

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, 4 March 2019

PRESENT:

Councillor: Nick Gowrley (Chair)
John Whitehead (Vice-Chair)

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

In attendance:

Councillor Wendy Marchant
Councillor Keith Welham

Chief Executive (AC)
Strategic Director (KN)
Assistant Director – Economic Development and Regeneration (MC)
Assistant Director – Housing (GF)
Assistant Director – Planning for Growth (TB)
Corporate Manager – Finance (ME)
Corporate Manager – Business Improvement (KC)
Corporate Manager – Democratic Services (JR)
Professional Lead HRA Accountant (TA)
Professional Lead Key Sites and Infrastructure (CT)
Acting Chief Planning Officer (PI)
Senior Finance Business Partner (SB)
Project and Research Officer (JS)
Neighbourhood Planning Officer (PB)
Senior Environmental Health Officer (AT)
Infrastructure Officer (NP)
Governance Support Officer (CP)

121 ORDER OF BUSINESS

The order of items of business was changed with agreement by the Chair and agenda item number 15 – Development of Visitor Centre at Needham Lake – was taken first.

122 APOLOGIES FOR ABSENCE

There were no apologies received.

123 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interest.

124 MCA/18/64 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2019

The minutes of the meeting held on 04 February 2019 were confirmed as a correct record.

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

None received.

126 QUESTIONS BY COUNCILLORS

There were no questions received from Councillors.

Councillor Otton asked how often the Planning portal was updated. Councillor Horn advised that the portal was regularly updated as applications come in. Councillor Otton then asked why the address for the Member for Thurston and Hessem, was listed under Councillor Esther Jewson, at an address she has not been at for at least 3 years. It was agreed that this would be amended on the Planning Portal and on the website.

127 MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES

It was agreed that as additional information regarding item 16 – Regulatory Reform Order Policy on Minor Disabled Adaptation Scheme – was to be presented at the meeting, this item would be dealt with when the report was discussed.

128 MCA/18/65 RECOMMENDATION FROM THE JOINT OVERVIEW AND SCRUTINY COMMITTEE HELD ON 14 FEBRUARY 2019

Please see minute number 139.

129 FORTHCOMING DECISIONS LIST

The Forthcoming Decisions List was noted. Councillor Horn confirmed that the Joint Local Plan would be coming to Council on 27 June 2019.

130 MCA/18/73 DEVELOPMENT OF VISITOR CENTRE AT NEEDHAM LAKE

The Corporate Manager for Democratic Services advised Members that there was a confidential paper within the report however, it was not possible to go into closed session as the statutory 28 days-notice to the public had not been able to be given. The information in this confidential paper was therefore not to be discussed at this

meeting.

The report was introduced by the Cabinet Member for Environment who outlined the development plans for the Needham Lake Visitor Centre.

Councillor Burn moved the recommendations in the report, and this was seconded by Councillor Flatman.

Councillor Stringer commented that the budget for this project was high.

By a unanimous vote

It was RESOLVED:-

- 1.1 That funding of up to £600,000 to deliver a new visitor centre development at Needham Lake be approved.**
- 1.2 To proceed with the associated planning permission and to carry out the subsequent tender processes, including the award of contract, for the development of the new facility.**
- 1.3 That the Strategic Director be authorised, in consultation with the Cabinet portfolio holders for Environment and for Communities, to select and award the contract for the development of the new facility.**
- 1.4 That the Strategic Director be delegated authority in consultation with the Cabinet portfolio holders for Environment and for Communities to award the contract to operate the new facility.**
- 1.5 That the Member advisory working group for the development of Needham Lake Visitor Centre that includes relevant Cabinet Members and local Ward Members be continued.**

Reason for Decision: Improving the quality of life for the local community and increasing visitor spend in the local economy; supporting community capacity building and engagement; maximising a Council asset; encouraging increased physical activity and improved use of open space; and efficient management of the delivery of the facility.

131 MCA/18/66 GENERAL FUND FINANCIAL MONITORING 2018/19 - APRIL TO DECEMBER 2018

The Cabinet Member for Finance introduced the report and provided Members with an overview of the variances. Councillor Whitehead moved the recommendations in the report and this was seconded by Councillor Brewster.

The Cabinet Member for Assets and Investments queried the proposed funding for the adverse variance in relation to Open Spaces as detailed on page 21 of the report. It was confirmed that the figure earmarked was an estimate and could be

reviewed if necessary.

Councillor Otton raised questions regarding CIFCO borrowing costs, planning appeal costs, ICT costs, in particular the costs of Skype and photocopiers and grants for empty homes. The Assistant Director for Housing confirmed he would provide details regarding the under spend of grants for empty homes. Councillor Otton then asked if Overview and Scrutiny Committee had looked at this issue. It was confirmed that this would be taken to the Overview and Scrutiny Committee.

Councillor Stringer expressed concern over the overspend in Building Control and declared an interest as he has a contract with Mid Suffolk District Council to carry out building control, and the underspend on electric vehicle charging points.

By a unanimous vote

It was RESOLVED:-

That subject to any further budget variations that arise during the rest of the financial year, the following net transfers of £1,939k be noted;

- a) **Transfer from reserves of £46k being the net amount for the following specific earmarked reserves, referred to in section 5.8 and Appendix C of this report;**
- **£208k to Joint Local Plan (a new earmarked reserve)**
 - **£33k to Waste**
 - **£30k to Carry Forwards (Leisure Contract)**
 - **£13k to Government Grants (other items – Better Business for All)**
 - **£10k to Elections**
 - **£237k from Planning for appeal costs**
 - **£40k from Government Grants (Policy Strategy, Health and Well-being)**
 - **£33k from Homelessness**
 - **£30k from Commuted Maintenance**
- b) **Of the remaining balance of the General Fund surplus £767k be transferred to the Growth and Efficiency Fund and £1,218k to the Business Rates Equalisation reserve, as referred to in section 2.1 (c) of the report.**

Reason for Decision: To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.

132 MCA/18/67 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2018/19 - APRIL TO DECEMBER 2018

Report MCA/18/67 was introduced by the Cabinet Member for Housing who moved

the recommendations in the report. This was seconded by Councillor Flatman.

Councillor Otton queried if service charges were reviewed and how often this was done. The Assistant Director for Housing confirmed that these charges were reviewed.

Councillor Otton then asked what action is being taken to overcome the current issues in BMBS. Members were advised that the adverse variance in BMBS was mainly due to the impact of the voids project. There were several projects ongoing to tackle the issues in this area and improvements were being made.

By a unanimous vote

It was RESOLVED:-

That the potential or likely variations in relation to the HRA both Revenue and Capital compared to the Budget be noted.

1.2 That, subject to any further budget variations that arise during the rest of the financial year, the shortfall in funds of £415k, referred to in section 5.6 of the report, be transferred from the Strategic Priorities reserve, as referred to in 2a) of the report.

Reason for Decision: To ensure that Members are kept informed of the current budgetary position for both the HRA Revenue and Capital Budget.

133 MCA/18/68 QUARTER 3 PERFORMANCE OUTCOME REPORTING

The report was introduced by the Cabinet Member for Organisational Delivery who thanked Members for the support and work undertaken in conjunction with the Assistant Directors in reviewing and updating the measures. Councillor Morley moved the recommendations in the report, and this was seconded by Councillor Flatman.

The Assistant Director for Housing provided an update regarding staffing issues within BMBS and actions being taken.

Councillor Otton commented that figures detailing the number of people attending meetings at Needham Market are required to make a comparison with the numbers attending at Endeavour House. Councillor Stringer confirmed that he had received this information and suggested that a survey of attendees should be carried out to gain information.

Councillor Morley confirmed that she would forward these figures to all Members and commented that there have been very few Planning Referral Meetings since the move to Endeavour House compared to before, and this had had an effect on the figures.

The increased target figure for measure WS07, Missed Bins was queried by Councillor Burn. The Corporate Manager for Business Improvement confirmed that the target had been increased at the request of Members. It was agreed that the figures would be shown as cumulative for clarity.

By a unanimous vote

It was RESOLVED:-

That the performance report and the performance outcome information tabled at Appendices A to G of the report be agreed as reflecting Mid Suffolk District Council's performance for October – December 2018.

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

134 MCA/18/69 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE BUSINESS PLAN MARCH 2019

The Cabinet Member introduced the report and provided Members with details of the four bid applications in the report. Councillor Horn moved the recommendations in the report subject to the words 'and endorse' being removed from recommendation 3.1. This was seconded by Councillor Flatman.

Councillor Otton commented that she had not been contacted as a County Councillor regarding the bid in Thurston.

Councillor Otton suggested that for future reports the business plans were not required. It was agreed that these would be included as a link.

By a unanimous vote

It was RESOLVED:-

1.1 That the CIL Expenditure Business Plan (March 2019) and accompanying technical assessments of the CIL Bids forming Appendices A and B of the report and which include decisions on valid Bids for Cabinet to make and those for Cabinet to note be approved as follows: -

Decisions for Cabinet to take: Local Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid	Recommendation
M1-18 GISLINGHAM	£44,568.75	Cabinet recommended to approve CIL Bid of £44,568.75
Mill Street	Total Cost £160,596.60	
Erection of new building	(revised figure)	

	<p>Other remaining sources of funding for this project are:</p> <p>£57,431.25 from s106 funds (which will be spent on this project)</p> <p>£25,000 Garfield Weston</p> <p>£15,846.60 Band Funds</p> <p>£5000 Gislingham United Charity</p> <p>£4,000 - Gislingham Parish Council</p> <p>£3000 – Alfred Williams Charitable Trust</p> <p>£1000 Gislingham Variety</p> <p>£1000 – Council Fleming Locality Budget</p> <p>£1000 Ganzoni Charitable Trust</p> <p>£1800 – Personal Donations</p> <p>£500 Scarfe Trust</p> <p>£200 East of England Co-op</p> <p>£150 – Botesdale Parish Council</p> <p>£100 Eye Town Council</p>	
<p>M20-18 THURSTON</p> <p>Norton road opposite the Community college and also adjacent to the Community college</p> <p>Provision of 2 new bus</p>	<p>£13,000</p> <p>(amended figure)</p> <p>Total Cost £13,000</p>	<p>Cabinet recommended to approve CIL Bid of £13,000</p>

shelters		
M23-18 EYE Cross Street Car park	£20,728.40	Cabinet recommended to approve CIL Bid of £20,728.40
Electric Vehicle charging station	Total cost £20,728.40	

Decisions for Cabinet to note and endorse: Local Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the Infrastructure	Delegated Decision
M3 STOWUPLAND Trinity Meadows Church Road	£641.35 Total cost £1282.35 Other remaining source of funding for this project are: - £641.00 Stowupland Parish Council	Delegated decision has been taken to approve. For Cabinet to note.

- 1.2 Cabinet are asked to note and endorse that all other non-determined valid or invalid Bids continue to be worked upon and all will be carried forward to the next CIL Bid round 3 for consideration.**
- 1.3 Cabinet are also asked to note and endorse this 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).**

Reason for Decision: Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11th 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 and endorse 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.

135 MCA/18/70 STOWUPLAND NEIGHBOURHOOD PLAN

The Cabinet Member for Planning introduced the report and advised Members that a

modified plan was received by officers late the previous week. The plan allocates three sites, two of which benefit from planning permission and the third had a resolution to grant permission subject to the section 106 agreement. Officers had raised concerns that this plan may fall short in meeting strategic housing needs. Councillor Horn asked members to endorse the recommendations in the report. The recommendations were seconded by Councillor Wilshaw.

Councillor Welham expressed his thanks to the Officers working on the plan. Councillor Welham queried the figures quoted by Councillor Horn. The figures were confirmed by the Neighbourhood Planning Officer.

By 9 votes to 0

It was RESOLVED:-

- 1.1 That Stowupland Parish Council be requested to make the necessary modifications to their Neighbourhood Plan in accordance with the Examiner's recommendations.**
- 1.2 That, subject to the satisfactory completion of the above (to be agreed by the Corporate Manager for Strategic Planning); the Neighbourhood Plan be advanced to a local referendum covering the parish of Stowupland.**

Reason for Decision: To enable the Council to meet its statutory obligations under Section 17A of the Neighbourhood Planning (General) Regulations 2012 (as amended) and to allow the Stowupland Neighbourhood Plan to proceed to a local referendum.

136 MCA/18/71 AMENDMENTS TO THE PLANNING PRE-APPLICATION CHARGING ADVICE SERVICE AND CHARGING SCHEDULE

Report MCA/18/71 was introduced by the Cabinet Member for Planning. The Pre-Application Charging Service had now been operating successfully for over a year and had remained under review since the introduction. The recommendations in the report were proposed by Councillor Horn and seconded by Councillor Brewster.

A question was raised by Councillor Stringer regarding the proportion of applications seeking advice before submitting a full application. The Acting Chief Planning Officer confirmed that this information was available, and there were surveys undertaken of the experience applicants had had when using the service.

By a unanimous vote

It was RESOLVED:-

That the proposed changes to the charged pre-application advice service and associated charges as set out in the attached draft Schedule at Appendix (a) of the report be approved.

That the Assistant Director Planning & Communities to, at least annually,

review the Schedule of charges and as needed be authorised to amend the Schedule in consultation with the Cabinet Member for Planning to reflect current good business practice in pre-application charging.

Reason for Decision: The decision to agree the changes to the pre-application advice service and associated charges will refine and improve the service offered to users and the delegation of authority will enable continued service improvement in an iterative way.

137 MCA/18/72 MEMBER LEARNING AND DEVELOPMENT POLICY AND MEMBER ROLE PROFILES

The report was introduced by the Corporate Manager for Democratic Services who requested that Cabinet approve the recommendations in the report as previously considered by the Member Development Working Group.

The Cabinet Member for Assets and Investments expressed his gratitude to the Member Development Working Group and commented that this was a fantastic policy. The Recommendations were moved by Councillor Gowrley and seconded by Councillor Whitehead.

Councillor Stringer raised the issue of the mental health of Members. It was agreed that a commitment would be made that Members would be entitled to have access to all mental health services which members of staff had.

By a unanimous vote

It was RESOLVED:-

That the Member Learning and Development Policy and Role Profiles be approved to provide a framework for future Member training and development.

Reason for Decision: To provide a framework for future Member learning and development and to clarify the responsibilities and expectations for prospective Members, newly elected Members and existing Members, members of the public, partner organisations and officers.

138 MCA/18/74 REGULATORY REFORM ORDER POLICY ON MINOR DISABLED ADAPTATION SCHEME

The Assistant Director for Housing introduced report MCA/18/73 and advised Members how the proposed scheme would work. The recommendations were moved by Councillor Stringer and seconded by Councillor Otton.

Amanda Todd, Senior Environmental Health Officer, confirmed that the scheme would be available to council tenants but will be funded from a different budget.

The Cabinet Member for Assets and Investments suggested that a proportion of the Disabled Facilities Grant (DFG) budget should be put towards the scheme to ensure that the bigger DFG works were not prejudiced.

By a unanimous vote

It was RESOLVED:-

That the Regulatory Reform Order Policy on Minor Disabled Adaptation Scheme as described in Option 1 of the report be adopted and reviewed in 12 months.

Reason for Decision: For a Regulatory Reform Order Policy on Minor Disabled Adaptation Scheme to be used legally, members need to have adopted such a scheme.

139 MCA/18/65 RECOMMENDATION FROM THE JOINT OVERVIEW AND SCRUTINY COMMITTEE HELD ON 14 FEBRUARY 2019

Councillor Welham advised Members that the Joint Overview and Scrutiny Committee had scrutinised the underspend in relation to report MCA/18/74 the majority of Mid Suffolk Members were concerned over the contract with Orbit and felt that a way out of the contract should be found. Officers have proposed 7 changes to the DFG's as per the paper provided.

The recommendations from the Joint Overview and Scrutiny Committee were outlined.

The Cabinet Member for Assets and Investments questioned the legality of proposed changes 3.5. Councillor Welham confirmed that Officers were looking into this issue.

It was agreed that the future arrangements would be reviewed by Joint Overview and Scrutiny in June 2019. The recommendations were moved by Councillor Gowrley and seconded by Councillor Brewster subject to further work on proposed changes 3.2, 3.5 and 3.7.

By a unanimous vote

It was Resolved that Cabinet agreed the recommendations below from the Joint Overview and Scrutiny Committee held on 14 February 2019 subject to further work on changes 3.2, 3.5 and 3.7.

1.1 That the Joint Overview and Scrutiny Committee strongly endorsed the proposed 'Changes to Disabled Facilities Grant 3.0 to 3.7' in the Information Bulletin to Cabinet.

1.2 That the Joint Overview and Scrutiny Committee receive a report back after the Cabinet Meeting in March 2019 on the agreed future arrangements for the Disabled Facilities Grant and that the report

included the conclusions and the legal implications of the contract with Orbit, to be considered at the Overview and Scrutiny Committee in June 2019.

Reason for Decision:- The Joint Overview and Scrutiny Committee finds that the proposed suggestions to improve the service to applicants for the Disabled Facilities Grant are appropriate.

The business of the meeting was concluded at 4.27 pm.

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Chairman (& date)