



Riverside, 4 Canning Road, Lowestoft, Suffolk,
NR33 0EQ

Full Council

Members: All Councillors

Members are invited to a **Meeting of the Full Council**
to be held in the Conference Room, Riverside,
on **Wednesday, 24 July 2019 at 6:30 pm**

An Agenda is set out below.

Part One – Open to the Public

Pages

1 Apologies for Absence

To receive apologies for absence, if any.

2 Declarations of Interest

Members and Officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3a	Minutes of the Annual East Suffolk Council meeting held on 22 May 2019	1 - 23
	To confirm as a correct record the Minutes of the East Suffolk Annual Council meeting held on 22 May 2019	
	<i>The Monitoring Officer has recommended that the Minutes of the past and Shadow Authorities be received as good governance and for the avoidance of Minutes remaining unconfirmed.</i>	
3b	Minutes of the Suffolk Coastal District Council meeting held on 28 March 2019	24 - 30
	To confirm as a correct record the Minutes of the Suffolk Coastal District Council meeting held on 28 March 2019.	
3c	Minutes of the Waveney District Council meeting held on 20 March 2019	31 - 53
	To confirm as a correct record the Minutes of the Waveney District Council meeting held on 20 March 2019.	
3d	Minutes of the East Suffolk Shadow Authority Meeting held on 28 February 2019	54 - 71
	To confirm as a correct record the Minutes of the East Suffolk Shadow Authority Meeting held on 28 February 2019.	
4	Announcements	
	To receive any announcements from the Chairman, the Leader of the Council, members of the Cabinet, or the Chief Executive, in accordance with Council Procedure Rule 5.1(e).	
5	Questions from the Public	
	No questions have been submitted by the electorate as provided by Council Procedure Rule 8.	

6 Questions from Members

The following question(s) from Members has/have been submitted in pursuance of Council Procedure Rule 9:

(a) Question from Councillor E Brambley-Crawshaw to the Cabinet Member for Transport:

What progress is being made to install Rapid Electric Vehicle charging points in Council owned car parks and other publicly accessible locations?

(b) Question from Councillor C Topping to the Cabinet Member for Customer Services & Operational Partnerships

The former Waveney District Council requires residents to put their food and kitchen waste in the black bin and is sent for incineration. The former Suffolk Coastal District allows food waste with garden and this is turned into a valuable soil conditioner. When will this disparity in service within our single Council be rectified? And can we be assured that we adopt the higher of these two standards?

(c) Question from Councillor L Gooch to the Leader of the Council

I understand that prior to the Merger, Waveney District Council offered interim payments to applicants for Universal Credit if their payments were delayed. If that is so, can the Portfolio Holder please explain for the benefit of all Councillors how that is now working as part of East Suffolk's support to struggling residents?

(d) Question from Councillor P Byatt to the Deputy Leader and Cabinet Member for Economic Development

I am sure we all share the disappointing news that Lowestoft has missed out with its application to the Government's Future High Street Funds to support development in Lowestoft. This is particularly frustrating as our neighbours just up the coast were successful. Can Councillor Rivett shed any light on how this came about, given the significant needs of Lowestoft?

7 Petitions

No petitions have been received as provided by Council Procedure Rule 10.

8 Notices of Motion

The following Motions have been submitted in pursuance of Council Procedure Rule 11:

(a) Councillor R Smith-Lyte has submitted the following Notice of Motion:

"This Council pledges to:

1. Declare a Climate Emergency.
2. Set up a Policy Development Panel, commencing by October 2019, to investigate ways to cut East Suffolk Councils carbon and harmful emissions on a spend to save basis, with the ambition to make East Suffolk Council (including all buildings and services) carbon neutral by 2030.
3. To work with Suffolk County Council and other partners across the county and region, including the LEP and the Public Sector Leaders towards the aspiration of making the county of Suffolk carbon neutral by 2030.
4. To work with Government to a) deliver its 25 year Environment Plan and b) increase the powers and resources available to local authorities in order to make the 2030 target easier to achieve."

(b) Councillor G Elliott has submitted the following Notice of Motion:

"This Council notes that:

- the former Waveney District Council had a policy of actively supporting Fairtrade whilst the former Suffolk Coastal District Council had no such policy.
- Suffolk has eight "Fairtrade Towns", five of which are in the East Suffolk Council area, two in the former Waveney District and three in the former Suffolk Coastal District.
- Global Fairtrade sales last year generated £142 million in Fairtrade Premium. Farmers in 73 countries have invested this money in their communities, increasing business productivity and contributing to the achievement of the global Sustainable Development Goals (SDGs).
- Despite this positive news, exploitation remains rampant in global supply chains. More than 40 million people are trapped in modern slavery, including forced labour, and 152 million young people in child labour. Hundreds of millions more are earning less than a living income or wage.

This Council resolves to:

- Renew the commitment to Fairtrade of the former Waveney District Council and expand this to the new East Suffolk Council.
- Actively promote Fairtrade locally, through support for local groups, in the media including social media, and events, including during Fairtrade Fortnight.
- Review its procurement policy, including its catering offer, to ensure that Fairtrade produce is chosen wherever possible, and that Fair Trade considerations are included as a preference in any contracts going out to tender."

9	Presentation on Scottish Power Renewable Energy	
	To receive a presentation from David Walker, Offshore Development Director for Scottish Power Renewables, and Philip Watkins, Director of Eastern Edge Ltd	
10	Membership of the Audit & Governance Committee, Scrutiny Committee, Licensing Committee, Appointments of Assistant Cabinet Members, Heritage Champion and Outside Bodies (Non Executive Function) ES/0051	72 - 77
	Appointment to the Audit and Governance Committee, Assistant Cabinet Members and Outside Bodies.	
11	Appointments to Working Groups ES/0049	78 - 88
	Report of the Leader of the Council.	
12	Cabinet Members Report and Outside Bodies Representatives Report to Council ES/0054	89 - 95
	To receive the Cabinet Members Report and Outside Bodies Representatives Report to Full Council.	
13	Exempt/Confidential Items	
	It is recommended that under Section 100(a)(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.	

Part Two – Exempt/Confidential

14	Lowestoft Full Fibre Project	
	<ul style="list-style-type: none"> Information relating to the financial or business affairs of any particular person (including the authority holding that information). 	

Close



Stephen Baker, Chief Executive

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The national Charter and Charter Plus Awards for Elected Member Development
East Suffolk Council is committed to achieving excellence in elected member development
www.local.gov.uk/Community-Leadership

Minutes of a Meeting of the **Full Council** held in the Deben Conference Room, East Suffolk House, Riduna Park, Melton on **Wednesday, 22 May 2019 at 6:30pm**

Members of the Committee present:

Councillor Melissa Allen, Councillor Paul Ashdown, Councillor Edward Back, Councillor David Beavan, Councillor Stuart Bird, Councillor Chris Blundell, Councillor Jocelyn Bond, Councillor Elfrede Brambley-Crawshaw, Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Peter Byatt, Councillor Alison Cackett, Councillor Jenny Ceresa, Councillor Judy Cloke, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Janet Craig, Councillor Mike Deacon, Councillor Graham Elliott, Councillor John Fisher, Councillor Tony Fryatt, Councillor Steve Gallant, Councillor Tess Gandy, Councillor Andrée Gee, Councillor Tony Goldson, Councillor Louise Gooch, Councillor Tracey Green, Councillor TJ Haworth-Culf, Councillor Colin Hedgley, Councillor Ray Herring, Councillor Mark Jepson, Councillor Richard Kerry, Councillor Stuart Lawson, Councillor Geoff Lynch, Councillor James Mallinder, Councillor Chris Mapey, Councillor Debbie McCallum, Councillor Frank Mortimer, Councillor Trish Mortimer, Councillor Mark Newton, Councillor Keith Patience, Councillor Malcolm Pitchers, Councillor Carol Poulter, Councillor David Ritchie, Councillor Craig Rivett, Councillor Keith Robinson, Councillor Mary Rudd, Councillor Letitia Smith, Councillor Rachel Smith-Lyte, Councillor Ed Thompson, Councillor Caroline Topping, Councillor Steve Wiles, Councillor Kay Yule

Officers present:

Stephen Baker (Chief Executive), Karen Cook (Democratic Services & Cabinet Business Manager), Andrew Jarvis (Strategic Director), Nick Khan (Strategic Director), Siobhan Martin (Head of Internal Audit), Hilary Slater (Head of Legal and Democratic Services & Monitoring Officer), Simon Taylor (Chief Finance Officer & S151 Officer), Nicola Wotton (Democratic Services Manager).

1 Election of a Chairman

The Chief Executive sought nominations for the first Chairman of East Suffolk Council. Councillor Burroughes nominated Councillor Colin Hedgley for Chairman of the Council. He reported that Councillor Hedgley had left school at 16 and had spent 34 years in the Navy, with 8 years spent on the Royal Yacht Britannia. After that he had spent 5 years in industry, working with radio and radar equipment and he then went into magazine publishing, where he doubled circulation levels in 4 years. Councillor Hedgley then moved to Suffolk, where he met Councillor Fryatt and was encouraged to stand for election for Suffolk Coastal District Council. He became the Vice Chairman, regularly standing in for the Chairman, who was unwell. Councillor Burroughes stated that Councillor Hedgley would be an excellent ambassador for the East Suffolk District and he had no hesitation in proposing him for the position of Chairman of the Council.

Councillor Herring seconded the nomination and in so doing, concurred with everything that Councillor Burroughes had said. Councillor Hedgley was very experienced, confident and treated everyone with respect and would be an excellent Chairman of the Council.

As there were no other nominations, it was therefore

RESOLVED

That Councillor Colin Hedgley be appointed Chairman of the Council to hold office until the Annual Meeting in May 2020.

Councillor Hedgley made a Declaration of Acceptance of Office and received the Chain of Office. He thanked those present for his appointment, in particular those who had proposed and seconded his nomination and Councillor Fryatt for encouraging him to stand for election. He stated that although this was a new Council, he was following in the footsteps of previous successful Chairmen and he wished the former Suffolk Coastal District Council Chairman, Nicky Yeo, all the best for the future. He thanked Councillors for their confidence and trust in appointing him as Chairman and he was proud to be the first Chairman of this outstanding council, which was the largest in the UK by size. East Suffolk Council was a first class organisation with hard working officers. The Chairman stated he was looking forward to working alongside the Vice Chairman and representing the Council to the best of his ability.

2 Election of a Vice-Chairman

The Chairman sought nominations for the Vice Chairman of the Council.

Councillor Back nominated Councillor Keith Robinson. He reported that Councillor Robinson was friendly, approachable, fair and inclusive, which were excellent attributes for a Vice Chairman.

Councillor Gee seconded the nomination. She stated that Councillor Robinson was a splendid Councillor, was very hard working and she was confident in his ability to fulfil the role to an excellent standard.

As there were no other nominations, it was therefore

RESOLVED

That Councillor Keith Robinson be appointed Vice Chairman of the Council, to hold office until the Annual Meeting in May 2020.

Councillor Robinson then made a Declaration of Acceptance of Office as Vice Chairman and received the Chain of Office.

3 Apologies for Absence

There were no apologies received for this meeting.

4 Declarations of Interest

There were no declarations of interest made on this occasion.

5 Announcements

i) Chairman

The Chairman reported that the Licensing Training had been moved to Thursday, 30 May 2019 at 6.00pm at East Suffolk House. All Members were invited to attend the training from 6.00pm – 7.00pm, whilst Members of the Licensing Committee were also requested to attend additional training from 7.00 pm – 8.00 pm, in order to be able to sit on the Licensing Sub-Committees. Members were asked to book a place on this training by contacting the Democratic Services team.

The Chairman reported that there were two MyHR training sessions on Friday, 24 May 2019 at 11.00am and 2.00pm at Riverside. It was recommended that all newly elected Councillors should attend the training, so that they could update their personal details and make expenses claims for mileage etc. This training was also suitable for those re-elected Councillors, who may not have claimed mileage in the past. Members were asked to book a place on this training by contacting the Democratic Services team.

ii) Chief Executive

There were no announcements from the Chief Executive on this occasion.

6 Report of the Returning Officer

The Chief Executive presented the report, which listed the results of the recent elections which had taken place on 2 May 2019.

RESOLVED

That the results of the election held on 2 May 2019 be noted.

7 Election of a Leader of the Council

The Chairman sought nominations for the Leader of the Council.

Councillor C Rivett congratulated the newly appointed Chairman and Vice Chairman of the Council. He said that it was time to move forward, with a new Chairman, Vice Chairman and Leader of the Council. It was important to ensure that the new Council had a strong identity which was underpinned with a respectful culture, integrity and a desire to do the very best for the constituents in the District. He reported that there was a particular Councillor who was objective, visionary and had the determination to ensure that the newly created East Suffolk Council reached its potential and that was Councillor Steve Gallant, who he wished to nominate as Leader of the Council without reservation.

Councillor J Mallinder seconded that nomination and confirmed that Councillor Gallant had the energy, drive, vision and ideas to take East Suffolk Council forwards.

There being no other nominations, the Chairman declared Councillor Steve Gallant to be appointed Leader of the Council for the four year term 2019 – 2023. Councillor Gallant signed his Declaration of Acceptance of Office and took the opportunity to address the Council with the following speech:

Before I set out my plan for the road ahead, I just want to pause and pay tribute to the Leaders of our parent authorities. This Council has been over a decade in the making. It required vision, commitment and tenacity to get us to this point. Ray Herring, Mark Bee and of course, the late Colin Law, worked tirelessly to make sure that we have in place all we need to succeed. We owe them a huge debt of gratitude.

I also want to recognise the work and commitment of the officers. Without doubt one of our strongest assets is our workforce. Every one of them from the Chief Executive down has worked hard to get us to this point. They have risen to the many challenges and embraced many changes. I know that they are as excited as we are to be part of this great new Council and keen to make it a success – I thank them all for their ongoing support.

It is a huge honour to be voted in as the first leader of East Suffolk Council – the biggest district council in the country – a council that stretches from Lowestoft in the north to Felixstowe in the south, from Framlingham in the west to Aldeburgh in the east. A mosaic of different communities, large and small, which together create a strong, powerful, single entity. Together, we can be ambitious, and ensure that the voice of East Suffolk is heard loud and clear at all levels of government.

Our main reason for creating this super district is to ensure that East Suffolk is in the best possible position to respond to, and take advantage of, the emerging opportunities and challenges facing local government, which are:

- Creating jobs.
- Meeting the growing housing needs.
- Supporting and enabling communities to thrive.

East Suffolk is already leading in many areas; we have created and sold the PHILIS system, we established the highly successful Universal Credit Partnership, we have developed highly innovative work with Zurich on Coastal Management and we are the only district to share a senior officer post with the Clinical Commissioning Groups.

We need to maintain this progression, not because we want to be first, that's not the point, but because it's the right thing to do, and it makes us better. We need to do this whilst ensuring we provide value for money for our council taxpayers, financial savings and future resilience in all aspects of service delivery is critical.

We fought the elections on an ambitious manifesto – Towards a Thriving East Suffolk – ambitious for homes, ambitious for jobs, ambitious for our communities. We now need to deliver on that ambition. Therefore, we will be drawing up a 30-year vision for East Suffolk – mapping out what East Suffolk could look like in 2050, setting clear aspirations for what we must achieve in order to get there.

We are in a unique position – the start of a new era. The possibilities for East Suffolk are without limit, and I want to help build a future for East Suffolk that captures that limitless potential. I will talk more about this long term vision in the coming months. Within that vision, the council's Business Plan will be the document that will set out in detail what we will be doing in the next four years – setting out a pathway that leads to success. Success for our Council, Success for our Communities and Success for our Economy. The current business plan covers three main themes; Economic Growth, Enabling Communities, Financial Sustainability.

Economic Growth: The importance of East Suffolk to the county and regional economy cannot be overstated, it remains a key area of focus for us; from Enterprise Zones to Screen Suffolk, from the Local Enterprise Partnership to Business Improvement Districts, from apprenticeships to Higher Education places, from supporting the continued growth of our established employers, to offering practical incentives for new start-ups. We have a major part to play in the continuing growth of our economy.

Enabling Communities: We have seen the benefits that can be reaped by supporting and encouraging local communities to identify issues and develop solutions – by empowering our residents to problem solve they become more resilient and able to make a real difference for themselves, their neighbours and their environment. With the allocation to all ward members of a substantial Enabling Community Budget and the formation of Community Partnerships this will continue. Ward members are key players in this process as duly elected Community leaders.

We want all our residents to be able to fulfil their potential, We want our towns and communities to remain safe, we want our elderly and young to be protected and supported, we want to reach out and provide for the most vulnerable in our communities. We want our residents to be healthy and able to enjoy our coast and countryside; our history, our art and culture – we need to provide resources and support for them to allow them to introduce local initiatives that are both appropriate and sustainable.

The housing market at a national level has undergone a significant shift over the last decade, the same is true both regionally and locally. There has been an increasing shortage of housing across all tenures with housing provision rising on the political agenda and becoming a priority for the current Government.

In addition to continuing to invest in our existing homes, this council has ambitious plans for the redevelopment of properties and the provision of new housing right across the new District area, this investment will deliver a range of lasting benefits for the residents of East Suffolk. Significant planned investment will support this council in achieving these ambitions, we will continue with the regeneration of Lowestoft and continue to deliver new homes to meet the rising housing needs. The current 30-year Housing Plan projections demonstrate that these investment proposals are achievable, and that the Housing Revenue Account remains a sustainable and viable entity over the thirty-year period.

Total planned capital investment in the Housing Revenue Account totals £368m over 30 years. This includes major works on the existing housing stock, redevelopment of properties, and brand-new developments. The new homes programme will deliver 257

new affordable homes by 2022/23 and an estimated additional 1500 homes by 2047/48.

Financial Sustainability: East Suffolk has a highly successful track record of achieving year on year savings through improved efficiency in the delivery of its services. Simply continuing to improve efficiency and reducing costs will not be enough to enable our Council to deliver all that we want for East Suffolk. We will embrace new ways to become even more business-like in our approach.

Our Medium-Term Financial Strategy sets out our financial priorities for ensuring that our aims and aspirations are translated into our future achievements: We will ensure that the Council sets a balanced, sustainable budget year by year, ensuring that our spending does not exceed the resources available to us. We will plan for a level of Council Tax that the Council, its residents and the Government see as appropriate, acceptable and affordable which will ensure that we have the financial capacity to deliver the Council's policies and objectives. We will redirect expenditure over time to adequately support and resource the priorities of both the Council and the wider community, and we will maintain sufficient reserves and balances to ensure that the Council's long-term financial health remains sound.

These three themes, Economic Growth, Enabling Communities and Financial Sustainability must and will continue to be at the heart of all that we do. But there are two further areas that need greater emphasis and should be headlined in our new Business plan, these are: Digital Transformation and The Environment.

Digital transformation: we have started along this path, but there is huge potential here to become more agile, to modernise internally, be more efficient, and support communities better. Meeting the higher expectations of residents, communities and businesses means radically rethinking how services are delivered. This requires new approaches to change that meet the specific requirements of each service user. In order to deliver the change that is needed, our people need to have the best tools possible made available to them, whether hardware or software. This means looking at the whole suite of technology, from productivity tools to online business applications, together with the devices they run on. People need to feel confident in using them, we need to adopt a customer-focused, commercial, flexible culture.

It's vital that the services that many people rely on remain easily accessible to them. For some, using the internet will never meet their needs and so other forms of access will be required. For others, there is much that we can do to help them get the most from online services. Our Council should have the best understanding of the people, communities and businesses in their area. Often, however, this understanding is limited by the inability to make the best use of the data held in siloed systems that do not share information easily or in usable formats. This needs to change but we must be mindful of keeping up with obligations around data protection and information security. In order to protect and grow the local economy in the future, we must do all we can to ensure local businesses can thrive in the digital age. Doing so will also attract new enterprises to base themselves locally.

This means ensuring businesses have access to high speed broadband; the equipment, systems and skills to make use of it; and easy, simple access to the council services they

need. True digital transformation in local public services involves not just putting existing services online, but radically rewiring the local system to take advantage of shared, common digital components. The Council should take a lead in stewarding this work, collaborating with all organisations that meet local people's needs, whether central government, the health sector or community and voluntary groups on a digital platform which genuinely delivers joined up services.

The Environment: David Attenborough in his recent television documentary said, "While Earth has survived radical climactic changes and regenerated following mass extinctions, it's not the destruction of Earth that we are facing, it's the destruction of our familiar, natural world and our uniquely rich human culture." This council needs to consider its role on environmental initiatives, else it will be left behind, and will lose touch with the citizens of the future. The seven main threats we face going forward can be headlined as:

- Climate Change
- Species Extinction and Biodiversity Loss
- Air and Water Pollution
- Water Crisis
- The Natural Resources Drain
- De-forestation
- Soil Degradation

The Government paper - A Green Future: Our 25 Year Plan to Improve the Environment – sets out the National strategy but it must be appreciated that every worldwide environmental issue is also a local environmental issue. Local authorities regardless of any legal obligation have a responsibility to help the community to adapt to the effects of climate change.

We need to understand that the potential impacts of climate change on the frequency of adverse events, water security, coastal communities and natural ecosystems are so serious that shutting our eyes to the effects would represent poor stewardship on our part. We recognise the role that our natural environment plays in our prosperity now and in the future. We recognise that the development of sustainable local economies is essential, which is why we strive to achieve a workable balance between peoples' needs and wants and the natural environment that underpins our society.

We must also be resource efficient; this requires us to be responsible with our use of natural resources; concerning anything from fuel consumption during service delivery to improving the energy efficiency ratings of buildings owned by the council. It is essential that we work with communities to future proof assets and work towards sustainability to reduce future calls on our services. The area's wealth of plant and animal life provides our district with some of its greatest financial and health advantages it is therefore vital that we work with others to secure the future of East Suffolk's biodiversity.

If there is indeed a 'climate change emergency' then we must acknowledge that, and be part of the response, and part of the solution, not bury our collective heads in the sand. I would welcome an opportunity to discuss this with all Councillors to develop a way forward and develop a new policy on this for East Suffolk Council. So, a 30-year

vision, underpinned by a clear business plan focusing on our five priorities. To achieve this will not be easy. Over the last week, I have put together a team of fellow Councillors that I believe can help deliver on these priorities – my Cabinet.

- Cllr Craig Rivett (Deputy Leader & Economic Development)
- Cllr Letitia Smith (Communities, Leisure and Tourism)
- Cllr Richard Kerry (Housing)
- Cllr Mary Rudd (Community Health)
- Cllr Norman Brooks (Transport)
- Cllr Stephen Burroughes (Customer Services and Operational Partnerships)
- Cllr James Mallinder (The Environment)
- Cllr David Ritchie (Planning & Coastal Management)

Now, the observant among you will have spotted that I have chosen not to allocate the Finance Portfolio. We are fortunate that, in setting up a new Council, we find ourselves with as robust a set of finances as we could hope for, given the challenging financial climate we face. The over-riding focus now, is to ensure there is a clear strategy in place for how the council oversees and manages tax-payers' money. Given how fundamental this financial strategy is, and how tightly it runs alongside the council's overall strategy, I have decided to include finance within my own role as Leader. I don't see this as being a permanent move, but for the next few months, I will work closely with the Chief Executive and Head of Finance to ensure that we are set on the most secure and sustainable course, and will then review the situation.

You have now met my Cabinet. I am confident that this team has the mix of knowledge, skills and experience, together with the determination to work hard on behalf of our residents, and to deliver on the ambitious agenda I have set out this evening.

So, East Suffolk now has a Council, a Leader and a Cabinet. I'm very aware it also has an Opposition – something I welcome as an important part of the democratic process. I look forward to working with all of you in this chamber and that very much includes those opposite. We may have our political differences, but I recognise that we are all here to look after the interests of East Suffolk and when there is an opportunity for us to work together to achieve something, I will not be afraid to grasp it.

Mr Chairman, the road ahead is challenging yet exciting. We at East Suffolk District Council are well placed to deliver ambitious yet achievable growth and while we do, so we will continue to deliver value for money in front line services;

- We will continue to invest in our communities
- maintain financial sustainability

- generate greater capacity
- improve resilience
- and give local communities a stronger voice.

In short, we will work towards a thriving East Suffolk, and I encourage and urge all of you here today to join me in making that a reality.

8 Adoption of a Member Development Charter for East Suffolk Council

The Leader of the Council presented the report, which sought approval for the Council to adopt the Charter Plus Award for Member Development for East Suffolk Council and for the Council to undertake a re-assessment for the Charter Plus Award for Member Development in mid 2020.

It was noted that the former Waveney District Council was first accredited with the 'Charter Mark' for Member Development in 2009 and was subsequently awarded 'Charter Plus' status later that year. It had had successful re-assessments in 2011, 2014 and 2017.

Clarification was provided that the Charter Plus award for Member Development demonstrated that Councillors were offered the necessary support, guidance and training to enable them to carry out their roles effectively, in accordance with good governance, which benefits the community. Waveney District Council was last inspected during 2017 and there were a number of recommendations made for the Council, the majority of which had been successfully completed.

In June 2018, the Member Programme Board, which was formed as part of the One Council Programme, to oversee the creation of East Suffolk Council, confirmed that it would like East Suffolk Council to retain the Charter Plus Award for Member Development.

Therefore, Councillors needed to confirm that they wished to adopt the Member Development Charter for East Suffolk Council and, subject to that agreement, the Charter Plus status would transfer to East Suffolk Council and would be valid for one year. A further re-assessment for the Charter Plus Award for Member Development would be required for East Suffolk Council in mid 2020. The Leader of the Council moved the recommendations listed within the report and they were duly seconded by Councillor Byatt.

Councillor Elliott supported the Member Development work that had been undertaken previously by Waveney District Council. He urged the Council to retain the Award and to continue with the re-assessment, as proposed.

Councillor Fryatt commented that in terms of the two Planning Committees, it was important to have clarity as to which Councillors were able to attend those meetings as substitutes, should substitutes be required.

There being no further questions it was

RESOLVED

That the East Suffolk Council:

A) adopts the Charter Plus Award for Member Development and will undertake the outstanding recommendations made by SEEMP during the last re-assessment in 2017.

B) will undertake a re-assessment for the Charter Plus Award for Member Development in mid 2020.

C) will appoint a Member Development Steering Group (MDSG) to oversee the Member Development training programme and the Charter Plus re-assessment. The Membership of the MDSG will consist of representation from the different political parties on the Council and they will meet on a regular basis.

9 Political Balance and Allocation of Seats on Committees 2019/20

The Leader of the Council presented the report on the Council's political balance and the allocation of seats on Committees for 2019/20. It was noted that the membership of Committees and Sub-Committees was determined under the Local Government (Committees and Political Groups) Regulations 1990. These regulations ensured that the seats on the Committees and Sub-Committees were allocated on a politically proportionate basis, to reflect the political balance of the Council.

There were currently 61 seats on the Council's Committees, which could be broken down as follows:

Audit and Governance Committee – 9 seats

Licensing Committee – 15 seats

Planning Committee North – 9 seats

Planning Committee South – 9 seats

Scrutiny Committee – 13 seats

Appointments Committee – 6 seats

The Leader advised that since the papers for this meeting had been published, the Green, Liberal Democrat and Independent Councillors had formed a group, known as the 'GLI Group'. This development had slightly altered the allocation of seats on the Council's Committees. Therefore, an amended table with all of the nominations for the Committees had been tabled for all Councillors to refer to.

The Leader of the Council proposed that all of the uncontested seats should be voted for en bloc and this was seconded by the Deputy Leader of the Council.

It was noted that there had been two nominations received for the Chairman of the Scrutiny Committee – Councillor S Bird and Councillor D Beavan.

Councillor Elliott and Councillor Beavan both stated that they felt it was good practice for Councils to have the Chairman or Vice Chairman of the Scrutiny Committee from the opposition parties.

It was noted that there had been two nominations received for the Vice Chairman of the Scrutiny Committee – Councillor M Deacon and Councillor C Topping.

The contested positions were duly proposed and seconded and then both contested positions were put the vote individually and it was therefore

RESOLVED

1. That with effect from 22 May 2019, in order to meet the statutory requirements, the uncontested seats on the Council's Committees and Sub-Committees be allocated in accordance with the tabled information.
2. That Councillor S Bird be appointed Chairman of the Scrutiny Committee.
3. That Councillor M Deacon be appointed Vice Chairman of the Scrutiny Committee.

10 Appointments to Outside Bodies for 2019/20 (Non-Executive)

The Leader of the Council presented the report which sought to appoint representatives to the various Outside Bodies, with a Non-Executive Function, in accordance with Part 2 (Section B) of the Council's Constitution. It was noted that the Cabinet, at its meeting on 4 June 2019, would consider representation on Outside Bodies, where the role related to an Executive Function.

The appointment of Councillors to Outside Bodies was important, as it provided support to the organisation concerned, enabled Councillors to fulfil their community leadership roles and enabled the appropriate monitoring of performance and budgets, in line with best practice. It was noted that appointments made to Outside Bodies should be sensitive to the need to represent, as far as possible, the diverse nature of the local community.

A list of the Council's Non-Executive Outside Bodies had been circulated to all of the Group Leaders prior to the meeting and a number of nominations had been made. A table containing the nominations had been tabled for all Councillors to refer to, which included information, where known, such as how many representatives were required, how often the Outside Body met and the location of its meetings.

Councillor Byatt stated that he felt that some Outside Bodies had been omitted from the list and he queried whether a report could be brought to a future meeting to clarify the situation. The Leader reported that all of the Outside Bodies had been contacted to provide information about their requirements, however, some had not responded and were not included in the list. He confirmed that the appointments to Outside Bodies was an ongoing process and further reports could be brought to Council, as required.

Councillor Patience commented that East Suffolk Council now covered a very large area and, therefore, the Council should be allocated additional places on the East Suffolk Internal Drainage Board.

Councillor Topping reported that there were some inaccuracies within the list and the Leader reported that these could be discussed in due course. He then proposed that all of the uncontested seats should be voted for en bloc and this was seconded by the Deputy Leader of the Council.

The Leader invited Councillor Topping to provide clarification regarding the Outside Bodies. Councillor Topping reported that the Fauconberge Educational Trust met 2 or 3 times each year. In respect of Pride in Beccles, the meetings took place on a monthly basis, rather than annually. Members were also advised by Councillor Goldson that the Disability Information Advice Line (DIAL) was no longer in existence and should be removed from the list. Councillor Fisher advised that the East Suffolk (Rail) Travellers Association appointments also required additional clarification and it was confirmed that this would be brought back to a future Full Council meeting, for consideration.

The Leader proposed that a separate vote be taken on each contested appointment and this was seconded by Councillor Rivett. A list of the contested positions is shown below:

1. Association of Suffolk Museums – Two nominations received for one appointment. Separate vote undertaken for Councillor T Cooper and Councillor J Craig.
2. Broads Authority – Two nominations received for one appointment. Separate vote undertaken for Councillor A Gee and K Patience.
3. Disability Advice Service Management Committee North East Suffolk – Two nominations received for one appointment. Separate vote undertaken for Councillor T Gandy and Councillor F Mortimer.
4. Disability Advice Service Management Committee South – Two nominations received for one appointment. Separate vote undertaken for Councillor E Thompson and Councillor S Wiles.
5. East Suffolk Internal Drainage Board – Seven nominations received for six appointments. Separate vote undertaken for Councillor P Ashdown, Councillor D Beavan, Councillor S Bird, Councillor J Cloke, Councillor R Herring, Councillor K Patience and Councillor W Taylor.
6. Greenways Countryside Project Joint Advisory Committee – Three nominations received for two appointments. Separate vote undertaken for Councillor J Mallinder, Councillor M Newton and Councillor R Smith-Lyte.
7. Kyson (River Deben) Fairways Committee – Two nominations received for one appointment. Separate vote undertaken for Councillor C Mapey and Councillor K Yule.
8. Southwold Harbour and River Blyth Users Association – Two nominations received for one appointment. Separate vote undertaken for Councillor D Beavan and Councillor N Brooks.
9. Sparsity Partnership for Authorities Delivering Rural Services (SPARSE) – Two nominations received for one appointment. Separate vote undertaken for Councillor S Burroughes and Councillor R Smith-Lyte

RESOLVED

1. That Members be appointed to serve on the Outside Bodies for 2019/20 as outlined in Appendix B to these Minutes.
2. That, unless otherwise stated, the Leader of the Council be authorised to fill any outstanding vacancies left unfilled by the Council.

11 Appointment of Independent Persons

The Leader of the Council presented the report, which sought to appoint Independent Persons, in accordance with the Localism Act 2011, to deal with complaints made under the Suffolk Code of Conduct. It was noted that the Suffolk Code of Conduct came into force on 1 July 2012 and had been adopted previously by the former Suffolk Coastal District Council and Waveney District Council. In order to provide resilience and enable the effective management of complaints across the two Councils, it had been agreed that two Independent Persons would be appointed.

Dr Peck was appointed as an Independent Person in 2012 following a recruitment process, together with a Mr Keys and they were appointed for two yearly terms. Mr Keys then retired in 2016 and Mr Urey was appointed to replace him, following a recruitment process. Both Dr Peck and Mr Urey's terms of office were extended from July 2018 and they were then appointed to the Shadow Authority for East Suffolk.

Dr Peck and Mr Urey had confirmed that they were willing to undertake this role for a further two year period. In order to comply with the Localism Act 2011 and the Suffolk Code of Conduct, the Leader proposed that Dr Peck and Mr Urey's appointments should be continued and that they be the Independent Persons for East Suffolk Council, to deal with complaints made under the Suffolk Code of Conduct, for a two year period, until the end of May 2021. These proposals were duly seconded by Councillor Lynch.

There being no questions it was therefore

RESOLVED

1. That the terms of office of Dr Peck and Mr Urey be extended for a further 2 years, until the end of May 2021.
2. That the Council pays an annual allowance of £300 to the Independent Persons, and agrees to pay a fee of £50 for each investigation report that the Independent Person considers on behalf of the Council.

12 Appointment of Political Assistants

The Leader of the Council presented the report regarding the appointment of Political Assistants. It was noted that the Local Government and Housing Act 1989 governed the appointment of Political Assistants, who provide assistance to political groups represented on the Council. In order to qualify for a Political Assistant, a political group must have at least 10% of the total number of seats on the Council. In the case of East Suffolk Council, 10% of 55 Councillors was 5.5, which then needed to be rounded up to 6.

Following the elections on 2 May 2019, the Conservative Group had 39 Members and the Labour Group had 7 Members, therefore, both groups would meet the qualifying criteria for the allocation of a Political Assistant.

Since the papers for this meeting had been published, the Greens, Liberal Democrats and Independent Councillors had formed the 'GLI Group', with 9 Members. Therefore, the GLI Group was also entitled to a Political Assistant.

It was confirmed that each Group Leader must advise the Head of Legal and Democratic Services that their Group wished to appoint a Political Assistant. The Leader of the Council advised that due to the formation of the GLI Group, the first recommendation in the report had to be amended to reflect this change. Therefore, he moved the recommendations, including the change to recommendation one, and this was duly seconded by Councillor Yule.

Councillor Byatt asked whether the working hours of a Political Assistant could be increased in the future, if requested by a political group. The Head of Legal and Democratic Services reported that the Group Leader would need to submit a formal request, justifying the reasons for requesting an increase, which would then be considered.

RESOLVED

1. That the posts of Political Assistants be established under the terms of the Local Government and Housing Act 1989 with effect from this Annual Council until the next Annual Council meeting following full council election in 2023, and are allocated to the Conservative Group, the Labour Group and the GLI Group.
2. That the Leaders of the Conservative Group, the Labour Group and the GLI Group be requested to advise the Head of Legal and Democratic Services of their wishes about the filling of those posts.
3. That the Chief Finance Officer be given delegated authority to vire additional budget from identified savings to fund this, if the allocated budget is insufficient.

13 Adoption of the Member Allowances Scheme approved by the Shadow Council on 28.02.2019

The Leader of the Council presented the report, which sought approval of the adoption of the Members' Allowances Scheme for East Suffolk Council. It was noted that the East Suffolk Shadow Council was established under the East Suffolk (Local Government Changes) Order 2018. The Shadow Council was responsible for the implementation of the East Suffolk Council, which came into existence on 1 April 2019, on the abolition of Suffolk Coastal District Council and Waveney District Council.

The Shadow Council was required under Article 10 of the Order to formulate proposals for a Members' Allowances Scheme for the new Council to adopt. At its meeting on 28 February 2019, the Shadow Council formulated proposals for a Members' Allowances Scheme and approved the recommendations made by an Independent Remuneration Panel for a scheme for the East Suffolk Council to adopt. This would enable East Suffolk Council to have an Allowances Scheme in place on 6 May 2019, when the newly elected Members came into office and could be paid their allowances from that date. It was noted that the Scheme was set out in Appendix A to the report.

When the Independent Remuneration Panel (IRP) had carried out their 'light touch' review, they had noted that both the Suffolk Coastal and the Waveney Schemes were similar. The purpose of their review was to remove any small differences between the two Schemes and the Shadow Council agreed all of the IRP's proposed payments, as set out in paragraph 4.5 of the report. However, it was noted that the proposals agreed by the Shadow Council were subject to two points of clarification which the Monitoring Officer had been asked to check and confirm, with the IRP.

The first point was regarding the payments to co-opted Members. There was a line in the Panel's report to the Shadow Council about the proposed payment being the Basic Allowance plus 0.1% - 0.4%. The Monitoring Officer clarified this with the IRP and they confirmed that they had intended the payment to be between 1 – 4% of the Basic Allowance, per meeting. The amount was to be determined at the discretion of the Chairman of the Committee on which the co-opted Member might sit. This clarification had been included within paragraph 5 of the scheme on page 34 of the agenda papers.

The second point was regarding the payments to the Planning Committee Members. Previously, at Suffolk Coastal District Council, all Members of the Planning Committee had received a Special Responsibility Allowance which was 25% of the Basic Allowance. At Waveney District Council, the Planning Committee Members did not receive a Special Responsibility Allowance. It was noted that when the IRP formulated their proposals to equalise the two schemes, it was on the proviso that 'where there were differences between the Suffolk Coastal Scheme and the Waveney Scheme, in terms of which offices attracted an allowance and which did not, all offices which attracted an allowance would continue to receive one under the equalised scheme.' The Chairman of the IRP confirmed, at the meeting of the Shadow Council, that the payment of a Special Responsibility Allowance for the Planning Committee Members had been omitted from their proposals and that, for clarification, the IRP confirmed to the Monitoring Officer that their intention was 'that the Planning Committee Members of the East Suffolk Council could claim to be entitled to a Special Responsibility Allowance, as part of their membership of the Planning Committee, North or South, because such an allowance was paid previously.'

The Leader advised that the payment of a Special Responsibility Allowance to the Members of the Planning Committee, North and South, of £1,220.85 for the 18 Members, would add £21,975.30 to the total costs of the Members' Allowances, which would give an overall total of £146,668.02.

Members noted that the budget for the payment of Basic Allowances from Suffolk Coastal and Waveney District Councils was £517,000 and this amount had been maintained within the first East Suffolk Council budget. The proposals from the IRP were that all 55 Members would receive a Basic Allowance of £4,883.40, which would cost a total of £268,587 per year, which represented an annual saving of £248,413. The Leader reported that the budget for Basic Allowances would be revised as part of the 2020/21 budget setting process, following the further review of Members Allowances, which was programmed to take place during the second part of the 2019/20 financial year.

The Leader reported that the budget for the payment of Special Responsibility Allowances (SRAs) from Suffolk Coastal and Waveney District Councils was £228,200 and this had also been maintained within the first East Suffolk Council budget. The proposals from the IRP equated to SRAs totalling £146,668.02, which represented a saving of £81,531.98.

The Leader confirmed that it was his responsibility to determine the exact number of Members in the Cabinet and whether Assistant Cabinet Members would be appointed.

There were also SRAs for Leaders of the Opposition Parties / Groups and this was based on the Leader's Allowance divided by 55, which provided an allowance of £266.40 per Member. To receive this allowance, there needed to be at least three Opposition Members in the same Political Group and if this was the case, the Opposition Leader would receive an allowance of £799.20. The allowance would then increase by £266.40 for each extra Member in that Opposition Group.

The Leader proposed that the Members' Allowance Scheme that had been put forward by the Shadow Council be approved and this was duly seconded by Councillor Rivett.

Councillor Fryatt commented that it was possible for some Councillors to be eligible for more than one Special Responsibility Allowance. Clarification was provided that in accordance with the Members' Allowances Scheme, a Councillor could only be in receipt of one SRA at a time, whichever was the greater that they were entitled to.

Councillor Blundell queried the date that the Basic Allowance and SRAs would be paid from. Confirmation was provided that the Basic Allowance would be paid to all East Suffolk Councillors from 6 May 2019, which was the date from which they took office. Any Special Responsibility Allowances would be paid from the date of the Annual Meeting, where the appointments were made, which was 22 May 2019. Should any further SRAs be granted in the future, the payments would commence from the date the Councillor was appointed to the role.

Councillor Byatt offered the services of the opposition parties, should the Leader of the Council wish to increase his Cabinet to the maximum size of 10. The Leader of the Council thanked Councillor Byatt for his kind offer, which he chose to decline on this occasion.

On being put to the vote it was

RESOLVED

That the East Suffolk Council adopts the Scheme of Members' Allowances approved by the Shadow Council at its meeting on 28 February 2019, which was attached as Appendix A to the report, in accordance with Article 10 of the East Suffolk (Local Government Changes) Order 2018.

14 Date of the next Annual Council

The Leader of the Council advised that he would like to make a slight change to the date of the next Annual Council meeting. The date had provisionally been booked for Wednesday, 27 May 2020, however, this date clashed with the Suffolk Show and half

term. Therefore, he proposed that the meeting be held on Wednesday, 20 May 2020 instead, as the Annual Meeting had to take place before the end of May. This proposal was duly seconded by Councillor Rivett. Upon being put to the vote it was

RESOLVED

That the next Annual Meeting of the Council be held on 20 May 2020.

The meeting concluded at 8.20 pm.

.....
Chairman

Allocations by Leaders to Seats on Committees for 2019/20 - FINAL

AUDIT & GOVERNANCE COMMITTEE (9 Members) Quorum (3) Political proportionately rules apply. Members of this Committee cannot be Members of the Cabinet, Group Leaders nor the Scrutiny Committee Chairman.	Conservatives 6 Geoff Lynch (Chairman) Frank Mortimer (Vice Chairman) Edward Back Maurice Cook Linda Coulam Chris Mapey	Labour 1 Tess Gandy	GLI Group 2 Rachel Smith-Lyte (G) Ed Thompson (LD)
LICENSING COMMITTEE (15 Members) Quorum (4) Political proportionately rules apply.	Conservatives 11 Keith Robinson (Chairman) Mark Newton (Vice Chairman) Paul Ashdown Edward Back Jocelyn Bond TJ Haworth-Culf Colin Hedgley Frank Mortimer Trish Mortimer William Taylor Steve Wiles	Labour 2 Janet Craig Tess Gandy	GLI Group 2 John Fisher (I) Rachel Smith-Lyte (G)

PLANNING COMMITTEE (NORTH) (9 Members) Quorum (5) Political proportionately rules apply.	Conservatives 7 Paul Ashdown (Chairman) Jenny Ceresa (Vice Chairman) Jocelyn Bond Norman Brooks Linda Coulam Andree Gee Craig Rivett	Labour 1 Malcolm Pitchers	GLI Group 1 Graham Elliott (G)
PLANNING COMMITTEE (SOUTH) (9 Members) Quorum (5) Political proportionately rules apply.	Conservatives 6 Debbie McCallum (Chairman) Tony Fryatt (Vice Chairman) Melissa Allen Stuart Bird Chris Blundell Colin Hedgley	Labour 1 Mike Deacon	GLI Group 2 Tony Cooper (I) Kay Yule (LD)

SCRUTINY COMMITTEE (13 Members) Quorum (4) Political proportionately rules apply. No Cabinet Member can sit on the Scrutiny Committee.	Conservatives 9 Stuart Bird (Chairman) Judy Cloke Linda Coulam Andree Gee Tracey Green Geoff Lynch Mark Newton Keith Robinson William Taylor	Labour 2 Mike Deacon (Vice Chairman) Louise Gooch	GLI Group 2 David Beavan (LD) Caroline Topping (G)
APPOINTMENTS COMMITTEE (6 Members) Quorum (3) Political proportionately rules apply. The Leader of the Council, or in their absence the Deputy Leader, must Chair this Committee.	Conservatives 4 Leader or Deputy Leader Relevant Cabinet Member Cabinet Member for Customer Services Chairman of Scrutiny Committee	Labour 1 Peter Byatt	GLI Group 1 Graham Elliott (G)



APPOINTMENT TO OUTSIDE BODIES 2019/20 (NON-EXECUTIVE FUNCTIONS) FINAL

OUTSIDE BODY	NUMBER OF MEETINGS PER YEAR (If known)	NUMBER OF MEMBERS TO BE APPOINTED	MEMBERS APPOINTED	TERM OF OFFICE	ANY ADDITIONAL INFORMATION (including usual meeting venue where known)
Aldeburgh Community and Sports Trust		1	Tony Cooper		Aldeburgh
Active Waveney Sports Partnership		2	Janet Craig Mary Rudd	Annual appointment	
Association of Suffolk Museums		1	Tony Cooper		
Broads Authority	Bi-monthly	1	Andree Gee	Annual Appointment	Yare House, Thorpe Road, Norwich NR1 1RY
Citizens' Advice Bureaux (i) Leiston, Saxmundham and district (ii) Felixstowe	3/4 per annum	1 1	Tony Cooper – Leiston Mark Jepson - Felixstowe	Annual appointments	Morning meetings Evening meetings
Corton Poors Land Trust		1	Paul Ashdown	Annual appointment	Relevant Ward Councillor requested
Corton Alms House Charity		1	Paul Ashdown	Annual appointment	Relevant Ward Councillor requested
Disability Advice Service (i) East Suffolk (ii) North East Suffolk	12	1 1	Steve Wiles – East Suffolk Frank Mortimer – North East Suffolk		Second Wednesday

OUTSIDE BODY	NUMBER OF MEETINGS PER YEAR (If known)	NUMBER OF MEMBERS TO BE APPOINTED	MEMBERS APPOINTED	TERM OF OFFICE	ANY ADDITIONAL INFORMATION (including usual meeting venue where known)
East Suffolk Internal Drainage Board		6	Paul Ashdown Stuart Bird Judy Cloke Ray Herring Keith Patience William Taylor	Annual appointment	Kings Lynn, Norfolk
Fauconberge Educational Trust	2 or 3	1	Caroline Topping	Annual appointment	Beccles
Felixstowe Dock Local Authority Liaison Committee	2 per annum (March and September)	2	Mike Deacon Richard Kerry	Annual Appointment	Felixstowe or Cambridge
Greenways Countryside Project Joint Advisory Committee	2 per annum	2	James Mallinder Mark Newton		
Kyson (River Deben) Fairways Committee	5/6 per annum	1	Chris Mapey		Woodbridge
Leiston Town Athletic Sports Ground Executive Committee	12 per annum	1	Jocelyn Bond		Leiston
Merchant Navy Welfare Board	2 per annum	1	Mike Deacon		Felixstowe or Harwich
Pride in Beccles	Monthly	1	Elfrede Brambley-Crawshaw	Annual appointment	
Southwold Harbour and River Blyth Users' Association		1	Norman Brooks	Annual appointment	
Sparsity Partnership for Authorities Delivering Rural Services (SPARSE)	4 per annum	1	Stephen Burroughes		SPARSE is devoted to safeguarding and improving services in rural communities.

OUTSIDE BODY	NUMBER OF MEETINGS PER YEAR (If known)	NUMBER OF MEMBERS TO BE APPOINTED	MEMBERS APPOINTED	TERM OF OFFICE	ANY ADDITIONAL INFORMATION (including usual meeting venue where known)
Suffolk Pension Fund		2	Appointment through the Suffolk Public Sector Leaders' Group	Annual appointment	Constantine House, Ipswich
Suffolk Police and Crime Panel	4 per annum (minimum)	1	Appointment through the Suffolk Public Sector Leaders' Group	Annual Appointment	
Waveney, Lower Yare and Lothingland Internal Drainage Board	2 per annum	1	Keith Patience	Annual appointment	Haddiscoe Village Hall

Minutes of a Meeting of the **Full Council** held in the **Deben Conference Room, East Suffolk House, Riduna Park, Melton** on **Thursday 28 March 2019** at **7.00pm**

Members present:

N Yeo (Chairman), J Bidwell, S Bird, C Block, C Blundell, M Bond, S Burroughes, P Coleman, M Deacon, P Dunnett, J Fisher, A Fryatt, S Gallant, S Geater, M Gower, G Harding, S Harvey, T-J Haworth-Culf, C Hedgley (Vice Chairman), R Herring, G Holdcroft, M Jones, R Kerry, S Lawson, S Mower, M Newton, C Poulter, D Savage, A Smith

Officers present:

K Abbott (Democratic Services Business Manager), S Baker (Chief Executive), P Mackie (Strategic Funding Manager, Coastal Management), B Parker (Head of Coastal Partnership East), P Ridley (Head of Planning & Coastal Management), H Slater (Head of Legal & Democratic Services)

Others present:

T Doherty (Project Manager, Balfour Beatty)

1. Apologies for Absence

Apologies for absence were received from Councillor Cooper, Councillor Green, Councillor Hudson, Councillor Kelso, Councillor Lynch, Councillor McCallum, Councillor Mulcahy and Councillor Whiting.

2. Declarations of Interest

There were no Declarations of Interest.

3. Minutes**RESOLVED**

- (a) That the Minutes of the Extraordinary Meeting held on 3 January 2019 be confirmed as a correct record;
- (b) That the Minutes of the Meeting held on 24 January 2019 be confirmed as a correct record.

4. Announcements

The Chairman welcomed all to the last meeting of Suffolk Coastal's Full Council and said she wished to take the opportunity to mark an historic meeting. The Chairman said it had been an honour to serve as the last Chairman of the Council which had been in existence for 45 years and provided high quality services to its communities.

The Chairman referred to the example set by the outstanding Chairmen who had served

previously and said that she had done her best to also make a mark during her year in office and so retire the Chain of Office on a high note. The Chairman regretted that her attendance at certain formal events had been curtailed by health issues. The Chairman continued to say that her time as Chairman had provided the opportunity to meet many people from across the district and that she had been most impressed with the positive and upbeat attitude of communities. The Chairman also referred to the opportunity to work with charities and said she was particularly proud of the work to bring young people and the elderly together across the district.

In conclusion, the Chairman said the meeting also marked the start of a bright new era with the formation of East Suffolk Council and she said, she was confident, those Councillors elected to serve on the new Council would continue to ensure the delivery of the best possible services to its communities.

The Leader of the Council said it was difficult to believe that, after an organic journey of over ten years, the new Council would be launched on 1 April. The Leader paid tribute to the Chairman for her year in office and praised her enthusiasm, exceptional drive and remarkable courage when dealing with health challenges. Council applauded the Chairman. The Leader also commended Councillor Hedgley, as the Vice Chairman, for his outstanding support and contribution to that role.

The Leader also made reference to those in the community, partnerships and voluntary sector which had engaged with Suffolk Coastal over the last 45 years. He referred to the remarkable amount and extent of change, improvement and progress which had been achieved in that period. The Leader said it was important to recognise the significant contribution to the Council's achievements and progress and to recognise the success and innovation of Suffolk Coastal as it came to an end.

The Leader continued to express his personal appreciation to all the Council's Officers, past and present, and praised the high calibre of the Officers and their skills in supporting and delivering the ambitions of the Council and its communities. The Leader stated that he did not think there was a better group of local government Officers in the UK.

The Leader also referred to Councillors, present and past, and extended his personal thanks to them for their essential contribution to a very successful and innovative Council. Council applauded the Leader's remarks.

Councillor Block wished to endorse the Leader's commendation of the Council's Officers and added her personal thanks for their guidance, tolerance, valued judgement and advice.

Councillor Burroughes congratulated the Chairman on her very successful year in office. He added that much of the successful achievements and ambition of Suffolk Coastal had been due to the hard work and drive of the Leader and expressed the hope that that would continue.

Councillor Deacon also congratulated the Chairman for her exceptional year in office, he added his personal thanks to the Officers of the Council who, he said, always dealt with matters in an admirable way. He wished the new Council every success.

The Chief Executive Officer endorsed the Leader's comments about the extraordinary amount of

change successfully delivered for the district. The Chief Executive Officer referred to the most recent staff engagement survey results and shared four or five of the key aspects which, he said, indicated an improvement on previous surveys. He wished to reassure the new Council that its Officers stood ready and able to continue to provide a high quality service with confidence.

5. Written Questions

There were no Written Questions.

6. Notices of Motion

There were no Notices of Motion.

7. National Scheme for Planning Apprenticeships

The Cabinet Member with responsibility for Planning introduced the presentation on the new national scheme which had been developed to help address the national shortage of planning officers, at all levels. In so doing, he praised what he described as an exceptional piece of work by the Head of Planning and Coastal Management and which was at the cutting edge of transforming the apprenticeship system in the UK.

The Head of Planning and Coastal Management provided a short presentation:

- National shortage of planners at all levels: diversity issues
- Suffolk had funded a Level 3 Town Planning Apprenticeship in 2016
- Involvement in the Royal Town Planning Institute (RTPI) employer-led group to develop a Degree Apprenticeship in 2017
- Eighty employers, to date, have expressed an interest in the apprenticeship
- The Chartered Town Planning Degree Apprenticeship was launched in March 2019
- Highest Funding Band of £27,000 – Apprenticeship Levy
- Six early adopter Universities: Others indicating interest
- Level 4 (Undergraduate) to Level 7 (Masters) taking between two and six years
- Apprentices would be able to gain practical experience in town planning, probably within their local area; to gain an RTPI accredited degree; and to become fully qualified with the RTPI as a Chartered Town Planner
- Employers would benefit by being able to develop talent in-house; staff retention with local knowledge; more accessible to local people who had not previously considered such a role; succession planning made easier; able to use the Apprenticeship Levy
- A flow chart summary of the apprenticeship process was provided

In addition to the presentation, the Head of Planning and Coastal Management said that the progress of the Degree Apprenticeship had been managed and overseen by the Institute for Apprenticeships to ensure standards for employers, effective coordination with education facilities and funding.

The Chairman thanked the Head of Planning and Coastal Management for his work on the scheme and for his informative presentation.

8. Planned Tidal Flood Barrier for Lowestoft

The Cabinet Member with responsibility for Coastal Management introduced the presentation on the proposed project for a tidal flood barrier in Lowestoft as part of the town's wider flood risk management. The Cabinet Member said it was a privilege to introduce the presentation which, he hoped, Councillors would find instructive. The Cabinet Member also wished to briefly and formally recognise the Head of Coastal Partnership East who would retire in the summer and his exemplar work in coastal management.

The Head of Coastal Partnership East briefly outlined the context for the project as to reduce and defend Lowestoft from the risk of flooding and, in this regard, referred to the case for change, an outline of the flood risk, the project's partners and governance, the project's components, tidal flood walls, challenges, and the case for investment. The Head of Coastal Partnership East said that, with regard to the management of the coast, the new East Suffolk Council would be at the frontline in terms of both challenges and opportunities. He added that some difficult decisions would be required, for example, where to defend from flood risk, funding, and if a location was not to be defended how best to mitigate the risk etc. The Head of Coastal Partnership East said the proposed Tidal Flood Barrier for Lowestoft was, potentially, the biggest capital project East Suffolk Council would deliver.

The Strategic Funding Manager (Coastal Management) then presented an overview of the project:

- Case for change: December 2013 tidal surge and impact on homes, businesses, road and rail infrastructure. Present economic footprint: Jobs and GVA (gross value added) and the potential risk to these if no major intervention took place.
- Lowestoft's key role in the offshore energy sector: In the east of England there will be £1.3bn per annum of operation and maintenance opportunities by 2025 and £59.4 bn of capital investment by 2040
- Regeneration and growth: Southern Lake Lothing; the inner and outer harbour; town centre; Heritage Action Zone and south beach are all priority places in the Area Action Plan
- Future economic footprint: Jobs and GVA and, again, the potential risk to these if no major intervention took place
- Challenges: Minimising disruption to Lowestoft Port;; ensuring new infrastructure complements regeneration vision; funding
- Project Partners and Governance
- Project components: Reducing the risk of flooding from rivers and extreme rainfall (stage 1 works) and reducing the risk of flooding from the sea (stage 1 and 2 works)
- Costs for each stage of works: Committed and required and an outline of the funding position
- Funding strategy: Core pillars – including utilities and infrastructure providers, central government 'asks' and other sources
- Case for investment: Flood and coastal resilience, regeneration, delivering government priorities, social value, supporting the community and businesses.
- Parallel: Ipswich Tidal Barrier

The Chairman thanked the Strategic Funding Manager and invited questions on the contents of the presentation thus far.

Councillor Fryatt asked if the intervention of the tidal flood barrier might, potentially, enable homes to be provided on brownfield locations which were currently in flood-risk areas. The Strategic Funding Manager said that flood resistant housing was part of the aspiration for Lowestoft.

Mr Troy Doherty (Project Manager, Balfour Beatty) provided a detailed presentation which included graphics to help describe the construction methodologies, logistics, scale, and challenges associated with the construction of the tidal barrier. Mr Doherty outlined the plans to ensure the minimal disruption to the port, yacht club and windfarm operations during the barrier's construction and also described how the barrier's structure would be built off-site before being moved into position.

The Chairman invited questions.

Councillor Blundell asked about the mechanism which would be used to open and close the barrier. Mr Doherty said this would be hydraulic with a secondary system to clear silt away from the gate. In response to a further question from Councillor Block about the silt clearance system, Mr Doherty explained that this system would be located on the bottom of the gates and, as the gates closed, a series of waterjets would be employed to blow any silt away.

There being no further questions, the Cabinet Member with responsibility for Coastal Management thanked Mr Doherty for his exceptional presentation, and praised the wider team of Coastal Partnership East and Coastal Management for their invaluable work towards the delivery of this major project.

The Chairman thanked all for their contributions and, on behalf of Council, wished the project every success.

9. Cabinet Members' and Outside Bodies Representatives' Reports

Council received report **CL 06/19**.

The Chairman stated that the published reports would be taken as read, unless Cabinet Members or Outside Bodies representatives wished to provide further updates. The Chairman also invited Council to raise any questions on the published reports.

Councillor Holdcroft – Cabinet Member with responsibility for Economic Development

Councillor Holdcroft wished to pay particular tribute to Lisa Chandler and Naomi Goold, the Council's Officers who had worked diligently, he said, on the on-going major energy projects and provided "sterling work" on behalf of the Council. Councillor Holdcroft also praised Officers within the Council's Economic Development team and said that, as the responsible Cabinet Member, he wished to formally record his thanks for their excellent and collective work on key and strategic initiatives.

There were no questions on the published report.

Councillor Fryatt – Cabinet Member with responsibility for Planning

Councillor Fryatt updated Council on the result of an appeal to the Planning Inspectorate which had been found in the Council's favour.

There were no questions on the published report.

Councillor Kerry - Cabinet Member with responsibility for Housing

Councillor Kerry updated Council on funding awarded for street outreach workers as part of the wider rough-sleeper initiative. He also referred to the Council's robust plans to continue to combat homelessness across the new district.

There were no questions on the published report.

Councillor Gallant – Cabinet Member with responsibility for Community Safety

There were no questions on the published report.

Councillor Poulter – Cabinet Member with responsibility for the Green Environment

There were no questions on the published report.

Councillor Holdcroft – Nuclear Legacy Advisory Forum (NuLeAF)

There were no questions on the published report.

Councillor Holdcroft – Kyson (River Deben) Fairway Committee

Councillor Block advised Council of a review of estuary issues which was underway including the silting of the upper reaches of rivers; she said that she would welcome a discussion on this matter with the Committee.

There were no questions on the published report.

Councillor Poulter – Suffolk Coastal Norse Partnership Liaison Board

There were no questions on the published report.

Councillor Jones – Suffolk Coasts and Heaths AONB Joint Advisory Committee

There were no questions on the published report.

Councillor Cooper – Association of Suffolk Museums

There were no questions on the published report.

Councillor Block – Internal Drainage Board

There were no questions on the published report.

10. Exempt/Confidential items

RESOLVED

That, under Section 100(a)(4) of the Local Government Act 1972 (as amended) the public be excluded from the Meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.

11. Exempt Minutes

RESOLVED

That the Exempt Minutes of the Meeting held on 29 November 2018 be confirmed as a correct record.

The Meeting concluded at 8.35pm

Minutes of the Council meeting held at Riverside, Canning Road, Lowestoft
on **Wednesday, 20 March 2019 at 6.30 pm.**

Members present:

F Mortimer (Chairman), S Ardley, P Ashdown, E Back, M Barnard, D Beavan, M Bee, N Brooks, P Byatt, A Cackett, G Catchpole, J Ceresa, M Cherry, Y Cherry, L Coulam, J Craig, G Elliott, J Ford, T Gandy, T Goldson, I Graham, K Grant, A Green, M Ladd, P Light, T Mortimer, J Murray, K Patience, M Pitchers, B Provan, C Punt, D Ritchie, C Rivett, K Robinson, M Rudd, L Smith, K Springall, C Topping, M Vigo di Gallidoro and N Webb.

Officers present:

S Baker (Chief Executive), C Bing (Legal & Licensing Services Manager), S Bleese (Coastal Manager South), P Harris (Communications Manager), S Hubbard (Principal Planner for Policy & Delivery), A Jarvis (Strategic Director), N Khan (Strategic Director), D Reed (Planning Policy & Delivery Manager), S Taylor (Chief Finance Officer & Section 151 Officer), and N Wotton (Democratic Services Manager).

Officers in attendance:

K Blair (Head of Operations), S Carter (Democratic Services Officer), C Clamp (Assistant Planning Officer), R Cook (Planning Technician), S Davis (Democratic Services Officer), S Martin (Head of Internal Audit), N Rickard (Head of Communities), P Wood (Head of Economic Development & Regeneration).

Others present:

T Doherty (Project Manager, Balfour Beatty, Lowestoft Flood Risk Management Project Contractors).

The Chairman welcomed all those present to the last ever Waveney District Council meeting. He stated that he felt very privileged and honoured to have served Waveney District Council as Chairman for the past 2 years and to preside over this, the very last Waveney District Council meeting. This meeting would be a momentous and exciting occasion, which would lead to the formation of the new East Suffolk Council, and would ultimately provide a greater voice and more opportunities for the District Council and the Communities it served.

During his 2 years as Chairman, he had met old friends, made new friends, and had created many happy memories, which he would treasure. He reported that he had also been instrumental in local charities receiving much needed funding, of £61,250, which would help transform the lives of many people living in Waveney. It was noted that he was continuing to raise funds for a defibrillator at Pathways Farm.

He then paid tribute to the late Councillor Colin Law, who had worked tirelessly for this Council and who was instrumental in the creation of a new Council for East Suffolk. Councillor Bee had then carried on with this area of work, since he had taken over as Leader. The Chairman then thanked the Vice Chairman, Councillor Paul Light, for his work and support over the past year.

He also thanked the Chief Executive, who had steered the Council through troubled waters over many years. He also thanked all officers, past and present, for their ongoing hard work for the Council.

The Chairman then took the opportunity to thank all Members for their respect, patience and constructive input during Full Council meetings, which was very much appreciated. He also thanked the Democratic Services Manager and her team for all the help and support provided to him as Chairman, for the past 2 years.

There was, however, one person whom the Chairman wished to thank personally and that was his wife, Councillor Trish Mortimer, who had tolerated his ups and downs since he was first elected in 2003. Over time, Councillor Trish Mortimer had joined forces with him in the Carlton Ward and had helped to double the Conservative majority that for that Ward.

The Communications Manager then took a panoramic photograph of all Councillors in the Conference, to capture the last meeting, for posterity.

1. APOLOGIES

Apologies for absence were received from Councillors L Gooch, L Nicholls, J Smith, S Webb and S Woods.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made on this occasion.

3. MINUTES

RESOLVED

- (a) That the Minutes of the Meeting held on 23 January 2019 be approved as a correct record and signed by the Chairman.
- (b) That the Minutes of the Charity Board Meeting held on 14 November 2018 be approved as a correct record and signed by the Chairman.

4. COMMUNICATIONS

Celebratory Buffet after the meeting

The Chairman was pleased to invite all Members to a small celebratory buffet after the meeting this evening, to celebrate the occasion of the last ever meeting of Waveney District Council. He reported that he also had a number of Waveney District Council ties and enamel pin badges to distribute and that he had kept a small number to present to the families of Members who had recently passed away.

Cancellation of the Chairman's Ball

The Chairman reported that he had sadly made the difficult decision to cancel the Chairman's Ball, which had been due to take place on Saturday, 23 March 2019. Although over 145 people had expressed an interest in attending the event, only 20 people had paid in advance for their tickets. Therefore, following discussions with Senior Officers and the Leader of the Council, it had been agreed, with regret, that cancellation was the only option.

Wheelchair Access to Lowestoft South Beach

The Chairman advised that he had been involved in fundraising to purchase 2 specially designed wheelchairs, which would allow disabled people to have access to the beach. The wheelchairs had been ordered from a specialist company in the USA, however upon their arrival, it had been noted that a wheel was missing. This omission was in the process of being rectified and further work was underway to provide secure wheelchair storage on the sea front, to allow wheelchair users to safely store their equipment, whilst using the special wheelchairs to access the beach. The importance of making sure that the beach was accessible to all was noted and endorsed.

Change in the Order of Business

The Chairman reported that he had decided to change the order of business to allow the presentation to be received earlier during the meeting and that the Member Questions would be moved towards the end of the agenda.

5. ANNOUNCEMENTS FROM THE CHIEF EXECUTIVE / LEADER OF THE COUNCILChief Executive

The Chief Executive took the opportunity to update Members on the results of the latest Staff Engagement Survey. He then provided a summary of the results received:

98% of Line Managers felt they were given the opportunity to 'get on with the job';
 88% of staff felt they were fully committed to the Council's vision within the East Suffolk Business Plan;
 83% of staff felt they were treated with dignity and respect;
 91% of staff were proud to say they work for Waveney District Council.

The Chief Executive stated that the Council had been through an unsettling time, whilst working towards the creation of a new Council for East Suffolk, however staff were continuing to do a phenomenal job and were working extremely hard for the local residents of Waveney. The results from this survey showed a significant increase in positivity and confidence and it was hoped that this would continue into the new East Suffolk District Council.

Leader of the Council

There were no announcements from the Leader at this point in the meeting.

6. PRESENTATION ON THE LOWESTOFT FLOOD RISK MANAGEMENT PROJECT

The Chairman welcomed the Coastal Manager and the Project Manager from Balfour Beatty to the meeting, to give their presentations to Full Council.

The Coastal Manager thanked Members for inviting her to the meeting and stated that it was a privilege to be able to talk about the work underway for the Lowestoft Flood Risk Management Project.

In December 2013, there had been a catastrophic flood in Lowestoft, which had devastating effects on 90 homes and 143 businesses. Road and rail infrastructure in the town was also affected. There had also been a flooding near miss in 2017, whereby temporary flood barriers had assisted in preventing large scale flooding. It was noted that rising sea levels and climate change meant that coastal areas were increasingly prone to flooding events and Lowestoft was one of the few urbanised coastal towns with no flood defences in the UK.

The Flood Risk Management Project had commenced 3 years ago and involved Suffolk County Council as the lead flood authority, the Environment Agency, the Local Enterprise Partnership (LEP), Associated British Ports (ABP) and the District Council. The Project was in two parts:

- Flooding had been experienced in Pakefield, due to extreme rain fall, which had led to 200 properties being flooded. As a result, works had been undertaken to improve the maintenance of the local rivers and a pumping station was due to be installed, to help carry excess water away from the area, to stop water logging and overall flooding, caused by heavy rain.
- To stop the flooding caused by high tides, a tidal barrier was due to be constructed across the port in Lowestoft. This was an extremely difficult, technical and complex operation, which would take several years to complete. More detailed information would be provided in this respect in due course.

The funding for the maintenance works and pumping station had been secured to prevent flooding caused by heavy rainfall and the project was due to be completed later this year. However the costs for the tidal barrier were significant, at approximately £63 million, and there was currently a funding gap of around £38 million. Reassurance was provided that the Council was approaching all possible sources of funding, to help reduce the funding gap.

It was noted that Lowestoft Port was crucial for the renewable energy industry and, along with Great Yarmouth Port, was servicing the off shore wind farms in the region. It was reported that Lowestoft Port was at its busiest from April to October each year, therefore the majority of the construction work for the tidal barrier would need to take place over the winter months only and the Port would need to be kept open and accessible at all times.

A Member queried whether Lowestoft Town Council (LTC) could be involved with the project. It was confirmed that the Coastal Manager had attended an LTC meeting and had

provided a presentation regarding the project. However she confirmed that she would be happy to attend a future meeting, after the Parish and Town Council elections in May 2019.

A Member queried how close the town had been to flooding again in 2017. It was reported that the current flood walls were 2.3 m at their lowest point and the sea level had got to 2.2 m on that occasion, so it had been extremely close.

Clarification was provided on the timescales involved in relation to the construction of the tidal barrier. The work on increasing the height of the flood walls would commence in 2019 and would be completed in 2021. It was noted that work could only take place over the winter months, which considerably extended the length of the project. The flood barrier itself would be fitted during 2023/24.

Reassurance was provided that the extensive cliff fall which had taken place at Pakefield beach, further along the coast, would not affect the work on the Lowestoft Flood Risk Management Project.

A Member raised concerns about the current state of the river walls locally, as many were old and in a state of disrepair. She queried whether the river walls, specifically around Nicholas Everitt Park in Oulton Broad, could be repaired as part of this project. It was confirmed that computer modelling would be used to make sure that the maintenance works to the river walls were undertaken in the most effective locations. Work was also underway to ensure that the local rivers did not become silted up, which would help additional flood waters to flow away from the area and reduce flooding. It was noted that Oulton Broad was occasionally affected by tide blocking, whereby increased rain fall meant that the rivers were full and a high tide meant that additional sea water was also forcing its way in. With the tidal barrier in place, the tidal waters could be kept out, which would allow the additional rain water in the rivers to dissipate and would reduce the overall flooding problem in that area.

A Member raised concerns that there was often flooding in Carlton Colville and asked whether any works were being considered to address this problem. It was reported that surface water flooding, as experienced in Carlton Colville, was the responsibility of Suffolk County Council, not the District Council. Further information on who to contact could be provided outside of the meeting, if required.

The Chairman advised that should Members have any further questions regarding the Lowestoft Flood Risk Management Project, they should direct them to the Democratic Services Manager, who would collate them and forward them on. Members thanked the Coastal Manager for her interesting and informative presentation.

The Chairman then welcomed the Project Manager from Balfour Beatty, to provide a more detailed summary of the tidal barrier works. Members were then provided with a virtual reality tour of Lowestoft Port, the site of the tidal barrier and how the individual stages of the works would take place over time, during the winter months only.

It was noted that cranes on platforms would be used to build the supporting sides of the tidal barrier and this would allow for vessels to pass by the construction and for the port to stay open. Piling would take place first and it was noted that this would only take place during the day, in order to reduce the amount of disturbance for local residents. Work

would then take place to strengthen the barrier site. The construction of the 2 barrier 'gates' would take place off site and they would then be brought over on barges. The barriers would be 40m long, 7m wide and would weigh 2,500 tonnes. The barrier would have a clear opening of 28m.

The barriers needed to be cast and brought to the Port, the site would be dredged, to remove any debris and then a concrete base would be installed. The barriers would then be installed during 2024 and there was a full maintenance programme planned, to ensure that the barriers were fully operational for years to come.

A Member queried whether the tidal barrier works would have any impact upon the Third Crossing. It was reported that this was a very good question, as there would be two significant infrastructure projects underway in the town at the same time. It was noted that the officers working on the two projects were sharing information and their timetables to ensure that there was minimum disruption for local residents.

A Member queried whether Hamilton Lock would need to be closed off. It was confirmed that it would not, as access was required at all times. Notices would be provided to mariners, so that they were aware of the work programme and they would be kept apprised of any developments.

In respect of the draught of the river, it was confirmed that the tidal barrier works would not reduce this. The sea bed would be dredged prior to the installation of the concrete base between the tidal barriers and this would allow for some silt to build up in the meantime, however the original draught would be unaffected.

With regard to the creation of local jobs during the construction phase of the tidal barrier, it was reported that it was critical for the Council to use every opportunity to add social value and create local jobs for local people. It was confirmed that there was a commitment to use local contractors and sub contractors for the project, wherever possible. It was also anticipated that a number of apprenticeships would also be created during the project.

A Member queried whether ABP would impose any fines, should the completion of the flood barrier be delayed. It was confirmed that the situation was not clear at this stage of the process, as the legal agreements were currently being negotiated. ABP had so far been extremely supportive of the project and it was noted that all works would be undertaken in consultation with the project partners. Members were also reassured that there would be no overnight working, so that the disturbance of local residents was kept to a minimum.

A Member commented that there was a care home nearby and the pile driving required for the project would be extremely loud. It was confirmed that the project would be noisy, however it would be a considerate construction project and care would be taken to minimise disruption wherever possible. The importance of keeping local people aware of each individual stage of the work being undertaken, as part of the project, was noted. It was confirmed that although the work would be undertaken as considerately as possible, it would be noisy and disruptive at times and Members should not lose sight that the project would reduce the risk to life caused by flooding and would ultimately help to regenerate the whole area.

The Chairman took the opportunity to thank the Coastal Manager and the Project Manager, on behalf of all Members, for their detailed presentations which had been very interesting and informative. The Chairman then paused the meeting temporarily to allow the Coastal Manager and Project Manager to leave the meeting.

7. NOTICES OF MOTION

The Chairman advised that two Notices of Motion had been received for this meeting and that each Notice of Motion would be considered individually. The Chairman then handed over to the Leader of the Council.

The Leader reported that he would like to move that the Notice of Motion from Councillor Beavan be heard at this point in the meeting, which was duly seconded and on being put to the vote, it was **CARRIED**. He then invited Councillor Beavan to speak to his Motion.

(a) A Notice of Motion had been received from Councillor D Beavan:

Councillor Beavan advised that since the publication of the meeting papers, there had been a Simultaneous WDC Cabinet and Southwold Town Council meeting to discuss the future of the Southwold Harbour Lands. The meeting had been extremely positive and productive and he would now like to amend his Motion in order to withdraw and remove the following words from the end of the Motion: ‘...rather than withdrawing behind close doors again to produce a fait accompli.’ His Motion would therefore read -

“This Council welcomes the progress made in the consultation about Southwold Harbour, and urges the Joint Committee to remain open to discussions with stakeholders about the constitution of a new, inclusive, independent and effective management committee subject to an agreed budget.”

Councillor Beavan stated that he would like to reserve his right to reply, at this point.

The Leader of the Council welcomed the amendment of the Motion. He confirmed that the recent Simultaneous WDC Cabinet and Southwold Town Council meeting had been extremely positive and was the culmination of 15 years hard work in this respect. A new way forward had been agreed, which would include local people and ensure the sustainability of the Southwold Harbour Lands for future generations. The Simultaneous Meeting had been the last act of the WDC Cabinet and it was fitting that a lasting legacy had been agreed. He took the opportunity to wish all those involved with the Southwold Harbour Lands well for the future and he stated that he thoroughly supported the Motion.

Members were pleased at the developments to date and congratulated all those involved to date. The Motion was moved, seconded and being put to the vote it was

RESOLVED

That the Notice of Motion be endorsed by Full Council – That this Council welcomes the progress made in the consultation about Southwold Harbour, and urges the Joint Committee to remain open to discussions with stakeholders about the constitution of a new, inclusive, independent and effective management committee subject to an agreed budget.

(b) A Notice of Motion had been received from Councillor M Bee, Leader of the Council:

“Waveney District Council has been in existence since 1974 and during that time Members and Officers have worked hard for the Council and the communities of Waveney. I would therefore like to put on record my thanks to all Members and Officers, past and present, for their hard work and commitment over the last 45 years.”

The Leader of the Council reported that he would like to formally thank all of those involved in Waveney District Council, Members and Officers, over the last 45 years. It was noted that Waveney District Council had been created following a rigorous reorganisation of local government, which had seen the replacement of various Councils that had been in existence since the middle ages. At the time of its creation, Waveney District Council had a population of 117,000, comprised of 143 square miles, with 48 Councillors spread over 24 Wards. The first elections took place on 5 May 1973 and the Council had swapped overall control between Labour and the Conservatives many times.

He reported that he had found the first set of Minutes from Waveney District Council and he was delighted to announce that 2 of the people who had been present at the inaugural meeting, were also present this evening: Firstly, Councillor M Barnard, who was also the longest serving Waveney District Councillor. The Chairman then invited Councillor Barnard to the top table to receive a resume of his career and his appointments held at Waveney District Council. Secondly, Stella Bostock was also present this evening as a member of the public. She had been the Leader of the Council in 1998 and still held a prominent position within the Waveney Labour Group. Both were congratulated and thanked for their hard work on behalf of the Council and the residents of Waveney.

The Leader then reported that the early Minutes for Waveney District Council had also listed a number of parcels of land, which had been transferred to Waveney District Council at that time, as part of the local government reorganisation. It had been interesting to note that the list had also included the Southwold Harbour Lands and Caravan Site, among many other sites.

Waveney District Council had also seen several of its prominent Councillors become Members of Parliament which included: David Porter, Conservative MP for Waveney, from 1987 to 1997, Bob Blizzard, Labour MP for Waveney, from 1997 to 2010 and Peter Aldous, Conservative MP for Waveney, from 2010 to date.

The Council had dealt with many difficult, challenging and sensitive issues over the years, which included the housing stock transfer, North Denes Caravan Site, the Local Government Review, being in Special Measures, the Sunrise Scheme which had brought £14.7 million of EU funding to Lowestoft, the creation of Waveney Norse, the Marina Trust and Sentinel Leisure Trust. The Council had also achieved some national notoriety for ‘cancelling Christmas’ and had even been mentioned on the Richard and Judy Show.

The creation of a new East Suffolk Council had commenced many years ago with the partnership working with Suffolk Coastal District Council and the appointment of a joint Chief Executive. Working in partnership had saved over £22 million over the years and there had been many significant achievements including the Flood Defences for Lowestoft, the Third Crossing, the creation of the Riverside building and redevelopment of the Marina

Centre, the creation of Lowestoft Town Council and Oulton Broad Parish Council. Indeed, there was much to be proud of.

The Leader reported that there were some Councillors, who were sadly no longer with us, who were much missed. These included Sue Allen, John Groom, Roger Bellham and John Goldsmith to name but a few. It was also important to mention Colin Law who had been instrumental in the creation of a new Council. The Leader stated that he was very proud to announce that the new service road to the Riverside Offices would be named Colin Law Way, in his memory.

The Leader then took the opportunity to thank all of the current and former Chief Executives, Heads of Service, Officers and Members for their hard work over the years. He reported that he was extremely proud to be the last ever Leader of Waveney District Council and he wished everyone well for the future. He then took the opportunity to move his Motion, which was duly seconded.

The Leader of the Labour Group stated that he echoed all of the words which had already been said. He reported that he had been a Councillor since 2010 and whilst Councillors may have some radical political differences, all worked together in the best interests of their local community. Should Members get anything incorrect, they were soon held to account by their electorate. Whilst it was important to reflect on the past, it was more important to look to the future and to behave with honesty and integrity. He then took the opportunity to thank all Officers and Members that he had worked with over the years, and in particular, the Democratic Services Team. He reported that since 2015, the Labour Group had submitted over 100 Member Questions and Notices of Motion and he hoped to continue this into the new East Suffolk Council.

The Leader of the Independent Group stated that he had been first elected in 2001. He had been directly involved in the creation of the Sentinel Leisure Trust which had generated huge savings over the years. He had also been deeply involved in the North Denes work, which had lasted for 8 years. He felt that it was important to take a start and finish approach to these ongoing projects and that all Councillors, whatever their political view point, should work together for the benefit of their constituents. He then thanked all of the officers that he had worked with over the years and noted that there had been significant streamlining regarding overall staff numbers over time. He then wished everyone well for the future.

Councillor Elliott was then asked to speak on behalf of the Green Party Members, the Liberal Democrat and the Unaffiliated Independent Member. He reported that he had been the sole Green Party Member for 12 years and had needed detailed advice and support from officers on several occasions, more so than other Members from political groups. He wished to record his thanks to all officers and he stated that he was now happy to be part of a group of 2 Members.

Councillor M Barnard then took the opportunity to announce that he had been elected to the Shadow Waveney District Council in 1973 and one of his first tasks had been to appoint officers, choose Ward Names and decide on the number of the Council's Committees. The Council had been given the name of 'Waveney' as it had been felt that it best united all of the constituents across the District. He reported that he had very much enjoyed his time as a Waveney District Councillor and he would miss his walks to Riverside for Council meetings. He then thanked all Members and officers for their hard work and

dedication over the years. Waveney District Council had been a part of his life for many years and he had been a Member of Lowestoft Borough Council prior to that.

The Leader of the Council thanked all those Members for their kind words and comments. He reported that the Council currently had the best officers in place, in the 21 years that he had been a Councillor. He then paid tribute again to Councillor M Barnard and invited him to come along to observe the future meetings of East Suffolk Council. It was noted that any Councillors who were elected onto the East Suffolk Council would do their best to ensure that this part of North Suffolk was well represented and he wished everyone all the best for the future. He then announced that he would like to amend his Motion very slightly, to replace 'my' with 'our' in the second sentence. With the agreement of Full Council it was then

RESOLVED

That the Notice of Motion be endorsed by Full Council – Waveney District Council has been in existence since 1974 and during that time Members and Officers have worked hard for the Council and the communities of Waveney. I would therefore like to put on record our thanks to all Members and Officers, past and present, for their hard work and commitment over the last 45 years.

8. MEMBER QUESTIONS

The Member Questions had been moved towards the end of the Agenda, as advised previously, by the Chairman.

9. PETITIONS

No petitions had been received.

10. QUESTIONS FROM THE ELECTORATE

No questions had been submitted by the electorate as provided by Council Procedure Rule 10.

11. ADOPTION OF THE WAVENEY LOCAL PLAN

The Cabinet Member for Planning & Coastal Management presented the report, which sought approval for the adoption of the Waveney Local Plan. It was noted that the Local Plan had taken 3 ½ years of work and the Draft Local Plan had been approved for public consultation exactly one year ago. The final version of the Waveney Local Plan was now presented for approval and was substantially unchanged. There was significant emphasis on growing the economy and this was reflected in both local and national planning strategy. He then took the opportunity to thank all of those officers and Members who were involved in the creation of the Local Plan for Waveney.

The Local Plan clearly identified where growth within Waveney should be located and this was reflected in all of the Council's Planning Policies. This was essential to ensure that any future growth was sustainable and completed in a planned manner. The Local Plan would also lead to a significant reduction in speculative development, which was a threat to the District. The Local Plan was based upon robust evidence and there had been

significant consultation with stakeholders. The Local Plan had also been endorsed by the Government Planning Inspector, who had confirmed that the Local Plan was sound, legally compliant and only some minor amendments were required. The Local Plan would cover the whole of Waveney and would form part of the development plan for East Suffolk Council in due course. He then took the opportunity to propose the Plan for Adoption, which was duly seconded.

The Leader of the Labour Group took the opportunity to thank all of the officers involved in the Local Plan and reported that the work had transcended political differences and all Members had worked in the best interests of the District. It was important to ensure that the Local Plan was not ignored in the future, as it was vital to protect local people and communities.

Councillor Pitchers reported that he had been a Member of the Local Plan Working Group for many years, the group was non political and all Members had worked well together to get the best results. He then took the opportunity to thank all of those who had been involved with the creation and development of the Local Plan.

Councillor Elliott reported that nobody wanted the scale of development within the Local Plan, however the level of development was effectively set by Government and there was nothing that the District Council could do to reduce it. The methodology used to develop the Local Plan was also prescriptive and could not be changed. The Council needed to be able to demonstrate that it had sufficient housing supply, otherwise it would be vulnerable. If the Local Plan was not adopted, the National Planning Policy Framework (NPPF) would apply. Some District Councils did not have a current Local Plan and were therefore severely affected by unplanned developments which they had not been able to refuse. Waveney District Council was very fortunate to have the high calibre of officers in place to ensure that the District was thoroughly protected.

It was therefore

RESOLVED

1. That the Waveney Local Plan (Appendix A to the report) be adopted.
2. That the Policies Map be updated as shown in Appendix B, and necessary adoption statements are published and made available in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

12. QUESTIONS FROM MEMBERS

The following questions had been submitted by Members in accordance with Council Procedure Rule 11:

(a) Question from Councillor D Beavan to the Leader of the Council

Whilst welcoming the reduction in price of the Southwold Fire Station by the County Council to enable affordable homes, I wonder if the Police and Crime Commissioner has also replied to this Council's letter, sent following the acceptance of my Motion by the last

Council meeting, seeking justification for their high price for the police station that we gave them.

Response from Councillor M Bee

I wrote to the Police and Crime Commissioner for Suffolk on 31 January 2019. The response from the Police and Crime Commissioner on 26 February 2019 was that he cannot lawfully sell property at less than its market value, even if the new owner intends to use it for a socially useful purpose. In order to help comply with his obligation, the asking price was guided by professional advice.

Supplementary Question from Councillor D Beavan

If the law dictates that we should all behave like property developers, then the law is an ass!

(b) Question from Councillor P Light to the Leader of the Council and the Cabinet Member for Resources

How many employees did WDC have in February 2019 and what is the present monthly salary for these and how does this compare to like figures for February 2015?

Response from Councillor M Bee

Date	Number of WDC staff employed Full Time Equivalent (FTE)	Average monthly pay
February 2019	411.70	£1,978.50
February 2015	356.41	£1,793.33

Supplementary Question from Councillor P Light

I was really hoping to have the cumulative values, however I will work them out.

(c) Question from Councillor P Light to the Cabinet Member for Resources

What has been the financial outlay in expenditure, all associated costs, and loss of income, relating to the land behind the Town Hall on Mariners Street?

Response from Councillor B Provan

The land retained by the Council at Mariners Street consisted of the Council's former Finance/ICT offices, which had been judged to be no longer fit for purpose.

In preparing the land for redevelopment, the former offices were demolished and cleared from site at a cost of £80,000. There were also corresponding Business Rate savings.

Professional fees were incurred for site preparation such as asset management, soil testing, archaeological surveys, pre planning advice and site security. This work would benefit the current project to redevelop the site for much needed housing. The costs of the initial building works and prelims purely associated with the Burger King development

project, which collapsed when the franchisee went into liquidation, could reasonably be said to be £150,000. Again, a significant proportion will benefit any future development.

There has been no loss of income on the site, as the previous development with Burger King never got to a position where the proposed lease of the site would be activated, therefore the Council was never entitled to any income.

Supplementary Question from Councillor P Light

Over the years, the Council has been involved in several projects that local residents have been concerned about. For example, the cost of works to the Town Hall was £63,000 and the fast food development is no longer going ahead, so the Council is now going to develop the site for social housing. There were issues with the clearance of the land on the Sanyo site, the Post Office building was purchased for an excessive amount of money and what about the purchase of Battery Green Car Park, which had concrete decay? What safeguards have been put in place to prevent the future waste of public money?

Response from Councillor B Provan

The Leader of the Council reported that he did not agree with Councillor Light's assertions and that it was not possible to legislate for public opinion, which would not always be supportive or accurate. It was not possible to comment on hearsay, factual information was required.

Councillor Provan reported that in respect of the land at Mariners Street, adjacent to the Town Hall, the money would have been required to be spent on clearing up the site, regardless of its future use. The lease for the site had gone out to tender and it was not possible to regulate against companies going out of business in the future. Things were now moving quickly to ensure that the site would be used for affordable housing and the Council would have needed to have paid for the site to be cleared, regardless of its use. Lowestoft Town Council had been kept apprised of the developments and all were looking forward to the creation of much needed additional housing in Lowestoft.

(d) Question from Councillor I Graham to the Cabinet Member for Operational Partnerships

In September 2015, I asked for information about incidents of fly-tipping in Waveney, the costs of removal and the number of prosecutions resulting from fly-tipping. What are the figures for each of the years since May 2015 to date?

Response from Councillor G Catchpole

The fly tipping information is as follows:

<u>Year</u>	<u>Incidents</u>	<u>Cost</u>
2015	604	£48,222
2016	874	£74,317
2017	893	£70,035
2018	1177	£94,749

The number of prosecutions relating to fly tipping are one in 2017 and one that is ongoing, which started in Autumn 2018.

Supplementary Question from Councillor I Graham

Thank you for that information and thank you to all officers for their support. Just to let you know, I will not be standing in the District Elections in May. I would therefore like some reassurance that East Suffolk Council will continue to provide good value for money and support for important things like fly tipping. Can I be reassured that Norse will have comparative numbers of staff in the future, to continue this important work in North East Suffolk?

Response from Councillor G Catchpole

I have already asked about this and initially the 2 Norse Groups (Waveney and Suffolk Coastal) will continue to work separately. The 2 Norse Groups will then merge in due course, to service the whole of East Suffolk Council area. The performance figures will continue to be reviewed on a regular basis and there are no plans to reduce staffing levels.

(e) Question from Councillor A Green to the Leader of the Council

With reference to Item 12 on the Agenda at the Full Council Meeting on the 16th November 2016, regarding the use of IT, the following was reported and I quote:

‘It was therefore suggested that the use of paper copies of the Agenda Papers for Members be phased out, commencing with Cabinet, Overview & Scrutiny Committee and Audit & Governance Committee meetings. Members would instead receive a zipped folder by email, containing all of the papers, which they could then either access via the internet during the meetings or they could download the meeting papers in advance and save the files onto their IT equipment.

And it was resolved:

1. The Council takes a phased approach to reducing the amount of paper copies, starting with the Cabinet, Overview & Scrutiny Committee and Audit & Governance Committees.’

It is now over two years since that ‘resolution’ and despite the fact that regular Forward Planning advice is sent out via e-mail, Members still receive other hard copies of papers by post, particularly for the Cabinet. These documents are frequently heavy and thus costly having to be delivered to all 48 members.

May I ask why this phased approach to reducing the papers hasn’t appeared to have happened, and what has been the cost since November 2016, of the posting out of any WDC material to Members?

Response from Councillor M Bee

All Waveney District Council (WDC) Members were surveyed in early 2016 on their ICT usage and preferences. Of the 54% of Members who responded, over half indicated that they still wished to receive hard copies of council meeting papers. The survey also

identified that there were a number of Members who needed to receive paper copies due to accessibility issues.

Any WDC Member, at any time, has the option of requesting that meeting papers be sent to them electronically. Only 6 members have opted to receive meeting papers in this way.

Paper copies are sent out to all Members for Full Council and Cabinet meetings and to relevant serving Committee Members for all the other Committees. Some Members have opted to have their meeting papers left in the Members' Room post tray for collection, so as to save on postage.

The cost of printing and postage of Council Meeting papers since November 2016 is £32,665.40:

	Nov '16 to March 2017	April '17 to March '18	April '18 to Jan'19	Total
Internal Printing	£ 6,162.78	£ 13,262.43	£ 8,857.66	£ 28,282.87
Postage	£ 842.01	£ 2,012.21	£ 1,528.31	£ 4,382.53
Total	£ 7,004.79	£ 15,274.64	£ 10,385.97	£ 32,665.40

Supplementary Question from Councillor A Green

I feel that the Council needs to be more eco-friendly and we ought to go paperless. The Cabinet papers from September 2018 were 180 pages and if that was sent to all 48 Councillors, it would have totalled 8,000 pages. Can we use the future East Suffolk Council as an opportunity to go paperless?

Response from Councillor M Bee

Yes, it is our aim to encourage Councillors to use less paper for the new Council.

(f) Question from Councillor L Gooch to the Leader of the Council

In February 2016 the most recent Social Mobility and Child Poverty Commission Report was published. It warned that "Britain has a deep social mobility problem, which is getting worse for an entire generation of young people." It also highlighted significant differences between age cohorts and a widening geographical divide. The Report also looked at how well the poorest children did at school, university and in the job and housing market. Waveney was placed in 318 position out of 324 Local Authorities in England. What measures have this Council taken to improve that situation since then, given that there are almost 5000 children living in households across Waveney (3500 in Lowestoft alone), where families are in receipt of out-of-work benefits and that 15% of all children in the District live in low-income families?

Response from Councillor M Bee

Social mobility is a challenge which requires a cross sector, multi agency response and the Council continues to work with partners to increase the social mobility of people in our District. The report was published three years ago now and there is evidence that things are improving in a number of areas across the District, including increased educational

attainment, reducing numbers of young people who are NEET (Not in Education, Employment or Training) and increased aspirations in young people.

Through Lowestoft Rising, we have initiated a number of projects to raise awareness of local career opportunities and provide support, so that these opportunities can be accessed. 70 mentors from a wide range of organisations have been trained and have supported more than 100 young people to date, and a network of transition ambassadors are in place to help young people with the transition between primary and secondary education. These ambassadors are now also mental health ambassadors and key to our work in embedding mental wellbeing in schools and workplaces by encouraging young people to talk about mental health.

All schools in Waveney now have a 50%+ GCSE pass rate and Lowestoft 6th Form is in the top 5% nationally and rated one of the best for progression. The Warren Special School recently won a national award for Careers and Enterprise work and we have initiated a STEM based project for 80 disengaged young people working alongside Cefas staff.

The Economic Development Team's interventions are aimed at enhancing employability skills and raising career aspirations to align with labour market needs, such as the growing offshore energy sector. This includes engaging local employers such as Cefas in inspiration and aspiration sessions with local schools, to raise awareness of the full range of quality Science, Technology, Engineering and Maths (STEM) related career opportunities available locally. The Team also work closely with County Council's skills team on initiatives aimed at raising attainment, aspirations and awareness of opportunities. Examples include Raising the Bar, the MyGO replacement youth employment project, the ICANBEA careers platform and the Suffolk Skills Show.

The Communities Team support various place based initiatives. For example, the recent Living Well event at the Kirkley Centre in the February half term holidays aimed at engaging children, young people and their parents in a range of activities and the engagement event on the Whitton Estate was attended by more than 200 children and young people.

The Council's HR Team also supports Apprenticeship Days and works with schools/colleges on Career Events.

Supplementary Question from Councillor L Gooch

Councillor L Gooch was not present at the meeting, therefore there was no Supplementary Question on this occasion.

(g) Question from Councillor M Pitchers to the Leader of the Council

In July 2016 Councillor Elliott asked what the Council was doing to encourage more sustainable travel (i.e. car sharing, public transport, walking and cycling) to Riverside? Given that the car park is full to bursting every time I visit Riverside, what progress has been made on this since then?

Response from Councillor M Bee

As you correctly point out, limited car parking spaces – and environmental considerations – mean that WDC has to continue to promote alternatives to driving into Riverside, or any other Council office.

The Travel and Driving Policy was revised in 2017. A key principle of the policy is defined as “For environmental purposes the policy must encourage the use of small engine or more efficient vehicles, public transport and other modes of transport such as greater use of cycles, the encouragement of car sharing and discourage the use of cars”.

With regard to car sharing the Policy goes on to state – “If you undertake travel on Council business and share your car with other colleagues, the driver can claim for each additional business passenger at the HMRC rate detailed in Appendix A. You could use the Suffolk car sharing website <https://suffolkcarshare.liftshare.com/> to identify car sharing opportunities.”

We promote this scheme regularly, with messages put out to staff via the Intranet and the Managers’ Bulletin, to encourage car sharing and taking public transport. Where possible staff are encouraged to take the train and work on it and to use their journeys as work time.

Supplementary Question from Councillor M Pitchers

Has the Council considered installing electric charging points in its car park?

Response from Councillor M Bee

There are already some in the Riverside car park, close to the back door. There are also electronic charging points at East Suffolk House. We are mindful that we need to be as environmentally friendly as possible.

(h) Question from Councillor T Gandy to the Leader of the Council

In September 2016 a Motion was put to this Council by Councillor Keith Patience on behalf of the Labour Group, asking for support for the WASPI Campaign. This was supported unanimously. The Leader stated that Peter Aldous M.P was taking a Petition to Parliament on the matter, and that “he would also write to the Secretary of State for Work and Pensions on behalf of the Council, raising the concerns of the Council and asking for the transitional arrangements for the women adversely affected to be reconsidered.” What was the outcome of that letter, as we don’t appear to have ever had any report back to this body?

Response from Councillor M Bee

Councillor Colin Law was the Leader of the Council in September 2016. Unfortunately, we no longer have his correspondence from 2016 and so cannot confirm whether a response was received from the Secretary of State for Work and Pensions to his letter. However, if such a response had been received, Councillor Law would have ensured that this was shared with all Councillors at the time.

Supplementary Question from Councillor T Gandy

Do you know if the WASPI Group were sent a copy of the original letter or the response? It would be helpful for us to know that.

Response from Councillor M Bee

I will need to check outside of the meeting, to see if we have any records of that being done. However the Council is very supportive of the WASPI cause and Peter Aldous, MP, has also been working to support them. It is extremely relevant at the moment, as WASPI have been granted a Judicial Review of the decision and it is going to be heard on 5 and 6 June 2019 in London. I would be happy to write again to WASPI, on behalf of the Council, to advise them of our ongoing support, if that would be helpful.

(i) Question from Councillor Y Cherry to the Cabinet Member for Housing

In November 2016 a question was asked about provision for the Homeless, and we were assured that Severe Weather Emergency Provision would be hosted by the Access Community Trust. We have also had the Thin Ice Project this winter, which came to an end on 28 February 2019. Bearing in mind the recent encampment on the Battery Green Roundabout, what further support will be given to address this obviously growing problem of people living rough, particularly around Lowestoft?

Response from Councillor C Punt

Various attempts have been made to assist the individuals previously located on the Battery Green roundabout. Unfortunately these individuals have either refused assistance or have been refused assistance by supported housing providers, as they have complex needs and lifestyles or represent a significant risk to themselves or others i.e. arson, violence towards members of staff, refusing to pay rent or service charges, not wanting to live in a hostel environment and/or mental impairment/capacity.

A joint Suffolk Coastal and Waveney District Council application has been made to the Ministry of Housing and Communities and Local Government to employ a Rough Sleeper Co-ordinator and 3 specialist outreach workers.

A second, county-wide, bid will be submitted to the Ministry of Housing, Communities and Local Government by the 29 March 2019 under the auspices of the Rapid Rehousing Programme. The two components that the County Wide Suffolk Homeless Officer Group has agreed to apply for, through this programme are:

'Somewhere Safe to Stay'

- 72 hour assessment hub - offered in areas of high demand across Suffolk - 2 or 3 self contained units have been identified at Bostock House for this purpose.
- Access Community Trust works in partnership with Waveney to provide Relief accommodation for single homeless people.
- The funding will be used to provide 24/7 staff cover at Bostock House, rental/void loss and an Emergency Fund to include travel costs.
- This will also enable reciprocal arrangements across the County for people who need to relocate for fresh start.

Supported Letting Provision

- Recruitment of 7 Rough Sleeper Tenancy Sustainment Officers + 1 Tenancy Sustainment Manager to be based in each of the Suffolk District and Borough Areas.
- The Rough Sleeper Tenancy Sustainment Officers will support people to secure and sustain tenancies.

- Once individuals have been resettled Tenancy Support Officers will ensure that they do not lose the accommodation again.

Both Suffolk Coastal and Waveney's chances of MHCLG funding approval will be significantly improved by a cross authority bid.

Housing First

The Tenancy Services and Housing Needs Managers will be investigating the potential of a 'Housing First Model' to be implemented across East Suffolk. Different variations of the model are being piloted across the country and are currently being evaluated - approaches have been made or will be made to Manchester, Sheffield and Ipswich.

This type of scheme is for entrenched rough sleepers who can't or won't engage with services to address the deep seated underlying causes of their homelessness. The concept of the Housing First Model is to secure housing **first** and then lever in other wrap-around services. Outcomes are still very patchy and successful outcomes depend on all sorts of factors (including the location/proximity of services). This provision can be very costly but there are significant long term savings to the public purse.

Supplementary Question from Councillor Y Cherry

Can you tell me where the people who were sleeping rough on the Battery Green roundabout have gone to?

Response from Councillor C Punt

There is all the information you need about Homelessness prevention and support in Report REP1964 – Ministry of Housing, Communities and Local Government External Funding to address Homelessness, which was considered at the last Cabinet meeting. There is a table in there which lists all the different options that can be explored.

Clarification was also provided that Bostock House was part of the Fyffe Centre in Lowestoft.

(j) Question from Councillor M Cherry to the Cabinet Member for Tourism & Economic Development

In February 2017 a "funding boost" from the Arts Council to Suffolk County Council was announced, for the promotion of culture and tourism. What evidence is there of this having actually benefitted Waveney?

Response from Councillor M Ladd

Arts Council England offered the New Anglia Local Enterprise Partnership (LEP) Cultural Board £300k in 2017, to grow the visitor economy in Norfolk and Suffolk by:

- By supporting the programming and marketing of Felixstowe Book Festival, Bury Festival, Kings Lynn Festival and Festa Fiesta (Great Yarmouth) in 2018 and 2019.
- By developing some new family friendly cultural activity in February (2020) and October (2018, 2019) half terms in Great Yarmouth, Norwich, Ipswich and Bury St Edmunds and promoting family friendly activity across the region during these half terms.

- Developing a new website with Visit East Anglia that actively promotes the rich cultural offer across the region (to be launched in 2019).

The project is managed by Suffolk County Council on behalf of the LEP Cultural Board. It runs from October 2017 to March 2020. The project is being evaluated by The Audience Agency. A full evaluation report will be published in 2020.

Suffolk County Council has been working closely with Waveney District Council, Hemingway Designs and FlipSide to support the development of The First Light Festival in Lowestoft, a major new Festival with the potential to support the growth of cultural tourism in the area. This festival has attracted £99k of investment from the Arts Council.

Suffolk County Council worked closely with the Lowestoft Rising Cultural Education Partnership and Poetry People to develop Pearls from the Grit and 'Grit Fest' a local Festival in Lowestoft, attracting £60k of investment from the Heritage Lottery Fund.

In addition to the above, WDC bid for £738k, in partnership with Great Yarmouth Borough Council (GYBC), from Arts Council England and the Heritage Lottery Fund. This funding is being used to progress a major cultural regeneration programme in Lowestoft, which complements our ambitious physical regeneration programme. A Lowestoft Cultural Leadership Group has been established which will oversee the development of a Cultural Strategy for the town which will aim to engage the community and promote cultural tourism in the area. One of the early tangible outcomes has been the securing of £40k from ACE, SCC and WDC to support the Marina Theatre in realising the objectives of their new strategic plan.

Supplementary Question from Councillor M Cherry

When did the Administration publish information about all this? Why is the Council not more open about what we are doing with the funding we receive?

Response from Councillor M Ladd

We do publicise this information, however we can always look at different ways of achieving this, to make more people aware of the positive work that is being undertaken in the District.

(k) Question from Councillor J Smith to the Cabinet Member for Resources

In November 2017 a question was asked relating to Government support for Councils to pursue owners of moving vehicles for littering without evidence of who was driving. How many Fixed Penalty Notices have been issued since then, and have there been any Prosecutions?

Response from Councillor B Provan

The answer is "none" under the new provisions.

Supplementary Question from Councillor J Smith

Councillor J Smith was not present at the meeting, therefore there was no Supplementary Question on this occasion.

(l) Question from Councillor J Murray to the Cabinet Member for Community Health & Safety

In January 2018 and July 2018, I asked questions relating to the Sustainability Transformation Partnerships and making sure the public were made aware of the proposed changes to NHS Services across Waveney, given the lack of information and publicity. Why have residents of Waveney still been denied a full and open consultation on future plans for Waveney and East Suffolk, which will directly affect their access to NHS services?

Response from Councillor M Rudd

The body directly responsible for planning NHS services in Waveney is NHS Great Yarmouth and Waveney Clinical Commissioning Group (CCG). They have confirmed that they have no plans for major service changes at the moment. If and when these were to occur, then they have confirmed that a full and meaningful public engagement or consultation would be undertaken. Local authorities are a valued partner in all the work the CCG does, which is why district councils and the county councils are members of the Local Delivery Group (LDG). The LDG includes representatives from providers of services, Suffolk and Norfolk County Councils, both Healthwatch Suffolk and Healthwatch Norfolk, Coastal Health (GP Provider Organisation), Community Action Norfolk and Community Action Suffolk, Waveney District Council, Great Yarmouth Borough Council and the local pharmaceutical council. The work of the LDG is presented to the CCG's Governing Body meetings in public, the forum where key decisions are made.

The Norfolk and Waveney Sustainability and Transformation Partnership comprises 13 different NHS and local authority partners, including Great Yarmouth and Waveney CCG. As the STP is not a formal 'entity' but a partnership, statutory responsibilities and 'sovereignty' lies with the partners. By working together we are achieving considerable improvements to care and support offered to local people. For example, we have arranged more evening and weekend GP appointments, investment in cancer services and a united approach to winter planning. The STP has also been able to co-ordinate reviews of both adult and children's mental health services, for which there was considerable public engagement including in the Waveney area.

The STP reports its work through its partners; updates are published at public meetings of the CCG, NHS Trusts and both Suffolk and Norfolk Health and Wellbeing Boards and also through publicly issued updates from the STP Chair. We welcome people to subscribe to receive these at <https://www.healthwatchnorfolk.co.uk/ingoodhealth/>. The STP is advised by a Stakeholder Group which brings together representatives of voluntary organisations - which I am represented on as the Cabinet Member for Health & Safety - and a Social Partnership Forum which involves local trade unions representatives.

On the general topic of public engagement in Waveney, both the CCG and the STP have carried out a considerable amount of public engagement:

- The STP conducted considerable public engagement for the two mental health reviews, and held stakeholder meetings including, in Waveney, to discuss proposals for an Integrated Care System.
- The CCG engages local people continuously in its business, for example through the Patient Participation Group Forum and via specific pieces of engagement or consultation, such as advocates to work with people with learning disabilities around changes to residential services.

- During September and October 2018 the CCG held a number of market place or library events, talking to people about the steps they can take to stay well this winter, as well as offering advice on self-care and the best place to get the right medical help. The schedule included Southwold, Halesworth, Bungay, Lowestoft and Beccles. During the six events we spoke to over 200 people and recorded feedback from 77 people.

Supplementary Question from Councillor J Murray

Thank you, Councillor Rudd, for your detailed response. However, I am still concerned for the future, as East Suffolk Council will be working with 2 different Sustainability Transformation Partnerships, which involves several different Counties. There are significant decisions being made, which will affect access to GPs, as well as other matters, and the public are not aware of what is being considered and their views need to be taken into account. Can I please seek reassurance that there will be representatives on all of the Health-related Committees and Outside Bodies for East Suffolk Council, to ensure the residents of Waveney are thoroughly and robustly represented in the future?

Response from Councillor M Rudd

Yes, of course, we will ensure that Waveney is represented properly in the future.

(m) Question from Councillor J Craig to the Leader of the Council

Since before 2014, I have been working to support a number of residents in my Ward who have had issues with cladding installed under the Community Energy Savings Programme. This has now resulted in the eventual intervention of Peter Aldous M.P., who raised this in the House of Commons recently. Will the Leader of the Council join me in congratulating Philip and Diane Smith of Seago Street, whose tenacious pursuit of this issue has enabled residents complaints to be taken seriously, and explain what measures are now being taken by WDC to move this forward beyond the Merger?

Response from Councillor M Bee

Councillor Craig's question insinuates some reluctance on behalf of Peter Aldous to support those residents who have experienced poor workmanship by Mitie, which is not the case. The Council is aware that Peter Aldous has been very involved in supporting a number of affected residents and is pleased that residents have taken up his offer of support. Since January 2019, a clear strategy has been put in place to address the problems that some residents have experienced and I am aware that letters have now been sent to Ofgem, NPower, Mitie and the Minister of State at the Department for Business, Energy and Industrial Strategy. Progress is therefore being made as a result of the collective approach adopted by Councillor Craig, Mr and Mrs Smith, other affected residents, officers of this Council and Mr Aldous.

The Council has carried out its own investigation and officers have offered all appropriate help and will continue to provide reasonable support if the residents decide to take legal action against the contractors. This offer of support will continue following the inception of East Suffolk Council and the matter has been included within the proposed work programme for East Suffolk Council's Scrutiny Committee.

Supplementary Question from Councillor J Craig

I would like to thank Mr and Mrs Smith for their hard work, however it is a shame that Peter Aldous did not help them 3 years ago.

Response from Councillor M Bee

Peter Aldous has always been open to helping Mr and Mrs Smith, as well as other residents. However this has been a lengthy and complicated issue. I would like to congratulate Councillor Craig for her ongoing hard work in support of Mr and Mrs Smith and for her tenacity. It is a shame that residents have been experiencing these problems, however all Councillors are here to support their local constituents.

The Chairman took the opportunity to thank everyone for their attendance and participation at Council meetings over the years and he then formally closed the last ever meeting of Waveney District Council. He then reminded all those present that there was a buffet after the meeting and everyone was invited to take part.

The meeting concluded at 9.20 pm.

Chairman

Minutes of a Meeting of **Shadow Council** held in the **Champion Suite, High Lodge Leisure Limited, Haw Wood, Hinton, near Darsham** on **Thursday 28 February 2019** at **6:30pm**

Members present:

P Ashdown, M Barnard, D Beavan, M Bee, J Bidwell, S Bird, C Blundell, N Brooks, S Burroughes, P Byatt, A Cackett, G Catchpole, M Cherry, Y Cherry, A Cooper, L Coulam, J Craig, M Deacon, P Dunnett, G Elliott, J Fisher, S Gallant, T Gandy, S Geater, T Goldson, L Gooch, M Gower, I Graham, A Green, S Harvey, T-J Haworth-Culf, C Hedgley, R Herring, G Holdcroft, C Hudson, M Ladd, S Lawson, G Lynch, D McCallum, S Mower, P Mulcahy, C Poulter, C Punt, D Ritchie, C Rivett, P Rous, L Smith, K Springall, C Topping, M Vigo di Gallidoro.

Officers present:

K Abbott (Democratic Services Business Manager), S Baker (Chief Executive), K Cook (Democratic Services & Cabinet Business Manager), N Khan (Strategic Director), A Jarvis (Strategic Director), L Rogers (Finance Manager), S Lewis (Business Solutions Manager), H Slater (Head of Legal and Democratic Services and Monitoring Officer), S Taylor (Chief Finance Officer & Section 151 Officer).

1. Election of the Chairman of the East Suffolk Shadow Authority

On the proposition of Councillor Herring, seconded by Councillor Bee, it was

RESOLVED

That Councillor Tony Goldson be elected as the Chairman of the East Suffolk Shadow Authority.

2. Election of the Vice-Chairman of the East Suffolk Shadow Authority

On the proposition of Councillor Bee, seconded by Councillor Herring, it was

RESOLVED

That Councillor Stephen Burroughes be elected as Vice-Chairman of the East Suffolk Shadow Authority.

3. Election of the Leader of the East Suffolk Shadow Authority

On the proposition of Councillor Bee, seconded by Councillor Holdcroft, it was

RESOLVED

That Councillor Ray Herring be elected as Leader of the East Suffolk Shadow Authority.

4. Election of the Deputy Leader of the East Suffolk Shadow Authority

On the proposition of Councillor Herring, seconded by Councillor Rivett, it was

RESOLVED

That Councillor Mark Bee be elected as Deputy Leader of the East Suffolk Shadow Authority.

5. Apologies for Absence

Apologies for absence were received from Councillors C Block, S Bloomfield, P Coleman, A Fryatt, G Harding, M Jones, J Kelso, R Kerry, F Mortimer, T Mortimer, J Murray, L Nichols, K Patience, B Provan, K Robinson, M Rudd, D Savage, A Smith, N Yeo, R Whiting and S Woods.

6. Declarations of Interest

There were no declarations of interest declared.

7. Minutes

RESOLVED

That the Minutes of the Meeting held on 28 January 2019 be confirmed as a correct record and signed by the Chairman.

8. Announcements

The newly elected Leader gave thanks to the Shadow Council for its continuing confidence in him and stated that he and Councillor Bee would continue to share the responsibilities.

Councillor Herring took the opportunity to summarise the key achievements over the past 12 months, referring to Parliamentary Orders being Made; the Shadow Authority being established; the new logo and branding being agreed; the Boundary Review being completed; policies aligned where necessary; financial budgets being established; an effective programme structure which included Member working groups; a new Constitution being adopted; IT and business changes and plans being in place; a successful Local Government Association Conference, with a stand and the opportunity being taken to promote the work of the councils and, finally, the implementation budget being successfully managed by officers.

Councillor Herring then, turning to what was ahead, referred to Council Tax bills going out in March 2019 in the name of the Shadow Authority; the last separate district magazines being delivered to households in March, a new contact number being in place (an 033 local rate number); main building signage and vehicle signage changes for 1 April; plans in place to address critical tasks for 1 April, including communications, elections on 2 May; and, finally, the first Full Council meeting of the East Suffolk Council taking place on 22 May 2019.

Councillor Herring stated that this was likely to be the final East Suffolk Shadow Authority Council meeting; he gave thanks, referring particularly to Waveney District Councillors, and said that all councillors had worked incredibly well together over the last 18 months.

Finally, Councillor Herring stated that he wished to give thanks to those who had supported members of the Shadow Authority, ie the officers of the two authorities who, he said, had done a tremendous job, and with great expertise and professionalism. Councillor Herring, on behalf of the Shadow Authority, stated that he was grateful for all support over the last 18 months.

The Deputy Leader, after thanking the Leader for his words, stated that, as Leaders, and as a Shadow Cabinet, thanks should be given to all officers who had supported the member working groups. Councillor Bee stated that he shared with Councillor Herring the thanks to the officer team; he added huge thanks to members and officers for all the work that had been undertaken and said that it had been an exemplar in the way that it had been carried out.

Councillor Bee stated that the two councils should be proud of what had been established; being pioneers of adaptation in the face of what had been the financial adversity of the last 10 years. The two councils had long been recognised as innovators, keeping council tax low and yet still enjoying the reputation for high standards. Both councils, Councillor Bee stated, understood how important it was to continue this progressive evolution with the creation of a new council to represent and serve the communities of East Suffolk, the largest District Council in the country; a powerful and influential force for good in a time of great uncertainty. Councillor Bee stated that he believed this was a win for East Suffolk because it would continue to deliver services, invest in its communities, generate capacity, improve resilience and give local communities a stronger voice. Councillor Bee concluded that it was a win for national government because East Suffolk would be reducing costs and streamlining and strengthening local government, which would provide a model for others to follow.

The Chairman announced that it was his intention to re-order the agenda; as such, agenda item 14, Report of the Independent Remuneration Panel, would be considered after agenda item 10, Notices of Motion.

9. Questions from Members

(a) Question from Councillor J Craig to the Leader of the Shadow Authority

Given the serious issues acknowledged by Councillor Mark Bee and Peter Aldous M.P., will this Council ensure that the ongoing problems surrounding the Community Energy Saving Programme, affecting a significant number of residents in Harbour Ward, are followed up by East Suffolk Council Scrutiny, as promised by WDC.

Response from Councillor M Bee

Yes.

Supplementary Question from Councillor Craig

Councillor Craig asked for an assurance that when the Scrutiny Committee considered this issue, the meeting would be held at Riverside, making it easier for members of the public to attend.

Response from Councillor M Bee

Councillor Bee stated that the Shadow Council was aware of the concerns that some residents had, regarding the standard of work undertaken as part of the Community Energy Savings Programme and Peter Aldous MP was seeking to resolve the matter which included a proposal to Mitie (the contractor who carried out the works), bringing the problems that some residents had encountered to the attention of other relevant parties (including the Government and Ofgem) and presenting a Petition in the House of Commons.

This matter had, Councillor Bee stated, been included within the proposed work programme for East Suffolk Council's Scrutiny Committee. The work programme would be considered by the members of that Scrutiny Committee in due course and Councillor Bee stated that it would be eminently sensible for that meeting to be held at Riverside, thereby making it easier for affected residents to attend.

(b) Question from Councillor J Murray to the Cabinet Members with responsibility for Community Health and Safety (WDC) and the Green Environment (SCDC)

At the last meeting of this Authority, I asked about monitoring air quality around sites using Bio-Mass fuels. Earlier in February, it was found that the air around the Alexandra Road Doctors Surgery in Lowestoft had the third highest level of pollution in the United Kingdom.

In the East of England, 39% of patients are registered at surgeries exceeding the national air pollution limit. Suffolk is in a high risk area. Given this very current information, will East Suffolk Council urgently review air pollution monitoring and take any action needed to reduce risks to residents and visitors?

Response from Councillor M Bee

The whole matter is taken very seriously; yes. Councillor Bee stated that because Councillor Murray had given apologies for absence for the meeting, and because he had detailed information to hand, he would arrange for this to be circulated to all members by email.

(c) Question from Councillor A Green to the Cabinet Members for Community Health and Safety (WDC) and Housing (SCDC)

Given that significant numbers of residents are experiencing difficulties applying for Universal Credit, due to problems with IT access, what measures will East Suffolk Council put in place to ensure that those residents are supported with their applications in order to prevent unfair and stressful delays in receiving benefits?

Response from Councillor M Bee

The East Suffolk Councils have provided support to residents through the Assisted Digital Scheme (ADS) as part of the Universal Credit roll out programme since 2016 in Waveney and 2018 in Suffolk Coastal.

The number of ADS cases dealt with by the councils is as follows –

- SCDC ADS cases up to end of Jan 2019 = 54
- WDC ADS cases for 2017/2018 = 191

- WDC ADS cases for 2016/2017 = 437

We have seen a gradual decline in cases since Universal Credit Full Service roll out in May 2016, and working with DWP we understand there is now increased support available at the Job Centre Plus (JCP) and with Lowestoft being a large JCP they are able to support more customers, requiring less support from WDC/SCDC.

With regard to the Assisted Digital Support offered by Customer Services staff at the Marina and libraries, this will continue to be offered where it supports the operation of and access to other Council services such as Housing Needs in term of Homeless Reduction and the Council Tax and Benefits teams in terms of Local Council Tax Reduction and Discretionary Housing Payments. In all other cases the Council will provide customers with advice and assistance wherever possible, and will signpost to either the DWP or CAB, thereby making every effort to ensure residents receive the appropriate support with their applications.

Supplementary Question from Councillor Green

Councillor Green acknowledged the support that the councils had given but said that, over the last six months, the number of food parcels going out to local residents had increased; Councillor Green asked why this was so.

Response by Bee

Councillor Bee stated that, if there was an issue, and he thought that there probably was, this was being dealt with by the DWP and the CAB. Councillor Bee suggested that the appropriate statistics be put together and sent to Councillor Green, and he added that the situation would be monitored so that the councils could be fully aware and able to respond to it.

(d) Question from Councillor L Gooch to the Cabinet Members for Resources

As we are barely a few weeks away from the establishment of the new East Suffolk Council, what progress has been made in removing all existing signage from all vehicles working for WDC and SCDC?

Response from Councillor S Lawson

The replacement of signage has been a part of the main merger workstream, and members of the working group have been consulted on progress over recent months.

The working group has approved a rolling programme of signage replacements, with high profile buildings and vehicles being the first to be replaced.

There are several hundred vehicles where branding needs to be changed – including the council's own vehicles, and those operated by our partners, such as Norse.

Designs have been finalised for the vehicles and the removing of existing signage and replacement with the new logo will take place through March.

In order to minimise costs, we are endeavouring to compress the time period for the roll out as

much as possible. This reduces the number of 'working days' for the specialist contractor that we will be working with.

Whilst we will be changing the signage on as many vehicles as possible in readiness for the first day of the new council, members and the public should bear in mind that there will be a 'mop up' period during which time people may still see some vehicles bearing the old logo. These will be changed as part of the programme in coming weeks.

Supplementary Question from Councillor Gooch

Councillor Gooch asked for a guarantee that the materials that would no longer be required as part of the re-branding exercise, where possible, would be sent for recycling rather than to landfill.

Response from Councillor Lawson

Councillor Lawson confirmed that this would be the case.

(e) Question from Councillor J Smith to the Cabinet Members for Community Health and Safety (WDC) and Community Health (SCDC)

Given the ongoing lack of a Medical Hub to serve North Lowestoft, and reductions in Services at Kirkley Mill Medical Centre, will this Council engage with the CCG to seek a priority review of all NHS service across Lowestoft, and also to raise the issue of there being no Minor Injuries Unit within the town?

Response from Councillor M Bee

We are in constant engagement with the CCG and other health service providers to look at the provision and, clearly, that will continue.

Supplementary Question from Councillor J Smith

There was no supplementary question.

(f) Question from Councillor P Byatt to the Leader of the Shadow Authority

Will the Leader join me in congratulating Suffolk County Council on their decision to reverse their proposed cuts in financial support to the Citizen's Advice Service?

Response from Councillor R Herring

We have done our best to encapsulate the position of SCC in relation to its funding of the CABs. I appreciate that residents have been concerned about the future funding of the CABs as indeed we have within our respective councils. The SCC decision has been revised and 50% of the funding, or £187,277, will be retained for 19/20. Ipswich and East Suffolk Clinical Commissioning Group has agreed to provide the other 50% of funding for 2019/20. It is unclear what will happen in 2020/21 and beyond.

The new East Suffolk Council will continue to be a major funder of the CABs and we will maintain our support. It may be that the CABs will need to restructure to ensure that their services are fit for purpose and we will do our best to help with this. The CAB help us to deliver our services.

Supplementary Question from Councillor Byatt

Councillor Byatt stated the importance of looking after those that were vulnerable and he said that his fear was that funding would suddenly disappear; he stated that many people still did not have access to the internet and easy ways of dealing with problems that arose, and those people needed to be supported. Councillor Byatt asked that the East Suffolk Council monitored the situation very carefully.

Response from Councillor Herring and Councillor Bee

Councillor Herring agreed that these were very important issues and he stated that all members shared his concerns; Councillor Herring added that he thought the new Council would ensure that the appropriate monitoring took place.

Councillor Bee referred to the Public Sector Leaders' Group, and stated that this would provide an informal way of making the Council's feelings known to Suffolk County Council on this important issue.

10. Notices of Motion

A Notice of Motion had been received from Councillor P Byatt, on behalf of Councillor M Deacon:

"At the December meeting of this Shadow Authority, I asked for assurances that any contractors working on behalf of the East Suffolk Council would pay the National Living Wage. Councillor Bee stated that it has always been the practice of Suffolk Coastal and Waveney District Councils to encourage partners and contractors to follow the high standards that they both set, and that it was the intention to do so in the future East Suffolk Council.

I now ask that this practice of 'encouragement' be formally adopted as Policy for East Suffolk Council, using the definition of the real National Living Wage, as defined by the Living Wage Foundation and Loughborough University."

Councillor Deacon stressed the importance of the National Living Wage to its recipients and added that it really did make a colossal difference to people's lives. Councillor Deacon stated that Councillor Bee had suitably impressed him with his good intentions at the Shadow Council Meeting in December 2018, when he asked a question, but he now felt that this should be enshrined in policy; those good intentions were fine now but could easily be forgotten by others in the future and Councillor Deacon suggested that some would not agree with him. Councillor Deacon added that at a Full Council meeting of Suffolk Coastal District Council, approximately four years ago, when his Group posed a similar motion, he was horrified by some of the rhetoric that ensued; and the Motion was lost. It was against this background Councillor Deacon stated, that he now pleaded for the Motion to be endorsed by the Shadow Authority.

The Motion was duly proposed by Councillor Deacon and seconded by Councillor Byatt.

Councillor Bee stated that, having discussed the Motion with Councillor Herring, they saw no immediate problem in supporting it. Councillor Bee added that the Motion was asking the Shadow Authority to ask its partners, and those who provided services for the Council, to follow the policy that was in place in respect of the living wage. Councillor Bee stated that the Council could not impose this on them, but it could ensure that any contractor / sub-contractor that the Council had business with had the highest ethics, including supporting the National Living Wage. The Council would continue to encourage this, Councillor Bee stated, because it was the right and proper thing to do. The Council could not make any organisation change its policies, but Councillor Bee thought it was appropriate for the Council, when it reviewed policies, to look at this as well as all other ethical policies. Councillor Bee concluded that the best that the Council could do was to support what had been proposed and encourage contractors to do that.

Councillor Graham advised members that he had been in discussion with Waveney Norse regarding this, and they were not paying the Real Living Wage to some of their staff. As a partner to them, Councillor Graham said that the Council should have significant input to try and make that happen.

Councillor Herring stated that, in response to earlier comments, Councillor Deacon was quite right in that a Motion had been considered by Suffolk Coastal District Council approximately four years ago; however the wording of that Motion differed to the wording contained within the Motion before the Shadow Authority.

Councillor McCallum asked for clarification as to whether the Motion was in respect of the National Living Wage, or the Real Living Wage, and stated that the amounts were different.

Clarification was provided as follows: National Living Wage - £7.83 – for those over 25; Minimum Wage of £7.38 – for those under 25; Real Living Wage – £9.00 – across the UK; Real Living Wage - £10.55 – in London; Meaning that, in East Suffolk, the Real Living Wage was £1.17 higher than the National Living Wage.

Councillor Harvey stated that, very recently, during a meeting with officers, she had been advised that Waveney Norse and Suffolk Coastal Norse would be merging on 1 April 2019; Councillor Harvey asked for a reassurance that they too would be strongly encouraged to pay the Living Wage.

Councillor Byatt advised members that he thought the confusion was due to the mention of the Real Living Wage within the Motion; Councillor Byatt confirmed that he and Councillor Deacon were talking about the statutory National Living Wage for those over 25 years of age. They would, Councillor Byatt stated, like to aspire to the Real Living Wage. Councillor Deacon confirmed to members that his intention was for the Motion to be in respect of the National Living Wage, not the Real Living Wage, and he apologised for any confusion.

Councillor Deacon proposed the amended Motion, which was duly seconded by Councillor Byatt.

Councillor Elliott stated that, in his view, Councillor Deacon was asking the East Suffolk Council to adopt a policy that was a legal requirement; Councillor Elliott referred to Councillor Bee's earlier comments in respect of not being able to force contractors / non-contractors, but Councillor Elliott stated that the Council could simply not use them.

There being no further questions or matters raised for debate, the Chairman moved to the amended Motion and by a unanimous vote

RESOLVED

That the Notice of Motion be approved, subject to the deletion of the word “real”.

11. Report of the Independent Remuneration Panel

Shadow Council received report **REP39 (SH)** of the Leader and Deputy Leader of East Suffolk Shadow Authority, which was introduced by the Leader. The report asked Shadow Council to consider the Independent Remuneration Panel’s (IRP) proposals for a Members’ Allowances Scheme (MAS) for the East Suffolk Council (ESC), and also to consider whether the Council wished to adopt all or part of the recommendations put forward by the IRP, with regard to the MAS.

Councillor Herring advised Members that Mrs Forster, the Chairman of the IRP, and Ms Cox, a Panel Member, were present to answer any questions which Members may have. Mr Holden, the other member of the IRP was unable to attend. On behalf of the Shadow Council, Councillor Herring thanked the IRP for its work, and its report.

Councillor Herring reported that on 24 May 2018 the Government made the East Suffolk (Local Government Changes) Order 2018 which set out what must happen for the new Council to be created. Article 10 of the Changes Order said that the Shadow Council must formulate proposals for a MAS to be adopted by the ESC. This was considered by the Shadow Council at its first meeting on 4 June 2018 when it decided that it would be of assistance if an IRP was asked to work on this; as such the IRP was asked to formulate proposals for a scheme for the Council to adopt. The report of the IRP was attached as Appendix A to the report before Members and Councillor Herring drew Members’ attention to this and the fact that the Council was suggesting that from the election of Members to the new Council, on 6 May 2019, they be paid under a scheme which, essentially, equalised the two existing schemes, the one for SCDC and the one for WDC. Councillor Herring reported that the differences in the amounts paid under the two schemes were very small but, where there were differences, the IRP suggested that the higher rate be paid. Also, if one of the schemes did not remunerate a role, and one did, then, the rate should be paid, under the equalised scheme. Therefore, in equalising the two schemes, there was an element of betterment and improvement.

Councillor Herring drew Members’ attention to the financial implications of the covering report and stated that the Members’ budget for the Basic Allowances from the predecessor councils was £517,000; this had been maintained within the first East Suffolk Council budget. The proposals from the IRP were that all 55 Members of the East Suffolk Council received a basic allowance of £4,883.40, which would cost £268,587, a reduction of £248,413. For Special Responsibility Allowances, the Members’ budget from the predecessor councils was £228,200; this also had been maintained within the first ESC budget. The proposals from the IRP were shown within the report and totalled £124,692.72, which was a reduction of £103,507.28. The budget for both the Basic Allowance and the Special Responsibility Allowances would be revised as part of the 2020/21 budget setting process, following the further, more in depth, review of Members’ Allowances which was to happen during the second part of the 2019/20 financial year.

In conclusion, Councillor Herring stated that, overall, the proposals would produce considerable savings in the short term because of the reduction in the number of Members of the new Council.

At the invitation of the Chairman, Mrs Forster took the opportunity to thank her colleagues, Ms Cox and Mr Holden, for their assistance. Mrs Forster also gave thanks to Hilary Slater, Nicola Wotton and Sarah Carter, the officers of the Council, who had assisted the Panel in its work.

Mrs Forster took the opportunity to ask those members who were elected to the new ESC to please identify any significant changes to their workloads and / or travel; this, she said, would provide evidence for the Panel in any future reviews.

Councillor Elliott stated that he wished to highlight what appeared to be discrepancies within the report; Councillor Elliott firstly referred to co-optees and said that the IRP report said “Basic allowances multiplied by 0.1% to 0.4%, such payment to be at the discretion of the appointing Committee” and the covering report said “there is an allowance for Co-opted Members of £4,883.40 and this can be increased at the discretion of the Appointing Committee by 0.1% to 0.4”. Councillor Elliott suggested that the reports were saying different things and he asked for clarification.

Councillor Elliott secondly referred to the IRP report and the reference to “Leaders of Opposition Parties / Groups” and the covering report which referred to “..... Opposition Members in the same Political Party” Councillor Elliott, again, asked for clarification.

Mrs Forster firstly responded in respect of co-optees, stating that the intention of the IRP was that payment would be the basic allowance multiplied by 1% to 4%, such payment to be at the discretion of the appointing Chairman / Committee. The Chief Finance Officer stated that he agreed with this; the figures, as written, were incorrect.

Mrs Forster then responded to the second point, stating that, with regard to the opposition parties, the IRP recommendation was as set out within its report.

Councillor Byatt referred to what he described as a longstanding problem, with some members’ non-attendance at meetings; Councillor Byatt asked if the IRP would be looking at whether there should be additional payments for attendance at meetings, or penalties for non-attendance.

Councillor Herring responded, stating that the IRP would not be looking at this issue; it had, he said, completed its work, it would be for the new Council to determine the remit of the ESC IRP, which would happen in due course. On the question of attendance allowances, Councillor Herring thought that this was something that was removed via Government legislation many years ago.

Councillor Deacon referred to the current SCDC MAS, and said that Members of the Planning Committee received an SRA; Councillor Deacon stated that this had not been included within the proposed new Scheme. In response, Mrs Forster said that the Panel had not been aware of this. The Monitoring Officer added that those payments to SCDC members would continue until 6 May 2019 when the new Council came into being. Councillor Herring referred to the new arrangements, with two Planning Committees being in place, and added that this was something for the new Authority and an IRP to consider, taking account of new experiences / workload /

travelling over a six to nine month period. Councillor Herring added that any payment could be backdated accordingly.

Councillor Ladd stated that he wished to ask Mrs Forster a question; he said that he thought two members of the Panel had made a recommendation to Suffolk County Council that its SRA for its Vice-Chairmen be removed; Councillor Ladd asked why there was an inconsistency in views. Mrs Forster, in her response, referred to the current SCDC / WDC schemes and said that there were inconsistencies in respect of payments to Vice-Chairmen. All offices which attracted an SRA would continue to receive one under the equalised scheme.

Councillor Elliott, after thanking the Panel for its work, stated that Members appeared to be putting off an inevitable increase in allowances until after the elections in May 2019; Councillor Elliott suggested that, in his view, this ought to be done now. Councillor Elliott also felt that there were too many proposed SRAs; he added that, in the report, there was no assumption that Assistant Cabinet Members would be used, but he felt that it was inevitable that they would be. Councillor Elliott stated that he was convinced that Assistant Cabinet Members would be put in place in the future and he formally proposed an amendment in that SRAs for Assistant Cabinet Members be removed. The amendment was seconded by Councillor Beavan.

Councillor Burroughes stated that he felt Members should accept the recommendations of the IRP at this time.

Councillor Bee, referring to Assistant Cabinet Members, stated that it was his belief that when the new Council had the benefit of experience and volume of work, he thought that there would be a case for an SRA for Assistant Cabinet Members. Councillor Bee concluded that the Shadow Authority could either accept or reject the recommendations before it; he highlighted that, if accepted, Members would be reducing the amount of money currently spent on members' allowances.

Councillor Topping, quoting from earlier comments made by Mrs Forster, said that where there were differences in the amounts currently paid by the two authorities, the higher amount had been used. Councillor Topping suggested that it would have been prudent for that amount to have been put into the budget now so that the worst case scenario was known.

Councillor Herring referred back to the issue of Assistant Cabinet Members, and said that it would be the Leader's decision as to whether Assistant Cabinet Members were put in place; this decision would be taken dependent on the level of work.

It was proposed, seconded and

RESOLVED

That the report of the Independent Remuneration Panel (IRP), containing recommendations for a Scheme of Members' Allowances for the East Suffolk Council to adopt, be approved subject to the Monitoring Officer seeking clarification from the IRP about:

- 1) The correct amount of the proposed payment to co-opted Members.

- 2) Whether or not Members of the Planning Committee should be paid a Special Responsibility Allowance and if so, how much.

12 **Appointment of a Chief Finance Officer**

Shadow Council received report **REP36 (SH)** of the Leader and Deputy Leader of East Suffolk Shadow Authority, which was introduced by the Leader of the Shadow Authority. The Shadow Authority was required to have in place certain statutory officers to serve as interim in the Shadow Period; these had previously been appointed to the Shadow Authority.

The report sought to make the appointment of the Chief Finance Officer, Simon Taylor, permanent for East Suffolk Council once it was created on 1 April 2019.

Councillor Deacon offered his Group's congratulations to Mr Taylor on his appointment.

It was proposed, seconded and

RESOLVED

That Simon Taylor be appointed to the permanent position of Chief Finance Officer for East Suffolk Council on 1 April 2019 and after.

13. **General Fund Budget & Council Tax Report 2019/20**

Shadow Council received report **REP37 (SH)** by the Cabinet Members with responsibility for Resources, which brought together all the relevant information to enable members to review, consider and comment upon the Council's General Fund revenue budget. The Council was required to set a balanced budget for the following financial year and set the Band D rate of Council Tax. The report before members set out the proposals and parameters in order to achieve that objective and contribute towards a sustainable position going into the medium term and the major changes to the Local Government Finance environment.

Members, at this point, received a presentation from the Leader and Deputy Leader. Members were reminded that the Shadow Authority was about to agree the budget for the new East Suffolk Council; this was the result of a considerable amount of work over the past months. Councillor Herring emphasised the need to ensure that the new Authority had the resources necessary to deliver its agenda which members felt, at this stage, the new Authority might want to deliver. The budget was an enabler for services to be delivered. Councillor Herring referred to the positive position of having two councils with sound finances; this would, Councillor Herring stated, continue into the medium term.

Councillor Herring referred to one change that had been embraced within the budget; this was in respect of resources going into enabling communities. All members would have a community enabling budget of £7,500 to assist their local communities to meet need. Various other pots of money would also be available to support that process.

Councillor Herring turned to housing and stated that the new Council would have a huge challenge to deliver in respect of this; he stated that within the budget there was a considerable investment for housing generally.

Councillor Bee, turning to economic development for the area, stated the importance of providing a powerful voice, to unlock the investment and support the business growth. Councillor Bee stated the importance of recognising the need to tackle the falling footfall in the district's high streets, the need to strengthen strategic thinking and action on key sectors of energy, technology, ports and logistics, tourism and the visitor economy, and the finishing industry.

Moving on to the energy coast, Councillor Bee stated that there would be investment in wind power along the East Suffolk coast, with significant investment in the area for years to come, bringing employment and other benefits to the district. The Planning Team would be strengthened to deal with the investment in wind power along the East Suffolk coast; the beauty of the area would be preserved whilst providing a renewable energy source; the port of Lowestoft would be a key facility for the operations and maintenance of offshore wind installations; and energy would be brought ashore along the East Suffolk coast.

Councillor Herring stated that the construction and operation of a power station at Sizewell C would have benefits and impacts across the whole of the new council area, in terms of employment, supply chain growth and inward investment, skills enhancement, construction, and infrastructure. Planning, Economic Development and Communities staffing would be central to properly considering these impacts and was significant to realising both the socio economic benefits and managing the impact of construction, bringing a huge investment to the area which had wider implications than just the district in which it would sit.

Referring to Coastal Management, Councillor Herring stated that East Suffolk had a coastline some 49 miles in length; coastal communities were facing erosion and flooding; Coastal Partnership East had been established to provide a single officer team covering more than just the East Suffolk coastline, increasing capacity and a larger voice in terms of protecting the coastlines. East Suffolk had a capital programme of £90.917m over the next four years, with £87.77m of external funding, leaving the Council to fund £3.141m.

Referring to Health and Wellbeing, Councillor Bee stated that health inequalities which existed across East Suffolk, such as life expectancy in some of the more deprived areas compared to more affluent areas in other parts of the district would be addressed. Working with the local Clinical Commissioning Group would mean that East Suffolk could bring together effective resolutions to further align and improve the health of people within the area. There were strong ambitions to work on certain outcomes over the next six years in four key areas: children; people with physical and learning difficulties; older people; and mental health and wellbeing. In conclusion, there would be multi-million pound capital investment in all of the Council's leisure centres, regeneration of seafronts and other leisure activities.

Councillor Bee stated that Felixstowe was the largest and busiest container port in Britain, and one of the largest in Europe. East Suffolk would continue to deliver a nationally acclaimed Port Health service from the Port of Felixstowe, which also had similarities with the smaller port of Lowestoft. There was planned expansion of both ports which the Council was fully supportive of, ie planned increase in ferry traffic from Felixstowe; a logistic park at Felixstowe; and attracting new business to the inner harbour of Lowestoft.

Turning to the Green Agenda, East Suffolk would continue to support Suffolk's vision of Suffolk being the greenest county in England through the Suffolk Climate Change Partnership, working

with local businesses to reduce their carbon impacts. East Suffolk would be part of the Greenprint Forum, actively working to raise awareness of plastics pollution and sustainable travel.

Councillor Herring referred to the statutory responsibilities of local authorities, stating that, by law, there was a requirement to have a balanced budget; to avoid an unbalanced budget local authorities had to be financial resilient. Good financial management was fundamental in establishing confidence in the budget and ensuring that the finances could withstand unexpected pressures.

Local Government Finance was, Councillor Herring advised, changing in the future. 2019/20 was the final year of the Government's four year settlement and the assumption was that East Suffolk would receive very limited Government funding going forward, if any. Revenue Support Grant and Rural Service Delivery Grant were confirmed as £323k and £248k respectively for 2019/20; the assumption going forward was that no further RSG or RSDG would be received. 2019/20 was planned to be the last year of the current Business Rates Retention Scheme, moving to 75% local retention from 2020/21. 2019/20 could be the last year of the current New Homes Bonus Scheme, with a potential move to Housing Delivery Test. In respect of Council Tax, Government policy was now to assume year on year increases.

Councillor Herring advised that the source of funding the East Suffolk Council would receive during 2019/20 was £14.43m of Council Tax income; £10.58m of Business Rates income; £323k of Revenue Support Grant and the assumption was that this would be the last financial year that Revenue Support Grant was received by the Council; and £248k of Rural Services Delivery Grant and again it had been assumed that this would also be the last year that this would be received until it was confirmed by the Ministry for Housing, Communities and Local Government that it saw East Suffolk Council as a rural authority.

In respect of General Fund Reserves, the Shadow Authority was advised that the new Council would inherit the predecessor councils' £4m general fund balances, giving a starting position of £8m. The plan was to transfer £2m of the general fund balance to capital earmarked reserves to help fund the capital programme. This would still leave 5% of gross expenditure to deal with unplanned spend. The new Council would also have significant earmarked reserves of £42.755m with a detailed breakdown provided in Appendix B4 of the report.

Shadow Council was advised that, in respect of Council Tax, the proposal was a 2.5% increase, which was a Band D charge of £166.32; the increase was less than 8 pence per week. The reason for not taking the maximum was that the previous year's surpluses had been used to fund the current budget gap of £3m; a £1.6m surplus was forecasted at year end from the predecessor councils, and this approach would allow East Suffolk to minimise council tax increases over a longer time period.

Councillor Byatt referred to New Homes Bonus, and while acknowledging the uncertainty, asked if there were any ideas as to what the future might hold. In responding, Councillor Herring stated that, at this very early stage, there was currently very little certainty. Councillor Herring referred to the agenda to build houses and suggested that the Government would continue to incentivise; he referred to the advantages of New Homes Bonus and the relationship between the provision of housing and the funding of local services; this, Councillor Herring stated, was an important link.

Councillor Topping referred to pages 48 and 49 of the report, relating to the Capital Investment Strategy, and in particular maximising efficiency in the management and use of assets; Councillor Topping requested an update in respect of data input for Waveney District Council. The Chief Finance Officer stated that the Asset Management Team was leading on this work and it was expected that it would be completed by the end of March 2019.

Councillor M Cherry suggested that the report gave an assumption that Council Tax would increase year on year; Councillor Cherry expressed concern that some residents would not be able to afford the increases. In responding, Councillor Bee stated that many people, on lower incomes, would receive benefits; he added that the Council would, in the future, as the Government reduced funding via the rate support grant, need to look to other forms of funding and grow its business to generate other income.

Councillor Topping referred to M&H Plastics, the biggest employer in Beccles, and asked if the Council would be engaging with them to help their sustainability, if single use plastics was shut down. Councillor Bee stated that, through the Greenprint Forum, the Council would work to help raise awareness of plastic pollution and sustainable travel.

Councillor Elliott stated that he welcomed long term empty property premiums; he asked if the Council would be adopting the maximum allowed. The Chief Finance Officer stated that Parliament had recently approved legislation to give councils the power to increase the long term empty property premium as follows: 100% premium on long term empty properties, empty for more than two years, raising the Council Tax to 200% from 1 April 2019; 200% premium on long term empty properties, empty for longer than five years, raising the Council Tax to 300% from 1 April 2020; and 300% premium on long term empty properties, empty for longer than 10 years, raising the Council Tax to 400% from 1 April 2021.

In response to a question from Councillor Elliott, who asked if the Council would be maximising its Council Tax income from second homes, the Chief Finance Officer stated that the maximum the Council was allowed to charge was 100% with no premiums.

Councillor Elliott took the opportunity to congratulate the Chief Finance Officer and his Team for producing the East Suffolk Council budget.

There being no further questions or matters for debate, the Chairman moved to a recorded vote of those present on all the recommendations.

For	Against	Abstained
Councillor P Ashdown		
Councillor M Barnard		
Councillor D Beavan		
Councillor M Bee		
Councillor J Bidwell		
Councillor S Bird		
Councillor C Blundell		
Councillor N Brooks		
Councillor S Burroughes		
Councillor P Byatt		

Councillor A Cackett		
Councillor G Catchpole		
Councillor M Cherry		
Councillor Y Cherry		
Councillor A Cooper		
Councillor L Coulam		
Councillor J Craig		
Councillor M Deacon		
Councillor P Dunnett		
Councillor G Elliott		
Councillor J Fisher		
Councillor S Gallant		
Councillor T Gandy		
Councillor S Geater		
Councillor T Goldson		
Councillor L Gooch		
Councillor M Gower		
Councillor I Graham		
Councillor A Green		
Councillor S Harvey		
Councillor T-J Haworth-Culf		
Councillor C Hedgley		
Councillor R Herring		
Councillor G Holdcroft		
Councillor C Hudson		
Councillor M Ladd		
Councillor S Lawson		
Councillor G Lynch		
Councillor D McCallum		
Councillor S Mower		
Councillor P Mulcahy		
Councillor C Poulter		
Councillor C Punt		
Councillor D Ritchie		
Councillor C Rivett		
Councillor P Rous		
Councillor L Smith		
Councillor K Springall		
Councillor C Topping		
Councillor M Vigo di Gallidoro		
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RESOLVED

That Shadow Council, on behalf of East Suffolk Council:

1. Received the Chief Financial Officer's report attached at Appendix D;

2. Approved the Medium Term Financial Strategy for 2019/20 to 2022/23, including the General Fund Revenue Budget proposed for 2019/20; and forecast budgets for 2020/21 to 2022/23 as set out in Appendix B;
3. Approved the movements to and from Earmarked Reserves and the General Fund Balance for 2019/20 to 2022/23 as set out in Appendix B4;
4. Approved the items to be treated as special items in 2019/20 as set out in Section 7 – the precepts by town/parish councils and parish meetings;
5. Approved a Band D Council Tax for 2019/20 of £166.32, representing an increase of £4.05 or 2.5% on 2018/19.
6. Approved the Efficiency Strategy attached as Appendix C;
7. Approved the Pay Policy Statement set out in Appendix E;
8. Approved the Council Tax Resolutions in Appendix F;
9. Approved no changes are made to the Local Council Tax Reduction Scheme in Appendix G; and
10. Adopted the existing Local Council Tax Reduction Scheme for East Suffolk in Appendix G;
11. Approved increasing the discretionary Long Term Empty Property Premium as set out in Recommendations 12 to 14 as follows:
12. Increased to a 100% premium on Long Term Empty Properties, empty for more than two years, raising the Council Tax to 200% from 1st April 2019,
13. Increased to a 200% premium on Long Term Empty Properties, empty for longer than five years, raising the Council Tax to 300% from 1st April 2020, and
14. Increased to a 300% premium on Long Term Empty Properties, empty for longer than 10 years, raising the Council Tax to 400% from 1st April 2020
15. Noted the overall Business Rates Tax Base for 2019/20 (total net rates income) for the district of £92.792m; and
16. Noted the Council Tax Base of 86,755.14 for 2019/20

14. Capital Strategy 2019/20 to 2022/23

Shadow Council received report **REP38 (SH)** by the Cabinet Members with responsibility for Resources, which was introduced by Councillor Lawson, who reported that the Capital Strategy, Appendix A of the report, was a new report for 2019/20, giving a high level overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of a local public services in East Suffolk, along with an overview of how associated risk was managed and the implications for future financial sustainability.

Section 2 of the Strategy outlined the planned Capital Programme 2019/20 to 2022/23 and the way in which it was to be financed. Section 3 of the Strategy introduced the new Asset Management Strategy. Section 4 covered Treasury Management, including both borrowing and investment. Section 5 presented the Council's approach to service investments. Section 6 set out the position on commercial investment.

Section 7 explored the Council's other financial liabilities. Section 8 explored the in-built revenue implications within the Capital Programme. Section 9 explained how the Strategy was underpinned by a systematic approach to obtaining and maintaining the necessary knowledge and skills required, to operate effectively, whilst adequately protecting the Council's financial risk exposure and wider interests and, lastly, the Strategy concluded in section 10 and 11. This included an explicit statement by the Chief Finance Officer in accordance with the Prudential Code.

Councillor Beavan referred to the introduction of a wide ranging commercial investment and trading delivery approach, including the creation of a local authority trading company (LATCO). Councillor Beavan applauded the enterprise of the Council but he wondered how competitive it would be in the open market place.

Councillor Beavan stated that the budget gap did look bad and he feared that it would get worse; he felt that the Council needed the Government to provide the funding to do the job properly.

RESOLVED

1. That the Capital Strategy for 2019/20 to 2022/23 be approved.
2. That the comments on the ongoing development of the Asset Management Strategy (Section 3 of Appendix A) and the Commercial Investment Strategy (Section 6 of Appendix A) be noted.

Prior to the conclusion of the meeting the Chairman gave thanks to the staff of High Lodge, and the staff of Sound 4 Pro, for their support during all of the Shadow Council.

The Meeting concluded at 9.00 pm



COUNCIL

Wednesday, 24 July 2019

MEMBERSHIP OF THE AUDIT & GOVERNANCE COMMITTEE, SCRUTINY COMMITTEE AND THE LICENSING COMMITTEE, APPOINTMENT OF ASSISTANT CABINET MEMBERS, APPOINTMENT OF A HERITAGE CHAMPION AND APPOINTMENTS TO OUTSIDE BODIES (NON EXECUTIVE FUNCTION)

EXECUTIVE SUMMARY

1. To consider a report which seeks approval for revised representation on the Audit & Governance Committee, the Scrutiny Committee, the Licensing Committee, the appointment of Assistant Cabinet Members, the appointment of a Heritage Champion and to make appointments to Outside Bodies (Non Executive Function).

Is the report Open or Exempt?	Open
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Wards Affected:	All Wards in the District
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Cabinet Member:	Councillor S Gallant Leader of the Council
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Supporting Officer:	Hilary Slater Head of Legal and Democratic Services 01394 444336 hilary.slater@eastsoffolk.gov.uk
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1 INTRODUCTION

- 1.1 Member appointments to Committees are made annually, as part of the Council's corporate governance arrangements, in support of the democratic process and to provide a mechanism for decisions to be made that have been reserved by law for such bodies to make or are functions under the Council's Constitution, that have not been delegated to officers to decide.
- 1.2 Appointments to Committees for the 2019/20 municipal year were agreed at the Annual Council meeting held on 22 May 2019.
- 1.3 Members who are appointed to Council Committees will be expected to have received appropriate development / training to enable them to carry out their roles effectively on whichever body they serve.

2 REVIEW OF REPRESENTATION ON THE AUDIT & GOVERNANCE COMMITTEE

- 2.1 Due to personal reasons, Councillor F Mortimer has advised that he is no longer able to be the Vice Chairman or a Member of the Audit & Governance Committee, with immediate effect.
- 2.2 It is therefore proposed that Councillor E Back be appointed Vice Chairman of the Audit & Governance Committee, with immediate effect, for the remainder of the 2019/20 Municipal Year.
- 2.3 Councillor M Cook has recently been appointed as the Assistant Cabinet Member for Resources, therefore he is no longer eligible to sit on the Audit & Governance Committee.
- 2.4 It is therefore proposed that two Conservative Councillors be appointed to the Audit & Governance Committee, with immediate effect, for the remainder of the 2019/20 Municipal Year, to replace Councillor F Mortimer and Councillor M Cook who have stepped down from this Committee.

3 REVIEW OF REPRESENTATION ON THE SCRUTINY COMMITTEE

- 3.1 Due to personal reasons, Councillor W Taylor has advised that he is no longer able to be a Member of the Scrutiny Committee, with immediate effect.
- 3.2 It is therefore proposed that Councillor E Back be appointed to the Scrutiny Committee with immediate effect, for the remainder of the 2019/20 Municipal Year.

4 REVIEW OF REPRESENTATION ON THE LICENSING COMMITTEE

- 4.1 Due to personal reasons, Councillor TJ Haworth-Culf and Councillor W Taylor have advised that they are no longer able to sit on the Licensing Committee and have resigned with immediate effect.

- 4.2 It is therefore proposed that Councillor L Coulam and another Conservative Councillor be appointed to the Licensing Committee with immediate effect, for the remainder of the 2019/20 municipal year.

5 APPOINTMENTS OF ASSISTANT CABINET MEMBERS

- 5.1 At the Annual Council meeting held on 22 May 2019, the Full Council appointed Councillor S Gallant as Leader of the Council for a four year term of office. It is for the Leader to appoint to their Cabinet, which can be comprised of up to 10 Members and which is exempt from the political proportionality rules under the Local Government Act 2000.
- 5.2 The Leader of the Council is also able to appoint Assistant Cabinet Members, should they wish. The role of the Assistant Cabinet Member is to assist the substantive Cabinet Members with support over the coming year, which would also help the Assistant Cabinet Members to build knowledge and experience for the future.
- 5.3 Please note that the Leader has so far decided to appoint 3 Assistant Cabinet Members. Councillor A Cackett has been appointed as Assistant Cabinet Member for Transport. Councillor M Jepson has been appointed as Assistant Cabinet Member for Community Health. Councillor M Cook has been appointed as Assistant Cabinet Member for Resources.

6 APPOINTMENT OF A HERITAGE CHAMPION

- 6.1 The Heritage Champion is a position that Historic England encourages all local authorities to appoint, in order to support the protection of the historic environment at a local level. The former Waveney District Council was previously required to appoint a Heritage Champion in order to support its bid to Historic England to apply for the North Lowestoft Heritage Action Zone. As this provided evidence to support its bid and showed that it was proactive across the district in the protection of its heritage assets. The role was previously held by Councillor Michael Ladd, Cabinet Member for Tourism & Economic Development.
- 6.2 A Heritage Champion is normally a local Councillor who has been nominated by their local authority to promote all aspects of the historic environment in their area. It is up to the local authority to decide how to nominate their Heritage Champion.
- 6.3 The Leader of the Council has agreed that it would be beneficial for East Suffolk Council to have a Heritage Champion and due to its significance, he has proposed that the role will be filled by Councillor C Rivett, Deputy Leader and Cabinet Member for Economic Development, as it fits within his Portfolio.

7 APPOINTMENTS TO OUTSIDE BODIES

- 7.1 Member appointments to Outside Bodies are made annually, in accordance with Part 2 (Section B) of the Council's Constitution. The Council appoints Councillor representatives to Outside Bodies where the role relates to a Non-Executive function.
- 7.2 Appointments to Outside Bodies (Non Executive Function) for the 2019/20 municipal year were agreed at the Annual Council meeting held on 22 May 2019.

- 7.3 The Cabinet, at its meeting on 4 June 2019, considered representation on Outside Bodies where the role relates to an Executive function.
- 7.4 The appointment of Councillors to Outside Bodies provides support to the organisation concerned, enables Councillors to fulfil their community leadership roles, and enables appropriate monitoring of performance/budgets in line with best practice.
- 7.5 Appointments made to Outside Bodies should be sensitive to the need to represent, as far as possible, the diverse nature of the local community.
- 7.6 At the Annual Council meeting held on 22 May 2019, it was suggested that the North East Suffolk Citizens' Advice Bureaux be approached to see if it would like to benefit from having a Councillor appointed to its organisation. The North East Suffolk CAB have been contacted and it has advised that it would like to have one East Suffolk Council representative appointed.
- 7.7 A number of nominations have been received to represent the Council on the North East Suffolk Citizens Advice Bureau – Councillor F Mortimer, Councillor T Cooper, Councillor D Beavan, Councillor P Byatt and Councillor K Patience. As more than one nomination has been received, a vote will need to be undertaken for this vacancy.
- 7.8 At the same meeting, the Council requested further information from the East Suffolk Travel (Rail) Association (ESTA) regarding their requirements for Member representation. ESTA have been contacted and a response was still awaited, at the time of publishing these meeting papers. A verbal update will be provided should a response from them be received in the meantime.

8 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 8.1 The Local Government & Housing Act 1989 requires that the overall political balance of the Council to be reflected, where possible, in the appointment of Members to Committees and Sub-Committees of the Council (known informally as the political balance rules).
- 8.2 Councillors are able to claim expenses for attending Council or Outside Body meetings, which will be met from the Council's agreed Scheme of Members' Allowances budget for 2019 /20. In addition, positions such as Chairmen or Vice Chairmen of Committees and Assistant Cabinet Members are awarded a Special Responsibility Allowance recognising the additional responsibilities that these positions have.
- 8.3 The appointment of Committees forms the democratic framework by which some Council decisions are made. Specific legislation applies to the regulatory committees that exercise quasi-judicial powers and separate legislation is in place for the Cabinet.
- 8.4 The appointment to Committees / Sub-Committees enables the work of the Council to be shared across all Council Members (where appropriate) and enables Councillors to undertake a range of duties that collectively underpin or deliver the democratic decision-making process within the Council.
- 8.5 Appointments to Outside Bodies may be made under the general power in Section 2 of the Local Government Act 2000 – to do anything which is likely to promote the economic, social, or environmental wellbeing of the area, unless specifically prohibited.
- 8.6 The process of Council approving appointments to Outside Bodies, where the role relates to a Non-Executive function of the Council, adheres to the articles within the Council's Constitution.

9 OTHER KEY ISSUES

- 9.1 Decisions are implemented in accordance with the Council's Constitution and statutory legislation. Appointments to Committees enable Members to carry out the Council's business and allows them to develop their community leadership role.
- 9.2 The Council needs to appoint to Outside Bodies in order to carry out its business effectively and offers Members the opportunity to carry out their community leadership role.

10 OTHER OPTIONS CONSIDERED

- 10.1 None. The Council needs to make these appointments in order to carry out its business effectively. Appointment to these bodies gives Members an opportunity to carry out their community leadership role and enables cross party views to be given on specific issues which is healthy for democracy and good decision-making.
- 10.2 The Council needs to engage and work with external organisations, including Outside Bodies, to continue to deliver the priorities identified in the East Suffolk Business Plan.

11 REASONS FOR RECOMMENDATIONS

- 11.1 To ensure that Members are appointed to Committees for the 2019 / 20 municipal year in accordance with the politically proportionality rules and that decision-making is undertaken in a democratic way.
- 11.2 To consider appropriate Council representation on Outside Bodies as deemed relevant to the Council's community and business interests.

RECOMMENDATIONS

- 1. That a Conservative Councillor be appointed to the Audit & Governance Committee for the remainder of the 2019/20 municipal year with immediate effect to replace Councillor F Mortimer.
- 2. That a Conservative Councillor be appointed to the Audit & Governance Committee for the remainder of the 2019/20 municipal year with immediate effect to replace Councillor M Cook.
- 3. That Councillor E Back be appointed as Vice Chairman of the Audit & Governance Committee for the remainder of the 2019/20 municipal year with immediate effect.
- 4. That Councillor E Back be appointed to the Scrutiny Committee for the remainder of the 2019/20 municipal year with immediate effect.
- 5. That Councillor L Coulam be appointed to the Licensing Committee for the remainder of the 2019/20 municipal year, with immediate effect to replace Councillor TJ Haworth-Culf.
- 6. That a Conservative Councillor be appointed to the Licensing Committee for the remainder of the 2019/20 municipal year, with immediate effect to replace Councillor W Taylor.
- 7. That the Group Leaders make revisions to their appointments to the Council's Committees, as appropriate and necessary, during the year.
- 8. That Council notes that Councillor A Cackett has been appointed as the Assistant Cabinet Member for Transport.
- 9. That Council notes that Councillor M Jepson has been appointed as the Assistant Cabinet

Member for Community Health.

10. That Council notes that Councillor M Cook has been appointed as the Assistant Cabinet Member for Resources.
11. That Councillor C Rivett, Deputy Leader and Cabinet Member for Economic Development be appointed as the Council's Heritage Champion.
12. That a Councillor be appointed as the Council's representative on the North East Suffolk Citizens' Advice Bureaux, for the remainder of the 2019/20 municipal year.
13. That the Leader of the Council be granted Delegated Authority in order to make revisions to the appointments on the Council's Outside Bodies (Non Executive Function) as required, in consultation with the other Group Leaders, when appropriate.

APPENDICES – None

BACKGROUND PAPERS – None



COUNCIL

Wednesday, 24 July 2019

APPOINTMENTS TO WORKING GROUPS 2019/20

EXECUTIVE SUMMARY

1. To consider the continuation and membership of Working Groups for the 2019/20 municipal year.

Is the report Open or Exempt?	Open
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Wards Affected:	All Wards in the District
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Cabinet Member:	Leader of the Council
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Supporting Officer:	<p>Hilary Slater</p> <p>Head of Legal & Democratic Services and Monitoring Officer</p> <p>01394 444336</p> <p>hilary.slater@eastsuffolk.gov.uk</p>
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1 INTRODUCTION

- 1.1 The Council appoints to a number of Working Groups each year as part of its corporate governance framework in support of the democratic process and decision-making arrangements.
- 1.2 The proposed Working Groups for 2019 / 20 are:
- The Local Plan Working Group
 - The Housing Benefits and Tenant Services Consultation Group
 - The Member Development Steering Group
 - The Lowestoft Transport and Infrastructure Prospectus Steering Group
- 1.3 The Working Groups have clear terms of reference outlining their roles, responsibilities and reporting mechanisms, thereby increasing openness and transparency and making the best use of resources. This information is contained within Appendix A.
- 1.4 Where specific post holder nominations are required, these are also outlined in Appendix A.

2 HOW DOES THIS RELATE TO THE EAST SUFFOLK BUSINESS PLAN?

- 2.1 Councillors appointed to Working Groups work to help address local issues and to achieve sustainable solutions. This will help to deliver a strong and sustainable local economy and to help improve the quality of life for everyone living and working in the District.

3 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 3.1 Appointment to Working Groups enables more in-depth consideration to be given to specific issues.
- 3.2 Members appointed to Working Groups are able to claim expenses in accordance with the Members' Allowance Scheme and these costs can be accommodated within existing resources.
- 3.3 Reviewing Councillor representation on Working Groups ensures that they are still relevant and fit for purpose and allows back bench Councillors to concentrate on their community leadership roles within their own Wards.

4 CONSULTATION

- 4.1 Consultation has been undertaken with the Group Leaders, seeking nominations for the Working Group positions.

5 OTHER OPTIONS CONSIDERED

- 5.1 Working Groups are set up to examine specific issues in-depth prior to recommendations being put forward to the relevant decision-making body. Should the Council decide not to appoint to the Working Groups, then the opportunity for more in-depth consideration of issues could be lost.

6 REASON FOR RECOMMENDATION

- 6.1 To ensure that Members are appointed to Working Groups for the 2019 / 2020 municipal year.

RECOMMENDATIONS

1. That the membership of the Member Development Steering Group and the Lowestoft Transport and Infrastructure Prospectus Steering Group for the 2019/20 Municipal Year be appointed, as supplied by Group Leaders.
2. That nominations be sought and Councillors appointed to the outstanding vacancies outlined within Appendix A to the report, for the Local Plan Working Group and the Housing Benefits and Tenant Services Consultation Group.
3. That the Leader be granted Delegated Authority to make any necessary changes to the membership of the Working Groups for the remainder of the 2019/20 Municipal Year, in consultation with the other Group Leaders.

APPENDICES

Appendix A	Schedule of Working Groups Nominations for 2019/20
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BACKGROUND PAPERS – None

Appointment of Working Groups for 2019/20

1. Local Plan Working Group

Terms of Reference:

- To act in an advisory/consultative capacity to the Cabinet Member for Planning and Coastal Management and through him/her to Cabinet/Full Council, as appropriate.
- To work with officers to prepare and review Local Plan documents and related documents, such as Supplementary Planning Documents including development briefs, the Statement of Community Involvement, Local Development Scheme, the Authority Monitoring Report and Community Infrastructure Levy (CIL) Charging Schedule.
- Feed in local knowledge and information to inform the preparation of Local Plan documents and related documents.
- Consider the findings of evidence base documents to inform the preparation of documents.
- To work with officers to agree and publish issues and options papers and other draft documents on which to consult the community and other stakeholders.
- Work with Officers to determine the appropriate consultation methods at specific plan/document making stages, taking into account the Council's Statement of Community Involvement and resources.
- Consider representations to the documents and recommend amendments for approval by Cabinet or Full Council, as appropriate.
- Act as a focal point for knowledge and information about the Local Plan and related documents both for members and the community at large.
- Receive progress updates for the preparation of Neighbourhood Plans and other projects, as relevant.
- In preparing Local Plans and other related documents, take into account the wider strategic planning issues and collaboration with other local authorities, particularly those within the same housing market area and functional economic area.
- Provide views, via the Cabinet Member for Planning and Coastal Management, into any Board/s overseeing local authority joint working on Local Plans and related documents.
- Act in an advisory capacity for any other relevant issues relating to the preparation of Local Plan and related documents.
- To scrutinise the preparation of Local Plan documents to ensure they comply with all the regulatory requirements.

The Working Group will meet monthly on an on-going basis, subject to business.

Vice Chairman to be elected at the first meeting of the municipal year.

No substitutes other than Vice Chairman of Planning Committee, where necessary. Other members can be invited at the discretion of the Chairman of the Working Group.

The Working Group maintains a standing invite to the Cabinet Member and relevant officers responsible for the Great Yarmouth, Ipswich, Babergh and Mid Suffolk Local Plans in the interests of the Duty to Cooperate on strategic planning issues of a cross boundary nature. Other local authority representatives, neighbourhood plan groups and organisations will also be invited as and when appropriate.

<p>Membership - 12</p> <p>Cabinet Member for Planning and Coastal Management (Chair)</p> <p>3 x Relevant Cabinet Members</p> <p>2 x Chairman of Planning Committee (Vice-Chairman to substitute if necessary)</p> <p>2 x Planning Committee Members</p> <p>Broads Authority Representative</p> <p>3 x Other Members</p>	<p>Cabinet Member for Planning and Coastal Management – David Ritchie</p> <p>Cabinet Member for Housing – Richard Kerry Cabinet Member for Economic Development – Craig Rivett Cabinet Member for Environment – James Mallinder</p> <p>Chairman of Planning Committee North – Paul Ashdown (Vice-Chairman - Jenny Ceresa)</p> <p>Chairman of Planning Committee (South) – Debbie McCallum (Vice-Chairman – Tony Fryatt)</p> <p>2 Planning Committee Members – tbc</p> <p>Broads Authority Representative – Andree Gee</p> <p>3 Other Members – tbc</p>
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2. Housing Benefits & Tenant Services Consultation Group

Terms of Reference:

The main purpose of the Housing Benefit & Tenant Services Consultation Group (HoBTS) is to act as a consultative forum:

- Advising on rent and tenancy agreement related documentation, including letters, statements, publicity material, Service Charters, etc;
- Promoting the interests of Council tenants in relation to relevant issues;
- Receiving feedback on the delivery of the Housing Service;
- Generating ideas and proposals which could lead to improvements in Tenant Services, Strategic Housing and the Revenues and Benefits Service;
- Consulting with tenants and service users on matters of concern to identify particular vulnerable tenants and tailor the service to meet their needs;
- Maintaining and developing effective partnership working;
- Encouraging the formation of neighbourhood Council tenants associations, and supporting them when they are established;
- Hold separate focussed meetings on a range of housing services of interest to the group.

The Consultation Group has no decision making power but can vote on recommendations to be referred to the Portfolio Holder for Housing for information or action (to the Council's Cabinet members if necessary).

In addition, the group will be able to invite representatives from other statutory, voluntary and other organisations whose input would be beneficial, dependent upon the issues being discussed.

Meetings

The HoBTS will meet quarterly, providing there is sufficient business.

The Council's Head of Service for Housing and other officers will provide administrative support to the Group.

Equal Opportunities

The HoBTS will act without discrimination, prejudice or bias in any form for or against any individual, regardless of gender, age, race, politics, religion, physical ability or disability, sexual orientation or background.

<p><u>Membership:</u></p> <p>Cabinet Member with responsibility for Housing (who will also be Chairman of the Group)</p> <p>One Member of the Scrutiny Committee</p> <p>Four other Members</p>	<p>Cabinet Member for Housing – Richard Kerry or Assistant Cabinet Member, as appropriate</p> <p>One Scrutiny Member – tbc</p> <p>Four Other Members – tbc</p>
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3. Member Development Steering Group

The Member Development Steering Group is comprised of Councillors from all political parties. The Group will ordinarily meet on a quarterly basis to agree and review training and development activities for Elected Members. As East Suffolk Council will be undertaking the Charter Plus Re-Assessment for Member Development during 2020, there will be a need for more frequent meetings.

The purpose of the Steering Group is:

- To establish a comprehensive and robust Member Training and Development process/programme.
- To ensure that Member Development becomes part of the overall mainstream organisational development activities.

Terms of Reference:

- To champion and encourage Elected and Co-opted Member development.
- To assist in the development of a robust Member Development Strategy and process.
- To assist in the shaping and prioritising of Member Development activities eg Member Induction Programme, Personal Development Plans and Reviews.
- To assist in generating creative and innovative ideas for the advancement of the Member Development Programme.
- To encourage an effective Member / Officer working relationship and to ensure there is role clarity for all Members.
- To sign up to the principles of Charter Plus for Member Development, undertake the self-assessment process and produce an improvement plan with a view to maintaining external accreditation.
- To assist in the development of effective evaluation mechanisms in order to validate the programme.
- To attend and actively participate in Steering Group meetings.
- To seek internal and external opportunities for promotion of the programme eg local, regional and national awards.
- Establish criteria for funding bespoke / individual training and development requests.
- Assessing the availability of national programmes.
- Maintaining a dialogue with regional bodies supporting development activities.
- Review and monitor statistical data on the level of Member Development take up.
- To be a reference point for Group Leaders, Management Team and external bodies with regards to Member Development.

<p><u>Membership:</u></p> <p>Leader of the Council (who will also be Chairman of the Steering Group)</p> <p>Main Opposition Group Leaders</p> <p>Four Members from the Conservative Group</p>	<p>Leader – Steve Gallant or the Deputy Leader Craig Rivett in his absence</p> <p>Peter Byatt and Graham Elliott</p> <p><u>Membership to be confirmed</u></p> <p>Paul Ashdown Chris Blundell Judy Cloke Chris Mapey</p>
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4. Lowestoft Transport & Infrastructure Prospectus Steering Group

The Lowestoft Transport & Infrastructure Prospectus (LTIP) Steering Group will be responsible for co-ordinating and delivering the aims and objectives laid out in the LTIP through identified projects in the short, medium and long term.

The Group is comprised of six partners: New Anglia LEP, Suffolk County Council, East Suffolk Council, Suffolk Chamber of Commerce, Lowestoft & Waveney Chamber of Commerce and the Environment Agency. The Group will ordinarily meet on a bi-monthly basis.

Aims & Overarching Objectives

1. To set out a plan for the development and potential delivery of short, medium and long term proposals for the improvement of Transport and Infrastructure within Lowestoft to meet the following objectives:

- Facilitate economic growth, in particular that associated with tourism and inward investment from offshore developments.
- Facilitate movement of people, goods and services within and across the town in the most sustainable way.
- Address existing and potential future traffic congestion issues within Lowestoft.
- Stimulate development and create jobs by removing constraints to development within the areas designated as the Lowestoft Lake Lothing & Outer Harbour Area Action Plan (AAP), an Enterprise Zone (EZ) and the Centre for Offshore Renewable Engineering (CORE).
- Reduce the threat of flooding.
- Improve port infrastructure and access to the inner harbour.

2. To support the development and delivery of short, medium and term proposals for the improvement of Transport and Infrastructure outside the Lowestoft area to meet the following objectives:

- Facilitate economic growth, in particular that associated with tourism and inward investment from offshore developments.
- Facilitate movement of people, goods and services to and from Lowestoft in the most sustainable way.
- Improve the performance and resilience of existing road networks serving Lowestoft.
- Reduce journey times and improve the reliability and quality of journeys to and from Lowestoft by both road and rail.

Specific Objectives

Sustainable Transport

Rail Infrastructure

Road Infrastructure

Port Infrastructure

Flood Protection

<p><u>Membership:</u></p> <p>Leader of the Council</p> <p>Two relevant Cabinet Members</p>	<p>Leader of the Council – Councillor S Gallant</p> <p>Cabinet Member for Planning & Coastal Management – Councillor D Ritchie</p> <p>Cabinet Member for Transport – Councillor N Brooks</p>
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COUNCIL

Wednesday, 24 July 2019

CABINET MEMBERS' REPORT AND OUTSIDE BODIES REPRESENTATIVES' REPORT TO COUNCIL

EXECUTIVE SUMMARY

1. To receive the Cabinet Members' Report and the Outside Bodies Representatives' Report to Council, for information.

Is the report Open or Exempt?	Open
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Wards Affected:	All Wards in the District
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Cabinet Member:	Councillor Steve Gallant Leader of the Council
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CABINET MEMBERS' REPORTS TO COUNCIL

Cabinet Member:	Councillor Stephen Burroughes, Cabinet Member with Responsibility for Customer Services & Operational Partnerships
Contact Details:	stephen.burroughes@eastsoffolk.gov.uk Tel: 07783 357940

Operational Partnerships & Customer Services

It has been a hectic few weeks in my new position on the cabinet. I have been listening and learning, and spending time with staff both inside and outside the council discussing issues with senior staff to get under the 'skin' and understand exactly how our partnerships work. It is clear to me that the areas under my control are those services that people identify with 'the council', such as getting your bins emptied on time or getting grass cut by Norse or getting in touch with our Customer Experience Teams. We must remember that these services are working for 'all' our communities. Delivering first class innovative services is my priority but also reacting quickly to sort out and resolve issues.

Leiston Leisure Centre

Working with my fellow cabinet member, Cllr Smith, we are working to ensure that the redevelopment of our leisure estate continues on target, and on budget. I am pleased to report that the first phase of Leiston Leisure Centre is open and phase 2 will follow later in the year. My thanks to Tim Snook for showing me around. Early indications are that people are responding very positively to the new facility, with over 350 people already having signed up to take out membership within the first two weeks which is good news.

The completion of the redevelopment at Leiston takes the council's investment to over £7 million. We have committed to our leisure partners that they will have state of the art facilities from which to operate and they have a commitment to us to offer the very best management, service & standards whilst maintaining excellent value for money and supporting some of our key priorities.

Bungay Pool & Gym

I am also delighted to confirm that – whilst we finish the Leiston development - that Bungay Pool and Gym's complete refurbishment programme is well on track and will begin in September. This will also include renewable energy features on each development, for example electric charging points, solar panels and the potential for water capture technologies. Cllr Mallinder should be pleased!

The future

Not just our leisure partners, but I have met with Norse and am working with officers to improve performance and efficiency including how we can work with Norse to improve their use of technology to offer better, more accessible services and to include more recycling & waste reduction. Something I hope to develop with Cllr Mallinder.

Customer Services

I had the pleasure of meeting our Customer Experience Teams at the Marina Customer Service Centre in Lowestoft and was very impressed by their professionalism and commitment to helping our residents. We are working together and getting 'creative' to evolve and innovate how we interact with our customers and how we can improve their 'experience' and contact with us. My thanks go to Emma & David and their teams for all they do. I hope to report back to you how we progress.

First Light Festival

Finally, what a fantastic event held recently in Lowestoft, the 'First Light Festival'. My thanks go to Norse for their exemplary, flexible and committed approach to keeping everywhere clean & tidy & this has shone a light on the benefits of these types of partnerships. Equally encouraging was the fact that members of the public and volunteers also rolled up their sleeves to clean up the beach too - leaving it spotless after thousands of visitors used the beach across the 24 hours.

This shows that in East Suffolk through effective well managed partnerships that we are building a pedigree & strong brand for continued success through our partnerships and all working together.

ICT and Digital

Desktop Refresh Project

A major piece of work for ICT currently is the full desktop refresh project covering the whole authority, this moves all users away from the Citrix environment and onto laptops or PCs as appropriate for their working style. Members have already been issued with new kit as part of their new term induction during May and rollout to all staff will continue through to December this year, covering over 650 users. This currently excludes those working in the Revs and Bens area as they connect to the ARP network and will be dealt with separately.

The desktop refresh project is working through a team each week – already completed in addition to Members are ICT, Democratic Services, Legal, HR, Economic Regeneration, Building Control, SMT/CMT/PAs and Coastal Management.

As part of this rollout, users are also being migrated to the Office 365 world, which will be introduced in a phased way, bringing greater benefits for collaborative working and taking advantage of the most up to date features offered by Microsoft for a corporate working environment. Future phases include Skype for Business, SharePoint (currently Fred), Teams and migrating Nav (our Financial system).

Committee Management System

The CMIS system has been launched with the introduction to Members of the MyCMIS app on their laptop as part of the rollout of new IT equipment and the move to East Suffolk Council. Further work is continuing with CMIS to implement the workflow of report creation with officers to tie in with the rollout of new equipment to enable paperless meetings as much as possible going forward. Good feedback has been received regarding the app and further training is being planned.

Webcasting Meetings

The webcasting system has been installed and Member training on webcasting has taken place during June. A few minor technical issues are currently being resolved. ICT are now working with Democratic Services and the FM providers at both sites to establish protocols, responsibilities, work out the logistics of introducing the concept and provide training to relevant members of staff.

Other ICT project work

Other planned digital implementations and reviews are being undertaken within ICT, including further advancements in mobile working for officers, additional transactional services on our website, upgrading business systems, reviewing legacy processes and streamlining services. A wider overview is being planned for all Members in the next few months. Exciting stuff!

Lowestoft Full Fibre Project

The Suffolk Public Sector Cloud project being delivered by SCC will provide ultrafast broadband (fibre to the premises) to all public sector premises across 10 towns in Suffolk. Lowestoft is one of the 10 towns in the county identified to receive the new full fibre network and will progress in the first phase of the roll out. In addition to public sector buildings, any premises up to 250m away from the new network could be cost effectively connected to the full fibre network as part of the project.

This therefore presents ESC with a unique opportunity to extend the planned fibre network beyond the core Suffolk Cloud network so that all households and businesses in Lowestoft are able to access ultrafast broadband.

ESC is proposing to invest up to £1.9m to extend the Suffolk Cloud core network so that it reaches a number of Lowestoft's key employment sites and residential areas. This level of investment has triggered a further investment by City Fibre, the infrastructure provider, to install the new ultrafast network across the whole of Lowestoft. This investment will create a state of the art fibre communications network which will address and potentially overcome some of the key constraints to economic growth and regeneration in the town, namely its geographical remoteness and poor transport connectivity. In addition to benefitting existing businesses and attracting inward investors in established sectors, it will make the town an attractive location for those businesses that operate at the cutting edge of digital technology and require very secure, resilient and fast connections.

The implementation of full fibre across the whole of Lowestoft supports the objectives of a number of Council led strategies, such as the East Suffolk Business Plan, East Suffolk Economic Growth Plan and the Council's Enabling Communities Strategy.

Contractual negotiations are currently being concluded and it is anticipated that the installation of full fibre in Lowestoft will commence in October 2019 and will be completed by June 2022.

Cabinet Member:	Councillor James Mallinder, Cabinet Member with Responsibility for The Environment
Contact Details:	james.mallinder@eastsuffolk.gov.uk Tel: 07810 815879

As emphasised by the Leader's opening statement, the environment is one of the top priorities of East Suffolk. In my appointment as Cabinet Member with responsibility for the Environment, I have taken the approach to look at this portfolio as two separate topics:

- 1) How we as the Council improve our environmental credentials
- 2) How we assist / educate and empower our residents to become more environmentally friendly

Working with my officers, the Environment Group are assessing our current position understanding our strengths and weaknesses. This is taking time but slowly we are building on strong policies inherited from Suffolk Coastal and Waveney and developing and adapting these for East Suffolk.

Waste is also a large part of my Portfolio so again we are looking at our relationship with Norse (working closely with my colleague Cllr Stephen Burroughs) and looking at how we can all improve our abilities to recycle.

The main areas of development are:

- 1) Pilot study in Southwold where we are looking to cut Council managed land less, to allow a diversity of wild grasses and flowers improving the ecology of the area and visually making the area more appealing.
- 2) Assessing our weed control with Norse – looking at different types of spaying – appropriate areas / contamination.
- 3) Assessing Green Fuel for Norse and East Suffolk vehicles.

I have also made sure ongoing projects are supported and encouraged - these have included:

- 1) National Clean Air Day - engaging with adults dropping off children at school to look at methods of transport and making sure car engines are turned off. School children were invited into our offices to become clean air ambassadors to spread the ideas of our initiative.
- 2) Plastic Ambassadors - asking for volunteers from the community to learn from East Suffolk to empower local communities and business to tackle plastic use and recycling

Cabinet Member:	Councillor Craig Rivett, Deputy Leader and Cabinet Member with Responsibility for Economic Development
Contact Details:	craig.rivett@eastsoffolk.gov.uk Tel: 07831 370806

Lowestoft Enterprise Zone

The Enterprise Zone (EZ) Investment Strategy was completed in May 2018 and recommended a number of development actions and proposals for the East Suffolk sites. Currently the EZ will generate over £10m in retained rates through the lifetime of the project for reinvestment in regeneration and economic growth. Following the recommendations of the strategy we are now progressing development options which could see overall income increase by a further £4m. This activity will also result in increased employment and land regenerated.

In addition to pursuing development priorities, the Regeneration Team will be using EZ income to promote and market the area for potential inward investment. The primary focus will be the offshore energy sector and the significant supply chain that is required to build out the East Anglia Offshore Wind array.

East Suffolk Business Festival

The East Suffolk Business Festival will run over a 10 day period and will connect with the well established West Suffolk Business Festival. The ideal of the festival is to celebrate the East Suffolk Business community and connect all of the business support and training agents together through an events programme, to help drive growth and innovation. The events will be a mixture of already established events and others will be specifically put on for the festival. The Economic Development Team will encourage partners such as business associations to put on events during that period.

The festival aims to create opportunities for businesses to connect with each other and generate leads, to grow their business, widen their knowledge, support training and development and create new employment for the local area. The festival also provides the opportunity to raise the profile of East Suffolk businesses.

The council's role is to bring all the partners together and market the festival. Partners who support the festival will gain free marketing and publicity through the marketing campaign
Dates - 4th November to the 15th Inclusive.

This year's festival will be launched by Chris Wade, highlighting the work People and Places have undertaken across East Suffolk.

Lake Lothing Quay Heading Survey

A survey to assess the condition of the quay heading and hardstanding area of the Southern side of Lake Lothing will begin on the 29th July. The project includes over 600m of commercial quay heading which could be vital to the town in supporting the growth in the offshore renewables sector. We are aware that up to 2025 there will be around £10bn worth of capital projects in this sector within the region and for Lowestoft to maximise this opportunity good quality quay headings are vital.

The project has been funded by the retained rates scheme to a maximum of £100,000.

The first stage of the project is a review of historical data and visual inspection on the quay, once this is completed phase 2 of the project will begin.

Normanston Rail Crossing

This project, to provide a high quality pedestrian cycle bridge over the railway line to link up Harbour Road and Normanston Park (and more widely Oulton Broad with Lowestoft town centre) is about to reach a major milestone. Following the design work completed by Sustrans on behalf of ESC a planning application will be submitted and will be considered at the September Planning Committee meeting. Whilst there are some objections to the new crossing in the very immediate vicinity the vast majority of the feedback so far had been positive with a lot of support being expressed for this additional sustainable transport infrastructure investment.

Outside Bodies Representatives Reports

There were no Outside Body Representative Reports on this occasion.

RECOMMENDATION That the report be received.
APPENDICES – None
BACKGROUND PAPERS – None