

Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Cabinet** held on
Tuesday 13 December 2016 at **6.00 pm** at the **Council Chamber, District**
Offices, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

Chairman Robin Millar (in the Chair)

Andy Drummond
Stephen Edwards

Lance Stanbury
James Waters

By Invitation:

Michael Anderson

(Chairman of the Licensing and
Regulatory Committee)

Simon Cole

(Chairman of the Overview and
Scrutiny Committee)

Sara Mildmay-White

(West Suffolk Lead Portfolio Holder for
Housing)

261. **Apologies for Absence**

Apologies for absence were received from Councillor David Bowman.

262. **Minutes**

The minutes of the meetings held on 11 October 2016 (Extraordinary meeting), 25 October 2016, 1 November 2016 and 22 November 2016 (Extraordinary meeting) were unanimously confirmed as a correct record and signed by the Chairman.

263. **Open Forum**

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

264. **Public Participation**

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

265. **Report of the Extraordinary Overview and Scrutiny Committee: 20 October 2016 (Report No: CAB/FH/16/052)**

Councillor Simon Cole, Chairman of the Overview and Scrutiny Committee, presented this report which informed the Cabinet of the following item which had been discussed by the Committee on 20 October 2016 and also drew relevant issues to the attention of the Cabinet:

- (1) Transport links for Rural Villages in Forest Heath.

Councillor Lance Stanbury, Portfolio Holder for Planning and Growth, also reported that as a consequence of the Overview and Scrutiny Committee meeting, he had had further discussions with the bus company Stephensons (of Essex), who had now re-looked at their bus timetable to try and ensure that it coincided with the meeting of the trains, at least at Newmarket Station. Stephensons would also be liaising with the train operator, Abellio, to achieve a better co-ordination of timetabling with the buses and the trains. In addition, Councillor Stanbury had also asked Stephensons to liaise with Abellio to see whether it would also be possible for their train station car parks to also accommodate a layby for the use of buses.

With the vote being unanimous, it was

RESOLVED:

That the contents of Report No: CAB/FH/16/052, being the report of the Overview and Scrutiny Committee, be noted.

266. Report of the Overview and Scrutiny Committee: 10 November 2016 (Report No: CAB/FH/16/053)

Councillor Simon Cole, Chairman of the Overview and Scrutiny Committee, presented this report which informed the Cabinet of the following items which had been discussed by the Committee on 10 November 2016:

- (1) Annual Presentation by the Portfolio Holder for Operations.
- (2) Barley Homes – Five Year Business Plan.
- (3) Car Parking Update.
- (4) Review and Revision of the Constitution (Quarterly Report)
- (5) Directed Surveillance Authorised Applications (Quarter 2)
- (6) Work Programme update

Councillor Cole also drew relevant issues to the attention of the Cabinet, including that recommendations emanating from (2) above would be considered later on the Cabinet agenda.

With the vote being unanimous, it was

RESOLVED:

That the content of Report No: CAB/FH/16/053, being the report of the Overview and Scrutiny Committee, be noted.

267. Recommendations of the Overview and Scrutiny Committee - 10 November 2016: Barley Homes Five Year Business Plan (Report No: CAB/FH/16/054)

Councillor Sara Mildmay-White, West Suffolk Lead Portfolio Holder for Housing, presented this report which explained that the Overview and Scrutiny Committee had scrutinised the content of the Barley Homes initial five year Business Plan.

The Committee were reminded that the primary function of Barley Homes was to generate profits through the development of new housing for sale and rent, on land owned by one of the Councils, initially in West Suffolk. The establishment of the Housing Company was one of the many ways that the Council was looking to become self-sufficient through new income generation activities, as Central Government Grants were reduced and eventually removed.

The recommendations from the Overview and Scrutiny Committee were set out in Report No: CAB/FH/16/054 for the Cabinet's consideration.

Councillor Mildmay-White also expressed her appreciation to the Overview and Scrutiny Committee for its thorough scrutiny of the Business Plan and for its subsequent recommendations.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (21 December 2016)

That:-

1. The five year Business Plan, attached at Exempt Appendix A to Report No: OAS/FH/16/030, be approved.
2. A £3m revolving investment facility, to be added to the Council's capital programme, financed from the reallocation of the "Housing Company" pending capital budget of £3m, be approved.
3. Delegation be given to the S151 Officer and Monitoring Officer, in consultation with the Portfolio Holders for Resources and Performance and Housing to issue equity and loan funding from the revolving investment facility (set out in 2. above) subject to state aid requirements.
4. The S151 Officer and Monitoring Officer, in consultation with the Portfolio Holder for Resources and Performance, be authorised to negotiate and agree the terms of such loans with Barley Homes and the funding and necessary legal agreements, taking into consideration the Council's loans policy and state aid requirements.
5. Approval of the Business Plan will constitute consent for Barley Homes to issue shares and enter into debt financing, in line with the Business Plan, be noted.

(Councillor James Waters joined the meeting at 6.10 pm, during the discussion of, and prior to, the voting on this item. Councillor Robin Millar remained in the Chair).

268. Report of the Performance and Audit Scrutiny Committee: 24 November 2016 (Report No: CAB/FH/16/055)

Councillor Stephen Edwards, Portfolio Holder for Resources and Performance, presented this report which informed the Cabinet of the following items which had been discussed by the Committee on 24 November 2016:

- (1) Mid-year Internal Audit Progress Report 2016-2017.
- (2) Balanced Scorecard and Quarter 2 Performance Report 2016-2017.
- (3) West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2016.
- (4) Work Programme Update.
- (5) Ernst and Young – Presentation of Annual Audit Letter 2015-2016.
- (6) Annual Corporate Environmental Performance 2015-2016.
- (7) Financial Performance Report (Revenue and Capital) – Quarter 2 (April to September 2016)
- (8) Delivering a Sustainable Budget and Medium Term Financial Strategy 2017-2020.
- (9) Mid-year Treasury Management Performance Report and Investment Activity (April to September 2016).

Councillor Edwards drew relevant issues to the attention of the Cabinet, including that items (1) to (4) had been considered jointly with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee during an informal meeting and that recommendations emanating from (8) and (9) above would be considered later on the Cabinet agenda.

With the vote being unanimous, it was

RESOLVED:

That the contents of Report No: CAB/FH/16/055, being the report of the Performance and Audit Scrutiny Committee, be noted.

269. Recommendations of the Performance and Audit Scrutiny Committee - 24 November 2016: Delivering a Sustainable Budget Medium Term Financial Strategy 2017/2020 (Report No: CAB/FH/16/056)

Councillor Stephen Edwards, Portfolio Holder for Resources and Performance, presented this report which explained that the Committee had been provided with an update on progress made towards delivering a balanced budget for 2017-2018, along with proposals for securing a balanced budget in the medium term.

Councillor Edwards explained that the Council continued to face considerable financial challenges as a result of increased cost and demand pressures and constraints on public sector spending. In order to address this and progress securing a balanced budget for 2017/2018 and a sustainable budget in the medium term, a number of budget proposals had been scrutinised by the Committee, as contained in Table 2 of paragraph 5.1 of Report No: PAS/FH/16/032, which were now presented to Cabinet for recommending approval to Council for inclusion in the budget setting process.

In addition, it was acknowledged that a number of projects were currently in the pipeline and full business cases were yet to be approved in the 2016/2017 financial year. Following approval of these business cases, the capital and revenue returns would be included in the budgets going forward and the current budget gap figure would be revised.

Members also noted the items which had been suggested to be removed from the Capital Programme and the proposed transfers of earmarked reserves, as set out in paragraphs 5.5 (Table 3) and 5.7 (Table 4) of Report No: PAS/FH/16/032.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (21 December 2016)

That:-

1. The proposals, as detailed in Section 5 and Table 2 at paragraph 5.1 of Report No: PAS/FH/16/032, be included, in securing a balanced budget for 2017-2018.
2. The items as detailed in paragraph 5.3 of Report No: PAS/FH/16/032 are treated as pending budgets that will require the necessary approvals before they can be committed.
3. The items as detailed in paragraph 5.5 and Table 3 of Report No: PAS/FH/16/032 be removed from the capital programme.
4. The reserve transfers as detailed in paragraph 5.7 and Table 4 of Report No: PAS/FH/16/032, be approved.

270. **Recommendations of the Performance and Audit Scrutiny Committee - 24 November 2016: Mid-Year Treasury Management Report and Investment Activity (April to September 2016) (Report No: CAB/FH/16/057)**

Councillor Stephen Edwards, Portfolio Holder for Resources and Performance, presented this report which explained that the Committee had been presented with the Council's Mid-year Treasury Management Report which had summarised the investment activity for the period 1 April to 30 September 2016.

The Committee were provided with explanations on the under-achievement of interest earned during the period, mainly due to the reduction in funds available for investment following the purchase of the Toggam Solar Farm. There had also been a reduced average rate of return during this period, due to the reduction in the Bank of England base rate and the resulting reduction of interest rates offered by institutions.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (21 December 2016)

That the Mid-Year Treasury Management Report 2016-2017, attached at Appendix 1 to Report No: PAS/FH/16/033, be approved.

271. **Recommendations of the Licensing and Regulatory Committee - 10 October 2016: Training for Hackney Carriage and Private Hire Vehicle Drivers (Report No: CAB/FH/16/058)**

Councillor Lance Stanbury, Portfolio Holder for Planning and Growth, presented this report which explained that the Committee had considered new training requirements for Hackney Carriage and Private Hire Vehicle Drivers.

This report had explained that the Local Government (Miscellaneous Provisions) Act 1976 placed a duty upon the Council, as the Licensing Authority, to ensure that an applicant for a driver's licence was a 'fit and proper person' to hold such a licence and that existing drivers acted in a way as to satisfy the Council that they continued to be 'fit and proper' to hold a licence.

Paragraph 1.4 of Report No: LIC/FH/16/006 listed the existing requirements of the Council's 'fit and proper' test. Whilst there were many extremely competent and professional drivers in West Suffolk there was statistical and anecdotal evidence to support the need for improved standards and knowledge. The Department of Transport in a publication '*Taxi and Private Hire Vehicle Licensing: Best Practice Guidance*' March 2010 had endorsed the introduction of qualifications in licensing authority regimes. Appendix 1 of Report No: LIC/FH/16/006 listed other local authorities nationally that had introduced a requirement for formally recognised qualifications or in house tests as a prerequisite to the grant of a licence. When considering this matter at its meeting on 23 May 2016, the Committee had accepted that the appropriate form for the qualification would be based on BTEC Level 2.

External consultation with the taxi trade and the general public, as users, had been carried out on the proposal over July and August 2016. 26 out of a potential 600 registered drivers across West Suffolk and 78 members of the public completed respective surveys. A summary of the responses was included as Appendix 3 to Report No: LIC/FH/16/006.

In discussing the proposal, the Committee had supported for both new applicants and existing drivers to obtain the full BTEC Level 2 Certificate. However, taking into account some of the views that were expressed by Members in relation to the requirement for existing drivers to undertake the qualification, Officers had conducted further research and had proposed further recommendations as set out in (3)(a) and (b) of Report No: CAB/FH/16/058, for additional consideration to those which had been proposed by the Committee.

These further recommendations were proposing that existing drivers only be required to attend a half-day training course, which would cover specific issues of concern, including safeguarding vulnerable people, assisting

customers with disabilities and customer care. However, should existing drivers fail to attend this half-day course, then this would constitute as a contravention of the Disciplinary Code for Hackney Carriage/Private Hire Vehicles and as a consequence, would then be required to obtain the full BTEC Level 2 Certificate.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (21 December 2016)

That the results of the recent consultation with Hackney Carriage/Private Hire Vehicle Drivers and taxi customers on the proposal to adopt a BTEC Level 2 Certificate 'Introduction to the role of Professional Taxi and Private Hire Driver', as detailed in Report No: LIC/FH/16/006, be noted and;

1. The change in requirements for all new drivers to complete the BTEC Level 2 Certificate be approved; and additionally
2. (a) Existing drivers be required to attend half-day training covering specific issues of concern including safeguarding vulnerable people, assisting customers with disabilities and customer care provided at no cost to attendees; and

(b) The Disciplinary Code for Hackney Carriage/Private Hire Vehicles be amended to reflect that should existing drivers fail to comply with 2. (a) above, this would constitute a contravention of this Code, and as a consequence, he/she will be required to obtain the full BTEC Level 2 Certificate referred to in 1. above.

272. Recommendations of the Local Plan Working Group - 28 November 2016: Core Strategy Single Issue Review (SIR), Site Allocations Local Plan (SALP) Submission Documents and Draft Infrastructure Delivery Plan (IDP) (Report No: CAB/FH/16/059)

Councillor Lance Stanbury, Portfolio Holder for Planning and Growth, presented this report which informed the Cabinet of the following items which had been discussed by the Working Group on 28 November 2016:

- (1) Responses to consultation and engagement on the Preferred Option Core Strategy Single Issue Review (SIR), Preferred Options Site Allocations Local Plan and Draft Infrastructure Delivery Plan (IDP)

The Core Strategy Single Issue Review had revisited the quashed parts of the 2010 Core Strategy, as well as re-assessing the overall housing need/numbers to ensure compliance with the National Planning Policy Framework (NPPF). An 'Issues and Options' (Regulation 18) consultation was completed in July to September 2012, with a second Issues and Options (Regulation 18) consultation taking place between August and October 2015. A Preferred Option consultation was completed between April and July 2016 (Regulation 18).

The Working Group had considered the responses, comments and actions from the Preferred Options consultation, as set out in Working Paper 1 (Core Strategy Policy CS 7 Single Issue Review), Working Paper 2 (Site Allocations Local Plan Preferred Options) and Working Paper 3 (Draft Infrastructure Delivery Plan) of Report No: LOP/FH/16/011 and had recommended that these be endorsed, subject to the following amendment to Working Paper 2:

- Representations 24341 (page 66) and 24342 (page 69) (The Trustees of the E G Lambton 1974 Settlement) (Site N/18 George Lambton Playing Fields)

The following sentence be deleted under the Council's Assessment:

"In addition, as located off Fordham Road, development of this large site is likely to raise similar concerns to those recently upheld by the SoS for the development of Hatchfield Farm."

(2) Core Strategy Single Issue Review (CS SIR) Submission Document (Regulation 19)

The Core Strategy Single Issue Review (CS SIR) revisited the quashed parts of the 2010 Core Strategy, as well as re-assessing the overall housing need/numbers to ensure compliance with the National Planning Policy Framework (NPPF).

An 'Issues and Options' (Regulation 18) consultation was completed on the CS SIR in July to September 2012, with a second Issues and Options (Regulation 18) consultation taking place between August and October 2015. A Preferred Option consultation was completed between April and July 2016 (Regulation 18). A final submission consultation was scheduled to take place between 10 January 2017 and 21 February 2017.

The Working Group had considered the Submission draft of the Core Strategy Single Issue Review document, as set out in Working Paper 1 to Report No: LOP/FH/16/002 and had recommended its approval, with no further amendment.

(3) Site Allocations Local Plan (SALP) Submission Document (Regulation 19)

The Forest Heath Core Strategy was adopted in May 2010. Following a successful High Court Challenge in May 2011, parts of Policy CS7 detailing how the overall housing need would be distributed between the settlements over a 20-year period (to 2031) were quashed (removed from the Strategy). Consequential amendments were also made to Policies CS1 (Spatial Strategy) and CS13 (Infrastructure and Developer Contributions).

Since then, the Council had been revisiting the quashed parts of the Core Strategy (known as the Single Issue Review) to determine the overall housing numbers and distribution, as well as developing a Site

Allocations Local Plan (SALP) to identify which sites should be developed, in order to achieve the vision and objectives of the Core Strategy and meet the outcomes of the Single Issue Review.

An 'Issues and Options' (Regulation 18) consultation on the SALP was completed between July to September 2012, with a second Issues and Options (Regulation 18) SALP consultation taking place between August and October 2015. A preferred options SALP (Regulation 18) consultation was completed between April and July 2016. A final SALP Submission consultation (Regulation 19) was scheduled to take place between 10 January 2017 and 21 February 2017.

The Working Group considered the Submission draft of the Site Allocations Local Plan Submission document, as set out in Working Paper 1 to Report No: LOP/FH/16/013 and recommended approval for consultation, with no further amendment.

The Cabinet also wished to express their thanks to the Officers and to the Members of the Local Plan Working Group for all of their hard work in the production of the Submission documents.

With the vote being unanimous, it was

RESOLVED:

That:-

1. Responses to consultation and engagement on the Preferred Option Core Strategy Single Issue Review (SIR), Preferred Options Site Allocations Local Plan (SALP) and Draft Infrastructure Delivery Plan (IDP) (Report No: LOP/FH/16/011)

That:-

- (a) The responses, comments and actions as set out in Working Paper 1 (Core Strategy Policy CS7 Single Issue Review), Working Paper 2 (Site Allocations Local Plan Preferred Options) and Working Paper 3 (Draft Infrastructure Delivery Plan) to Report No: LOP/FH/16/011 be endorsed, subject to the following amendment to Working Paper 2:

- Representations 24341 (page 66) and 24342 (page 69) (The Trustees of the E G Lambton 1974 Settlement) (Site N/18 George Lambton Playing Fields)

The following sentence be deleted under the 'Council's Assessment':

"In addition, as located off Fordham Road, development of this large site is likely to raise similar concerns to those recently upheld by the SoS for the development of Hatchfield Farm."

- (b) The Head of Planning and Growth, in consultation with the Portfolio Holder for Planning and Growth and the Chairman and Vice Chairman of the Local Plan Working Group, be authorised to make any minor typographical, factual, spelling and grammatical changes to the Officer responses.

RECOMMENDED TO COUNCIL: (21 December 2016)

That:-

2. Core Strategy Single Issue Review (CS SIR) Submission Document (Regulation 19) (Report No: LOP/FH/16/012)

- (a) The Core Strategy Single Issue Review (CS SIR) Submission document (Regulation 19), as set out in Working Paper 1 to Report No: LOP/FH/16/012, be endorsed.
- (b) The Core Strategy Single Issue Review (CS SIR) Submission document (as set out in Working Paper 1 to Report No: LOP/FH/16/012) and accompanying Strategic Environment Assessment (SEA)/Sustainability Appraisal (SA), together with supporting documents, be approved for Regulation 19 consultation.
- (c) The Head of Planning and Growth, in consultation with the Portfolio Holder for Planning and Growth and the Chairman and Vice Chairman of the Local Plan Working Group, be given delegated authority to submit the Core Strategy Submission document, all representations received to it during the final consultation and supporting documents, to the Secretary of State for independent Examination, subject to there being no material issues raised by consultees at the final consultation stage which require further consideration/modifications to the CS SIR.
- (d) The Head of Planning and Growth, in consultation with the Portfolio Holder for Planning and Growth and the Chairman and Vice Chairman of the Local Plan Working Group, be authorised to make any minor typographical, factual, spelling and grammatical changes to the document, provided that it does not materially affect the substance or meaning.

3. Site Allocations Local Plan (SALP) Submission Document (Regulation 19) (Report No: LOP/FH/16/013)

- (a) The Site Allocations Local Plan (SALP) Submission document (Regulation 19) as set out in Working Paper 1 to Report No: LOP/FH/16/013, be endorsed.

- (b) The Site Allocations Local Plan (SALP) Submission document (as set out in Working Paper 1 to Report No: LOP/FH/16/013) and accompanying SEA/SA, together with supporting documents, be approved for Regulation 19 consultation.
- (c) The Head of Planning and Growth, in consultation with the Portfolio Holder for Planning and Growth and the Chairman and Vice Chairman of the Local Plan Working Group, be given delegated authority to submit the Site Allocations Local Plan Submission document, all representations received to it during the final consultation and supporting documents, to the Secretary of State for independent Examination, subject to there being no material issues raised by consultees at the final consultation stage which require further consideration/modifications to the SALP.
- (d) The Head of Planning and Growth, in consultation with the Portfolio Holder for Planning and Growth and the Chairman and Vice Chairman of the Local Plan Working Group, be authorised to make any minor typographical, factual, spelling and grammatical changes to the document, provided that it does not materially affect the substance or meaning.

273. Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018 (Report No: CAB/FH/16/060)

Councillor Stephen Edwards, Portfolio Holders for Resources and Performance, presented this report which set out recommendations on the 2017/2018 Local Council Tax Reduction Scheme (LCTRS) and technical changes levels from 1 April 2017.

Councillor Edwards drew relevant issues to the attention of the Cabinet, including background to the LCTRS which had been introduced from 1 April 2013, together with a summary of the previous year review (2015/2016) in respect of the behavioural, administrative and financial impacts of the LCTRS and Council Tax technical changes levels.

In relation to the scheme for 2017/2018, continuing the LCTRS and approach to technical changes would create a 'cost neutral scheme' for the Council, notwithstanding reductions in the Local Council Tax Support Grant, which would have to be absorbed elsewhere in the Council's 2017/2018 budget setting process. Changes could be made to the maximum benefit amount and technical changes, however, both of these would carry significant behavioural impacts which could affect overall yield. National research also showed that any further increase in the amount payable for working age LCTRS customers could increase administration costs and have a detrimental effect on collection rates.

Therefore, based on the overall findings of the Scheme review, as outlined in Section 2 and 3 of Report No: CAB/FH/16/060, it was recommended to

continue the LCTRS in its current form, including applying the current level of applicable amounts within the LCTRS for 2017/2018.

It was also being recommended to continue with the 2016/2017 levels for second homes and empty properties, as set out in Table 1 of Report No: CAB/FH/16/060.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (21 December 2016)

That no change be made to the current Local Council Tax Reduction Scheme or Council Tax Technical Changes for 2017/2018, as detailed in Section 5 of Report No: CAB/FH/16/060.

274. Council Tax Base for Tax Setting Purposes 2017/2018 (Report No: CAB/FH/16/061)

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 2017/2018.

The Tax base Return (CTB1) was attached at Appendix 1 to the report, which had been updated as at 31 October 2016 to allow for:

- (a) any technical changes outlined in Report No: CAB/FH/16/060.
- (b) potential growth in the property base during 2017/2018 taken from an average of the housing delivery numbers for those sites within the local plan and those that had planning permission, adjusted for an assumed level of discounts/exemptions within that growth of property base.

An allowance was then made for losses on collection, which assumed that overall collection rates would be maintained at 97.5%. In addition to this collection rate change, an adjustment had been made to allow for the collectability of the Council Tax arising from the Local Council Tax Support Scheme, which had been assessed at 90%. The resulting Tax Base for Council Tax collection purposes had been calculated as 17,575.33 which was an increase of 367.4 on the previous year.

The tax base figures provided within Appendix 2 of the report had been communicated to Town and Parish Councils, so they could start to factor these into their budget setting process.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL: (21 December 2016)

That:-

1. The tax base for 2017/2018, for the whole of Forest Heath is 17,575.33 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No: CAB/FH/16/061.

2. The tax base for 2017/2018 for the different parts of its area, as defined by parish or special expense area boundaries, are as shown in Appendix 2 of Report No: CAB/FH/16/061.

275. Allocation of Community Chest Funding 2017/2018 (Report No: CAB/FH/16/062)

Prior to presenting this report, Councillor Robin Millar, Portfolio Holder for Families and Communities, declared a local non-pecuniary interest as he was a member of the Abundant Life Church and was also a friend of one of the applicants (Our Special Friends). Councillor Millar confirmed that he would remain in the meeting, but would abstain from voting on this item.

Councillor Millar then presented this report explained that applications for Community Chest funding for 2017/2018 had closed on 30 September 2016. A total of 23 applications had been received from a wide variety of organisations.

The total budget for the Community Chest in 2017/2018 was £142,904 which included £69,054 from Suffolk Public Health who had allocated money to each District/Borough Council. This was a one-off funding stream and would not be repeated in future years. The purpose of the Public Health funding was to support activity to improve health across the area. Forest Heath District Council and Suffolk County Council had agreed to work collaboratively to improve the level of intervention, enhance the mutual understanding of needs within the county and deliver long term benefits to all parties.

In determining this year's allocations, each application had been assessed against the scheme's criteria and some had been declined. Those applications which had not been considered appropriate for Community Chest Funding were listed within paragraph 1.4 of the report. Officers in the Families and Communities Team would work with these organisations to try and identify alternative funding. Following detailed consideration, it was felt that 14 applications met the scheme's criteria and should be allocated funding. These organisations and the funding allocated were detailed in paragraph 1.5 of the report.

With 4 voting for the motion and with 1 abstention (Councillor Robin Millar), it was

RESOLVED:

That:-

- (1) The allocation of funding from the Community Chest be noted as follows:

1. **Alumah**
2017-2018 £3,700
2. **Arts For Us**
2017-2018 £9,520

3. **Fresh Start: New Beginnings**
2017-2018 £10,000
4. **Our Special Friends**
2017-2018 £6,000
5. **Rural Coffee Caravan**
2017/2018 £3,210
6. **Suffolk West Citizens Advice (MoneySmart)**
2017/2018 £27,192
7. **The Volunteer Network**
2017/18 £10,299.33
2018/19 £10,299.33
2019/20 £10,299.33
8. **Unit Twenty Three**
2017/2018 £5,000

(2) The Head of Families and Communities, in consultation with the Portfolio Holder for Families and Communities (and in relation to Item 9. below (Abundant Life Church), in consultation with the Leader of the Council) to approve the funding allocated to the organisations listed below, with the total sum allocated being no more than £63,976.67:

9. Abundant Life Church
10. ActivLives
11. FamilyCarersNet
12. HomeStart (Lakenheath)
13. Sharing Parenting
14. YOPEY Befriending

276. **Location Filming in Suffolk (Report No: CAB/FH/16/063)**

Councillor Lance Stanbury, Portfolio for Planning and Growth, presented this report which sought approval for delegated authority to be granted to Film Fixer Limited (trading as Screen Suffolk) to issue permissions for filming in West Suffolk and to collect film fees for activity on Council land and premises on behalf of Forest Heath District Council and St Edmundsbury Borough Council.

This matter had also been considered by St Edmundsbury Borough Council's Cabinet on 8 December 2016, where delegated authority had been granted to Film Fixer Limited. The Cabinet had also requested to receive feedback on the impact and success of the scheme in West Suffolk, possibly in the form of an annual performance monitoring report.

The report explained that there was currently no set process for the handling of film enquiries in West Suffolk. Any enquiries were typically received by Corporate Communications, which were then directed to the relevant service

responsible for locations that had historically been used for filming purposes, such as West Stow, Abbey Gardens and Nowton Park.

The Suffolk Public Sector Leaders' Group had previously agreed to a county-wide proposal to establish a 'Suffolk Film Office' using allocations of funding from Suffolk pooled business rates. Each district, borough and county councils across Suffolk were now being presented with the proposal to grant delegated authority to Film Fixer Ltd (trading as Screen Suffolk) to streamline and provide a common process for granting permissions for filming in the county on council-owned land and premises.

With the vote being unanimous, it was

RESOLVED:

That delegated authority be granted to Film Fixer Ltd (trading as Screen Suffolk) to issue permissions for filming in West Suffolk and to collect film fees for activity on Council land and premises on behalf of Forest Heath District Council and St Edmundsbury Borough Council, as detailed in Report No: CAB/FH/16/063.

277. Decisions Plan: December 2016 to May 2017 (Report No: CAB/FH/16/064)

The Cabinet considered this report which was the Cabinet Decisions Plan covering the period December 2016 to May 2017.

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

The Meeting concluded at 6.43 pm

Signed by:

Chairman
