonstrates that the Councils are continuing the good momentum that has been achieved on key activities and collaborations delivering against set priorities. As well as justifying Officer activity the Open for Business strategy also outlines the breadth of work underway and demonstrates the Councils’ impact. There is a lot of other supportive activity and ‘business as usual’ engagements underway in addition to the above report headlines. The next period will push all of the above work on further, and the key activities in section 4.

Authorship: Councillor Gerard Brewster

MID SUFFOLK COUNCIL CABINET MEMBER UPDATE

From: Councillor David Burn Cabinet Member for Environment	Report Number: CMU28
To: Council	Date of meeting: 25 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ENVIRONMENT

1. Overview of Portfolio

- 1.1 The Environment Portfolio covers several distinct service areas. This report provides a snapshot and summary of recent work.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues – July to September

Waste Service

Suffolk Waste Partnership Projects

- 3.1 Negotiations for the tender of the MRF (Sorting and Marketing of Mixed Dry Recyclables) contract are continuing and will be concluded in November, with the new contract commencing in May 2019.
- 3.2 Working through the Suffolk Waste Partnership, officers have been developing a Waste Planning Guidance document to form a part of Suffolk Design Guide now under development. SWP officers held a training workshop with planners from Babergh and Mid-Suffolk and Ipswich in June, the session was well received and will help further development of the document.
- 3.3 The Suffolk Waste Partnership along with its counterparts in Norfolk have launched their joint Food Waste Reduction initiative working with environmental charity 'Hub-Bub' on the 2-year project.

Sustainable Environment Service

Environmental Protection and Environmental Management

Solar PV Bulk Buy

- 3.4 More than 2,800 Suffolk residents have so far registered for this council-led group buying scheme for solar panels in partnership with iChooser, the group buying specialist. The successful contractor for this scheme is EEC Ltd, a renewable energy specialist which has installed more than 15,000 renewable energy systems over the last nine years. The project has 'morphed' into a joint scheme with other Essex and Norfolk local authorities and more than 5,000 households over the three counties have registered. The expected outcome is 2.5 MW of installed solar power, which will save some 880 tons of CO₂ emissions.

Registration remains open to households until 19th October. It is free to register and there is no obligation to buy. Registrants will also be invited to information events being organised throughout the three counties.

Electric Vehicle Charge Point - Highways England Network Funding

- 3.5 This is a BMSDC-led project for a network of rapid Electric Vehicle charging points along the A12, A14 and A11 for which the tender process has recently been completed. Installations will be subject to UKPN mobilisation and all work needs to be complete by March 2019.

Battery Storage

- 3.6 The project to install battery storage at our leisure centres is continuing. Hopefully officers will be able to present final proposals to the task and finish panel in early November.

Planning Enforcement Service

- 3.7 Work is continuing on transferring all the planning enforcement historical data to the new Uniform system. This has been a protracted issue that, along with problems in recruitment has seen an increase in the number of enforcement cases currently under investigation by the team. From 2014 to 2017 cases were consistently held at/around 180-200 at each authority. Due to the IT problems the reporting tools in Uniform do not currently function as required and so the estimated number of cases is around 220 in Babergh and 250 in Mid Suffolk. However, the Data Information team have now recruited additional staff to complete transferring the Planning Enforcement team's data.

Heritage Service

Business as Usual

- 3.8 Up to the end of September we received 1,322 consultations, enquiries and service requests and processed 1,354 consultations, enquiries and service requests, as detailed in the table overleaf. In considering the 'balance' between incoming work and work undertaken, it should be noted that many work requests are carried forward from one reporting period to the next or have consultation timeframes that span the quarterly periods.

	Received since 01.04.18	Processed since 01.04.18
Consultations on applications for planning permission and Listed Building Consent	997	1,016
Consultations on applications to discharge planning conditions	164	161
Pre-application enquiries (charged for service)	68	75
Defending appeals against refusal of planning/listed building consent	23	19

External consultations (e.g. applications to change to colour of listed buildings)	37	39
Miscellaneous enquiries/requests	33	44

Food and Safety Service

- 3.9 Partnership work between the Food & Safety team, the Public Health team and the other district and borough councils saw the launch of the Take Out Eat Well award (TOEW) in September. This extends the current healthy catering award scheme to fully include take-aways as part of a Suffolk strategy to combat the growing obesity problem. The Chinese Chequers in Stowmarket and Pizza Rosso have been involved in the development of the scheme.
- 3.10 The prosecution of the (now closed) Cat Café in Needham Market has been adjourned again and The Limes hotel were prosecuted after submitting a guilty verdict in the Ipswich Magistrates Court on 18th September 2018.
- 3.11 Changes to Animal Licensing Legislation come into effect on the 1st of October 2018 with The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. These regulations update and bring together licensing legislation relating to Pet Shops, Riding Establishments, Breeding and Boarding activities and Performing Animals. New standards and model conditions have been created alongside the regulations themselves. Performing Animal licensing comes to district councils when previously it was a County Council function. As is often the case with legislative changes, much of the detail has been published at a very late stage so that the full implications of any changes are still being assessed by the Food and Safety team.
- 3.12 A warehouse safety campaign, identified and planned through the Food and Safety service plan, will begin in October and run through until the end of the financial year. Part of the work will be to update records and identify more of the warehouse businesses that come under local authority health and safety jurisdiction in the two districts.

Licensing Service

- 3.13 The Gambling Act 2005 Statement of Licensing Principles document is now out to consultation and will be reported back to Licensing Committees before going on to Full Councils in December 2018 for adoption.
- 3.14 Applications for Premises licensing are high at the moment with around 18 new MSDC premises licence applications and also full variations, events and diversification applications coming in over the past few months.
- 3.15 The Licensing Team reported to Licensing and Regulatory Committee on a revised Mid Suffolk's *Gambling Act 2005 Statement of Licensing Principles* document, that will take effect from January 2019 for a three-year period.

- 3.16 Changes to the Policing framework in Suffolk from 1st Nov 2018, that will affect Mid Suffolk and Babergh, including the Licensing Service, were discussed between the Licensing Team, Environmental Protection and Suffolk Constabulary on 17th September 2018 so that our approach and processes integrate seamlessly into the local working arrangements and processes.
- 3.17 The Gambling Act 2005 statutory policy revision is now out to consultation and will be reported back to Licensing Committees before going on to full Councils in December 2018 for adoption.
- 3.18 Mid Suffolk DC (Strategic Asset Management Team) now hold a flexible premises licence for the former NatWest Bank building in Stowmarket, which has been purchased by the Council. This will add value to the asset and enable flexible licensable uses in support of the local community and economy.

Building Control Service

Fison's Building

- 3.19 Following Counsel advice, preparations are underway to obtain a court order under Section 77 of The Building Act 1984, ordering the building owners to undertake crucial works to ensure the building's ongoing safety. Meetings with legal teams and expert witnesses and contractors are being held to finalise details and an initial court hearing has been granted for the end of October to review the submission and set a further court hearing.

Collaborative working across Suffolk

- 3.20 The Suffolk-wide collaborative working development plan continues to be developed. A successful bid was made to the Transformation Challenge Award (TCA) fund to support the implementation of the development plan. Recruitment for a project manager is currently underway.
- 3.21 Following the publication of the Hackitt review on building regulations and fire safety the Government has issued a statement fully supporting the recommendations of the review and announcing that a detailed implementation plan will be set out in the autumn. This is likely to involve changes to the law. There is talk within the industry, and particularly in local authority building control, about the implications that will need to be considered.
- 3.22 Implementation of the ISO9001 quality management system (QMS) is currently underway procedures will need to be aligned with those of the QMS. This is being implemented across Suffolk as part of the collaborative working. Competency levels of the surveying staff will need to be assessed in line with the competency matrix of the QMS which are in line with the recommendations of the Hackitt review.

Public Realm Service

- 3.23 The locations in which to plant a memorial avenue of Oak trees, one in each District, to commemorate the end of the 1914-18 Great War have been agreed. They are The Meadow in Debenham and Beaumont Park in Hadleigh.
- 3.24 A Public Conveniences Strategy was agreed by both councils in July.

- 3.25 The Litter Innovation Fund pilot period has been extended into September. Initial feedback has indicated that since the level of rubbish in bins has been monitored this has greatly assisted the teams to deploy staff resources where they are actually needed. Several parish Councils have expressed an interest in buying the special bins as the new design is encouraging more people to place their rubbish *in* the bins rather than around them.
- 3.26 Fly Tips collected during this period are as follows:
- MSDC:
- | | |
|-----------|----|
| July | 28 |
| August | 16 |
| September | 19 |
- 3.27 **MSDC: Wren Close, Cedars Park, Stowmarket:** the play site here requires a complete refurbishment since its installation in 2002 and a consultation event was held in August to seek local views on the equipment required. It is hoped that the play site will be installed by the end of March 2019.
- 3.28 **Grass Cutting:** following the cessation of grass cutting in both Districts during July and most of August grass cutting has started again following the rain (albeit a small amount) experienced at the end of August. It is amazing how quickly the grass recovers and the grass cutting on the usual 3-week cycle is now back in full swing.
- 3.29 **Tree for Life:** plans for a fruit tree to be gifted to every new born child in Mid Suffolk are now in full swing. This scheme is a Green Party initiative, giving parents of born and adopted babies the opportunity to apply for a tree for them to plant at home. They will be provided with planting and aftercare guidance. If they do not have the space at home the Council will provide information as to where trees may be planted such as local community orchards and public open spaces.

Authorship:

Cllr David Burn

October 2018

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor John Whitehead Cabinet Member for Finance	Report Number: CMU29
To: Council	Date of meeting: 25 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR FINANCE

1. Overview of Portfolio

- 1.1 My report summarises the key areas of activity in my portfolio over the last 3 months before highlighting what is coming up for the next 3 months. My portfolio includes Finance, Commissioning and Procurement, HR and Organisational Development and the Shared Revenues Partnership.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Three Months

2017/18 Statement of Accounts

- 3.1 Since my last report to Council in July, the external auditors Ernst & Young (EY) have continued their work on the 2017/18 Statement of Accounts.
- 3.2 The Joint Audit & Standards Committee received a report from the auditors at their meeting on 30th July 2018, but unfortunately not all their work was complete at that date, so they were unable to sign off the accounts by the earlier deadline of 31st July. Finalisation of the accounts was delegated to the Section 151 Officer in consultation with the Chair of the Joint Audit and Standards Committee.
- 3.3 I can report to Council that the accounts have now been finalised, were signed off by EY with an unqualified audit opinion on 27th September and are now on the Council's website.
- 3.4 It is likely that the original deadline would only have been missed by about one week, if the loan agreement for CIFCO had been signed off by the CIFCO Board and the two Councils. The reason that it has taken longer to complete, in addition to completing the loan agreement, is that on the expectation that the work would be finished at the end of July, annual leave had been arranged by both teams and EY had other commitments including auditing the housing benefit subsidy.
- 3.5 Public Sector Audit Appointments Ltd confirmed during September that, as this was the first year of the tighter timescales, provided local authorities were able to get their accounts signed off by the end of September, they would not then appear on a list of authorities that had failed to meet the new timescales. Whilst I am disappointed that the audit was not finished by 31st July, I am pleased that our Council will not be named on this list.

- 3.6 The Finance Team held their own internal lessons learned workshop and a similar exercise was carried out with EY in the week that they signed off our accounts. Following this, I and the Section 151 Officer are confident that we will be able to achieve the tighter deadline for the audited accounts for 2018/19.
- 3.7 I would like to remind councillors that in my last report to Council I was able to report that the unaudited accounts were published within the required timescale of 31st May, so going forward, we just need to improve the audit related aspects.

2018/19 Budget Monitoring

- 3.8 The first budget monitoring reports for 2018/19 for both the General Fund and Housing Revenue Account (HRA) were presented to Cabinet in August (reports MCa/18/18 and MCa/18/19 respectively). We took the decision to present these as two separate reports as historically I felt that important HRA aspects were sometimes lost within the myriad of General Fund detail.
- 3.9 The General Fund report identified a favourable variance of £176k, with the HRA report identifying a shortfall of £322k at this early stage in the year. The position will continue to be monitored on a quarterly basis by Cabinet.
- 3.10 The two reports include a lot more detail than I can cover in this report to Council, so I would always encourage Members to look at the Budget Monitoring reports to gain a more in depth understanding of our current financial position.

Business Rates

- 3.11 I know a number of you took advantage of attending the Joint Member Briefing session on 8th August 2018 that focussed on business rates and was presented by Katherine Steel and Andrew Wilcock.
- 3.12 I hope you will agree with me that there was a lot of useful information for us within the presentation from the perspective of talking to businesses in our wards who are impacted by business rates, but also the impact that it has on the Council's finances.
- 3.13 The slides were subsequently shared with all councillors, so that those who were unable to attend on the day could also benefit from the work that had been put into the presentation.
- 3.14 The presentation will form the basis of a module within the councillor induction programme following next year's election, so I know the officers are keen to receive any further feedback as to how it could be improved for that important purpose.
- 3.15 The business rates retention pilot for 2018/19 is well underway, but the Government has confirmed that it will be for one year only. A report was presented to Cabinet earlier in October (report MCa/18/33) to earmark most of the additional funds, that will be received by the Council from the pilot, to specific projects. Individual business cases have been or will be approved by Cabinet before the earmarked sums are spent.
- 3.16 The Government has announced its intention to pilot 75% retention of business rates in 2019/20 and invited bids from interested local authorities to be considered for pilot status. Suffolk, through the Public Sector Leaders, agreed to apply again for pilot status and the application was submitted by the deadline of 25th September.

The successful areas are likely to be named in the 2019/20 provisional local government finance settlement published in December.

Staff Survey

- 3.17 A workshop was held with councillors on 11th September to focus on one topic from the staff survey. This was the relationship and communication between officers and councillors. Approximately 25 councillors took the opportunity to participate in this session.
- 3.18 The outputs from the workshop will be included in the action plan that the Senior Leadership Team (SLT) will be signing off during October and will also help to inform the basis of how councillor and officer relationships are built following the election in May 2019.
- 3.19 Whilst the action plan has not yet been formally signed off and shared with staff, actions have already been taken to address some of the feedback and comments that were received through the survey.

Information Bulletin to Overview and Scrutiny Committee

- 3.20 You may recall that my report to Council in July included the fact that an Information Bulletin on staff welfare was received by the Mid Suffolk Overview and Scrutiny Committee in June.
- 3.21 At that meeting the Committee requested that further information around sickness levels, vacancies and staff turnover within the Planning area be brought back to the Committee in 3 months. This additional information was presented in a further Information Bulletin to the Committee in October which is now available on our website.

Shared Revenues Partnership (SRP)

- 3.22 The most recent meeting of the SRP Joint Committee was on 5th September 2018. A key component of the work of the Committee is to keep the performance of SRP under review using a suite of reported performance measures.
- 3.23 I am pleased to report that there are currently no measures that are giving the Committee cause for concern, but if you would like to see further information on the measures that are reported, the papers can be accessed via our website.
- 3.24 The other topics covered at the September meeting were discretionary housing payments, Universal Credit, the financial position of the partnership for 2018/19 to date and the business plan.

4. Future Key Activities

Medium Term Financial Sustainability

- 4.1 Over recent weeks SLT has been undertaking work to look at options as to how we can achieve a financial position in the medium term that not only shows a balanced position, but one where we can also generate some surplus to be invested in our district.

- 4.2 To get to this position, without relying on New Homes Bonus (NHB) within our base budget to fund core services, will require us to find savings or generate income of approximately £2m over the next 4-year period. I suspect that we will inevitably need to rely on NHB to some extent but it is important that we keep this to a minimum to ensure our longer-term future sustainability.
- 4.3 A number of options are being considered and will initially be discussed informally with the Cabinets during October, then further refined during November. We will then be in a position to pull together the first draft budget and Medium-Term Financial Strategy (MTFS) report in December for presentation to Cabinet in early January 2019.

2018/19 Budget Monitoring

- 4.4 As mentioned earlier in my report, performance against the 2018/19 budget continues to be monitored on a quarterly basis. I will present the second report of 2018/19 to Cabinet in November and will include the key headlines in my next quarterly report to Council.

Modern Slavery Charter

- 4.5 A motion was put to Babergh Council about the Modern Slavery Charter and a debate on the motion was held at their meeting in September. It was agreed that a report would be presented to the Cabinets of both Councils in November because the main impact would be in our procurement and supply chains where we operate integrated processes across the two councils.
- 4.6 I will update Council on the outcome of the report to Cabinet in my next quarterly report.

5. Conclusion

- 5.1 As my report has outlined, the past three months have seen a great deal of activity, not only in finance but across the various strands of my portfolio. The annual cycle of finance work continues with the initial work having already started for the next budget cycle. As I have said before, we are far from immune to the financial challenges that generally face local government, but I remain confident that we can face the future and those challenges with confidence and enthusiasm from our current position of relative strength.

Authorship: Councillor John Whitehead

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

FROM: Councillor Jill Wilshaw Cabinet Member for Housing	REPORT NUMBER: CMU30
TO: COUNCIL	DATE OF MEETING: 25 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR HOUSING DELIVERY

1. OVERVIEW OF PORTFOLIO

- 1.1 The Housing Portfolio includes: Home Ownership, Sheltered Housing, Tenancy Management, Income Collection, Property Services, Building Services (BMBS), Private Sector Housing, Housing Development, Housing Solutions, Choice Based Lettings and HRA Finance. Our Vision is for residents to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.

2. RECOMMENDATION

- 2.1 This report is for information.

3. KEY ACTIVITIES/ISSUES OVER THE PAST THREE MONTHS

First Joint Housing Strategy soon to be released for consultation

Officers are making the final alterations to the Draft Joint Housing Strategy before it goes out for public consultation at the end of October.

The Strategy was initially developed by working with key housing market partners at consultation events, at which a wide range of representatives were invited to help shape and inform the priorities, based on what we think are our housing market challenges.

The Strategy helps us to deliver against our Vision for residents to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.

Whilst developing this strategy and to broaden the consultation, we have sought the views from all Babergh and Mid Suffolk District Councillors at different stages of the development process.

At the end of October, an eight-week consultation specifically targeted at partner agencies, Town and Parish Councils, communities and key stakeholders will take place.

The purpose of the consultation is to:

- Ensure people agree with our identification of the current most pressing housing market challenges, priorities for action
- Allow people to make comments and suggestions about the contents of the strategy

- Review the Priority areas which set out what we are going to do, and how we are going to do it, and what the outcome of that action will be.

Following the consultation period, Officers will finalise the Strategy ready to present to Full Council for adoption in early 2019.

Private Rented Sector 'Offer' Project

Officers are about to commence an exciting project to develop our Private Rented Sector 'offer' to maximise our opportunities to prevent homelessness. There is a significant shortage of social housing and therefore, to prevent accommodating everyone in a housing crisis into temporary accommodation, we need to maximise the opportunities to access housing through the Private Rented Sector.

There are significant issues with accessing the PRS currently and our current Rent Deposit Guarantee Scheme does not meet the new obligations under the Homelessness Reduction Act. There are two main parts to the project, the first will be focussing on reviewing, re-designing and re-launching the Rent Deposit Scheme. The second is looking at the financial viability of developing an in-house leasing scheme. A leasing scheme would mean us, in effect, renting the property from a landlord for three-five years and then enabling a client a longer term housing solution than just an ordinary Assured Shorthold Tenancy. This project is significant and involves a lot of investigation and the development of comprehensive business cases before these will be presented to Members during 2019.

Homelessness Reduction Strategy (HRS)

Our Homelessness Reduction Strategy 2018-2023 will go out to consultation in October for a period of six weeks.

The Strategy sets out how we want to grow and develop our Homelessness Provision over the next five years. The HRS can be found using the link below:

<https://babberghmidsuffolk.moderngov.co.uk/documents/s11679/Appendix%20A.pdf>

When we review the effectiveness of this Strategy in 2023, we want to have achieved the following: -

1. To have ended rough sleeping in our Districts
2. To have proactively working with clients at an early stage, prior to the 56 days we have to statutorily
3. To have significantly reduced the usage of Bed and Breakfast
4. To have successfully prevented homelessness in the Private Rented Sector
5. To have ensured everyone contacting the service receives in depth advice and assistance on their housing rights and housing options

To achieve this, we will need to work against the six key priorities:-

- Prevention of Homelessness
- Supporting Vulnerable Households to Secure and Maintain Accommodation
- Mitigating Against the Impact of Welfare Reforms
- Increasing Access to Suitable Accommodation
- Raise Aspirations of Positive Health and Wellbeing amongst Homeless People
- End Rough Sleeping

A comprehensive action plan detailing what work we need to be carrying out to meet our ambitious plans and get to where we want to be in 2023 is currently being developed. This will be finalised after the consultation process.

After the consultation period, a final Strategy will be presented to Council for approval before being published.

Temporary Accommodation

A new temporary accommodation unit in Stowmarket was officially opened on 10 September.

The provision of this new unit means we are more than doubling our provision from 15 to 32 units. The Foyer is a collection of seven properties, five x two bed flats, a three bed bungalow and a four bed house. This provides 17 individual rooms, which is fantastic. The rooms are of a good size and have a mix of singles, doubles, twins and even bunk beds. If you haven't been to see The Foyer or haven't seen the press coverage, then please take a look at this link: [Take a look inside this newly restored homeless shelter in Stowmarket.](#)

The first residents have already moved in.

Performance – Housing Solutions

The Housing Solutions Officers have been working very hard getting to grips with the new Homelessness Reduction Act, which came into effect in April this year. It has completely changed the way that they work and has had a significant impact on their workloads. They now have to do far more paperwork than they did previously and issue more decision letters than ever before. This is a huge task, which could easily detract from the prevention work that they should be focussing on.

Historically, we used to report *Prevention* and *Relief* figures quarterly through a system called the P1E. Since April, we are now expected to report outcomes through a new system called H-Clic. This system reports in a different way and as a result our statistical returns look very different.

Previously, under the P1E, not only would we include all the work carried out by Officers, but we were able to include successful Discretionary Housing Payment (DHP) applications too. However, under the new system, that is no longer possible. The DHP figures used to account for a significant amount of positive outcomes and therefore, when we first started to look at our performance this year, it looked dramatically less.

Officers have looked at how much prevention and relief work was carried out each year for the past five years excluding the DHP data, and compared that to the work carried out so far this year.

	13/14	14/15	15/16	16/17	17/18	Apr 18- Aug 18
Preventions	15	31	20	25	44	73
Reliefs	98	105	88	73	64	35
Total	113	136	108	98	108	108

As you can see from the table above, in the first five months of this year (2018/29), Officers have managed to achieve the same performance that they did in the whole of the last financial year.

Tenant Board

The newly established Tenant Board has been meeting over the last few months to build their training and knowledge about the Housing Service and the wider Housing world. They recently heard from Jenny Osborne, Chief Executive from TPAS (Tenant Participation Advisory Service) who spoke about the Green Paper and the importance of groups such as the Tenant Board to really work alongside the landlord to drive forward the change needed to Social Housing.

There are now five tenants signed up to the Board and officers are continually looking to recruit other tenants to join the Board.

Officers are also about to launch the first Tenant Sounding Board around Fire Safety. This will involve tenants helping us to look at how we communicate with fellow tenants about fire safety in the home.

Proposals for a Member Sounding Board are currently being worked on by Officers with further information to follow in the near future.

Houses of Multiple Occupation (HMO) Licensing

From October 1st, all HMO's require a license from the local authority. The fee for a license within Babergh and Mid Suffolk has been agreed at £551. Property Services will be inspecting these properties to ensure they are in good repair and meet all the fire safety requirements. A programme of inspections is currently underway.

BMBS update

In the past three months, Officers have achieved:

- A total rollout of Total Mobile across the whole Repairs team resulting in Officers using the technology to access their work whilst on the go. This has had positive impacts on the back office arrangements and for the team using the technology too. The technology is now being rolled out to the VOIDS team.
- All work vans have now been branded to create more visibility within the Districts and to support the cultural development of the team. Tenants are now able to identify when a van arrives at their property or within their estate.

More recently, the revised Business Plan for BMBS has been reviewed by Overview and Scrutiny (O&S) Committee. On the back of the O&S recommendations, internal audit have also reviewed the report and made some suggestions to incorporate. This report will be presented to Cabinet shortly and O&S at the point of the six-monthly review in December.

Additional HRA Headroom Borrowing

In the Summer, the Government announced the regulations on bidding for additional HRA borrowing, which includes the opportunity to use additional borrowing along with Homes

England Grant or Right to Buy Receipts. Babergh and Mid Suffolk both qualified to bid for the additional borrowing, which will support our ambitious plans to build new Council home.

The headroom required to deliver the 214 across Babergh is £4.794m. The headroom required to deliver 200 across Mid Suffolk is £16.865m. Government will announce in the Autumn who has been successful.

Since the deadline, Theresa May announced at the Conservative Party Conference that the Government were scrapping the debt cap. Further details have not yet been released but Officers are monitoring to see how this will develop and support our plans to build new homes.

Social Housing Green Paper

In August, the Government published their Social Housing Green Paper: A new deal for Council Housing.

The paper is a consultation document that seeks views on the Government's proposal for the future of Social Housing. It contains 48 consultation questions around five key principles:

- Ensuring a safe and decent home
- Improving and speeding up how complaints are resolved
- Empowering residents and strengthening regulator
- Tackling stigma and celebrating thriving communities
- Building new social homes and supporting home ownership

The paper can be found at: <https://www.gov.uk/government/news/social-housing-green-paper-a-new-deal-for-social-housing>

Deadline for responses is 6th November and Housing Management Team are in the process of reviewing the consultation to consider what response Babergh and Mid Suffolk may wish to make.

Void Performance

Joint Overview & Scrutiny Committee heard in September the detail in relation to the improved void re-let times over the past eight months and how the teams involved had undergone changes to procedures and processes, re-allocation of resources, co-working and culture changes to deliver the improved performance. Void times have already reduced significantly through the work officers had undertaken.

There is now a confidence that both Councils are well positioned to ensure that the housing stock would continue to be ready to be re-let to tenants with-in our agreed 21 day target.

Disabled Facilities Grants (DFG's)

BDC/MSDC and the Suffolk partners continue to work with Orbit Home Improvement Agency to ensure DFG's are administered in a timely manner.

Alongside this contract, Property Services are currently working on proposals which will enable our residents to access the help they need without the need to navigate their way through complicated, confusing and time consuming application procedures.

Any proposals will require Cabinet approval before we proceed. This work will compliment the Orbit contract.

Community Land Trusts update

Although we are yet to have a Community Land Trust formally established in the District, we are continuously promoting Community-Led Housing schemes. In Mid Suffolk a popular model being adopted so far is for Parish Councils to partner directly with Registered Providers to deliver housing. In Henley, the Parish Council has partnered with Hastoe Housing Association with the aspiration to deliver a scheme of affordable, local needs dwellings for people with a local connection to their village.

We are in conversation with parishes all across Mid Suffolk regarding Community-Led Housing schemes with the interest increasing month on month. Community Housing Fund money remains available for any parish interested in delivering a local needs, affordable housing schemes that delivered in a Community-Led way. Contact Elizabeth Ling for more details at elizabeth.ling@baberghmidsuffolk.gov.uk

Update of Housing Delivery Programme

To date, we have had 88 completions in Mid Suffolk – 12 in 18/19. The proposed Mid Suffolk pipeline for 2018/19 to 2021/22 includes 200 new homes of which 143 will be new build by the Council.

Members can monitor progress of the programme through the quarterly performance reports.

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Leader of the Council and Cabinet Member for Organisational Delivery	Report Number: CMU31
To: Council	Date of meeting: 25 October 2018

TO PROVIDE AN UPDATE FROM THE LAW AND GOVERNANCE DIRECTORATE

1. Overview of Directorate

- 1.1 The Law and Governance group comprises Audit and Risk Management, Democratic Services, Information Management and the Shared Legal Services. The Assistant Director is also the Councils' Monitoring Officer and the section therefore plays a critical role in supporting the work of the MO.
- 1.2 The Law and Governance teams are predominantly support services and contribute to the delivery of the Joint Strategic Plan by providing professional support and advice to all other service areas. The team has an essential role in maintaining and promoting good governance throughout the organisation.

2. Recommendation

- 2.1 That the Cabinet Members' report for Law and Governance be noted.

3. Key Activities/Issues Over the Past Three Months

3.1 Annual Canvass of Electors

Beginning in July every year, the Electoral Registration Officer (the Chief Executive) is required by law to send up to three household enquiry forms to every residential property in the district. The purpose of this form is to collect details of residents who need to be included on the register of electors. A revised register is then published annually on 1 December.

The third stage of the canvass is now underway, which involves a personal visit by one of the canvassers to any properties where there has been no response to the first two forms. To date 86.99%¹ of households have responded to the canvass which is an excellent result for this stage in the process.

Invitation to register forms are being sent out in weekly batches to new electors who have been identified on the household forms.

¹ As at 1 October 2018.

3.2 Electoral Review of Ward Boundaries

The Order amending the district ward boundaries will be laid in Parliament on 22 October 2018, which is later than expected due to delays in the Government Legal Department. This will be made into legislation after 40 sitting days. The new wards are effective from the election on 2 May 2019, therefore the Electoral Services Team will be publishing a revised register on the new boundaries ahead of the nominations window for those elections.

3.3 Review of UK Parliamentary Constituency Boundaries

The final recommendations of the Boundary Commission for England were published on 10 September 2018 and must now go through the process of parliamentary approval. The revised constituencies will be effective from the next scheduled UK Parliamentary Election in May 2022.

The Mid Suffolk district is currently split between the Central Suffolk and North Ipswich Constituency and the Bury St Edmunds Constituency. Minor changes are recommended to both of these constituencies to achieve better electoral equality.

3.4 Internal Audit Services to the Holding Companies

The Internal Audit Team has been awarded the contract for providing the internal audit provision for Babergh DC Holding Company and Mid Suffolk Holding Company. This represents 20 days of paid audit work.

The types of audit will include:

- Compliance Audit – To provide assurance on compliance with rules, regulations and laws applicable to the operating environment.
- Operational Audit – To provide assurance on efficient and effective conduct of operations within the operating environment.
- Information System Audit – To provide assurance on the proper functioning and use of the information system through the life cycle of those activities operated within.
- Performance Audit – To provide assurance on the efficient use of resources to obtain the objectives of the companies.
- Environmental Audits – To provide assurance on compliance with any associated environmental laws and regulations.
- Special Audits – Relating to any investigations on fraud and corruption, or any other service area with the prior approval of the Board.

3.5 Improvements to Freedom of Information response times

The Information Management Team is taking proactive steps to improve response times to requests for information made under the Freedom of Information (FOI) Act and to ensure that all requests are responded to within the statutory deadline of 20 working days. These steps include implementing an escalation process for outstanding requests and providing weekly metrics on the number of requests received and answered. There will also be a refresh of the FOI training package for officers and Councillors in the coming months.

4. **Future Key Activities**

4.1 Publication of the 2018 Register of Electors

The 2018 Register of Electors will be published on Saturday 1 December 2018, in accordance with statutory requirements. This will be using the existing ward boundaries. Registers will be distributed to those individuals and organisations entitled to receive a copy during the following week.

Due to the ward boundary changes the electoral register will be republished using the new boundaries on 1 February 2019.

4.2 Polling District Review

The Electoral Registration and Administration Act 2013 requires a review of polling districts to be undertaken in the 16 months following 1 October 2018. Furthermore, the changes to the ward boundaries have resulted in some necessary amendments to polling districts. The review will therefore be undertaken ahead of the republication of the register on 1 February 2019.

The designation of polling districts is a Council function and a report to gain Full Council's approval will be presented in December. The allocation of the actual polling stations within each polling district is for the Returning Officer to determine.

Authorship:

Emily Yule
Assistant Director – Law and Governance

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Suzie Morley Cabinet Member for Organisational Delivery	Report Number: CMU32
To: Council	Date of meeting: 25 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ORGANISATIONAL DELIVERY

1. Overview of Portfolio

The Organisational Delivery Portfolio encompasses Customer Services, Business Improvement and Information and Communication Technology (ICT). Over the past 3 months, we have continued to focus on improving core performance, and we have also worked hard on a number of key projects which build upon our business as usual activities. A summary of activity that has taken place across the themes over the last few months follows.

2. Recommendation

2.1 That Council notes the report.

3. Key activities/issues over the past 3 months

3.1 *Customer Services*

3.2 Performance in Quarter 2 continues to improve; with customers waiting on average 1 minute 30 seconds for their call to be answered which is a reduction of 12 seconds from the previous Quarter. We have also increased the number of calls we answer and reduced the number of phone calls abandoned by customers, on average we answered just over 88% for Q2. The improvements in performance have been set against a backdrop of reduced resource for a variety of reasons over the summer months, but we have still maintained good performance levels and continued with our programme of staff development.

3.3 A new online service has been introduced for customers to access their Council Tax or Business Rates account information. Customers can already provide information to us through the website including registering to pay Council Tax and applying for discounts. Improved functionality now means they can view their account online, which gives details of their account balances, payments and bills and their ability to update their contact details.

3.4 Our customer satisfaction survey is still being piloted. During Quarter 2, 50 customers who visited either of our Customer Access Points completed our satisfaction survey.

Two customers highlighted areas for improvement to services, one in respect of the website and the other in respect of our automated payment line; both of which we are now reviewing to see if we can make improvements. With respect to customers rating our staff, (as good, very good or excellent, for helpfulness, information and advice provided, and time taken to listen and to understand their query) we maintained 100%.

4. ***Business Improvement including Policy & Performance, Data Analysis and Programme Management***

4.1 During quarter 2 we have carried out investigations into 9 stage 2 complaints: one was upheld as per stage 1; two were partially upheld; and six were not upheld. We are still seeing an increase in stage 2 requests when compared to the same period last year. To improve the quality of responses to complainants, reduce the need for stage 2 investigations and ensure faster access to the Local Government Ombudsmen, a revised complaints policy was presented to and approved by Cabinet in August. Implementation of the Policy is subject to evidence that the number of stage 2 requests reduces as a result of a training programme which will be delivered to all officers who respond to complaints. This training will be provided by the Local Government Ombudsmen and will focus on helping us to resolve customer issues at the first opportunity.

4.2 We are compiling a baseline of social data which will help us better understand how we can help those who need us most. We can use this information to feed into our policies as well as business as usual activity. We are now part of a Suffolk wide group called SODA, the Suffolk Office of Data and Analysis. The group consists of staff across all Local Authorities, both CCG's and the Suffolk Constabulary; working together to make better use of data and generate new insights into public services. Suffolk is part of the 100% Business Rates retention pilot and SODA developed a business rates forecasting model which has supported funding decisions by the Suffolk Chief Officers Leadership Group (SCOLT). This is just one example of how this group will be working together to make better use of data and generate new insights, apply them to improve policy and improve service design and delivery.

4.3 Work has commenced on the End of Term Report for this Administration, with all Councillors being invited to provide input. The report will reflect on the commitments made in the Joint Strategic Plan (JSP) with a summary of stories, facts and a video containing short clips.

4.4 The first quarter of our newly revised outcome performance report was presented to Cabinet in August. The Assistant Directors and Portfolio Holders had worked together to refine the indicators and targets reflecting the priorities of the Council. This more focused report was well received; the changes welcomed, with Council Members agreeing that it provided a good reflection of the Council's performance, and transparency of the areas where improvements are underway.

4.5 The senior leadership team have continued to monitor our strategic projects progress through the provision of a high-level overview report, and have signed off a new project management framework implementation plan which is being rolled out from the 1st October through to April 2019. Alongside developing this framework we have provided specific support to a range of other projects including public realm, payment methods, and implementation of modern.gov.

5. **ICT**

5.1 We have now run four Operational ICT Programme Board meetings with Suffolk County Council IT (SCC IT). With key officers attending from both SCC IT teams as well as Babergh Mid Suffolk Corporate Managers and lead officers, we have seen improved communication across the teams and a greater visibility of progress on key projects and programmes of work. We published our first staff IT Newsletter in July which provided updates from the board meetings and our second IT Newsletter will be published in October.

5.2 The performance of the SCC IT support desk has continued to improve from Quarter 1 through Quarter 2. During June, SCC IT took on average 1 minute 55 seconds to respond to support calls, but this has reduced to 1 minute 28 seconds in July, and to less than 42 seconds in August (traditionally a quieter month). In total (all SCC IT customers) the IT service desk answered over 8739 calls during the quarter. 626 incidents (issues/problems) and 659 additional service requests were raised from Babergh and Mid Suffolk Councils during this period. During Quarter 2 SCC IT resolved 81% of incidents within 7 working days, moving towards their target of 90%, and 71% of their service requests.

5.3 As recommended by the National Cyber Security Centre and in line with SCC IT we will be changing our network password policy; such that the length increases from 8 to 10 characters and you only have to change your password once a year. Experts are advocating not to force customers to change their passwords at regular short intervals as this behaviour can lead to weak passwords being chosen e.g. a dictionary word with sequenced incremented numbers or a date type password.

5.4 A project group has been working to understand why users are having differing ICT experiences when working from home. Most staff and Councillors are able to work freely from home; however we have experienced some issues with older legacy applications. We have identified some solutions which include where possible moving users across to Windows 10 and also providing information to users explaining what can cause some of the issues, for example moving large files and bulk uploads with the associated work arounds.

5.5 The Democratic team have recently switched to using tablet devices to conduct the canvassing exercise – this means the Electoral system is updated immediately as we complete the information on the doorstep, avoiding us having to rekey information.

5.6 After listening to customer feedback, SCC IT have increased the opening hours of the IT Platform; which now opens at 8:30 and closes at 4.30pm. This has been greatly welcomed by those staff who like to start work early in the morning.

6. **Communications**

6.1 End of Term Report – the communications team has been working with the business improvement team to deliver an end of term report covering the councils' key achievements and challenges over the previous term. This includes work on content, design and distribution to ensure residents can access the information as easily as possible. Members have been invited to suggest material for inclusion in the report, which is now being drafted. The report will be published in the coming months.

6.2 Town and parish council briefings – a new members briefing note has been introduced to provide monthly updates to all members that can be included in their reports to their town and parish councils. Distributed by email, this briefing covers the key messages that the council has been promoting over the previous month, as well as key activities that have taken place. In addition, this provides another channel to communicate upcoming council meetings and engagement opportunities for town and parish councils.

6.3 Shop fronts funding – working in support of the open for business team, the communications team has promoted the new shop front grant and accessibility fund grant. This has seen media coverage in the EADT as well as the design, print and distribution of leaflets targeted directly at shop owners.

6.4 Communications team - The councils have taken action to increase capacity within the Communications Team, including recruiting into vacant business partner posts and sharing Suffolk County Council's head of communications.

6.5 Stars of Babergh and Mid Suffolk – content promoting the awards has more than doubled in last couple of months and will continue until the event itself. Some small sums of money have been put behind social media (posts about award categories receiving fewer nominations) which has resulted in an increase in nominations. We are currently in discussion with videographers (incl. the event organiser) to look at options for the evening. A press release with Flagship was sent out to re-encourage nominations and received good coverage.

6.6 Key stories in the last quarter included:

Gateway 14 purchased – The purchase of the Gateway 14 site in Stowmarket, securing 100 acres of land in a position ideally situated to provide vital links to the Port of Felixstowe in the East, to the Midlands and the UK motorway network beyond.

Nautilus appointed to look at Tech Hub options – the commissioning of Nautilus Associates to carry out a feasibility study on the possibility of a new technology hub in Stowmarket

£156,000 funding approved – the allocation of CIL funds to six bids in Mid Suffolk, in Stowmarket, Botesdale, Laxfield and Stowupland, totalling £156,000 towards infrastructure improvements

Mid Suffolk acquire former Aldi building in Stowmarket – the purchase of the now empty property, former occupied by Aldi, in Stowmarket, including the car park and the introduction of managed parking. The acquisition also aims to bring the site back into use after being vacant for over a year.

The Foyer opens in Stowmarket – the renovated Foyer in Stowmarket has opened to provide accommodation for those under threat of homelessness, doubling the provision of such accommodation in Mid Suffolk.

7. **Conclusion**

We continue to make progress and improve performance across all of our teams. Over the next few months we will continue to focus on maintaining performance whilst looking to deliver our services in the most efficient way possible. We will continue to develop our Customer Strategy action plan in line with our aspirations to provide excellent customer services across the whole organisation. Two new graduates have joined Babergh Mid Suffolk Councils for their next 6 month placement, and they will also be working alongside us on a number of projects supporting our day to day work, including the partnership initiatives with Suffolk Libraries and further enhancements to our performance framework.

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Horn Cabinet Member for Planning	Report Number: CMU33
To: Council	Date of meeting: 25 October 2018

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR PLANNING

1. Overview of Portfolio

1.1 The role includes the following responsibilities:

Ensure the Council carries out its statutory duties as Local Planning Authority
Ensure Development Management makes good quality and timely Decisions
Ensure that the Council has up-to-date Planning Policies that have a positive impact without unduly restricting development

1.2 These collectively deliver the following outcomes:

- Protect and enhance our built and natural environment
- Understand what housing and employment sites are needed
- Unlock the barriers to sustainable growth
- Help create and maintain sustainable communities
- Agree where growth goes
- Liaise with neighbouring authorities to fulfil our Duty to Cooperate

2. Recommendation

2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Six Months

3.1 Performance on planning applications (as judged by MHCLG statistics) remains strong although there has been a temporary drop with Mid Suffolk delivering 68% of majors in time in the three months to the end of September 2018. On non-majors Mid Suffolk's performance has risen to 82%. For Majors it should be noted that we determined 18 applications in the previous quarter and 31 in this quarter as part of our focus to support housing land supply. We were unable to deliver 5 cases out of 25 within their agreed Extensions of Time and had we done so our performance would have been 80%. Delivery to agreed timetables is a matter of management focus accordingly. It should nevertheless be noted that MHCLG performance measures run over a rolling two year period and currently are at 79% for Majors for that two year period (target 60%) and 77% for non-Majors (target 70%). In respect of non Majors the Council has received support from Planning Advisory Service to review good practice.

- 3.2 The Inspectors decision relating to the Woolpit appeal has been received. A statement was sent to All Councillors on 3rd October 2018 to explain the outcome of this appeal. In short, the Inspector allowed the appeal, stating that the highway and pedestrian safety issues could be mitigated through an appropriate planning condition and that the public benefit of the housing sufficiently outweighed any heritage harm. I do not agree with the decision, nor with the assertion that the Council does not have a five-year housing land supply. On this last point, officers are working hard to gather the evidence required under the new NPPF.
- 3.3 Despite a successful recruitment round some months ago, and the introduction of a market factor supplement to support the recruitment and retention of qualified Planning Officers, there are still some vacancies in both Development Management and Planning Policy. Application caseloads remain high. Consequently, this has been flagged as a significant risk on the corporate risk register. To support longer term change, we continue to financially support apprentice planners through their professional planning qualifications.
- 3.4 I am pleased to see more Neighbourhood Plans coming forward, with eighteen communities actively working towards developing their plans. Stradbroke and Debenham are at the examination stage and likely to be moving towards referendum in early 2019.
- 3.5 The first round of bids for Community Infrastructure funding have been dealt with and officers are currently working on the first review of the process.
- 3.6 The Suffolk Design project continues to progress. Hemmingway Design, Design South East and Hudson Architects won the tender to deliver the work. The launch event was held at the University of Suffolk on 9th July. There are two elements of the initiative; to adopt an updated Suffolk Design Guide as supplementary planning guidance, and to develop further the design skills of planning teams and communities working towards Neighbourhood Plans. Further workshops and seminars will be held throughout the remainder of the year.
- 3.7 The next stage of the Joint Local Plan remains an important piece of work. The new NPPF has placed additional responsibilities on all Councils and Officers are addressing the further evidence required, much of which relates to infrastructure requirements.
- 3.8 The Local Development Scheme, which sets out the timetable for the Joint Local Plan, was adopted by Council in July.

4. Future Key Activities

- 4.1 Continuing work on the Joint Local Plan is a significant priority and the teams are working diligently to meet the requirements of the revised NPPF.
- 4.2 Continuing to provide support to communities experiencing development pressures and to Neighbourhood Planning groups remains a priority. It is likely that several groups will be moving towards their pre-submission consultation soon and it is important that the Council provides appropriate support to them. Recruitment to a dedicated role to support this process has been successful and Officers continue to provide support both through officer time and some dedicated consultancy support.

4.3 The second 'bidding round' for CIL expenditure is underway. It opened on 1st October and will close on 28th October with validation and screening during November and December and relevant bids brought to Cabinet in February 2019.

5. Conclusion

5.1 The service is currently dealing with high demand on a day-to-day basis as well as several significant projects. It is vitally important to maintain momentum and engagement on the Joint Local Plan. Refining the Councils' approach and governance around CIL Expenditure is also high priority. At the same time, it is important that we retain focus on decisions made on individual planning applications and continue to improve the efficiency and quality of our decision-making processes.

Authorship: Councillor Glen Horn

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MID SUFFOLK DISTRICT COUNCIL

Report to Council 25 October 2018

From Chair of Overview and Scrutiny Committee

Review of the West Suffolk Community Safety Partnership (WSCSP)

On 20 September, the Joint Overview and Scrutiny Committee received a report on the WSCSP, including background papers from some of the partners who were represented at the meeting to give information and respond to queries from members of the committee. The partnership has four key priorities, to deal with the following:

- 1. County Lines** – so called because of chains of communication leading, often from the metropolitan area of London, to and between counties for the purpose of selling drugs. Distributing drugs is a very lucrative business for those in control. Use is made of vulnerable, and often young, people; violence, including use of firearms, is often involved. The committee heard about action being taken to disrupt the activity and, where possible, to arrest and take individuals to court. A strategy and a tactical action plan are currently being developed.
- 2. Violence Against Women and Girls, Boys and Men (VAWG)** The aim is to develop a co-ordinated quality service to meet the needs of victims, survivors and their families, working with perpetrators and holding abusers to account.
- 3. Hate Crime** The aim is to ensure all partners have an understanding of Hate Crime and, through effective data collection and sharing, are able to respond appropriately.
- 4. PREVENT** The aim is to support and protect those people who might be susceptible to radicalisation and extremism. This work will include training and WRAP – workshops to raise awareness of PREVENT.

The partnership has a statutory duty to carry out a Domestic Homicide Review (DHR) to review the circumstances of a death which appears to have resulted from domestic violence, abuse or neglect. The purpose of a DHR is to establish what lessons can be learned regarding the way local professionals and organisations work individually and together to safeguard victims of domestic violence. There were 2 DHRs in Mid Suffolk in 2017.

As a result of this review, officers will provide a briefing to all BMSDC Members on the priorities of WSCSP and the role Members can play in identifying people who may be involved in the distribution of drugs, identifying victims of domestic abuse and people who may be at risk, reporting instances of hate crime and looking out for persons who might be susceptible to radicalisation or extremism. A toolkit, including a list of contacts for reporting concerns, will be developed by members of the Communities Team.

Keith Welham
Chair, Mid Suffolk Overview and Scrutiny Committee

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Agenda Item 10

MID SUFFOLK DISTRICT COUNCIL

TO: COUNCIL	REPORT NUMBER: MC/18/26
FROM: Cabinet Member with Responsibility for Housing	DATE OF MEETING: 25 October 2018
OFFICER: Gavin Fisk Assistant Director – Housing	

DISBANDMENT OF JOINT HOUSING BOARD

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to gain agreement from the Council that the Joint Housing Board be disbanded and to describe the alternative form of tenant engagement that is being pursued.

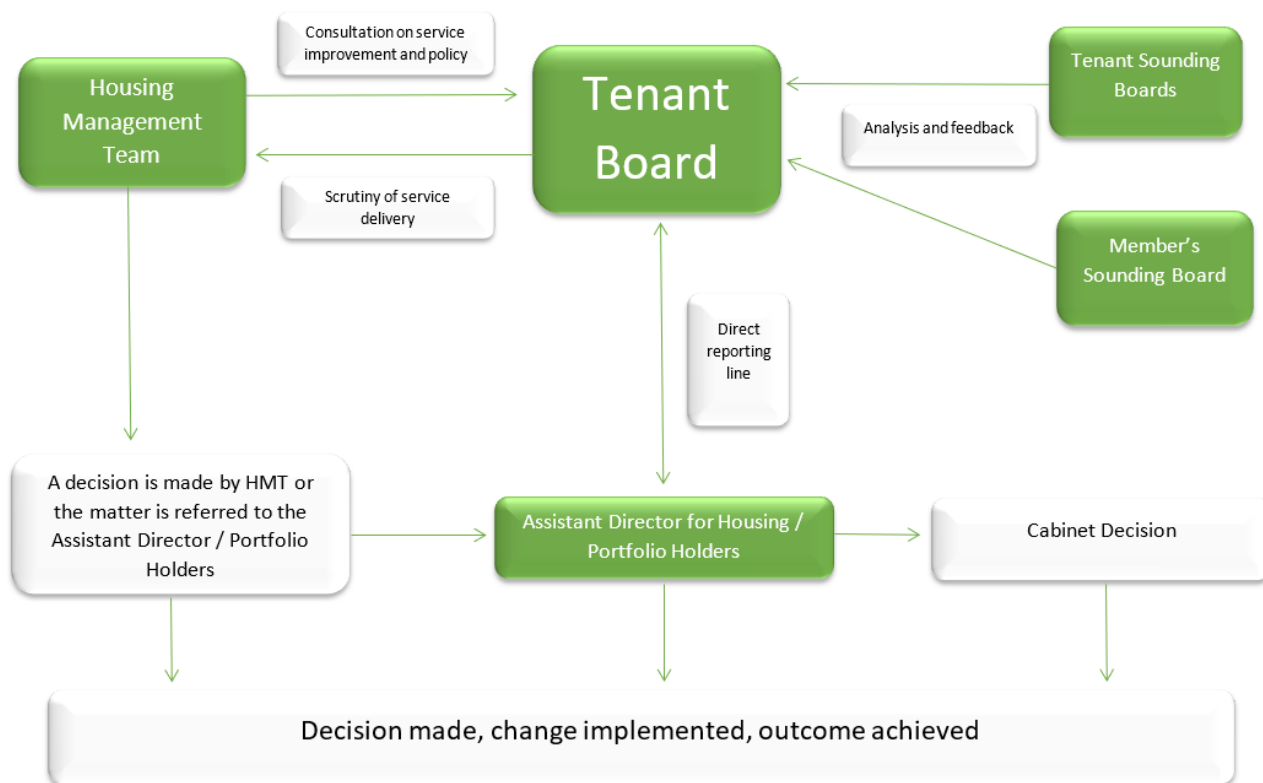
2. RECOMMENDATION

- 2.1 That the Joint Housing Board be disbanded.

3. KEY INFORMATION

- 3.1 In October 2016, the HQN began a review of the tenant engagement structure at Babergh and Mid Suffolk Councils, reporting its findings in July 2017. It concluded that Babergh and Mid Suffolk Councils were not fully compliant with the Tenant Involvement and Empowerment standard in that there was no tenant scrutiny of the housing service and no rigorous customer-led challenge, both of which are integral to the current regulatory framework. The method of engaging tenants at that time was through the Joint Housing Board and Tenant Forum.
- 3.2 A project was commissioned in October 2017 to explore ways to effectively involve tenants in the development and scrutiny of housing services and ensure that the Councils were fully compliant with the regulatory standard.
- 3.3 Following a series of consultations and workshops with tenants an alternative tenant engagement structure was developed that replaced the Joint Housing Board and Tenant's Forum with a single Tenant Board. This Board would be supported in its work by the Housing Management Team, a Member's Sounding Board, and *ad hoc* Tenant Sounding Boards, as per the diagram below:

Babergh and Mid Suffolk Councils Tenant Engagement Structure



- 3.4 **The Tenant Board** will be a permanent group that will both scrutinize existing housing services and be consulted on proposed improvements to service delivery. Its members will be tenants of Babergh & Mid Suffolk Councils, and they will be recruited, rather than elected (in the past there has been difficulty attracting tenants to stand for election as tenant representatives. This has resulted in uncontested elections and by-elections).
- 3.5 **Tenant Sounding Boards** will be temporary groups brought together to explore a single issue relating to service delivery. For example, a small number of new tenants could be asked to discuss their experience of moving into one of our properties, and how that experience could be improved. The results of this would be reported to the Tenant Board.
- 3.6 **The Member Sounding Board** will be an informal group of Councillors who will support the Tenant Board with advice and guidance.
- 3.7 At its meeting on 19 March 2018, the Joint Housing Board considered the above structure and resolved:

3.2.1 That the disbandment of the Joint Housing Board and Tenant Forum be presented to the Tenant Forum and upon their agreement, a report be presented to Babergh and Mid Suffolk Full Councils on this matter.

3.2.2 That upon agreement from Babergh and Mid Suffolk Full Councils the Joint Housing Board and Tenant Forum be disbanded.

- 3.8 The Tenant Forum confirmed its agreement with the proposals on 30 April 2018, and voted in favour of disbanding in order to allow the creation of the new tenant engagement structure centred around the Tenant Board.
- 3.9 The Tenant Board held its first meeting on the 24 July, and has met four times since, including a session with Jenny Osbourne, the Chief Executive of Tpas (formerly the Tenant Participation Advisory Service). The Board has a confirmed membership of five, with another two potential members at the time of writing. The Board is currently in a period of capacity-building and team development but will shortly start to plan their schedule for the coming year. This planning will involve making decisions on which aspects of the housing service they would like to scrutinize further, and the areas of service improvement they wish to be consulted on.
- 3.10 No Tenant Sounding Boards have yet been set up, but it is proposed to run two in the very near future. One will consider BMBS service standards, and the second will look at how we communicate fire safety information to our residents.
- 3.11 It is intended that a Member's Sounding Board is formed towards the end of 2018 to consider the work of the Tenant Board up until that point, and discuss key elements of the Housing Green Paper

4. LINKS TO JOINT STRATEGIC PLAN

- 4.1 This report supports the following outcomes within the joint strategic plan:
- Community led solutions to deliver services and manage assets
 - Community volunteers are skilled and able
 - Manage our housing assets effectively
 - Alternative service delivery models
 - Strengthened and clear governance to enable delivery
 - Digital by design

5. FINANCIAL IMPLICATIONS

- 5.1 The current costs are associated with supporting the Joint Housing Board:

Staff support costs	£8,000
Costs of holding Joint Housing Board meetings	£350
Events / Marketing materials	£0

- 5.2 It is not anticipated that the disbandment of the Joint Housing Board will result in significant savings as the current expenditure will be redirected to alternative forms of tenant engagement.

6. LEGAL IMPLICATIONS

- 6.1 The Tenant Involvement and Empowerment standard requires housing providers to give their tenants a wide range of opportunities to influence and be involved in:

- Formulating policy and strategic priorities
- Decision-making about service delivery and service standards, including local offers
- Scrutiny of performance and making recommendations for improvement.

6.2 It is vital that the new structure meets this standard in order that Babergh and Mid Suffolk Councils are compliant

7. RISK MANAGEMENT

7.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If we do not have a formal mechanism for engaging tenants the Council may be unable to meet its duties as a landlord.	Highly unlikely – 1	Bad – 3	Creation of a tenant board, implementing outcomes of customer engagement review.

8. CONSULTATIONS

8.1 Consultation has been undertaken with the Joint Housing Board, tenants' forum and Cabinet Members for Housing.

9. EQUALITY ANALYSIS

9.1 An Equality Impact Assessment (EIA) is not specifically required for this report; however an EIA will be undertaken for the proposed tenant engagement activities. It is most likely that the proposed arrangements would have positive equality impacts.

10. ENVIRONMENTAL IMPLICATIONS

10.1 There are no environmental implications arising from this report.

11. APPENDICES

11.1 None

12. BACKGROUND DOCUMENTS

12.1 None

Agenda Item 11

MID SUFFOLK DISTRICT COUNCIL

TO: COUNCIL	REPORT NUMBER: MC/18/27
FROM: Arthur Charvonia, Electoral Registration Officer	DATE OF MEETING: 25 October 2018

COMMUNITY GOVERNANCE REVIEW – BATTISFORD

1. PURPOSE OF REPORT

- 1.1 The Council is asked to consider whether to allow a Community Governance Review (CGR) to take place to review the parish boundary of Battisford, in accordance with a request from Battisford Parish Council.
- 1.2 If a review is to be carried out, a Community Governance Review Working Group (CGRWG) will need to be set up, with powers to conduct a review and report its recommendations to the Council.

2. OPTIONS CONSIDERED

- 2.1 The District Council has a statutory responsibility to undertake CGRs. If the CGR is triggered by a petition or a community governance application the Council is obligated to undertake the review. Where there is a simple request for a CGR, as in this case, the Council has the option to refuse the request provided that it can provide justifiable grounds for refusal. However, it is recommended that the Council proceeds with the review in this instance for the reasons outlined in part 4 of this report.

3. RECOMMENDATIONS

- 3.1 That a Community Governance Review be undertaken in respect of the boundary of Battisford and the terms of reference at appendix B be agreed.
- 3.2 That a politically balanced Community Governance Review Working Group be created to conduct the review, consisting of 5 members nominated by group leaders.
- 3.3 That the Community Governance Review Working Group be required to report its findings and recommendations to the full Council for decision.

4. KEY INFORMATION

- 4.1 The Local Government and Public Involvement in Health Act 2007 gives principal councils the responsibility and powers to conduct CGRs. A CGR can result in the Council deciding to:
 - create or abolish a parish;
 - create, abolish or group a Parish Council;
 - amend a parish boundary;

- create wards within a parish;
- change the electoral arrangements (number of councillors or electoral cycle) of a Parish Council.

The District Council cannot alter the boundaries of district wards or county divisions as part of this process.

4.2 At all stages of the review the Council must demonstrate that its recommendations comply with the following legal tests:

- To reflect the identities and interests of the community in that area;
- To provide effective and convenient local government;
- To take into account other arrangements for community representation / engagement.

4.3 A request to conduct a CGR has been received from Batisford Parish Council, a copy of which is included at appendix A. The reasons that the Parish Council has given for requesting a review fall within the intended purpose of the legislation and therefore it is recommended that the District Council agrees to conduct the review. At this stage the Council does not need to decide whether it supports the proposed boundary change, just whether or not to undertake a review.

4.4 The Council also needs to agree the terms of reference for the review setting out the context, explaining why the Council is undertaking the review and how the consultation will take place, defining the review timetable, providing electorate forecasts and giving guidance on the implications of moving the boundary. These terms of reference must be published alongside the notice of review.

4.5 In order to comply with best practice a CGR should be completed within 12 months, which means that final recommendations would need to be brought back to Council by October 2019. However, regard should be given to the scheduled parish elections in May 2019. If the review results in any proposed change to the electoral arrangements of the Parish Council, then the review timetable should be condensed to allow the elections in May to be undertaken on the new arrangements. Otherwise, an additional election may be required in a non-election year. If the review only intends to amend boundaries, the full 12-month period could be utilised with the changes coming into effect on 1 April of the following year (i.e. 2020).

4.6 The CGR process requires a focussed programme of work with Councillor involvement at key stages. It is therefore proposed that working group is established to undertake this piece of work. It is suggested that the working group consists of five councillors and should be politically balanced – three from the Conservative and Independent group, one from the Green group and one from the Liberal Democrat Group. The working group would set its own programme of meetings within the parameters of the terms of reference.

5. LINKS TO JOINT STRATEGIC PLAN

5.1 This activity supports the *Community Capacity Building & Engagement* priority contained in the Joint Strategic Plan.

6. FINANCIAL IMPLICATIONS

- 6.1 The costs of conducting a CGR must be borne by the District Council however there are limited financial implications associated with this particular review. The only actual costs of the review are the expenses incurred by undertaking public consultation, i.e. printing and postage. However, officer time will be needed to support the review, estimated at ten full days over the 12-month period. Although the number of hours may increase depending on the outcome of the first consultation. This will be allocated from existing team resources.

7. LEGAL IMPLICATIONS

- 7.1 Failure to conduct this review correctly could result in the Council breaching its statutory duties under the Local Government and Public Involvement in Health Act. If, at the conclusion of the review, the Council decides to alter the parish boundary a Community Governance Order will need to be made to effect the change. This order will be drafted by the Council's legal team.

8. RISK MANAGEMENT

- 8.1 This report is not linked with any of the Council's Corporate/Significant Business Risks.

Risk Description	Likelihood	Impact	Mitigation Measures
If the Council does not undertake the review it could be in breach of its statutory responsibilities.	1 – Highly Unlikely	2 – Noticeable	Report to Council recommends that the review is agreed.
If the review uses inaccurate or incorrect assumptions or electorate projections the recommendations may not be future-proofed or fit for purpose.	2 – Unlikely	2 – Noticeable	The first stage of the review is a desktop exercise to gather and test relevant data.
If the review does not take into account the views of local communities they may become disengaged and disappointed with the Council.	2 – Unlikely	2 – Noticeable	The terms of reference sets out the proposals for consultation. The Council must demonstrate how it has taken into account the views of consultees.

9. CONSULTATIONS

- 9.1 A briefing will be provided to both Parish Councils. The District Council is also required to undertake two rounds of consultation during the course of the review as outlined in the terms of reference.

10. EQUALITY ANALYSIS

The CGRWG will consider any equality impacts when formulating its recommendations. A full Equality Impact Assessment will be undertaken, and presented to Council, if any of the protected grounds may be affected as a result of the CGRWG's final recommendations.

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no Environmental Implications.

12. APPENDICES

Title	Location
(a) Request from Batisford Parish Council	Attached
(b) Terms of Reference	Attached

Author:

Donna Bridges
Electoral Services Team Leader



BATTISFORD PARISH COUNCIL

Sarah Meech, Parish Council Clerk
12 Lucks Lane, Buckden, St Neots, Cambs PE19 5TF
Tel: 07594 621570
Email: parishclerkmeech@gmail.com

Democratic Services
Mid Suffolk District Council
Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX

12th August 2018

Dear Sir/Madam,

Re: Change of settlement boundary

Battisford Parish Council had an extraordinary planning meeting on Tuesday 31st July 2018 due to an outline planning application submission for the erection of 10 dwellings (application reference – DC/18/03072). The plot for the 10 dwellings is located within the settlement boundary of Combs; however, Combs is some distance from the prospective building plot. The hamlet of Little Finborough separates the exit of Combs village with the entrance to Battisford village, the distance of the division being approximately 0.82 miles.

Battisford Parish Council are writing for your consideration to change the boundary in order for the Bowl Road plot to be included within the settlement boundary of Battisford instead of Combs. It is felt that as the proposed development is on the very edge of current dwellings at Bowl Road and you have to drive through Little Finborough to get to Combs it makes sense for the boundary to be included within the Battisford settlement boundary rather than Combs. The prospective plot being on the very periphery of current dwellings on Bowl Road will also be making use of amenities and infrastructure that is currently provided by Battisford.

A site layout and plan of the plot is attached for your information.

We look forward to hearing from you.

Yours Sincerely

Sarah Meech
Parish Clerk and Responsible Financial Officer
Battisford Parish Council

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SCHEDULE OF ACCOMMODATION
4no. 2Bed, 4no. 3Bed, 2no. 4Bed

Unit 1	3Bed House	103m ²
Unit 2	2Bed House	74m ²
Unit 3	2Bed House	74m ²
Unit 4	4Bed House	132m ²
Unit 5	4Bed House	127m ²
Unit 6	3Bed House	94m ²
Unit 7	2Bed Bungalow	74m ²
Unit 8	2Bed Bungalow	74m ²
Unit 9	3Bed Bungalow	86m ²
Unit 10	4Bed Bungalow	102m ²
Total Area of Dwellings		940m ²
Total Area of Garages		56m ²
Parking Spaces - 29 (including 3 visitor spaces)		
Site Area - 0.5ha		
Site Density - 20dph		



Rev B May 18 Amended to topographic survey
Rev A May 18 Visibility splays added

LAST & TRICKER
PARTNERSHIP

3 Lower Brook Mews,
Lower Brook Street
Ipswich, Suffolk, IP4 1RA
01473 252961 / 01473 233129
www.lastandtricker.co.uk
info@lastandtricker.co.uk

Client: **Ruby Homes (East Anglia) Ltd**

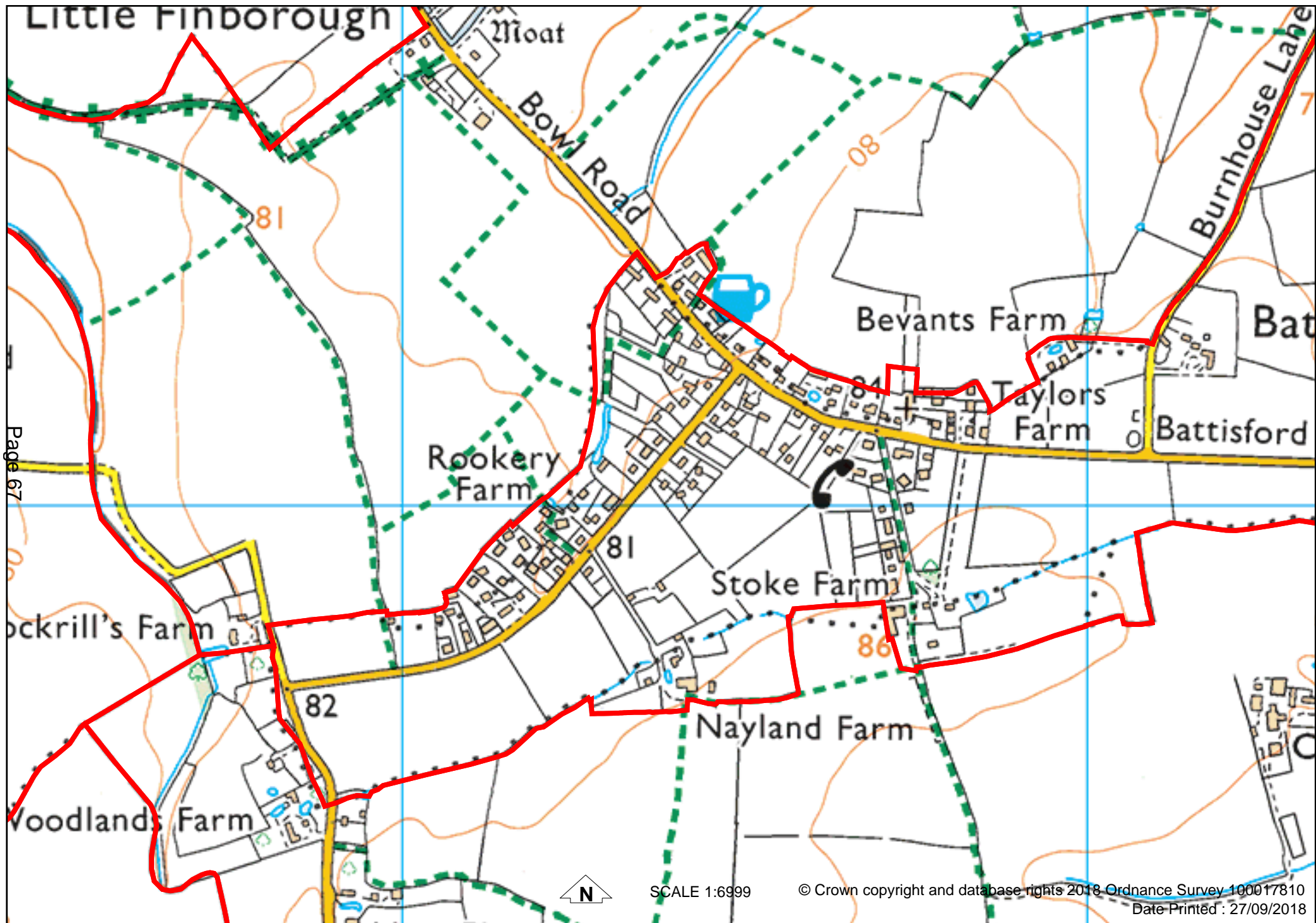
Project: **Land at Bowl Road,
Battisford Tye, Combs,
Stowmarket,
Suffolk
IP14 2QE**

Drawing: **Proposed Site Layout**

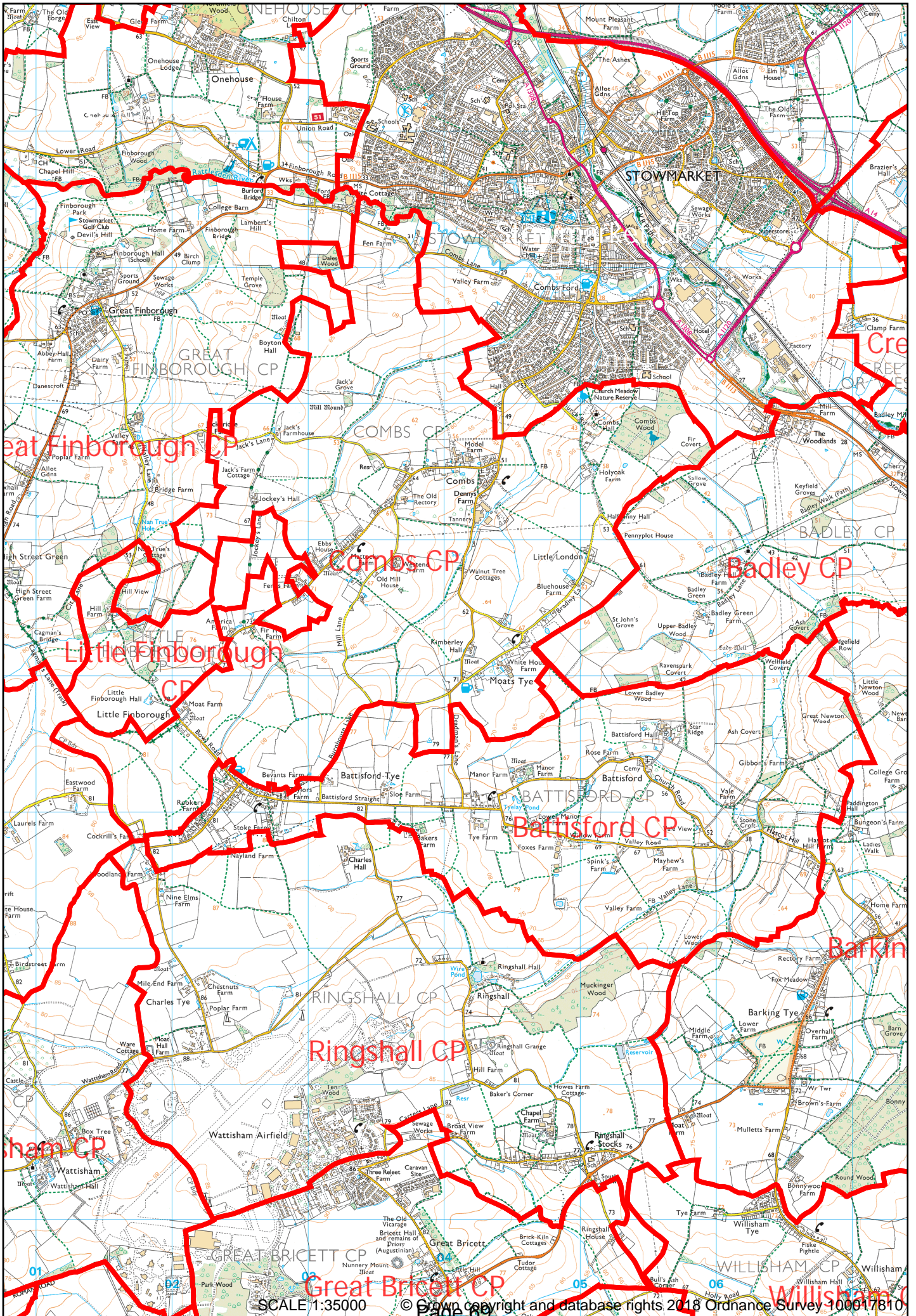
Date: **Mar 18** Scale: **1:500 at A2** Drawn: **BR**

Job No: **4604** Drwg No: **2** Revision: **B**

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**TERMS OF REFERENCE
COMMUNITY GOVERNANCE REVIEW- BATTISFORD**

1. Introduction

- 1.1 A Community Governance Review (CGR) will be carried out by Mid Suffolk District Council under the provisions of the Local Government and Public Involvement in Health Act 2007 ("the 2007 Act"). The review shall comply with the legislative requirements, have regard for the associated statutory guidance and will be conducted in accordance with these Terms of Reference.
- 1.2 The CGR will review the parish boundary of Battisford in accordance with a request received from Battisford Parish Council to review their settlement boundary.

2. What is a Community Governance Review?

- 2.1 It is a review of the whole or part of the district area to consider one or more of the following:
- creating, merging, altering or abolishing parishes;
 - create abolish or group a Parish Council;
 - amend a parish boundary
 - create wards within parish
 - making changes to the electoral arrangements of parish councils (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and

3 Who undertakes the Review?

- 3.1 A Community Governance Review Working Group (CGRWG), consisting of 5 district councillors nominated by group leaders that is politically balanced (3 from the Conservative and Independent Group, 1 from the Green Group and 1 from the Liberal Democrat Group), has been set up to deal with all matters relating to this review, and to report their findings and recommendations to a full meeting of the Council. The Working Group would set its own programme of meetings.

4. Consultation

- 4.1 In coming to its recommendations in a Review, the Council will need to take account of the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

4.2 The Council will:

- Advertise that a Community Governance Review is being undertaken;
- Publish information on the Council’s website www.midsuffolk.gov.uk;
- Consult local government electors for the areas under review inviting responses;
- Consult other interested stakeholders and local members;
- Welcome comments from any other person or body that wishes to make representation;
- Notify Suffolk County Council that a review is to be undertaken, and will provide them with a copy of the terms of reference and consult them in the matters under review;
- Take into account any representations received in connection with the review;
- Any petitions received during this review will be treated as a consultation response and the lead petitioner be recorded as the point of contact.

5. A Timetable for the Review

5.1 Publication of this Terms of Reference document formally begins the review, and the review must be completed within twelve months.

5.2 The timetable for the review is as follows:

Action	Timetable	Dates in 2018
Terms of Reference are published		October 2018
Introductory stage – submissions are invited	Two months	November – December 2018
Draft Proposals are prepared by CGRWG	Two months	January 2019 – February 2019
Draft Proposals are published		April 2019
Consultation on draft proposals	Three months	April 2019 – June 2019
Final Proposals are prepared by CGRWG	Two months	July 2019 – August 2019
Final Proposals are published		September 2019
Council considers the Recommendations		September/October 2019
Council publishes the Reorganisation Order	thereafter	

6 Electorate Forecasts & Existing Arrangements

- 6.1 The Council will use the register of Electors published on the 1st December 2017 in providing the existing parish electorate figures.
- 6.2 The Council will consider the electoral projections forecasted as part of the Local Government Boundary Commission for England review, which takes into account changes which are likely to occur in six years so that any proposals should remain fit for purpose for future years.

Parish / Town Council	Ward	No. of Members	Electorate (2018)	Predicted Electorate (2024)
Battisford Parish Council	Not applicable	7	504	535

7 Reorganisation of Community Governance Orders

- 7.1 The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this order, the maps that show the effects of the order in detail and the documents that set out the reasons for this decision that the Council has taken will be published on the Council’s website.

8. Contact Details

Corporate Manager Democratic Services,
 Mid Suffolk District Council,
 Endeavour House,
 Ipswich,
 IP1 2BX

email: janice.robinson@baberghmidsuffolk.gov.uk
 Mobile: 07714837849
 Telephone: 01473 296472

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