

# Cabinet



**Forest Heath**  
District Council

<b>Title:</b>	<b>Agenda</b>												
<b>Date:</b>	<b>Tuesday 22 December 2015</b>												
<b>Time:</b>	<b>6.00 pm</b>												
<b>Venue:</b>	<b>Council Chamber District Offices</b> College Heath Road Mildenhall												
<b>Membership:</b>	<p><b>Leader</b> James Waters</p> <p><b>Deputy Leader</b> Robin Millar</p> <table border="0"> <thead> <tr> <th><b><u>Councillor</u></b></th> <th><b><u>Portfolio</u></b></th> </tr> </thead> <tbody> <tr> <td>David Bowman</td> <td>Operations</td> </tr> <tr> <td>Stephen Edwards</td> <td>Resources and Performance</td> </tr> <tr> <td>Andy Drummond</td> <td>Leisure and Culture</td> </tr> <tr> <td>Robin Millar</td> <td>Families and Communities</td> </tr> <tr> <td>James Waters</td> <td>Planning and Growth</td> </tr> </tbody> </table>	<b><u>Councillor</u></b>	<b><u>Portfolio</u></b>	David Bowman	Operations	Stephen Edwards	Resources and Performance	Andy Drummond	Leisure and Culture	Robin Millar	Families and Communities	James Waters	Planning and Growth
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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>Sharon Turner</b> FHDC Cabinet Officer/Committee Administrator <b>Tel:</b> 01638 719237 <b>Email:</b> <a href="mailto:sharon.turner@westsuffolk.gov.uk">sharon.turner@westsuffolk.gov.uk</a>												

# Public Information



**Forest Heath**  
District Council

<b>Venue:</b>	<b>District Offices</b> College Heath Road Mildenhall Suffolk, IP28 7EY	Tel: 01638 719000 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.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 District 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 speaking:</b>	<p>Members of the public who live or work in the District 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.</p> <p>A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.</p>	
<b>Disabled access:</b>	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
<b>Induction loop:</b>	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
<b>Recording of meetings:</b>	<p>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).</p> <p>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.</p>	

## **Agenda**

### **Procedural Matters**

**1. Apologies for Absence**

**2. Minutes**

**1 - 24**

To approve as a correct record the minutes of the Cabinet meetings held on 27 October 2015 (Extraordinary Informal Joint with SEBC Cabinet; FHDC Cabinet) and 24 November 2015 (Informal Joint with SEBC Cabinet) (copies 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 District are invited to put one question/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 from the Overview and Scrutiny Committee:  
12 November 2015**

**25 - 28**

Report No: **CAB/FH/15/061**

Chairman of the Committee: Simon Cole    Lead Officer: Christine Brain

**6. Report from the Performance and Audit Scrutiny  
Committee: 25 November 2015**

**29 - 36**

Report No: **CAB/FH/15/062**

Portfolio Holder: Stephen Edwards

Chairman of the Committee: Colin Noble    Lead Officer: Christine Brain

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<p><b>7. Car Parking Review</b></p> <p>Report No: <b>CAB/FH/15/063</b></p> <p>Portfolio Holder: David Bowman                      Lead Officer: Darren Dixon</p>	<b>37 - 84</b>
<p><b>8. Allocation of Community Chest Funding 2016/2017</b></p> <p>Report No: <b>CAB/FH/15/064</b></p> <p>Portfolio Holder: Robin Millar                      Lead Officer: Davina Howes</p>	<b>85 - 92</b>
<p><b>9. Decisions Plan: December 2015 to May 2016</b></p> <p>Report No: <b>CAB/FH/15/065</b></p> <p>To consider the most recently published version of the Cabinet's Decisions Plan</p> <p>Portfolio Holder: James Waters                      Lead Officer: Ian Gallin</p>	<b>93 - 102</b>
<p><b>10. Revenues Collection and Performance Write-Offs</b></p> <p>Report No: <b>CAB/FH/15/066</b></p> <p>Portfolio Holder: Stephen Edwards                      Lead Officer: Joanne Howlett</p>	<b>103 - 106</b>
<p><b>11. Exclusion of the Press and Public</b></p> <p>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.</p>	

## **Part 2 - Exempt**

<p><b>12. Exempt Appendices: Revenues Collection Performance and Write-Offs (paras 1 and 2)</b></p> <p>Exempt Appendices 1 and 2 to Report No: <b>CAB/FH/15/066</b></p> <p>Portfolio Holder: Stephen Edwards                      Lead Officer: Joanne Howlett</p> <p><i>(This item is to be considered under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as it contains information relating to an individual(s) and information which is likely to reveal the identity of an individual)</i></p> <p><i>(No representations have been received from members of the public regarding this item being held in private)</i></p>	<b>107 - 114</b>
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# Extraordinary (Informal Joint) Cabinet



Forest Heath  
District Council

**Notes** of informal discussions of the SEBC/FHDC **Cabinets** held on **Tuesday 27 October 2015 at 5.00 pm** in the **Council Chamber, District Offices, College Heath Road, Mildenhall IP28 7EY**

**Present: Councillors**

Forest Heath District Council (FHDC)

James Waters (in the Chair for the informal discussions)

David Bowman                      Stephen Edwards  
Robin Millar

**In attendance:** Simon Cole, Chairman of FHDC's Overview and Scrutiny Committee

Colin Noble

St Edmundsbury Borough Council (SEBC)

Robert Everitt                      Ian Houlder (present for part of the informal  
John Griffiths                      discussions only)  
Sara Mildmay-White

**In attendance:** Jeremy Farthing, Vice-Chairman of SEBC's Overview and Scrutiny Committee

Carol Bull                              Susan Glossop

**By invitation:** Duncan Johnson, Assistant Director of Corporate Property, Suffolk County Council

Prior to the formal meeting, informal discussions took place on the following substantive item:

- (1) Business Case to Establish a Housing Development Company

All Members of St Edmundsbury Borough Council's Cabinet had been invited to attend Forest Heath District Council's offices to enable joint informal discussions on the report to take place between the two authorities prior to

seeking formal approval at their respective separate Cabinet meetings immediately following the informal discussions.

The Leader of Forest Heath District Council welcomed all those present to the District Offices and the Interim Service Manager (Legal) advised on the format of the proceedings for the informal discussions and subsequent separate meetings of each authority.

Under their Constitutions, both Cabinets listed as standing agenda items: an Open Forum, which provided the opportunity for non-Cabinet Members to discuss issues with Cabinet, and also: public participation, which provided the opportunity for members of the public to speak. Therefore, as any matters arising from discussions held during these agenda items may have some bearing on the decisions taken during the separate formal meetings, non-Cabinet Members and members of the public were invited to put their questions/statements prior to the start of the joint informal discussions.

Members were also reminded that should discussion wish to be held on the specific content of the three exempt appendices during the informal discussions, general agreement would need to be sought to move into informal private session.

#### 1. **Open Forum**

In addition to the information provided in Section 7 of the Cabinet report, SEBC Councillor Jeremy Farthing, Vice-Chairman of SEBC's Overview and Scrutiny (O&S) Committee provided further background on the discussions held jointly on 15 October 2015 with FHDC's Overview and Scrutiny Committee, which had led to an amendment to Recommendation (5) being put forward by both Committees.

Concern had been expressed by SEBC O&S Committee Members regarding:

- (a) the proposed governance arrangements for the Housing Development Company with particular reference to the proposed composition of the Board of Directors;
- (b) the proposed form of the company and whether this should be a company limited by shares, or whether alternative organisational structures had been fully considered; and
- (c) although acknowledged that it was likely due to circumstance, the majority of the four exemplar sites identified for the development of homes through the Company were located in the Forest Heath district.

FHDC Councillor Simon Cole, Chairman of FHDC's Overview and Scrutiny Committee, explained FHDC's O&S Committee Members' views on these concerns, including that other local authorities with housing companies elsewhere had adopted the proposed model of governance and were operating successfully.

## 2. **Public Participation**

No members of the public were in attendance.

## 3. **Business Case to Establish a Housing Development Company**

The Cabinets were presented with the business case for establishing a commercial company limited by shares for the purpose of developing housing for sale and private rent, and affordable rent and low-cost home ownership in line with the Councils' existing planning policies.

Councillor Sara Mildmay-White, SEBC Portfolio Holder for Housing and West Suffolk's Lead Member for Housing, drew relevant issues to the attention of both Cabinets, including that the company would be wholly- owned by Forest Heath District Council (25% of shares), St Edmundsbury Borough Council (25%) and Suffolk County Council (50%) and would provide revenue income to all Councils. She provided an overview of:

- (a) the strategic case, including that the establishment of the company would make a significant contribution to the West Suffolk Councils' three strategic priorities whilst generating a revenue income that would help address future revenue shortfalls such as significant reductions in central government grant funding;
- (b) the commercial and financial case, including the financial benefits for the Councils in establishing the company;
- (c) legal and governance implications; and
- (d) the background to the amendment to Recommendation (5), as proposed by the Overview and Scrutiny Committees, which suggested that paragraph 3.24, bullet point four should be reworded to remove reference to officers and that the additional directors would be independent individuals selected for their relevant expertise and experience.

The following appendices were attached to the report:

- |                    |   |
|--------------------|---|
| Appendix A:        | Full Business Case for the establishment of a Housing Development Company, which included the rationale for exploring and proposing the setting up of a company, as previously outlined in the adopted West Suffolk Housing Strategy 2015-2018; |
| Exempt Appendix B: | Site Appraisal Report (Headline Numbers), produced by appointed consultants, GVA Financial Consulting;  |
| Exempt Appendix C: | First Ten Years' Estimated Profit and Loss based on the Four Exemplar Sites;  |
| Exempt Appendix D: | Estimated Company Expenditure in its First Year; and  |

Councillor Mildmay-White, together with the Head of Housing, then addressed the issues raised by Councillor Farthing, as outlined in Note (1) above:

- (a) Diagram 2, contained in paragraph 3.7 of Appendix A was explained in detail, including that the Board of Directors would operate the managerial aspects of the company on a day-to-day basis and was a key element of the reasoning behind the proposal not to have elected Members appointed to the Board, as provided in further detail in paragraphs 3.12 to 3.14.

The Head of HR, Legal and Democratic Services, and Duncan Johnson, Assistant Director of Corporate Property, Suffolk County Council were both invited to speak on this matter. Mr Johnson explained how these governance arrangements had been successfully implemented through other County Council-owned commercial companies and the benefits of the monitoring and scrutinising role of Members within the Shareholder Advisory Group. It was noted, however, that subject to Recommendation (5), as amended, being approved, councillors could apply to be an independent director on the Board if they felt they had the necessary skills and expertise.

- (b) The Housing Development Company would be an entirely commercial operation with the key purpose of generating a financial return for the Councils in a business-style framework. As a trading company, the Localism Act 2011 required the company to be either limited by shares or by guarantee. The former model of governance had been tried and tested by other local authorities and this model had also been recommended by the expert legal opinion sought. A company limited by guarantee structure tended to be used by organisations that sought to re-invest their surpluses back into the operation and such a structure would not enable the Councils as shareholders to decide how best to utilise the surpluses. In addition, companies limited by guarantee could not approach the commercial financial market for loans as easily as a company limited by shares.
- (c) It was advantageous to SEBC that FHDC and SCC already had land available for development, as identified by the four exemplar sites, but other sites located in St Edmundsbury would come forward for development in due course.

Further discussion was then held on the shareholding structure (50% SCC, 25% FHDC and 25% SEBC); the potential for borrowing from outside sources and the implications of that; and a proposed amendment to Recommendation (6) to request that the Chief Executive must act in consultation with West Suffolk's Lead Member for Housing or the Leader of Forest Heath District or St Edmundsbury Borough Council, as applicable, when nominating officers to act as FHDC's and SEBC's directors on the Board. This, together with the proposed amendment by the O&S Committees to Recommendation (5), were accepted by both Cabinets.

*(FHDC Councillor Colin Noble arrived and SEBC Councillor Ian Houlder left*



*during the consideration of this item.)*

On the conclusion of the informal joint discussions at 6.06pm, the Chairman then formally opened the meeting of Forest Heath District Council's Cabinet at 6.08 pm in the Council Chamber. On conclusion of that meeting, the Leader of St Edmundsbury Borough Council formally opened the meeting as Chairman of SEBC's Cabinet at 6.09pm.

# Extraordinary Cabinet



Forest Heath  
District Council

**Minutes** of an extraordinary meeting of the **Cabinet** held on  
**Tuesday 27 October 2015** at **6.08 pm** in the **Council Chamber, District  
Offices**, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

**Chairman** James Waters (Leader of the Council) (in the Chair)

**Vice Chairman** Robin Millar (Deputy Leader)

David Bowman

Stephen Edwards

**In attendance:**

Simon Cole, Chairman of the Overview and Scrutiny Committee

Colin Noble

**By invitation:**

Duncan Johnson, Assistant Director of Corporate Property, Suffolk  
County Council

**111. Apologies for Absence**

An apology for absence was received from Councillor Andy Drummond.

**112. Open Forum**

This item had already been considered during the informal discussions (Item  
1 above refers.)

**113. Public Participation**

This item had already been considered during the informal discussions (Item  
2 above refers.) No members of the public were in attendance.

**114. Business Case to Establish a Housing Development Company (Report  
No: CAB/FH/15/048)**

Further to the joint informal discussions held prior to the meeting with St  
Edmundsbury Borough Council's Cabinet on Report No: CAB/FH/15/048,  
*Business Case to Establish a Housing Development Company*, it was  
proposed, seconded and,

**RECOMMENDED TO COUNCIL:** (17 November 2015)

That the following be approved:

- (1) The establishment of a Housing Development Company incorporated as a company limited by shares that will be jointly owned by Suffolk County Council (50% of shares), Forest Heath District Council (25% of shares) and St Edmundsbury Borough Council (25% of shares).
- (2) Forest Heath District Council's full Council assumes the role of Shareholder in Forest Heath.
- (3) A Shareholder Advisory Group be established with the purpose of advising each Council when exercising its role as Shareholder consisting of two elected members from Forest Heath District Council, two from St Edmundsbury Borough Council and four from Suffolk County Council, with advice provided by senior officers of all Councils. The identification of Forest Heath District Council's nominations to the Shareholder Advisory Group be delegated to the Leader of Forest Heath District Council acting in consultation with West Suffolk's Lead Member for Housing.
- (4) The composition of the Company's Board of Directors to be one director from Forest Heath District Council who shall be an officer of West Suffolk Council, one director from St Edmundsbury Borough Council who shall be an officer of West Suffolk and two directors from Suffolk County Council (anticipated to be officers of Suffolk County Council), with up to an additional three directors appointed by the unanimous decision of the Shareholders.
- (5) The recommendation of Forest Heath District Council's Overview and Scrutiny Committee held on 15 October 2015 that the criteria for selection of the three additional directors as specified in the fourth bullet of paragraph 3.24 in Appendix A be amended to read *"up to three additional directors unanimously approved by the three Shareholder Councils. These will be 'independent' individuals selected for their relevant expertise and experience"*.
- (6) Authority to nominate Forest Heath's director be delegated to the Joint West Suffolk Chief Executive, in consultation with West Suffolk's Lead Member for Housing or the Leader of Forest Heath District Council.
- (7) That the approval of the Memorandum and Articles of Association be delegated to the Head of Housing and the Monitoring Officer acting in consultation with West Suffolk's Lead Member for Housing and Suffolk County Council's Director of Resources, who will act in consultation with Suffolk County Council's Cabinet Member for Finance.

- (8) Authority to negotiate and finalise the Shareholder Agreement be delegated to the Head of Housing and the Monitoring Officer, acting in consultation with the West Suffolk's Lead Member for Housing and Suffolk County Council's Director of Resources, who will act in consultation with Suffolk County Council's Cabinet Member for Finance.
- (9) That the naming of the Housing Development Company be delegated to the Head of Housing acting in consultation with the Service Manager (Corporate Communications), West Suffolk's Lead Member for Housing and Suffolk County Council's Director of Resources, who will act in consultation with Suffolk County Council's Cabinet Member for Finance.
- (10) Authority to complete and submit the necessary documentation for incorporation be delegated to West Suffolk's Monitoring Officer acting in consultation with West Suffolk's Head of HR, Legal and Democratic Services and Head of Housing and officers from Suffolk County Council.
- (11) That *in principle agreement* is given to the disposal of Forest Heath District Council's assets (land and/or buildings) to the Company at market rates.
- (12) That *in principle agreement* is given to provide to the Company funding through state aid compliant loans in line with Forest Heath District Council's existing Loans Policy.
- (13) A contribution of £125,000, funded from Forest Heath District Council's Strategic Priorities and Medium Term Financial Strategy reserve, to a total working capital loan of £500,000 subject to contributions from all Councils in the following proportions; Forest Heath District Council (25%), St Edmundsbury Borough Council (25%) and Suffolk County Council (50%).
- (14) That authority to negotiate and approve any staffing or TUPE matters arising in the future in connection with the Company's operations be delegated to the Head of HR, Legal and Democratic Services acting in consultation with the Head of Finance and Resources (s151 officer) and appropriate Suffolk County Council officers.
- (15) Once the Company's first Annual Business and Delivery Plan has been submitted to Shareholders (Forest Heath District Council, St Edmundsbury Borough Council and Suffolk County Council) and approved by the Shareholders (Forest Heath District Council's full Council, St Edmundsbury Borough Council's full Council and Suffolk County Council's Cabinet), the Company may start trading.
- (16) The detailed financial modelling contained in the exempt Appendices B, C and D, be noted and the financial viability of the exemplar sites appraised, be noted.

115. **Exclusion of the Press and Public**

See minute 116 below.

116. **Business Case to Establish a Housing Development Company - Exempt Appendices (para 3) (Report No: CAB/FH/15/048)**

The Cabinet considered Exempt Appendices B, C and D to Report No: CAB/FH/15/048 under Agenda Item 4, however no reference was made to specific detail and therefore this item was not held in private session.

The meeting concluded at 6.09 pm

**Signed by:**

**Chairman**

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# Cabinet



**Forest Heath**  
District Council

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 27 October 2015** at **6.25 pm** at the **Council Chamber, District**  
**Offices**, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

**Chairman** James Waters (Leader of the Council)  
**Vice Chairman** Robin Millar (Deputy Leader of the Council)

David Bowman                      Stephen Edwards

**By invitation:**

Simon Cole (Chairman of the Overview and Scrutiny Committee)  
Colin Noble (Chairman of the Performance and Audit Scrutiny  
Committee)

**117. Apologies for Absence**

An apology for absence was received from Councillor Andy Drummond.

**118. Minutes**

The minutes of the Cabinet meetings held on 1 September 2015 and 15 September 2015 were unanimously accepted as an accurate record and signed by the Leader.

**119. Open Forum**

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

**120. Public Participation**

There were no questions/statements from members of the public.

**121. Report from the Anglia Revenues and Benefits Partnership:  
17 September 2015 (Report No CAB/FH/15/049)**

Councillor Stephen Edwards, Portfolio Holder for Resources and Performance presented this report which provided an outline of the issues discussed by the Anglia Revenues and Benefits Partnership Joint Committee at its meeting on 17 September 2015.

On 17 September 2015, the Joint Committee considered the following substantive items of business:

(1) Performance Report.

- (2) Moving to a Single Member Joint Committee.
- (3) Welfare Reform Update.
- (4) Enforcement Agency Update.
- (5) Forthcoming Issues.

The Portfolio Holder also drew relevant issues to the attention of the Cabinet, including that the Joint Committee had recommended to the Partnering Authorities that it should move to comprising a single Member and two substitutes per authority, with the option for one of the substitutes to attend and take part in the debate (but not vote).

The report explained that on 2 June 2015, during the consideration of the report on the 'Annual Review of Cabinet Working Parties, Joint Committees/Panel and Other Groups: 2015/2016' (Report No CAB/FH/15/025 refers), the Cabinet had resolved that:

*'...the potential requirement to only have one full Member representative from each of the Councils represented on the Anglia Revenues and Benefits Partnership Joint Committee, as set out in Section 1.5.2 of Report No CAB/FH/15/025, be noted. Any required changes to the Council's representation on the Joint Committee be delegated to the Service Manager (Legal) and the Leader of the Council to action accordingly.'*

As delegated authority had already been granted to make changes to the Council's representation on the Joint Committee, there was no requirement to seek separate approval of the recommendation provided by the Joint Committee. The equivalent had also been resolved by St Edmundsbury Borough Council's (SEBC) Cabinet on 28 May 2015 and, therefore, action would be taken to implement the changes to the membership from the District Council and SEBC before the Joint Committee's next meeting in December 2015, in accordance with the resolution provided above.

With the vote being unanimous, it was

**RESOLVED:**

That the contents of the report be noted, including the decision taken under delegated authority, as detailed in Section 1.2 of Report No CAB/FH/15/049, with regard to moving to a Single Member Joint Committee.

**122. Report from the Overview and Scrutiny Committee: 10 September 2015 (Report No CAB/FH/15/050)**

Councillor Simon Cole, Chairman of the Overview and Scrutiny Committee presented this report which informed the Cabinet of the following items discussed by the Committee on 10 September 2015:

- (1) Presentation by the Cabinet Member for Planning and Growth.
- (2) Presentation on the role of Newmarket Vision and Discover Newmarket.
- (3) Local Air Quality Strategy Progress Report 2014-2015.
- (4) Decisions Plan: September 2015 to May 2016.
- (5) Work Programme Update.



Councillor Cole also drew relevant issues to the attention of the Cabinet, in relation to the above items.

With the vote being unanimous, it was

**RESOLVED:**

That the contents of the report be noted.

**123. Report from the Performance and Audit Scrutiny Committee: 24 September 2015 (Report No CAB/FH/15/051)**

Councillor Colin Noble, Chairman of the Performance and Audit Scrutiny Committee presented this report which informed the Cabinet of the following items discussed by the Committee on 24 September 2015:

- (1) Ernst and Young – Presentation of 2014/2015 ISA260 Annual Results Report to those Charged with Governance.
- (2) West Suffolk Annual Governance Statement 2014/2015.
- (3) 2014/2015 Annual Statement of Accounts.
- (4) Delivering a Sustainable Budget 2016/2017 (a separate report was included on this Cabinet agenda under Report No CAB/FH/15/052).
- (5) Annual Corporate Environmental Performance 2014/2015.
- (6) Work Programme Update.

The report highlighted that no significant governance issues had been raised, which had resulted in the successful completion of the West Suffolk Annual Governance Statement 2014/2015. In addition, no significant issues had been identified during the completion of the 2014/2015 Annual Statement of Accounts. Both sets of documentation had, therefore, been approved by the Committee.

With the vote being unanimous, it was

**RESOLVED:**

That the contents of the report be noted.

**124. Recommendation of the Performance and Audit Scrutiny Committee: 24 September 2015 - Delivering a Sustainable Budget 2016-2017 (Report No CAB/FH/15/052)**

Councillor Colin Noble, Chairman of the Performance and Audit Scrutiny Committee presented this report which sought approval for proposals to assist with the securing of a balanced budget for 2016/2017.

Paragraph 1.1.4 of the report drew relevant issues to the attention of the Cabinet, including that a number of budget saving proposals had been considered by the Committee, as set out in Section 5 and Table 2 at paragraph 5.1 of Report No PAS/FH/15/025.

Paragraph 1.1.5 of the report also explained that the Committee had supported the proposals for continuing the current scheme of gradually phasing out the Local Council Tax Support Grant by April 2017.

With the vote being unanimous, it was

**RECOMMENDED TO COUNCIL:** (9 December 2015)

That the proposals, as detailed in Section 5 and Table 2 at paragraph 5.1 of Report No PAS/FH/15/025, be included, in securing a balanced budget for 2016-2017.

**125. Approval of Community Chest Funding - Transitional Year 2015-2016 (Report No CAB/FH/15/053)**

Councillor Robin Millar, Portfolio Holder for Families and Communities, presented this report which updated the Cabinet following the review of applications for Community Chest funding in the transitional year (2015-2016) and recommended the approval of funding allocations.

The Community Chest Fund had only been established this year, therefore, funding for existing Service Level Agreements (SLA) had been moved into the Community Chest. All previous agreements had been honoured, all of which finished at the end of March 2016. As such, the remaining Community Chest funds available for allocation in 2015/2016 is £57,000.

Five applications, totalling £58,874.50 had been received and each application had been assessed by the Portfolio Holder against the agreed Community Chest criteria and the detail of these applications were set out in paragraph 1.7 of the report.

The Portfolio Holder also explained that the Community Chest budget for 2016/2017 was £185,240. The closing date for applications had been 30 September 2015 and he would be making recommendations relating to this funding at the Cabinet meeting on 22 December 2015. This would ensure that organisations would be aware of funding arrangements well in advance of the next financial year.

Whilst considering this report, the Cabinet also noted that it was being proposed that no Community Chest funding for 2015/2016 be awarded to Catch 22, Suffolk Positive Futures, but that Officers would work with them to seek alternative, external funding sources.

With the vote being unanimous, it was

**RESOLVED:**

That the allocation of funding from the Community Chest be approved, as follows:

- (a) Unit Twenty Three: £5,000.
- (b) Suffolk West Citizens Advice Bureau: £23,286 (in two phases).
- (c) Sharing Parenting: £23,214 (in two phases).
- (d) Suffolk Digital Cinema Network: £5,500.

**126. Exemption to Contract Procedure Rules: Planning and Licensing IT Maintenance and Support Systems**

The Cabinet received a narrative item which provided an exemption to the West Suffolk Contract Procedure Rules of the Constitution, relating to the

renewal of the maintenance and system support contract for the Planning and Licensing IT systems.

With the vote being unanimous, it was

**RESOLVED:**

That the exemption to the West Suffolk Contract Procedure Rules, as set out in the agenda, be noted.

**127. Decisions Plan: October 2015 to May 2016 (Report No CAB/FH/15/054)**

The Cabinet considered Report No CAB/FH/15/054, which was the Cabinet Decisions Plan covering the period October 2015 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.

**128. Revenues Collection and Performance Write-Offs (Report No CAB/FH/15/055)**

Councillor Stephen Edwards, Portfolio Holder for Resources and Performance explained that since the agenda had been published, it had been brought to his attention that the NNDR write-off listed within this report had previously been approved by the Cabinet on 15 September 2015.

Therefore, the Portfolio Holder only reported on the updated collection rates, as at September 2015, as set out in paragraphs 3.2 and 3.3 of the report.

**129. Exclusion of the Press and Public**

See Minute No. 130. below.

**130. Exempt Appendix 1: Revenues Collection Performance and Write-Offs (paras 1 and 2) (Report No CAB/FH/15/055)**

As set out in Minute No. 128. above, the NNDR write-off listed within this report had previously been approved by the Cabinet on 15 September 2015.

The Meeting concluded at 6.40 pm

**Signed by:**

**Chairman**

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# (Informal Joint) Cabinet



Forest Heath  
District Council

**Notes** of informal discussions of the **SEBC/FHDC Cabinets** held on **Tuesday 24 November 2015** at **6.00 pm** in the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds, IP33 3YU

**Present: Councillors**

St Edmundsbury Borough Council (SEBC)

John Griffiths (in the Chair for the informal discussions)

Robert Everitt	Alaric Pugh
Ian Houlder	Joanne Rayner
Sara Mildmay-White	Peter Stevens

**In Attendance:**

Susan Glossop

Forest Heath District Council (FHDC)

David Bowman	Stephen Edwards
Andy Drummond	James Waters

Prior to the formal meeting, informal discussions took place on the following three substantive items:

- (1) Office Accommodation Plan.
- (2) Recommendations of the Licensing Committee – 28 September 2015 (FHDC) / Recommendations of the Licensing and Regulatory Committee – 29 September 2015 (SEBC): West Suffolk Gambling Act 2005 Statement of Policy 2016 to 2019.
- (3) Housing Assistance Policy and Application Guidance.

All Members of Forest Heath District Council's Cabinet had been invited to attend St Edmundsbury Borough Council's Offices to enable joint informal discussions on the reports to take place between the two authorities, prior to seeking formal approval at their respective separate Cabinet meetings, immediately following the informal discussions.

The Leader of St Edmundsbury Borough Council welcomed all those present to West Suffolk House and the Lawyer advised on the format of the proceedings for the informal discussions and subsequent separate meetings of each authority.

Under their Constitutions, both Cabinets listed as standing agenda items: an 'Open Forum', which provided the opportunity for non-Cabinet Members to discuss issues with Cabinet and also 'Public Participation', which provided the opportunity for Members of the public to speak. Therefore, as any matters arising from the discussions held during these agenda items may have some bearing on the decisions taking during the separate formal meetings, non-Cabinet Members and members of the public were invited to put their questions/statements prior to the start of the joint informal discussions.

**1. Open Forum**

No non-Cabinet Members in attendance wished to speak under this item in relation to Items 4. to 6. of the agenda.

**2. Public Participation**

There were no members of the public in attendance.

**3. Office Accommodation Plan (Report Nos: CAB/FH/15/056 and CAB/SE/15/071)**

The Cabinets were presented with this report which set out the Office Accommodation Plan, which would form the basis of future office accommodation projects, including the Mildenhall Hub.

This report explained that within the next couple of years, both Councils would need to make some key decisions relating to property development/asset management projects which could impact on the delivery of services, choice of new work styles and technologies and the associated need for office accommodation.

This report provided an overarching Office Accommodation Plan which clearly articulated the rationale for such accommodation and the principles that would be adhered to when developing each of these individual development projects.

Councillors Stephen Edwards (FHDC) and Ian Houlder (SEBC), Portfolio Holders for Resources and Performance, also drew relevant issues to the attention of both Cabinets.

Members referred to paragraph 6.2 of the report and raised some concerns that the current technology used by Councillors was not considered to be robust enough and this would need to be further addressed when investigating options for the development of computer and telephony arrangements, to properly allow for Councillors to be able to operate effectively out of different buildings/public spaces.

4. **Recommendations of the Licensing Committee – 28 September 2015 (FHDC)/Recommendations of the Licensing and Regulatory Committee – 30 September 2015 (SEBC): West Suffolk Gambling Act 2005 Statement of Policy 2016 to 2019 (Report Nos: CAB/FH/15/057 and CAB/SE/15/072)**

The Cabinet were presented with the recommendations from both Licensing Committees with regard to the West Suffolk Gambling Act 2005 Statement of Policy 2016 to 2019.

The current Statement of Policy expired in January 2016 and the Committee had considered the results of the public consultation which had been undertaken on the Policy that would apply for the period 2016 to 2019. The Policy set out how both Councils, in their roles as Licensing Authorities, would carry out functions under the Gambling Act 2005. It also recognised the important of responsible gambling within the entertainment industry, whilst seeking to balance this with the key objectives of the Act.

Replies to the consultation, along with Officer responses, were attached as Appendix 1. The full consultation responses were contained in Appendices 2a, 2b and 2c. In the absence of data to support local risks and the development of a robust gambling area profile, the consultation draft of the Statement required minor revision and the key changes made were listed in paragraph 2.5 of Report No LIC/FH/15/006 and Report No LIC/SE/15/003. Further revision made as a result of the consultation were referred to in the Office Response column of Appendix 1. A final version of the document was included as Appendix 3.

The objective of the Policy was to provide a vision for the local area and a statement of intent that guided practice.

Councillor Alaric Pugh, SEBC Portfolio Holder for Planning and Growth, also drew relevant issues to the attention of both Cabinets.

5. **Housing Assistance Policy and Application Guidance (Report Nos: CAB/FH/15/058 and CAB/SE/15/073)**

The Cabinets were presented with the revised West Suffolk Housing Assistance Policy and Application Guidance (as set out within Appendix A).

Councillor Sara Mildmay-White, SEBC Portfolio Holder for Housing, explained that the West Suffolk Housing Strategy recognised the importance of maximising the use of existing housing. Both Councils offered discretionary grant assistance under the Housing Assistance Policy. The Strategy contained an action to review and revised the Policy to ensure that it continued to meet its purpose.

The review had considered that, in the main, the existing Policy helped to ensure decent safe housing for households benefiting from a grant. However, some changes were considered necessary to simplify the Policy and increase uptake. Processes would also be introduced to ensure that as much funding was recovered as possible, so that the Councils could continue to offer grants

and investment in this sector. The key changes to the Policy were set out in paragraph 1.2.1 of both reports.

The new Policy would also be promoted to encourage uptake for these grants, targeting those areas of West Suffolk, in particular, where there was a density of poorer housing and where residents may benefit from a Home Assistance Grant.

On the conclusion of the informal joint discussions at 6.24 pm, the Chairman then formally opened the meeting of Forest Heath District Council's Cabinet at 6.25 pm in the Conference Chamber East.



# Cabinet



**Forest Heath**  
District Council

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 24 November 2015** at **6.25 pm** in the **Conference Chamber East,**  
**West Suffolk House,** Western Way, Bury St Edmunds, IP33 3YU

**Present: Councillors**

**Chairman** James Waters (Leader of the Council)

David Bowman  
Andy Drummond

Stephen Edwards

131. **Apologies for Absence**

Apologies for absence were received from Councillor Robin Millar.

132. **Open Forum**

There were no non-Cabinet Members in attendance.

133. **Public Participation**

There were no members of the public in attendance.

134. **Office Accommodation Plan (Report No CAB/FH/15/056)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No CAB/FH/15/056, with the vote being unanimous, it was

**RESOLVED:**

That the Office Accommodation Plan, as set out in Report No CAB/FH/15/056, be approved, as the basis for future office accommodation projects, including the Mildenhall Hub.

135. **Recommendation of the Licensing Committee - 28 September 2015: West Suffolk Gambling Act 2005 Statement of Policy 2016 to 2019 (Report No CAB/FH/15/057)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No CAB/FH/15/057, with the vote being unanimous, it was

**RECOMMENDED TO COUNCIL:** (9 December 2015)

That the Gambling Act 2005: West Suffolk Joint Statement of Policy for the period 2016 to 2019, as contained in Appendix 3 to Report No LIC/FH/15/006, be adopted.

136. **Housing Assistance Policy and Application Guidance (Report No CAB/FH/15/058)**

Further to the joint informal discussions held prior to the meeting with St Edmundsbury Borough Council's Cabinet on Report No CAB/FH/15/058, with the vote being unanimous, it was

**RESOLVED:**

That the revised West Suffolk Housing Assistance Policy and Application Guidance, as contained in Appendix A to Report No CAB/FH/15/058, be approved.

137. **Local Council Tax Reduction Scheme and Council Tax Technical Changes 2016/2017 (Report No CAB/FH/15/059)**

Councillor Stephen Edwards, Portfolio Holder for Resources and Performance presented this report which set out recommendations on the 2016/2017 Local Council Tax Reduction Scheme (LCTRS) and technical changes from 1 April 2016.

The Portfolio Holder explained that from 1 April 2013, the Government had replaced Council Tax Benefit with a Localised Council Tax Reduction Scheme (LCTRS), which meant that the Council had to decide upon a local means tested scheme to replace the Council Tax Benefit.

Based on the overall findings of the second year review, as outlined in Sections 2 and 3 of Report No CAB/Fh15059, it was being recommended to continue the LCTRS in tis current form, including applying the current 2015/2016 level of applicable amounts within the LCTRS for 2016/2017.

With the vote being unanimous, it was

**RECOMMENDED TO COUNCIL:** (9 December 2015)

That no change be made to the current Local Council Tax Reduction Scheme or Council Tax Technical changes levels for 2016/2017.

138. **Council Tax Base for Tax Setting Purposes 2016/2017 (Report No CAB/FH/15/060)**

Councillor Stephen Edwards, Portfolio Holder for Resources and Performance, presented this report which set out the basis of the formal calculation for the Council Tax Base for the financial year 2016/2017.

The Council Tax Base calculations were used to determine the New Homes Bonus received by the Council and the level of Council Tax set. Once approved, the Tax Base for Council Tax collection purposes of 17,207.93 would be included in the Council's Medium Term Financial Strategy (MTFS).

The Head of the Anglia Revenues Partnership also commended the positive work being taken with regard to visits to empty properties to bring them back into use.

With the vote being unanimous, it was

**RECOMMENDED TO COUNCIL:** (9 December 2015)

That:-

1. The tax base for 2016/2017, for the whole of Forest Heath be 17,207.93 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No CAB/FH/15/060.
2. The tax base for 2016/2017 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/15/060.

The Meeting concluded at 6.35 pm

**Signed by:**

**Chairman**

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# Cabinet



**Forest Heath**  
District Council

<b>Title of Report:</b>	<b>Report from the Overview and Scrutiny Committee: 12 November 2015</b>	
<b>Report No:</b>	<b>CAB/FH/15/061</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	22 December 2015
<b>Chairman of the Committee:</b>	Simon Cole Chairman of the Overview and Scrutiny Committee <b>Tel:</b> 07974 443762 <b>Email:</b> <a href="mailto:simon.cole@forest-heath.gov.uk">simon.cole@forest-heath.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 12 November 2015, the Overview and Scrutiny Committee considered the following reports:  (1) Presentation by the Cabinet Member for Operations;  (2) Directed Surveillance Authorised Applications (Quarter 2);  (3) Decisions Plan: November 2015 to May 2016; and  (4) Work Programme Update.	
<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/FH/15/061, 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"/>	

<b>Consultation:</b>	<ul style="list-style-type: none"> <li>• See reports listed in Section 2 below.</li> </ul>
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>• See reports listed in Section 2 below</li> </ul>
<b>Implications:</b>	
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Are there any <b>equality</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<b>Risk/opportunity assessment:</b>	Please see background papers.
<b>Ward(s) affected:</b>	Please see background papers.
<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 Cabinet Member for Operations (Report No: OAS/FH/15/013 and Verbal)

- 1.1.1 As set out in the Council's Constitution, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall be invited to attend to given an account of his or her portfolio and to answer questions from the Committee.
- 1.1.2 Report OAS/FH/15/013 set out the overall responsibilities of the Cabinet Member of Operations who had been invited to the meeting to discuss his portfolio.
- 1.1.3 The Committee discussed the presentation and asked a number of questions of the Cabinet member to which comprehensive responses were provided. In particular discussions were held on:
- (1) Bartec – Members were advised that the Bartec in-cab technology would help in the management of the brown bins. It would show who had subscribed to the service and generate bills etc.
  - (2) Car Parking Strategy – Members were advised that a new Car Parking Strategy was progressing and would be presented to Cabinet in due course. The Strategy would include capacity; how to manage existing car parks and a number of options for Newmarket, such as signage; free overnight parking and utilising spare capacity in pocket car parks.
  - (3) CCTV – Officers were looking into the ability of having mobile CCTV cameras which could be deployed at special events such as the Christmas Market.
  - (4) Depot Road, Newmarket – Open Door who managed the site had closed the recycling centre due to rising disposal costs and declining recycle income. The charity was no longer able to operate in the current format. Officers advised that Suffolk County Council were in discussions with the charity to seek a way for the household waste site to be reopened.
  - (5) Income generation – Officers were looking into various opportunities to generate income, such as providing major cleansing operations using heavy equipment.
- 1.1.4 There being no decision required, the Committee **noted** the contents of the presentation.

### 1.2 Directed Surveillance Authorised Applications – Quarter 2

- 1.2.1 The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 requires that Members should scrutinise the authority's use of its surveillance powers on a quarterly basis.
- 1.2.2 The Monitoring Officer had advised that in Quarter 2 no such surveillance had been authorised.

1.3 **Decisions Plan: November 2015 to May 2016 (Report No: OAS/FH/15/014)**

1.3.1 The Committee considered the latest Decisions Plan, covering the period November 2015 to May 2016

1.3.2 The Committee considered the Decisions Plan and discussed the Core Strategy Single Issue Review, which was scheduled to be presented to Cabinet on 1 March 2016. The Chairman suggested having a short presentation on the Core Strategy Single Issue Review setting out what it was; the options and how it would be presented to the public.

1.3.1 The Committee **RESOLVED** that it receives a short presentation on the Core Strategy Single Issue Review setting out what it was; the options and how it would be presented to the public.

1.4 **Work Programme Update (Report No: OAS/FH/15/015)**

1.4.1 The Overview and Scrutiny Committees has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting. The work programme also leaves space for Call-ins and Councillor Calls for Action.

1.4.2 The Committee considered the rolling work programme and **noted** the annual items expected to be presented to the Committee during 2016.

**2. Background Papers**

2.1.1 [Report No: OAS/FH/14/013](#) to the Overview and Scrutiny Committee: Presentation by the Cabinet Member for Operations

2.1.2 [Report No: OAS/FH/15/014](#) & [Appendix 1](#) to the Overview and Scrutiny Committee: Decisions Plan November 2015 to May 2016

2.1.3 [Report No: OAS/FH/15/015](#) to the Overview and Scrutiny Committee: Work Programme Update



# Cabinet



Forest Heath

District Council

<b>Title of Report:</b>	<b>Report of the Performance and Audit Scrutiny Committee: 25 November 2015</b>	
<b>Report No:</b>	<b>CAB/FH/15/062</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	22 December 2015
<b>Portfolio Holder:</b>	Stephen Edwards Portfolio Holder for Resources and Performance <b>Tel:</b> 01638 660518 <b>Email:</b> <a href="mailto:stephen.edwards@forest-heath.gov.uk">stephen.edwards@forest-heath.gov.uk</a>	
<b>Chairman of the Committee:</b>	Colin Noble Chairman of the Performance and Audit Scrutiny Committee <b>Tel:</b> 07545 423795 <b>Email:</b> <a href="mailto:colin.noble@forest-heath.gov.uk">colin.noble@forest-heath.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>	<p>On 25 November 2015, the Performance and Audit Scrutiny Committee held an informal joint meeting with members of Forest Heath's Performance and Audit Scrutiny Committee, and <u>considered the first five items jointly:</u></p> <ol style="list-style-type: none"> <li>(1) Mid Year Internal Audit Progress Report 2015-2016;</li> <li>(2) Subscription Charge for the Brown Bin Service;</li> <li>(3) Balanced Scorecard Quarter 2 Performance Report (2015-2016);</li> <li>(4) West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2015;</li> <li>(5) Work Programme Update;</li> <li>(6) Ernst and Young – Presentation of Annual Audit Letter (2014-2015);</li> </ol>	

	<p>(7) Financial Performance Report (Revenue and Capital) Quarter 2 – 2015-2016;</p> <p>(8) Delivering a Sustainable Budget 2016-2017 – Update; and</p> <p>(9) Mid Year Treasury Management Report and Investment Activity (1 April – 30 September 2015)</p>
<b>Recommendation:</b>	<b>The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/FH/15/062, being the report of the Performance and Audit Scrutiny Committee.</b>
<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>Report for information only.</p>
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>• See reports listed in Section 2 below.</li> </ul>
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>• See reports listed in Section 2 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"/> Please see background papers.
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers
<i>Are there any <b>legal and/or policy</b> implications?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any <b>equality</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<b>Risk/opportunity assessment:</b>	Please see background papers.
<b>Ward(s) affected:</b>	Please see background papers.
<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 Mid-Year Internal Audit Progress Report 2015-2016 (Report No: PAS/FH/15/028)**

1.1.1 The Committee received and **noted** the report, which advised Members of the work of the Internal Audit Section for the first half of 2015-2016 (Appendix A), including the variety of corporate projects and activities which were supported through the work of the team.

1.1.2 The report also included an update on progress made against the 2015-2016 Internal Audit Plan previously approved by the Committee in June 2015.

### **1.2 Subscription Charge for the Brown Bin Service (Report No: PAS/FH/15/029)**

1.2.1 The Committee was asked to consider and approve in principle a West Suffolk subscription charge for the brown bin service to take place from April 2016.

1.2.2 Following the agreement of full Council to implement a subscription charging scheme between £35 and £50, additional work had been undertaken to ascertain the most appropriate charging level. Based on analyses contained within Report No: PAS/SE/15/029, it was recommended that the subscription charge be set at £40 per year, per bin, per household. Further details around the practicalities of the scheme were currently being worked through. However, it was anticipated that if households were allowed additional brown bins these would also be charged at £40 per year. The implementation and take-up of the scheme would be reviewed in three years or before, if necessary.

1.2.3 The £40 charge across West Suffolk had been established to reflect a range of variables and assumptions and had also taken into account:

- Experience elsewhere;
- Impact on the service revenue budget; and
- Enabling efficient payment transactions.

1.2.4 Members scrutinised the report in detail and asked a number of questions to which responses were duly provided. In particular discussions were held on:

- Whether the annual brown bin subscription charges should be set at £39 or £40;
- The administrative costs for the collection of the subscription charges;
- The types of payment system to be used for the collection of the subscription charges and how residents would be able to pay for this service; and
- For the scheme to be reviewed after a one year take-up.

1.2.5 As the final detail on some of the issues discussed were not currently available, Members requested a further update to be provided to the next

meeting of the Performance and Audit Scrutiny Committee on 28 January 2016.

1.2.6 It was **RECOMMENDED to the Head of Operations:**

That the Performance and Audit Scrutiny committee, approves, in principle, the £40 brown bin annual subscription charge, as detailed in Report No: PAS/FH/15/029, and agree to the implementation of the charge with effect from 1 April 2016 by the Head of Operations, in line with the Council's Fees and Charges Policy, subject to further consideration of:

- (1) the administrative costs for the collection of the subscription charges;
- (2) the types of payment systems to be used for the collection of the subscription charges and how residents would be able to pay for this service;
- (3) reviewing the scheme after a one year take-up; and
- (4) a further update be presented to the Performance and Audit Scrutiny Committee at its meeting on 28 January 2016.

1.3 **Balanced Scorecards Quarter 2 Performance Report 2015-2016 (Report No: PAS/FH/15/030)**

1.3.1 The Committee received noted Report No: PAS/SE/15/030, which set out the West Suffolk Balanced Scorecards being used to measure the Council's performance for 2015-2016 and an overview of performance against those indicators for the second quarter of 2015-2016. The six balanced scorecards (attached at Appendices A to F) were linked to the Head of Service areas, including the proposed performance measures, targets and quarter one data.

1.3.2 Most indicators reported performance against an agreed target using a traffic light system with additional commentary provided for performance indicators below optimum performance.

1.3.3 Across all service balanced scorecards, there were indicators measuring the performance of the transactional finance functions. These were "% of non-disputed invoices paid within 30 days" and "% of debt over 90 days old". In the first quarter of the year, against these indicators, all services areas had failed to meet the targets of more than 95% of non-disputed invoices paid with 30 days and less than 10% of debt over 90 days old.

1.3.4 The finance and performance team had been working with service areas to try and improve performance against both of these measures. As a result of this, performance against both of these indicators had improved across the council. Invoices paid within 30 days had risen from 78.50% in June to 87.96% in September. Debt over 90 days had dropped from 62.53% in June to 47.25% in September. Although these figures were still not within the target range, it shows improvements had been made.

1.4 **West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2015(Report No: PAS/FH/15/031)**

1.4.1 The Committee received and **noted** the second quarterly risk register

monitoring report in respect of the West Suffolk Strategic Risk Register. The Register was updated regularly by the Risk Management Group and at its recent meeting in November 2015 the Group reviewed the target risk, the risk level where the Council aimed to be, and agreed a current risk assessment. These assessments formed the revised West Suffolk Risk Register (Appendix 1). Some individual controls and actions had been updated and those which were not ongoing and had been completed by September 2015 had been removed from the Register.

1.4.2 There had been no new risks or amendments made to any existing risk and no new risks had been closed since the Strategic Risk Register was last reported to the Committee.

1.4.3 Members scrutinised the report and asked questions to which officers duly responded.

#### 1.5 **Work Programme Update (Report No: PAS/FH/15/032)**

1.5.1 The Committee received and **noted** its Work Programme which provided information on current items scheduled to be presented to the Committee during 2016.

#### 1.6 **Ernst and Young – Presentation of Annual Audit Letter (2014-2015) (Report No: PAS/FH/15/033)**

1.6.1 The Committee received and **noted** this report which updated Members on the outcome of the annual audit of the 2014-2015 financial statements by Ernst Young as detailed in their Annual Audit Letter for 2014-2015, attached as Appendix 1 to Report No: PAS/FH/15/033. The letter was for information and confirmed the completion of the audit of the 2014-2015 financial statements.

1.6.2 It was reported that the planned audit fee for the year remained unchanged (£62,745). Works on the certification of claims and returns had not yet been completed and the final fee in relation to this work would be reported to its meeting on 28 January 2016.

1.6.3 The Committee were also informed that the Accounts and Audit Regulations 2015 had been laid before Parliament in February 2015. A key change in the Regulations now meant that from the 2017/2018 financial year, the timetable for the preparation and approval of accounts would be brought forward. Therefore, as a result, the Council would need to produce draft accounts by 31 May, for auditing by 31 July.

#### 1.7 **Financial Performance Report (Revenue and Capital) Quarter 2 (2015-2016) (Report No: PAS/FH/15/034)**

1.7.1 The Committee received and **noted** the quarterly monitoring report which informed Members of the year end forecast financial position.

1.7.2 The current forecasted position for the Revenue Budget year end was expected to be on budget. Members noted the current position and the significant variances, as outlined in paragraph 1.3.1 of the report.

- 1.7.3 In terms of the Council's Capital financial position, the Council had spent £2,742,110 of its capital budget of £14,405,247 as at 30 September 2015. The table set in paragraph 1.3.2 of the report provided a high level summary of capital expenditure against budget for 2015-2016, as well as the year end forecast variances of £2,511,000. A summary of the earmarked reserves along with the forecast year end position for 2015-2016 was also included within the report.
- 1.7.4 The Resources Team would continue to work with Budget Holders to monitor capital spend and project progress closely for the remainder of the financial year and an updated position would be presented to the Performance and Audit Scrutiny Committee on a quarterly basis.
- 1.7.5 Members discussed the report and asked questions in relation to the report, to which responses were provided.

1.8 **Delivering a Sustainable Budget 2016-2017 – Update Report (Report No: PAS/FH/15/035)**

- 1.8.1 The Committee received and **noted** the report which updated members on progress made towards delivering a balanced budget for 2016-2017. The report included additional pressures and progress made to date in achieving the 2016-2017 savings target. These were now being incorporated into the budgets, over and above those items which had been brought to the Committee at its September 2015 meeting.
- 1.8.2 The update showed that there was currently a small budget gap in 2016-2017. Officers were confident that other proposals currently being finalised would close the gap.
- 1.8.3 The update also included an assumption of a Council Tax freeze for 2016-2017. However, this part of the budget setting process was subject to a full Council decision on 24 February 2016. The position was also prior to communication of the Finance Settlement announcement in December 2015 and could, therefore, change as a result. Figures contained within the report were also subject to final calculation of the tax base.

1.9 **Mid-Year Treasury Management Performance Report and Investment Activity (1 April to 30 September 2015) (Report No: PAS/FH/15/036)**

- 1.9.1 The Committee received and **noted** the mid-year report, which summarised the Treasury Management activity for the first six months of the 2015-2016 financial year.
- 1.9.2 The Committee scrutinised the report and asked questions to which responses were provided. In particular, the Committee requested for more information to be provided, in future reports, on the breakdown of the investment balances held and for these to be split between the Councils' Revenue, Capital and General Fund Reserves. The Acting Head of Resources and Performance confirmed that this would be included in future reporting, within the table which summarised the investment activities during the report period.

## **2. Background Papers**

- 2.1.1 [Report No: PAS/FH/15/028](#) & [Appendix A](#) to the Performance and Audit Scrutiny Committee: Mid-year Internal Audit Progress Report 2015-2016
- 2.1.2 [Report No: PAS/FH/15/029](#) to the Performance and Audit Scrutiny Committee: Subscription Charge for the Brown Bin Service
- 2.1.3 [Report No: PAS/FH/15/030](#) & [Appendix A](#) (Resources and Performance), [Appendix B](#) (Families and Communities), [Appendix C](#) (HR, Legal and Democratic), [Appendix D](#) (Planning and Growth), [Appendix E](#) (Operations) and [Appendix F](#) (Housing) to the Performance and Audit Scrutiny Committee: Balanced Scorecards Quarter 2 Performance Report 2015-2016
- 2.1.4 [Report No: PAS/FH/15/031](#) & [Appendix 1](#) to the Performance and Audit Scrutiny Committee: West Suffolk Strategic Risk Register Quarterly Monitoring Report - September 2015
- 2.1.5 [Report No: PAS/FH/15/032](#) to the Performance and Audit Scrutiny Committee: Work Programme Update
- 2.1.6 [Report No: PAS/FH/15/033](#) & [Appendix 1](#) to the Performance and Audit Scrutiny Committee: Ernst and Young – Presentation of Annual Audit Letter 2014-2015
- 2.1.7 [Report No: PAS/FH/15/034](#) & [Appendix A](#), [Appendix B](#), [Appendix C](#) & [Appendix D](#) to the Performance and Audit Scrutiny Committee: Financial Performance Report (Revenue and Capital) Quarter 2 – 2015-2016
- 2.1.8 [Report No: PAS/FH/15/035](#) to the Performance and Audit Scrutiny Committee: Delivering a Sustainable Budget 2016-2017 Update
- 2.1.9 [Report No: PAS/FH/15/036](#) & [Appendices 1 to 3](#) to the Performance and Audit Scrutiny Committee: Mid-year Treasury Management Performance Report and Investment Activity (April – September 2015)

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# Cabinet



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Car Parking Review</b>	
<b>Report No:</b>	<b>CAB/FH/15/063</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	22 December 2015
<b>Portfolio holder:</b>	David Bowman Portfolio Holder for Operations <b>Tel:</b> 07711 593737 <b>Email:</b> <a href="mailto:david.bowman@forest-heath.gov.uk">david.bowman@forest-heath.gov.uk</a>	
<b>Lead officer:</b>	Darren Dixon Car Parking Services Manager <b>Tel:</b> 01284 757413 <b>Email:</b> <a href="mailto:darren.dixon@westsuffolk.gov.uk">darren.dixon@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To review the management and operation of car parking in Forest Heath.	
<b>Recommendation:</b>	<p><b>It is <u>RECOMMENDED</u> that subject to the adoption of the budget by Council, it is recommended that Cabinet:</b></p> <p><b>(i) Approve the recommendations set out in Paragraph 2.4 and instruct Officers to issue a revised Traffic Road Order for public consultation.</b></p> <p><b>(ii) Note the investigation by Suffolk County Council into on-street parking and agree the next steps.</b></p>	
<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p>(a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:</p> <p>(i) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;</p>	

<p><i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i></p>			
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>• Newmarket Vision Transport Group</li> <li>• Newmarket Vision Town Centre/Tourism Group</li> <li>• Newmarket Retailers Association</li> <li>• Suffolk County Council</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>• To make no changes to car parking tariffs and car parking restrictions to address capacity issues in Newmarket</li> <li>• Introduction of charges across all market towns in the district.</li> </ul>	
<b>Implications:</b>			
<p>Are there any <b>financial</b> implications? If yes, please give details</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Recommendations if agreed would generate net additional income for the car parking account.</li> </ul>	
<p>Are there any <b>staffing</b> implications? If yes, please give details</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Any increase in the levels of enforcement would require additional staff resource</li> </ul>	
<p>Are there any <b>ICT</b> implications? If yes, please give details</p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>Are there any <b>legal and/or policy</b> implications? If yes, please give details</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• A variation to the current Traffic Road Order will be required to adopt changes.</li> </ul>	
<p>Are there any <b>equality</b> implications? If yes, please give details</p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<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)
Car parking tariffs are set incorrectly resulting in sub-optimal performance	Medium	Regular consultation should be carried out to provide clear rationale for proposed changes	Low
Town centres adversely affected by tariff changes	Low	Feedback from customers/ Stakeholders and benchmarking information	Low
<b>Ward(s) affected:</b>		All	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None	

**Documents attached:**

*(Please list any appendices.)*

**Appendix 1** – Existing Car Parking Tariffs

**Appendix 2** – Car Parking Income 2014-15

**Appendix 3** – Home of Horseracing Visitor Profile

**Appendix 4** – Newmarket On-Street Parking Investigation (Suffolk County Council)

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

### 1.1 Background

- 1.1.1 The last review of car parks in Forest Heath was undertaken in 2012. The profile of car parking has since changed, operation costs have risen and future developments, particularly in Newmarket town centre, are on the horizon.
- 1.1.2 Across the 13 public parks, the District Council provides 1,199 car parking spaces in Forest Heath. This can be broken down as set out in Table 1 below.

Table 1

Location/ Car Park	Short Stay	Long Stay
Newmarket		
Guineas	238	105
Rouse Road	197	
Market Square	58	
All Saints		162
Grosvenor Yard		76
St Marys		40
George Lambton		40
Mildenhall		
Recreation		133
Carters Yard	20	
Brandon		
Bury Road		58
George St		40
Lakenheath		
Wings Road		32

In the towns of Mildenhall, Lakenheath and Brandon the vast majority of car parking is long stay provision and free to use by the general public. Newmarket car parks are chargeable and places restrictions on maximum length of stay.

- 1.1.3 Newmarket has 874 off street car parking spaces in the town centre; short stay provision accounts for 56% (491 spaces) and long stay 44% (383 spaces). The current car park tariffs for Newmarket are set out in Appendix 1
- 1.1.4 The use of car parks varies by location and across different times of the week. Usage is measured by the number of car parking events in each car park which is recorded when a ticket is purchased from a Pay and Display machine and therefore, only accurate data is available for Newmarket. Data from our systems suggest car parking events in Newmarket has dipped in recent years (as illustrated below) but has shown an increase over the past nine months and predicted to return to 2012 levels by the end of 2015.

2012	657,996 car parking acts
2013	652,867 car parking acts
2014	626, 867 car parking acts

Year to date: Jan to Oct 2015 – 467,063 car parking acts (Jan to Oct 2014 – 430,898)

- 1.1.5 The car parking operation in the towns of Mildenhall, Lakenheath and Brandon is more self-regulatory in the absence of charging or restrictions on permitted length of stay parking. The Council’s team of Car Parking Attendants have audited the car parks by counting of parked cars and report the following:

	Average Occupancy
Mildenhall – Recreation CP	60%
Mildenhall – Carters Yard	75%
Brandon – George St	85%
Brandon – Bury Road	80%
Lakenheath	60%

- 1.1.6 The industry standard for an efficient car park is an occupancy rate of 95%. The recorded use of the Mildenhall, Lakenheath and Brandon car parks suggest they operate well below this rate and can accommodate significant growth in the medium to long term.

- 1.1.7 A more comprehensive survey has been conducted in Newmarket to measure the capacity of the car parks. Over a period of one week in November, December, January, March, April and May, a count of available spaces between 9am and 4pm was undertaken on an hourly basis.

- 1.1.8 The results of this survey are set out in Table 2, which illustrates the peak levels of occupancy across the short stay car parks at peak times (Saturdays and Market day 11am – 2pm). December has the highest levels of occupancy at which time the car parks are working at near optimal efficiency.

Table 2 - Peak time short stay car parking is between 11am- 2pm

Car Park	Nov	Dec	Jan	March	Apr	May
Guineas	88%	93%	74%	78%	81%	80%
Rouse	80%	90%	73%	70%	72%	70%
Market	95%	96%	90%	92%	94%	95%

- 1.1.9 Occupancy decreases significantly outside peak times with the exception of Market Square, as set out in Table 3.

Table 3 - Off peak short stay car parking 9-11am and 2-5pm

Car Park	Nov	Dec	Jan	March	Apr	May
Guineas	58%	66%	50%	54%	54%	58%
Rouse	51%	65%	45%	55%	52%	50%
Market	90%	92%	88%	85%	90%	90%

- 1.1.10 The survey results found that Long stay car parking has approximately 30-35% available capacity (Table 4) which marginally decreases in December. On average 110 long stay spaces across the town are available at most times.

Table 4 – Long- stay car parking

Car Park	Nov	Dec	Jan	March	Apr	May
Guineas	77%	81%	73%	75%	72%	75%
All Saints	58%	61%	56%	57%	58%	58%
Grosv.	70%	72%	68%	72%	70%	70%
St Marys	90%	94%	88%	90%	85%	88%

## 1.2 **Financials**

- 1.2.1 Income into the car parking account was £546,274 in 2014-15 (as set out in Appendix 2) with total expenditure accounting for £484,008.
- 1.2.2 Income increased by £45,668 in 2014-15 from £500,606 in 2013-14. This is largely due to the new lease arrangement with Premier Inn for car parking spaces on the Guineas Car Park and an increase in car parking events over the last six months of the 2014-15 financial year, a trend that has continued this year.
- 1.2.3 Assuming the visitor projections to the Home of Horse Racing is correct and an additional 20,000 parking events in the town over the first year of operation is achieved, it is estimated that an additional £30,000 based on existing charges will be derived from car parking income in 2016/17.

## 1.3 **Key Issues**

### 1.3.1 Home of Horse Racing (HOHR), Newmarket

The Home of Horse Racing (HOHR) is due to open in Summer 2016. It is estimated that the total number of visitors in the first year of business will be in the region of 52,000 people. The project team has assumed that 1 in every 3 admissions will have to park a car and that the average duration of stay will be between 3-4 hrs. A profile of visitor parking in the town has been developed by the HOHR and is set out in Appendix 3.

1.3.2 The capacity of Newmarket car parks to accommodate the increase in parking events arising from the HOHR has been assessed as part of this review. Visitors to the Home of Horse Racing will be directed to Rouse Road and All Saints Car parks which are the nearest car parks and have the greatest capacity to accommodate visitors. Minded of the profiling in Appendix 3 and that existing visitors to the current National Horse Racing Museum account for approximately 5,000 parking events per year, the following impact on car occupancy has been calculated in Table 5.

1.3.3 This table sets out the anticipated change in use of the car parks arising from these assumptions, with the most significant changes in bold. The revised occupancy figures assume the maximum number of daily visitors to the HOHR by month, and therefore is the worst case scenario.

Table 5 – Occupancy post HOHR opening

Car Park	Nov	Dec	Jan	March	April	May
Peak Short Stay						
Guineas	90%	95%	75%	78%	81%	80%
Rouse	<b>87%</b>	<b>94%</b>	<b>78%</b>	<b>87%</b>	<b>91%</b>	<b>91%</b>
Market	95%	96%	90%	92%	94%	95%
Long Stay						
Guineas	80%	85%	75%	78%	75%	78%
All Saints	<b>65%</b>	<b>68%</b>	<b>63%</b>	<b>85%</b>	<b>90%</b>	<b>90%</b>
Grosv	74%	75%	70%	74%	74%	70%
St Marys	90%	94%	88%	90%	85%	88%

1.3.4 The predicted occupancy forecast does retain an element of capacity within the car parks for natural growth of the local economy and housing, and future review of the Residential Permit Zone. It is estimated that even at the busiest times of the year, approximately 100 long and short stay spaces will be available across the town. This will be the case on Newmarket Race Days as baseline occupancy testing was conducted over the Guineas weekend.

1.3.5 Due to the number of unknowns regarding visitor numbers and profiling of the HOHR, action will be needed to monitor usage and capacity trends over 2016/17 to understand changes to car parking demand.

#### On Street Parking

1.3.6 Forest Heath DC appointed Suffolk County Council to investigate the feasibility of Residents Parking Zones in Newmarket in October 2013. The two areas identified were labelled the All Saints Road area to the south-east of the High Street and the Rowley Drive area to the north-west. Set out in Appendix 4 is the final report provided by Suffolk County Council on the investigations.

In summary, 1650 letters were hand delivered to all residents within the targeted areas in January 2014. There was a total of 310 questionnaires returned from the 1128 delivered in the All Saints Road area (an overall

response rate of 27.5%); and there were a total of 101 questionnaires returned from the 536 delivered in the Rowley Drive target area (an 18% response rate).

Key issues identified from the questionnaires was:

- 1.3.7
- Strong emphasis on problems resulting from the introduction of charges for the public car parks.
  - Town workers/shoppers avoiding charges and parking in residential areas (too expensive for daily use).
  - Public car parks are not being utilised (they should be cheaper or free for residents)
  - Private car parks too expensive (currently £300 per annum)
  - Problems can be at any time; Workers/Shoppers (daytime), Residents (evenings)
  - Migration of residential parking from neighbouring streets
  - Elderly/Disabled/Young families can be forced to park a distance from home
  - Divided opinion on a neighbourhood parking scheme - usually with a strong emphasis on cost
  - If residents do approve of a neighbourhood parking scheme they expect permits at a reasonable fee (some expect free permits).
  - Limited Spaces - even if the scheme was introduced there are too many cars for the number of spaces available.
  - Dangerous parking - junctions, bends, pavement, both sides of the road (narrow streets), potentially blocking emergencies.
  - Unsociable/Disrespectful parking - blocking driveways & entrances, inefficient parking, parking in turning bays, no space for deliveries or tradesmen.
  - No enforcement of current restrictions
  - Excessive existing restrictions (at specific locations) - suggests single yellows after 6pm etc.
  - New housing developments with no new designated parking
  - Residents are conscious of and wish to support the local economy.

A follow up public drop-in session was held on 25th November 2014 attended by 75 separate residential addresses and several local councillors, who reiterated the comments above.

- 1.3.8
- Suffolk County Council presented the draft findings of the review to the Newmarket Vision Transport Group in July 2015 and the group noted the recommendation by Suffolk County Council that in the knowledge that FHDC parking services are proposing changes as set out in this report, any future impact of these changes will need to be reviewed prior to any actions to alleviate the on-street parking issues.



### 1.3.9 Stakeholder Consultation

The Newmarket Vision group has reviewed car parking provision in the town and a workshop was held with representatives of the Newmarket Vision Transport and Town Centre / Tourism groups, the County Council, the Police Authority, Newmarket Town Council and the Home of Horse Racing.

Key outcomes from the workshop were:

- Off-Street Car parking provision in the Town was considered as good
- Signage to the car parks is poor
- Parking charges are not expensive
- More on and off street parking enforcement is required
- The most important factor for a good car park was in order of preference (i) easy to find; (ii) availability of car parking spaces; (iii) close to destination; (iv) safety; (v) flexibility of payment method and (vi) lowest tariff.

1.3.10 The group considered what changes would most improve car parking in Newmarket and the clear recommendations were (i) Improved signage to the car parks; (ii) the review of High Street parking restrictions; (iii) introduction of weekly long stay tickets; and increased enforcement of the car parks.

1.3.11 The issue of enforcement was a reoccurring theme by all. Concerns were expressed that the District Council had too few parking attendants patrolling the car parks, that not enough Excess Charge Notices are being issued and that on street restrictions (particularly in the High Street) were not being enforced. The group made clear recommendations that a review of parking arrangements on the High Street should be undertaken by Suffolk County Council with a view to the implementation of a short stay Pay and Display scheme; that at least one additional Parking Attendant should be employed to enforce off-street car parking provision; and the District Council should increase the fine for Excess Parking Notices from £20 to £35 if paid within 14 day and from £40 to £70 within 28 days (in line with our partner authority, St Edmundsbury BC). Views were expressed that the increase in fine income should avoid the need for any substantial increases in car parking tariffs, with specific reference to short stay parking.

1.3.12 On the issue of tariffs, the level of short stay charges was considered to be at an appropriate level to support the vitality of the 'retail and services offer' in the town centre. Nevertheless recognition was made to the cost of delivering the car parking service and the need to make improvements to it (as highlighted above).

1.3.13 The group were minded that the opening of the Home of Horse Racing attraction would generate considerably more foot-fall in the town centre on a Sunday and Bank Holiday, and supported the implementation of charges at these times to ensure that visitors contributed to overall costs of the service

and provide resources for the car parks to be managed and enforced.

- 1.3.14 It was also felt that the tariff for long stay parking was very good value and that this should be maintained for those working in the town. However the view was that long stay tariff should be increased for casual usage and that the introduction of a weekly ticket offering discounted parking should be introduced to ensure the daily cost of parking for regular users remained unchanged.
- 1.3.15 The conclusions from the workshop has been considered and endorsed by the full membership of the Newmarket Vision Transport Group at its meeting on 16 October 2015.
- 1.3.16 Consultation has also been undertaken with the Newmarket Retailers Association and they would support the package of proposals as recommended by the Newmarket Vision Transport Group.

#### Pocket Car Parks

- 1.3.17 Forest Heath District Council has six Pocket Car Parks located in All Saints Road, Grandy Street and Queen Street. They provide 67 spaces which are available for lease to local residents. The number of residents leasing spaces on Pocket Car Parks has fallen in recent years to approximately 36 spaces occupied. This has caused a number of issues for the authority and the town:
- i. Unoccupied spaces in the Pocket Car Parks puts more pressure on parking on-street for local residents
  - ii. Displacement of cars from on-street residential areas into the public car parks at times of high occupancy
  - iii. Income from Pocket Car Parks has fallen and is putting financial pressures on the car parking budget
  - iv. Feedback from residents is that the charges have been set high and does not reflect standard of living rises in recent years.
- 1.3.18 As a result, the cost of renting a Pocket Car parking space has been reduced from £300 to £150 plus VAT per annum. A total of 48 spaces are now occupied with capacity of 6 spaces available for Granby Street Friendship House and 13 spaces on the All Saints/Snooker Hall Pocket car parks, which has traditionally had a low level of popularity. Members may wish to consider releasing these spaces to the general public mind-full of the potential car parking pressures arising from the Home of Horse Racing in this area of the town.

## 2.0 **Recommendations and Conclusions**

- 2.1 The review has focused on the ability of the District's car parks to manage capacity, to provide a high quality of service, provide affordable car parking and meet the challenges of the Mid Term Financial Strategy.
- 2.2 This report does not conclude that the District has a shortfall in car parking either now or in the short to medium term. Clearly a review of capacity will be

required on a regular basis to monitor the impact of the Home of Horse Racing, changes in the local economy of our market towns and housing growth across the district.

2.3 The report makes no proposals to change parking provision or introduction of tariffs in Brandon, Lakenheath or Mildenhall at this time but have engaged the Town Council for comment.

2.4 Across all car parks, it is recommended to increase the Excess Parking Notice fines from £20 to £35 if paid within 14 days; and from £40 to £70 within 28 days of issue. The additional income will fund an additional Parking Attendant in District.

With regard to Newmarket Car Parks, the following changes are recommended:

- i. Increase Long Stay Charges and 'up to 8hrs charge' to £2.50
- ii. Increase 'up to 4 hrs' charge in All Saints car park to £1.80
- iii. Implementation of a weekly ticket at a charge of £10.00
- iv. Implementation of Sunday (11am to 4pm) and Bank Holiday (10am to 4pm) charges in line with tariffs for any other days of the week
- v. Implement an 'up to 4hrs' charge on Rouse Road of £2.00
- vi. Car parking regulations and charging in off street car parks to commence at 9.00am rather than 8.00am
- vii. Introduction of charges for Disabled Bays (with an allowance for users to be given twice as much time to use the at no additional charge)
- viii. To upgrade directional highway signage to the Car Parks
- ix. To instruct Suffolk County Council Highways to review car parking restrictions on Newmarket High Street with a view to implementing Pay and Display scheme
- x. That the Overview and Scrutiny Committee receive a report each October outlining any changing of tariffs or the Traffic Regulation Orders (TRO's)
- xi. Review the occupancy of Pocket Car Park spaces in light of the recent price reduction in rent

2.5 The recommendations will generate an estimated additional income from tariffs of £66,500 (less VAT) in 2016-17 (Sunday/Bank Holiday charges - £45,000; Long Stay charges £8,500; and new short stay tariff in Rouse Road £13,000). An increase in Excess Charge Notice fee will generate additional income of £17,000 that will off-set any cost for additional resources for enforcement.

- 2.6 Members will note that an application to the Suffolk County Council On Street Car Parking Account fund to upgrade highway signage to the car parks has been successful and will be implemented in the new year.
- 2.7 The investigation by Suffolk County Council into on-street parking is attached in Appendix 4 and Members are asked to note the outcomes and agree the next steps.

## **Appendix 1 – Existing Car Parking Tariffs**

### Short Stay Tariffs

Rous Road, Market Square and Guineas

Up to 2 hours	60p
Up to 3 hours	£1.00

### Long Stay Tariffs

Guineas

All Day	£2
---------	----

All Saints Road, Grosvenor Yard and Church Lane

Up to 2 hours	60p
Up to 3 hours	£1.00
Up to 4 hours	£1.60
Up to 8 hours	£2.00

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## Appendix 2 – Car Parking Income 2014-15

<b>Description</b>	<b>Amount £</b>
Parking Charges - Rous Road	102,667.02
Parking Charges - Guineas	213,475.56
Parking Charges - All Saints Road	55,877.03
Parking Charges - Church Lane	18,396.62
Parking Charges - Grosvenor Yard	34,112.01
Parking Charges - Market Square	36,555.32
Premier Inn	25,666.67
Pocket Car Parks	7,942.58
RingGo	4,630.60
Excess Charge Notice / Parking Fine	22,480.00
Parking Permit	19,290.41
Vending Machine	3,056.32
Court income	2,124.32
	<b>546,274.46</b>

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### Appendix 3 – Home of Horseracing Visitor Profile

Based on the HOHR visitor profile projections, the breakdown of visitors per year will be:

Apr – September                      More than 5,000 visitors per month

March, Oct                              More than 3,000 visitors per month

Nov – Feb                                Less than 2,500 visitors per month

It is estimated that May will be the busiest month of the year for admissions and January the quietest. As such the following profile for car parking acts has been produced:

Vehicles per day in May

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
61	66	81	100	94	78	54

Vehicles per day in January

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
12	13	16	24	19	16	11

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## **Newmarket On-Street Parking Investigation**

### **Final Report**

## Contents

### **Introduction**

- 1.1 Target Areas

### **Consultation Stage 1**

- 2.1 Letter Drop
- 2.2 Questionnaire

### **Questionnaire Results**

- 3.1 All Saints Road Area Responses
- 3.2 All Saints Road Area Comments
- 3.3 Rowley Drive Area Responses
- 3.4 Rowley Drive Area Comments

### **Stage 1 Review**

- 4.1 Meeting with Councillors
- 4.2 Refined All Saints Road Target Area
- 4.3 Refined Rowley Drive Target Area

### **Consultation Stage 2**

- 5.1 Drop-In Session

### **Consultation Overview**

- 6.1 Widespread Residential Concerns
- 6.2 Possible Implementation

### **Summary**

- 7.1 Recommendations

**Appendix A:** Original target areas

**Appendix B:** Questionnaire delivered to affected residents

**Appendix C:** All Saints Road area - summary of questionnaire responses

**Appendix D:** Rowley Drive area - summary of questionnaire responses

**Appendix E:** Refined target areas

**Appendix F:** Drop-in Session: summary of issues raised

## **Executive Summary**

### **1.1 Introduction**

Forest Heath District Council (FHDC) appointed Suffolk Highways (SH) in October 2013 to investigate residential on-street parking issues within the town. The investigation was specifically aimed at analysing two areas adjacent to the town centre where the majority of concerns originate. The two areas identified were labelled the All Saints Road area to the south-east of the High Street and the Rowley Drive area to the north-west.

### **1.2 Targeted Areas**

The All Saints Road area was the larger of the two areas and incorporated approximately 1150 properties and businesses. The perimeter of this area spanned the southern side of the High Street, Moulton Rd, Old Station Road, All Saints Road, The Granary and The Avenue, please refer to Appendix A.

The Rowley Drive area incorporated approximately 550 properties and businesses. This area included a perimeter of Fred Archer Way, Exeter Road, the Icewell Hill estate, Rowley Drive, Black Bear Lane and Fitzroy Street, please refer to Appendix A.

(Note. Both the target areas were later refined during the consultation process.)

## **Consultation Stage 1**

### **2.1 Letter Drop**

To gauge public opinion 1650 letters were hand delivered to all residents within the targeted areas in January 2014. Within each letter there was a covering letter inviting recipients to express their parking concerns, a plan of the targeted area, a simple questionnaire and a pre-paid envelope. The letter drop was advertised in the local press and recipients were also asked to visit the consultations page on the Suffolk County Council website.

### **2.2 Questionnaire**

The questionnaire (Appendix B) included the following, answers were categorised where appropriate:

- Name and address (at recipients discretion)
- How many cars or motor vehicles are used by your household?
- Do you have any off-street parking facilities?  
- If yes, how many off street spaces do you have access to?
- Do you have problems parking in the street? (not necessarily outside your house)
- If you have answered yes above, please could you indicate the days of the week and, if relevant, the times of the day that you experience parking problems.
- A comments section.

A deadline of 7 March 2014 was set for questionnaire returns.

### **3. Questionnaire Results**

#### **3.1 All Saints Road Area Responses**

There was a total of 310 questionnaires returned from the 1128 delivered, giving the All Saints Road area an overall response rate of 27.5%.

Each response was categorised into street name, answers were collated into a spread sheet and all comments were summarised. Please refer to Appendix C to view the spread sheet summary table.

Responses by street were somewhat dependant on residential numbers, a handful of individual streets responded in numbers, for example, All Saints Road, The Avenue, Lisburn Rd, Old Station Rd and Park Lane, each had 24 or more respondents. These large streets are the main routes through the area, and as a result these residents consistently experience problems with on-street parking (with the exception of The Avenue - 41%).

- Over the entire area the number of cars per households was 1.43
- The percentage of households who do not have access to off-street parking was 56%.
- As a result the average no. of households who experience problems parking in their street was 68%.

Many of the individual streets (11 of the 27) returned 5 or less questionnaires making it hard to clarify any issue on an individual street basis. As the data obtained from the questionnaires was limited to the pre-selected categories many residents felt their frustrations were best expressed in the comments section.

### 3.2 All Saints Road Area Comments

The comments section produced a variety of opinions, like the questionnaire it proved difficult to clarify street specific issues due to the proportional turn out of individual streets and the subjective issues that affected each resident. Instead, there were a number of generic themes that respondents raised throughout the All Saints Road area:

- Strong emphasis on problems resulting from the introduction of charges for the public car parks.
- Town workers/shoppers avoiding charges and parking in residential areas (too expensive for daily use).
- Public car parks are not being utilised (they should be cheaper or free for residents)
- Private car parks too expensive (currently £300 per annum)
- Problems can be at any time; Workers/Shoppers (daytime), Residents (evenings)
- Migration of residential parking from neighbouring streets
- Elderly/Disabled/Young families can be forced to park a distance from home
- Divided opinion on a neighbourhood parking scheme - usually with a strong emphasis on cost
- If residents do approve of a neighbourhood parking scheme they expect permits at a reasonable fee (some expect free permits).
- Limited Spaces - even if the scheme was introduced there are too many cars for the number of spaces available.
- Dangerous parking - junctions, bends, pavement, both sides of the road (narrow streets), potentially blocking emergencies.
- Unsociable/Disrespectful parking - blocking driveways & entrances, inefficient parking, parking in turning bays, no space for deliveries or tradesmen.
- No enforcement of current restrictions
- Excessive existing restrictions (at specific locations) - suggests single yellows after 6pm etc.
- New housing developments with no new designated parking
- Residents are conscious and wish to support the local economy.



### **3.3 Rowley Drive Area Responses**

There were a total of 101 questionnaires returned from the 536 delivered in the Rowley Drive target area, a response rate of only 18.8%.

Again, each response was categorised into street name, answers were collated into a spreadsheet and all comments were summarised. Please refer to Appendix D to view the summary table.

The most respondents to the questionnaire came from: Exeter Road, Falmouth Street, Fitzroy Street, Lowther Street and Mill Hill. The majority of these roads contain terraced housing with limited on-street parking and this is reflected in the number of responses.

- Over the entire area the number of cars per households was exactly the same as the All Saints Road area - 1.43.
- The percentage of households who do not have access to off-street parking was slightly lower at 54.5%.
- Similarly, the average no. of households who experience problems parking in their street was 67%.

All of the 3 leading questions resulted in remarkably similar outcomes across both the target areas. This highlights the overall frustration felt by many residents close to Newmarket town centre.

### **3.4 Rowley Drive Area Comments**

Again, the comments section of the questionnaire produced a variety of opinions, making it difficult to clarify street specific issues from the number of respondents. The generic themes that respondents raised throughout the Rowley Drive area were exactly the same as the All Saints Road area with the exception of:

- There is a problem with visitors parking in the neighbourhood.
- Businesses require parking for their customers.
- If a neighbourhood parking scheme was introduced, permits would need adequate enforcement.
- Individuals believe each household should be limited to 2 permits.

- The local garage park serviced cars in the road
- Road Markings to the horse walk and crossing have faded
- People desire further consultation before any scheme is implemented

## **4. Post Consultation**

### **4.1 Meeting with Councillors**

The results and summaries obtained from the questionnaires were sent to local councillors prior to a meeting at The Memorial Hall on 20<sup>th</sup> June. The consensus at the meeting was that Suffolk Highways should carry out a public engagement session to meet with the public in a suitable local venue. It was also apparent that some of the roads should be removed from the study area.

### **4.2 Refined All Saints Road Target Area**

Due to the investigation targeting residential concerns the main roads connecting the town centre the High Street, The Avenue, Old Station Road and Moulton Road were removed from the target area.

In addition, the new developments Granary Road, Malt Close and Barley Close were removed as they were built with their own off-street parking.

For the revised All Saints Road Area, please refer to Appendix E.

### **4.3 Refined Rowley Drive Target Areas**

The Rowley Drive area was split into two separate areas to the north-west of the town centre.

Fred Archer Way, Mill Hill and the Icewell Hill estate were removed from the target areas.

The new main target area had a periphery of Lowther Street, Fitzroy Street, Black Bear Lane and Churchill Court.

The remaining target area was Exeter Road.

For the revised Rowley Drive area, please refer to Appendix E.

## **5. Consultation Stage 2**

### **5.1 Drop-In Session**

A public drop-in session was held at King Edward VII Memorial Hall on 25<sup>th</sup> November 2014, between 12pm - 7pm. This event was advertised in the local press, uploaded onto the Suffolk County Council website and letters were sent out to all affected residents.

Residents were given the freedom to express their opinions and recommendation outside the confinements of the questionnaire. At the end of the drop-in session, 75 separate residential addresses and several local councillors had attended. For all the views expressed in the drop-in session please refer to Appendix F.

The most frequent themes throughout the drop-in session were as follows:

- Again, the introduction of car park charging caused the on-street parking issues.
- Resulting in all-day time parking from commuters & shopping.
- Although this investigation was not gauging support for/against a neighbourhood parking scheme, many residents assumed this to be the case, of this cohort 28% were in favour of such a scheme and 19% against
- Many issues were considered local to a particular street, for example, a local garage leaving serviced cars on Exeter Road.

## **6. Consultation Overview**

### **6.1 Residential Concerns**

- The general consensus was that the problems originate from the introduction of parking charges in the public car parks.
- The main frustrations are from long-term town workers consistently avoiding parking charges, and not with shoppers parking on a short-term basis.
- The existing car parks, both public and private, are not being fully utilised.
- There was generally a lack of wide spread support for a neighbourhood parking scheme in any area, with a particular emphasis on cost.
- Cars are being parked dangerously, for example on junctions.
- Cars are being parking disrespectfully, for example, blocking driveways.
- The current parking restrictions are not being reinforced.

### **6.2 Possible Implementation**

- Issues relating to residential overnight parking could be addressed by changing the car park hours of operation from 8am - 9am.
- Following a review of the pocket car parks the cost of an annual space will be reduced to £150 inc. VAT on the 1<sup>st</sup> Sept 2015. This will also be able to be paid by monthly instalments.
- The signing to both the All Saints Road (long stay) and the Rous Road (short stay) car parks can be improved, especially in the knowledge that many visitors are expected to visit the town following the opening of the Home of Horse Racing Museum.
- Safety issue expressed by many residents needs to be addressed. No waiting at any time (double yellows lines) should be implemented on the most dangerous junctions.
- Request Police enforcement of existing restrictions to improve parking culture in the town.
- Residents who do have access to off-street parking would desire the introduction of H-bar markings adjacent to the dropped kerb to protect access/egress to their driveways.
- Work with SCC Development Management to ensure that parking issues are privately funded when new developments are proposed in the town centre.
- Special consideration of Horse Races Events and the Tattersall sales and their impact on the town. More signing for out of town parking options and consideration of park and ride for special events.
- FHDC parking services are currently reviewing their car parking strategy and are looking to propose their recommendation to the council cabinet in December 2015.

## 7. Summary

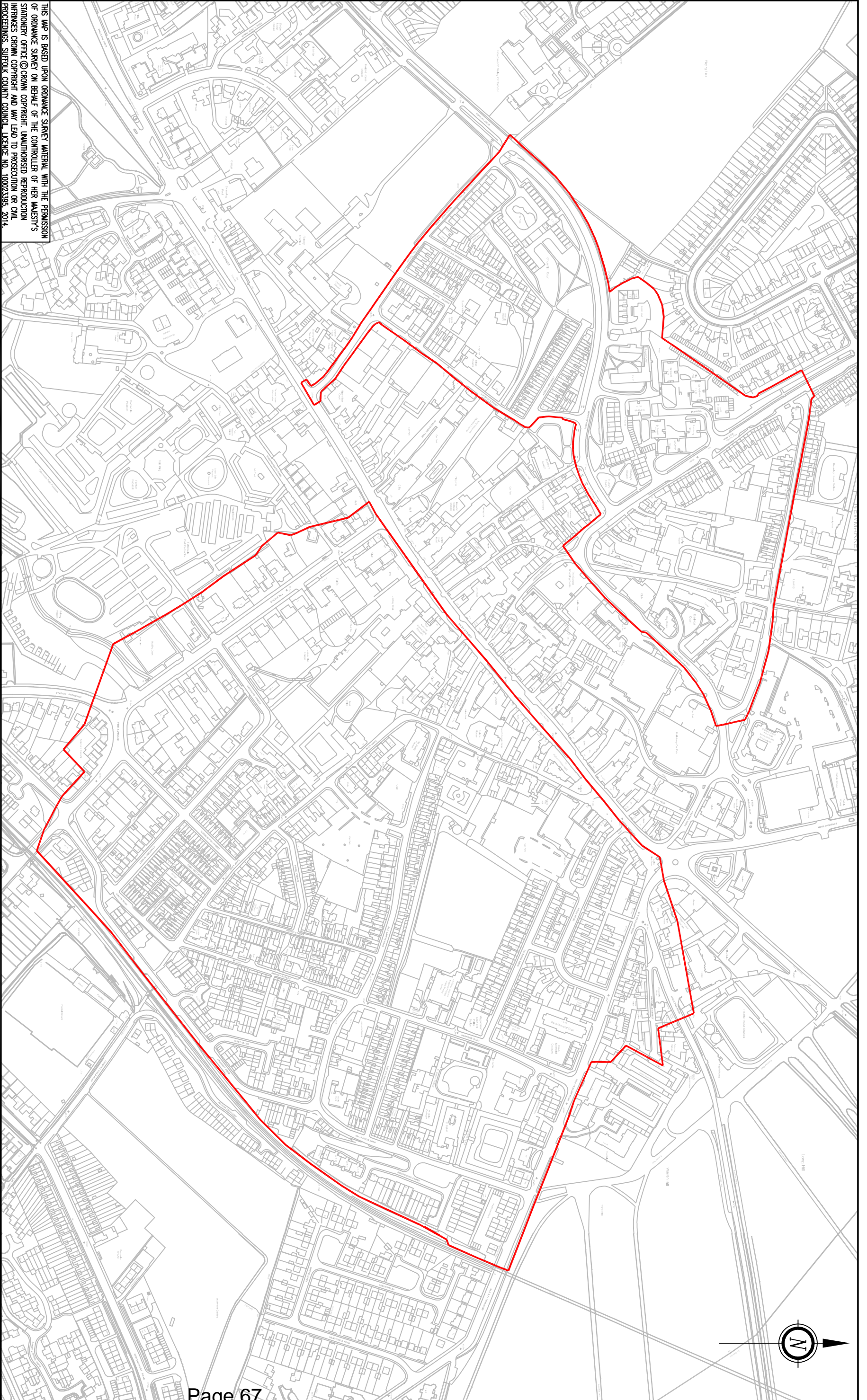
### 7.1 Recommendations

- In the knowledge that FHDC parking services are to recommend new car parking charges in December 2015, any future impact of these changes will need to be reviewed prior to any actions to alleviate the on-street parking issues.
- The Home of Horse Racing Museum is due to open in spring 2016. There have been forecasts into the amount of visitor the museum will receive each year, the current estimate is an additional 20,000 car parking acts each year. Forest Heath District Council are of the opinion that with small amendments to the traffic regulation orders and new directional signs across the town, sufficient capacity exists to accommodate this amount of visitors. However, the potential issues to on-street parking from visitors to Newmarket cannot be accurately gauged until the museum opens.
- If FHDC do try to address on-street parking issues, those residents and businesses affected will need to be clearly consulted on the proposals, any actions that were to be implemented would have to be formed from conclusive feedback. Any proposals must not migrate the problem to another part of the town centre.

## Appendices

<b>Appendix A:</b>	Targeted areas (original)
<b>Appendix B:</b>	Questionnaire delivered to affected residents
<b>Appendix C:</b>	All Saints Road area - summary of questionnaire responses
<b>Appendix D:</b>	Rowley Drive area - summary of questionnaire responses
<b>Appendix E:</b>	Refined target area
<b>Appendix F:</b>	Drop-in Session: summary of issues raised

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Defining Tomorrow's Environments

Matthew Riches, Contract Manager of Suffolk Highways  
Phoenix House Highways Depot, 3 Goddard Road, Ipswich, Suffolk, IP1 5NP.

CLIENT



Lucy Robinson, Director of Economy, Skills & Environment  
Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.

REVISION(S)

DESCRIPTION	REV.	DATE	INTL.

PROJECT TITLE

RESIDENTIAL PARKING INVESTIGATION  
NEWMARKET  
SUFFOLK

ORIGINATOR

DS

CHECKER

LB

DESIGNER

-

REVIEWER

-

SCALAR(S)

1:4000 ORIGINAL SIZE A3

DATE

JANUARY 2014

REVISION

-

DRAWING TITLE

OVERVIEW OF PARKING INVESTIGATION

DRAWING NUMBER

ET06165\01

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## Newmarket On-Street Parking Issues

Name:

.....

Address:

.....

If you do not wish to provide your name and address it would be very helpful if you could state the road you live in

1. How many cars or motor vehicles are used by your household?

none  one  two

three  three +

2. Do you have any off-street parking facilities?

*(e.g. drive, garage, car-port or use of other parking facilities close-by)*

Yes  No

If yes, how many off-street spaces do you have access to? .....

3a. Do you have problems parking in the street ?

*(not necessarily outside your house, but within a reasonable distance)*

Yes  No

3b. If you have answered yes to Question 3a, please could you indicate the days of the week and, if relevant, the times of the day that you experience parking problems.

Days of the Week

Monday to Friday  weekends

every day  other

If 'other', please give details .....  
.....

Times of Day

at all times  9.am – 5pm  5pm – 9am

lunchtimes  evenings  other

If 'other', please give details .....  
.....



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**All SAINTS RD AREA  
On Street Resident Parking Issues  
FEBRUARY 2014**

Delivered **1128** returned:

<b>310</b>	42	11	24	4	8	5	14	14	10	10	24	3	3	4	15	25	2	13	3	25	13	18	2	5	2	10	1
------------	----	----	----	---	---	---	----	----	----	----	----	---	---	---	----	----	---	----	---	----	----	----	---	---	---	----	---

**Question**

1 How many cars or motor vehicles are used by your household?

2 Do you have any off-street parking facilities?  
If yes how many off street spaces do you have access to?

3a Do you have problems parking in the street? (not necessarily outside your house)

3b If you have answered yes above, please could you indicate the days of the week and, if relevant, the times of the day that you experience parking problems.

Times of day

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
none	24	3	0	4	0	0	2	0	0	0	2	0	1	0	2	1	0	2	1	1	2	0	0	0	2	1	0
one	158	23	6	11	1	4	2	7	3	1	10	14	1	4	3	9	10	0	4	1	18	8	8	2	3	0	5
two	86	8	5	5	3	3	2	5	3	2	0	8	3	0	1	4	4	2	6	1	5	2	7	0	2	0	4
three	22	3	0	4	0	1	1	0	0	1	0	0	1	0	0	6	0	0	1	0	1	2	0	0	0	0	0
three+	11	2	0	1	0	0	0	0	5	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0
Yes	133	13	10	19	4	4	5	11	4	3	3	5	0	0	14	2	3	1	9	4	8	1	2	2	2	2	1
No	166	27	1	5	0	4	0	3	2	7	7	21	0	5	4	14	10	0	9	2	16	8	10	1	3	0	7
If Yes*	280	23	16	34	7	12	11	21	7	40	2	3	8	0	0	25	3	2	12	18	3	14	1	2	1	3	12
Yes	195	29	2	9	0	7	2	5	4	7	7	21	1	4	3	9	17	1	9	3	17	10	13	2	5	0	8
No	91	9	8	13	3	1	3	7	2	2	2	3	4	1	1	4	7	1	3	0	8	2	4	0	0	1	1
Mon to Fri	57	9	0	6	0	4	2	1	1	2	0	4	0	1	2	3	10	0	2	1	1	1	2	1	1	0	3
weekends	16	6	0	1	0	1	0	1	1	0	1	1	0	0	0	0	0	0	1	2	1	0	0	0	0	0	0
every day	125	17	2	2	0	4	1	5	3	5	7	14	1	2	1	6	5	1	5	2	14	9	10	0	4	0	5
other	22	3	1	5	0	2	0	0	0	0	0	0	1	0	0	2	0	2	0	1	1	2	2	0	0	0	0
at all times	105	14	1	3	0	3	1	4	2	4	8	11	1	1	2	6	8	1	3	0	11	4	10	2	1	0	4
9am-5pm	49	9	1	3	0	3	1	1	1	2	1	9	0	0	1	0	8	0	0	0	1	2	3	0	1	0	2
5pm-9am	28	2	1	0	0	1	1	1	1	0	0	2	0	0	0	0	0	0	3	3	4	4	0	0	2	0	1
lunchtimes	5	0	0	1	0	0	0	0	0	0	1	0	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0
evenings	41	5	1	1	0	1	0	2	2	0	1	1	0	2	1	2	2	0	4	3	4	2	1	0	3	0	3
other	20	6	1	1	0	1	0	1	0	1	0	0	0	0	0	4	2	0	2	0	0	0	1	0	0	0	0

\*please note, the total spaces available are skewed due to individuals having access to a large number of spaces.

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**ROWLEY DRIVE AREA  
On Street Resident Parking Issues  
FEBRUARY 2014**

Black Bear Lane  
Doris Street  
Exeter Road  
Falmouth Street  
Fitzroy Street  
Fred Archer Way  
Icewell Hill  
Lowther Street  
Mill Hill  
Rowley Drive  
The Watercourse  
Not Defined

Delivered **536**

returned: **101** 8 7 15 13 10 2 8 14 13 7 1 3

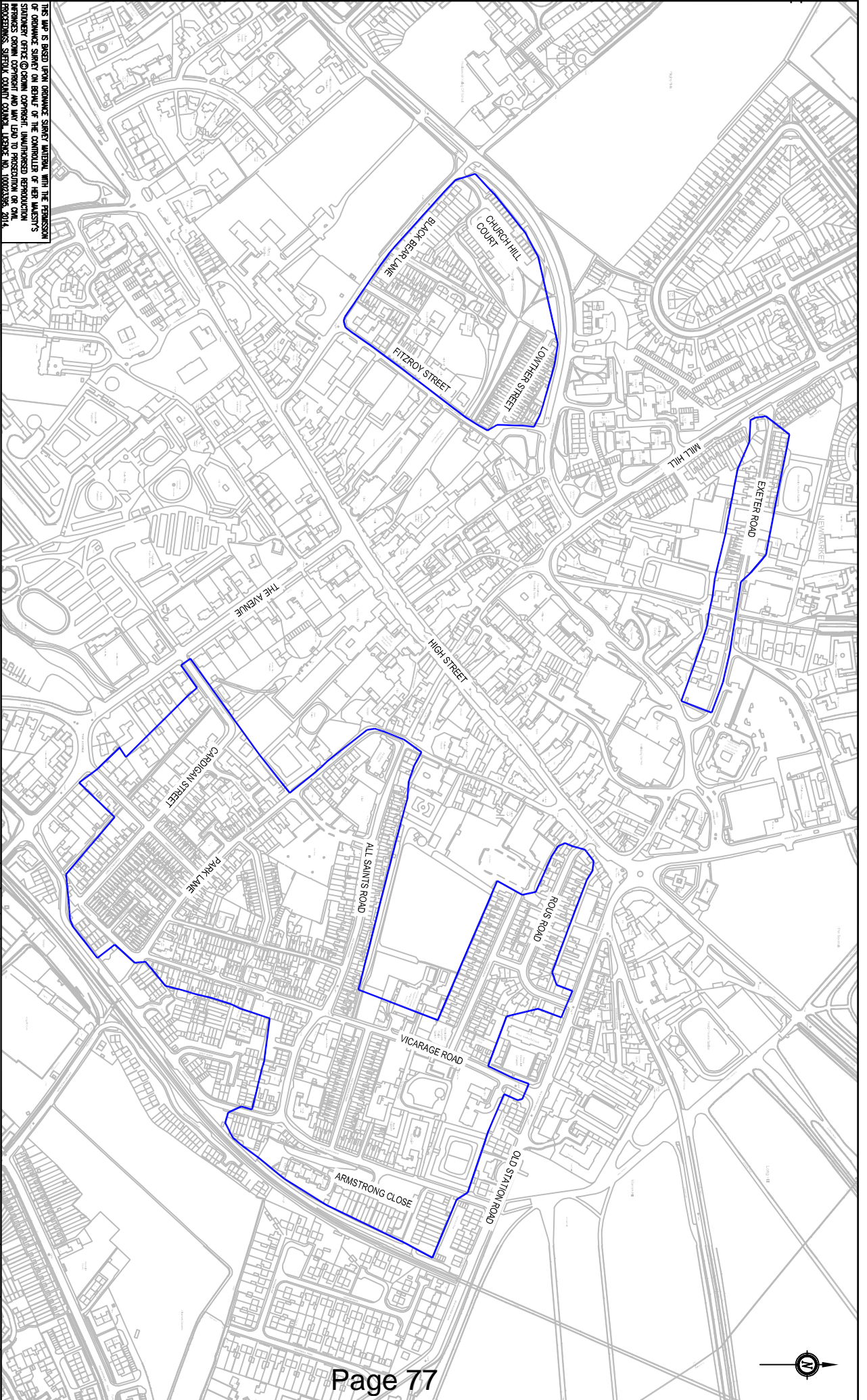
Page 75

Question		1	2	3	4	5	6	7	8	9	10	11	12
1 How many cars or motor vehicles are used by your household?	none	7	2	0	1	1	0	1	0	0	2	0	0
	one	54	3	5	8	9	5	0	5	10	4	4	0
	two	28	3	1	6	3	0	0	1	4	8	1	1
	three	7	0	1	1	0	1	1	1	0	1	0	1
	three+	4	0	0	0	0	3	1	0	0	0	0	0
2 Do you have any off-street parking facilities? If yes how many off street spaces do you have access to?	Yes	46	5	1	6	8	6	2	4	2	3	7	1
	No	55	3	6	9	5	4	0	4	12	10	0	2
	If Yes	128	10	6	8	8	28	21	16	2	4	9	15
3a Do you have problems parking in the street? (not necessarily outside your house)	Yes	68	3	4	13	8	6	0	6	12	10	3	2
	No	33	5	3	2	5	4	2	2	2	3	4	1
3b If you have answered yes above, please could you indicate the days of the week and, if relevant, the times of the day that you experience parking problems.	Mon to Fri	8	2	1	0	1	0	0	1	1	1	0	1
	weekends	6	1	2	0	2	0	0	0	1	0	0	0
	every day	52	1	1	12	6	5	0	5	10	7	3	1
	other	8	0	1	1	0	1	0	0	2	2	0	1
	Times of day	33	1	1	9	2	4	0	4	4	5	1	1
9am-5pm	9	1	2	1	1	0	0	0	0	3	1	0	
5pm-9am	14	0	1	3	3	1	0	1	4	0	1	0	
lunchtimes	3	0	0	0	0	0	0	0	0	1	2	0	
evenings	14	1	1	0	6	0	0	0	5	1	0	0	
other	7	1	0	1	0	1	0	1	2	1	0	0	

\*please note, the total spaces available are skewed due to individuals having access to a large number of spaces.

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**Suffolk County Council**  
 Lucy Robinson, Director of Economy, Skills & Environment  
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REVISION(S)		DATE		BY		INTL	
PROJECT TITLE PARKING INVESTIGATION NEWMARKET SUFFOLK							
TARGETED AREAS FOR DROP-IN SESSION							
ORIGINATOR	DS	CHIEF	LB	DESIGNER	DS	REVISION	GS
SCALE(S)	1:4000		DATE		NOVEMBER 2014		
DRAWING NUMBER	ET06165\02			REVISION			
				01			

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Road	Comments	PRO - Neighbourhood Parking Scheme	ANTI - Neighbourhood Parking Scheme	Local issue needs addressing	Too many cars for available space	Not enough pocket car parks / Build more car parks	Car park charging caused original problem	Dangerous / Disrespectful parking	More DYLs required	No current police enforcement	Access blocked	Parking problem needs to be tackled holistically / Parking migration	Speeding	Day time / Commuter / Shopper problem	Night / Evening problem	Term time problem	Horse Racing Museum will increase problems	Consultation Issue
Lowther Street	Illegal parking on D/Ys - no enforcement, Emergency services can't get through, Against introduction of a permit scheme		1							1								
Lowther Street	No current enforcement									1								
Melton Close	Too many residential cars for available space, Problems mainly in the evenings, No residential car park nearby				1	1									1			
Nat-Flatman Street	One-way street preferred , Approves permits if enforced efficiently, Target commuter/school parking, Disabled spaces are misused , Parking on footway is acceptable if enough room for wheelchairs	1						1						1		1		
Nat-Flatman Street	School times are worse, One side are parked on the pavement, Against permit scheme		1													1		
Nat-Flatman Street	Main concern is turning out of All Saints Road onto Old Station Road (poss. extend D/Y's) Against the introduction of a permit scheme, Problems result from the introduction of Car park fees, Concerned about the volume of visitors to the new Horse Racing Museum		1	1			1										1	
Park Avenue	Garage is regularly blocked - desires a H-bracket road marking, Parking on Pavement, Town Workers/Shoppers, Results from Car Park fees, Parking on both sides, All Saints Car Park needs CCTV for overnight security, Approves of visitor vouchers, Bury Rd - needs a shared cycle track as the carriageway is too dangerous			1			1	1			1			1				
Old Station Road	Lorries parking, D/Ys on one side or both								1									
Old Station Road	Should be parking on one side only, No HGV's , No Letter received (outside study area), Businesses should be consulted, Not enough time at Rous Road car park (3hr time limit)			1														
Park Avenue	Town workers/shoppers, Favours the introduction of a permit scheme, Young family	1												1				
Park Avenue	Favours the introduction of a permit scheme, Results from Car Park fees	1					1											
Park Avenue	Favours the introduction of a permit scheme, Town workers, Parking on both sides , Migration from adjacent roads	1										1		1				



Road	Comments	PRO - Neighbourhood Parking Scheme	ANTI - Neighbourhood Parking Scheme	Local issue needs addressing	Too many cars for available space	Not enough pocket car parks / Build more car parks	Car park charging caused original problem	Dangerous / Disrespectful parking	More DYLs required	No current police enforcement	Access blocked	Parking problem needs to be tackled holistically / Parking migration	Speeding	Day time / Commuter / Shopper problem	Night / Evening problem	Term time problem	Horse Racing Museum will increase problems	Consultation Issue
Rous Road	No to RP scheme, Overflow into car park, Free parking in car parks		1				1											
Rous Road	Commuter parking problem, Not enough spaces for shoppers													1				
Rous Road	Have Off-Road Parking space, No enforcement for parking on D/Y's, Blocking pavements, One-way option for Rous Road discussed			1				1		1								
Rous Road	Problem all day, Forced to use car park (pay charges), Make the car park free for residents. Problem results from car parking charges						1											
Rous Road	Favours introduction of a permit scheme Particular problem in the daytime and after 7pm Too much demand for the spaces available (more than 1 car per house)	1			1													
Sackville Street	Resident of 'Chesterfield House' is coning-off public highway			1														
Sackville Street	Town workers, No current enforcement of parking on D/Ys, Against an introduction of permits		1							1				1				
Stamford Street	PRO residents parking	1																
The Avenue	Needs to be a provision made for workers (possible from the businesses), Worried about the speed of traffic (especially from the south towards the High Street)			1									1					
The Avenue	Parking over night, Tattersall Sales are very busy, Limited waiting would be OK, Most properties have off-street parking			1														
Warrington Street	Tattersalls Sales - lots of traffic, Block access to garage (parking too close and directly opposite), Speed of traffic, Residents can Park off road, but exit / entrance is a problem, Restriction would help junctions to Warrington Street, Constant problem with parking outside house on pavement, Limited waiting would be better, B&B parking in street, Green Road was blocked off – this has made it worse on Warrington & Granby Road								1		1		1					
Watercourse	One house in Watercourse and missed off consultation letter																	1
SUM		21	14	22	9	4	18	9	6	9	7	2	6	18	6	4	4	2
PERCENTAGE		28%	19%	29%	12%	5%	24%	12%	8%	12%	9%	3%	8%	24%	8%	5%	5%	3%



# Cabinet



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Allocation of Community Chest Funding 2016/2017</b>	
<b>Report No:</b>	<b>CAB/FH/15/064</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	22 December 2015
<b>Portfolio holder:</b>	Robin Millar Portfolio Holder for Families and Communities <b>Tel:</b> 07939 100937 <b>Email:</b> <a href="mailto:robin.millar@forest-heath.gov.uk">robin.millar@forest-heath.gov.uk</a>	
<b>Lead officer:</b>	Davina Howes Head of Families and Communities <b>Tel:</b> 01284 757070 <b>Email:</b> <a href="mailto:davina.howes@westsuffolk.gov.uk">davina.howes@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To update Cabinet following the review of applications for Community Chest funding 2016/2017 and to recommend funding allocations.	
<b>Recommendation:</b>	<p><b>It is <u>RECOMMENDED</u> that Cabinet note the allocation of funding from the Community Chest as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Creative Arts East</b> 2016/17                      £3,000</li> <li><b>2. Dance East</b> 2016/17                      £3,500</li> <li><b>3. Fresh Start New Beginnings</b> 2016/17                      £8,200</li> <li><b>4. HomeStart</b> 2016/17                      £13,250 2017/18                      £9,800</li> <li><b>5. Mildenhall High Town Pirates</b> 2016/17                      £1,204</li> <li><b>6. Newmarket Citizens Advice Bureau</b> 2016/17                      £40,500 2017/18                      £41,540 2018/19                      £34,970</li> </ol>	

	<p><b>7. Our Special Friends</b> 2016/17 £6,000</p> <p><b>8. Relate</b> 2016/17 £2,000 2017/18 £2,000 2018/19 £2,000</p> <p><b>9. Suffolk West Citizens Advice Bureau (SWCAB)</b> 2016/17 £39,650 2017/18 £39,650 2018/19 £39,650</p> <p><b>10. The Voluntary Network</b> 2016/17 £19,412 2017/18 £18,400 2018/19 £17,450</p>
<p><b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<p><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"/></p>
<p><i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i></p>	
<p><b>Consultation:</b></p>	<ul style="list-style-type: none"> <li>The application process for Community Chest was implemented following consultation with statutory and non statutory partners.</li> </ul>
<p><b>Alternative option(s):</b></p>	<ul style="list-style-type: none"> <li>The Council could chose not to provide any grant funding however it is recognised that some support to the voluntary, community and social enterprise sector is required. The Community Chest also enables the council to commission services to support the delivery of the Families and Communities priorities.</li> </ul>
<p><b>Implications:</b></p>	
<p><i>Are there any <b>financial</b> implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Funding for grants are contained within existing budgets. This report proposes that any underspends be retained within the budget to be used for a second funding round or to commission third sector support for specific community issues.</li> </ul>
<p><i>Are there any <b>staffing</b> implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>The Council's approach to grants has been the subject to an Equality Impact Assessment and no negative consequences have been identified.</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)
Organisations are not aware of our approach to grants	Medium	Implementing a wide ranging communications plan	Low
Requests for funding exceed the amount of money available	Medium	Eligibility criteria and an evaluation scoring matrix to be used to identify best fit and value for money	Low
Organisations do not have the capacity to respond to the council's approach to commissioning	Medium	Support provided to organisations and a phased approach to be taken to enable organisations to become familiar with the new approach	Low
<b>Ward(s) affected:</b>		All Wards	
<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>		None	

## 1. 2016/2017 Allocations

1.1 Applications for Community Chest funding for 2016/2017 closed on 30 September 2015. A total of 20 applications were received from a wide variety of organisations.

1.2 The Community Chest budget for 2016/2017 is £185,240. It should be noted that £30,000 was commissioned in 2015/2016 for the MoneySmart project. The project aims to provide practical financial capability advice and support directly to communities across Forest Heath. Suffolk West Citizens Advice Bureau (SWCAB) won the two year contract and continue to successfully deliver this out reach work.

Applicants can apply for a maximum of 3 years. This is subject to budget setting each year and satisfactory reviews for each project.

1.3 Each application was assessed against the scheme's criteria and some were declined. Those not accepted are listed below. In some cases, it was considered that alternative funding sources were available. Officers in the Families and Communities Team will work with these organisations to try and identify alternative funding. These alternative sources could be elsewhere within the council (e.g. locality budgets), or from external sources such as Suffolk Fit Villages, Sport England and the Suffolk Community Foundation.

Applications not receiving Community Chest funding:

- (i) Coffee Caravan
- (ii) Music Arts Project
- (iii) St Edmundsbury Sailing and Canoeing Club
- (iv) Sue Ryder
- (v) Suffolk Mind
- (vi) Suffolk Rape Crisis
- (vii) The Voluntary Network (Befriending Scheme)
- (viii) Young People of the Year

1.4 Following detailed consideration, it was felt that ten applications met the scheme's criteria and should be allocated funding. These are detailed below:

<b>1. Project name:</b> Creative Arts East	<b>Funding requested:</b> 2016/17 - £3,000
<b>Project details:</b> Creative Arts East LIVE! is a rural touring scheme which aims to provide memorable, uplifting and enjoyable arts experiences that enrich community life and provides a focus for shared celebration. By working in partnership with local volunteers, Creative Arts East LIVE! supports local people to host high quality and affordable events, within easy travelling distance of their rural community.  Part of the national network of touring schemes the project provides expertise, training, marketing support and financial subsidy to voluntary groups so that they can select and promote local, regional and national artists in local venues that are welcoming and accessible.	

**Suggested funding condition:** Officers will work with Creative Arts East to ensure that its impact is evaluated in line with the families and communities approach of building support networks and a sense of community.

**2. Project name:**  
Dance East

**Funding requested:**  
2016/17 - £3,500

**Project details:** Dance East requested funds to deliver a community dance project. The aim of the project is to recruit three local schools and community groups to work together with a Dance East artist in the creation of the performance. Dance East will liaise with FHDC to identify priority groups.

The structure of the project also provides a framework to run volunteer opportunities in partnership with schools and community groups. Older students and participants who do not wish to perform will be encouraged to assist backstage on performance days, providing them with the opportunity to see how a large-scale event is managed whilst still playing a crucial and active role in the project.

**Suggested funding condition:** Officers will work with Dance East to ensure that its impact is evaluated in line with the families and communities approach of building support networks and a sense of community.

**3. Project name:**  
Fresh Start: New Beginnings

**Funding requested:**  
2016/17 - £8,200

**Project details:** Fresh Start: New Beginnings is a registered charity delivering a family focussed therapeutic treatment service for children who have disclosed sexual abuse. Referrals are received from professionals following disclosure and the family is then contacted. Following a full assessment a bespoke treatment plan is prepared by a specialist worker who will then work on a one to one basis with the child.

There are concerns that families in the Forest Heath area are not accessing the services available to them. Funding is being sought to raise the profile of the service across Forest Heath and then put in place the necessary resources to deal with an increase in referrals as a result of increased awareness

**4. Project name:**  
HomeStart

**Funding requested:**  
16/17 - £13,250  
17/18 - £9,800

**Project details:** HomeStart aims to give support to families who may be struggling to cope with a variety of challenges including post-natal illness, disability, isolation, the demands of parenting young children, bereavement and multiple births.

HomeStart work by providing one to one support to families through their staff and volunteers and organising Family Groups which provide activities and

support for children and parents. HomeStart also develop social networks and support groups within local communities.

The success of a large Big Lottery application has allowed HomeStart Mid Suffolk working alongside HomeStart South Suffolk to expand their services to the west of the county. As part of the project £57,636 in match funding has to be achieved to complete the remaining two years of the scheme.

<b>5. Project name:</b> Mildenhall High Town Pirates	<b>Funding requested:</b> 2016/17 - £1,204
<b>Project details:</b> The Mildenhall High Town Pirates are a structured Basketball Club offering sessions to members twice a week. Activities progress from simple to complex and from individual to group.  The Basketball Club are seeking funding to host a monthly 'Fun with the Pirates' session for young carers. Additionally they would like to run a summer basketball camp for students at Mildenhall Academy.	

<b>6. Project name:</b> Newmarket Citizens Advice Bureau (CAB)	<b>Funding requested:</b> 2016/17 - £40,500 2017/18 - £41,540 2018/19 - £34,970
<b>Project details:</b> Each year Newmarket CAB supports around 2,500 individuals by giving advice and support on a range of subjects which include; welfare benefits, money advice, employment, housing, relationships and consumer advice.  Funding is requested for running costs so that the CAB can continue to run a basic drop-in advice service for 15 hours per week, as well as more in depth work throughout the week.  <b>Suggested funding condition:</b> Officers will work with Newmarket CAB to support and encourage outreach and capacity building work.	

<b>7. Project name:</b> Our Special Friends	<b>Funding requested:</b> 2016/17 - £6,000
<b>Project details:</b> Our Special Friends is a registered charity which offers a range of practical and emotional support services to help isolated and vulnerable individuals continue to benefit from animal companionship during illness, bereavement and other crisis.  Our Special Friends are seeking financial support to be able to offer companion animal support services and animal-assisted activity in the Forest Heath area.  By training and supporting their volunteers in issues such as dementia they are raising the skills and understanding of how to communicate with clients and	

offer support and signposting where applicable.

**Suggested funding condition:** Officers will work with the Our Special Friends to look into the high costs indicated for computer software.

<b>8. Project name:</b> Relate	<b>Funding requested:</b> 2016/17 - £2,000 2017/18 - £2,000 2018/19 - £2,000
<b>Project details:</b> Relate Norfolk and Suffolk aim to support people by helping relationships withstand the pressures which could otherwise lead to breakdown as well as working to limit the damage, which can accompany failing relationships, separations and divorce.  Relate is seeking funding to subsidise the cost of counselling for residents that cannot afford a fee, allowing them to provide equal access to all regardless of ability to pay. The Community Chest grant will enable Relate to support the most vulnerable couples and families in the area.	

<b>9. Project name:</b> Suffolk West Citizen's Advice Bureau (SWCAB)	<b>Funding requested:</b> 2016/17 - £39,650 2017/18 - £39,650 2018/19 - £39,650
<b>Project details:</b> The Citizens Advice Bureau (CAB) service provides free information, advice and advocacy to all members of the local community. The aim is to provide the information and advice that clients need at the time they need it, and to target resources towards providing casework for those unable to manage their problems themselves.  SWCAB is seeking funding to continue to provide services which are rooted in, and developed from, a professional organisation made up of 80% volunteers.  The Bureau is reviewing the way clients access services based on ensuring clients see the most appropriate agency, are enabled to help themselves if they are capable of doing so, and providing support to the remainder based on their needs.	

<b>10. Project name:</b> The Voluntary Network	<b>Funding requested:</b> 2016/17 - £19,412 2017/18 - £18,400 2018/19 - £17,450
<b>Project details:</b> The Voluntary Network operates community transport and a befriending scheme across Forest Heath and St Edmundsbury. Services are aimed at supporting the most vulnerable members of the community, helping them to maintain their highly valued independent living.	

The Voluntary Network is seeking funds to support Community Transport across Forest Heath. They currently provide a dial-a-ride service, five wheelchair accessible minibuses providing affordable door to door transport.

There is also a Community Car Service which compliments the services mentioned above, offering journeys that fall beyond the Dial-a-Ride remit.

These services enable passengers to maintain independence, participate in their community, access support services and allow people to gain a greater sense of physical and mental wellbeing.

2. With the above allocations there remains £18,524.00 in the Community Chest for 2016/17. There is the option to open a second round of Community Chest funding in the Spring 2016 or there is the opportunity to commission work on behalf of communities from the Community Chest.
3. Councillors will be aware that the Community Chest is a new approach to community funding and as such we would welcome feedback on the process and ways it could be improved for future rounds.





# Forest Heath District Council

**Report No: CAB/FH/15/065**

## **Decisions Plan**

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

**Date: 1 December 2015 to 31 May 2016**

**Publication Date: 23 November 2015**

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 Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7EY.

<b>Expected Decision Date</b>	<b>Subject and Purpose of Decision</b>	<b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b>	<b>Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)</b>	<b>Decision Taker (see Note 3 for membership)</b>	<b>Portfolio Holder Contact Details</b>	<b>Lead Officer Contact Details</b>	<b>Wards Affected</b>	<b>Documents to be submitted</b>
22/12/15	<p><b>Revenues Collection and Performance Write-Offs</b></p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices</p>	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245  Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with exempt appendices
22/12/15	<p><b>Community Chest Grant Funding (2)</b></p> <p>The Cabinet will be asked to consider applications for Community Chest funding for the year 2016/2017</p>	Not applicable	(KD) but also subject to budget setting process for 2016/2017	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
22/12/15	<p><b>Car Parking Review</b></p> <p>The Cabinet will be asked to recommend to Council the outcome of the review of the management and operation of car parking in Forest Heath.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	David Bowman Operations 07711 593737	Mark Walsh Head of Operations 01284 757300/ Darren Dixon Car Parking Services Manager 01284 757413	All Wards	Report to Cabinet, with recommendations to Council

<b>Expected Decision Date</b>	<b>Subject and Purpose of Decision</b>	<b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b>	<b>Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)</b>	<b>Decision Taker (see Note 3 for membership)</b>	<b>Portfolio Holder Contact Details</b>	<b>Lead Officer Contact Details</b>	<b>Wards Affected</b>	<b>Documents to be submitted</b>
10/02/16	<p><b>Revenues Collection and Performance Write-Offs</b></p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices</p>	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	<p>Rachael Mann Head of Resources and Performance 01638 719245</p> <p>Joanne Howlett Acting Head of Resources and Performance 01284 757264</p>	All Wards	Report to Cabinet, with exempt appendices
10/02/16	<p><b>Annual Treasury Management and Investment Strategy 2016/2017 and Treasury Management Code of Practice</b></p> <p>The Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2016/2017, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	<p>Rachael Mann Head of Resources and Performance 01638 719245</p> <p>Joanne Howlett Acting Head of Resources and Performance 01284 757264</p>	All Wards	Report to Cabinet, with 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
10/02/16	<p><b>Budget and Council Tax: 2016/2017</b></p> <p>The Cabinet will be asked to consider the proposals for the 2016/2017 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245  Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Reports to Cabinet and Council
10/02/16	<p><b>Mildenhall Hub - Development Brief and Project Proposals</b></p> <p>The Cabinet will be asked to consider and recommend to Council the final Development Brief and detailed project proposals for the Mildenhall Hub.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	James Waters Planning and Growth 07771 621038	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet, with recommendations to Council

<b>Expected Decision Date</b>	<b>Subject and Purpose of Decision</b>	<b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b>	<b>Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)</b>	<b>Decision Taker (see Note 3 for membership)</b>	<b>Portfolio Holder Contact Details</b>	<b>Lead Officer Contact Details</b>	<b>Wards Affected</b>	<b>Documents to be submitted</b>
10/02/16	<p><b>Home-Link Lettings Policy</b></p> <p>The Cabinet will be asked to consider the revisions to the Policy which was adopted in 2013 by both Forest Heath District Council and St Edmundsbury Borough Council.</p>	Not applicable	(D)	Cabinet	Not applicable	<p>Simon Phelan Head of Housing 01638 719440</p> <p>Tony Hobby Service Manager (Housing Options) 01638 719348</p>	All Wards	Report to Cabinet
10/02/16	<p><b>The Guineas Shopping Centre, Newmarket</b></p> <p>The Cabinet will be asked to recommend to Council an initial high level assessment of the financial viability of a full business case for the development of the Guineas Shopping Centre, Newmarket.</p>	Paragraph 3	(R) - Council 24/02/16	Cabinet/ Council	Robin Millar Families and Communities 07939 100937	<p>Simon Phelan Head of Housing 01638 719440</p> <p>Michael Linsdell Service Manager (Property) 01284 757385</p>	All Saints; Severals; St Mary's	Report to Cabinet, with recommendations to Council
10/02/16  (Deferred from 22/12/15)	<p><b>West Suffolk Joint Sports Facility and Playing Pitch Strategy</b></p> <p>The Cabinet will be asked</p>	Not applicable	(KD)	Cabinet	Andy Drummond Leisure and Culture 01638 666888	Mark Walsh Head of Operations 01274 757300	All Wards	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
	to adopt a West Suffolk Joint Sports Facility and Playing Pitch Strategy, which has been produced with St Edmundsbury Borough Council.					Damien Parker Leisure and Cultural Services Operational Manager 01284 757300		
01/03/16	<b>Core Strategy Single Issue Review (SIR) and Site Specific Allocations: Preferred Options Consultations</b>  The Cabinet will be asked to approve the documentation in relation to the consultation on the Core Strategy SIR and Site Specific Allocations: Preferred Options Consultations	Not applicable	(D)	Forest Heath Cabinet	James Waters Planning and Growth 07771 621038	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet, with recommendations from the Local Plan Working Group
05/04/16	<b>Revenues Collection and Performance Write-Offs</b>  The Cabinet will be asked to consider writing-off outstanding debts detailed	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices

<b>Expected Decision Date</b>	<b>Subject and Purpose of Decision</b>	<b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b>	<b>Decision (D), Key Decision (KD) or Rec (R) to Council on date</b>  <b>(see Note 2 for Key Decision definitions)</b>	<b>Decision Taker (see Note 3 for membership)</b>	<b>Portfolio Holder Contact Details</b>	<b>Lead Officer Contact Details</b>	<b>Wards Affected</b>	<b>Documents to be submitted</b>
	in the exempt Appendices.					Joanne Howlett Acting Head of Resources and Performance 01284 757264		
17/05/16	<b>Revenues Collection and Performance 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	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245  Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with exempt appendices
	<b>Community Chest Grant Funding (3)</b>  This item has presently been removed from the Plan, until the Portfolio Holder is able to confirm the application closing date.			Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	

**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

- Page 400
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.
  6. 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 DEFINITIONS**

Key decisions are:

- (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:**

Cabinet Member	Portfolio
James Waters	Leader of the Council; Planning and Growth
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance

**(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 to be amended following approval of Joint Committee's recommendations to move to representation of 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 Michael Wassell Cllr Ellen Jolly	Cllr David Ambrose-Smith Cllr Lis Every	Cllr John Clark Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Geoff Holdcroft Cllr Richard Kerry	Cllr Ian Houlder	Cllr Sue Allen Cllr Mike Barnard
<b>Substitute Breckland Cabinet Member</b>	<b>Substitute East Cambridgeshire District Council Cabinet Member</b>	<b>Substitute Fenland District Council Cabinet Member</b>	<b>Substitutes Forest Heath District Council Cabinet Member</b>	<b>Substitute Suffolk Coastal District Council Cabinet Member</b>	<b>Substitute St Edmundsbury Borough Council Cabinet Member</b>	<b>Substitute Waveney District Council Cabinet Member</b>
Cllr Charles Carter	To be confirmed	To be confirmed	Cllr James Waters	To be confirmed	Cllr Sara Mildmay-White	To be confirmed
			Cllr David Bowman		Cllr David Bowman	

Fiona Osman - Service Manager (Democratic and Elections)

Date: 23 November 2015

# Cabinet



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Revenues Collection Performance and Write-Offs</b>	
<b>Report No:</b>	<b>CAB/FH/15/066</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	22 December 2015
<b>Portfolio holder:</b>	Stephen Edwards Portfolio Holder for Resources and Performance Telephone: 07711 457657 Email: <a href="mailto:stephen.edwards@forest-heath.gov.uk">stephen.edwards@forest-heath.gov.uk</a>	
<b>Lead officer:</b>	Joanne Howlett Acting Head of Resources and Performance Telephone: 01284 757264 Email: <a href="mailto:joanne.howlett@westsuffolk.gov.uk">joanne.howlett@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>The write-off of the amounts detailed in the exempt appendices to this report be approved, as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Exempt Appendix 1: Council Tax totalling £51,955.88</b></li> <li><b>2. Exempt Appendix 2: Overpayment Housing Benefit totalling £7,139.15</b></li> </ol>	
<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p><i>(a) (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.</i></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p>	
<p><i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</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"/> <ul style="list-style-type: none"> <li>• The application of predetermined recovery procedures ensures that everybody is treated consistently.</li> <li>• Failure to collect any debt impacts on either the levels of service provision or the levels of charges.</li> <li>• All available remedies are used to recover the debt before write off is considered.</li> <li>• The provision of services by the Council applies to everyone in the area.</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)
	Low/Medium/ High*		Low/Medium/ High*
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 will be 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>	<ol style="list-style-type: none"><li>1. Exempt – Appendix 1 – Council Tax £51,955.88</li><li>2. Exempt- Appendix 2 – Overpayment Housing Benefit £7,139.15</li></ol>
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## **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 30 November 2015, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (as the billing Authority) is £22.59m per annum. The collection rate as at 30<sup>th</sup> November 2015 was 73.60 % against a profiled target of 74.85%
- 3.3 As at 30 November 2015, the total Council Tax billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (includes the County, Police and Parish precept elements) is just over £26m per annum. The collection rate as at 30 November 2015 was 74.65% against a profiled target of 73.56%.

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

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