

Confirmed



Minutes of a Meeting of the **Cabinet** held via Conference Room, Riverside, on **Tuesday, 01 June 2021**
at **6:30 PM**

Members of the Cabinet present:

Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Maurice Cook, Councillor Steve Gallant, Councillor Richard Kerry, Councillor James Mallinder, Councillor David Ritchie, Councillor Craig Rivett, Councillor Mary Rudd, Councillor Letitia Smith

Other Members present:

Councillor Paul Ashdown, Councillor David Beavan, Councillor Peter Byatt, Councillor Judy Cloke, Councillor Linda Coulam, Councillor John Fisher, Councillor Tracey Green, Councillor Mark Jepson, Councillor Ed Thompson, Councillor Caroline Topping, Councillor Steve Wiles

Officers present:

Stephen Baker (Chief Executive), Richard Best (Collaboration and Connecting Programme Manager), Kerry Blair (Head of Operations), Karen Cook (Democratic Services Manager), Elliott Dawes (Housing Development Officer), Andrew Jarvis (Strategic Director), Ian Johns (Planner), Nick Khan (Strategic Director), Bridget Law (Housing Programme Manager), Matt Makin (Democratic Services Officer), Elizabeth Martin (Senior Design and Conservation Officer), Andrea McMillan (Principal Planner), Sue Meeken (Labour Political Group Support Officer), Brian Mew (Chief Finance Officer and Section 151 Officer), Agnes Ogundiran (Conservative Political Group Support Officer), Andrew Reynolds (Environmental Protection Manager), Lorraine Rogers (Deputy Chief Finance Officer and Deputy Section 151 Officer), Robert Scrimgeour (Principal Design and Conservation Officer), Anthony Taylor (Senior Planner), Daniel Wareing (Environmental Sustainability Officer), Paul Wood (Head of Economic Development and Regeneration)

Others present:

Dave Fergus (Consultant (item 15 only)), Colin Taylor (Consultant (item 15 only))

1 Apologies for Absence

Apologies for absence were received from Councillors Cackett and Cooper.

2 Declarations of Interest

Councillor Ritchie declared local non pecuniary interests in respect of agenda item 4, Historic Environment Supplementary Planning Document, and agenda item 5, Extensions to Existing North Lowestoft Conservation Area and Proposed Adoption of the North Lowestoft Conservation Area Appraisal, as he lived in a Listed building and he owned a small property in the Wissett Conservation Area.

Councillor Rivett declared a local non pecuniary interest in respect of agenda item 5, Extensions to Existing North Lowestoft Conservation Area and Proposed Adoption of the North Lowestoft Conservation Area appraisal, as he was the Chairman of the Heritage Action Zone.

3 Announcements

The Leader took the opportunity to wish Councillor Kerry, Cabinet Member with responsibility for Housing, a very Happy Birthday.

The Cabinet Member with responsibility for Housing announced that the Housing Team had recently submitted a bid for some rough sleeper funding from Government; he was pleased to announce that the bid had been successful and £878,088 had been secured to spend on homeless and rough sleeping initiatives. Councillor Kerry gave thanks to officers for their work.

The Cabinet Member with responsibility for Resources referred to the last management meeting of the Anglia Revenues Partnership (ARP), where it had been reported that Mr Paul Corney, the Head of ARP, would be retiring in 2022. Since that meeting, a recruitment process had been undertaken and Councillor Cook was delighted to announce that Mr Adrian Mills, the current Strategic Manager (Billing and Benefits), had been appointed to succeed Mr Corney in 2022.

The Cabinet Member with responsibility for Community Health, referring to Covid-19, encouraged everybody to take up vaccines when offered. The Leader also encouraged everybody to carry out lateral flow tests on a regular basis, and he asked members to encourage the community to do the same.

4 Historic Environment Supplementary Planning Document

Cabinet received report **ES/0770** by the Cabinet Member with responsibility for Planning and Coastal Management, who reported that the purpose of the report was to adopt the new Historic Environment Supplementary Planning Document (SPD). The purpose of the SPD was to provide guidance for those who were planning development, repairs, alterations and changes to, or that may affect, the historic environment. This SPD would not create planning policies, but rather would provide guidance to assist with the implementation of the historic environment policies contained within the East Suffolk Council (ESC) - Suffolk Coastal Local Plan (September 2020) and the ESC - Waveney Local Plan (March 2019).

The Cabinet Member with responsibility for Planning and Coastal Management reported that the SPD directly supported the delivery of Strategic Plan priority P03 by seeking to conserve and enhance East Suffolk's unique and diverse historic environment; it also supported the delivery of priority PO1 by providing guidance to support development, where appropriate, in a manner which was appropriate to conserving and enhancing the historic environment. The SPD also supported the delivery of priority PO9 as the historic environment contributed to sense of place and the richness of culture. Conserving, and re-using the historic environment would also support the delivery of priority P21 through the re-use of materials. It also provided guidance relating to installing renewable energy and improving energy efficiency in historic buildings, which would support the delivery of priority P22.

The Leader welcomed the document, stating that it drilled down into really important detail; he was pleased that it looked at the sustainability and the eco footprint of historic building too and provided good advice in that regard.

The Deputy Leader also welcomed the document, he felt that it demonstrated that ESC was able to both celebrate and protect the vital shopfronts as part of the Conservation Area.

The Cabinet Member with responsibility for the Environment gave his support for the document, he particularly welcomed the references to the environment and the leadership by ESC in encouraging all residents to deal with the climate emergency.

Councillor Byatt, after giving his support for the document, and congratulating the Team, referred to paragraph 3.4 of the report and the reference to the Design and Conservation Team intending that a stand-alone local list of historic parks and gardens would be created that would include the relevant background information of the deleted SPG6, and which would be publicly accessible; Councillor Byatt asked if timescales were known. In response, officers confirmed that work was underway and it was hoped that it would be complete by the end of the current calendar year.

Councillor Byatt also referred to paragraph 7.8 of the document itself, and the reference to ESC being supportive of measures to improve the energy efficiency of buildings but there being particular issues relating to the historic environment that property owners needed to be aware of when improving the thermal performance of their property. Councillor Byatt asked if ESC was proactive and made property owners aware of this. In response, officers confirmed that the ESC website contained a lot of information and officers were always available to answer questions and, if required, visit properties. For larger projects, there was also a pre-application service available.

The Deputy Leader referred to the work of the Culture and Heritage Programme Manager, who assisted with work related to the Heritage Action Zone, stating that she was proactive in her role, building relationships with owners of buildings within the Heritage Action Zone so that, hopefully, ESC could prevent non-traditional modifications being made. Furthermore, there were grant schemes available to assist some properties / shopfronts.

On the proposition of Councillor Ritchie, and seconded by Councillor Smith, it was by unanimous vote

RESOLVED

1. That the Historic Environment Supplementary Planning Document be adopted.
2. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to the Historic Environment Supplementary Planning Document prior to it being published.

5 Extensions to existing North Lowestoft Conservation Area and Proposed adoption of the North Lowestoft Conservation Area Appraisal

Cabinet received report **ES/0771** by the Cabinet Member with responsibility for

Planning and Coastal Management, the purpose of which was to seek the adoption of the North Lowestoft Conservation Area Appraisal with boundary changes as a Supplementary Planning Document (SPD), and to consider extensions to the Conservation Area. The SPD provided guidance on the historic significance of the area to support decision making in the development management planning process.

The SPD primarily supported T01 Growing Our Economy of the Strategic Plan, priority P03, Maximise and grow the unique selling points of East Suffolk as the document would assist in the delivery of the protection and enhancement of the natural, built and historic environment by guiding development management decisions to preserve or enhance the North Lowestoft Conservation Area.

The SPD also supported T01, Growing Our Economy, priority P01 Build the right Environment for East Suffolk, as it served to support the policies in the up to date local plans proving a strategy for growth and place making and T02, Enabling our communities, priority P09 - Community Pride, as the historic environment contributed to a sense of place and the richness of culture.

The Cabinet Member with responsibility for Planning and Coastal Management referenced the six week consultation exercise that had taken place; he stated that it was not mandatory to have a consultation exercise, but ESC did not wish to impose things on communities without seeking their views; he emphasised that several changes had been made following the consultation exercise.

The Leader, referring in particular to the history of the area, commended the document to Cabinet, and he gave thanks to officers for their work.

The Cabinet Member with responsibility for Communities, Leisure and Tourism, after giving her support for the document, referred to the many fantastic houses within Lowestoft, that were not often recognised for their historical benefit, which drew people to the area, and she welcomed this.

Councillor Coulam made reference to 102-104 High Street, and the related history; it was agreed that officers would liaise with Councillor Coulam following the meeting.

Councillor Byatt, after giving his support for the document, and thanking the Team for its work, referred to the fact that officers had written, on 26 February 2021, to Lowestoft Town Council explaining why it was intended to bring the Denes Oval into the Northern Conservation Area, and he asked if a response had been received; Councillor Byatt also referred to the Jubilee Bridge repairs work that was being undertaken and he asked who would be paying for the work. Finally, Councillor Byatt referred to the Town Hall being a significant building in the town and asked if the Town Council could re-locate there, bringing it back into public use.

The Leader, in response to the points made by Councillor Byatt, made it clear that it would not be correct for anybody present in the meeting to speak on behalf of LTC; he referred to Jubilee Bridge and stated that the negotiations, at this time, were not complete. Adding to that, and in respect of the Town Hall, the Deputy Leader advised that ESC worked closely with LTC; indeed, it was a member of the Heritage Action Zone,

and ESC provided support so that the Town Hall could come back into use as soon as possible and be a community asset and a valuable part of the town.

On the proposition of Councillor Ritchie, and seconded by Councillor Rivett, it was by unanimous vote

RESOLVED

1. That the North Lowestoft Conservation Area Appraisal Supplementary Planning Document be adopted.
2. That the extension of the North Lowestoft Conservation Area as shown on the map attached at Appendix B of report ES/0771 and including those properties and land included in the schedule attached at Appendix G of report ES/0771 be agreed.
3. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to the North Lowestoft Conservation Area Appraisal Supplementary Planning Document prior to it being published.

6 Air Quality Strategy

Cabinet received report **ES/0772** by the Cabinet Member with responsibility for the Environment, the purpose of which was to seek approval for the adoption of an Air Quality Strategy. Councillor Mallinder held up a jar and stated that in the jar he held one of the fundamentals needed for life, ie clean air; Councillor Mallinder added that this was pinched from Aldeburgh, and he commented that Aldeburgh was looking rather splendid at the moment, welcoming visitors and residents alike.

Councillor Mallinder stated that air quality was not just affected by exhaust fumes, but also in rural communities, excessive spraying by farmers could be seen, together with bonfires, removal of trees and hedges, and dust clouds that floated across the landscape.

Councillor Mallinder advised members that air pollution in the UK caused diseases and illness, and also premature death; he believed that every citizen of the planet deserved clean air and he was pleased to confirm that in East Suffolk all minimum national standards were met and the two management areas in Woodbridge and Stratford would be revoked soon.

However, Councillor Mallinder reported, ESC wanted to be better than the minimum and therefore he commissioned the Strategy last year to bring together all policies across different service areas into one coherent document. ESC wanted to build environmentally sustainable communities and air quality was and would always be a consideration of that.

Councillor Mallinder provided a reminder in that a large proportion of East Suffolk was designated as AONB and the Strategy explained how ESC would monitor air quality, ie not standing by an idling car or downloading an app, but correct scientific monitoring along with guiding residents and stakeholders to make the right decision and show leadership to prioritize clean air in policies and initiatives.

Councillor Mallinder reported that ESC would work alongside its partner organisations, businesses, schools, voluntary sectors and the public, with anti idling campaigns, rolling out electric vehicles, thinking about what was being burnt on domestic fires, feeding into the bigger discussions of low emission travel, healthy humanity, promoting environmentally sustainable communities, and never forgetting the smallest of changes in behaviours that would make a difference over time.

In conclusion, Councillor Mallinder reported that the Strategy would be a dynamic document, periodically reviewed to make sure it was fit for purpose, and he took the opportunity to thank officers for their hard work in this regard.

The Cabinet Member with responsibility for Housing welcomed the introduction of an Air Quality Strategy, and he commented on how it would demonstrate to the the public the importance that ESC placed on air quality and how it would protect the environment for everybody.

Councillor Topping, after thanking everybody involved in the production on the Strategy, gave it her full support. Councillor Topping stated that it was a document for the general public and she asked how engagement would take place. Councillor Topping also, referring to page 15 and campaign work with private motorists and the media campaign, referred to the death of Ella Adoo-Kissi-Debrah in 2013; she commented that this was a really serious issue outside of schools, and idling, and she felt that ESC needed to engage fully with members of the public in this regard. Councillor Topping also highlighted that there was a problem, locally, with busses idling. The Leader, referring to the sad death of Ella Adoo-Kiszsi-Debrah, commented that it was a very different location to anywhere in Suffolk; the levels of pollution within that neighbourhood were significantly different to anywhere in Suffolk. Referring to engagement, the Cabinet Member with responsibility for the Environment commented that it should very much be Ward Member involvement through discussions with town and parish councils and communities themselves. Also, through the Greenprint Forum, discussions would take place with schools and Suffolk County Council regarding anti idling etc.

Councillor Byatt, after thanking everybody involved in the production of the Strategy, referred to the ESC Shadow Council and debate about biomass boilers in schools and concerns in this regard and he felt that location of these was crucial. The Leader, in response, commented that it very much depended on the type, model, system etc as to whether there should be concerns.

On the proposition of Councillor Mallinder, and seconded by Councillor Rudd, it was by unanimous vote

RESOLVED

That the draft Air Quality Strategy set out at Appendix A be approved.

- 7** **Confirm Appointments to Southwold Harbour Management Committee**
Cabinet received report **ES/0774** by the Deputy Leader, the purpose of which was

to approve the appointment of members to the Harbour Management Committee.

After the introduction of the report by the Deputy Leader, the Leader gave his thanks to all who had been involved in the work, to put in place a Harbour Management Committee, which had been an ambition of ESC, the former Waveney District Council and Southwold Town Council for a number of years; he was pleased that the work had now come to fruition. The Leader, referring to the recent interviews, stated that he was pleased with the quality of the interviewees for the co-opted members and he reported that the places could have been filled twice-over.

The Cabinet Member with responsibility for Planning and Coastal Management, speaking as a Member that had been involved for many years, stated that he was delighted at the progress that had been made and he gave thanks for all work undertaken in the past.

Councillor Byatt was pleased that the ongoing long terms issues would finally be resolved with the establishment of the Committee; however, he commented that he had looked at the skill sets of the cabinet members and co-optees and he felt there was a gap in respect of expertise of management of marine leisure activities and he wondered if it might be worth considering co-opting another member, perhaps the local ward member, who had a lot of knowledge in this regard, who might be able to help. In response, the Leader commented that the appointees and been thoroughly considered, together with the skills audit that had been carried out, and he did not believe that there were any gaps. The Leader referred to the Stakeholders' Group, which would have the opportunity to feed in local experience and issues to the Management Committee, and perhaps that was a place for local knowledge if it was deemed necessary at the time.

On the proposition of Councillor Rivett, and seconded by Councillor Rudd, it was by unanimous vote

RESOLVED

1. That the appointment of Councillor Rivett, Councillor Cook, Councillor Mallinder, Councillor Ritchie and Councillor Smith as the Cabinet Members for the Harbour Management Committee be approved.
2. That the recommendations of the Appointment Panel be approved and Alistair MacFarlane be appointed as a Co-opted Member of the Harbour Management Committee for a term of three years, David Gledhill and Richard Musgrove as Co-opted Members for the term of two years and Mike Pickles as a Co-Opted Member of the Harbour Management Committee for a term of one year.
3. That on the appointment of the above Members, the Harbour Management Committee be hereby established on 1 June 2021 and the terms of office for the Co-opted members referred to in resolution 2 above also commence on the same date.
4. That with effect from 1 June 2021, the Southwold Harbour Lands Joint Committee be disestablished.

8 Interim review of the response by East Suffolk Council to the Covid-19 pandemic: Recommendations from Scrutiny Committee

Cabinet received report **ES/0775** by the Cabinet Members with responsibility for Community Health and Communities, Leisure and Tourism, which included recommendations from the Scrutiny Committee, which asked Cabinet to respond to the recommendations arising from the Scrutiny Committee review of the Council's response to the Covid-19 pandemic.

The Cabinet Members, after giving thanks to the Scrutiny Committee for its work, commented on the fast moving situation in respect of the pandemic and how many people had now received their vaccines. The Leader added that it had been some time since the Scrutiny Committee review had taken place, and the report reaching Cabinet, and he commented that much had changed and much would continue to change going forward; he was grateful for the Committee's work and of course ESC would continue to review its response going forward. The Leader added that he and the Chief Executive were regular attendees of the Local Outbreak Board and, as such, received regular updates on what was happening across the whole system; the Leader stated that he was hugely impressed with the whole system and how it had swung into action, and responded, in a flexible way as required.

Councillor Coulam, speaking as a member of the Scrutiny Committee commented on the excellent work undertaken by various service areas, together with the work of the Leader and the Cabinet Member with responsibility for Community Health, and she gave her thanks for this.

Councillor Topping, commenting how valuable local knowledge was, expressed her disappointment at the low number of people who had not set up their own emergency plans, and she suggested that perhaps ESC should engage with them in this regard. The Leader, after acknowledging the importance of emergency plans and how the Joint Emergency Planning Unit worked hard to support and encourage local town and parish councils to have their own plans, added that clearly, at the moment due to the pressure of other work, the Unit could not focus on that. The Leader did take the opportunity to suggest that ESC ward members, when attending town and parish councils, could encourage the putting together of plans.

Councillor Byatt, speaking as an opposition Leader, took the opportunity to thank the Leader for his work; he also commented that the pandemic had enriched ESC's relationship with the third sector, and he applauded the work of Community Action Suffolk.

On the proposition of Councillor Gallant, and seconded by Councillor Rudd, it was by unanimous vote

RESOLVED

That the response to the seven recommendations in the Scrutiny Committee Review of the Council's response to the Covid-19 pandemic be noted.

9 **Work of the Environment Task Group**

Cabinet received report **ES/0776** by the Cabinet Member with responsibility for the Environment, the purpose of which was to advise Cabinet on the recent work of the cross-party Environment Task Group and to request confirmation that the Group was continuing to deliver on the task it was set to investigate ways to cut ESC's carbon and other harmful emissions.

The Cabinet Member with responsibility for the Environment stated that the climate emergency had enhanced ESC's commitment to the environment, with the Task Group not only focussing on carbon neutrality, but also looking at developing policy.

Councillor Mallinder referred to the work of Cabinet Members and officers, and also the work of Councillor Smith-Lyte and Councillor Gooch, working together, and he gave thanks for this. He also commented that he had noticed something quite special happening in East Suffolk; this corner of the UK was clearly focusing on the environment, not as a goal in itself, but by combining the environment into the decision making process.

Councillor Mallinder repeated the words that he often used in that it was not a binary relationship, with a tree being chosen over development, they should work together and ESC had clearly shown strong environment commitment in this regard.

Councillor Mallinder reported that the Task Group was, and would continue to focus on its primary objective of ESC reaching carbon neutrality by 2030.

Councillor Mallinder took the opportunity to highlight the work of his fellow Cabinet Members, related to their own individual portfolios, and he also highlighted the work of ward members, encouraging communities to think about the environment.

After acknowledging that there was still a lot of work to be undertaken, Councillor Mallinder highlighted the many achievements, he felt positive about the future and the differences that could be made.

Cabinet gave its thanks for the work of the Task Group and thanked the Cabinet Member with responsibility for the Environment for his chairmanship thereof. The Deputy Leader, referring to the report and the Strategic Plan, applauded the selection of the priorities which were supported by the work of the Task Group.

After giving thanks for the report, Councillor Byatt referred to paragraph 3.10 and the local energy bill; he referred to Full Council debate and asked for clarification in respect of ESC becoming an energy supplier; Councillor Byatt clarified that the intention was that ESC would become an energy generator, ie encouraging energy generation across East Suffolk. Cabinet noted the comments of Councillor Byatt.

After giving thanks to officers for their work, Councillor Topping suggested that perhaps the Task Group should meet on a more regular basis. Councillor Topping also asked if ESC engaged with other councils in respect of good practice. The Cabinet

Member with responsibility for the Environment, referring to the number of meetings, felt that by having quarterly meetings, this focussed the Task Group on the topics to be discussed; Councillor Mallinder also suggested that perhaps less talking enabled more actions to take place in a timely manner; however, extraordinary meetings could, and had, been put in place he added. Regarding good practice, Councillor Mallinder confirmed that reaching out to other councils did take place on a regular basis.

On the proposition of Councillor Gallant, and seconded by Councillor Rivett, it was by unanimous vote

RESOLVED

1. That the report from the Environment Task Group be accepted and approved.
2. That it be confirmed that the Environment Task Group is to continue to deliver the task it was set to investigate ways to cut East Suffolk Council's carbon and other harmful emissions.

10 Appointments to Outside Bodies for 2021/22 (Executive)

Cabinet received report **ES/0777** by the Leader of the Council, the purpose of which was to consider Appointments to Outside Bodies (Executive) for the 2021/22 municipal year, as outlined at Appendix A of the report.

On the proposition of Councillor Gallant, and seconded by Councillor Brooks, it was by unanimous vote

RESOLVED

1. That Councillors be appointed to those Outside Bodies listed in Appendix A for the 2021/22 Municipal Year.
2. That the Leader of the Council be authorised to fill any outstanding vacancies left unfilled by Cabinet.
3. That the Leader be granted delegated authority to make any necessary changes to the membership of the Outside Bodies for the remainder of the 2021/22 Municipal Year.

11 Exempt/Confidential Items

The Leader reported that, in exceptional circumstances, the Council may, by law, exclude members of the public from all, or part of, an executive decision-making meeting. The Council should, unless there were urgent circumstances, give notice of its intention to do so via the Forward Plan, which was updated and published on its website 28 clear days prior to the meeting.

There were various reasons, the Leader added, that the Council, on occasions, had to do this and examples were because a report contained information relating to an individual, information relating to the financial or business affairs of a particular person, or information relating to any consultations or negotiations.

Tonight, the Leader reported, Cabinet would be considering four substantive exempt

matters which were outlined in agenda items 12 to 15 on the published agenda. First, The Ness Project – Progress Report, asked Cabinet to consider the updated financial position relating to the project to regenerate the Ness Park, one of Lowestoft’s unique, historic sites, to preserve and promote the town’s heritage and in this instance the North Lowestoft Action Zone.

Second, Affordable Homes Development – Elim Terrace, Lowestoft, asked Cabinet to consider a proposal to provide six new affordable homes. The tenure and housing mix had been informed by local housing needs data ensuring that ESC was providing the right homes in the right locations to serve its residents.

Third, Financial Services Resourcing, asked Cabinet to consider a proposal to strengthen and increase the resources of the Financial Services Team, which would support the delivery of a wide range of projects within the Strategic Plan, and improve governance, accountability, transparency, and decision making within the Authority.

Fourth, Review of Outsourcing Arrangements, asked Cabinet to consider a Business Case in respect of future operating arrangements of the Council.

On the proposition of Councillor Gallant, seconded by Councillor Rivett, it was by unanimous vote

RESOLVED

That, under Section 100A(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 involved the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12A of the Act.

12 The Ness Project - Progress Report

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

13 Affordable Homes Development – Elim Terrace, Lowestoft

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

14 Financial Services Resourcing

- Information relating to any individual.
- Information that is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

15 Review of Outsourcing Arrangements

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

The meeting concluded at 9:35 PM

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Chairman