

# Public Document Pack



<b>COMMITTEE</b>	<b>MID SUFFOLK CABINET</b>
<b>PLACE</b>	King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich
<b>DATE</b>	Monday, 8 October 2018 at 2.30 pm

**PLEASE NOTE START TIME OF MEETING**

<b>Conservative and Independent Group</b>	<b>Green Group</b>	<b>Liberal Democrat Group</b>
Cllr N Gowrley – C Cllr J Whitehead – VC Cllr G Brewster Cllr D Burn Cllr J Flatman Cllr G Horn Cllr S Morley Cllr J Wilshaw	Cllr R Eburne	Cllr P Otton

## **A G E N D A**

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|---|--|----------------|
|   |  | <u>Page(s)</u> |
| 1 | <b>Apologies for absence</b>   |                |
| 2 | <b>To receive any declarations of pecuniary or non-pecuniary interest by Councillors</b>     |                |
| 3 | <b>MCA/18/31 - Confirmation of the Minutes of the meeting held on 10 September 2018</b>      | 1 - 10         |
| 4 | <b>To receive notification of petitions in accordance with the Council's Petition Scheme</b> |                |
| 5 | <b>Questions from Councillors</b>  |                |
| 6 | <b>Matters referred by Overview and Scrutiny or the Joint Audit and Standards Committee</b>  |                |

- 7      **MCa/18/32 - Forthcoming Decisions List**      11 - 20
- Please note the most up to date version can be found via the website:  
<https://www.babergh.gov.uk/the-council/forthcoming-decisions-list/>
- 8      **MCa/18/33 - Allocation of Funds from the Business Rates Retention Pilot**      21 - 26
- 9      **MCa/18/34 - Strategic Property and Land Investment Fund**      27 - 36
- 10     **Date of the Next Meeting**

The next meeting will be held on Monday 5 November at 2:30pm in the King Edmund Chamber, Second Floor, Endeavour House.

## **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.

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# Agenda Item 3

## 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 it 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>  Improvements to 2 Bus stops, bus shelters and Real time passenger information transport screen (Suffolk County Council)	<b>£35,000</b>  Total Cost £35,000	<b>Approved</b>
<b>M08-18 BOTESDALE</b>  Botesdale Health Centre Increase in capacity incorporating Hospice facilities (National Health Service England)	<b>£98,000</b>  Total Cost 552,864.30	<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>  Total cost £5,000	<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>  Total cost £5,000	<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)

**BABERGH DISTRICT COUNCIL PORTFOLIO HOLDER – CONTACT DETAILS**

<b>Name</b>	<b>Portfolio</b>	<b>Telephone No</b>	<b>E-mail Address</b>
Cllr John Ward	Leader of the Council and Cabinet Member for Finance	01787 210551	<a href="mailto:John.ward@babergh.gov.uk">John.ward@babergh.gov.uk</a>
Cllr Jan Osborne	Deputy Leader of the Council and Cabinet Member for Housing	01787 466096	<a href="mailto:Jan.osborne@babergh.gov.uk">Jan.osborne@babergh.gov.uk</a>
Cllr Simon Barrett	Economy	01787 370139	<a href="mailto:Simon.barrett@babergh.gov.uk">Simon.barrett@babergh.gov.uk</a>
Cllr Tina Campbell	Environment	01473 822290	<a href="mailto:Christina.campbell@babergh.gov.uk">Christina.campbell@babergh.gov.uk</a>
Cllr Derek Davis	Organisational Delivery	01473 787375	<a href="mailto:Derek.davis@babergh.gov.uk">Derek.davis@babergh.gov.uk</a>
Cllr Kathryn Grandon	Communications	01473 824489	<a href="mailto:Kathryn.grandon@babergh.gov.uk">Kathryn.grandon@babergh.gov.uk</a>
Cllr Frank Lawrenson	Assets and Investments	01787 372428	<a href="mailto:Frank.lawrenson@babergh.gov.uk">Frank.lawrenson@babergh.gov.uk</a>
Cllr Margaret Maybury	Communities	01787 464358	<a href="mailto:Margaret.maybury@babergh.gov.uk">Margaret.maybury@babergh.gov.uk</a>
Cllr Nick Ridley	Planning	01473 652226	<a href="mailto:Nick.ridley@babergh.gov.uk">Nick.ridley@babergh.gov.uk</a>

**MID SUFFOLK DISTRICT COUNCIL PORTFOLIO HOLDER – CONTACT DETAILS**

<b>Name</b>	<b>Portfolio</b>	<b>Telephone No</b>	<b>E-mail Address</b>
Cllr Nick Gowrley	Leader of the Council and Cabinet Member for Assets & Investments	01449 774297	<a href="mailto:Nick.gowrley@midsuffolk.gov.uk">Nick.gowrley@midsuffolk.gov.uk</a>
Cllr John Whitehead	Deputy Leader of the Council and Cabinet Member for Finance	01473 833279	<a href="mailto:John.whitehead@midsuffolk.gov.uk">John.whitehead@midsuffolk.gov.uk</a>
Cllr Gerard Brewster	Economy	01449 073856	<a href="mailto:Gerard.brewster@midsuffolk.gov.uk">Gerard.brewster@midsuffolk.gov.uk</a>
Cllr David Burn	Environment	01379 788712	<a href="mailto:David.burn@midsuffolk.gov.uk">David.burn@midsuffolk.gov.uk</a>
Cllr Julie Flatman	Communities	01986 798661	<a href="mailto:Julie.flatman@midsuffolk.gov.uk">Julie.flatman@midsuffolk.gov.uk</a>
Cllr Glen Horn	Planning	07889 300907	<a href="mailto:Glen.horn@midsuffolk.gov.uk">Glen.horn@midsuffolk.gov.uk</a>
Cllr Suzie Morley	Organisational Delivery (including Customer Access)	01449 711306	<a href="mailto:suzie.morley@midsuffolk.gov.uk">suzie.morley@midsuffolk.gov.uk</a>
Cllr Jill Wilshaw	Housing	01449 781194	<a href="mailto:Jill.wilshaw@midsuffolk.gov.uk">Jill.wilshaw@midsuffolk.gov.uk</a>





**Forthcoming Decisions list (KEY, EXEMPT AND OTHER EXECUTIVE DECISIONS)**

**September to March 2019 (Published 18 September 2018)**

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Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CAB34	Cabinet 10/13 September	Homelessness Reduction Strategy	To agree the draft strategy prior to wider consultation, in September, before endorsing the final version and its associated action plan in December.	Jill Wilshaw Jan Osborne	Gavin Fisk 01449 724969 <a href="mailto:Gavin.fisk@babberghmidsuffolk.gov.uk">Gavin.fisk@babberghmidsuffolk.gov.uk</a>	No	No
	Council 21 December 2018	Joint Housing Strategy					
CNL04	Council 25/27 September 2018	Localism Act 2011 – Appointment of Independent Persons	To approve the appointment of Independent Persons in respect of the Code of Conduct Complaints process.	Nick Gowrley John Ward	Emily Yule 01449 724694 <a href="mailto:Emily.yule@babberghmidsuffolk.gov.uk">Emily.yule@babberghmidsuffolk.gov.uk</a>	N/A	No
CNL15	Council 25 September 2018	Belle Vue Development	Subject to Cabinet Decision to agree to the funding of the development	Frank Lawrenson Simon Barrett	Jonathan Stephenson/ Ian Winslett 01449 724704 <a href="mailto:Jonathan.stephenson@babberghmidsuffolk.gov.uk">Jonathan.stephenson@babberghmidsuffolk.gov.uk</a>	N/A	Yes <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CAB82	Cabinet 8/11 October 2018	Business Rates Retention Pilot	To agree the allocation of funds from the Business Rates Retention Pilot	John Whitehead John Ward	Katherine Steel Tel: 01449 724806 <a href="mailto:Katherine.steel@babberghmidsuffolk.gov.uk">Katherine.steel@babberghmidsuffolk.gov.uk</a>	No	No
CAB83	Cabinet 8/11 October 2018	Strategic Property and Land Investment Fund – Acquisition Process Approval	To obtain Cabinets approval for the acquisition process	Nick Gowrley John Ward	Emily Atack 01449 724741 <a href="mailto:Emily.atack@babberghmidsuffolk.gov.uk">Emily.atack@babberghmidsuffolk.gov.uk</a>	No	No

<b>CAB54</b>	Cabinet 5 November 2018	Stradbroke Neighbourhood Plan	To seek Cabinet approval for the Stradbroke Neighbourhood Plan to proceed to a local referendum	Glen Horn	Robert Hobbs 01449 724812 <a href="mailto:robert.hobbs@baberghmidssuffolk.gov.uk">robert.hobbs@baberghmidssuffolk.gov.uk</a>	No	No
<b>CAB46</b>	Cabinet 5/8 November 2018	Leisure Centre Redevelopment	For comment and agreement	Margaret Maybury Julie Flatman	Chris Fry 01449 724805 <a href="mailto:Chris.fry@baberghmidssuffolk.gov.uk">Chris.fry@baberghmidssuffolk.gov.uk</a>	Yes	No
<b>CAB55</b>	Cabinet 5/8 November 2018	General Fund Financial Monitoring 2018/19 – Quarter 2	To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.	John Whitehead John Ward	Melissa Evans 01473 296320 <a href="mailto:Melissa.evans@baberghmidssuffolk.gov.uk">Melissa.evans@baberghmidssuffolk.gov.uk</a>	Yes	No
<b>CAB74</b>	Cabinet 5/8 November 2018	HRA Quarterly Monitoring – Quarter 2	To ensure that Members are kept informed of the current budgetary position for both HRA Revenue and Capital.	Jill Wilshaw John Ward	Melissa Evans 01473 296320 <a href="mailto:Melissa.evans@baberghmidssuffolk.gov.uk">Melissa.evans@baberghmidssuffolk.gov.uk</a>	Yes	No
<b>CAB81</b>	Cabinet 5/8/ November 2018	BMBS	To approve the Business Case	Jill Wilshaw Jan Osborne	Justin Wright-Newton 01449 724735 <a href="mailto:Justin.wright-newton@baberghmidssuffolk.gov.uk">Justin.wright-newton@baberghmidssuffolk.gov.uk</a>	Yes	No
<b>CAB42</b>	Cabinet 5/8/ November 2018	Tree Policy (Public Realm Review) Adoption of Policies and Procedures in relation to the management of Council Owned Trees	To agree a new policy and action plan on the management of Council owned trees, including risk management, tree health and planting programmes.	David Burn Margaret Maybury	Kathy Nixon 01449 724964 <a href="mailto:kathy.nixon@baberghmidssuffolk.gov.uk">kathy.nixon@baberghmidssuffolk.gov.uk</a>	No	No
<b>CAB72</b>	Cabinet 5/8/ November 2018	Developing a Suffolk Chamber of Commerce in Central Suffolk	To approve the support needed to develop the scheme and a linked delegation, including funding approval. To	Gerard Brewster Simon Barrett	Lee Carvell 01449 724685 <a href="mailto:lee.carvell@baberghmidssuffolk.gov.uk">lee.carvell@baberghmidssuffolk.gov.uk</a>	No	No

			agree support for Suffolk Chamber Branch in Central Suffolk				
<b>CAB37</b>	Cabinet November/ December 2018	Assets Strategy	To approve the approach set out in the Asset Strategy document	Nick Gowrley Frank Lawrenson	Emily Atack 01449 724741 <a href="mailto:Emily.atack@babberghmid.suffolk.gov.uk">Emily.atack@babberghmid.suffolk.gov.uk</a>	No	No
<b>CNL19</b>	Council 22/22 November 2018	Draft Joint Local Plan – Regulation 18	To present a Draft Joint Local Plan, which sets out the preferred strategic policies, development management policies and site allocations to guide and support development in the two districts, prior to a Regulation 18 public consultation.	Glen Horn Nick Ridley	Rob Hobbs 01449 724812 <a href="mailto:Robert.hobbs@babberghmid.suffolk.gov.uk">Robert.hobbs@babberghmid.suffolk.gov.uk</a>	N/A	No
<b>CAB47</b>	Cabinet 10/13 December 2018	As at Quarter 2 Performance Update	To seek agreement that the performance report and the performance outcome information adequately reflects the Councils performance	Suzie Morley Derek Davis	Karen Coll 01449 724566 <a href="mailto:Karen.coll@babberghmidsuffolk.gov.uk">Karen.coll@babberghmidsuffolk.gov.uk</a>	No	No
<b>CAB48</b>	Cabinet 10/13 December 2018	A Review of the First Two Quarters of the Homeless Reduction Act	To review how the Councils have managed the roll out of the Homeless Reduction Act 2017 (HRA 2017)	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 <a href="mailto:Heather.sparrow@babberghmidsuffolk.gov.uk">Heather.sparrow@babberghmidsuffolk.gov.uk</a>	No	No
<b>CAB38</b>	Cabinet 10/13 December 2018	Community Strategy	To agree the draft Community Strategy prior to wider engagement, before endorsing the final version and its	Julie Flatman Margaret Maybury	Tom Barker 01449 724647 <a href="mailto:Tom.barker@babberghmid.suffolk.gov.uk">Tom.barker@babberghmid.suffolk.gov.uk</a>	No	No

			associated Action Plan in Spring 2019.				
<b>CAB39</b>	Cabinet 10/13 December 2018	Joint Parking Policy	To adopt and agree	David Burn Tina Campbell	Chris Fry 01449 724805 <a href="mailto:Chris.fry@babberghmidsuffolk.gov.uk">Chris.fry@babberghmidsuffolk.gov.uk</a>	No	No
<b>CAB56</b>	Cabinet 10/13 December 2018	2019/20 Budget Report	To ensure that Members were aware of the progress being made to set the 2019/20 budgets	John Whitehead John Ward	Melissa Evans 01473 296320 <a href="mailto:Melissa.evans@babberghmidsuffolk.gov.uk">Melissa.evans@babberghmidsuffolk.gov.uk</a>	Yes	No
<b>CAB69</b>	Cabinet 10/13 December 2018	Gambling Act 2005 – Statement of Principles Statutory Three-Yearly Revision and Simultaneous Fee Review	To endorse the statutory revision and re-adoption of the Policy and Fees	Gerard Brewster Simon Barrett	Lee Carvell 01449 724685 <a href="mailto:lee.carvell@babberghmidsuffolk.gov.uk">lee.carvell@babberghmidsuffolk.gov.uk</a>	Yes	No
<b>CAB70</b>	Cabinet 10/13 December 2018	BMS Invest Half Year Performance and Risk Management	To provide an update across the Council's Investment Portfolio and Commercial Activities for the period of April 2018 to September 2018	Gerard Brewster Nick Ridley	Jonathan Stephenson 01449 724704 <a href="mailto:Jonathan.stephenson@babberghmidsuffolk.gov.uk">Jonathan.stephenson@babberghmidsuffolk.gov.uk</a>	No	In Part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
<b>CAB71</b>	Cabinet 10/13 December 2018	End of Term Performance	To agree and share the achievements over the last 4 years.	Suzie Morley Derek Davis	Karen Coll 01449 724566 <a href="mailto:Karen.coll@babberghmidsuffolk.gov.uk">Karen.coll@babberghmidsuffolk.gov.uk</a>	No	No
<b>CAB60</b>	Cabinet 10/13 December 2018	The Suffolk Waste Partnership Inter Authority Agreement	To discuss and agree the Suffolk Waste Partnership Inter Authority Agreement and to consider the options for extending the waste contract managed by Serco.	Roy Barker (Lead Member) Tina Campbell	Chris Fry 01449 724805 <a href="mailto:Chris.fry@babberghmidsuffolk.gov.uk">Chris.fry@babberghmidsuffolk.gov.uk</a>	No	No

<b>CAB28</b>	Cabinet 10/13 December 2018	Homelessness Prevention Fund Policy	To ensure the Councils are able to fulfil their new statutory obligations under the Homelessness Reduction Act 2017 to prevent homelessness wherever possible.	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 <a href="mailto:Heather.sparrow@baberg&lt;br/&gt;hמידsuffolk.gov.uk">Heather.sparrow@baberg hמידsuffolk.gov.uk</a>	Yes	No
<b>CNL16</b>	Council 18/19 December 2018	Regeneration Proposal – Former Mid Suffolk District Council Headquarters site, Hurstlea Road, Needham Market	To discuss options and recommendation, for the delivery vehicle for developing the former HQ Sites for housing and retail	Nick Gowrley	Jonathan Stephenson 01449 724704 <a href="mailto:Jonathan.stephenson@b&lt;br/&gt;aberghמידsuffolk.gov.uk">Jonathan.stephenson@b aberghמידsuffolk.gov.uk</a>	N/A	No
<b>CNL17</b>	Council 18/19 December 2018	Regeneration Proposal – Former Babergh District Council Headquarters site, Corks Lane, Hadleigh	To discuss options and recommendation, for the delivery vehicle for developing the former HQ Sites for housing	Frank Lawrenson	Jonathan Stephenson 01449 724704 <a href="mailto:Jonathan.stephenson@b&lt;br/&gt;aberghמידsuffolk.gov.uk">Jonathan.stephenson@b aberghמידsuffolk.gov.uk</a>	N/A	No
<b>CNL14</b>	Council 18/19 December 2018	BMS Invest Half Year Performance and Risk Management	To provide an update across the Council's Investment Portfolio and Commercial Activities for the period of April 2018 to September 2018	Gerard Brewster Nick Ridley	Jonathan Stephenson 01449 724704 <a href="mailto:Jonathan.stephenson@b&lt;br/&gt;aberghמידsuffolk.gov.uk">Jonathan.stephenson@b aberghמידsuffolk.gov.uk</a>	N/A	In Part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
<b>CNL11</b>	Council 18/19 December 2018	Gambling Act 2005 – Statement of Principles Statutory Three-Yearly Revision and Simultaneous Fee Review	To endorse the statutory revision and re-adoption of the Policy and Fees	Gerard Brewster Simon Barrett	Lee Carvell 01449 724685 <a href="mailto:lee.carvell@baberghמידs&lt;br/&gt;uffolk.gov.uk">lee.carvell@baberghמידs uffolk.gov.uk</a>	N/A	No
<b>CNL18</b>	Council 19 December 2018	Stradbroke Neighbourhood Plan	To seek approval for the Stradbroke Neighbourhood Plan to proceed to a local referendum	Glen Horn	Robert Hobbs 01449 724812 <a href="mailto:robert.hobbs@baberghמידs&lt;br/&gt;suffolk.gov.uk">robert.hobbs@baberghמידs suffolk.gov.uk</a>	N/A	No
<b>CAB57</b>	Cabinet 7/10 January 2019	Draft Joint Medium term Financial Strategy and 2019/20 Budget	Endorse the draft Joint Medium Term Financial Strategy (MTFS) and Budget proposals, subject to	John Whitehead John Ward	Melissa Evans 01473 296320 <a href="mailto:Melissa.evans@babergh&lt;br/&gt;מידsuffolk.gov.uk">Melissa.evans@babergh מידsuffolk.gov.uk</a>	Yes	No

			further consideration at the February meeting for recommendation to Council.				
<b>CAB58</b>	Cabinet 4/7 February 2019	Joint Medium Term Financial Strategy and 2019/20 Budget	To ensure that Members approve the budget proposals for 2019/20, Medium Term Financial Strategy and the Council Tax for 2019/20 recommending to Council.	John Whitehead John Ward	Melissa Evans 01473 296320 <a href="mailto:Melissa.evans@baberghmidsuffolk.gov.uk">Melissa.evans@baberghmidsuffolk.gov.uk</a>	Yes	No
<b>CNL08</b>	Council 5/8 February 2019	Joint Medium Term Financial Strategy and 2019/20 Budget	To approve the budget proposals for 2019/20, Medium Term Financial Strategy and the Council Tax for 2019/20.	John Whitehead John Ward	Melissa Evans 01473 296320 <a href="mailto:Melissa.evans@baberghmidsuffolk.gov.uk">Melissa.evans@baberghmidsuffolk.gov.uk</a>	N/A	No
<b>CAB40</b>	Cabinet 4/7 February 2019	Environment Strategy	To adopt and agree	David Burn Tina Campbell	Chris Fry 01449 724805 <a href="mailto:Chris.fry@baberghmidsuffolk.gov.uk">Chris.fry@baberghmidsuffolk.gov.uk</a>	No	No
<b>CAB59</b>	Cabinet 4/7 March 2019	General Fund Financial Monitoring 2018/19 – Quarter 3	To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.	John Whitehead John Ward	Melissa Evans 01473 296320 <a href="mailto:Melissa.evans@baberghmidsuffolk.gov.uk">Melissa.evans@baberghmidsuffolk.gov.uk</a>	Yes	No
<b>CAB75</b>	Cabinet 4/7 March 2019	HRA Quarterly Monitoring – Quarter 3	To ensure that Members are kept informed of the current budgetary position for both HRA Revenue and Capital	Jill Wilshaw John Ward	Melissa Evans 01473 296320 <a href="mailto:Melissa.evans@baberghmidsuffolk.gov.uk">Melissa.evans@baberghmidsuffolk.gov.uk</a>	Yes	No
<b>CAB79</b>	Cabinet 4/7 March 2019	Quarter 3 Performance Update	To seek agreement that the performance report and the performance outcome information adequately	Suzie Morley Derek Davis	Karen Coll 01449 724566 <a href="mailto:Karen.coll@baberghmidsuffolk.gov.uk">Karen.coll@baberghmidsuffolk.gov.uk</a>	No	No

			reflects the Councils performance				
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Key:

-  Babergh District Council Only
-  Mid Suffolk District Council Only
-  Joint – Mid Suffolk and Babergh District Councils

If you have any queries regarding this Forward Plan, please contact Sophie Moy on 01449 724682 or Email: [Sophie.moy@baberghmidsuffolk.gov.uk](mailto:Sophie.moy@baberghmidsuffolk.gov.uk)

If you wish to make any representations as to why you feel an item that is marked as an “exempt” or confidential item should instead be open to the public, please contact the Monitoring Officer on 01449 724694 or Email: [emily.yule@baberghmidsuffolk.gov.uk](mailto:emily.yule@baberghmidsuffolk.gov.uk). Any such representations must be received at least 10 working days before the expected date of the decision.

Arthur Charvonia - Chief Executive

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# Agenda Item 8

## MID SUFFOLK DISTRICT COUNCIL

<b>COMMITTEE:</b> Cabinet	<b>REPORT NUMBER:</b> <b>MCa/18/33</b>
<b>FROM:</b> Cabinet Member with responsibility for Finance	<b>DATE OF MEETING:</b> 8 October 2018
<b>OFFICER:</b> Katherine Steel, Assistant Director – Corporate Resources	<b>KEY DECISION REF NO.</b> CAB82

### EARMARKING OF FUNDS FROM THE BUSINESS RATES RETENTION PILOT

#### 1. PURPOSE OF REPORT

- 1.1 To outline the background and benefits resulting from the business rates retention pilot in Suffolk for 2018/19.
- 1.2 To seek agreement to the earmarking of the additional funds to specific projects as set out in Appendix A.

#### 2. OPTIONS CONSIDERED

- 2.1 The options that have been considered are:
  - 2.1.1 **Option 1:** Earmarking of the funds as set out in this report.
  - 2.1.2 **Option 2:** Funds remain unearmarked within a reserve.
- 2.2 Both options above have been considered and the recommended option within this report is Option 1, to allocate funds to specific projects. The reason the other option has not been recommended is because a condition of the pilot status being awarded is that the additional retained money should be invested in further growth initiatives. Leaving the funds within a reserve will not achieve this key aim of the pilot.

#### 3. RECOMMENDATIONS

- 3.1 That funds are earmarked to the schemes as detailed in Appendix A.
- 3.2 That delegation be given to the Strategic Director, in consultation with the Finance Cabinet Member and other relevant Cabinet Members and Suffolk County Council, to change the approved projects or identify new projects for earmarked funds to a limit of £20,000 per project.

#### REASON FOR DECISION

To enable the specific identified projects to be progressed and the conditions of the pilot status to be complied with.

#### 4. KEY INFORMATION

- 4.1 The 8 local authorities in Suffolk collaborated in 2017 to submit a bid to become a pilot area for the retention of 100% business rates growth in 2018/19. The bid was

successful, along with 9 other areas across the country, and has been in place since 1 April 2018. The pilot will run for 2018/19 only.

- 4.2 The pilot means that more of the business rates income collected across Suffolk will remain in the county rather than being passed to the Government for redistribution to other authorities. This is in addition to the money that has already been retained in Suffolk following a business rates pool being in place since 1 April 2013.
- 4.3 When the bid was submitted for pilot status it was estimated that an additional £10.5m would be retained across Suffolk, after ensuring that all the authorities would be no worse off than they would have been under the existing pool. Following submission of the annual estimate of business rates to be collected across Suffolk in January 2018, this figure rose to £11.2m.
- 4.4 The Suffolk Chief Officer Leadership Team (SCOLT) and Suffolk Public Sector Leaders (SPSL) considered and agreed the governance arrangements that were included in the bid as to how the money would be shared across the authorities in Suffolk. It was agreed that 50% would be allocated based on population and 50% on business rate levels. This resulted in an allocation of £1.175m for Mid Suffolk District Council based on the figures used for the bid to Government in 2017.
- 4.5 The additional money was all allocated to the district and borough councils across Suffolk, with no additional money being directly received by Suffolk County Council (SCC). Instead it was agreed that SCC would be consulted and sign-off the individual proposals as to how the money would be spent in the 7 district and borough councils.
- 4.6 One of the criteria set by the Government was that the additional monies retained should be invested in growth initiatives to continue to grow the business rates base within the area.
- 4.7 Officers considered what initiatives could be supported or further developed using the allocation of funds from the pilot or if there were other schemes / activities that could be brought forward that complied with the requirement to support growth initiatives.
- 4.8 Attached at Appendix A is the list of schemes that has been developed by officers to support growth initiatives and submitted to SCC for consideration and sign-off. Detailed pro-formas have been completed and shared with SCC. Cabinet is asked to approve that funds be earmarked to the schemes as identified in the appendix. Business cases will be submitted for approval as the schemes are developed. This report focusses on earmarking the funds in readiness for when the business cases are approved.
- 4.9 The additional money to be retained in Suffolk is based on the estimated collection of business rates in the current year. Actual collection may be higher or lower than the figure that was submitted in the bid. If it is higher, there will be additional money available for investment. In addition, if not all of the monies are spent on the schemes as outlined in Appendix A, there could be further sums available for new or existing projects. Cabinet is asked to consider delegating authority to allocate any additional funds or funds to be reallocated to a maximum of £20,000 per project, to the Strategic Director, in consultation with the Finance and other relevant Cabinet Members and SCC.

## **5. LINKS TO JOINT STRATEGIC PLAN**

- 5.1 The schemes shown in Appendix A will contribute to the following key strategic priorities and outcomes:
  - 5.1.1 Engage with and support businesses to thrive.
  - 5.1.2 Further develop the local economy and market towns to thrive.
  - 5.1.3 Employment site allocations of the right type in the right place.
  - 5.1.4 Communities embrace new homes growth.
  - 5.1.5 Provide insights of growth benefits to communities.
  - 5.1.6 Property investment to generate income and regenerate local areas.
  - 5.1.7 Make best use of our existing housing assets.

**6. FINANCIAL IMPLICATIONS**

- 6.1 Being part of the pilot in 2018/19 enables greater retention of the business rates income collected in Suffolk for the benefit of the local area as outlined in paragraph 4.3. The money to be allocated and invested in Mid Suffolk is £1.175m.
- 6.2 The monies to be retained in the district will be placed into a separate earmarked reserve until required to be spent on the schemes shown in Appendix A.

**7. LEGAL IMPLICATIONS**

- 7.1 There are no direct legal implications associated with the recommendations in this report. Any legal implications resulting from the schemes shown in Appendix A will be considered as part of their development and implementation.

**8. RISK MANAGEMENT**

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risks No. 2a - If we do not understand the needs and aspirations of our businesses we may not be able to focus our interventions and resources in a way which will provide the right support, No 2c - If we do not engage with the communities of Stowmarket to develop a 'Vision' which is then supported by a programme of projects, activities and initiatives (including regeneration) which will deliver the 'Vision' we may not maximise the economic potential of our largest market towns and 2d - If we do not identify and provide the right amount of employment land and property in the right places our current businesses may not be able to remain in our districts and we may not attract new businesses. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the business rates collected during 2018/19 is less than forecast, then there may be less than £1.175m	2 - Unlikely	3 – Bad / Serious	Regular monitoring of the business rates income collected across Suffolk to check whether £1.175m

available to invest in the schemes in Appendix A.			will be achieved. Use of additional Section 31 business rates grant received by the Council, from the pilot, to support the schemes if required.
If the funds are not allocated to the schemes shown in Appendix A, then implementation will either not happen or be delayed.	2 - Unlikely	3 – Bad / Serious	Earmarking of funds as recommended within the report.

## 9. CONSULTATIONS

- 9.1 Consultation has taken place with SCC for each of the schemes listed in Appendix A, as part of the agreed governance arrangements of the pilot.

## 10. EQUALITY ANALYSIS

- 10.1 The content of this report is such that there are no equality issues arising directly from this report and an Equality Impact Assessment (EIA) is not required.
- 10.2 For the schemes shown in Appendix A, any equality issues will be considered and addressed as part of their implementation.

## 11. ENVIRONMENTAL IMPLICATIONS

- 11.1 Any environmental issues and impact will be considered for the individual schemes shown in Appendix A.

## 12. APPENDICES

Title	Location
(a) Earmarking of Funds to Schemes	Attached

**APPENDIX A**

**MID SUFFOLK EARMARKING OF FUNDS TO SCHEMES**

	<b><u>Scheme Description</u></b>	<b><u>£'000</u></b>
1	Needham Lake Café / Visitor Centre	300
2	Town Centre Redevelopment Stowmarket (Former Nat West Bank)	240
3	Tech Hub – Stowmarket / A14 Corridor / Enterprise Zone	200
4	The Foyer, Stowmarket	150
5	Inclusive Growth Engagement Officer	60
6	Establishment of a Central Suffolk Chamber of Commerce	30
	<b>Total</b>	<b>980</b>

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# Agenda Item 9

## MID SUFFOLK DISTRICT COUNCIL

<b>COMMITTEE: CABINET</b>	<b>REPORT NUMBER: MCa/18/34</b>
<b>FROM: Cabinet Member for Assets &amp; Investments</b>	<b>DATE OF MEETING: 08/10/2018</b>
<b>OFFICER: Emily Atack (Assistant Director, responsible for Assets &amp; Investments)</b>	<b>KEY DECISION REF NO. CAB83</b>

### Strategic Property & Land Investment Fund

#### 1. PURPOSE OF REPORT

- 1.1 This report requests Cabinet's approval to the process for acquiring strategic land and property via the Strategic Property and Land Investment Fund of £3million which was approved by Cabinet in June 2018.
- 1.2 The process will enable the Council to act quickly and efficiently as opportunities arise and will ensure appropriate due diligence and consultation is undertaken prior to any acquisition. Each acquisition will be reported to Cabinet following completion of the purchase.

#### 2. OPTIONS CONSIDERED

- 2.1 The following options have been considered:
  - 2.1.1 **Option 1** Acquisition to be approved by Cabinet prior to purchase.
  - 2.1.2 **Option 2** Adopting a suitable process;
- 2.2 Both options above have been considered and the recommended option within this report is option 2, to adopt an appropriate process which does not require prior Cabinet approval for acquisitions. The reason the other option has not been recommended is detailed below.
  - 2.2.1 **Option 1** - This does not allow the Council to react and secure strategic assets on a level playing field with the commercial sector.

#### 3. RECOMMENDATIONS

1. That Cabinet allocates £3M from the Growth & Efficiency Fund for use by the Strategic Land and Property Fund as set out within this report and Appendices
2. That the process for acquisitions, as set out in Appendix A of this report, in respect of the Strategic Property and Land Fund of £3million, be approved and the Strategic Director, with responsibility for Assets and Investments, in consultation with the Cabinet Members for Assets and Investments, Finance and Economy, be delegated the authority to make minor amendments to the process

3. That the authority to pursue and finalise purchases of strategic property and land, is delegated to the Strategic Director, with responsibility for Assets and Investments, in consultation with the Cabinet Members for Assets and Investments, Finance and Economy.

#### **REASON FOR DECISION**

To enable the Council to react and secure, when required, strategic property and land, as an investment opportunity, and to assist future house building and economic growth within the district.

#### **4. KEY INFORMATION**

- 4.1 The Council approved the formation of a Strategic Land and Property Fund of £3m in June this year, since that date a process has been developed to ensure that acquisitions to the fund are undertaken in a professional manner with strong due diligence and robust consultation and in a transparent manner. The indicative process flow chart is attached at appendix A.
- 4.2 The nature of negotiating on property and land purchases means that the ability to act quickly and with the relevant authority is often needed. Having to make offers which are subject to Cabinet approval and wait for the next meeting cycle for proposals to be formally approved is not efficient, especially when in competition for strategic property and land with the commercial and housebuilding sectors.
- 4.3 At the June Cabinet it was agreed that the following criteria would be used to guide such property and land purchases:
- a) The property/land will be within the district of Mid Suffolk;
  - b) Both urban and rural opportunities will be considered;
  - c) The purchases of the property/land would represent good value for money given the potential return on investment;
  - d) The property/land will have some development potential, although not necessarily immediate, to allow the Council to be able to take a medium and long-term view;
  - e) No more than £1.5m will be paid for any individual land or property acquisition;
- 4.4 All purchases will be subject to obtaining a third-party external valuation from an appropriately qualified and experienced Chartered Surveyor, to ensure that the price paid is appropriate. The Council's s.151 officer will be consulted and there will be consideration of the budget required to acquire the property and the financial implications of acquiring the property. The portfolio holders for Finance and Asset & Investment will be consulted and their approval to proceed will necessary to enable the acquisition to proceed.
- 4.5 This report seeks delegation to amend the process from time to time if appropriate. This is to ensure that any improvements to the process, or changes to legislation can be adopted quickly without delaying any pending acquisition.



## 5. LINKS TO JOINT STRATEGIC PLAN

5.1 The purchase of the property, highlighted within this report and the opportunity to purchase future properties and land, meets the following key strategic priorities and outcomes:

5.1.1 Property investment to generate income and regenerate local areas

5.1.2 Ensure there are enough good quality, environmentally efficient and cost-effective homes with the appropriate tenures and in the right locations

5.1.3 Making best use of land and buildings across the Suffolk system

5.1.4 Further develop the local economy and market towns to thrive.

## 6. FINANCIAL IMPLICATIONS

There are no new financial implications in respect of the process being put forward, the decision to allocate £3M to the strategic property and land fund was made in June. This will be allocated from the Growth & Efficiency Fund.

Revenue/Capital/ Expenditure/Income Item	
<b>Capital</b>	
Strategic Property and Land Fund (to include all associated purchase costs)	£3m

## 7. LEGAL IMPLICATIONS

7.1 The Local Government Act 1972, Section 120, gives the Council the power to acquire property and land.

7.2 The purchase of the property mentioned in this report and future properties/land will be subject to a legal contract. The development of the property/land may also require a planning application to be submitted or change of use.

## 8. RISK MANAGEMENT

8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 4c. If we do not manage our asset portfolio effectively it may result in: lost opportunity; loss of capital value; increased revenue costs and loss of public confidence.

8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
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Strategic Asset Management Operational Risk 4A08. If we do not have readily accessible funds with appropriate delegations in place to make timely strategic acquisitions, then the council may miss opportunities to add assets to its portfolio which could contribute significantly to its strategic priorities	2 - Unlikely	3 – Bad / Serious	Identify funding and put appropriate delegations in place via MSDC Cabinet.
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## 9. CONSULTATIONS

- 9.1 Prior to all purchases, consultation will be made with all local ward members to the land or property
- 9.2 Consultation will also take place with Planning Officers who will be able to provide pre-application planning advice for all properties and sites prior to acquisitions being completed, where appropriate.
- 9.3 Consultation with the public would also take place under the usual planning process in the event of any future redevelopment.

## 10. EQUALITY ANALYSIS

- 10.1 The content of this report is such that there are no equality issues arising directly from this report and an Equality Impact Assessment (EIA) is not required.

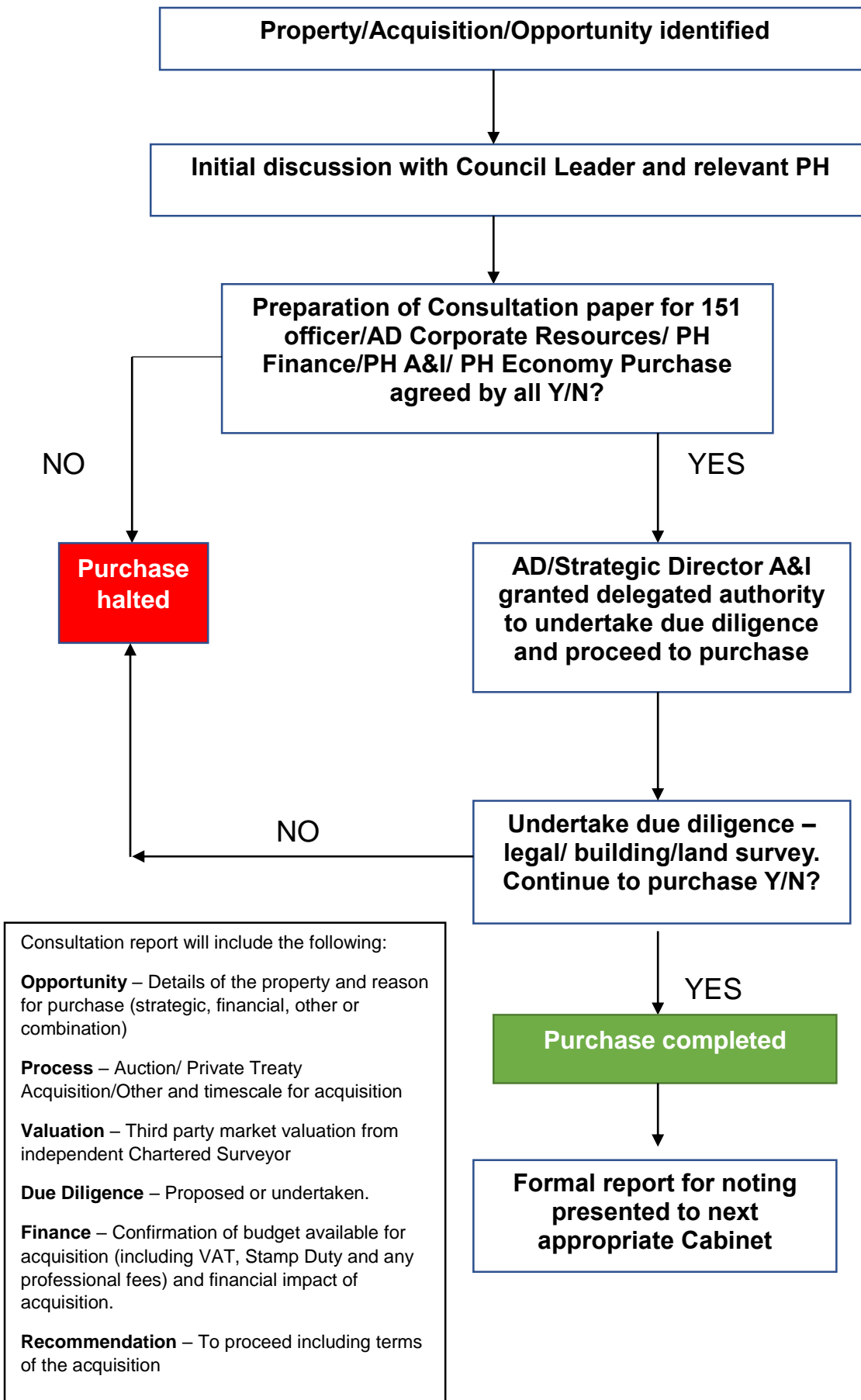
## 11. ENVIRONMENTAL IMPLICATIONS

- 11.1 Environmental issues will be considered prior to all acquisitions being made, for example as one area of due diligence, energy certificates will be obtained and reviewed.
- 11.2 All acquisitions will be reviewed, post purchase, to enable all acquisitions to be as energy efficient as possible

## 12. APPENDICES

Title	Location
(a) Acquisition Process	Attached
(b) Cabinet Report 7 June 2018	Attached

**Opportunity, Land and Property Acquisition Indicative process**



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## MID SUFFOLK DISTRICT COUNCIL

<b>COMMITTEE: CABINET</b>	<b>REPORT NUMBER: MCa/18/05</b>
<b>FROM: Cabinet Member for Assets &amp; Investments</b>	<b>DATE OF MEETING: 07/06/2018</b>
<b>OFFICER: Jonathan Stephenson (Strategic Director, responsible for Assets &amp; Investments)</b>	<b>KEY DECISION REF NO. Item No.</b>

### Strategic Property & Land Investment Fund

#### 1. PURPOSE OF REPORT

- 1.1 This report requests Cabinet's approval to establish a Strategic Property and Land Investment Fund of £3million, allocated from the Councils Growth & Efficiency Fund, to enable the Council to act immediately when opportunities are available for strategic purchases.
- 1.2 The allocation of this dedicated fund will provide the Council with the opportunity to react and secure, when required, strategic properties and land, within the district.
- 1.3 The proposed fund will not require a secondary decision-making process, with the proposed final decision, to purchase, delegated to the Strategic Director (responsible for Assets and Investments) in consultation with the Cabinet Members for Assets and Investments, Finance and Economy. All transactions will have a thorough due-diligence process and will follow the strict criteria detailed within section 4.6 of this report. Acquisitions will be reported, at Cabinet, following the completion of all purchases.

#### 2. OPTIONS CONSIDERED

- 2.1 Other options have been considered:
  - 2.1.1 **Option 1** Not allocating a fund for strategic purchases;
  - 2.1.2 **Option 2** Allocating a fund of £3million;
- 2.2 Both options above have been considered and the recommended option within this report is option 2, to allocate a fund of £3million. The reason the other option has not been recommended is detailed below.
  - 2.2.1 **Option 1** - This does not allow the Council to react and secure strategic assets on a level playing field with the commercial sector.

### **3. RECOMMENDATIONS**

That the Cabinet:

- 3.1 Approves the establishment of a Strategic Property and Land Fund of £3million, from the Growth and Efficiency Fund, and delegates to the Strategic Director, with responsibility for Assets and Investments, in consultation with the Cabinet Members for Assets and Investments, Finance and Economy, the authority to pursue and finalise purchases of strategic property and land as set out within section 4.6 of this report.

### **REASON FOR DECISION**

To enable the Council to react and secure, when required, strategic property and land, as an investment opportunity, and to assist future house building and economic growth within the district.

### **4. KEY INFORMATION**

- 4.1 The Council has recently approved, through the Cabinet process, the purchase of a number of strategic assets over the last few months, prior to a formal offer being made and accepted. However, the current delayed decision-making process has put the Council at risk of not securing strategic properties and not being able to compete with the commercial sector, in a timely way, to gain the best purchase price for the Council.
- 4.2 The proposal is that the Council establishes a Strategic Property and Land Fund and allocates £3million from the Growth and Efficiency Fund. It is an innovative step, that some other councils have also recently adopted, to set up a fund and delegate authority to invest in strategic property and land in this way.
- 4.3 Following benchmarking with other similar councils, £3million is the most appropriate amount to allocate to this type of fund. A review would be proposed after the first year to measure the success of the fund and enable the funding allocation to be reviewed to ensure it is appropriate moving forward.
- 4.4 The nature of negotiating on property and land purchases means that the ability to act quickly and with the relevant authority is often needed. Having to make offers which are subject to Cabinet approval and wait for the next meeting cycle for proposals to be formally approved is not efficient, especially when in competition for strategic property and land with the commercial and housebuilding sectors.
- 4.5 The following criteria will be used to guide such property and land purchases:
- a) The property/land will be within the district of Mid Suffolk;
  - b) Both urban and rural opportunities will be considered;
  - c) The purchases of the property/land would represent good value for money given the potential return on investment;
  - d) The property/land will have some development potential, although not necessarily immediate, to allow the Council to be able to take a medium and long-term view;

e) No more than £1.5m will be paid for any individual land or property acquisition;

4.6 Further checks and balances would be put in place. Before agreeing to purchase any property/land, the Cabinet Members for Assets and Investments, Finance, Economy and local members will always be consulted. Once completed, the details of all property and land purchases will be reported, in full, to Cabinet. The Fund, its operation, and performance, will be reviewed annually.

## 5. LINKS TO JOINT STRATEGIC PLAN

5.1 The purchase of the property, highlighted within this report and the opportunity to purchase future properties and land, meets the following key strategic priorities and outcomes:

5.1.1 Property investment to generate income and regenerate local areas

5.1.2 Ensure there are enough good quality, environmentally efficient and cost-effective homes with the appropriate tenures and in the right locations

5.1.3 Making best use of land and buildings across the Suffolk system

5.1.4 Further develop the local economy and market towns to thrive.

## 6. FINANCIAL IMPLICATIONS

Revenue/Capital/ Expenditure/Income Item	
<b>Capital</b>	
Strategic Property and Land Fund (to include all associated purchase costs)	£3m

## 7. LEGAL IMPLICATIONS

7.1 The Local Government Act 1972, Section 120, gives the Council the power to acquire property and land.

7.2 The purchase of the property mentioned in this report and future properties/land will be subject to a legal contract. The development of the property/land may also require a planning application to be submitted or change of use.

## 8. RISK MANAGEMENT

8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 4c. If we do not manage our asset portfolio effectively it may result in: lost opportunity; loss of capital value; increased revenue costs and loss of public confidence. Key risks are set out below:

8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
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<p>Strategic Asset Management Operational Risk 4A08. If we do not have readily accessible funds with appropriate delegations in place to make timely strategic acquisitions, then the council may miss opportunities to add assets to its portfolio which could contribute significantly to its strategic priorities</p>	<p>2 - Unlikely</p>	<p>3 – Bad / Serious</p>	<p>Identify funding and put appropriate delegations in place via MSDC Cabinet.</p>
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**9. CONSULTATIONS**

- 9.1 Prior to all purchases, consultation will be made with all local ward members to the land or property
- 9.2 Consultation will also take place with Planning Officers who will be able to provide pre-application planning advice for all properties and sites prior to acquisitions being completed, where appropriate.
- 9.3 Consultation with the public would also take place under the usual planning process in the event of any future redevelopment.

**10. EQUALITY ANALYSIS**

- 10.1 The content of this report is such that there are no equality issues arising directly from this report and an Equality Impact Assessment (EIA) is not required.

**11. ENVIRONMENTAL IMPLICATIONS**

- 11.1 Environmental issues will be considered prior to all acquisitions being made, for example as one area of due diligence, energy certificates will be obtained and reviewed.
- 11.2 All acquisitions will be reviewed, post purchase, to enable all acquisitions to be as energy efficient as possible

**12. APPENDICES**

Title	Location
(a) N/A	