



Forest Heath District Council

Cabinet Decisions Notice

(Published: Thursday 11 December 2014)

The following decisions were taken by the Cabinet on **Tuesday 9 December 2014** and, if not called in by Councillors, will come into operation on Thursday 18 December 2014. A decision may be called in, in accordance with the Procedure Rules contained within Part 4D of the Council's Constitution, by five Councillors submitting the required call-in request form to the Chief Executive (e-mail: ian.gallin@westsuffolk.gov.uk) **by 5.00 pm on Wednesday 17 December 2014**.

Should you have a query regarding any of the decisions taken, contact should be made with the named officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk. Alternatively, you may also contact the relevant Portfolio Holder on the telephone number listed against their name, or via email using the format firstname.surname@forest-heath.gov.uk. Contact may also be made via Democratic Services, Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Suffolk, IP28 7EY.

Agenda Item and Report No.	Declarations of Interest/Dispensations Granted	Decision(s) (including recommendations to Council)	Reason(s) for Decision(s)	Other Options Considered and Reasons for Rejection	Contacts
Item No. 4(a)	None	<u>Local Plan Working Group - 16 October 2014</u> <u>Single Issue Review (SIR) and Site Specific Allocations (SSA) Local Plan (LP) Update</u> NOTED: To be considered by Cabinet later on the agenda under Report No CAB/FH/14/009.	To be considered by Cabinet later on the agenda under Report No CAB/FH/14/009.	Options were considered in detail by the Local Plan Working Group.	<u>Portfolio Holder:</u> Cllr Rona Burt (01638) 712309 <u>Officer:</u> Marie Smith Place Shaping Manager (01638) 719260
Item No. 4(b)	None	<u>West Suffolk Joint Emergency Planning Panel - 29 October 2014</u> <u>Terms of Reference - Amendment</u> NOTED: To be considered by Cabinet later on the agenda under Agenda Item 17.	To be considered by Cabinet later on the agenda under Agenda Item 17.	Options were considered in detail by the West Suffolk Joint Emergency Planning Panel.	<u>Portfolio Holder:</u> Cllr Robin Millar (07939) 100937 <u>Officer:</u> Alan Points District Emergency Planning Officer (01284) 758461

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Item No. 5 Report No: CAB/FH/14/001	None	<u>Houses in Multiple Occupation (HMO) Guidance and Standards</u> RESOLVED: That the West Suffolk Houses in Multiple Occupation (HMO) Guidance and Standards and HMO licence fee, as contained in Appendix A to Report No CAB/FH/14/001, be approved.	The West Suffolk HMO Guidance and Standards document aligned the existing standards and fees for both Forest Heath and St Edmundsbury Councils and ensured a consistent approach towards dealing with HMOs and gaining compliance with the legislation and standards.	Not to align the existing HMO guidance, standards and fees. However, it was considered prudent to align the documents to provide a consistent approach in accordance with legislation.	<u>Portfolio Holder:</u> Cllr Rona Burt (01638) 712309 <u>Officer:</u> Simon Phelan Head of Housing (01638) 719440
Item No. 6 Report No: CAB/FH/14/002	None	<u>Recommendation of the Performance and Audit Scrutiny Committee - 26 November 2014: West Suffolk Fees and Charges Policy</u> RESOLVED: That, the West Suffolk Fees and Charges Policy, attached as Appendix B to Report No PAS/FH/14/005, be approved.	The West Suffolk Fees and Charges Policy would create a single, clear and consistent approach to formulating, agreeing and reviewing the fees and charges set by the West Suffolk Councils. Following a request from Councillor Robin Millar, the Portfolio Holder for Resources, Governance and Performance also agreed, that in relation to the Pocket Car Parks in Newmarket, a separate review would be undertaken in relation to the current level of charges and associated take-up of spaces.	The option of doing nothing and continuing with Forest Heath District and St Edmundsbury Borough Councils' existing policies on fees and charges was considered. However, this would have led to ongoing complexity in a shared service environment and would have hampered the development of a more commercial environment.	<u>Portfolio Holder:</u> Cllr Stephen Edwards (01638) 660518 <u>Officer:</u> Rachael Mann Head of Resources and Performance (01638) 719245
Item No. 7 Report No: CAB/FH/14/003	None	<u>West Suffolk Homelessness Strategy 2015 - 2018</u> RESOLVED: That:- 1. The draft West Suffolk Homelessness Strategy 2015-	The Strategy set out what Forest Heath District and St Edmundsbury Borough Councils, along with their partners, would do over the next three years to address and prevent homelessness, ensuring that there was sufficient suitable temporary	The Homelessness Act 2002 required all councils to produce a Homelessness Strategy at least every five years.	<u>Portfolio Holder:</u> Rona Burt (01638) 712309 <u>Officer:</u> Simon Phelan Head of Housing (01638) 719440

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		<p>2018, as contained in Appendix A to Report No CAB/FH/14/003, be approved for consultation to the public, local authorities, voluntary and statutory agencies.</p> <p>2. Following consultation, the amended Strategy be brought back to Cabinet for consideration in February 2015 with a recommendation to full Council for adoption.</p>	accommodation and support for those who were homeless or threatened with homelessness.		
Item No. 8 Report No: CAB/FH/14/004	None	<p><u>Local Government Ombudsman Complaint Upheld - October 2014</u></p> <p>RESOLVED: That the Local Government Ombudsman decision of maladministration and injustice, along with the payment of the recommended compensation of £150, be noted.</p>	A complaint was made through the Council Complaints Process, which was partly upheld and following this, the complaint was made to the Local Government Ombudsman (LGO), who also upheld part of the complaint.	Should the Council not have accepted the recommendations or agreed to pay the compensation, the Local Government Ombudsman would have reported that fact. As the recommendation was in line with the Council's own investigation complaint findings, it was considered sensible to agree with the recommendations and make the payment.	<p><u>Portfolio Holder:</u> Cllr Rona Burt (01638) 712309</p> <p><u>Officer:</u> Andy Newman Public Health and Housing Manager (01638) 719276</p>
Item No. 9 Report No CAB/FH/14/005	None	<p><u>Recommendation of the Performance and Audit Scrutiny Committee: 26 November 2014: Delivering a Sustainable Budget 2015-2016 and</u></p>	In light of continuing financial challenges as a result of uncertainty in the wider economy and constraints on public sector	Several budget saving proposals were considered and rejected, as detailed	<p><u>Portfolio Holder:</u> Stephen Edwards (01638) 660518</p>

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		<p><u>Budget Consultation Results</u></p> <p>RECOMMENDED TO COUNCIL (10 December 2014): That, taking into account the public consultation results outlined in Appendix A to Report No PAS/FH/14/008:</p> <ol style="list-style-type: none"> 1. The proposals, as detailed in Table 2 at paragraph 1.5.1 of Report No PAS/FH/14/008, be included. 2. The proposals, as detailed in paragraph 1.5.2 of Report No PAS/FH/14/008, be removed. 	<p>spending, difficult financial decisions were needed to be taken. Taking the results of the budget consultation into account, the Cabinet had recommended several proposals in order to secure a balanced budget for 2015/2016.</p>	<p>in paragraph 1.5.2 of Report No PAS/FH/14/008.</p>	<p><u>Officer:</u> Rachael Mann Head of Resources and Performance (01638) 719245</p>
<p>Item No. 10</p> <p>Report No CAB/FH/14/006</p>	<p>None</p>	<p><u>Recommendation of the Performance and Audit Scrutiny Committee - 26 November 2014: Accounting for a Single West Suffolk Staffing Structure and the Move to a West Suffolk Cost Sharing Model</u></p> <p>RECOMMENDED TO COUNCIL (10 December 2014): That:-</p> <ol style="list-style-type: none"> 1. As part of the 2015/2016 budget setting process and subject to external audit support, the proposed cost sharing model for income and employees costs, as detailed in Tables 2 and 3 and at paragraph 2.17 of Report No PAS/FH/14/006, be approved. 2. The proposed model, as detailed in Tables 2 and 3 and at paragraph 2.17 of Report No PAS/FH/14/006, be reviewed annually as part of the 	<p>A new approach to cost sharing for West Suffolk recognised the shared nature of much of West Suffolk's service delivery and recognised that the Councils remained separate legal entities. The West Suffolk cost sharing model must, therefore, be transparent and comply with external audit requirements.</p>	<p>Options considered and rejected included not to change the current process of recharging each Council (FHDC and SEBC) for savings from shared services and sharing employees costs, but not those income streams identified in Table 3 of Report No PAS/FH/14/006. Reasons for rejection were provided in detail in that report.</p>	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards (01638) 660518</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance (01638) 719245</p>

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		budget setting process with any necessary amendments to the model (in order to secure delivery against the principles set out in paragraph 2.12 of Report No PAS/FH/14/006, be reported through to the Performance and Audit Scrutiny Committee in the Autumn.			
Item No. 11 Report No: CAB/FH/14/007	None	<u>Local Council Tax Reduction Scheme and Technical Changes 2015/2016</u> RESOLVED: That:- 1. That the first year review for 2013/2014 be noted. RECOMMENDED TO COUNCIL (10 December 2014): That:- 2. No change be made to the current Local Council Tax Reduction Scheme for 2015/2016. 3. The 5% second homes discount be removed from 1 April 2015.	The recommended continuation of the current schemes covered by the report was intended to continue to deliver a 'cost neutral scheme' against the original 10% Government grant reduction. The impact of the expected 2015/2016 24% reduction in Central Government grant was, therefore, required to be addressed elsewhere and would form part of the Council's wider Medium Term Financial Strategy review and 2015/2016 budget setting process.	Changing the current Local Council Tax Reduction Scheme was not required from a financial perspective, as the current schemes were operating effectively, delivering a cost neutral position.	<u>Portfolio Holder:</u> Cllr Stephen Edwards (01638) 660518 <u>Officers:</u> Paul Corney Head of Anglia Revenues Partnership (01842) 756437 paul.corney@angliarevenues.gov.uk Rachael Man Head of Resources and Performance (01638) 719245
Item No. 12 Report No: CAB/FH/14/008	None	<u>Council Tax Base for Tax Setting Purposes 2015/2016</u> RECOMMENDED TO COUNCIL (10 December 2014): That:- 1. The tax base for 2015/2016, for the whole of Forest Heath be 16,557.34 equivalent Band 'D' dwellings, as	The Council was required to set out the basis of the formal calculation for the Council Tax Base for the financial year 2015/2016.	As it was a statutory requirement, no other options were considered.	<u>Portfolio Holder:</u> Stephen Edwards (01638) 660518 <u>Officer:</u> Rachael Mann Head of Resources and

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		<p>detailed in paragraph 1.4 of Report No CAB/FH/14/008.</p> <p>2. The tax base for 2015/2016 for the different parts of its area, as defined by Parish or special expense area boundaries, be as shown in Appendix 2 to Report No CAB/FH/14/008.</p>			Performance (01638) 719245
<p>Item No. 13</p> <p>Report No: CAB/FH/14/009</p>	None	<p><u>Single Issue Review (SIR) and Site Specific Allocations (SSA) Local Plan (LP) - Assessment of Reasonable Alternatives</u></p> <p>RESOLVED: To proceed with Option 2, as outlined in Report No CAB/FH/14/009, in preparing the Site Specific Allocations (SSA) and Single Issue Review (SIR) Local Plan (LP) documents, with consultation commencing in June 2015.</p>	<p>The consultation draft SSA and SIR LP documents were approved for consultation in early 2014. However, these consultations had been postponed on the basis that Officers needed to progress further work with their external consultations and continued dialogue with Counsel, to ensure that the supporting Sustainability Appraisal (SA) and Strategic Environmental Assessment (SWEA) processes were adequately robust for both LP documents.</p> <p>It was now the contention of Counsel that further appraisal was required to ascertain whether or not more housing could be delivered within the District, within the plan period to 2031, in order to facilitate more of the affordable housing need being met. Counsel had also advised that the distribution of whatever housing figure was finally 'settled upon' did require further consideration in terms of 'reasonable alternatives'.</p>	<p>The SIR 'Issues and Options'/Regulation 18 stage considered hypothetical or potential scenarios (or 'options'), for establishing the District's housing requirement and sought opinion on each of these. The document also sought opinion on how the Authority should respond to specific environmental and physical constraints in distributing this housing across the District. The 'submission'/Regulation 19 stage consultation draft document established an overall housing requirement for the District based on the</p>	<p><u>Portfolio Holder:</u> Cllr Rona Burt (01638) 712309</p> <p><u>Officer:</u> Marie Smith Place Shaping Manager (01638) 719260</p>

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			<p>Since the report had been considered by the Local Plan Working Group, further detail had been included within the report, as to when the first consultation should commence. Taking into account the forthcoming Elections in May 2015 and the resulting Purdah period which would commence on 16 March 2015, Officers were proposing for this consultation to now commence in June 2015. This would not result in a change in the date for adoption of the final Plan.</p>	<p>Cambridge Sub-Region SHMA and Technical Report; however, it had not considered reasonable alternatives to stretch that 7,000 overall annual requirement higher to deliver the affordable housing backlog.</p>	
<p>Item No. 14</p> <p>Report No: CAB/FH/14/010</p>	<p>None</p>	<p><u>Developing a Community Energy Plan</u></p> <p>RESOLVED: That:-</p> <ol style="list-style-type: none"> 1. The development of a West Suffolk Community Energy Plan, be supported. 2. Appraisal of other energy-related options set out in the report with a view to receiving further investment proposals, be supported. <p>RECOMMENDED TO COUNCIL (10 December 2014): That:-</p> <ol style="list-style-type: none"> 3. The following be allocated: <ol style="list-style-type: none"> (a) £15,000 to continue the West Suffolk Greener Business Grant in support of energy efficiency improvements, as outlined in paragraphs 1.1.4 and 1.1.5 of Report No 	<p>The Cabinet supported the investment proposals to develop a Community Energy Plan based on the viable options contained in the business case.</p> <p>If approved by full Council, this would establish for the first time, a long term energy investment plan generating stable revenue and energy cost savings for the Council, alongside its existing support for improved community energy efficiency.</p>	<p>Not to support the proposals, Lack of investment capital had been cited as a block to householders, communities and business taking action to improve energy efficiency and uptake of renewable energy generation themselves. This block would continue to hold back our communities and businesses, if the Council chose not to support the opportunities presented in the report.</p>	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards (01638) 660518</p> <p><u>Officer:</u> Peter Gudde Environment Officer (01284) 757042</p>

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		<p>CAB/FH/14/010.</p> <p>(b) £500,000 to improve business resource efficiency and install the next phase of solar schemes on Council property (Option 1), as outlined in Appendix A to Report No CAB/FH/14/010.</p> <p>(c) As part of the 2015/2016 budget setting process, £1.62 million over three years to develop rent-a-roof solar schemes in partnership with local businesses (Option 3), as outlined in Appendix A to Report No CAB/FH/14/010.</p> <p>(d) As part of the 2015/2016 budget setting process, £50,000 to cover the identification, detailed feasibility and associated community engagement activities in support of potential sites for larger scale solar and renewable energy generation technologies (Options 5 and 8) where supported and/or led by communities in the District, as outlined in paragraph 1.3.5 to Report No CAB/FH/14/010.</p>			
Item No. 15	None	<p><u>Newmarket Market Licence Regulations</u></p> <p><u>RESOLVED:</u> That:-</p>	The markets operated in Forest Heath provided an essential community facility to residents and visitors and were intended to offer	The alternative option considered was to retain the existing Licence	<u>Portfolio Holder:</u> Cllr David Bowman (07711) 593737

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Report No: CAB/FH/14/011		<ol style="list-style-type: none"> 1. The draft Market Licence Regulations, as set out in Appendix A to Report No CAB/FH/14/011, be approved for consultation with the Newmarket Market Traders. 2. The proposed consultation timetable be agreed, as set out in paragraph 1.2.3 of Report No CAB/FH/14/011. 3. The three phrase approach to improve Newmarket Market, be agreed. 4. The Newmarket Market Liaison Group be re-established and a Member be appointed to the Group as a Markets Champion. 	<p>affordable business opportunities for traders. The revitalisation of the market was also an Action within the Newmarket Vision Town Centre Delivery Plan.</p> <p>With these goals in mind, new regulations had been developed, which must be adhered to by a trader granted a licence to trade in the Council's markets. These regulations defined the Council's rights as the market operator and the standards and obligations the Council was placing on the market trader.</p>	<p>Regulations. However, the Newmarket market had been in decline for some time and Officers had been working with the existing and potential new traders to look to improve the offer at the market.</p>	<p><u>Officer:</u> Liz Watts Director (01284) 757252</p>
<p>Item No. 16</p> <p>Report No: CAB/FH/14/012</p>	None	<p><u>Mildenhall Hub Project</u></p> <p>RESOLVED: That:-</p> <ol style="list-style-type: none"> 1. The completion of the business case for the Mildenhall Hub Project and its provisional findings, be noted. 2. Subject to the comments made by Councillor Robin Millar at the meeting with regard to community ownership, involvement and engagement, the next steps for the Project, as outlined in paragraph 1.6 of Report No CAB/FH/14/012, be noted. 3. The Leader of the Council be appointed to represent the Council on the Partner Board to manage the 	<p>The Mildenhall Hub was a concept and the purpose of the business case was to prove that this concept was feasible so that the partners could proceed confidently to implement it.</p> <p>Whilst discussing this report, Councillor Millar raised questions as to how the community would be consulted/involved in this project, as the concept was for the Hub to be a community facility. Officers confirmed that the business case did extensively cover the issue of community ownership, involvement and engagement, but would also ensure that this was considered as part of the required due diligence work.</p>	<p>The business case for the Mildenhall Hub had looked at currently available options including the maintaining of the existing service locations. Doing nothing was not an option, since some of the buildings were in need of replacement and improvement.</p>	<p><u>Portfolio Holder:</u> Cllr James Waters (07771) 621038</p> <p><u>Officer:</u> Alex Wilson Director (01284) 757695</p>

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		Project, as outlined in paragraph 1.6 of Report No CAB/FH/14/012.			
Item No. 17 Narrative item	None	<p><u>West Suffolk Joint Emergency Planning Panel - Amendments to the Panel's Terms of Reference</u></p> <p>RESOLVED: That paragraph 2.7 of the Terms of Reference for the West Suffolk Joint Emergency Planning Panel be amended to:</p> <p><i>"At the discretion of the Chairman, or if absent the Vice Chairman, in the event that either:</i></p> <p>(a) <i>an emergency event arises which affects the area of either authority, or both authorities, or</i></p> <p>(b) <i>the risk of an emergency that affects the area of either authority, or both authorities, is assessed as significant by the District Emergency Planning Officer</i></p> <p><i>an extraordinary meeting of the Panel may be called."</i></p>	The West Suffolk Joint Emergency Planning Panel wished to update and make minor amendments to its Terms of Reference.	No other options were considered as the existing Terms of Reference were out-of-date.	<p><u>Portfolio Holder:</u> Cllr Robin Millar (07939) 100937</p> <p><u>Officer:</u> Alan Points District Emergency Planning Officer (01284) 758461</p>
Item No. 18 Report No: CAB/FH/14/013	None	<p><u>West Suffolk Data Protection Policy</u></p> <p>RESOLVED: That the West Suffolk Data Protection Policy, provided as Report No CAB/FH/14/013, be adopted.</p>	It was vital for all Council employees, Members and contractors to understand the importance of protecting personal data; that they were familiar with the organisation's security policy; and that they put its security procedures into practice. The West	Not to adopt a new joint policy. However, it was considered appropriate for both Forest Heath District and St Edmundsbury Borough Councils to	<p><u>Portfolio Holder:</u> Cllr Stephen Edwards (01638) 660518</p> <p><u>Officer:</u> Joy Bowes Solicitor (01284) 757141</p>

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			Suffolk Data Protection Policy outlined the principles of the Data Protection Act 1998 and identified how both Forest Heath District Council and St Edmundsbury Borough Council would comply with the Act.	operate under the same policy to meet with the requirements of the Act.	
Item No. 19 Report No: CAB/FH/14/014	None	<u>Review of the Decisions Plan</u> RESOLVED: That the Decisions Plan for the period December 2014 to May 2015, attached as an Appendix to Report No CAB/FH/14/014, be noted.	Under Article 7 of the Council's Constitution, the Cabinet had a requirement to review its Decisions Plan at each of its public meetings.	Not applicable.	<u>Portfolio Holder:</u> Cllr James Waters (07771) 621038 <u>Officer:</u> Ian Gallin Chief Executive (01284) 757009

Joy Bowes
Proper Officer
11 December 2014