



St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

Cabinet Decisions Notice

(Published: Tuesday 13 December 2016)

The following decisions were taken by the Cabinet on **Thursday 8 December 2016** and, if not called in by Councillors, will come into operation on Wednesday 21 December 2016. 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) **by 5.00 pm on Tuesday 21 December 2016.**

Should you have a query regarding any of the decisions taken, contact should be made with the named officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk. Alternatively, you may also contact the relevant Portfolio Holder on the telephone number listed against their name, or via email using the format firstname.surname@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. 6 CAB/SE/16/059	None	<p><u>Recommendations of the Overview and Scrutiny Committee: 9 November 2016: Barley Homes - Five Year Business Plan</u></p> <p>RECOMMENDED TO COUNCIL: (20 December 2016) That:</p> <p>(1) the five year Business Plan, attached at Exempt Appendix A to Report No: OAS/SE/16/028, be approved;</p>	<p>The Cabinet acknowledges that the primary function of Barley Homes is 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 is one of the many ways that the Council is looking to become self-sufficient through new income generation activities, as central government grants are reduced and will eventually be removed.</p>	<p>No other options have been considered or rejected as a Business Plan is required in order for funding to be approved.</p>	<p><u>Portfolio Holder:</u> Cllr Sara Mildmay-White 01359 270580</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance 01638 719245</p>

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		<p>(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 £2.35m and an additional £0.65m from the Strategic Priorities and the Medium Term Financial Strategy reserve, be approved;</p> <p>(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;</p> <p>(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</p>	<p>The Cabinet therefore supports the initial five year business plan and has recommended its approval to Council so that the functions of Barley Homes can progress.</p>		

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		<p>funding and necessary legal agreements, taking into consideration the Council's loans policy and state aid requirements;</p> <p>(5) the sale of Council owned land as detailed in the five year Business Plan (Exempt Appendix A to Report No: OAS/SE/16/028), with outline planning permission, subject to approval by the planning authority and with Section 123 best value obligations, with the costs of planning permission being approximately £35,000 being funded from the Strategic Priorities and Medium Term Financial Strategy reserve, be noted; and</p> <p>(6) 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.</p>			

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Item No. 8 CAB/SE/16/061	None	<p><u>Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 - Delivering a Sustainable Budget Medium Term Financial Strategy 2017/2020</u></p> <p>RECOMMENDED TO COUNCIL: (20 December 2016) That:</p> <p>(1) the proposals, as detailed in Section 5 and Table 2 at paragraph 5.1 of Report No: PAS/SE/16/029, be included, in securing a balanced budget for 2017-2018;</p> <p>(2) the items, as detailed in paragraph 5.3 of Report No: PAS/SE/16/029 are treated as pending budgets that will require the necessary approvals before they can be committed;</p> <p>(3) the items as detailed in paragraph 5.5 and Table 3 of Report No: PAS/SE/16/029, be removed from the capital programme; and</p>	<p>Having taken the current and future financial pressures and challenges facing St Edmundsbury into account, including the budget gap, budget assumptions, proposed timetable, the methodology for securing a balanced budget in 2017/2018, pending project proposals and capital programme 2017/2020, the Cabinet considers the Performance and Audit Scrutiny Committee's recommendations are acceptable for putting forward to Council.</p>	<p>Other options for securing a balanced budget in 2017/2018 and sustainable Medium Term Financial Strategy 2017/2020 could be proposed and considered by Members. They would however, need to take into account core principles such as deliverability, affordability and risk.</p>	<p><u>Portfolio Holder:</u> Cllr Ian Houlder 01284 810074</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance 01638 719245</p>

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		(4) the reserve transfers as detailed in paragraph 5.7 and Table 4 of Report No: PAS/SE/16/029, be approved.			
Item No. 9 CAB/SE/16/062	None	<p><u>Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 - Mid-Year Treasury Management Performance Report and Investment Activity (April - September 2016)</u></p> <p>RECOMMENDED TO COUNCIL: (20 December 2016) That:</p> <p>(1) the Mid-Year Treasury Management Report 2016-2017, attached at Appendix 1 to Report No: TMS/SE/SE/004, be approved; and</p> <p>(2) the addition of Enhanced Cash Funds to the authorised investments list in the St Edmundsbury Borough Council Treasury Management and Investment Strategy and Code of Practice, attached as Appendices 2 and 3 to Report</p>	<p>The Council is required by the Treasury Management Code of Practice to approve a current mid year review of the treasury services against the adopted annual strategy.</p> <p>In an attempt to mitigate some of the lost return on investments due to the current low Bank of England base rate, the Cabinet considers it appropriate to recommend to Council approval of the use of Enhanced Cash Funds as an alternative investment vehicle to the more traditional fixed term deposits with banks and building societies.</p>	<p>Options for the management of Council investments are formally considered within the annual treasury management and investment strategy. This includes key strategies in respect of the maintenance of the Council's debt free status, the continuation of in-house management of funds, and the approach to be adopted in establishing the creditworthiness of potential counterparties.</p>	<p><u>Portfolio Holder:</u> Cllr Ian Houlder 01284 810074</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance 01638 719245</p>

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		No: TMS/SE/16/004, be approved.		The changing nature of the economic climate requires that these key areas are subject to on-going review.	
Item No. 10 CAB/SE/16/063	None	<p><u>Recommendations of the Licensing and Regulatory Committee: 11 October 2016: Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers</u></p> <p>RECOMMENDED TO COUNCIL: (20 December 2016) That:</p> <p>(1) the results of the recent consultation with Hackney Carriage/Private Hire Vehicle Drivers and 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/SE/16/005, be noted;</p> <p>(2) the change in requirements for all new drivers to</p>	<p>The Cabinet considers it acceptable to require new Hackney Carriage and Private Hire Vehicle drivers to undertake the complete BTECH Level 2 training course; however, the Licensing and Regulatory Committee and Cabinet considers it is too onerous to place the expectation on existing drivers to undertake this full course, particularly if they have held their licence for a long period of years without incident or complaint.</p> <p>To address some of the concerns raised by the public during the consultation on this matter but considering the potential disproportionate requirement placed on existing drivers, the Cabinet supports</p>	<p>(i)It would be possible not to implement the requirements for training, however, this would mean that taxi and private hire drivers were not trained to a consistent standard in various aspects relevant to the safe transportation of customers, as referred to in Report No; LIC/SE/16/005.</p> <p>(ii)Only require taxi and private hire drivers to undergo safeguarding</p>	<p><u>Portfolio Holder:</u> Cllr Alaric Pugh 07930 460899</p> <p><u>Officer:</u> Peter Gudde Service Manager Environmental Health 01284 757042</p>

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		<p>complete the BTEC Level 2 Certificate be adopted; and, additionally</p> <p>(3)</p> <p>(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</p> <p>(b) the Disciplinary Code for Hackney Carriage/Private Hire Vehicles be amended to reflect that should existing drivers fail to comply with (3)(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 (2) above.</p>	<p>the additional recommendation put forward by the officers, whereby existing drivers will instead be asked to attend a half-day training course, which would cover safeguarding of vulnerable people, customer care and assisting customers with disabilities.</p>	<p>training. However, this would mean that drivers were not trained in the other relevant topics referred to in Report No: LIC/SE/16/005.</p>	
<p>Item No. 11 CAB/SE/16/064</p>	<p>None</p>	<p><u>Recommendations of the Grant Working Party: 7 November 2016: Community Chest Grant Funding 2017/2018</u></p>	<p>The Grant Working Party had considered each of the 39 applications for Community Chest funding in detail and the Cabinet supports its</p>	<p>The Council could choose not to provide any grant funding; however it is recognised</p>	<p><u>Portfolio Holder:</u> Cllr Robert Everitt 01284 769000</p>

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		<p>RESOLVED That:</p> <p>(1) the allocation of Community Chest funding for 2017/2018, as previously approved in 2016/2017 as part of two-year funding agreements, be noted, namely:</p> <p>(a) Gatehouse Caring in East Anglia (home furnishings): £5,000</p> <p>(b) HomeStart (borough wide): £9,800</p> <p>(c) REACH Community Projects: £5,000</p> <p>(d) Relate Norfolk and Suffolk: £5,000</p> <p>(e) The Voluntary Network (Befriending Scheme): £10,800</p> <p>(f) The Voluntary Network (Community Cars): £4,434</p> <p>(g) Suffolk Rape Crisis: £4,800</p>	<p>recommendations.</p> <p>As further details and information is required from four of the organisations that had submitted applications, the recommendations for granting appropriate levels (if any) of Community Chest funding for 2017/18 will now be considered by Cabinet on 7 February 2017.</p>	<p>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 its priorities.</p>	<p><u>Officer:</u> Davina Howes Head of Families and Communities 01284 757070</p>

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		<p>(2) the allocation of Community Chest funding for 2017/2018, as detailed in Report No: GWP/SE/16/003, be approved, namely:</p> <p>(a) Gatehouse Caring in East Anglia (towards Dementia Hub): £10,000</p> <p>(b) Millennium Farm Trust: £10,000</p> <p>(c) Upbeat Heart Support: £7,875</p> <p>(d) Suffolk Cruse Bereavement Care: £9,458</p> <p>(e) Survivors in Transition (SiT): £11,560</p> <p>(f) Bury St Edmunds Women's Aid Centre Ltd: £5,400</p> <p>(g) HomeStart (Mildenhall Road Estate): £10,767</p> <p>(h) HomeStart (Acorn House): £7,454</p> <p>(i) HomeStart (Coupals Court): £7,454</p>			

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		<p>(j) Our Special Friends: £6,000</p> <p>(k) Suffolk West Citizens Advice Bureau (Operations): £182,000</p> <p>(3) subject to the budget setting process for 2018/2019, and subject to the satisfactory submission of evidence-based reports detailing the benefits and success of each individual project in 2017/2018, the allocation of Community Chest funding for 2017/2018 and 2018/2019, be approved, namely:</p> <p>(a) Suffolk Accident Rescue Service (SARS):</p> <table border="0" data-bbox="680 997 994 1061"> <tr> <td><u>2017/18</u></td> <td><u>2018/19</u></td> </tr> <tr> <td>£2,000</td> <td>£2,000</td> </tr> </table> <p>(b) Theatre Royal (Bury St Edmunds):</p> <table border="0" data-bbox="680 1161 994 1225"> <tr> <td><u>2017/18</u></td> <td><u>2018/19</u></td> </tr> <tr> <td>£5,000</td> <td>£5,000</td> </tr> </table> <p>(4) No Community Chest funding for 2017/2018 be awarded to:</p> <p>(a) ActivLives;</p>	<u>2017/18</u>	<u>2018/19</u>	£2,000	£2,000	<u>2017/18</u>	<u>2018/19</u>	£5,000	£5,000			
<u>2017/18</u>	<u>2018/19</u>												
£2,000	£2,000												
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		<ul style="list-style-type: none"> (b) Cancer Campaign in Suffolk; (c) Rural Coffee Caravan; (d) Suffolk Academy; (e) FamilyCarersNet; (f) Suffolk West Citizens Advice Bureau (Health); (g) AMP and DECK; (h) Unit Twenty Three (Bury Youth Forum); (i) YOPEY Befriender; (j) Spinning Wheel; (k) COMPASSION; (l) Fresh Start New Beginnings; (m) Junction 10; (n) Community Action Suffolk (Volunteering); (o) Community Action Suffolk (Locality); (p) Suffolk Coalition of Disabled People (SCODP); (q) Suffolk West Citizens Advice Bureau (MoneySmart); (r) The Matthew Project; (s) Multicultural Women’s Group Bury St Edmunds; (t) Creative Arts East (Rural Touring Scheme); (u) Creative Arts East (Our Day Out); and (v) Haverhill Community Trust. (5) No allocation of Community Chest funding for 2019/2020 			

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		<p>be approved at this present time.</p> <p>(6) As further details and information is required from the following four organisations, the granting of appropriate levels (if any) of Community Chest funding for 2017/2018 be deferred and recommended to Cabinet on 7 February 2017 for approval:</p> <p>(a) Suffolk Mind; (b) Catch 22, Suffolk Positive Futures; (c) HomeStart (Honington); and (d) Unit Twenty Three ('Freefall' production).</p>			
Item No. 12 CAB/SE/16/065	None	<p><u>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018</u></p> <p>RECOMMENDED TO COUNCIL: (20 December 2016)</p> <p>That no change be made to the current Local Council Tax Reduction Scheme or Council Tax Technical changes levels for 2017/2018, as detailed in Section 5 of Report No:</p>	<p>From 1 April 2013, the Government replaced Council Tax Benefit with a Localised Council Tax Reduction Scheme (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 scheme's review, as</p>	<p>Looking at the scheme in isolation, changing the current LCTR scheme is not required from a financial perspective, as the current schemes are operating effectively, delivering a cost-</p>	<p><u>Portfolio Holder:</u> Cllr Ian Houlder 01284 810074</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance 01638 719245</p>

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		CAB/SE/16/065.	outlined in Sections 2 and 3 of the report, the Cabinet has recommended to Council that the LCTR scheme continues in its current form, including applying the current 2016/2017 level of applicable amounts within the LCTRS for 2017/2018.	<p>neutral position.</p> <p>Members could reduce the maximum level of discount under the LCTR scheme to generate additional revenue for the council to assist towards delivery of council services as a result of the wider financial pressures. Providing a maximum of 90% discount (a reduction of 1.5% discount for working age claimants as the current scheme is 91.5%) would generate an additional £7,700 for St Edmundsbury (based on 11.9% share).</p> <p>Members could</p>	

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				reduce the discount available for empty properties and uninhabitable properties to generate additional revenue for the council to assist towards delivery of council services. Complete removal of the current discounts/exemptions around class A and C properties would generate £8,300 for St Edmundsbury (based on 11.9% share).	
Item No. 13 CAB/SE/16/066	None	<u>Council Tax Base for Tax Setting Purposes 2017/2018</u> RECOMMENDED TO COUNCIL: (20 December 2016) That: (1) the tax base for 2017/2018, for the whole of St	The Council is required to set out the basis of the formal calculation of the Council Tax Base for the financial year 2016/2017.	As it is a statutory requirement, no other options were considered.	<u>Portfolio Holder:</u> Cllr Ian Houlder 01284 810074 <u>Officer:</u> Rachael Mann Head of

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		<p>Edmundsbury is 36,257.27 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No: CAB/SE/16/066; and</p> <p>(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.</p>			Resources and Performance 01638 719245
Item No. 14 CAB/SE/16/067	None	<p><u>Location Filming in Suffolk</u></p> <p>RESOLVED:</p> <p>That delegated authority is 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/SE/16/067.</p>	The Cabinet has agreed it is a sensible approach and has granted 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. This proposal has been presented to the district, borough and county councils across Suffolk for approval.	The Council could choose to retain control of permissions to filming companies without Screen Suffolk; however confusion for location managers could remain as they are not necessarily familiar with council boundaries and are faced with a plethora of different permissions processes and fee structures across	<p><u>Portfolio Holder:</u> Cllr Alaric Pugh 07930 460899</p> <p><u>Officer:</u> Andrea Mayley Service Manager Economic Development and Growth 01284 757343</p>

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				the county.	
Item No. 17 CAB/SE/16/069	None	<p><u>Exempt: Investing in our Commercial Asset Portfolio (para 3)</u></p> <p>RECOMMENDED TO COUNCIL: (20 December 2016)</p> <p>The decision is contained in the exempt version of this Decisions Notice.</p>	The reasons for the decision are contained in the exempt version of this Decisions Notice.	Other options considered and reasons for rejection are contained in the exempt version of this Decisions Notice.	<p><u>Portfolio Holders:</u> Cllr Alaric Pugh 07930 460899</p> <p>Cllr Peter Stevens 01787 280284</p> <p><u>Officers:</u> Kirsty Pitwood Principal Growth Officer 01284 757109</p> <p>Michael Linsdell Service Manager Property 01284 757385</p>
Item No. 18 CAB/SE/16/070	None	<p><u>Exempt: Unauthorised Development - Compensation Claim (paras 5 and 7)</u></p> <p>RESOLVED:</p> <p>The decision is contained in the exempt version of this Decisions Notice.</p>	The reasons for the decision are contained in the exempt version of this Decisions Notice.	Other options considered and reasons for rejection are contained in the exempt version of this Decisions Notice.	<p><u>Portfolio Holder:</u> Cllr Alaric Pugh 07930 460899</p> <p><u>Officer:</u> Steven Wood Head of Planning and</p>

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					Growth 01284 757306

Karen Points
Head of HR, Legal and Democratic Services
13 December 2016