

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Cabinet** held on  
**Thursday 8 December 2016** at **5.00 pm** in the **Conference Chamber West,**  
**West Suffolk House,** Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** John Griffiths (Leader of the Council) (in the Chair)  
**Vice Chairman** Sara Mildmay-White (Deputy Leader)

Robert Everitt                      Alaric Pugh  
Ian Houlder

**By Invitation:**

Sarah Broughton                      (Chairman of the Performance and Audit  
Scrutiny Committee)

Susan Glossop                      (Member of the Overview and Scrutiny  
Committee)

**In attendance:**

Clive Pollington                      Angela Rushen  
David Roach

**273. Apologies for Absence**

Apologies for absence were received from Councillors Joanna Rayner and Peter Stevens.

**274. Minutes**

The minutes of the meetings held on 18 October, 1 November and 21 November 2016 (extraordinary meeting), were confirmed as correct records and signed by the Chairman.

**275. Open Forum**

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

**276. Public Participation**

The following statement was put and answered during this item, which was in connection with the proposed Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers (Agenda Item 10):

1. Stephen Bye of A1 Cars (Suffolk) Limited, Bury St Edmunds, stated that having noted the revised recommendations put forward by both the Licensing and Regulatory Committee and subsequently by the officers, as contained in Report No: CAB/SE/16/063, he felt the half-day training course that was being proposed for existing drivers was a suitable compromise to the original proposal contained in Report No: LIC/SE/16/005.

Mr Bye acknowledged that the Council was seeking to improve standards in the interests of safeguarding the public and considered the revised approach regarding proposed training requirements for new and existing drivers was acceptable and reasonable.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, thanked Mr Bye for his statement and explained that the Council wished to continue to work closely with Hackney Carriage and Private Hire Driver providers to achieve the mutual aim of delivering an excellent standard of service for the public.

**277. Report of the Overview and Scrutiny Committee: 9 November 2016**

The Cabinet received and noted Report No: CAB/SE/16/058, which informed the Cabinet of the following items discussed by the Overview and Scrutiny Committee on 9 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 (Quarter 2);
- (5) Regulation of Investigatory Powers Act (Quarter 2); and
- (6) Work Programme Update.

In the absence of the Chairman and Vice-Chairman of the Committee, Councillor Susan Glossop, Committee member, drew relevant issues to the attention of Cabinet, including that recommendations emanating from (2) above would be considered next on this Cabinet agenda.

**278. Recommendations of the Overview and Scrutiny Committee: 9 November 2016: Barley Homes - Five Year Business Plan**

The Cabinet considered Report No: CAB/SE/16/059, which sought approval for a number of recommendations relating to the initial five year business plan devised for Barley Homes (Group) Limited.

In November 2015 the Council approved the establishment of a Housing Development Company, limited by shares for the purpose of developing housing for sale, private and affordable rent.

In principle approval was given for the Council to provide the Company (Barley Homes (Group) Limited) with funding through state aid compliant loans in line with the Council's Loans Policy. This in principle funding was subject to the approval of a Business Plan by the Shareholders (Forest Heath District Council's full Council, St Edmundsbury Borough Council's full Council and Suffolk County Council's Cabinet).

Councillor Sara Mildmay-White, Portfolio Holder for Housing, drew relevant issues to the attention of Cabinet, including 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.

Councillor Mildmay-White then thanked the Overview and Scrutiny Committee for its thorough scrutiny of the Business Plan and for its subsequent recommendations for consideration by Cabinet.

In the absence of the Chairman and Vice-Chairman of the Overview and Scrutiny Committee, Councillor Susan Glossop, Committee member, stated that the Committee had welcomed the opportunity to scrutinise the Business Plan, which was attached as Exempt Appendix A to Report No: OAS/SE/16/028, and that the Committee's initial concerns had been sufficiently addressed.

The Cabinet considered the proposals, however, as no specific detail of the Business Plan was discussed, the meeting remained in public session.

#### **RECOMMENDED TO COUNCIL:**

##### **That:**

- (1) the five year Business Plan, attached at Exempt Appendix A to Report No: OAS/SE/16/028, 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 £2.35m and an additional £0.65m from the Strategic Priorities and the Medium Term Financial Strategy reserve, 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) 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**

- (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.**

**279. Report of the Performance and Audit Scrutiny Committee: 24 November 2016**

The Cabinet received and noted Report No: CAB/SE/16/060, which informed the Cabinet of the following items discussed by the Performance and Audit Scrutiny 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 Monitoring Report – September 2016;
- (4) Work Programme Update;
- (5) Financial Performance Report (Revenue and Capital) – Quarter 2 (April to September 2016);
- (6) Delivering a Sustainable Budget Medium Term Financial Strategy 2017-2020; and
- (7) Ernst and Young – Presentation of Annual Audit Letter 2015-2016;
- (8) Mid-year Treasury Management Report and Investment Activity (April to September 2016).

Councillor Sarah Broughton, Chairman of the Performance and Audit Scrutiny Committee, drew relevant issues to the attention of the Cabinet, including that the first four items were considered jointly with Forest Heath District Council's Performance and Audit Scrutiny Committee during an informal meeting, and that recommendations from (6) and (8) above would be considered next on this Cabinet agenda.

**280. Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 - Delivering a Sustainable Budget Medium Term Financial Strategy 2017/2020**

The Cabinet considered Report No: CAB/SE/16/062, which sought approval for progressing the securing of a balanced budget for 2017/2018 and a sustainable budget in the medium term.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Cabinet, including that St Edmundsbury Borough 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 Performance and Audit Scrutiny

Committee, as contained in Table 2 of paragraph 5.1 of Report No: PAS/SE/16/029, 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 considered the items 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/SE/16/029 were acceptable.

**RECOMMENDED TO COUNCIL:**

**That:**

- (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;**
- (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;**
- (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**
- (4) the reserve transfers as detailed in paragraph 5.7 and Table 4 of Report No: PAS/SE/16/029, be approved.**

**281. Recommendations of the Performance and Audit Scrutiny Committee: 24 November 2016 - Mid-Year Treasury Management Performance Report and Investment Activity (April - September 2016)**

The Cabinet considered Report No: CAB/SE/16/062, which sought approval for the Mid-Year Treasury Management Report and the addition of Enhanced Cash Funds to the Council's list of authorised investments.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including that the Treasury Management Sub-Committee's and Performance and Audit Scrutiny Committee's had previously scrutinised Report No: TMS/SE/16/004, which included a summary of the investment activities for the first six months of 2016/2017 at Appendix 1 of that report. Both Committees' had examined the report in details and had recommended approval of the mid-year treasury management report 2016/2017.

The Cabinet then noted that with the recent reduction in the Bank of England base rate, it had become increasingly difficult to find suitable investment counterparties, with many withdrawing from the market and others offering less than base rate in return. To achieve reasonable rates of return on

investments the Treasury team had sought approval to increase the Council's counterparty limits in order to be able to secure more favourable rates with the banks and investments houses still in the market place.

Due to the significant effect on the Council's investments and need to act quickly, following consultation between the Chief Executive; Head of Resources and Performance (Section 151 officer); Vice Chairman of the Overview and Scrutiny Committee (in the absence of the Chairman); Portfolio Holder for Resources and Performance; Chairman of the Performance and Audit Scrutiny Committee; the Treasury Management Sub-Committee; and Capita, the council's treasury advisors; the Chief Executive exercised his urgency powers, in accordance with Part C(a) of the Scheme of Delegation to Officers in Part 3, Functions and Responsibilities of the Constitution, to approve the increase in counterparty limits.

The Treasury Management Code of Practice 2016/17 (Appendix 3 to Report No: TMS/SE/16/004); and sections 22, 23, and 26 of the Annual Treasury Management and Investment Strategy Statements 2016/17 (Appendix 2) had been amended to reflect this change accordingly.

In addition, and in an attempt to mitigate some of the lost return on investments due to the current low Bank of England base rate, the Cabinet supported 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. If approved by Council, this would also be added to the authorised investments list in the Treasury Management and Investment Strategy and Code of Practice, attached as Appendices 2 and 3 to Report No: TMS/SE/16/004.

**RECOMMENDED TO COUNCIL:**

**That:**

- (1) the Mid-Year Treasury Management Report 2016-2017, attached at Appendix 1 to Report No: TMS/SE/SE/004, be approved; and**
- (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 No: TMS/SE/16/004, be approved.**

**282. Recommendations of the Licensing and Regulatory Committee: 11 October 2016: Training Requirement for Hackney Carriage and Private Hire Vehicle Drivers**

The Cabinet considered Report No: CAB/SE/16/063, which sought approval for new training requirements for Hackney Carriage and Private Hire Vehicle Drivers.

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. Listed in paragraph 1.4 of Report No: LIC/SE/16/005 were 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/SE/16/005 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 17 May 2016 the Licensing and Regulatory Committee had accepted that the appropriate form for the qualification would be based on BTEC Level 2.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that 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/SE/16/005. Generally, from the responses received it was apparent that drivers disagreed with the proposal that the BTEC qualification should apply to existing drivers because of concerns about their livelihoods whereas the indications from customers were overwhelmingly supportive of such a requirement.

The Cabinet supported the requirement for new Hackney Carriage and Private Hire Vehicle drivers to undertake the complete BTEC Level 2 training course; however, the Cabinet endorsed the conclusion of the Licensing and Regulatory Committee that it was too onerous to place the expectation on existing drivers to undertake this full course, particularly if they had held their licence for a long period of years without incident or complaint.

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 considered the additional recommendations put forward by the officers (as shown in 4(a) and (b) of the report), which would require existing drivers to attend a half-day training course was an acceptable compromise. The course would cover safeguarding of vulnerable people, customer care and assisting customers with disabilities and would be provided with no cost to attendees.

**RECOMMENDED TO COUNCIL:**

**That:**

- (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;**

- (2) the change in requirements for all new drivers to complete the BTEC Level 2 Certificate be adopted; and, additionally**
- (3)**
  - (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 (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.**

**283. Recommendations of the Grant Working Party: 7 November 2016: Community Chest Grant Funding 2017/2018**

The Cabinet considered Report No: CAB/SE/16/064, which presented the recommendations of the Grant Working Party emanating from its meeting on 7 November 2016.

Councillor Robert Everitt, Portfolio Holder for Families and Communities, drew relevant issues to the attention of the Cabinet including that the Grant Working Party had considered a total of 39 applications for Community Chest funding in 2017/2018. A wide variety of organisations had submitted applications, as detailed in Appendix 1 to Report No: GWP/SE/16/003. The Community Chest budget for 2017/2018 was £332,147 and applicants could apply for a maximum of three years.

Councillor Angela Rushen, Chairman of the Grant Working Party was in attendance and summarised the process that had been undertaken to formulate the Working Party's recommendations.

Each application, including those that had previously been allocated funding in 2016/2017 for 2017/2018, as part of two-year agreements, had been summarised in Appendix 1 to Report No: GWP/SE/16/003 with the full applications attached as appendices to that report. Each application was required to be evaluated in accordance with the eligibility and selection criteria set out in Appendix 2, and was considered in turn, as set out in the Cabinet report.

Following due consideration, recommendations for funding had been put forward to the Cabinet for the reasons provided in Report No: CAB/SE/16/003.

Members noted that the Working Party had decided to defer its consideration of four of the applications pending receipt of further information. These applications required further evaluation by email by the Working Party, and therefore it's recommendations for funding for these particular organisations (if any) would now be considered at the next meeting of Cabinet on 7 February 2017.



Subject to the approval of the recommendations, including subject to approval of the four applications referred to above and outlined in paragraph 1.8.9 of the report, a total of £26,725.70 would remain available in the Community Chest fund for 2017/2018, which if left unallocated, this balance would be carried forward to the 2018/2019 financial year.

Officers were acknowledged for their work in encouraging organisations to apply for funding, with particular recognition given to Richard Baldwin, Families and Communities Officer, for his significant contribution to the Community Chest Funding process and assisting the Working Party in their deliberations. Mr Baldwin was shortly leaving the West Suffolk councils to further his career and he was wished every success for the future. The Working Party was also commended for its exceptionally thorough consideration of the applications.

#### RESOLVED

That:

- (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:
  - (a) Gatehouse Caring in East Anglia (home furnishings): £5,000
  - (b) HomeStart (borough wide): £9,800
  - (c) REACH Community Projects: £5,000
  - (d) Relate Norfolk and Suffolk: £5,000
  - (e) The Voluntary Network (Befriending Scheme): £10,800
  - (f) The Voluntary Network (Community Cars): £4,434
  - (g) Suffolk Rape Crisis: £4,800
  
- (2) the allocation of Community Chest funding for 2017/2018, as detailed in Report No: GWP/SE/16/003, be approved, namely:
  - (a) Gatehouse Caring in East Anglia (towards Dementia Hub): £10,000
  - (b) Millennium Farm Trust: £10,000
  - (c) Upbeat Heart Support: £7,875
  - (d) Suffolk Cruse Bereavement Care: £9,458
  - (e) Survivors in Transition (SiT): £11,560

- (f) Bury St Edmunds Women's Aid Centre Ltd: £5,400
  - (g) HomeStart (Mildenhall Road Estate): £10,767
  - (h) HomeStart (Acorn House): £7,454
  - (i) HomeStart (Coupals Court): £7,454
  - (j) Our Special Friends: £6,000
  - (k) Suffolk West Citizens Advice Bureau (Operations): £182,000
- (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:
- (a) Suffolk Accident Rescue Service (SARS):
 

<u>2017/18</u>	<u>2018/19</u>
£2,000	£2,000
  - (b) Theatre Royal (Bury St Edmunds):
 

<u>2017/18</u>	<u>2018/19</u>
£5,000	£5,000
- (4) No Community Chest funding for 2017/2018 be awarded to:
- (a) ActivLives;
  - (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 be approved at this present time.

(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:

- (a) Suffolk Mind;
- (b) Catch 22, Suffolk Positive Futures;
- (c) HomeStart (Honington); and
- (d) Unit Twenty Three ('Freefall' production).

*(Councillor David Roach joined the meeting during the consideration of this item.)*

**284. Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018**

The Cabinet considered Report No: CAB/SE/16/065, which sought approval for the Local Council Tax Reduction Scheme and Technical Changes 2017/2018.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including background to the Local Council Tax Reduction Scheme (LCTRS) which was 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.

Continuing the current 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 with them significant behavioural impacts which could affect overall yield.

Members noted that national research 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. . As both the LCTR scheme and council tax technical changes were discount and exemption based, any proposed changes had a direct impact on the Council's tax base for council tax setting purposes. These proposals would therefore feed into the Tax Base setting process during the autumn 2016 (see minute 285 below).

The Cabinet considered that based on the overall findings of the scheme review outlined in sections 2 and 3 of the report, the recommendation is to continue the LCTR scheme in its current form, including applying the current level of applicable amounts<sup>1</sup> within the LCTRS, for 2017/2018 was acceptable.

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<sup>1</sup> An applicable amount is the amount that the Government says that a family needs to live on each week. When a person's applicable amount has been calculated it is then compared with his/her income to work out the council tax reduction entitlement for which s/he is eligible.

It also agreed to recommend to Council the continuation of the 2016/2017 levels for second homes and empty properties, as set out in table 1 of the report.

**RECOMMENDED TO COUNCIL:**

**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: CAB/SE/16/065.**

**285. Council Tax Base for Tax Setting Purposes 2017/2018**

The Cabinet considered Report No: CAB/SE/16/066, which sought approval for Council Tax Base for Tax Setting Purposes 2017/2018.

Councillor Ian Houlder, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet including that the tax base formed the basis for the formal calculation of Council Tax for 2017/2018.

The CTB1 Tax Base Return form was attached at Appendix 1, which had been updated as at 31 October 2016 to allow for:

- (a) technical changes outlined in Report No: CAB/SE/16/065; and
- (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 approximately 98%. 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 36,257.27 which was an increase of 520.19 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.

**RECOMMENDED TO COUNCIL:**

**That:**

- (1) the tax base for 2017/2018, for the whole of St Edmundsbury is 36,257.27 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No: CAB/SE/16/066; and**
- (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.**

## 286. **Location Filming in Suffolk**

The Cabinet considered Report No: CAB/SE/16/067, 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 was also being considered by Forest Heath District Council's Cabinet, hence the joint references in the report and the recommendation.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Cabinet, including that there was currently no set process for handling 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 used for filming purposes, such as West Stow and Abbey Gardens.

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.

The Cabinet had agreed this was a sensible approach; however, it wished to ensure that it received feedback on the impact and success of the scheme in West Suffolk, possibly in the form of an annual performance monitoring report.

RESOLVED:

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.

## 287. **Decisions Plan: December 2016 to May 2017**

The Cabinet considered Report No: CAB/SE/16/068, 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.

## 288. **Exclusion of Press and Public**

As the next two items on the agenda were exempt, it was proposed, seconded and

RESOLVED:

That the press and public 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.

**289. Exempt: Investing in our Commercial Asset Portfolio (para 3)**

The Cabinet considered Exempt Report No: CAB/SE/16/069, which sought approval for delegated authority to be given to progress an addition to the Council's commercial asset portfolio, together with associated funding required.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Cabinet.

Following a detailed discussion, the Cabinet supported the recommendations as proposed in the exempt report.

**RECOMMENDED TO COUNCIL:**

**The decision is contained in the exempt version of these minutes.**

**290. Exempt: Unauthorised Development - Compensation Claim (paras 5 and 7)**

The Cabinet considered Exempt Report No: CAB/SE/16/070, which sought approval for a claim of compensation to be settled in respect of a matter directly relevant to planning enforcement and to prevent escalation to the Local Government Ombudsman.

Councillor Alaric Pugh, Portfolio Holder for Planning and Growth, drew relevant issues to the attention of Cabinet.

The Cabinet supported the recommendations as proposed in the exempt report.

RESOLVED:

The decision is contained in the exempt version of these minutes.

The meeting concluded at 5.44 pm

**Signed by:**

**Chairman**

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