

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>																
<b>Date:</b>	<b>Tuesday 29 March 2016</b>																
<b>Time:</b>	<b>5.00 pm</b>																
<b>Venue:</b>	<b>Conference Chamber West (F1R09)</b> <b>West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU																
<b>Membership:</b>	<p style="text-align: center;"><b>Leader</b> John Griffiths</p> <p style="text-align: center;"><b>Deputy Leader</b> Sara Mildmay-White</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><b><u>Councillor</u></b></th> <th style="text-align: left;"><b><u>Portfolio</u></b></th> </tr> </thead> <tbody> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Housing</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Ian Houlder</td> <td>Resources and Performance</td> </tr> <tr> <td>Alaric Pugh</td> <td>Planning and Growth</td> </tr> <tr> <td>Jo Rayner</td> <td>Leisure and Culture</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </tbody> </table>	<b><u>Councillor</u></b>	<b><u>Portfolio</u></b>	Robert Everitt	Families and Communities	Sara Mildmay-White	Housing	John Griffiths	Leader	Ian Houlder	Resources and Performance	Alaric Pugh	Planning and Growth	Jo Rayner	Leisure and Culture	Peter Stevens	Operations
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<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																
<b>Quorum:</b>	Three Members																
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>																

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# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.stedmundsbury.gov.uk">www.stedmundsbury.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public participation:</b>	Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
<b>Disabled access:</b>	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber.	
<b>Recording of meetings:</b>	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).  Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

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# Agenda

## Procedural Matters

**1. Apologies for Absence**

**2. Minutes**

**1 - 12**

To confirm the minutes of the meeting held on 9 February 2016 (copy attached).

## Part 1 - Public

**3. Open Forum**

At each Cabinet meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Cabinet members. Members wishing to speak during this session should if possible, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.

**4. Public Participation**

Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

**5. Report of the Overview and Scrutiny Committee:  
9 March 2016**

**13 - 18**

Report No: **CAB/SE/16/013**

Chairman: Diane Hind

Lead Officer: Christine Brain

**6. Exemption to Contract Procedure Rules:: Purchase of 5 No. Terberg OmniDEL refuse bin lifters**

Portfolio Holder: Peter Stevens

Lead Officer: Mark Walsh

Summary and Reason for Recommendation:

**Purchase of 5 No. Terberg OmniDEL refuse bin lifters**

Section 4.3 of the West Suffolk Contract Procedure Rules state that: Between £50,001 and the EU Threshold any exemption must be approved by the Officer and Head of Service in consultation with the Head of Resources and Performance. The Officer must produce evidence to support the request for any exemption and the Head of Service shall prepare a report for the next Cabinet to support the action taken, hence this agenda item.

The exemption, which was exercised on 26 February 2016, the reason for it (together with support evidence) has been forwarded to the Head of Resources and Performance for approval.

The Terberg OmniDEL lift is the standardised fitment to the St Edmundsbury refuse vehicle fleet. The lifters are capitalised separately to their host vehicle on the basis that, experience has proven they do not last as long as the vehicles (6 years +/-1 for the lifts compared to 8 years +/-2 for the vehicles).

The lifts are all identical in terms of mounting and installation thereby enabling these lifts to be swapped around as and when required and one is kept spare which enables a vehicle, after suffering damage or failure to the lift, to be placed back into service with the spare fitted within a few hours. Consequently, to ensure commonality and standardisation of the lifts it is not possible to obtain competitive tenders.

Terberg Matec have offered new lifts with a part exchange value of £750 per old lift, therefore the unit price equates to £15,800 minus £750 (£15,050). The new lifts will be a straight swap the old units. No other supplier can offer that 'straight swap' or the part exchange discount. It is therefore considered that in addition to the need for retaining a standardised kit for across the fleet the reasons given above, best value has also been achieved.

The estimated total value of the exemption is £75,250 and was made under the following exemption criteria, as stated in Section 4.5 of the Contract Procedure Rules:

<b>Exemption category</b>
<i>The items to be supplied consist of goods or services which are currently in use and are required for the purposes of standardisation.</i>

Recommendation:

The Cabinet is requested to **NOTE** this exemption to the West Suffolk Contract Procedure Rules, as contained in the Constitution.

**7. Decisions Plan: March 2015 to May 2016** **19 - 30**

To consider the most recently published version of the Cabinet's Decisions Plan

Report No: **CAB/SE/16/014**

Portfolio Holder: John Griffiths      Lead Officer: Ian Gallin

**8. Revenues Collection Performance and Write-Offs** **31 - 34**

Report No: **CAB/SE/16/015**

Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann

**9. Recommendations from the Sustainable Development Working Party: 17 March 2016**

Report No: **CAB/SE/16/016 TO FOLLOW**

Portfolio Holder: Alaric Pugh      Lead Officer: Steven Wood

**(a) West Suffolk Community Energy Plan: Update**

**(b) Western Way, Bury St Edmunds Masterplan (Revised)**

**10. Western Way, Bury St Edmunds Development Site Phase 2 (PSV II)**

Report No: **CAB/SE/16/017 TO FOLLOW**

Portfolio Holder: Alaric Pugh      Lead Officer: Steven Wood

**11. Exclusion of Press and Public**

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**Part 2 - Exempt**

**12. Exempt Appendix: Western Way, Bury St Edmunds Development Site Phase 2 (PSV II) (para 3)**

Exempt Appendix 1 to Report No: **CAB/SE/16/017 TO FOLLOW**

*(This exempt appendix is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as they contain information relating to the financial and business affairs of a particular organisation.)*

**13. Exempt Appendices: Revenues Collection Performance and Write-Offs (paras 1 and 2) 35 - 38**

Exempt Appendices 1 and 2 to Report No: **CAB/SE/16/015**  
Portfolio Holder: Ian Houlder      Lead Officer: Rachael Mann

*(These exempt appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual and information which is likely to reveal the identity of an individual.)*

*(No representations have been received from members of the public regarding this item being held in private.)*

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 9 February 2016** at **5.00 pm** in the **Conference Chamber West,**  
**West Suffolk House,** Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** John Griffiths (Leader of the Council) (in the Chair)

**Vice Chairman** Sara Mildmay-White (Deputy Leader)

Robert Everitt  
Ian Houlder  
Alaric Pugh

Joanna Rayner  
Peter Stevens

**By Invitation:**

Sarah Broughton

(Chairman of the Performance and Audit  
Scrutiny Committee)

Diane Hind

(Chairman of the Overview and Scrutiny  
Committee)

**In attendance:**

Susan Glossop  
David Nettleton

Clive Pollington

167. **Apologies for Absence**

*(Prior to commencing consideration of formal business, Councillor John Griffiths, Leader of the Council and Chairman, formally welcomed Jill Korwin to the meeting. Ms Korwin had recently been appointed to the post of Director for St Edmundsbury Borough and Forest Heath District Councils.)*

No apologies for absence were received.

168. **Minutes**

The minutes of the meetings held on 24 November 2015 (informal joint meeting with Forest Heath District Council's Cabinet) and 8 December 2015 were confirmed as correct records and signed by the Chairman, subject to the following amendment to a typographical error in the appendix attached to the minutes of 8 December 2015, which was the complete list of St Edmundsbury Borough Council's car parking tariffs to be applied from April 2016:

The charge for a 30 minute stay in the Lower Baxter Street, Bury St Edmunds car park be amended to read the current charge of 80p and not 60p, as stated.

**169. Open Forum**

No non-Cabinet Members in attendance wished to speak under this item.

**170. Public Participation**

No members of the public in attendance had registered to speak under this item.

**171. Report of the Overview and Scrutiny Committee: 13 January 2016**

The Cabinet received and noted Report No: CAB/SE/16/001, which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 13 January 2016:

- (1) Presentation by the Portfolio Holder for Leisure and Culture;
- (2) Skyliner Way, Bury St Edmunds;
- (3) Directed Surveillance Authorised Applications (Quarter 3); and
- (4) Work Programme Update.

Councillor Diane Hind, Chairman of the Overview and Scrutiny Committee, drew relevant issues to the attention of the Cabinet, including that the Committee had been disappointed that the bid application to the Highway Authority's On-Street Parking Account to implement verge parking at Skyliner Way had been unsuccessful; and that subject to Council approval, the Committee had nominated Councillor Paul Hopfensperger to sit on Suffolk County Council's Health Scrutiny Committee for the remainder of the Health Scrutiny Committee's 2015/2016 municipal year.

**172. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 7 December 2015 and 12 January 2016**

The Cabinet received and noted Report No: CAB/SE/16/002, which provided an outline of issues discussed by the Anglia Revenues and Benefits Partnership Joint Committee at its meetings held on 7 December 2015 and 12 January 2016.

On 7 December 2015 the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business:

- (1) Performance Report;
- (2) ARP Joint Committee Partnership Budget;
- (3) Service Delivery Plan;
- (4) Welfare Reform Update;
- (5) Enforcement Agency Update;
- (6) Anglia Revenues Partnership Trading Company: Progress Update; and
- (7) Forthcoming Issues.



On 12 January 2016, the Joint Committee considered the following substantive item of business:

(1) ARP Joint Committee Partnership Budget

Councillor Ian Houlder, Portfolio Holder for Resources and Performance drew relevant issues to the attention of the Cabinet, including that the Joint Committee had received updates on the success of introducing the recently established ARP enforcement agency and progress made on the proposal to deliver a commercial ARP trading company. Members also acknowledged the budget challenges facing the Partnership in 2016/2017 and future years.

173. **Report of the Performance and Audit Scrutiny Committee: 28 January 2016**

The Cabinet received and noted Report No: CAB/SE/16/003, which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny Committee on 28 January 2016:

- (1) Balanced Scorecards and Quarter Three Performance Report 2015/2016;
- (2) West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2015;
- (3) Delivering a Sustainable Budget 2016/2017: Procedural Update (Verbal);
- (4) Development and Implementation of the Garden Waste Collection Service;
- (5) Work Programme Update;
- (6) Financial Performance Report (Revenue and Capital) Quarter 3 – 2015/2016;
- (7) Treasury Management Report 2015/2016 - Investment Activity 1 April to 31 December 2015; and
- (8) Annual Treasury Management and Investment Strategy Statements 2016/2017.

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee, drew relevant issues to the attention of the Cabinet including that the first five items listed above were considered jointly with Forest Heath District Council's Performance and Audit Scrutiny Committee, and that a separate report for Item (8) above was included next on the Cabinet agenda for consideration.

The Cabinet particularly noted that a detailed discussion had been held on the proposed operation of the opt-in subscription service for the collection of garden waste, which was due to take effect from April 2016; and that the financial performance of various services had been scrutinised in detail.

174. **Recommendations from the Performance and Audit Scrutiny Committee: 28 January 2016 - Annual Treasury Management and Investment Strategy Statements 2016/2017**

The Cabinet considered Report No: CAB/SE/16/004 which sought approval for the Annual Treasury Management and Investment Strategy Statements for 2016/2017.

The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management required that, prior to the start of the financial year, the Council formally approved an Annual Treasury Management and Investment Strategy, setting out the Council's treasury management policy and strategy statements for the forthcoming year.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance drew relevant issues to the attention of the Cabinet, including that performance on investments in 2015/2016 had been better than projected; however this was largely due to having higher than expected capital to invest rather than achieving better rates of interest.

**RECOMMENDED TO COUNCIL:**

**That:**

- (1) the Annual Treasury Management and Investment Strategy Statements 2016/2017, as contained in Appendix 1 to Report No: TMS/SE/16/002, be adopted; and**
- (2) the Treasury Management Code of Practice 2016/2017, as contained in Appendix 2 to Report No: TMS/SE/16/002, be approved.**

175. **Budget and Council Tax Setting: 2016/2017 and Medium Term Financial Strategy**

The Cabinet considered Report No: CAB/SE/16/005 (AMENDED), which presented the proposals for Budget and Council Tax Setting in 2016/2017 and the Medium Term Financial Strategy.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance drew relevant issues to the attention of the Cabinet, including that Report No: CAB/SE/16/005 (AMENDED) set out details of the Council's proposed revenue and capital budgets for 2016/2017 and the Cabinet was required to consider the 2016/2017 budget for the authority and recommend to Council the level of council tax required to help fund this budget.

In the provisional Local Government Finance Settlement for 2016/2017, it was proposed to offer a guaranteed four year Revenue Support Grant (RSG) to cover the period up to 2019/2020 to those councils that could demonstrate ongoing efficiency savings for 2016 to 2020. The Council had seen a 67% cumulative cut in revenue support grant funding over the three years from 2013/2014 to 2016/2017. Further cuts to the Revenue Support Grant element was highlighted within the provisional four year settlement, with an expectation that there would be no Revenue Support Grant available to the

borough by 2019/2020. In addition, the Council Tax Freeze Grant, which incentivised councils to freeze their council tax levels had not been included in the settlement for 2016/2017 onwards. The Government had also maintained the previous years' 2% threshold for council tax increases for 2016/2017, however the Government had widened the membership of those authorities, which now included St Edmundsbury, that could increase its proportion of council tax up to £5. This would equate to an approximate increase of 2.8% for St Edmundsbury. Therefore any council tax rise above £5 or 2.8% (whichever was the greater) would trigger a local referendum.

The Council continued to face considerable financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending. In this context, and like many other councils, difficult financial decisions were needed to be made. The Council had however, an excellent track record of achieving substantial year-on-year budget savings and generating new income.

The Cabinet acknowledged the budget gap faced at the beginning of the year of £1.9 million for 2016/2017, which was in addition to the savings delivered locally by the Borough over the years and the in excess of £4 million annual shared service savings already delivered across West Suffolk with Forest Heath District Council; and that by 2019/2020, the projected budget gap amounted to £1.545 million, as contained in the Medium Term Financial Strategy (MTFS).

The Finance Team was commended for delivering a sustainable budget for 2016/2017. The figures contained in the report assumed a 1.99% increase in council tax for 2016/2017; however Councillor Houlder explained that as a result of investigations following the publication of the report, it was established that the council tax figure must be divisible by 9 (to 2 decimal places), therefore it was necessary to adjust the proposed council tax increase to 1.952%, which equated to an increase in £3.42 for an average Band D property. The council tax precept for SEBC in 2016/2017 would therefore be £178.65 for an average Band D property.

Given the financial challenges facing the Council, the Cabinet supported the proposed modest increase which would help support the closure of the budget gap in 2016/2017.

All staff and Members were then recognised for showing dedication and commitment in making the Council more efficient in delivering the necessary savings and generating income whilst maintaining the delivery of services.

**RECOMMENDED TO COUNCIL:**

**That:**

- (1) the revenue and capital budget for 2016/2017 attached at Attachment A and as detailed in Attachment D, Appendices 1-5 and Attachment E of Report No: CAB/SE/16/005, as amended, be approved;**
- (2) having taken into account the conclusions of the Head of Resources and Performance's report on the adequacy of**

**reserves and the robustness of budget estimates (Attachment C) and the Medium Term Financial Strategy (MTFS) (Attachment D, as amended), particularly the Scenario Planning and Sensitivity Analysis (Attachment D, Appendix 5) and all other information contained in this report, Cabinet recommends a 1.952% (£3.42 for an average Band D property) increase in council tax for 2016/2017;**

- (3) the Head of Resources and Performance, in consultation with the Portfolio Holder for Resources and Performance, be authorised to transfer any surplus from the 2015/2016 revenue budget to the Invest to Save Reserve as detailed in paragraph 1.9.4, and to vire funds between existing Earmarked Reserves (as set out at Attachment D, Appendix 3, as amended) as deemed appropriate throughout the year;**
- (4) the revised Minimum Revenue Provision (MRP) policy, as set out in section 1.8 and Attachment D Appendix 4, be adopted; and**
- (5) where the Council has usable capital receipts that are not needed for other purposes, delegated authority be given for the Section 151 Officer to apply, where prudent to do so, some or all of it to meet capital expenditure incurred in the current year or previous years under paragraph 23 of the 2003 Regulations to reduce or eliminate any MRP that might need to be set aside, as detailed in Attachment D, Appendix 4.**

*(Councillor Diane Hind left the meeting at the conclusion of this item.)*

#### **176. Enterprise Zones: Update**

The Cabinet considered Report No: CAB/SE/16/006, which sought approval for a number of recommendations associated with accepting the allocation of Enterprise Zones at Haverhill Research Park and 14 hectares of land at Suffolk Business Park, Bury St Edmunds.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth drew relevant issues to the attention of the Cabinet, including that the Enterprise Zone (EZ) bids made by the New Anglia Local Enterprise Partnership (which included 14 hectares of Land at Suffolk Business Park) and the Greater Cambridge Greater Peterborough Local Enterprise Partnership (which included Haverhill Research Park) were successful. The report provided details of the demonstrable benefits of this status; however, there remained a number of financial implications that needed to be worked through, particularly in respect of associated prospective business rates income and business rates retention. As the exact position regarding these matters was at present unclear from Government, delegated authority was being sought by full Council for Cabinet to manage specific details to support the development of the EZs.

Members considered that whilst they supported the allocation of these locations as EZs for the future growth and prosperity of St Edmundsbury and

the wider West Suffolk, it was difficult to agree to proposals without having the complete terms from Government. It was however, acknowledged that sufficient safeguards would be put in place to ensure the development of the EZs were effectively managed accordingly.

RESOLVED:

That it be noted that the Enterprise Zone (EZ) bids by the New Anglia Local Enterprise Partnership (which includes 14 hectares of land at Suffolk Business Park) and the Greater Cambridge Greater Peterborough Local Enterprise Partnership (which includes Haverhill Research Park) were successful.

It has been made clear to both LEPs that in the event that either of their applications were successful that full Council approval was still required.

**RECOMMENDED TO COUNCIL that:**

- (1) the allocation of the Enterprise Zones be accepted for implementation in April 2016 and delegated authority be given to Cabinet to negotiate and agree the details and precise terms of the Enterprise Zones (including entering into any legal agreements), subject to inclusion of a clause that requires discussions and, if necessary, renegotiation of the terms around the possible changes that come with Business Rates Retention in 2020;**
- (2) subject to (1) above, delegated authority be given to the Head of Planning and Growth in consultation with the s151 Officer to work with the Local Enterprise Partnerships and other bodies to promote the two Enterprise Zones;**
- (3) delegated authority also be given to Cabinet to approve business cases for investment in on-site infrastructure to support the development of the EZs as and when these come forward and before any works can commence; and**
- (4) Council approves the discretionary business rates discount for new businesses locating within the EZs as explained in paragraph 4.7 of Report No: CAB/SE/16/006.**

**177. Third Generation Artificial Pitch Provision in Haverhill**

The Cabinet considered Report No: CAB/SE/16/007, which sought approval for an allocation of funding for a bridging loan.

Councillor Joanna Rayner, Portfolio Holder for Leisure and Culture drew relevant issues to the attention of Cabinet, including that Haverhill Community Sports Association (HCSA) had been successful in obtaining a grant offer of £300,000 from the Football Foundation to create a third generation (3g) football pitch on the New Croft site in Haverhill.

The Council's West Suffolk Playing Pitch Assessment had identified a need for a 3g pitch in Haverhill to meet current and future growth in demand, and the

New Croft site was a logical location to place such a facility. The new facility was estimated to cost £600,000 and the HCSA currently had a shortfall of £300,000. HCSA had therefore approached the Council for a loan of a further £300,000, on a bridging loan basis ahead of other third party funding, to enable the HCSA to accept the grant offer and to commence on site prior to next football season.

Should the loan be supported there would be a series of safeguards placed in the loan agreement to protect the Council's interest, in accordance with the Council's existing loans policy. Proposed conditions of the loan were contained in Appendix 1 attached to the report.

Members congratulated the HCSA on its success in obtaining the grant from the Football Foundation and commended the Portfolio Holder and officers on the work undertaken to agree a positive way forward that would help ensure the project came to fruition.

**RECOMMENDED TO COUNCIL:**

**That:**

- (1) the bridging loan request received from Haverhill Community Sports Association for up to £300,000 to enable it to progress the building of a third generation (3g) football pitch facility at the New Croft site in Chalkstone Way, Haverhill be approved; and**
- (2) the Head of Operations, in consultation with the Services Manager (Legal), be authorised to prepare the necessary legal agreements to support the issue of the loan, in accordance with the terms set out in Report No: CAB/SE/16/007, subject to:**
  - (a) the Haverhill Community Sports Association confirming acceptance of the loan agreement conditions; and**
  - (b) receipt of a unilateral undertaking from the developer of the North East Haverhill Vision 2031 growth site that they will pay the Council £300,000 as a voluntary contribution towards the scheme (and repayment of the loan), in lieu of making their own equivalent provision within their proposed development.**

**178. Home-Link Lettings Policy**

The Cabinet considered Report No: CAB/SE/16/008, which sought approval for a revised Home-Link Lettings Policy.

Councillor Sara Mildmay-White, Portfolio Holder for Housing drew relevant issues to the attention of the Cabinet, including that Home-Link was the Choice Based Lettings (CBL) scheme for the Cambridgeshire and West Suffolk Housing sub-region. Each Local Authority had its own Lettings Policy and was responsible for implementing any changes to that policy. Many elements of the Lettings Policy had been agreed across the sub-region and these could

not be amended without agreement of all local authorities across the sub-region.

The Cabinet considered the proposed changes set out in Appendix A attached to the report to be acceptable.

RESOLVED:

That the revised Home-Link Lettings Policy, as contained in Appendix A to Report No: CAB/SE/16/008, be approved.

**179. Recommendations from the Sustainable Development Working Party: 27 January 2016**

The Cabinet considered Report No: CAB/SE/16/009, which presented the recommendations of the Sustainable Development Working Party emanating from its meeting 27 January 2016.

On 27 January 2016, the Sustainable Development Working Party considered the following substantive items of business:

- (1) Park Farm, Ingham: Adoption of Concept Statement; and
- (2) Tayfen Road Development Area, Bury St Edmunds: Masterplan.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that thorough consideration had been given to the two items outlined above at the meeting of the Sustainable Development Working Party.

In respect of the Park Farm, Ingham Concept Statement, the Sustainable Development Working Party had drawn attention to traffic generation issues and pedestrian access/egress, and whilst early discussion had been held with officers of the highway authority regarding such matters, they were outside the remit of the Concept Statement and would be addressed at the later Masterplan and planning application stages.

The Cabinet was satisfied that the Concept Statement has been prepared in accordance with the Vision 2031 Development Plan document and the Council's Protocol for Preparing Concept Statements.

In respect of the Tayfen Road Development Area Masterplan, the draft Masterplan was intended as a replacement for the existing Masterplan dating from 2009 which had not been delivered. Given recent major changes in the 'off line' retail market place it was no longer considered that the 2009 Masterplan was deliverable over the Development Plan period (to 2031).

The Masterplan under consideration was not entirely consistent with the adopted Concept Statement and sought to amend the configuration of commercial (non- residential) uses of the site that were envisaged in the previous Concept Statement adopted in 2007. The amendments proposed were a consequence of changed conditions in the retail market. The current Masterplan also proposed residential development on part of the existing allocated 'public open space' to the north of the site.

Whilst the Masterplan under consideration retained the concept of mixed uses for the site, Officers outlined at the Sustainable Development Working Party meeting its principal differences with the original Masterplan, as contained in Report No: CAB/SE/16/009.

The Sustainable Development Working Party had expressed concerns in relation to the Masterplan, in respect of the following, to which officers had duly responded, as set out in Cabinet Report No: CAB/SE/16/009:

- (a) increased traffic generation;
- (b) affordable housing;
- (c) type of commercial development; and
- (d) pedestrian/cyclist links.

The Cabinet made specific reference to (a) and (b) above and considered that during the pre-application and planning application stages that discussions would be required to establish that a planning application would need to be accompanied by a Transport Assessment which would assess the traffic impacts of the application(s) and to make proposals to mitigate these. Members acknowledged that Suffolk County Council's Bury St Edmunds Transport Strategy 2011 -2031 had identified that there needed to be improvements to junctions along Tayfen Road but were of the view that there were wider considerations of the need for highway improvements in connection with the re-development of this area of the town and the town centre generally. Such improvements needed to sit comfortably with the emerging Bury St Edmunds Town Centre Masterplan.

In respect of (b) above, concern was expressed that the planning application currently being processed in respect of the Masterplan area only contained 10% of affordable housing units rather than 30% in line with the Council's adopted policy. Officers explained that this was a matter which was still the subject of assessment and negotiation and viability issues needed to be addressed. Members reaffirmed the view that that the amount of affordable housing to be provided as an integral part of the overall development should accord with policy expectations.

The discussion then centred on viability issues and the provision of sufficient affordable housing in line with adopted policy, and whether potential benefits associated with a potential 'public open book' policy outweighed the risks of potentially making Bury St Edmunds unattractive for developers.

(a) **Park Farm, Ingham: Adoption of Concept Statement**

**RECOMMENDED TO COUNCIL:**

**That the Concept Statement for Park Farm, Ingham, as contained in Appendix A to Report No: SDW/SE/16/001, be adopted as informal planning guidance.**



(b) **Tayfen Road Development Area, Bury St Edmunds: Masterplan**

**RECOMMENDED TO COUNCIL:**

**That the Masterplan for the Tayfen Road Development Area, Bury St Edmunds, as contained in Appendix A, as amended by the changes included in Appendix D, to Report No: SDW/SE/16/002, be adopted as non-statutory planning guidance.**

180. **Exemption to Contract Procedure Rules: Replacement of Waste Cleansing Vehicle with Second Hand Unit**

The Cabinet received and noted a narrative item which provided an exemption to the West Suffolk Contract Procedure Rules of the Constitution, relating to the procurement of a second hand waste vehicle.

Councillor Peter Stevens, Portfolio Holder for Operations, drew relevant issues to the attention of the Cabinet.

The exemption, as set out in the agenda, was duly noted by the Cabinet.

181. **Decisions Plan: February 2016 to May 2016**

The Cabinet considered Report No: CAB/SE/16/010, which was the Cabinet Decisions Plan covering the period February 2016 to May 2016.

Members took the opportunity to review the intended forthcoming decisions of the Cabinet; however, no further information or amendments were requested on this occasion.

182. **Revenues Collection Performance and Write-Offs**

The Cabinet considered Report No: CAB/SE/16/011, which provided the collection data in respect of Council Tax and National Non-Domestic Rates and sought approval for the write-off of debts as contained in the Exempt Appendices.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including the current collection performance, as set out in Section 3 of the report.

**RESOLVED:**

That the write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/16/011 be approved, as follows:

- (1) Exempt Appendix 1: Council Tax totalling £6,586.12
- (2) Exempt Appendix 2: Business Rates totalling £15,323.82
- (3) Exempt Appendix 3: Housing Benefit overpayments totalling £10,236.19

**183. Exclusion of Press and Public**

See minute 184 below.

**184. Exempt Appendices: Revenues Collection Performance and Write-Offs (paras 1 and 2)**

The Cabinet considered Exempt Appendices 1 and 2 to Report No: CAB/SE/16/011 under Agenda Item 16, however no reference was made to specific detail and therefore this item was not held in private session.

The meeting concluded at 5.56pm

**Signed by:**

**Chairman**

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# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Report of the Overview and Scrutiny Committee: 9 March 2016</b>	
<b>Report No:</b>	<b>CAB/SE/16/013</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	29 March 2016
<b>Chairman of the Committee:</b>	Diane Hind Chairman of the Overview and Scrutiny Committee <b>Tel:</b> 01284 706542 <b>Email:</b> <a href="mailto:diane.hind@stedsbc.gov.uk">diane.hind@stedsbc.gov.uk</a>	
<b>Lead Officer:</b>	Christine Brain Scrutiny Officer <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	On 9 March 2016, the Overview and Scrutiny Committee considered the following items:  (1) Presentation by the Police and Crime Commissioner and the Chief Constable on the Suffolk Local Policing Review;  (2) Presentation by the Portfolio Holder for Resources and Performance;  (3) West Suffolk Housing Strategy: Progress Report against Action Points;  (4) Decisions Plan – March to May 2016; and  (5) Work Programme Update.	
<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/16/013, being the report of the Overview and Scrutiny Committee.</b>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.	
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>	
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>See Reports listed under background papers below</li> </ul>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
See Reports listed under background papers below			
<b>Ward(s) affected:</b>		All Wards	
<b>Background papers:</b>		Please see background papers, which are listed at the end of the report.	
<b>Documents attached:</b>		None	

## 1. Key issues and reasons for recommendation

### 1.1 Presentation by the Police and Crime Commissioner and the Chief Constable on the Suffolk Local Policing Review (Appendix A: OAS/SE/16/003)

- 1.1.1 The Committee received a presentation from the Police and Crime Commissioner (PCC), Tim Passmore, who had been invited to the meeting to discuss the Suffolk Local Policing Review, with a particular focus on its implications for the west of Suffolk and to answer questions from the Committee and other Members who had also been invited. The PCC was accompanied by the Chief Constable, Gareth Wilson, and Supt. Andrew Mason, Local Policing Commander for the West.
- 1.1.2 The presentation set out the strategic direction and budget; managing demand; partnership working; protecting victims and vulnerable people; commissioning and grants; innovation; tackling new forms of crime and preventing and reducing crime.
- 1.1.3 The Committee was informed that the policing review was not solely financial. It was about the Constabulary responding to the changing nature of crime, with resources being located according to demand.
- 1.1.4 The Committee discussed the presentation in detail and asked a number of questions of the PCC, Chief Constable and the Local Policing Commander, to which comprehensive responses were provided. In particular discussions were held on the following:
- (1) Police stations: The PCC reassured Members that no police stations were closing. However, some of the front desks would be closed, but the buildings would still be occupied by police staff. Resources were being invested where it could be best spent.
  - (2) Police attendance at parish/town council meetings: Members were concerned that the police had stopped attending parish/town council meetings or resident association meetings. The Chief Constable reassured Members that the police would attend meetings if there was a problem to solve. He further explained that parish/town councils would receive a police report setting out crime levels in the area; what parish/town councils had asked the police to do; and what had been done. Contact details would also be included.
  - (3) Decriminalisation of parking: Work was underway with district, borough and county councils to transfer responsibility for parking enforcement to the local authority. This would allow Police Community Support Officers (PCSOs) to spend more time on local problem solving.
  - (4) Police direct service (Police Connect): It was acknowledged that this messaging service needed to be improved.
- 1.1.5 There being no decision required, the Committee **noted** the contents of the presentation.

1.2 **Presentation by the Portfolio Holder for Resources and Performance (Report No: OAS/SE/16/004 and Verbal)**

1.2.1 As set out in the Council's Constitution, at every ordinary Overview and Scrutiny Committee meeting at least one Cabinet Member shall be invited to attend to give an account of his or her portfolio and to answer questions from the Committee.

1.2.2 Report No: OAS/SE/16/004 set out the overall responsibilities of Councillor Ian Houlder, Portfolio Holder for Resources and Performance who had been invited to the meeting to discuss his portfolio.

1.2.3 Members discussed the presentation in detail and asked questions of the Portfolio Holder and officers, to which comprehensive responses were provided. In particular, discussions were held on the future uncertainties regarding the Government legislation on the National Living Wage and its impact.

1.2.4 There being no decision required, the Committee **noted** the contents of the presentation.

1.3 **West Suffolk Housing Strategy: Progress Report against Action Points (Report No: OAS/SE/16/005)**

1.3.1 The Committee received Report No: OAS/SE/16/005, which asked Members to review progress made to date against the West Suffolk Housing Strategy 2015-2018.

1.3.2 Attached at [Appendix A](#) to the report was a detailed update on progress as at the end of December 2015, against 40 objectives. The remainder of the report summarised each of the headings, key achievements to date and work underway and highlighted challenges and external factors impacting on delivery.

1.3.3 Members considered the report in detail and asked a number of questions of the Portfolio Holder for Housing, and the Head of Housing who both duly responded.

In particular, discussions were held on the following objectives: rural housing; energy efficiency; land and resources (Housing Development Company) and care and support (Gypsy and Traveller transit sites).

1.3.4 There being no decision required, the Committee:

- (1) **Noted** the progress made to date against the actions arising from the West Suffolk Housing Strategy 2015-2018;
- (2) **Noted** the challenges facing delivery of the West Suffolk Housing Strategy; and
- (3) **Noted** an update would be presented to the Committee in early 2017 in order to monitor delivery in 2016.

1.4 **Decisions Plan (March to May 2016) (Report No: OAS/SE/16/006)**

1.4.1 The Committee considered the latest Decisions Plan, covering the period March to May 2016. Members reviewed the Decisions Plan in detail and asked a number of questions to which responses were provided.

1.4.2 There being no decision required, the Committee **noted** the contents of the Decisions Plan.

1.5 **Work Programme Update (Report No: OAS/SE/16/007)**

1.5.1 The Committee received and **noted** Report No: OAS/SE/16/007, which provided an update on the current status of the Committee's Work Programme and the Task and Finish Groups appointed by the Committee.

1.5.2 Members were reminded to complete the Work Programme Suggestion Form when submitting future items for potential scrutiny. This enabled suggestions received to be initially considered by the Committee at each meeting and if accepted included within its forward work programme.

**2. Background Papers**

2.1.1 [Appendix A: OAS/SE/16/003](#) to the Overview and Scrutiny Committee: Suffolk Local Policing Review

2.1.2 [Report No: OAS/SE/16/004](#) to the Overview and Scrutiny Committee: Presentation by the Cabinet Member for Resources and Performance

2.1.3 [Report No: OAS/SE/16/005](#) to the Overview and Scrutiny Committee: West Suffolk Housing Strategy: Progress Report against Action Points

2.1.4 [Report No: OAS/SE/16/006](#) to the Overview and Scrutiny Committee: Decisions Plan (March to May 2016)

2.1.5 [Report No: OAS/SE/16/007](#) to the Overview and Scrutiny Committee: Work Programme Update

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*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**CAB/SE/16/014**

## Decisions Plan

### **Key Decisions and other executive decisions to be considered**

**Date: 1 March 2016 to 31 May 2016**

**Publication Date: 26 February 2016**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2016. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, 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](mailto:firstname.surname@westsuffolk.gov.uk) or via St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 20	<p><b>West Suffolk Joint Sports Facility and Playing Pitch Strategy</b> Cabinet decision no longer required, therefore this item has been removed from the Decisions Plan. Item being noted by West Suffolk Joint Growth Steering Group only (Report No: <b>JGG/JT/16/002</b> refers - 8 February 2016).</p>				Joanna Rayner Leisure and Culture 07872 456836	Mark Walsh Head of Operations 01284 757300  Damien Parker Service Manager Operations (Leisure and Culture) 01284 757090		
29/03/16  (Deferred from 9 February 2016)	<p><b>Western Way, Bury St Edmunds Development Phase 2: Business Case</b> The Cabinet will be asked to consider making recommendations to Council on a proposed business case to develop, with partners, the Western Way Development Phase Two site, which will include an extended Public Service Village.</p>	Paragraph 3	(R) – Council tbc	Cabinet/ Council	John Griffiths Leader of the Council 07958 700434	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet with exempt appendices and recommendations to Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
29/03/16  (Deferred from 10 February 2015)  Page 21	<b>Western Way, Bury St Edmunds Development Phase Two – Revisions to Existing PSV Masterplan</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the revisions to the existing Public Service Village (PSV) Masterplan.	Not applicable	(R) - Council tbc	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Minden; Risbygate; St Olaves	Recommendations from the Sustainable Development Working Party to Cabinet and Council.
29/03/16  (Deferred from 23 June 2015)	<b>DEFERRED FOR FUTURE CONSIDERATION</b> <b>Leisure Development Proposals for West Stow Country Park</b> The Cabinet will be asked to make recommendations to full Council regarding leisure development proposals for West Stow Country Park.	Paragraph 3	(R) - Council tbc	Cabinet/ Council	Joanna Rayner Leisure and Culture 07872 456836	Richard Hartley Commercial Manager 01284 757055	All Wards	Report to Cabinet with exempt appendices and recommendations to Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
29/03/16	<b>Revenues Collection Performance and Write-Offs</b> The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
29/03/16	<b>Community Chest Funding 2016/2017: Suffolk Rape Crisis</b> The Portfolio Holder will be asked to consider recommendations from the Grant Working Party in respect of the level of Community Chest Funding (if any) to be awarded to Suffolk Rape Crisis in 2016/2017 and potentially beyond. This application was deferred and is therefore needed to be considered later than the applications previously considered in December 2015.	Not applicable	(D)	Portfolio Holder for Families and Communities	Robert Everitt Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Recommendations of the Grant Working Party to the Portfolio Holder to make a decision.
29/03/16	<b>West Suffolk Community Energy Plan</b>	Not applicable	(KD)	Cabinet	Alaric Pugh Planning and	Steven Wood Head of Planning	All Wards	Recommendations from

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 23	The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of noting progress made since the adoption of the West Suffolk Community Energy Plan and its recommendations for taking forward the previously approved investment programme.				Growth 07930 460899	and Growth 01284 757306  Peter Gudde Service Manager (Environmental Health) 01284 757042		the Sustainable Development Working Party to Cabinet.
24/05/16  (Deferred from 8 Sept 2015)	<b>Animal Boarding, Dog Breeding Establishments and Pet Shops - Licensing Conditions</b> The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee regarding proposed revised licensing conditions for Animal Boarding, Dog Breeding Establishments and Pet Shops, following consultation.	Not applicable	(R) - Council 28/06/16	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Tom Wright Business Regulation and Licensing Manager 01638 719223	All Wards	Recommendations from the Licensing and Regulatory Committee to Cabinet and Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
24/05/16  (Deferred from 2 Sept 2014)  Page 24	<b>North East Bury St Edmunds Masterplan: Transport Assessment</b> Whilst full Council adopted the North East Bury St Edmunds Masterplan in June 2014, Members requested that the Transport Assessment which will accompany the forthcoming planning application should firstly be considered by the Sustainable Development Working Party (SDWP) before the planning application is determined by the Development Control Committee. The Cabinet will be asked to consider the recommendations from the SDWP relating to this issue.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Abbeygate Eastgate; Fornham; Great Barton; Minden; Moreton Hall; Northgate Risbygate Southgate; Westgate	Recommendations from the Sustainable Development Working Party to Cabinet.
24/05/16  (Deferred from 8 Sept	<b>Delivery of Haverhill Town Centre Masterplan: Post Adoption</b> The Cabinet will be asked	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Haverhill East; Haverhill North; Haverhill	Report to Cabinet.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
2015)	to consider how the Council proposes to deliver the actions contained in the final adopted Haverhill Town Centre Masterplan.						South; Haverhill West	
24/05/16  Page 25	<b>Revised Suffolk Flood Risk Management Strategy</b> The Cabinet will be asked to approve the revised content of this Strategy.	Not applicable	(D)	Cabinet	Peter Stevens Operations 01787 280284  Alaric Pugh Planning and Growth 07930 460899	Mark Walsh Head of Operations 01284 757300  Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet
24/05/16	<b>Annual Review of Cabinet Working Parties, Joint Committees/Panels and Other Groups</b> The Cabinet will be asked to consider an annual review of its Working Parties, Panels and Other Groups.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958 700434	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to Cabinet.
24/05/16	<b>Revenues Collection Performance and Write-Offs</b>	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlter Resources and Performance	Rachael Mann Head of Resources and	All Wards	Report to Cabinet with exempt

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.				01284 810074	Performance 01638 719245		appendices.
24/05/16  Page 26	<b>Burt St Edmunds Destination Management Organisation (DMO)</b> The Cabinet will be asked to recommend approval to commit an allocation of funding associated with the DMO on a three year basis.	Not applicable	(R) - Council 28/06/16	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Andrea Mayley Service Manager (Economic Growth) 01284 757343	All Wards	Report to Cabinet with recommendations to Council.
21/06/16	<b>West Suffolk Annual Report 2015/2016</b> Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2015/2016, which has been jointly produced with Forest Heath District Council.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958 700434	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet.



**NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS**

**In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)**

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. 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.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.  
Information which reveals that the authority proposes –
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)**

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

**NOTE 2: KEY DECISION DEFINITION**

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
  - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
  - (ii) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;
  - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

**NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**

**(a) Membership of the Cabinet and their Portfolios:**

<b>Cabinet Member</b>	<b>Portfolio</b>
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

(b) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council** (Membership amended from 1 December 2015 to one Member/two Substitutes per Authority)

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full Forest Heath District Council Cabinet Member</b>	<b>Full Suffolk Coastal District Council Cabinet Member</b>	<b>Full St Edmundsbury Borough Council Cabinet Member</b>	<b>Full Waveney District Council Cabinet Member</b>
Cllr Pablo Dimoglou	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Mike Barnard
<b>Substitute Breckland Cabinet Members</b>	<b>Substitute East Cambridgeshire District Council Cabinet Members</b>	<b>Substitute Fenland District Council Cabinet Members</b>	<b>Substitute Forest Heath District Council Cabinet Members</b>	<b>Substitute Suffolk Coastal District Council Cabinet Members</b>	<b>Substitute St Edmundsbury Borough Council Cabinet Members</b>	<b>Substitute Waveney District Council Cabinet Members</b>
Cllr Michael Wassell	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Geoff Holdcroft	Cllr Sara Mildmay-White	Cllr Sue Allen
Cllr Ellen Jolly	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Letitia Smith

Fiona Osman  
 Service Manager (Democratic and Elections)  
 Date: 26 February 2016

# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Revenues Collection Performance and Write-Offs</b>	
<b>Report No:</b>	<b>CAB/SE/16/015</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	29 March 2016
<b>Portfolio holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:ian.houlder@stedsbc.gov.uk">ian.houlder@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Rachael Mann Head of Resources and Performance <b>Tel:</b> 01638 719245 <b>Email:</b> <a href="mailto:rachael.mann@westsuffolk.gov.uk">rachael.mann@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.	
<b>Recommendation:</b>	<p><b>That the write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/16/015 be approved, as follows:</b></p> <p><b>(1) Exempt Appendix 1: Council Tax totalling £14,777.26</b></p> <p><b>(2) Exempt Appendix 2: Housing Benefit overpayments £10,584.56</b></p>	
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p> <p>This decision is stated as a Key Decision on the Decisions Plan published on 26 February 2016; however, given the amounts requested to be written-off, this no longer constitutes a Key Decision.</p>	
<p><i>The key decision made as a result of this report will be published within <b>48 hours</b> and cannot be actioned until <b>seven working days</b> have elapsed. This item is included on the Decisions Plan.</i></p>		

<b>Consultation:</b>		Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.	
<b>Alternative option(s):</b>		See paragraphs 2.1 and 2.2	
<b>Implications:</b>			
Are there any <b>financial</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • See paragraphs 3.1 to 3.3	
Are there any <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • The application of predetermined recovery procedures ensures that everybody is treated consistently. • Failure to collect any debt impacts on either the levels of service provision or the levels of charges. • All available remedies are used to recover the debt before write off is considered. • The provision of services by the Council applies to everyone in the area.	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Debts are written off which could have been collected.	Medium	Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.	Low
<b>Ward(s) affected:</b>		All wards are affected.	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None	
<b>Documents attached:</b>		<b>Exempt Appendix 1:</b> Council Tax £14,777.26 <b>Exempt Appendix 2:</b> Housing Benefit Overpayments £10,584.56	

## **1. Key issues and reasons for recommendation(s)**

- 1.1 The Revenues Section collects outstanding debts in accordance with either statutory guidelines or Council agreed procedures.
- 1.2 When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Head of Resources and Performance for debts up to £2,499.99 or by Cabinet for debts over £2,500.00.
- 1.3 It is best practice to monitor the recovery procedures for outstanding debts regularly and, when appropriate, write off irrecoverable debts.
- 1.4 Provision for irrecoverable debts is included both in the Collection Fund and the General Fund and writing off debts that are known to be irrecoverable ensures that staff are focussed on achieving good collection levels in respect of the recoverable debt.

## **2. Alternative options**

- 2.1 The Council currently uses the services of the ARP Enforcement Agency to assist in the collection of business rates and Council Tax and also has on line tracing facilities. It is not considered appropriate to pass the debts on to another agency.
- 2.2 It should be noted that in the event that a written-off debt become recoverable, the amount is written back on, and enforcement procedures are re-established. This might happen, for example, if someone has gone away with no trace, and then they are unexpectedly 'found' again, through whatever route.

## **3. Financial implications and collection performance**

- 3.1 Provision is made in the accounts for non recovery but the total amounts to be written off are as follows with full details shown in Exempt Appendices 1 and 2.
- 3.2 As at 29 February 2016, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (as the billing Authority) is nearly £48.6 million per annum. The collection rate as at 29 February 2016 was 95.61% against a profile of 95.12%.
- 3.3 As at 29 February 2016, the total Council Tax billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (includes the County, Police and Parish precept elements) is just under £54.2 million per annum. The collection rate as at 29 February 2016 was 96.55% against a profile target of 97.38%

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