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# Council



**Forest Heath**  
District Council

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Wednesday 25 April 2018</b>
<b>Time:</b>	<b>6.00 pm</b>
<b>Venue:</b>	<b>Council Chamber</b> <b>District Offices</b> College Heath Road Mildenhall
<b>Membership:</b>	<b>All Councillors</b>  You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.   <b>Ian Gallin</b> <b>Chief Executive</b> <b>17 April 2018</b>
<b>Quorum</b>	One quarter of the total number of Members
<b>Committee administrator:</b>	<b>Helen Hardinge</b> Democratic Services Officer <b>Tel:</b> 01638 719363 <b>Email:</b> <a href="mailto:helen.hardinge@westsuffolk.gov.uk">helen.hardinge@westsuffolk.gov.uk</a>

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# Public Information



**Forest Heath**  
District Council

<b>Venue:</b>	<b>District Offices</b> College Heath Road Mildenhall Suffolk, IP28 7EY	Tel: 01638 719000 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The District Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public speaking:</b>	<p>At ordinary meetings of the Council, members of the public who live or work in the District may put questions about the work of the Council to members of the Cabinet or any Committee. 30 minutes will be set aside for this. 30 minutes will also be set aside for questions at extraordinary meetings of the Council, but must be limited to the business to be transacted at that meeting.</p> <p>A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start. This can be done by sending the request to: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> or by telephoning 01638 719363 or in person by telling the Democratic Services Officer present at the meeting.</p> <p>Written questions, detailing the full question to be asked, may be submitted by members of the public to the Service Manager (Democratic Services) no later than 10.00am on the previous working day to the meeting of the Council. Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Phone: 01638 719363</p>	
<b>Disabled access:</b>	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Democratic Services Officer who will be able to help you.	

<b>Induction loop:</b>	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.
<b>Recording of meetings:</b>	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Democratic Services Officer who will instruct that they are not included in the filming.</p>

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# Agenda

## Procedural Matters

### Part 1 - Public

- |   | <b>Page No</b> |
|---|----------------|
| <b>1. Minutes</b>   | <b>1 - 10</b>  |
| To confirm as a correct record the minutes of the Council meeting held on 21 February 2018 (copy attached).   |                |
| <b>2. Chairman's Announcements</b>  | <b>11 - 16</b> |
| Report No: <b>COU/FH/18/009</b>   |                |
| <b>3. Apologies for Absence</b>   |                |
| <b>4. Declarations of Interest</b>  |                |
| Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest. |                |
| <b>5. The Leader's Report</b>   | <b>17 - 20</b> |
| Report No: <b>COU/FH/18/010</b>   |                |

**Council Procedure Rule 8.2** states that '*the Leader of the Council will introduce the statement and members may ask the Leader questions on the content of both his/her introductory remarks and the written report. All questions will be answered immediately by the Leader or by the relevant Cabinet Member if the Leader refers any question to him or her, unless sufficient information to give an answer is not available. In these circumstances the member asking the question will receive a response in writing within five working days of the Council meeting at which the question was asked.*'

**8.3** - *A total of 30 minutes will be allowed for questions and responses. There will be a limit of five minutes for each question to be asked and answered. The member asking the original question may put a supplementary question arising from the reply so long as the five minute limit is not exceeded.*

**6. Public Participation**

**Council Procedure Rule 6** *Members of the public who live or work in the District are invited to put one question of not more than five minutes duration. A person who wishes to speak must register at least fifteen minutes before the time the meeting is scheduled to start.\**

*(Note: the maximum time to be set aside for this item is 30 minutes, but if all questions are dealt with sooner, or if there are no questions, the Council will proceed to the next business.)*

*Each person may ask one question only. A total of **five minutes will be allowed for the question to be put and answered.** One further question will be allowed arising directly from the reply **provided that the original time limit of five minutes is not exceeded.***

**Written questions** may be submitted by members of the public to the Service Manager (Democratic Services) **no later than 10.00am Tuesday 24 April 2018.** The written notification should **detail the full question** to be asked at the meeting of the Council.\*

*\*For further information, see the Public Information Sheet attached to this agenda.*

**7. Referrals Report of Recommendations from Cabinet 21 - 22**

Report No: **COU/FH/18/011**

**Referral from Cabinet: 3 April 2018**

Tackling Rogue Landlords: Civil Sanctions Policy  
*(Note: Approval is not sought for the Policy itself, which was given by Cabinet on 3 April 2018.)*

**Cabinet Member (West Suffolk Lead for Housing):**  
Councillor Sara Mildmay-White

**8. West Suffolk Council - Electoral Review 23 - 192**

Report No: **COU/FH/18/012**

**9. Senior Pay 193 - 204**

Report No: **COU/FH/18/013**

**10. Questions to Chairmen of other Committees**

Questions to Chairmen on the business transacted by their Committees since the last ordinary meeting of Council:

Development Control Committee	7 March 2018
Overview & Scrutiny Committee	8 March 2018
	16 April 2018
	19 April 2018
Licensing & Regulatory Committee	9 April 2018
West Suffolk Joint Standards Committee	16 April 2018

**11. Urgent Questions on Notice**

The Council will consider any urgent questions on notice that were notified to the Service Manager (Democratic Services) by 11am on the day of the meeting.

**12. Use of Chief Executive's Urgency Powers**

**205 - 206**

Report No: **COU/FH/18/014**

**13. Report on Special Urgency and Use of Chief Executive Urgency Powers**

**207 - 210**

Report No: **COU/FH/18/015**