



*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

## Cabinet Decisions Notice

(Published: Thursday 26 November 2015)

The following decisions were taken by the Cabinet on **Tuesday 24 November 2015** and, if not called in by Councillors, will come into operation on Friday 4 December 2015. This procedure does not however, apply to decisions that have been recommended to Council for a final decision (and which are also indicated within the decisions below). An executive decision may be called in, in accordance with the Overview and Scrutiny Committee Procedure Rules contained within Part 4 of the Council's Constitution, by at least five Councillors submitting the required call-in request form to the Head of HR, Legal and Democratic Services (e-mail: [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk)) **by 5.00 pm on Thursday 3 December 2015**.

Should you have a query regarding any of the decisions taken, contact should be made with the named officer in the first instance, either on the telephone number listed against their name, or via email using the format [firstname.surname@westsuffolk.gov.uk](mailto:firstname.surname@westsuffolk.gov.uk). Alternatively, you may also contact the relevant Portfolio Holder on the telephone number listed against their name, or via email using the format [firstname.surname@stedsbc.gov.uk](mailto:firstname.surname@stedsbc.gov.uk). Contact may also be made via Democratic Services, St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds Suffolk, IP33 3YU

| Agenda Item and Report No.  | Declarations of Interest/Dispensations Granted | Decision(s) (including recommendations to Council)  | Reason(s) for Decision(s)  | Other Options Considered and Reasons for Rejection  | Contacts   |
|-----------------------------|--|---|--|---|--|
| Item No. 4<br>CAB/SE/15/071 | None   | <u>Office Accommodation Plan</u><br><br>RESOLVED:<br><br>That the Office Accommodation Plan, as set out in Report No: CAB/SE/15/071, as the basis for future office accommodation projects including the Mildenhall Hub, be approved. | Within the next couple of years Forest Heath and St Edmundsbury 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.<br><br>This report provided an overarching Office | The report set out a range of principles and explained as to why maintaining the status quo was not financially viable. | <u>Portfolio Holder:</u><br>Cllr Ian Houlder<br>01284 810074<br><br><u>Officer:</u><br>Alex Wilson<br>Director<br>01284 757695 |

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|                             |  |   | 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.   |   |   |
| Item No. 5<br>CAB/SE/15/072 | None   | <p><u>Recommendation of the Licensing and Regulatory Committee: 29 September 2015: West Suffolk Gambling Act 2005 Statement of Policy 2016 to 2019</u></p> <p>RECOMMENDED TO COUNCIL (15 December 2015):</p> <p>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/SE/15/003, be adopted.</p> | <p>The current Statement of Policy would expire 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 2-019. The Policy set out how Forest Heath and St Edmundsbury Councils, in their roles as Licensing Authorities, would carry out functions under the Gambling Act 2005. It also recognised the importance of responsible gambling within the entertainment industry, whilst seeking to balance this with the key objectives of the Act.</p> <p>The object of the Policy was to provide a vision for the local area and a statement of intent that guided practice.</p> | Alternative options were not considered as Licensing authorities must have regard to their Statement of Policy when carrying out their licensing functions. | <p><u>Portfolio Holder:</u><br/>Cllr Alaric Pugh<br/>07930 460899</p> <p><u>Officers:</u><br/>Steven Wood<br/>Head of Planning and Growth<br/>01284 757306</p> <p>Tom Wright<br/>Business Regulation and Licensing Manager<br/>01638 719223</p> |

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| <p>Item No. 6<br/>CAB/SE/15/073</p> | <p>None</p>                                    | <p><u>Housing Assistance Policy and Application Guidance</u></p> <p>RESOLVED:</p> <p>That the revised West Suffolk Housing Assistance Policy and Application Guidance, as contained in Appendix A to Report No: CAB/SE/15/073, be approved.</p> | <p>The West Suffolk Housing Strategy recognised the importance of maximising the use of existing housing. Forest Heath and St Edmundsbury Councils offered discretionary grant assistance under the Housing Assistance Policy. The Strategy contained an action to review and revise the Policy to ensure that it continued to meet its purpose.</p> <p>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.</p> | <p>The alternatives were to reduce the extent of the Policy or to dispense with it (since there was no legal requirement for it). However, the aim of the Housing Strategy was to increase the number of decent homes occupied, particularly for more vulnerable residents, so these options were not considered further.</p> | <p><u>Portfolio Holder:</u><br/>Cllr Sara Mildmay-White<br/>01359 270580</p> <p><u>Officers:</u><br/>Simon Phelan<br/>Head of Housing<br/>01638 719440</p> <p>Andy Newman<br/>Service Manager<br/>(Housing Standards)<br/>01638 719276</p> |
| <p>Item No. 7<br/>CAB/SE/15/074</p> | <p>None</p>                                    | <p><u>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2016/2017</u></p>  | <p>From 1 April 2013, the Government replaced Council Tax Benefit with a Localised Council Tax Reduction Scheme</p>   | <p>Looking at the scheme in isolation, changing the current LCTRS</p>   | <p><u>Portfolio Holder:</u><br/>Cllr Ian Houlder<br/>01284 810074</p>  |

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|                            |  | <p>RECOMMENDED TO COUNCIL (15 December 2015):</p> <p>That no change be made to the current Local Council Tax Reduction Scheme or Council Tax Technical changes levels for 2016/2017, as detailed in Sections 5 and 6 of Report No: CAB/SE/15/074.</p> | <p>(LCTRS), which meant that St Edmundsbury had to decide upon a local means tested scheme to replace Council Tax Benefit.</p> <p>Based on the overall findings of the second year review, as outlined in Sections 2 and 3 of the report, it was being recommended to continue the LCTR scheme in its current form, including applying the current 2015/2016 level of applicable amounts within the LCTRS for 2016/2017.</p> | <p>was not required from a financial perspective, as the current schemes were operating effectively, delivering a cost-neutral position.</p> <p>Members could reduce the maximum level of discount until the LCTRS to generate additional revenue for the Council to assist towards delivery of Council services as a result of the wider financial pressures.</p> <p>Members could reduce the discount available for empty properties and uninhabitable properties to generate additional revenue for the Council to</p> | <p><u>Officers:</u><br/>Paul Corney<br/>Head of Anglia Revenues Partnership<br/>01842 756437</p> <p>Rachael Mann<br/>Head of Resources and Performance<br/>01638 719245</p> |

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|                             |  |   |   | assist towards delivery of Council services. Complete removal of the current discounts/exemptions around Class A and C technical changes would generate £7,500 for St Edmundsbury. |   |
| Item No. 8<br>CAB/SE/15/075 | None   | <p><u>Tax Base for Council Tax Setting Purposes 2016/2017</u></p> <p>RECOMMENDED TO COUNCIL (15 December 2015):<br/>That:</p> <p>(1) the tax base for 2016/2017, for the whole of St Edmundsbury be 35,737.08 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No: CAB/SE/15/075; and</p> <p>(2) the tax base for 2016/2017 for the different parts of its area, as defined by parish or</p> | The Council was required to set out the basis of the formal calculation of the Council Tax Base for the financial year 2016/2017. | As it was a statutory requirement, no other options were considered.   | <p><u>Portfolio Holder:</u><br/>Cllr Ian Houlder<br/>01284 810074</p> <p><u>Officer:</u><br/>Joanne Howlett<br/>Acting Head of Resources and Performance<br/>01284 757264</p> |

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|                            |  | special expense area boundaries, be as shown in Appendix 2 t Report No: CAB/SE/15/075. |                           |  |          |

Karen Points  
Head of HR, Legal and Democratic Services  
26 November 2015