

## MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK CABINET** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Monday, 10 September 2018 at 2:30pm

### PRESENT:

Councillor: John Whitehead (Vice-Chair)

Councillors:	Gerard Brewster	David Burn
	Rachel Eburne	Julie Flatman
	Glen Horn	Penny Otton
	Jill Wilshaw	Suzie Morley

### In attendance:

Councillor Roy Barker  
Councillor Keith Welham

Chief Executive (AC)  
Corporate Manager – Business Improvement (KC)  
Assistant Director for Housing (GF)  
Corporate Business Coordinator (SM - Notes)  
Corporate Manager - Democratic Services (JR)  
Prevention and Homelessness Officer (VS)  
Corporate Manager – Key Sites and Infrastructure (CT)

### 42 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Gowrley and Kearsley.

### 43 TO RECEIVE ANY DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST BY COUNCILLORS

Councillor Brewster declared a non-pecuniary interest in Item 11, Community Infrastructure Levy Expenditure Business Plan as a Ward Member in relation to M05-18. Councillor Flatman declared a non-pecuniary interest in Item 11, Community Infrastructure Levy Expenditure Business Plan as a Ward Member in relation to M02-18.

### 44 MCA/18/23 - CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 6 AUGUST 2018

The minutes of the meeting held on 6 August 2018 were confirmed as a correct record subject to the following amendments:

- Paragraph 33.2 to read “The *absence of* the Suffolk Chamber of Commerce”.
- Paragraph 35.3 to read “A concern was raised over paragraph 4.3 as the agenda had been published indicating Mid Suffolk District Council had *all but*

spent their New Homes Bonus”

- Paragraph 38.3 to read “It was confirmed that a “Houses in Multiple Occupation” *licence* would be required in all circumstances. This would apply to all *properties* where 5 or more people shared a property who were not related.)
- Paragraph 40, Reason for Decision, to read “That the Joint Overview and Scrutiny Committee requested that Cabinet ensure the BMBS updated Business *Plan* was robust.

#### 45 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME

None received.

#### 46 QUESTIONS FROM COUNCILLORS

46.1 The following question was received:

46.2 **Question:**

**Councillor Rachel Eburne to Councillor Glen Horn**

**“At a recent appeal inquiry (for application 2112/16) the Five Year Housing Land Supply figures were discussed. The appellant argued that the figure should be 3.5 years and the Council’s witness, 5.39 years.**

**Given the Council has recently submitted a Five Year Housing Land Supply figure of 6.5 years, please can you advise what these appeal figures mean in this context and whether they will impact the current submitted figure.”**

46.3 **Response from Councillor Horn**

*“In the email Tom Barker sent to All Councillors on 11th July the final paragraph explained that a briefing would be provided on the 20th July. This email also explained that “At this briefing Officers will be able to talk through the five-year position and its implications for decision-taking and should also be able to provide an update on the revised National Planning Policy Framework (NPPF) by this time and discuss any implications of this on the five-year supply position.” The briefing was held on 20th July and Councillors were advised that the publication of the new NPPF would have implications because of its introduction of a new Standard Methodology for calculating Local Housing Need. Councillors were also advised that the figures would be challenged and that was likely to happen at the first appeal to be heard, which was on the site you mention at Woolpit. As well as this, Councillors were advised that the supply position was expected to drop based on the standard method but that officers considered it likely that the Council would still be able to demonstrate a supply.*

*Officers are taking external advice on the implications of the Inquiry for future decision-taking but it is also important to recognise that this is a dynamic issue. New household projections are due to be published later this month which will have an*

*impact on the annual requirement. We also expect a further consultation on the standard method in the Autumn which may change the figure again. At present it is too early to provide advice on this point but further communication will be provided in the coming weeks.*

*The important thing is that we continue to focus on delivery. We know we have granted a lot of permissions but we need to see them come forward through detailed applications and start delivering the homes our communities need. I am working hard with Officers to ensure this emphasis runs through our policy-making, our approach to decision-taking and through the ways that we help unlock infrastructure and other issues.”*

46.4 Councillor Eburne hoped she would hear back in relation to the external advice which had been taken. She then asked a supplementary question as to how many would be reviewed and whether a timetable had been put in place?

46.5 Councillor Horn gave assurance that the Five Year Land Supply was being closely monitored and would be reported to all members. In relation to the external advice this had not raised any concerns and was not causing a significant impact.

#### **47 MATTERS REFERRED BY OVERVIEW AND SCRUTINY OR THE JOINT AUDIT AND STANDARDS COMMITTEE**

47.1 Councillor Otton asked the Chair of the Overview and Scrutiny Committee whether the time taken from the completion of work in respect of void properties was affecting the figures and what other Councils were doing to reduce void times?

47.2 Councillor Welham, the Chair of the Overview and Scrutiny Committee, with the help from the Assistant Director for Housing explained when a tenant moved out it was traditionally a month. Other Councils had an average of 14-21 days for void times.

#### **48 MCA/18/24 - FORTHCOMING DECISIONS LIST**

48.1 The forthcoming decisions list was noted, and the following comments made:

- CAB28 – Homelessness Prevention would now be brought to the November meeting rather than October.
- CAB72 – Chamber of Commerce, although originally it had been hoped this could be heard at the September Cabinet meeting this had been moved to October.
- CAB70 – BMS Invest – had been amended to the Cabinet Members of Gerard Brewster and Nick Ridley.
- CAB42 – Tree Policy – The Cabinet Member for Environment explained he had been advised if the report referred to the preservation of trees this would be a Council decision, not a Cabinet one.
- CAB44 – Open Space Transfer Policy – may be better handled by incorporating into the Joint Local Plan.

48.2 The Chief Executive reiterated the most up to date version of the Forthcoming Decisions list was available via the website at:

**49 MCA/18/25 - HOMELESSNESS REDUCTION STRATEGY 2018-2023**

- 49.1 Councillor Wilshaw, the Cabinet Member for Housing, introduced report MCA/18/25 and moved the recommendation which was seconded by Councillor Flatman.
- 49.2 Members were pleased with the report but considered at the end of the day the key would be prevention.
- 49.3 The success of the deposit scheme was questioned as well as whether appropriate health access was available. Disabled facilities grants also continued to be a major problem. Liaison with the private sector was queried and whether co-ordination between organisations took place as it was a complex process.
- 49.4 It was explained that the rent deposit guarantee had been running for a couple of years and gave a boost. The team were currently looking at working with an expert to speak with private landlords. In reference to health care it was noted anyone could register as a temporary patient with a GP. Disabled Facilities Grants were an ongoing problem but Mid Suffolk were working closely with Suffolk County Council. In terms of liaising with the private sector a specialist would be brought in to ensure proper liaison took place. Personal action plans took place, signposting to other agencies to prevent any duplication.
- 49.5 Members noted that over 200 applications had been received in the last 3 months which was more than the team processed in the whole of the previous year. This was proving to be a huge challenge.
- 49.6 Cabinet wished for the vision document to be re-assessed and made into plain English, therefore making it easily understandable.
- 49.7 It was felt this was an excellent strategy, which clearly set out the context. Members gave thanks to the team.

**It was RESOLVED:-**

- (1) That the formal 30 day consultation period 5 October 2018 to 2 November 2018 for the draft Babergh and Mid Suffolk Joint Homelessness Reduction Strategy be approved.

**Reason for Decision:** To ensure that Mid Suffolk District Council meets its statutory obligations under the Homelessness Act 2002 to review homelessness within its District and publish the results of that review and a strategy for tackling homelessness over the next five years.

**50 MCA/18/26 - JOINT HOUSING STRATEGY 2018-2023**

- 50.1 Councillor Wilshaw, the Cabinet Member for Housing, introduced report MCA/18/26 and moved the recommendation which was seconded by Councillor Brewster.

- 50.2 It was felt useful if an exact timetable could be incorporated. In terms of affordable housing if was felt it would be prudent to state whether “truly affordable”, “genuinely” or “energy efficient”.
- 50.3 Members noted that the team were working to an extremely tight timetable but the two consultations, Homelessness Reduction and Joint Housing, would be run at the same time.
- 50.4 The Assistant Director for Housing agreed to take advice in terms of the delegated authority being given.

**It was RESOLVED:-**

- (1) That the consultation timetable for the Joint Housing Strategy be agreed.
- (2) That delegated authority be given to the Assistant Director for Housing to finalise the draft Joint Housing Strategy, having consulted with all members of the Cabinet prior to the Strategy going out for consultation.

**Reason for Decision:** To ensure that Mid Suffolk District Council meets its expectations and desires to publish a Joint Housing Strategy for the next five years (2018-2023). To ensure that Babergh and Mid Suffolk together through the Housing Strategy:

- Systematically review housing related issues in both districts
- Set out key housing challenges to stimulate the housing market
- Establish priorities for action both by Babergh and Mid Suffolk alone and together with other services providers and stakeholders
- Consider the views of parish and town councils as well as technical stakeholders through a 30 day period of consultation
- Having a published, stakeholder agreed Joint Housing Strategy based on evidence of housing and health needs will enable Babergh and Mid Suffolk to be ready to access any additional funding streams to enhance the local housing market, in turn to support inclusive growth to the benefit of all residents.

**51 MCA/18/27 - QUARTER ONE PERFORMANCE OUTCOME REPORTING**

- 51.1 Councillor Morley, the Cabinet Member with responsibility for Organisational Delivery, introduced report MCA/18/27 and moved the recommendation which was seconded by Councillor Flatman.
- 51.2 Councillor Morley then proposed and Councillor Flatman seconded to amend the recommendation by removing 3.2, “That Members identify any priority areas for further action” as discussions had already taken place. It was noted Members could come forward at any time to speak to Cabinet Members or the performance team.
- 51.3 Members considered that the wording should be positive rather than negative throughout the document, some accumulative figures required ironing out and

targets revisited.

- 51.4 SP01, Planning, was questioned in terms of houses being counted in quarters and it was hoped that this was being reviewed. Page 85, Communities, the amount of funding the Council brought in was not measured and it was felt important that an indicator should be in place. The Cabinet Member for Communities pointed out an addendum to the paper had been circulated as not enough credit had been given to the Community team within the published report.
- 51.5 Page 73, SP03 and SP04, Neighbourhood Plans, the amount of support should be measured, and further work required.
- 51.6 Page 59, in relation to Freedom of Information requests, it was questioned how many of these had been rejected and had these been analysed to find out whether they related to one subject area? The Cabinet Member for Organisational Delivery explained some Freedom of Information requests were questionable and a number were from the same person, i.e. journalists. Analysis was done on an ad hoc basis.
- 51.7 Page 87, recycling rates, it was noted these had dropped and it was unclear whether black bin use had gone up. It was felt useful to have additional information provided. The Lead Member for Waste explained as a Council we were still doing as much as possible to recycle. It was agreed Council's wanted less rubbish. It was agreed a Joint Member Briefing would be held about waste in Suffolk. In terms of missed bins, it was felt a 99.72% collection rate was good and the time and reaction to a missed bin was both important and appropriate.
- 51.8 Page 69, the number of missed calls at the Customer Service Centre, as the recording system was manual had some customer data not been captured? The Cabinet Member for Organisational Delivery explained all staff had access to Connect and as such were able to manage visitors electronically through this.
- 51.9 In terms of Communities and locations, it was felt much was dependant on people's access to transport.
- 51.10 The Assistant Director for Planning performance should be amended to read Tom Barker, not Baker.
- 51.11 Members gave thanks to the Corporate Manager for Business Improvement and her team for their hard work.

**It was RESOLVED:-**

- (1) That the performance report and the performance outcome information tabled at Appendices A to G be agreed as reflecting Mid Suffolk District Council's performance for April to June 2018.

**Reason for Decision:** To provide assurance that the Council were meeting its performance objectives.

**52 MCA/18/28 - MID SUFFOLK COMMUNITY INFRASTRUCTURE LEVY COLLECTION (CIL), ALLOCATION AND EXPENDITURE 2017-18 FINANCIAL YEAR**

- 52.1 Councillor Horn, the Cabinet Member with responsibility for Planning, introduced report MCA/18/28 and moved the recommendation which was seconded by Councillor Morley.
- 52.2 The Cabinet Member with responsibility for Planning gave clarification that monies were ringfenced, not allocated to Parish Councils.
- 52.3 Members felt the report was excellent and gave congratulations to the team. It was recognised that Babergh Mid Suffolk were at the forefront with the allocation of CI monies and other Districts were looking at Mid Suffolk District Council for good practice.

**It was RESOLVED:**

- (1) That the CIL report and Mid Suffolk CIL Regulation 62 Monitoring Report 2017-18 be endorsed and published.

**Reason for Decision:** There was a statutory requirement to produce a Regulation 62 CIL Monitoring Report and publish this on the Councils website by 31 December of the following financial year.

**53 MCA/18/29 - COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE BUSINESS PLAN**

- 53.1 Councillor Horn, the Cabinet Member with responsibility for Planning, introduced report MCA/18/29 and moved the recommendation which was seconded by Councillor Wilshaw.
- 53.2 A concern was raised as to at what point the Ward Councillor or other Councillors were included. It was felt Councillors should be involved sooner rather than later in terms of helping parishes with the process and have the discussions. The Corporate Manager for Infrastructure explained community support for projects was important. At present only valid applications were published and consultation occurred for 21 days. It was noted there would be a review of the process and improvements made in readiness for bid round 2.
- 53.3 The amount of work involved for the team was queried and it was noted the community team did help with early community engagement. Work was done collaboratively with communities and the leisure advisor.
- 53.4 The Cabinet Member for Planning explained a review would be conducted by the Member Review Panel which would comprise of Councillors Horn, Brewster and Stringer.
- 53.5 It was hoped in respect of the tight timescales that resources across all teams would be utilised.

**It was RESOLVED:-**

- (1) That the CIL Expenditure Business Plan and accompanying technical assessments of the CIL Bids forming Appendices A and B and which included decisions on valid Bids for Cabinet to make and those for Cabinet to note and endorse be approved as follows: -

Decisions made by Cabinet:

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid</b>	<b>Recommendation</b>
<b>M05-18 STOWMARKET</b>  <b>Improvements to 2 Bus stops, bus shelters and Real time passenger information transport screen (Suffolk County Council)</b>	<b>£35,000</b>  <b>Total Cost £35,000</b>	<b>Approved</b>
<b>M08-18 BOTESDALE</b>  <b>Botesdale Health Centre Increase in capacity incorporating Hospice facilities (National Health Service England)</b>	<b>£98,000</b>  <b>Total Cost 552,864.30</b>	<b>Approved</b>

Cabinet noted and endorsed:

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid and total cost of the Infrastructure</b>	<b>Delegated Decision</b>
<b>M02-18 LAXFIELD – New Bus stops (Suffolk County Council)</b>	<b>£5,000</b>  <b>Total cost £5,000</b>	<b>Approved on the 20<sup>th</sup> August 2018</b>
<b>M04-18 STOWMARKET - improvements to 2 Bus Stops (Suffolk County Council)</b>	<b>£5,000</b>  <b>Total cost £5,000</b>	<b>Approved on the 20<sup>th</sup> August 2018</b>
<b>M11-18 STOWUPLAND Church Road Stowupland Sports and</b>	<b>£3442.43</b>	<b>Approved on the 20<sup>th</sup> August 2018</b>



<b>Social Club)</b>	<b>Total cost £6954</b>	
<b>M12-18 STOWUPLAND Village Hall (Stowupland Village Hall Management Hall Committee</b>	<b>£9797.67</b> <b>Total Cost £24161.12 (excluding VAT)</b>	<b>Approved on the 20<sup>th</sup> August 2018</b>

(2) That except for CIL Bids M07-18 and M09-18 which were s106 draw down and were not CIL 123 compliant respectively (such that neither Bid could be progressed), all other non-determined valid or invalid Bids will be carried forward to the next CIL Bid round 2 for consideration be noted and endorsed.

(3) That the CIL Business Plan which includes all those valid CIL Bids where offers of other sources of funding have been made for projects as part of the CIL process such that the value of that original CIL Bid is reduced be noted and endorsed.

**Reason for Decision:** Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11<sup>th</sup> April 2016. The CIL Expenditure Framework adopted in April 2018 requires the production of a CIL Business Plan for each District which contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure. These decisions relating to the expenditure of CIL monies form the one of the ways which necessary infrastructure supporting growth is delivered.

#### **54 EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**

Cabinet resolved not to exclude the public for the following item as it was considered the item did not hold any confidential information.

#### **55 MCA/18/30 - TO CONFIRM THE CONFIDENTIAL MINUTE OF THE 6 AUGUST 2018 MEETING**

Members considered the attached minute to not be confidential and as such would be included in the main body of the minutes.

These were subsequently confirmed as a correct record subject to the recommendations being amended to read:

#### **It was RESOLVED:**

(1) That it be noted that full and robust business cases were prepared ahead of any commencement of joint working with any external companies, shared partnerships or changes to the delivery of in-house services and be reviewed by people with appropriate skills.

(2) That the Business Plan contain a performance monitoring framework and

ensures that any failure to meet these performance targets are dealt with immediately was endorsed.

- (3) That Cabinet reviewed financial figures in the BMBS Business Plan to ensure that they were robust and based on well evidenced assumptions rather than estimates.

**Reason for Decision:** That the Joint Overview and Scrutiny Committee requested that Cabinet ensure the BMBS updated Business Plan was robust.

**56 DATE OF NEXT MEETING**

The next meeting would be held on Monday 8 October 2018 at 2:30pm in the King Edmund Chamber, Second Floor, Endeavour House.

The business of the meeting was concluded at 4:20pm.

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Chair (date)