

Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda																																
Date:	Tuesday 24 July 2018																																
Time:	6.00 pm																																
Venue:	Conference Chamber West (FR109) West Suffolk House Western Way Bury St Edmunds IP33 3YU																																
Membership:	<p style="text-align: center;">Chairman John Griffiths</p> <p style="text-align: center;">Vice-Chairman James Waters</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Councillor</u></th> <th style="text-align: left;"><u>Portfolio</u></th> </tr> </thead> <tbody> <tr> <td>David Bowman</td> <td>Operations</td> </tr> <tr> <td>Ruth Bowman J.P.</td> <td>Future Governance</td> </tr> <tr> <td>Andy Drummond</td> <td>Leisure and Culture</td> </tr> <tr> <td>Stephen Edwards</td> <td>Resources and Performance</td> </tr> <tr> <td>Robin Millar</td> <td>Deputy Leader/Families and Communities</td> </tr> <tr> <td>Lance Stanbury</td> <td>Planning and Growth</td> </tr> <tr> <td>James Waters</td> <td>Leader</td> </tr> <tr> <td>Carol Bull</td> <td>Future Governance</td> </tr> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Ian Houlder</td> <td>Resources and Performance</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Deputy Leader/Housing/West Suffolk Lead for Housing</td> </tr> <tr> <td>Alaric Pugh</td> <td>Planning and Growth</td> </tr> <tr> <td>Jo Rayner</td> <td>Leisure and Culture</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </tbody> </table>	<u>Councillor</u>	<u>Portfolio</u>	David Bowman	Operations	Ruth Bowman J.P.	Future Governance	Andy Drummond	Leisure and Culture	Stephen Edwards	Resources and Performance	Robin Millar	Deputy Leader/Families and Communities	Lance Stanbury	Planning and Growth	James Waters	Leader	Carol Bull	Future Governance	Robert Everitt	Families and Communities	John Griffiths	Leader	Ian Houlder	Resources and Performance	Sara Mildmay-White	Deputy Leader/Housing/West Suffolk Lead for Housing	Alaric Pugh	Planning and Growth	Jo Rayner	Leisure and Culture	Peter Stevens	Operations
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Interests – Declaration and Restriction on Participation:	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.																																
Quorum:	Six Members, to include at least three of the total number of Members of each Cabinet.																																
Committee administrator:	Claire Skoyles Democratic Services Officer Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk																																

Public Information

Forest Heath & St Edmundsbury councils

West Suffolk

working together

Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above and following address: District Offices College Heath Road Mildenhall Bury St Edmunds Suffolk IP28 7EY at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The West Suffolk Councils actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public participation:	Members of the public who live or work in the Borough/District are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
Disabled access:	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 Committee Administrator who will be able to help you.	
Induction loop:	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
Recording of meetings:	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). Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	
Personal Information	Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 12

To confirm the minutes of the meeting held on 25 June 2018 (copy attached).

Part 1 - Public

3. Open Forum

At each Joint Executive (Cabinet) Committee meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Cabinet members. Members wishing to speak during this session should if possible, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.

4. Public Participation

Members of the public who live or work in the Borough/District are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

5. Reports of the Overview and Scrutiny Committees

**(a) St Edmundsbury Overview and Scrutiny Committee:
11 July 2018**

13 - 16

Report No: **CAB/JT/18/014**

Chairman of the Committee: SEBC Cllr Diane Hind

Lead Officer: Christine Brain

**(b) Forest Heath Overview and Scrutiny Committee:
12 July 2018**

17 - 22

Report No: **CAB/JT/18/015**

Chairman of the Committee: FHDC Cllr Simon Cole

Lead Officer: Christine Brain

- 6. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 26 June 2018** **23 - 30**
- Report No: **CAB/JT/18/016**
Portfolio Holders: FHDC Cllr Stephen Edwards and SEBC Cllr Ian Houlder
Lead Officer: Jill Korwin
- NON-KEY DECISIONS
- 7. Newmarket Neighbourhood Plan: Pre-Submission Consultation** **31 - 118**
- Report No: **CAB/JT/18/017**
Portfolio Holders: FHDC Cllr Lance Stanbury
Lead Officers: Julie Baird and Marie Smith
- 8. Single Council Preparations: Approval to Consult on Harmonised Regulation and Licensing Policies** **119 - 146**
- Report No: **CAB/JT/18/018**
Portfolio Holder: SEBC Cllr Alaric Pugh and FHDC Cllr Lance Stanbury
Lead Officers: Julie Baird, David Collinson and Andrea Mayley
- 9. Forest Heath and St Edmundsbury Decisions Plans**
- (a) Forest Heath Decisions Plan: 1 July 2018 to 31 March 2019** **147 - 160**
- To consider the most recently published version of Forest Heath's Cabinet Decisions Plan.
- Report No: **CAB/JT/18/019**
Portfolio Holder: FHDC Cllr James Waters
Lead Officer: Ian Gallin
- (b) St Edmundsbury Decisions Plan: 1 July 2018 to 31 March 2019** **161 - 176**
- To consider the most recently published version of St Edmundsbury's Cabinet Decisions Plan.
- Report No: **CAB/JT/18/020**
Portfolio Holder: SEBC Cllr John Griffiths
Lead Officer: Ian Gallin
- KEY DECISIONS
- 10. Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs** **177 - 182**
- Report No: **CAB/JT/18/021**
Portfolio Holder: FHDC Cllr Stephen Edwards and SEBC Cllr Ian Houlder
Lead Officer: Rachael Mann

11. Exclusion of Public and Press

To consider whether the press and public should 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.

Part 2 - Exempt

12. Exempt Appendices: FHDC and SEBC Revenues Collection and Performance Write-Offs (paras 1 and 2) 183 - 194

Exempt Appendices 1 to 5 to Report No: **CAB/JT/18/021**
Portfolio Holders: FHDC Cllr Stephen Edwards and SEBC Cllr Ian Houlder
Lead Officer: Rachael Mann

(These exempt appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual and information which is likely to reveal the identity of an individual.)

(No representations have been received from members of the public regarding this item being held in private.)

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Joint Executive (Cabinet) Committee



Minutes of a meeting of the **Joint Executive (Cabinet) Committee** held on **Monday 25 June 2018** at **6.00 pm** in the **Conference Chamber West, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU**

Present: **Councillors**

Chairman John Griffiths (SEBC Leader of the Council)
Vice Chairman James Waters (FHDC Leader of the Council)

Forest Heath DC:

Stephen Edwards
Robin Millar
Lance Stanbury

St Edmundsbury BC:

Carol Bull
Robert Everitt
Ian Houlder
Sara Mildmay-White
Joanna Rayner
Peter Stevens

By Invitation:

Sarah Broughton

(Chairman of SEBC Performance and Audit Scrutiny Committee)

Simon Cole

(Chairman of FHDC Overview and Scrutiny Committee)

Diane Hind

(Chairman of SEBC Overview and Scrutiny Committee)

In attendance:

Terry Clements

(SEBC Member)

Susan Glossop

(SEBC Member)

1. **Introduction**

The Chairman welcomed all those present to this first meeting of the Joint Executive (Cabinet) Committee, which was established by Forest Heath District (FHDC) and St Edmundsbury Borough (SEBC) Councils at their annual meetings in May 2018.

As this was the first meeting, the Chairman summarised the purpose and remit of the Joint Committee, as follows:

The Joint Executive (Cabinet) Committee comprised all current Members of FHDC's and SEBC's Cabinets and had executive decision making powers. Historically, where decisions were required of both Cabinets on the same subject matter, informal joint discussions were held on the common item, and as constitutionally required, these were immediately followed by individual Cabinet meetings to vote on the matter, which was often confusing. Both FHDC and SEBC Cabinet decisions could now be made by the Joint Executive (Cabinet) Committee, thus avoiding the need for separate Cabinet meetings; however this did not prevent separate Cabinet meetings from continuing to be held should Members wish to do so.

Whilst residents were still able to identify separate FHDC and SEBC items listed on the agenda, the collective decision making of the Joint Executive (Cabinet) Committee would assist with the transition towards creating a single council for West Suffolk.

The detailed functions and responsibilities of the Joint Committee could be found in both FHDC's and SEBC's Constitutions.

2. Apologies for Absence

Apologies for absence were received from Councillors David Bowman, Ruth Bowman, Andy Drummond and Alaric Pugh.

3. Minutes

The minutes of Forest Heath District Council's (FHDC) Cabinet and St Edmundsbury Borough Council's (SEBC) Cabinet meetings, both held on 22 May 2018, were confirmed as correct records and signed by the Chairman (SEBC's minutes) and Vice-Chairman (FHDC's minutes).

4. Open Forum

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

5. Public Participation

Whilst a member of the press was present, there were no members of the public in attendance.

6. Reports of the Performance and Audit Scrutiny Committees

The reports of the FHDC and SEBC Performance and Audit Scrutiny Committees were received and noted as contained in minutes 6a and 6b below.

(a) **Forest Heath Performance and Audit Scrutiny Committee: 31 May 2018 (Report No: CAB/JT/18/001)**

The Joint Committee received and noted the above report, which informed Members of the following substantive items discussed by FHDC's Performance and Audit Scrutiny Committee on 31 May 2018:

- (1) External Quality Assessment of Internal Audit Outcomes;
- (2) Internal Audit Annual Report (2017-2018);
- (3) Outline Internal Audit Report (2018-2019);
- (4) Balanced Scorecards Quarter Four Performance (2017-2018)
- (5) 2018-2019 Draft Performance Indicators and Targets;
- (6) West Suffolk Strategic Risk Register Quarterly Monitoring Report – March 2018;
- (7) Financial Outturn Report (Revenue and Capital) (2017-2018);
- (8) Ernst and Young – 2018-2019 Indicative Fees; and
- (9) Work Programme Update.

This had been the first meeting where all of the above substantive items were considered jointly during informal discussions with SEBC's Performance and Audit Scrutiny Committee.

As this had been a joint meeting and in the absence of Councillor Louis Busuttil, Chairman of FHDC's Performance and Audit Scrutiny Committee, Councillor Sarah Broughton, Chairman of SEBC's Performance and Audit Scrutiny Committee, drew relevant issues to the attention of the Joint Executive (Cabinet) Committee.

(b) **St Edmundsbury Performance and Audit Scrutiny Committee: 31 May 2018 (Report No: CAB/JT/18/002)**

The Joint Committee received and noted the above report, which informed Members of the following substantive items discussed by SEBC's Performance and Audit Scrutiny Committee on 31 May 2018:

- (1) External Quality Assessment of Internal Audit Outcomes;
- (2) Internal Audit Annual Report (2017-2018);
- (3) Outline Internal Audit Report (2018-2019);
- (4) Balanced Scorecards Quarter Four Performance (2017-2018)
- (5) 2018-2019 Draft Performance Indicators and Targets;
- (6) West Suffolk Strategic Risk Register Quarterly Monitoring Report – March 2018;
- (7) Financial Outturn Report (Revenue and Capital) (2017-2018);
- (8) Ernst and Young – 2018-2019 Indicative Fees; and
- (9) Work Programme Update.

This had been the first meeting where all of the above substantive items were considered jointly during informal discussions with FHDC's Performance and Audit Scrutiny Committee.

Councillor Sarah Broughton, Chairman of SEBC's Performance and Audit Scrutiny Committee, drew relevant issues to the attention of the Joint Committee.

7. **Reports of the Overview and Scrutiny Committees**

The reports of the FHDC and SEBC Overview and Scrutiny Committees were received and noted as contained in minutes 7a and 7b below.

(a) **St Edmundsbury Overview and Scrutiny Committee: 6 June 2018 (Report No: CAB/JT/18/003)**

The Joint Committee received and noted the above report, which informed Members of the following substantive items discussed by SEBC's Overview and Scrutiny Committee on 6 June 2018:

- (1) Draft West Suffolk Annual Report (2017-2018);
- (2) West Suffolk Homelessness Reduction Strategy;
- (3) Review of the Garden Waste Collection Service – Scoping Report;
- (4) Shadow Scrutiny Committee Nominations (Verbal)
- (5) Decisions Plan: 1 June 2018 to 31 March 2019; and
- (6) Work Programme Update and Re-Appointments to Suffolk County Council's Health Scrutiny Committee.

Separate reports were included on the Joint Executive (Cabinet) Committee agenda for items (1) and (2) above.

Councillor Diane Hind, Chairman of SEBC's Overview and Scrutiny Committee, drew relevant issues to the attention of the Joint Committee.

(Councillor James Waters joined the meeting during the consideration of this item.)

(b) **Forest Heath Overview and Scrutiny Committee: 7 June 2018 (Report No: CAB/JT/18/004)**

The Joint Committee received and noted the above report, which informed Members of the following substantive items discussed by FHDC's Overview and Scrutiny Committee on 7 June 2018:

- (1) Draft West Suffolk Annual Report (2017-2018);
- (2) West Suffolk Homelessness Reduction Strategy;
- (3) Review of the Garden Waste Collection Service – Scoping Report;
- (4) Shadow Scrutiny Committee Nominations (Verbal)
- (5) Decisions Plan: 1 June 2018 to 31 March 2019; and
- (6) Work Programme Update and Re-Appointments to Suffolk County Council's Health Scrutiny Committee.

Separate reports were included on the Joint Executive (Cabinet) Committee agenda for items (1) and (2) above.

Councillor Simon Cole, Chairman of FHDC's Overview and Scrutiny Committee, drew relevant issues to the attention of the Joint Committee.

8. **Recommendation of the Overview and Scrutiny Committees: 6 and 7 June 2018: West Suffolk Homelessness Reduction Strategy 2018-2023 (Report No: CAB/JT/18/005)**

The Joint Committee considered the above report, which presented a revised West Suffolk Homelessness Reduction Strategy for the period 2018-2023, which had been recommended for approval by FHDC and SEBC's Overview and Scrutiny Committees.

The Homelessness Reduction Act 2002 required all councils to review and produce a new homelessness strategy at least every five years. A review of West Suffolk's existing strategy was due in 2018 and following the introduction of the Homelessness Reduction Act 2017, which brought in a number of fundamental changes to legislation and additional duties, these had been reflected in the new West Suffolk Homelessness Reduction Strategy 2018-2023 (Appendix 1 attached to the report.)

The report summarised how the review was undertaken and the action proposed to be taken to deliver the five priorities set out in the Strategy.

Councillor Sara Mildmay-White, West Suffolk's Lead for Housing, drew relevant issues to the attention of the Joint Committee, including thanking both Overview and Scrutiny Committees for their consideration of the revised Strategy and its five priorities. Both Committees had felt it addressed all areas and therefore no amendments had been proposed by either Committee.

Councillor Mildmay-White congratulated West Suffolk's Homelessness Reduction team and others involved, for their efforts towards producing the Strategy and she looked forward to the outcomes of the actions outlined in the proposed delivery plan, attached as Appendix B to the Strategy.

Members then noted that the West Suffolk councils had been successful in securing external funding from central government for at least one year to assist with reducing rough sleeping and homelessness in West Suffolk.

Councillors Simon Cole and Diane Hind, Chairmen of the FHDC and SEBC Overview and Scrutiny Committees respectively, were invited to speak on this matter.

The Joint Committee acknowledged the importance of the Strategy and how the depth and scope of the review had contributed to a comprehensive understanding of the key issues facing West Suffolk regarding this area.

RESOLVED:

That the designed version of West Suffolk Homelessness Reduction Strategy 2018-2023, attached as Appendix 1 to Report No: CAB/JT/18/005, be approved.

9. **West Suffolk Annual Report 2017/2018 (Report No: CAB/JT/18/006)**

The Joint Committee considered the above report, which sought approval for the West Suffolk Annual Report 2017/2018.

The Annual Report highlighted the key activities and developments that had been achieved over the financial year 2017/2018, with regard to the priorities set out in the West Suffolk Strategic Plan 2014/2016.

Councillor John Griffiths, Leader of St Edmundsbury Borough Council (SEBC), drew relevant issues to the attention of the Joint Committee, including that over the past year, the West Suffolk councils had continued to deliver excellent public services to its residents and businesses. SEBC and Forest Heath District Council (FHDC) had worked even more closely together as councils as they strived to continue to support their communities and manage growth for the benefit of their residents. With the backing of the public, businesses and partners, the Councils were now moving forwards in their journey towards creating a new single council for West Suffolk, which would provide a louder voice and better ability to drive prosperity, jobs and the economy.

On 6 and 7 June 2018, the Annual Report was presented to the respective FHDC and SEBC Overview and Scrutiny Committees. The Report raised some interesting topics for discussion and debate, which resulted in some helpful amendments being made to improve the document, as set out in the Joint Committee report.

Thanks were conveyed to the two Overview and Scrutiny Committees, and all councillors and staff alike, for their contributions to the Annual Report.

The Joint Committee commended the Annual Report, which Members felt had excellently summarised the 'West Suffolk journey' and the achievements FHDC and SEBC had made together, which was now culminating in the transition towards creating a new single council for West Suffolk that would mark a 'new beginning'. A discussion was held on ensuring the message was communicated widely to residents, businesses and visitors to West Suffolk, which should include making paper copies of the Annual Report 2017/2018 available to those that did not have access to online services.

RESOLVED:

That the West Suffolk Annual Report 2017/2018, as contained in Appendix A to Report No: CAB/JT/18/006, be approved.

(Councillor Sarah Broughton left the meeting during the consideration of this item.)

10. **West Suffolk Growth Investment Strategy: Energy Framework
(Report No: CAB/JT/18/007)**

The Joint Committee considered the above report, which sought approval for a new West Suffolk Energy Framework and to endorse the Local Energy East Strategy.

The overarching West Suffolk Growth Investment Strategy was adopted by Forest Heath District (FHDC) and St Edmundsbury Borough Councils (SEBC) in February 2018. The Strategy recognised that "there is great scope to

invest in energy and infrastructure to not only get an economic and financial return but social benefits too”

The proposed West Suffolk Energy Framework sought to support this ambition by setting out the policy context (local, regional, national and financial) for investing in energy for West Suffolk, including reflecting national context around environmental drivers, clean growth principles from the Industrial Strategy as well as the latest research and intentions of Local Energy East, a Tri-Local Enterprise Partnership Energy Strategy.

Councillor Lance Stanbury, FHDC’s Portfolio Holder for Planning and Growth, drew relevant issues to the attention of the Joint Committee, including providing additional detail regarding the vision for the Framework; resource implications; how business cases would potentially be developed for individual projects; and how the themes of the Local Energy East Strategy aligned with the Councils’ proposed Energy Framework.

The Joint Committee acknowledged the benefits of having a designated Energy Framework to support the principles of the overarching Investment Strategy and how support for the Local Energy East Strategy would help the delivery of future energy projects in the locality.

RESOLVED:

That:

- (1) The West Suffolk Energy Framework, a document supporting the Council’s West Suffolk Growth Investment Strategy, as attached at Appendix B to Report No: CAB/JT/18/007, be approved; and
- (2) Local Energy East, a Tri- Local Enterprise Partnership Energy Strategy, as attached at Appendix C to Report No: CAB/JT/18/007, be endorsed.

11. Data Protection Policy (Report No: CAB/JT/18/008)

The Joint Committee considered the above report, which sought approval for a revised Data Protection Policy.

The West Suffolk councils’ approach to managing data required review, which was largely in response to the introduction of the General Data Protection Regulations (GDPR). The Data Protection Policy had been updated to meet the new requirements accordingly.

Councillor Carol Bull, SEBC’s Portfolio Holder for Future Governance, drew relevant issues to the attention of the Joint Committee, including that in October 2017, both FHDC and SEBC’s Cabinets had agreed a programme of work to support implementation of GDPR. Subsequently, work had been undertaken across all services (including the Anglia Revenues and Benefits Partnership) to develop processes and procedures to support the Councils’ compliance with the new requirements.

The Joint Committee commended the Councils' services for the work involved in ensuring the Councils satisfactorily complied with the requirements of GDPR which came into force on 25 May 2018. Particular recognition was given to the Project Coordinator (GDPR) for his role in providing support and appropriate training to the services and councillors to meet compliance.

RESOLVED:

That the Data Protection Policy, as contained in Appendix A to Report No: CAB/JT/18/008, be approved.

12. The Apex Forward Plan (Report No: CAB/JT/18/009)

The Joint Committee considered the above report, which sought approval for The Apex Forward Plan and the method by which its performance would be monitored from now on.

Councillor Joanna Rayner, SEBC's Portfolio Holder for Leisure and Culture, drew relevant issues to the attention of the Joint Committee, including providing details of The Apex's recent performance as set out in Section 3 of the report, and the proposed monitoring arrangements, as set out in Section 2.

The Joint Committee praised the content of The Apex's Forward Plan, acknowledging The Apex's steady growth since opening in October 2010, and supporting its continued growth and development through its ten year strategic vision set out in the Forward Plan. It was however, suggested whether concessionary discounts could be given to support certain projects and this would be investigated to ascertain feasibility in the future.

The proposed monitoring arrangements were considered to be acceptable.

RESOLVED:

That:

- (1) The Apex Forward Plan, as contained in Appendix A to Report No: CAB/JT/18/009, be approved; and
- (2) the monitoring arrangements, as set out in Section 2 of Report No: CAB/JT/18/009, be approved.

13. Guildhall and 79 Whiting Street, Bury St Edmunds (Report No: CAB/JT/18/010)

(Councillors Carol Bull and John Griffiths declared local non-pecuniary interests as two of St Edmundsbury Borough Council's (SEBC) nominated representatives on the Guildhall Feoffment Trust and remained in the meeting for the consideration of this item.)

The Joint Committee considered the above report, which sought authorisation to complete governance changes associated with the Guildhall Project in Bury St Edmunds.

Members noted the background to the Guildhall Project, as set out in the report, including progress that had been made since the matter was last considered by SEBC's Cabinet in November 2017. At that time, it was believed that as it involved an amendment to the original 1894 charity scheme a formal application would have to be made to the Charity Commission to effect the transfer of the managing trustee role of the Borough Council for the Guildhall and the associated property, 79 Whiting Street to a new management vehicle, the Bury St Edmunds Heritage Trust (BSEHT). Subsequently, the Commission had advised that the rules regarding amending schemes had changed, as detailed in paragraph 1.6 of the report. Accordingly, to formalise the transfer it was suggested that a simple Deed of Variation to the 1894 scheme should be prepared and signed with the BSEHT and the Guildhall Feoffment Trust.

Councillor Joanna Rayner, SEBC Portfolio Holder for Leisure and Culture, drew relevant issues to the attention of the Joint Committee, including that pending the signing of the proposed Deed of Variation, the BSEHT would occupy and operate the two properties under licence from the Borough Council in accordance with the original Memorandum of Understanding that had been agreed between the three parties in 2013 as part of the agreement to deliver a project to restore the Guildhall and establish it as an exhibition and heritage centre.

The Joint Committee fully supported the proposed governance changes as well as commending all those involved in reaching this point in the project. SEBC Members had been invited to a preview tour of the almost completed refurbishment in May 2018 and those that had attended, had been extremely impressed by the quality of the restoration. The project was due to be formally reopened to the public in July 2018.

RESOLVED:

That a Deed of Variation be prepared and signed to enable the transfer of the managing trustee role for the Guildhall and 79 Whiting Street, Bury St Edmunds from St Edmundsbury Borough Council to the Bury St Edmunds Heritage Trust.

14. Forest Heath and St Edmundsbury Decisions Plans

The Forest Heath and St Edmundsbury Decisions Plans were received and noted as contained in minutes 14a and 14b below.

(a) Forest Heath Decisions Plan: 1 June 2018 to 31 March 2019 (Report No: CAB/JT/18/11)

The Joint Committee received the above report, which was Forest Heath District Council's (FHDC) Executive Decisions Plan covering the period 1 June 2018 to 31 March 2019.

Members took the opportunity to review the intended forthcoming decisions of FHDC's Cabinet, its Joint Committees, Portfolio Holders and Officers under

delegated authority; however, no further information or amendments were required on this occasion.

(b) **St Edmundsbury Decisions Plan: 1 June 2018 to 31 March 2019
(Report No: CAB/JT/18/012)**

The Joint Committee received the above report, which was St Edmundsbury Borough Council's (SEBC) Executive Decisions Plan covering the period 1 June 2018 to 31 March 2019.

Members took the opportunity to review the intended forthcoming decisions of SEBC's Cabinet, its Joint Committees, Portfolio Holders and Officers under delegated authority; however, no further information or amendments were required on this occasion.

15. **Exclusion of Public and Press**

As the next item on the agenda was 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 item, 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 the item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

16. **Investing in our Commercial Asset Portfolio (para 3) (Exempt Report No: CAB/JT/18/013)**

The Joint Committee considered the above exempt report, 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 John Griffiths, SEBC's Leader of the Council, drew relevant issues to the attention of the Joint Committee.

Following a detailed discussion, the Joint Committee supported the recommendations as proposed in the exempt report, which would be presented to SEBC Council for consideration on 17 July 2018.

RECOMMENDED TO SEBC COUNCIL:

As it is presently exempt, this decision is not detailed in these minutes. It was not subject to call-in as it had been recommended to Council for a final decision.

(This decision and associated papers will be available in the public domain in due course)

The Meeting concluded at 7.03 pm

Signed by:

Chairman

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Joint Executive (Cabinet) Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of St Edmundsbury's Overview and Scrutiny Committee: 11 July 2018	
Report No:	CAB/JT/18/014	
Report to and date:	Joint Executive (Cabinet) Committee	24 July 2018
Chairman of the Committee:	Councillor Diane Hind Chairman of SEBC's Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbcc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 11 July 2018, the Overview and Scrutiny Committee considered the following items: (1) Haverhill Research Park; (2) Annual Presentation by the Cabinet Member for Housing; (3) Decisions Plan: 1 July 2018 to 31 March 2019 (4) Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019 (5) Work Programme.	
Recommendation:	The Joint Executive (Cabinet) Committee is requested to <u>NOTE</u> the contents of Report CAB/JT/18/014, being the report of St Edmundsbury's Overview and Scrutiny Committee.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.	
Consultation:		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Alternative option(s):		<ul style="list-style-type: none"> See Reports listed under background papers below 	
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See Reports listed under background papers below 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
Background papers:		Please see background papers, which are listed at the end of the report.	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Haverhill Research Park (Report No: OAS/SE/18/020)

- 1.1.1 The Committee received an update on progress being made in delivering the Haverhill Research Park. It was reported that officers are working on a number of options to help deliver the Council's vision for high quality jobs to complement the growth in homes locally.
- 1.1.2 The report including information on the background ; strategic links; the vision for the site; Enterprise Zone status; key challenges; the role of the Council and next steps.
- 1.1.3 In the exempt part of the meeting Members received a presentation from officers setting out a number of options being considered in moving the project forward.
- 1.1.4 Detailed discussions were held on each of the options, to which comprehensive responses were provided.
- 1.1.5 There being no decision required, the Committee **noted** the update report on the current position, and that it was proposed that progress would be reported back through the democratic process in six months' time.

1.2 Annual Presentation by the Cabinet Member for Housing (Report No: OAS/SE/18/021)

- 1.2.1 The Cabinet Member for Housing, Councillor Sara Mildmay-White was invited back to give an annual update on her portfolio. Report No: OAS/SE/18/021 set out the focus for the annual update.
- 1.2.2 Prior to the meeting taking place, the Cabinet Member was provided with some key questions from Scrutiny Members on what they would like included in the update, and responses were set out the report.
- 1.2.3 The Committee asked a number of follow-up questions relating to housing, to which comprehensive responses were provided.
- 1.2.4 There being no decision required, the Committee **noted** the update report on the current position, and that it was proposed that progress would be reported back through the democratic process in six months' time.

1.3 Decisions Plan: 1 July 2018 to 31 March 2019 (Report No: OAS/SE/18/022)

- 1.3.1 The Committee considered the latest version of the Decisions Plan, covering the period 1 June 2018 to 31 March 2019.
- 1.3.2 There being no decision required, the Committee **noted** the contents of the Decisions Plan.

1.4 **Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019 (Report No: OAS/SE/18/023)**

1.4.1 The Committee considered the Shadow Executive (Cabinet) Decisions Plan, covering the period 1 July 2018 to 31 March 2019.

1.4.2 There being no decision required, the Committee **noted** the contents of the Decisions Plan.

1.5 **Work Programme Update (Report No: OAS/SE/18/024)**

1.5.1 The Committee received and **noted** Report No: OAS/SE/18/024, which provided an update on the current status of the Committee's Work Programme for 2018-2019, which included current Joint Task and Finish Group(s).

1.5.2 Members were informed of an additional item to be included in its work programme for its meeting on 9 January 2019, being:

- West Suffolk Customer Access Strategy, Business Case and West Suffolk Digital Strategy.

1.5.3 The report also requested that Members identify questions they would like the Cabinet Member for Operations to cover in his annual report to the Committee on 12 September 2018.

1.5.4 Finally, the Chairman informed Members that she would be speaking with Councillor Simon Cole, Chairman of Forest Heath's Overview and Scrutiny to seek his thoughts on holding an Informal Joint Committee to receive an update on Barley Homes.

2. Background Papers

2.1.1 Report No: [OAS/SE/18/020](#) to the Overview and Scrutiny Committee: Haverhill Research Park

2.1.2 Report No: [OAS/SE/18/021](#) to the Overview and Scrutiny Committee: Annual Presentation by the Cabinet Member for Housing

2.1.3 Report No: [OAS/SE/18/022](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Decisions Plan: 1 July 2018 to 31 March 2019

2.1.4 Report No: [OAS/SE/18/023](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019

2.1.5 Report No: [OAS/SE/18/024](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update

Joint Executive (Cabinet) Committee



Forest Heath
District Council

Title of Report:	Report of Forest Heath's Overview and Scrutiny Committee: 12 July 2018	
Report No:	CAB/JT/18/015	
Report to and date:	Joint Executive (Cabinet) Committee	24 July 2018
Chairman of the Committee:	Councillor Simon Cole Chairman of the Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 12 July 2018, the Overview and Scrutiny Committee considered the following items: (1) Annual Presentation by the Lead Cabinet Member for Housing; (2) Evaluation of the Families and Communities Approach; (3) Annual Presentation by the Cabinet Member for Families and Communities; (4) Decisions Plan: 1 July 2018 to 31 March 2019 (5) Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019 (6) Work Programme.	

Recommendation:	The Joint Executive (Cabinet) Committee is requested to <u>NOTE</u> the contents of Report CAB/JT/18/015, being the report of the FHDC Overview and Scrutiny Committee.		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.		
Consultation:	<ul style="list-style-type: none"> • See Reports listed under background papers below 		
Alternative option(s):	<ul style="list-style-type: none"> • See Reports listed under background papers below 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
Background papers:		Please see background papers, which are listed at the end of the report.	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Annual Presentation by the Lead Cabinet Member for Housing (Report No: OAS/FH/18/019)

- 1.1.1 The Lead Cabinet Member for Housing, Councillor Sara Mildmay-White was invited back to give an annual update on her portfolio. Report No: OAS/FH/18/019 set out the focus for the annual update.
- 1.1.2 Prior to the meeting taking place, the Lead Cabinet Member was provided with some key questions from Scrutiny Members on what they would like included in the update, and responses were set out the report.
- 1.1.3 The Committee asked a number of follow-up questions relating to homelessness, to which comprehensive responses were provided. There being no decision required, the Committee **noted** the annual update.

1.2 Evaluation of the Families and Communities Approach (Report No: OAS/FH/18/020)

- 1.2.1 The Committee received and **noted** Report No: OAS/FH/18/020, which followed on from the Cabinet Member's presentation to the Committee on 20 April 2017, at which the Committee asked for further information on evaluation of the Families and Communities approach, to better understand whether it was making a difference to communities and residents.
- 1.2.2 The report summarised progress to date; key points to note; methodologies used; and next steps. Attached to the report were a number of appendices. The report provided examples of how the evaluation model had been used and tested and sought the Committee's input into the further development of the model to evidence and evaluate the Families and Communities approach.
- 1.2.3 The Committee considered the report in detail, and noted the exempt appendices. The Committee asked a number of questions of the Portfolio Holder and officers, to which comprehensive responses were provided.
- 1.2.4 The Chairman, and the Committee were pleased with the report and acknowledged that it had been difficult to measure, score and evaluate as to whether it was making a difference to communities and residents. It was in agreement that the council should continue refining the evaluation approach and developing the methods and ethos. It was a vital piece of work and the council was leading the light in evidencing and evaluating the families and communities approach.
- 1.2.5 The Committee felt this work was so important that it should be embedded in the Council's strategy, as its importance was beyond political.

1.3 Annual Presentation by the Cabinet Member for Families and Communities (Report No: OAS/FH/18/021)

- 1.3.1 The Cabinet Member for Families and Communities, Councillor Robin Millar was invited back to give an annual update on his portfolio. Report No: OAS/FH/18/021 set out the focus for the annual update.

- 1.3.2 Prior to the meeting taking place, the Cabinet Member was provided with some key questions from Scrutiny Members on what they would like included in the update, and responses were set out the report.
- 1.3.3 The Committee asked a number of follow-up questions relating to the Community Chest Fund, to which comprehensive responses and examples of where organisation had benefited, were provided.
- 1.3.4 There being no decision required, the Committee **noted** the annual update.
- 1.4 **Decisions Plan: 1 July 2018 to 31 March 2019 (Report No: OAS/FH/18/022)**
- 1.4.1 The Committee considered the latest version of the Decisions Plan, covering the period 1 July 2018 to 31 March 2019. There being no decision required, the Committee **noted** the contents of the Decisions Plan.
- 1.5 **Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019 (Report No: OAS/FH/18/023)**
- 1.5.1 The Committee considered the Shadow Executive (Cabinet) Decisions Plan, covering the period 1 July 2018 to 31 March 2019. There being no decision required, the Committee **noted** the contents of the Decisions Plan.
- 1.6 **Work Programme Update (Report No: OAS/FH/18/024)**
- 1.6.1 The Committee received and **noted** Report No: OAS/FH/18/024, which provided an update on the current status of the Committee's Work Programme for 2018-2019, which included current Joint Task and Finish Group(s).
- 1.6.2 Members were informed of an additional item to be included in its work programme for its meeting on 10 January 2019, being:
- West Suffolk Customer Access Strategy, Business Case and West Suffolk Digital Strategy.
- 1.6.3 The report also requested that Members identify questions they would like the Cabinet Member for Planning and Growth to cover in his annual report to the Committee on 13 September 2018.

2. Background Papers

- 2.1.1 Report No: [OAS/FH/18/019](#) to the Overview and Scrutiny Committee: Annual Presentation by the Lead Cabinet Member for Housing
- 2.1.2 Report No: [OAS/FH/18/020](#) and [Appendix D](#) and [Appendix E](#) to the Overview and Scrutiny Committee: Evaluation of the Families and Communities Approach
- 2.1.3 Report No: [OAS/FH/18/021](#) and [Appendix A](#) and [Appendix B](#) to the Overview and Scrutiny Committee: Annual Presentation by the Cabinet Member for Families and Communities

- 2.1.4 Report No: [OAS/FH/18/022](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Decisions Plan: 1 July 2018 to 31 March 2019
- 2.1.5 Report No: [OAS/FH/18/023](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019
- 2.1.6 Report No: [OAS/FH/18/024](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update

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Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils



West Suffolk
working together

Title of Report:	Report of the Anglia Revenues and Benefits Partnership Joint Committee: 26 June 2018	
Report No:	CAB/JT/18/016	
Report to and date:	Joint Executive (Cabinet) Committee	24 July 2018
Portfolio holders:	Stephen Edwards FHDC Portfolio Holder for Resources and Performance Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	Ian Houlder SEBC Portfolio Holder for Resources and Performance Tel: 07970 729435 Email: ian.houlder@stedsbc.gov.uk
Lead officer:	Jill Korwin Director Tel: 01284 757252 Email: jill.korwin@westsuffolk.gov.uk	
Purpose of report:	<p>On 26 June 2018, the Anglia Revenues and Benefits Partnership (ARP) Joint Committee considered the following substantive items of business:</p> <ol style="list-style-type: none"> (1) Highlight Report, Balance Scorecards and Finance Report; (2) Welfare Reform Update; (3) Joint Committee Update – New Councils’ Status; (4) Summary of 2017/18 Internal Audit Reviews of Anglia Revenues Partnership (ARP) for Joint Committee; and (5) Forthcoming Issues. <p>This report is for information only. No decisions are required by the Cabinet.</p>	

Recommendation:	The Cabinet is requested to <u>NOTE</u> the content of Report No: CAB/JT/18/016, being the report of the Anglia Revenues and Benefits Partnership Joint Committee.
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> For noting only
Consultation:	<ul style="list-style-type: none"> See reports of ARP Joint Committee at link provided under 'Background papers'
Alternative option(s):	<ul style="list-style-type: none"> See reports of ARP Joint Committee at link provided under 'Background papers'
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See reports of ARP Joint Committee at link provided under 'Background papers'
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> See reports of ARP Joint Committee at link provided under 'Background papers'
Risk/opportunity assessment: See reports of ARP Joint Committee at link provided under 'Background papers'	<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>
Ward(s) affected:	All Ward/s
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Breckland DC Website: 26 June 2018
Documents attached:	None

1. Key Issues

1.1 Operational Highlight Report, Balance Scorecards and Finance Report (Agenda Item 7a, 7b, 7c and 7d)

(a) Operational Highlight Report

1.1.1 The Joint Committee had received and **noted** the Operational Highlight Report as at 31 May 2018. The report details ARP's key achievements in respect of Benefits and Fraud Performance; Revenues Performance and Support Performance, including Digital Transformation and Self-Service, an update on ARP website; and the implications of the new General Data Protection Regulations. This detailed report can be viewed on Breckland District Council's website at:

<http://democracy.breckland.gov.uk/documents/s48451/ARP%20Strategic%20Managers%20Highlight%20report%20May%202018%20draft.pdf>

1.1.2 Fraud and compliance performance are already on track to exceed targets for 2018/19 with total savings achieving £715,295 as at 31 May 2018 against the total year end target of £1,300,000.

1.1.3 The Enforcement Team also continues to perform well, having collected £10.4 million since the agency was established, of which £818,000 has already been collected in the 2018/19 financial year. A sixth Enforcement Agent has recently joined ARP to provide some resilience and following the need to replace another Enforcement Agent who had recently left. The Partnership has had enquiries from other authorities with a view to expanding the service.

1.1.4 The Non-Domestic Rates team currently collects amounts due for three Business Improvement Districts (Forest Heath, St Edmundsbury and Waveney). This is due to be increased to four from 1 April 2019 with the addition of a BID for the current Suffolk Coastal area. ARP are working with them on implementation.

1.1.5 As Members are aware, ARP works collectively providing the administration of the statutory obligation for council tax collection, business rates, housing benefits and local council tax reduction schemes. There is an ongoing action plan in place to continue compliance with changing legislation as a result of the introduction of GDPR, particularly with regard to the ability to comply with the new rights of the individual. Although the changes are significant, the data collected and processed by ARP is solely for the purposes of Revenues and Benefits. The sharing of data is only permitted in relation to the processing of personal data provided under this legal obligation, for example, to the Department of Work and Pensions (DWP).

1.1.6 The new rate reliefs announced by the Government and the impact on ARP had also been noted by the Joint Committee, together with changes to the way in which customers are now able to view their Council Tax, Business Rates, benefits payments and E-billing on the ARP website.

- 1.1.7 A discussion had been held at the meeting on Norfolk and Suffolk County Councils funding contributions towards reviewing single persons' discounts; however Members had been informed that Cambridgeshire County Council had decided not to provide further funding towards this. Upon Members' request, the background and rationale behind this decision would be provided to the Joint Committee.
- (b) Balanced Scorecard as at end March 2018
- 1.1.8 Members had **noted** that targets had largely been met by all partner authorities with the majority of indicators annotated green as at 31 March 2018, as shown on the Balanced Scorecard at:
- <http://democracy.breckland.gov.uk/documents/s48454/ARP%20Balanced%20Scorecard%20Mar%202017-18%20sent%20to%20Julie%20Britton%2010.5.18.pdf>
- 1.1.9 The above report provides further information on indicators relevant to each partner authority, which are grouped under the following headings:
- (a) **Financial:** Collection, Budget Management
(b) **Customer:** Customer Satisfaction, Channel Shift
(c) **Internal Process:** Collection, Fraud
(d) **Learning and Growth:** Performance Management
- 1.1.10 Benefits performance had met the year-end targets; however, this was not the case for all partner Councils, as shown on the balanced scorecards. Four of the Councils, which included Forest Heath District Council, had not met the target for processing council tax support cases. The final year end figure for the time taken for council tax support cases to be processed by these Councils was 9 days against a target of 8 days. Members had noted that this was largely due to the impact of staff vacancies during the first half of the reporting period together with the embedding and settling down of standardised work processes in ARP's document imaging system. Going into 2018/2019, appropriate measures have been put in place, largely in relation to recruiting additional temporary staff to help manage workloads during peak periods.
- 1.1.11 Other targets that had not been met related to business rates collection being slightly below target and this included the West Suffolk councils. The drop in collection was due to a significant level of refund payments being made as a result of successful appeals by ratepayers against their rateable values, often backdated to April 2010. For Forest Heath these refunds amounted to £949k and for St Edmundsbury the figure was £1.8m. It is a requirement of the Business Rates Retention scheme that councils make provision in their accounts to meet the cost of these successful appeals. Both Forest Heath and St Edmundsbury hold adequate levels of appeals provision to mitigate the impact of these and any future refund payments (Forest Heath having a provision of £2.0m and St Edmundsbury holding £4.2m) and the level of these provisions will continue to be monitored and revised as necessary. This had previously been discussed at some length by the Joint Committee and Members had been satisfied with the mitigation measures put in place.

(c) Balanced Scorecard as at end May 2018

- 1.1.12 Members had **noted** that targets are largely currently being met by all partner authorities with the majority of indicators annotated green as at 31 May 2018, as shown on the Balanced Scorecard at:

<http://democracy.breckland.gov.uk/documents/s48455/ARP%20Balanced%20scorecard%20May%202018-19.pdf>

(d) Financial Performance

- 1.1.13 In respect of the financial performance report, the Joint Committee had **noted** the final outturn position for 2017/18 as at 31 March 2018, which showed a total underspend of £565,192 against budget. The reasons for the specific variances, together with other details, are contained in the report at:

<http://democracy.breckland.gov.uk/documents/s48460/ARP%20Management%20Accounts%20201718%20for%20JC.pdf>

An update had also been provided on committed expenditure for the Transformation Programme. The committed transformation funding is £180,529 as at 31 March 2018. If all of the identified expenditure goes through as planned by the end of 2018/2019, there will be £47,928 remaining for future projects.

In addition, Members had noted actual efficiencies identified to date against the original budget targets for 2017/2018 to 2019/2020. The efficiency target for 2017/2018 of £531,000 had been achieved.

1.2 **Welfare Reform Update (Agenda Item 8)**

- 1.2.1 The Joint Committee had received and **noted** an update on welfare reform, which included:

- (a) **Universal Credit (UC):** The current position regarding the timeline to move to the live operation of the full service for new claimants and those where circumstances had changed were discussed. Forest Heath DC are expected to roll-out in December 2018, which was mainly due to the Government's budget announcement in December 2017. Waveney District Council, St Edmundsbury BC, and now Breckland who are already operating the full service have been experiencing difficulties; however they are not alone in this. These matters have been raised locally and through the UC/LA Steering Group, the issues have been brought to the attention of the UC Programme. Furthermore, representations have been made to the DWP Secretary of State which led to a meeting between the Leader of Waveney DC, their local MP, the ARP Strategic Manager (Benefits) and the Minister for Universal Credit. The MP for Waveney continues to be actively involved in parliamentary debates on the issues arising from the roll-out of UC. Alongside this, through working with Customer Service and Housing Options teams, the DWP and stakeholders; ARP continues to minimise the impact of UC. This has been ARP's template for the partner Councils, which was successfully used with St Edmundsbury at the end of last year, and will be replicated for all other partner Councils as the roll-out schedule

continues throughout 2018. Implementation meetings have since taken place with Breckland and Fenland Councils.

The Joint Committee had discussed in some detail the Government Budget announcements where improvements are expected to be made, together with the UC announcement from the DWP, as outlined in the report at the link below:

<http://democracy.breckland.gov.uk/documents/s48456/Joint%20Committee%20Report%20Welfare%20Reform%20update%20June%202018%20draft.pdf>

- (b) **Discretionary Housing Payment:** Spend continues to be within the grant provided by the DWP, and is forecast to be closer to, but within the grant. This grant is designed to help customers remain in their homes or to move to affordable and sustainable accommodation. The main area of expenditure continues to be to assist customers with rent shortfalls, in particular due to restrictions on Housing Benefit rent levels. Generally the allocations for 2018/2019 have been reduced.
- (c) **Benefit Cap:** In November 2016, the maximum family income before the Benefit Cap applies reduced from £26,000 to £20,000 (£13,400 for single adults with no children). The Benefit Service continues to work with colleagues in Customer Service and Housing Options teams to seek to avoid homelessness and the cost of temporary housing.

DWP has provided New Burdens funding to assist councils with extra administrative costs and have increased Discretionary Housing Payment grants to help customers with the reduction; however, it should be noted that the increase does not cover all reductions.

- (d) **Two Child Limit:** From April 2017, the DWP introduced legislation to restrict benefits to families having a third child from April 2017 to the two child rate. There are exceptions, such as multiple births. New claims for Universal Credit where an applicant has more than two children will be redirected to legacy benefits, i.e. housing benefit.
- (e) **Social Rented Sector Rent Restrictions:** The Government has responded to consultation on funding for supported housing and it has indicated it will not implement Local Housing Allowance rates in social housing. Further proposals are outlined in the [report](#) noted by the Joint Committee. An implementation date for the proposals has been indicated as April 2020.

1.3 **Joint Committee Update – New Councils’ Status (Agenda Item 9)**

- 1.3.1 The Joint Committee had received and **noted** an update on the impact on ARP as a result of the creation of new councils for West Suffolk and East Suffolk from 1 April 2019, which included:

- (a) **New Councils' Status** – the process being undertaken to create West Suffolk Council (abolition of Forest Heath DC and St Edmundsbury BC) and East Suffolk Council (abolition of Suffolk Coastal DC and Waveney DC).
- (b) **ARP's New Councils' Project** – the process, budget required, key risks and issues involved to effect the respective revenues and benefits workstreams as a consequence of the creation of the two new councils.
- (c) **ARP Governance** – the process involved to amend the governance arrangements for the ARP as a consequence of two new councils (West Suffolk and East Suffolk) replacing four partner authorities (Forest Heath, St Edmundsbury, Suffolk Coastal and Waveney).

The full report can be found at the following link:

<http://democracy.breckland.gov.uk/documents/s48457/New%20Councils%20update.pdf>

1.4 **Summary of 2017/18 Internal Audit Reviews of Anglia Revenues Partnership (ARP) for Joint Committee (Agenda Item 10)**

- 1.4.1 The Joint Committee had received and **noted** a report outlining the joint internal audit approach to review the ARP revenues and benefits audit systems. The audit had been undertaken by the East Suffolk Councils', Fenland District Council and West Suffolk Councils' audit teams on behalf of the seven ARP authorities. Each audit team had reviewed specific areas as outlined in the report.
- 1.4.2 The objective of each audit was to establish if procedures for key controls were being satisfactorily followed to reduce the risk of incorrect processing which could result in loss of revenues, incorrectly awarded benefits or failure to recover monies owed. The review included testing a number of key control areas, a cyclical review of non-key control areas for 2017/18, and reviewing progress on agreed actions from previous audits, as outlined in the report.
- 1.4.3 The audit reports were finalised in March 2018 and audit opinions were issued on the following areas:
 - (a) Council Tax
 - (b) Housing Benefit
 - (c) Overpayments
 - (d) National Non-Domestic Rates
 - (e) ARP Enforcement

In all of the above cases, an audit opinion of adequate / reasonable assurance had been given. No high risk actions had been raised; however a number of recommendations had been given, upon which progress had already been made on some.

- 1.4.4 Progress on previously identified actions had also been noted by the Joint Committee, including where progress had been limited.

1.4.5 The full report can be found at the following link:

<http://democracy.breckland.gov.uk/documents/s48458/2018-06-08%20Summary%20of%202017-18%20Audit%20for%20JC.pdf>

1.5 **Forthcoming Issues (Agenda Item 11)**

1.5.1 New style performance reporting will be discussed by the Operational Improvement Board, the outcome of which will be reported to the Joint Committee in due course.

2. Minutes

2.1 For further information on the discussions held at the Anglia Revenues and Benefits Partnership Joint Committee meeting on 26 June 2018, the draft minutes of the meeting may be viewed on Breckland District Council's website at the following link:

<http://democracy.breckland.gov.uk/documents/g4232/Printed%20minutes%2026th-Jun-2018%2010.00%20Anglia%20Revenues%20and%20Benefits%20Partnership%20Joint%20Committee.pdf?T=1>

Joint Executive (Cabinet) Committee



Title of Report:	Newmarket Neighbourhood Plan: Pre-Submission Consultation	
Report No:	CAB/JT/18/017	
Report to and date:	Joint Executive (Cabinet) Committee	24 July 2018
Portfolio holder:	Cllr Lance Stanbury FHDC Portfolio Holder for Planning and Growth Tel: 07970 947704 Email: lance.stanbury@forestheath.gov.uk	
Lead officers:	Marie Smith Service Manager (Strategic Planning) Tel: 01638 719260 Email: marie.smith@westsuffolk.gov.uk	Boyd Nicholas Principal Planner Tel: 01638 719248 Email: boyd.nicholas@westsuffolk.gov.uk
Purpose of report:	To inform Members about the Pre Submission Consultation Draft Newmarket Neighbourhood Plan and to seek approval of a response to the consultation.	
Recommendation:	It is <u>RECOMMENDED</u> that: (1) Members note the content of the Pre-Submission Consultation Draft Newmarket Neighbourhood Plan as attached at Appendix A to Report No: CAB/JT/18/017; and (2) The Planning Policy response to the Pre-Submission Consultation Draft Newmarket Neighbourhood Plan, as attached at Appendix B and Corporate Response at Appendix C to Report No: CAB/JT/18/017, be endorsed to form the basis of a submission to Newmarket Town Council. <i>Continued over....</i>	

	The approval of the final wording to be delegated to Assistant Director of Planning and Growth and the Service Manager (Strategic Planning).	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
<p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>		
Consultation:	<ul style="list-style-type: none"> The Pre-Submission Neighbourhood Plan is on consultation from 25 June to 10 August 2018. 	
Alternative option(s):	<ul style="list-style-type: none"> None. It is a statutory duty for the LPA to provide advice or assistance to the body producing a neighbourhood plan. 	
Implications:		
<p><i>Are there any financial implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> Proposals concerning the use of Palace House Coach House could have a loss of revenue in terms of commercial rent for the authority. (See policy NKT5). 	
<p><i>Are there any staffing implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> No major implications 	
<p><i>Are there any ICT implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> 	
<p><i>Are there any legal and/or policy implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> If 'made' (adopted) the Newmarket Neighbourhood Plan will become part of the statutory development plan and be a material consideration when determining planning applications in Newmarket. 	
<p><i>Are there any equality implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> None known. It is not clear if the Pre-Submission Plan has been assessed for compliance with Human rights Legislation by NTC. 	

Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
A neighbourhood Plan that does not meet the statutory basic conditions is unlikely to be successful at examination.	Medium	The LPA's response assesses the neighbourhood plan against the basic conditions and suggests amendment where appropriate. Compliance will be tested at Examination.	Low
Ward(s) affected:		All Saints, Severals and St Mary's	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>			
Documents attached:		<p>Appendix A: Pre-Submission Consultation Newmarket Neighbourhood Plan (V29 22 June 2018).</p> <p>Appendix B: Proposed Local Planning Authority response to consultation.</p> <p>Appendix C: Proposed Corporate Department response to consultation.</p> <p>Appendix D: Public Open Space survey 2017 -18.</p> <p>Appendix E: FHDC Play Areas in Newmarket.</p>	

1. Key issues and reasons for recommendation(s)

1.1 Newmarket Pre-Submission Neighbourhood Plan

1.1.1 On 25 June 2018, Forest Heath District Council (FHDC) received notification that Newmarket Town Council (NTC) have commenced a six week consultation on their Pre-Submission version Neighbourhood Plan. FHDC as the District Council and Local Planning Authority should provide feedback on the content of the Pre-Submission Plan by 10 August 2018.

1.1.2 The Newmarket Neighbourhood Plan (pre-submission version) contains land use policies and allocations which will carry weight in the planning decision making process when the Neighbourhood Plan (NNP) is 'made' (adopted), and also a number of community actions, which express the NTC aspirations that go beyond what planning policy can achieve. Planning Policy have compiled a detailed response to the Pre-Submission NNP which is set out in Appendix B attached to this report and have coordinated and compiled responses from other West Suffolk departments which are set out in Appendix C.

1.2 Basic Conditions

1.2.1 To be successful when examined, a neighbourhood plan must meet a set of basic conditions. Assessment against these conditions has formed the basis of the planning policy comments. In summary they are that it must:

- Have regard to national policies and advice;
- Contribute to the achievement of sustainable development;
- Be in general conformity with the strategic policies of the development plan; and
- Not breach, and be otherwise compatible with, European Union and European Convention on Human Rights obligations.

1.2.2 NTC have made significant progress in refining the NNP since officers gave feedback on an earlier draft of the plan in early May / June. However there are still concerns over policy content, wording, mapping and if some of the policies and proposals are based on robust evidence that would stand the test of Examination.

2. Next steps

2.1 In order for a Plan to become part of the Forest Heath (or West Suffolk after April 2019) development plan, it will need to progress through the Pre-Submission, Submission, Examination and Referendum stages. NTC will need to consider responses to this Pre-Submission consultation, make any amendments they consider appropriate, and submit the revised "Submission" Neighbourhood Plan to Forest Heath DC to commence the formal six week Regulation 16 consultation on the Submission Plan.

NEWMARKET NEIGHBOURHOOD PLAN

Foreword

NEWMARKET NEIGHBOURHOOD PLAN

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Links to related documents

Introduction: What is a Neighbourhood Plan?

1. Context

0.1.1 The Localism Act 2011 introduced new rights and powers for local communities, allowing them to shape development in their neighbourhood by preparing a 'Neighbourhood Development Plan' (also known as a 'Neighbourhood Plan') in order to establish general planning policies for local development and use of land. This type of plan is a community-led framework to guide the future development, regeneration and conservation of an area. It has a different status from other community-led plans; subject to a few basic conditions, once a Neighbourhood Plan is 'made', it becomes legally binding and part of the development plan for the area.

0.1.2 As such, the Newmarket Neighbourhood Plan must:

- i. have appropriate regard to national planning policy
- ii. be in general conformity with strategic policies in the development plan for the local area and contribute to sustainable development
- iii. be compatible with European Union (EU) obligations and human rights requirements

0.1.3 This document is a Neighbourhood Development Plan as defined in the Act; it has been prepared by Newmarket Town Council, which is a qualifying body as defined by the Act. This Plan has provided residents of Newmarket with an opportunity to influence the development of their town, first because it contains their collective response to the question of how the town should develop, and secondly because it is dependent upon a democratic consultation process supported by both the District Council and the Town Council.

0.1.4 This Plan will guide possible new building, its location and its design in the neighbourhood until 2031, in conjunction with the following local plans relevant to the area, which were in place at the time of the preparation of this Neighbourhood Plan:

- Forest Heath Core Strategy (May 2010)
- Forest Heath Proposed Submission Single Issue Review of Policy CS7 Overall Housing Provision and Distribution and Site Allocations Local Plan (Jan / Feb 2017).
- Joint Forest Heath and St. Edmundsbury Development Management Policies Local Plan document (2015) (JDMP)¹

0.1.5 These documents in turn adhere to the **National Planning Policy Framework (NPPF)**, the Government's high-level planning framework, which must be taken into account in the preparation of development plan documents and when deciding planning applications. Paragraph 14 states:

"At the heart of the National Planning Policy Framework is a presumption in favour of sustainable development, which should be seen as a golden thread running through both plan-making and decision-taking. For plan-making this means that:

- *local planning authorities should positively seek opportunities to meet the development needs of their area;*
- *Local Plans should meet objectively assessed needs, with sufficient flexibility to adapt to rapid change, unless:*
 - *any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or*
 - *specific policies in this Framework indicate development should be restricted."*

¹ In April 2019, the District of Forest Heath and Borough of St Edmundsbury will form a single authority: West Suffolk Council.

2. Structure

0.2.1 This Neighbourhood Plan for Newmarket is structured as follows:

Section 1: The Neighbourhood Plan process in Newmarket

Section 2: Newmarket's heritage and character

Section 3: Framework for future development

Section 4: Objectives and Policies

0.2.2 Section 4 also contains **Community Actions**, which are initiatives to address local issues identified through the community engagement undertaken in preparing the Plan. These cannot be set out as policies here because strictly speaking this document concerns land use; however, having identified these initiatives, it is important to record them so that they can be acted upon. There is an expectation that Newmarket Town Council will pursue these Community Actions to completion.

0.2.3 Further information on the neighbourhood plan process for Newmarket can be seen at www.westsuffolk.gov.uk/newmarketplan and www.newmarket.gov.uk/nmkt-neighbourhood-plan.

C. Consultation Statement

(To follow after Pre-submission consultation)

Section 1: The Neighbourhood Plan Process in Newmarket

1.1 Background: Newmarket Vision

1.1.1 In 2012, the **Prince’s Foundation for Building Community** was invited by Suffolk County Council, Forest Heath District Council and Newmarket Town Council “to create a sustainable and holistic vision for Newmarket in collaboration with local residents and other key stakeholders”.² The Prince’s Foundation was initially asked to collate and analyse the opinion of a variety of community groups in Newmarket in order to identify how people felt the area should evolve and prosper over the coming years. The resulting vision for Newmarket and the action plan can be seen in the report *Newmarket: Enquiry by Design Workshop Report (2013)*.³

1.1.2 A working group, named ‘Newmarket Vision’, was set up as a partnership of public, private and voluntary sector groups working to improve the town. Four delivery groups were initially established, each one to oversee a key area in the implementation of Newmarket Vision:

- Education
- Town Centre, Retail, Local Economy and Tourism
- Traffic and Highways
- Community Planning

1.1.3 Forest Heath District Council made a presentation to the Community Planning Group in January 2014, and the outcome was the formation of a Neighbourhood Plan Committee, which included Town Councillors, interested residents and local stakeholders. In 2015, Newmarket Town Council resolved to prepare a Neighbourhood Plan to set out a vision of how Newmarket will develop through to 2031.

1.1.4 Subsequently, the Neighbourhood Plan Committee has been adopted as a steering group, which reports back to and receives funding from Newmarket Town Council.

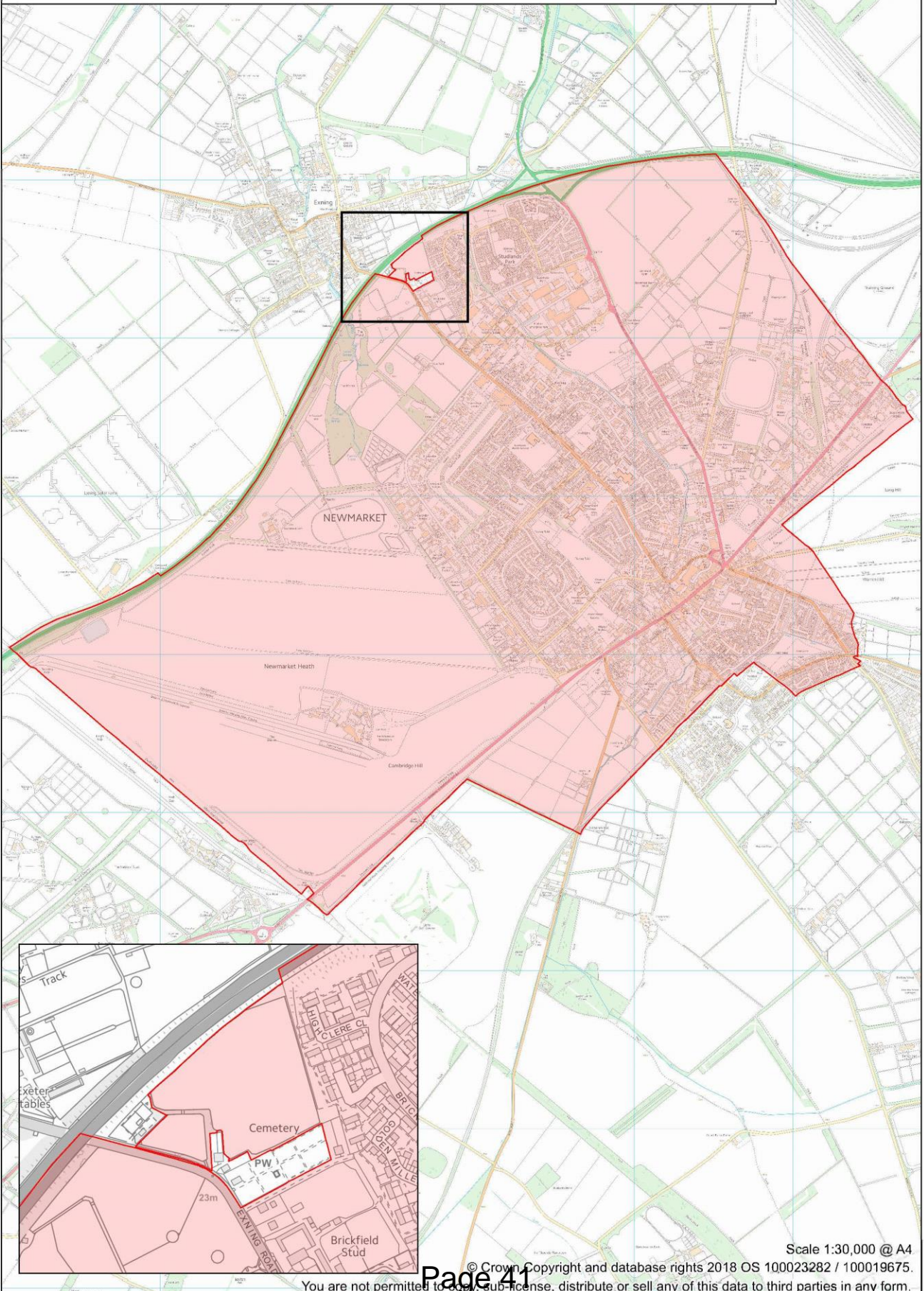
1.2 Plan area

1.2.1 On 23 December 2015, following an 8-week consultation, the Newmarket Neighbourhood Area was formally designated by Forest Heath District Council (the local planning authority) and revised on 15 June 2018. The final designated area and includes the whole of the parish of Newmarket with the exception of the areas identified on the map below. It should be noted that parts of the town are in Cambridgeshire and therefore lie outside the parish. There are no other designated neighbourhood plan areas within this boundary and the Town Council is the “appropriate body” responsible for the preparation of the neighbourhood plan for this area.

² *Newmarket: Enquiry by Design Workshop Report (2013)*, p. 5.

³ https://www.westsuffolk.gov.uk/Council/Policies_Strategies_and_Plans/upload/Newmarket-Vision-EbD-Report-Final_VLR_17-06-13-LOW-RES.pdf

PLAN A - Newmarket Neighbourhood Plan Area, designation amended 15 June 2018



Scale 1:30,000 @ A4

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1.3 Key stages and dates

PROJECT PHASE	ACTIONED
TERMS OF REFERENCE AGREED	26 JANUARY 2015
DESIGNATION CONSULTATION(S)	JUNE-JULY 2015
APPROVAL OF DESIGNATED AREA BY NEWMARKET TOWN COUNCIL	28 SEPTEMBER 2015
SUBMISSION TO LOCAL PLANNING AUTHORITY TO DESIGNATE AREA	15 OCTOBER 2015
4 WEEK CONSULTATION BY FHDC ON DESIGNATED AREA	05 NOVEMBER – 03 DECEMBER 2015
LOCAL PLANNING CONSIDER FOR APPROVAL	01 OCTOBER 2015
DESIGNATED AREA APPROVED	23 DECEMBER 2015
CONSULTATION ON OBJECTIVES	2016 2017
EVIDENCE BASE	COMMENCED
DRAFT POLICY WRITING	COMPLETED MARCH 2017
CONSULTATION DRAFT POLICIES ONLY WORK ON OTHER REQUIRED DOCUMENTS APPENDICES, STATEMENTS	APRIL 2017-JULY 2018 AMEND IF NECESSARY FOLLOWING MEETING WITH FHDC AMENDMENTS MADE CONSULTANT ENGAGED
REGULATION 14 SUBMISSION CONSULTATION	JUNE 2018- JULY 2018 6 weeks
SUBMISSION TO FHDC	SUMMER 2018
FHDC PUBLISHES PROPOSALS	6 weeks
FHDC SUBMIT PLAN TO INDEPENDENT EXAMINER	TBC
INDEPENDENT EXAMINER ISSUE REPORT TO FHDC	TBC
PUBLIC REFERENDUM ADVERTISED BY FHDC	TBC
RESULT OF REFERENDUM AND ADOPTION OF NEWMARKET NEIGHBOURHOOD PLAN	TBC

1.4 Plan period, monitoring and review

1.4.1 The Newmarket Neighbourhood Plan will run concurrently with the Forest Heath Local Plan documents identified above (in the Introduction) until superseded by the strategic policies of any new local plan documents that include the area. It will apply for the period 2018 - 2031 and reflects the identified needs and aspirations of the local community as understood at the time of its preparation. It is recognised that current challenges and concerns are likely to change over the plan period. Newmarket Town Council, as the Qualifying Body, will be responsible for maintaining and periodically revisiting the Plan to ensure relevance and to monitor delivery.

Section 2: Newmarket's heritage and character

2.1 Heritage

2.1.1 People have been travelling through this area along the trackways of the Icknield Way since the Stone Age, and the Devil's Dyke, England's largest Anglo-Saxon earthwork, runs just two miles to the west. Newmarket itself, however, only appeared around 1200 AD, when Sir Richard de Argentein married Cassandra of Exning. He received land as part of her dowry, with permission from the King to hold a new twice-weekly market there – this thrived, and the medieval town which grew around it was named 'Newmarket'. Evidence for medieval strip farms can be traced in the layout of the lanes leading north off the western end of the High Street. For many centuries, the High Street marked the boundary between Suffolk to the north and Cambridgeshire to the south, and this is why the town had two medieval parish churches dedicated to St. Mary, until the Cambridgeshire church was re-named All Saints.

2.1.2 When King James I visited the town in 1604, it was the Heath which captivated him – the landscape was perfect for hunting and hawking – so much so that he bought the Griffin Inn as his 'palace' in the town, commencing centuries of royal patronage. When the inn collapsed in 1613, a second, far more impressive palace complex was constructed for James and his son, King Charles I; this flourished for 30 years, but was largely pulled down after the Civil War in the time of Cromwell.

2.1.3 The Restoration of 1660 ushered in a new age for Newmarket. As a boy, King Charles II had loved the town, and over the course of his reign he became a frequent visitor. In 1665, he instituted the Newmarket Town Plate, the oldest horse race under rules written by the King's command, run annually to this day; this marked the start of all organised 'modern' racing at Newmarket. He also ordered a new palace to be built, the surviving section of which is now part of the National Heritage Centre for Horseracing and Sporting Art.

2.1.4 The town's royal connections led the nobility to start the development of stud farms in the area, and in 1752 the Jockey Club leased a coffee house as a meeting place – laying the foundation for Newmarket's development into the 'Home of Horseracing'.

2.1.5 The unique character of the town is, therefore, derived from the overlay of its world-renowned horseracing, training and breeding activities upon a traditional market town and its medieval plan. The layout of eighteenth century Newmarket, as pictured in Chapman's map of 1787, shows the town concentrated along the High Street. The outline of the strip farms of the medieval inhabitants can be seen preserved in the long plots extending behind the houses at the western end of the High Street. Towards the east of town were stables, organised as irregular yards behind the houses of the owner or trainer.

[Chapman's Map]

2.1.6 The nineteenth century brought a 'golden age' of horseracing, heightened by the arrival of the railway in 1848, allowing thousands of visitors to enjoy a day at the Races. Consequently, the town flourished, and the need to build more stable buildings and housing for owners, trainers, stable lads, as well as other workers, left Newmarket

with a rich inheritance of Regency, Victorian and Edwardian architecture, including Clevedon House, St. Agnes Church and the Jockey Club, as well as the Fox Rotunda and Triumphal Arch at Tattersalls.

2.1.7 Like many towns, Newmarket was exposed to the modernist ideology of 1960 planning and architecture, which saw the introduction of a new shopping precinct and relief roads. The scale and geometry of these buildings and highways leads to a stark juxtaposition of pre- and post-war design; the tension between the historic buildings and modern redevelopment continues to be felt to this day.

2.2 Overview of the modern town

2.2.1 Newmarket is an attractive market town located 14 miles (23 km) west of Bury St Edmunds and 13 miles (20 km) east of Cambridge; it is recognised as a national and international centre for Horseracing, and this has created a unique landscape setting for the town. The town is currently seeking World Heritage status.

2.2.2 The Forest Heath Core Strategy (Policy CS1) defines Newmarket as a market town, and it is currently Forest Heath's largest settlement, with a population of approximately 20,000; it will be the third largest settlement in the new West Suffolk area. The town centre is required to serve the retail and leisure needs of the local catchment area.

2.2.3 The Forest Heath District Local Plan identifies Newmarket as the largest town in Forest Heath, with more infrastructure and services than other locations in the district. However, this does not mean that the town would be sustainable with any significant increase in population because over a number of years, services (police headquarters, local government offices, waste recycling centre and GP out-of-hours services) have been withdrawn and centralised elsewhere. Similarly, while road links are good, public transport is limited, and growth is constrained as outlined in Section 3 below.

2.2.4 Newmarket is the centre for the British Horseracing Industry, which plays a major economic and cultural role: the town is known as the international 'Home of Horseracing' with over 3,000 racehorses, the largest bloodstock auction house in Europe, 89 licensed trainers, 62 stud farms, 1,133 hectares of training grounds and hundreds of stable staff within and around the town – more than anywhere else in the world. Two reports produced in recent years provide an up-to-date understanding of the scale and economic significance of the Horseracing Industry in the Newmarket area: 'The Economic Impact of the Horseracing Industry Centred Upon Newmarket' (SQW, 2013, updated 2016) and 'The Local, National and International Impact of the Horseracing Industry in Newmarket' (Deloitte, 2015).

2.2.5 However, although equine is the largest single employment sector in the town, some 65% of overall employment is in other sectors, including financial services, retail, manufacturing and engineering. Key issues for the future prosperity of the town include the deficiency of sites for emerging light and high-tech industries associated with the A14 corridor, coupled with the lack of affordable housing to meet the needs of residents, including those employed within the Horseracing industry itself.

2.3 Key Features

Town Centre

2.3.1 Newmarket High Street runs for one mile from the Jubilee Clock Tower to the Cooper Memorial Fountain; together with the surrounding streets it forms Newmarket's historic core, which contains the main shopping area, including a twice-weekly outdoor market and the Guineas Shopping Centre. The High Street has a relatively low vacancy rate, although the town's independent retailers face the same issues that affect many market towns across the UK in the form of competition from internet shopping, the proliferation of chain stores, an over-representation of charity shops and bookmakers, and a night-time economy which serves a young demographic.

2.3.2 In addition, the historic town centre contains training stables and visitor attractions, in particular the National Heritage Centre for Horseracing and Sporting Art, a major tourist attraction centred on Palace House and Stables on Palace Street, just off the High Street. This two-hectare site includes a state-of-the-art horseracing museum, a national gallery of British sporting art and a centre for the retraining of racehorses.

2.3.3 The Conservation Area extends beyond the historic town centre to include the extensive area of stables and owners' houses to the north, north-west and south-east of Newmarket (a total of approximately 186 hectares). Newmarket's most celebrated listed buildings include Palace House (the oldest surviving part of King Charles II's royal residence), St Mary's Church, Cleveland House, St. Agnes Church, the Jockey Club and Boyce House.

Transport links and connectivity

2.3.4 Newmarket is well-positioned as the gateway to East Anglia with trunk road links to Cambridge, Norwich, London and the Midlands and the container port at Felixstowe. It is also served by a railway line to Bury St Edmunds, Ipswich, Cambridge and beyond.

Infrastructure Assets

2.3.5 Newmarket has been described as "the most sustainable town in the district" (Core Strategy, May 2010, p.), and it is indeed the largest conurbation in the Forest Heath District, but it should be noted that the following services have been lost to the town:

- A fully operational hospital (including maternity)
- A&E services
- Out-of-hours GP services
- Mental health services
- Support services for residents with disabilities
- Emergency accommodation for the homeless
- Police station
- Courthouse
- Newmarket Academy Sixth Form
- Railway station building
- Free recycling centre
- Cinemas

2.3.6 However, the town still retains the following assets which could be developed in the future to enhance sustainability:

- open space and sports facilities, including 6.2 hectares of sports grounds, 0.9 hectares of non-pitch sports, 1.6 hectares play space
- a swimming pool and leisure centre offering comprehensive sports and recreational facilities
- the Yellow Brick Road, a green corridor which follows the Newmarket Brook (formerly known as the No. 1 Drain) from central Newmarket to Studlands Park to the north, a distance of 1.7 miles (2.8 km), providing pedestrian and cycle access and connecting open spaces.
- a network of horsewalks
- an existing retail park and employment area to the north of the town, consisting of light industry, engineering, high tech business, factories and warehouses
- a good range of health and emergency services, including 18 GPs in three surgeries, 13 dentists in six practices, two nursing homes, a hospital providing outpatient services (but no A&E), and the Newmarket combined Fire and Police Station, sited adjacent to an ambulance base on Willie Snaith Road.

- five state primary schools within the area of the Plan with capacity for 1,365 pupils and a secondary school with capacity for 900 students aged 11-16.
- community and leisure facilities including a public library, the Memorial Hall, Kings Theatre and Studlands Park Community Centre
- a unique landscape setting which envelops the town, including the SSSI of the chalk grassland of Newmarket Heath and the Special Area of Conservation of the Devil's Dyke, and the training grounds and stud farms with their boundaries of hedges and trees. Trees and tree belts form a significant part of Newmarket's natural and urban landscapes, and the town also benefits from many well-kept roadside verges, which are maintained by the Studs and Jockey Club Estates at no expense to the public.
- a rich historical heritage, with sites and artefacts of archaeological interest, in particular the Devil's Dyke, a Scheduled Ancient Monument, situated to the south-west of the town.
- the conservation area, containing many buildings of interest, in particular the traditional racing yards dotted throughout the centre of the town, which make Newmarket unique.

Section 3: Framework for future development

3.1 Requirements

3.1.1 The Core Strategy Single Issue Review (SIR) will determine housing distribution across the district. For Newmarket, this means a total of 771 dwellings are allocated in the town up to 2031. Five residential sites and two mixed use sites have been identified as being suitable to meet these needs in Newmarket. See the FHDC Site Allocations Local Plan (SALP) for site details.⁴ In August 2016, the Secretary of State decided to refuse planning permission for 400 dwellings on a site at Hatchfield Farm to the north east of the town. Subsequently, following an Appeal Court decision, this decision has been referred back to the Secretary of State and a decision on the application is awaited at the time of writing.⁵

3.1.2 The level of growth planned for Newmarket generates the need for infrastructure to be provided at the appropriate stage of the development process. Core Strategy Policy CS13 is intended to provide the framework and mechanism for ensuring the provision or expansion of essential infrastructure through Section 106 funding. Generally, additional school places, and the need to improve or expand GP surgeries will be funded through development in line with the 'Suffolk County Council Developers Guide to Infrastructure Contributions' (and relevant topic papers).

3.1.3 Infrastructure needed to deliver development in Newmarket includes the following:

- open spaces and play areas, as part of developments and by improvement to existing green spaces, including new links to the Yellow Brick Road linear park
- mitigation schemes designed to lessen the impact of additional traffic on horse movements may be required depending on the location and scale of development
- provision of additional primary school places
- expansion and possible relocation of GP practices where and when appropriate (in line with emerging Clinical Commissioning Group Strategic Estates Plans [SEPs]).

3.2 Constraints

3.2.1 Opportunities for housing growth in and around Newmarket are severely restricted both by environmental constraints and by the needs of the Horseracing Industry:

- Newmarket is essentially an administrative island enclosed by Cambridgeshire; the town is situated very close to the district and county administrative boundaries to the east and west, and actually crosses over these boundaries to the south
- the A14 forms a physical boundary on the northern edge of the town
- undeveloped land to the north-west of the town is particularly important in helping maintain a gap between Newmarket and Exning in order to avoid coalescence of the two settlements
- policies within the Local Plan safeguard land associated with the Horseracing Industry in order to protect this historic, and culturally and economically important activity; this constrains development to the west, southwest, south, southeast and east of the town
- growth in surrounding villages (among others, Kentford and Exning in Suffolk and Fordham, Soham, Kennett and Cheveley in Cambridgeshire) will have a significant impact on the town's infrastructure
- land to the east and south-west of the settlement is within the Newmarket Heath Site of Special Scientific Interest (SSSI)
- Newmarket has an air quality management area (AQMA) centred on Old Station Road near the Clock Tower, and the impact of any future growth on air quality needs to be considered;

⁴ https://www.westsuffolk.gov.uk/planning/Planning_Policies/local_plans/upload/SALP-text-for-adoption-April-2018-3.pdf

⁵ It should be noted that the SIR and SALP are still under examination and may be subject to any amendments made in the Inspector's forthcoming report.

- land running north/south through the middle of the settlement lies within Flood Zones 1 and/or 2 according to data provided by the Environment Agency
- the character of the historic built environment restricts opportunities for development in the town itself.
- there is a need to manage carefully the movements of vehicles and horses within the town
- the primary schools in the town are close to capacity, and therefore it is expected that any further housing development will require the building of a new primary school

Further information on planning constraints in Newmarket is set out in the other evidence based documents available online at www.westsuffolk.gov.uk/localplanevidence.

3.3 Opportunities

3.3.1 The preparation of this Neighbourhood Plan is more than an analysis of what assets the town has or is missing – it also has enabled the identification of key opportunities which will enable Newmarket to thrive over the period of the Plan (2018-2031) and beyond.

Opportunity 1: to maintain, promote and increase awareness of Newmarket’s key features

- Newmarket’s status as the international centre for Horseracing and Thoroughbred breeding
- The unique landscape surrounding the town
- the town’s position as a major tourist attraction, based around Horseracing and the National Heritage Centre
- The town’s location as the ‘Gateway to East Anglia’ at the convergence of two major trunk roads (A11 and A14)

Opportunity 2: to enhance existing features

- the diversity and vitality of Newmarket High Street
- the market, remembering Newmarket’s heritage as a medieval market town
- the area of St. Mary’s Square and St. Mary’s Churchyard, which has the potential to become an attractive focal point in the town
- many historic buildings in the town centre, which should be complemented with attractive shop fronts and street furniture
- an attractive town centre environment, with the scope for further planting of trees, shrubs and flowers, coupled with action against pollution and litter
- a range of employment opportunities, through judicious development of the existing industrial area in the north east of the town
- the pedestrian and cycle network
- public transport links
- visitor facilities, to prolong the stay of visitors to the town

Opportunity 3: to address key needs

- increased provision of affordable housing
- a school for children with special educational needs
- leisure and cultural offers, with particular focus on providing a shared community sports and recreation area, a cinema, a museum of local history and facilitating participation in the Arts
- a comprehensive parking strategy

3.3.2 Finally, in its 2013 analysis of Newmarket, the Prince’s Foundation described a “Community Capital Framework”, highlighting the attributes of a truly successful community; these should underpin any future development of Newmarket:

- **“Rooted:** A place which creates and preserves a sense of identity through housing and design choices,

recreational and cultural attractions and a strong local ecology - continuing the community's recognised characteristics, trades and traditions.

- **Connected:** A place which ensures linkages within communities by creating diverse physical, social and movement networks, and encouraging financial and social exchange.
- **Balanced:** A place which respects different income groups, economic activities, wildlife habitats and ecosystem services.
- **Resilient:** A place that serves communities in the long-term through buildings, habitats and infrastructure which are durable and flexible. A resilient community has management and governance frameworks that support its operation, maintenance and adaptation over time.
- **Prudent:** A prudent neighbourhood responsibly utilises local skills, materials, natural resources and financial assets. It means capitalising on existing capacity to embed community assets over the long term."

(Newmarket: Enquiry by Design Workshop Report (2013), p. 17)

Section 4: Policies

4.1 Aim of the Newmarket Neighbourhood Plan

4.1.1 The underlying aim of this Neighbourhood Plan is to preserve the special character and landscape of Newmarket, in particular the town's historic core and the unique features arising from the horseracing and thoroughbred breeding industry, ensuring that development is sustainable in the long term and that Newmarket remains clearly distinct from neighbouring towns.

4.2 List of Objectives

4.2.1 The aim will be delivered through the following objectives:

Objective 1: To promote and maintain the character of the town

Objective 2: To improve and promote well-being for all residents

Objective 3: To value and protect our environment

Objective 4: To develop sustainable housing within the boundary of the designated area

Objective 5: To develop a sustainable transport network

Objective 6: To create a vibrant, attractive town centre which enhances Newmarket as a major tourist destination

4.3 Objective 1: To promote and maintain the character of the town

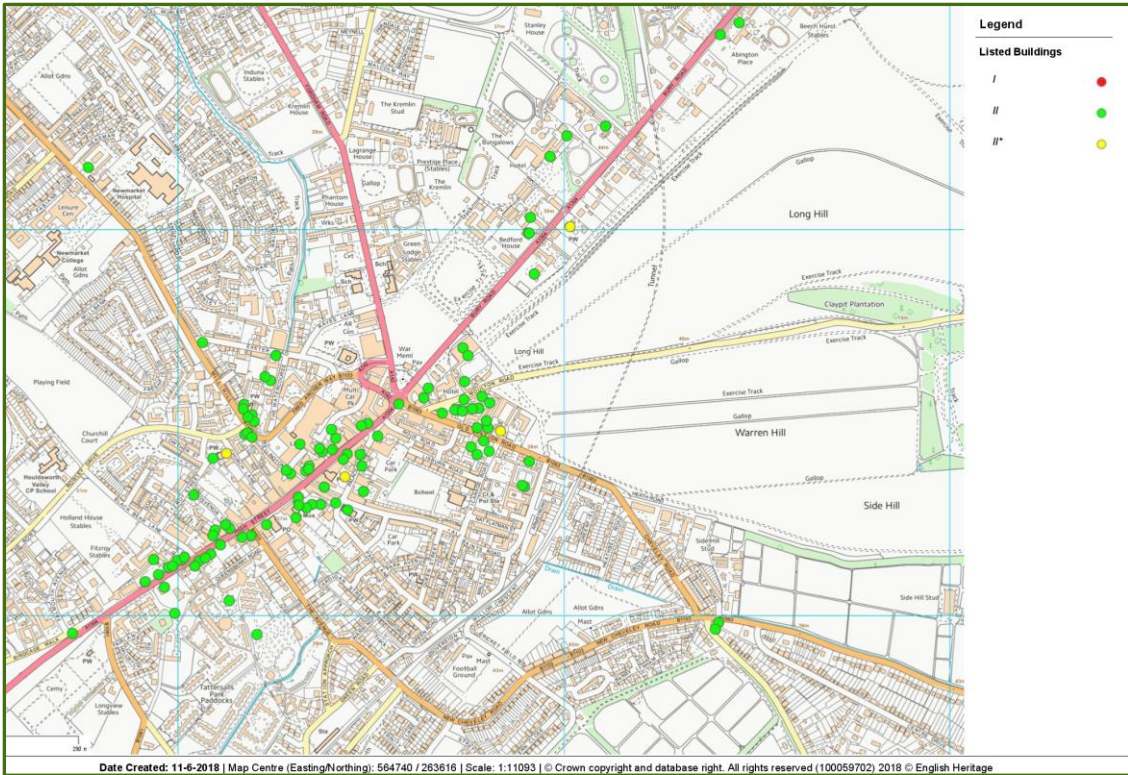
4.3.1 It is important to preserve the special character and landscape of Newmarket. This includes the Conservation Area core, which is the area centred upon Newmarket High Street and its surrounds, and includes the majority of the towns listed buildings. Newmarket is internationally recognised as the 'Home of Horseracing' and the unique features arising from the Horseracing and Thoroughbred breeding industry should be celebrated. Any development must be sustainable in the long term and should make sure that the character of the town remains distinct.

4.3.2 A fundamental part of maintaining the character of the town is to retain its key views. The Newmarket Conservation Area Appraisal was adopted for development control purposes by the FHDC Planning Committee on 23rd September 2009. This document identified important views and glimpses into and out of the Conservation Area which have been reviewed in the preparation of this Plan. In addition, the panoramic view from Warren Hill across the Neighbourhood Plan Area was identified by residents as being of particular importance.

Policy NKT1: Key Views

Development proposals must not have a detrimental impact on the views and glimpses identified in the Newmarket Conservation Area Appraisal (2009), which contribute to the appreciation of the visual qualities of the Conservation Area and its valued surrounding landscape. The following views are particularly treasured by Newmarket residents, and are identified on the Proposals Map:

- Exeter Road, looking east down the hill
- Fitzroy Street, looking north east towards St Mary's Church
- High Street, looking south west towards the Rutland Hotel and Jockey Club
- High Street, looking north east towards the Terrace and the Jockey Club
- The Cooper Memorial, looking down the High Street towards Warren Hill
- Mill Hill, looking south east towards the St Mary's Church
- Mill Hill, looking towards Warren Hill
- Palace Street, looking south west towards All Saints Church
- St Mary's Square looking south towards St Mary's Church
- from the Pavilion across The Severals towards the Bury and Fordham Roads
- The top of Cricket Field Road towards Warren Hill
- The panoramic view from Warren Hill



4.3.3 The heathland and gallops surrounding Newmarket are unique, the fact that they are open for public use after 1.00 pm should be celebrated and valued.

Community Action 1: Landscape

To encourage people to view the landscape as an integral part of the town by allowing access to residents and visitors wherever and whenever this is possible.

4.3.4 The use of Old Station Road as an informal car park detracts from the iconic view of Warren Hill.

Community Action 2: View from Old Station Road

To lobby for parking to be limited at the foot of the Warren Hill Gallops on Old Station Road.

St. Mary's Square

4.3.5 The Conservation Area includes the area of St Mary's Square; the draft Newmarket Conservation Area Appraisal (2009) describes this as "an important feature in Newmarket's medieval street pattern, having been the location for the town's medieval fairs, then known as Fairstead." These fairs were held annually, that of St Barnabas originally on 9th-16th June and that of St Simon and St Jude on 27th-29th October; they were key events in Newmarket's calendar, and the fair of St Barnabas was still in existence in 1735.

4.3.6 On the east side of the Square is the road from the town centre to Exning and to south west is St Mary's parish church, which is one of the town's four Grade II* listed buildings. The 2009 draft Conservation Area Appraisal

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notes that “the open space has been eroded by road widening and development on its west side,” while “the buildings to south and east are of special architectural interest, many of them being listed.” It is identified as “a low-key mixed-use area containing several shops, a public house, a restaurant, two churches and a stable” as well as “a busy traffic junction and a well-used horsewalk and crossing.” The area is not attractive to pedestrians because it is difficult to cross at the junction of Rowley Drive and Mill Hill. There needs to be a traffic management plan for pedestrians and horses at this junction.

4.3.7 St Mary’s Square should be valued as an important green space in the centre of Newmarket. It has the potential to be restored as a key focal point and an entrance to the town centre, with the feel of a town square, surrounded by mostly three-storey townhouses. St. Mary’s Church and Churchyard form an integral part of this green space, and therefore the area should be viewed holistically. If, in the future, there should be a redevelopment of this area, the buildings on the north side of the Square between Mill Hill and Rowley Drive should reflect the style of the townhouses south of Rowley Drive, and on the eastern side of Mill Hill.

Policy NKT2: St. Mary’s Square and St. Mary’s Churchyard.

- a. This area should be designated as a local green space and an environmental improvement area.
- b. Any significant development of this area (regarding either street works in the public realm or the surrounding buildings) needs to consider the context of an overall vision for the area.
- c. The safety of horses, pedestrians, cyclists and vehicles at the junction is paramount, and any development should seek to improve this.
- d. Any redevelopment of the area shall include improved planting and trees, seating and enhancement of the horsewalks.
- e. There are a significant number of listed buildings surrounding the square and appropriate repair, renovation and enhancement of their frontages shall be encouraged.
- f. To the north of the square, Iccwell Hill is the only high-rise development in the town. Any future redevelopment of this site shall complement St Mary’s Square and take the opportunity to reinstate the views from Warren Hill. Any further future development to the north of the square should take the opportunity to reinforce the townscape around the Square having regard to the character and appearance of the surrounding buildings, as well as considering views towards the Square, for instance from Warren Hill.

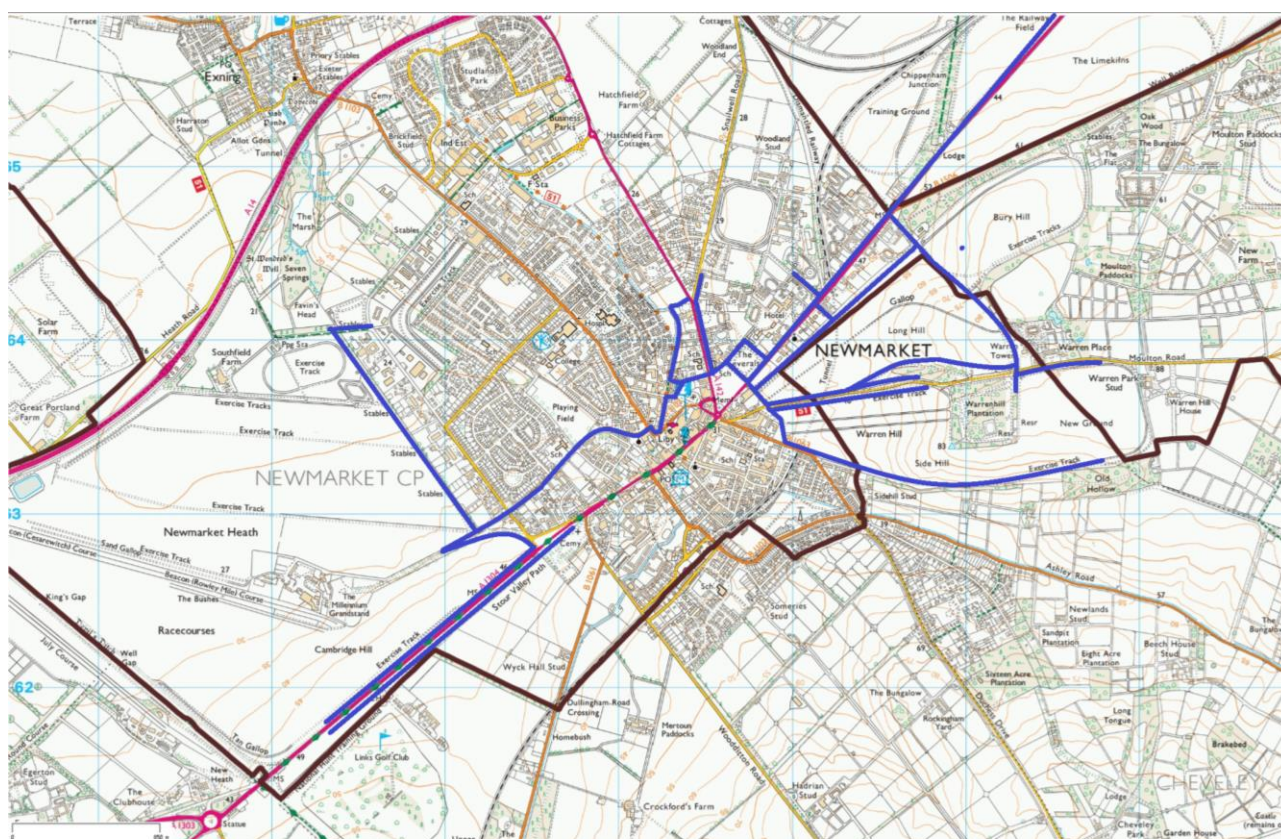


Maintaining Unique Features

4.3.8 Newmarket's network of horsewalks is unique; the town is famous for its two racecourses, the Rowley Mile and the July Course, as well as the outstanding training facilities for Thoroughbred racehorses, which include 50 miles of turf gallops and 14 miles of artificial gallops on Newmarket Heath, divided between the Racecourse Side to the west and the Bury Side to the east. In order to allow the Newmarket's racehorses to reach these training grounds from the many yards which are dotted round the town, a labyrinth of specially built horsewalks has been developed. This network of horsewalks needs to be appreciated as a unique feature of the town, which provides important connecting footpaths and cycleways for residents after 1.00 pm.

Community Action 3: Horsewalks

To ensure that the horsewalks are as attractive and accessible as possible, using planting, fencing and other appropriate means, and ensuring an adequate cleaning and maintenance programme is in place.



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4.3.9 We want Newmarket to be an attractive town for residents and visitors alike, and therefore the street scene should be harmonious, retaining traditional building materials and styles where appropriate. (See Newmarket Conservation Area Appraisal for a comprehensive listing of traditional features and materials.)

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Policy NKT3: Newmarket Conservation Area Appraisal

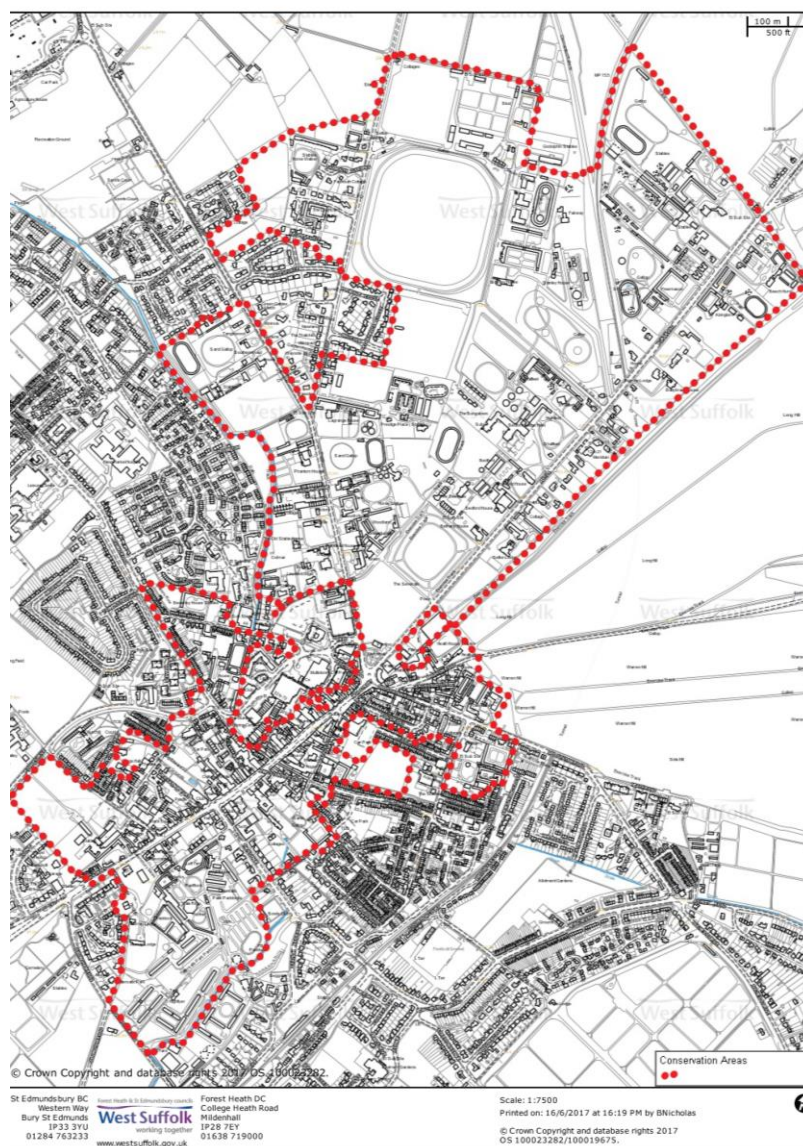
Any proposed development in the Conservation Area should have regard to the non-designated features identified in the Draft Newmarket Conservation Area Appraisal (2009), in particular:

- Buildings making a positive contribution
- Important views
- Glimpse views
- Open space to be retained
- Significant walls

Community Action 4: Newmarket Conservation Area Appraisal (2009)

To lobby for the review and adoption of the Newmarket Conservation Area Appraisal (2009) document.

Newmarket Conservation Area



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4.3.10 Although Shop fronts are addressed in West Suffolk JDMP Local Plan, this document does not reference the 'West Suffolk shop front and advertisement design guidance - February 2015' which was produced subsequently.

Policy NKT4: Shop Fronts

Any proposals to alter an existing shop front or to create a new shop front (including signage and advertisements) shall comply with 'West Suffolk shop front and advertisement design guidance - February 2015'.

Community Action 5: Supplementary Shop Front Policy

To write a supplementary shop front policy specific to Newmarket, which defines details, e.g. traditional shop signs, colour palate and A-boards.



Town Museum

4.3.11 There is currently no museum focussed on the history of the town and its people to complement the National Heritage Centre for Horseracing and Sporting Art. Such a museum would be an ideal location to store and present the archives of Newmarket Local History Society and the archive copy of the 'Newmarket Journal', which provides a unique record of life in the town over the last 140 years. This would allow residents access to the history of their town. Similarly, Newmarket has no centre focussed on the development of the Arts, and Newmarket has been recognised as having a particularly low level of engagement with the Arts; it would be exciting to develop a centre which encouraged local people to engage with the history of the town in a creative way. This could also be a tourist attraction in its own right.

Policy NKT5: A Town Museum/Arts Centre/Tourist Information

The Coach House in Palace Street is allocated for the development of a mix of visitor attractions potentially including:

- local history museum
- historic archives storage
- arts centre
- tourist information centre
- complimentary retail uses



Community Action 6: Museum of Local History

To promote the creation of a museum of local history to preserve and communicate our heritage, which could also be combined with a Tourist Information Centre and Arts Centre. The aim should be to promote an understanding of local history as well as of the Horseracing Industry.

4.3.12 Newmarket Heath has evidence of human activity dating back to pre-historic times. It is important that this evidence is not lost.

Community Action 7: Archaeology

To liaise with Suffolk County Council Archaeology to ensure that all past and future archaeological finds are examined thoroughly, are preserved if possible and are recorded publicly as appropriate to enhance our knowledge of our history.

Market

4.3.13 Residents and visitors alike will expect to find a thriving market in a town named 'Newmarket'. People probably first settled here in order to supply goods to travellers on the Icknield Way, and by the beginning of the thirteenth century it would have been clear to the Lord of the Manor that he could profit from a market in this location. Evidence points to a market charter being granted around 1200, making our market one of the earliest in Suffolk; this commercial activity lies at the root of all the town's later prosperity.

4.3.14 The Victorian myth about the origins of Newmarket – that that town was founded when the market had to be moved from Exning due to an outbreak of plague in 1227 – is just a 'tall tale': Newmarket already had its market before 1227, and there is no evidence that a market was ever located in Exning.

4.3.15 The medieval market was huge – there were whole streets for bakers, butchers and sellers of all kinds, similar to the Shambles in York, and the town would have been crowded with buyers and sellers who made the one-day trip from nearby towns. This in turn led to a thriving hospitality industry; medieval Newmarket was filled with inns, and large numbers of bakers and alewives worked to supply the visitors with food and drink.

4.3.16 Today, market days are still Tuesday and Saturday – just as over 800 years ago, when the market was first established and Newmarket gained its name, but unfortunately the number and variety of stalls has diminished in recent years.

Policy NKT6: Market

The town centre must retain a suitable site for an enhanced market. Any major development which affects the site where the market is located at that time must address this requirement.

Community Action 8: Market

To lobby West Suffolk Council to enhance the market experience in any future development, and ensure that its location and presentation make it a focal point for residents and tourists alike, recognising Newmarket's status as a historic market town.

4.4 Objective 2: To Improve and Promote the Well-Being of All Residents

4.4.1 It is important to sustain the vitality, health and safety of the whole community, and enable disabled, elderly and infirm residents to remain part of it; to allow voluntary, community and faith groups to flourish; and to foster community cohesion not only by welcoming residents of all races, creeds, ages and backgrounds but also by creating and maintaining spaces where people can work together creatively.

Health

4.4.2 An important asset for the town is the Community Hospital, which was previously a general hospital with a maternity section. Current health policies suggest that such hospitals should be upgraded so as to meet most of the health needs of the town, with the exception of major surgery. Of particular importance for Newmarket Hospital would be the reinstatement of the maternity unit, and, given the importance of Horseracing in the town, an A & E department, or at least a minor injuries unit.



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Policy NKT7: Hospital site

The whole of the current site of the hospital, as identified on the Proposals Map, is designated for the provision of health services.

The loss of all or part of the site to other uses will only be supported where:

- i. the facility which would be lost as a result of the proposed development would be replaced by an establishment of an equivalent or better quality, in an equally accessible location
- or:
- ii. there is clear evidence through a quantified and documented assessment that now, and in the future, the site will no longer be needed for its current purpose and there is no demonstrated and viable community need for the site.



Education

4.4.3 Within the designated area of this Plan, there is one secondary school (Newmarket Academy), five state primary schools (All Saints' Primary School, Houldsworth Valley Primary Academy, Laureate Community Academy, Paddocks Primary School and St Louis Academy) and one private primary school (Fairstead House). The town is currently well provided with nursery education, with at least eight preschools. It is extremely important that a secondary school is retained within the town.

Policy NKT8: Education sites

Existing and proposed schools and educational establishments will be safeguarded for educational and community use. Development will be considered favourably where the development is for buildings and/or facilities ancillary to, or enhancing the educational or community use

The loss of all or part of the site to other uses will only be supported where:

- i. the facility which would be lost as a result of the proposed development would be replaced by an establishment of an equivalent or better quality, in an equally accessible location
- or:
- ii. there is clear evidence through a quantified and documented assessment that now, and in the future, the site will no longer be needed for its current purpose and there is no demonstrated and viable community need for the site.



4.4.4 Demand for primary school places may soon exceed the current capacity of the schools, and therefore a new primary school may need to be built. Newmarket Academy's numbers are increasing rapidly and while there is currently space for students, in the future there may be a need for new buildings on the site. There is no longer any sixth-form provision in Newmarket and students have to travel to Bury St Edmunds and Cambridge. If there are sufficient numbers of students in the future it would be desirable for a sixth-form to be re-established in the town.

4.4.5 A town the size of Newmarket should be inclusive, with facilities for all its residents, but there is currently no school for children with complex special educational needs in Newmarket, and children have to travel to Bury St Edmunds and beyond or out of County. Leading Lives is a valued adult activity centre for differently abled adults, which was based in the old Court Buildings, but is closing imminently. This would provide a valuable continuity of care.

Policy NKT9: Special educational needs provision

The site of the former police station and the old Court buildings should be designated as a centre for special educational needs.

Community Action 9: Special Educational Needs Provision

To find adequate provision for children with complex special educational needs in Newmarket. A possible site would be the former Police Station and old Court buildings adjacent to All Saints' School;



4.4.6 Education is a life-long activity, and should be recognised as such, and it should be accessible to everyone in the community.

Community Action 10: Community Hubs

To enable the formation of widely advertised community hubs (for instance, breakfast clubs, after-school activities, youth work, adult education and U3A; these might use partnerships between Racing Welfare, the Racing Centre, Councils and Schools).

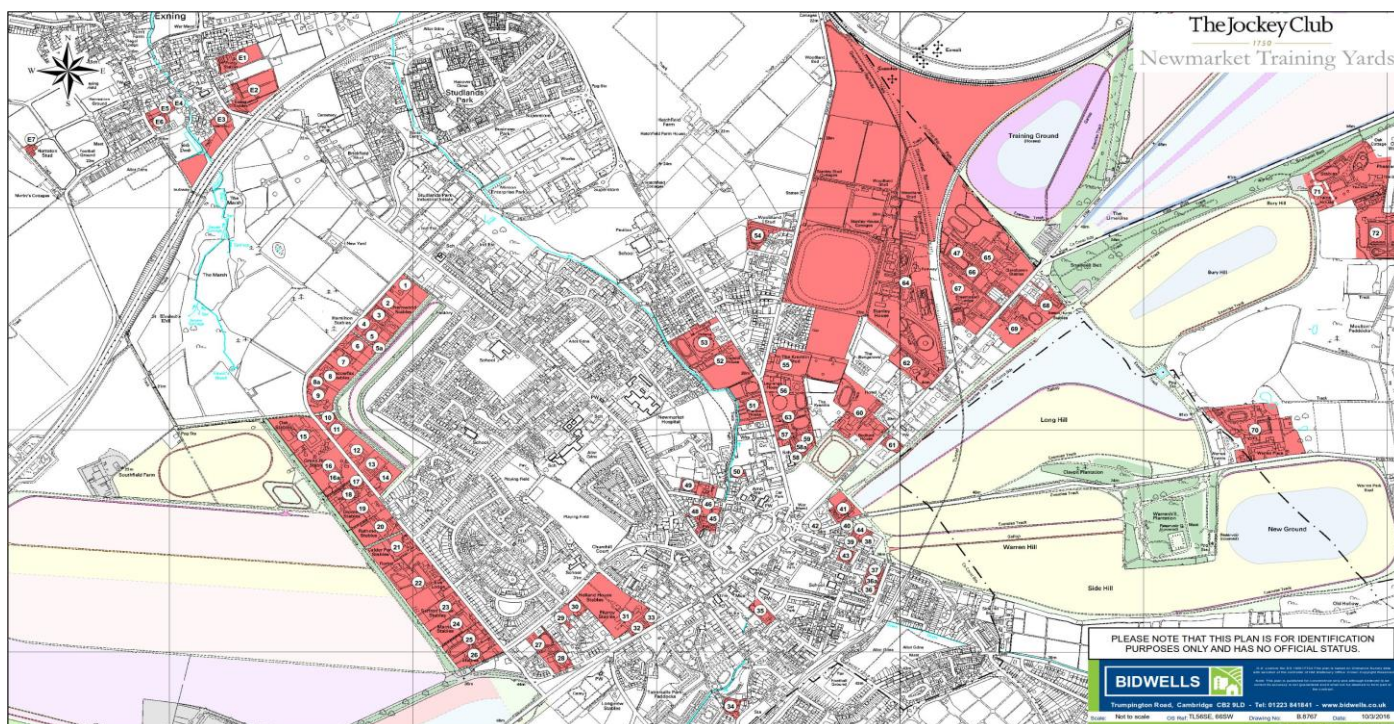
Employment

4.4.7 It is recognised that the Horseracing Industry adds considerable value to the local, regional and national economy. It is important for the town, however, that there should be a diversity of employment opportunities for different skill sets in order to retain more of the skilled local workforce and to raise local aspirations.

4.4.8 Therefore it is important to develop inward investment and ensure that there are sufficient sites for appropriate economic development in the town. To this end, we should encourage refurbishment and environmental improvements to existing employment sites, and develop suitable sites to attract new employment use and investment, and promote them to key business sectors and industries. We should be able to promote and capitalise on our location on the A11/A14 high-tech corridor in order to attract high-tech companies.

Policy NKT10: Employment Sites

In the development of employment sites, provision for starter businesses and opportunities for businesses to expand will be supported.



4.4.9 In 1917, the eminent mathematician Bill Tutte was born at Fitzroy House in Newmarket. He played a key role in the codebreaking work at Bletchley Park in World War II. In 2014, a Memorial in recognition of his achievements was built providing a public open space adjacent to the High Street. At the same time a scholarship fund was established in order to encourage talented local young people to study Mathematics and Computer Science at university.

Community Action 11: High-Tech Opportunities

a. To promote inward investment into the town to ensure that we maintain a diversity of employment opportunities, particularly in high-tech industries.

b. To encourage a reputation for Mathematics and Computer Science, emphasising local successes in these fields.

c. To ensure that high speed broadband shall be available for all.

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Demands on infrastructure and services arising from employment beyond the Designated Area

4.4.10 As a result of Newmarket's geographical position, surrounded on three sides by Cambridgeshire, there have been significant industrial developments outside the town, particularly to the north, which have made no contribution to the maintenance or the development of necessary infrastructure and services.

Community Action 12: Impact of Industrial Development outside the Designated Area

To lobby that any industrial development outside Newmarket but in its vicinity should allocate Section 106 funding to support infrastructure demands within Newmarket.

Sporting Recreation and Leisure Facilities

4.4.11 The Town Council's strategic priorities for Newmarket with respect to sport and recreation are:

- to encourage participation in physical activities for residents of all ages
- to increase the number of sports pitches and facilities in Newmarket
- to build on the success of already established youth development programmes
- to enable sports clubs to expand and attract a larger number of participants and teams
- to provide excellent sporting facilities to encourage our sportspeople to play in Newmarket and not have to travel elsewhere
- to ensure the future sustainability of sports clubs through the sharing of facilities, and by providing space for their expansion
- to improve the provision of public open space within the town
- to encourage elite sportsmen and women to continue playing in Newmarket
- to provide an attractive destination and facilities for visiting sports teams and individuals

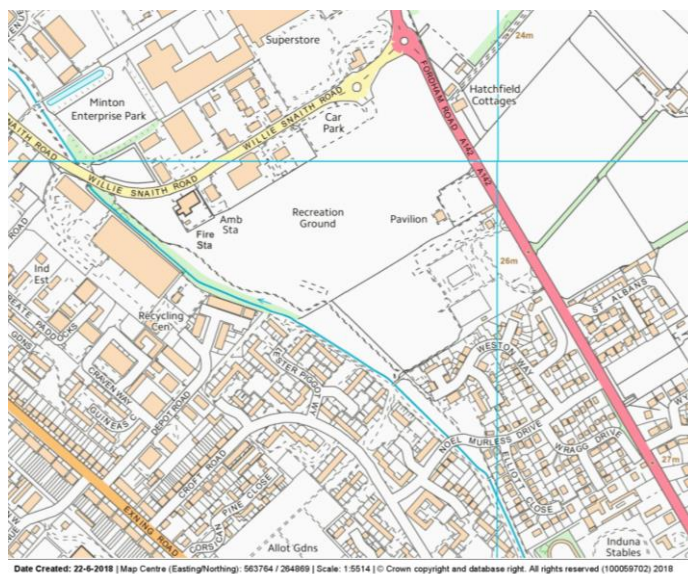
4.4.12 The above priorities are supported by the recommendation of the Prince's Foundation: to **"utilise the St Felix Middle School site for sports pitches, tennis courts and multi-use games areas for local residents currently underserved by formal play provision"** *Newmarket: Enquiry By Design Workshop Report* (2013), p. 44.

4.4.13 This would address the problem that Newmarket faces with regard to sports and recreation provision: we have many sports clubs and teams, but the facilities available to them are inadequate and too outdated for a town of this size, for example, the club house at Scaltback and changing rooms at George Lambton Playing Fields. The Leisure Centre provides modern facilities but is inadequate for the town.

4.4.14 All our local sports teams should be able play their sport within Newmarket, with good facilities and it would be more efficient if this were a shared site. A preferred site for a shared community sports and recreation area is the vacant St Felix School site, which is adjacent to the George Lambton Playing Fields. This area should be enhanced to provide sports facilities for as many Newmarket sports clubs as possible, with part of the site retained for informal sport and recreation activities. This site has easy access to the A14 for visiting sports clubs.

Policy NKT11: Community Sports and Recreation Area

The George Lambton Playing Fields and the playing field area of the St Felix site is designated a Local Green Space. A shared community sports hall will be developed on the vacant St Felix School site and the adjacent George Lambton Playing Fields, which shall include space for informal recreation.



Other Recreation and Leisure Facilities

4.4.15 For people's well-being it is important that we consider other forms of recreation besides sport and physical activity.

Community Action 13: Leisure Activities for All

To work with other agencies, including the District Council, to identify sites for leisure activities for all ages and backgrounds (such as cinema, youth drop-in centre, soft play area, ten pin bowling).

Policy NKT12: Cinema

A site should be allocated in the vicinity of the High Street or Guineas Shopping Centre for a multi-screen cinema.



4.4.16 In order to support general wellbeing, we should encourage an appreciation of and participation in visual and performing arts.

Community Action 14: Sites for the Arts

To identify sites around the town where the Arts can be created and displayed or performed.

Open Space

4.4.17 Although Newmarket is surrounded by open heathland, access to these areas is restricted. It is therefore important for there to be sufficient recreation space within the town. It has been identified that there is a lack of open space within the town. People of all ages need to be able to access open space easily within Newmarket to promote physical and mental well-being (e.g. walking, sitting to admire a view, tending an allotment).



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Community Action 15: Open Spaces

Encourage the development of open spaces, which can be enjoyed by all and are beneficial to all (such as play areas, pocket parks, community woodland, sensory garden/smellscape). These open public spaces and children's play areas shall be dispersed throughout the town.

4.4.18 It is recognised that there is an insufficient amount of public seating within the town to provide resting points for pedestrians.

Community Action 16: Public Seating

Following an audit of public seating in the town, to identify further sites.

Allotments

4.4.19 Allotments can contribute to aspirations to improve community nutrition, emotional resilience and healthy activity, especially for our ageing population. Newmarket has two large, well-maintained and well-used allotment sites, New Cheveley Road allotments (to the north of New Cheveley Road) and Field Terrace Road Allotments (to the west of Field Terrace Road). The former were originally given to the people of Newmarket by Lord George Manners MP on 1869.

**Community Action 17: Allotments**

To lobby for the two allotment sites within the designated area to be afforded recognition as community assets.

Promoting safety around animals

4.4.20 There are over 3000 horses in training in Newmarket, and therefore it is important for everyone in the community to understand how to keep safe around horses. Similarly, due to the availability of the Heath to dog walkers and pedestrians, it would be beneficial to educate the wider community, in particular, children, how to keep safe around dogs. While most dog owners are responsible, a small minority do not clear up after their dogs and are not sufficiently aware of the impact of their pets on other members of the community.

Community Action 18: Safety Around Animals

To promote an understanding of how to keep safe around horses and dogs, for instance, a Newmarket Animal Awareness Award for local children. To ensure that there are sufficient bins for the disposal of dog waste in and around the town. To ensure that dog owners are aware that they must clear up after their dogs on the heath just as they must throughout the rest of the town.

4.5 Objective 3: To value and protect our environment

4.5.1 The town is surrounded by Newmarket Heath, a unique and beautiful landscape, which we should treasure and protect. We will aim for the town to make the minimum impact on the natural environment, and to promote bio-diversity and encourage wildlife. We should maintain and where possible increase the quantity of trees. In order to alleviate pollution, we should improve air quality particularly in the High Street and its vicinity and we should ensure that as much waste as possible shall be recycled and that all littering is discouraged. Finally, we should aim to make the town carbon neutral and to mitigate the expected effects of climate change

Community Action 19: Appreciation of our Landscape

To promote an understanding that the town's character and prosperity is dependent upon the surrounding landscape.

Visual Impact

4.5.2 It is important that every street or thoroughfare in Newmarket has a pleasing visual impact.

Community Action 20: Visual Impact of Roadsides and Industrial Buildings

a. To lobby all landowners (including those on the industrial estates) to maintain and protect roadside verges and ditches in and on the boundaries of their property. Local authorities shall maintain the verges alongside highways to an equally high standard to those maintained by the Jockey Club, including good maintenance of trees on roadside verges and pavements.

b. To encourage and retain planting or landscaping which minimises the visual and environmental impact of industrial buildings.

Trees

4.5.3 Trees are in integral part of Newmarket's landscape. Traditionally tree belts were planted as borders to stud land to prevent horses from wandering. Trees have therefore become an established feature of the town.



Policy NKT13: Trees

a. Development proposals should:

- i. protect existing trees and hedges that have amenity value as perceived from the public realm
- ii. provide appropriate replacement planting, where felling is proved necessary
- iii. provide sufficient space for trees and other vegetation to mature
- iv. encourage the planting of native species, particularly on available open space sites, including playgrounds

b. Development will not be permitted which involves felling, significant surgery (either now or in the foreseeable future) and potential root damage to trees of amenity or other value, unless there are demonstrable public benefits accruing from the proposal which clearly outweigh the current and future amenity value of the trees.

c. Particular consideration should be given to veteran or ancient trees, as defined by Natural England, in order to preserve their historic, ecological and amenity value.

4.5.4 We all benefit from the many trees and tree belts which were planted by previous generations and we need to ensure that we plant trees for the future.

Community Action 21: Trees

To audit the town's trees and to establish an on-going planting programme to ensure that there is a good variation in ages of trees within the environment.

Pollution

4.5.5 In recent years there has been considerable concern about the poor quality of air caused by traffic pollution in the High Street and on Old Station Road. The Air Quality Action Plan (AQAP) was published by Forest Heath and St Edmundsbury councils in 2017.

Policy NKT14: Air Quality

Proportionate to the nature and location of development, applicants must demonstrate that:

- i. proposals will have no adverse effect on air quality in the town centre
- ii. Existing air quality will not have a significant adverse effect on the proposed use/users
- iii. the development will not lead to the declaration of a revised AQMA
- iv. the development will not interfere with the implementation of any Air Quality Action Plan



4.5.6 To improve air quality within the town centre we need to encourage the use of electric or hybrid cars. To this end, The Suffolk Guidance for Parking 2015 requires electric car charging points for any new development requiring car parking space.

Community Action 22: Air Quality

To lobby for electric charging points (or improved technology) at any new taxi rank and to lobby for taxis to be electric or hybrid (or improved technology) vehicles.

Waste

4.5.7 In 2010 the free household waste recycling centre was closed; subsequently, it was re-opened as a charged facility. The nearest free recycling centre is over 10 miles away.

4.5.8 The District Council has responsibility for waste disposal and street cleaning, but we all share responsibility to ensure that the town is always clean and tidy.

Community Action 23: Waste

To work proactively with local authorities, businesses and residents to manage and reduce waste through:

- *retaining a household recycling facility in the town*
- *enforcing regulations against fly-tipping, particularly if this will affect the flow of the Newmarket Brook.*
- *promoting and encourage recycling, with well-positioned local recycling points.*
- *supporting anti-littering projects.*
- *involving local vets in promoting awareness of problems associated with dog fouling.*
- *lobbying for stricter enforcement of dog fouling, with penalties, and to promote the Town Council's good practice in supplying free biodegradable bags.*
- *lobbying for sufficient litter bins and dog bins, which shall be emptied regularly and maintained. And*
- *lobbying for a numeric system to be developed whereby all bins can be easily identified by the public and the authority.*

Biodiversity

4.5.9 We are fortunate to have unique wildlife in the landscape surrounding Newmarket, due to the special status of the Devil's Dyke and the training grounds maintained by Jockey Club Estates. For a map of local Sites of Special Scientific Interest (SSSIs), see Appendix 4.

4.5.10 There are a number of active swift colonies in Newmarket and the arrival of these birds heralds the summer each year. National studies have shown that swifts, like other species, are under pressure, and therefore far-sighted individuals and councils have instituted new policies to support biodiversity; see for example, Appendix 2 of the Exeter Local Plan. Swifts are classified as a Suffolk Priority Species.

Policy NKT15: Biodiversity

A selection of wildlife home features should be incorporated into buildings that target endangered and/or protected species of local or national concern. These include bat bricks, Swift bricks, other bird boxes, invertebrate habitat features, compost heaps and log piles (for Stag Beetles) in gardens. Compost heaps and log piles have the added benefit of providing ideal habitat for hedgehogs (and their prey) plus a myriad of wildlife, including reptiles and amphibians.

Community Action 24 Biodiversity

- a. To educate our community about the value of the flora and fauna particular to our SSSIs and other sites.*
- b. To encourage the formation of groups of residents who wish to monitor particular wildlife species within the Designated Area.*

The Yellow Brick Road

4.5.11 The Yellow Brick Road is a footpath and cycle way which extends 1.7 miles (2.8 km) from Exeter Road in the town centre all the way to a community orchard to the north of Studlands Park. It forms a crucial north-south spine for connecting footpaths and cycle-ways in Newmarket; the southernmost point of the route connects with a route along the Watercourse to the Market Square, continuing along Wellington Street, Sun Lane and Park Lane, over the Weatherby Crossing to Cricket Field Road and The Drift. This combined route should become a significant artery for the town, which is especially important if we want a **connected** town, as described in the Community Capital Framework (see p. 13 above).

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4.5.12 The Yellow Brick Road has existed in Newmarket since at least the 1960s and has always been known locally by this name because of the colour of the bricks which formed the original path. It is an important wildlife corridor and accessible green route linking Newmarket town centre (in the south) to the northern residential extremities of the town.

4.5.13 The Linear Park follows the route of the Newmarket Brook (formerly known as Number One Drain). The Linear Park, including the associated neighbouring public-owned green space, covers approximately 21 hectares. The Yellow Brick Road Linear Park is now included in The Forest Heath District Council Local Plan and a management plan was drawn up in January 2016.⁶ A 'Friends of the Yellow Brick Road' community group has been established and has renamed important features along the route to reflect the link between its popular local name and the film 'The Wizard of Oz'.

Policy NKT16: Yellow Brick Road Linear Park

The Yellow Brick Road Linear Park (YBRLP) shall be designated as a green corridor, and proposals for development in the vicinity of the Linear Park shall have regard to the protection and improvement of the habitats and recognise that the Yellow Brick Road is a key connecting route for pedestrians and cyclists and must be maintained.

⁶ Link to YBR Management Plan

Welcome to the Yellow Brick Road

1.7 miles long (2.7km), the Yellow Brick Road is an accessible green corridor that starts close to the town centre. Cycle or walk along the route taken by the Newmarket Brook on its northerly journey towards the River Snail. Enjoy the open spaces for a picnic, children's play or watch nature flourish in the woods and wildflower meadows right on your doorstep.



Highways and Byways

We are close to the oldest trading route in Britain - The Icknield Way. Our ancestors would have passed by this way seeking to stop for a while and drink from the local fresh water springs



A Place for Nature

Native plants and animals can be seen all along the Yellow Brick Road. The woods, hedgerows, wet areas and meadows take you back to a natural landscape where wildlife can flourish.



Enjoy your day

This public route is for everyone to enjoy, please respect the area and other people using it. You can report a problem to West Suffolk Parks on 01284 757088 or email: parks@westsuffolk.gov.uk

KEY

-  Play areas
- 
- 
- 
- 



4.6 Objective 4: To develop sustainable housing within the boundary of the designated area

4.6.1 This Neighbourhood Plan does not allocate sites for housing because at the time writing the Forest Heath Local Plan has listed site allocations within the defined settlement boundary and these are currently being examined. This objective, however, provides policies for achieving good quality housing that will minimise impact on the town and its environment.

New housing

4.6.2 Any new development shall be sustainable, both in terms of energy use and environmental factors.

Policy NKT17: Sustainable design features

In all new housing developments, the houses shall, where appropriate:

- be energy efficient (using measures such as communal heating)
- take a precautionary approach with regard to flooding when developing close to Newmarket Brook and its tributary
- include adequate off-road parking (aspiring to more than the minimum standards as set out by Suffolk Parking Guidance 2015)
- allow easy pedestrian and cycle access to community facilities
- be high-quality in design and materials

4.6.3 If there should be any large-scale housing development in the designated area, or in the immediate vicinity, it is important to take a holistic view of the development.

Community Action 25: Facilities in any Major New Development

For any major new development, in addition to those facilities identified in the (emerging) Local Plan, to lobby for the provision of:

- *a central green space*
- *local shops*
- *pedestrian and cycle connectivity within the development and to the existing network of footpaths and cycle ways*
- *a shared community sports area, at that site or elsewhere*
- *light industrial units to address the lack of available buildings for medium-sized businesses*

Infrastructure

4.6.4 Whilst infrastructure is broadly covered in the Forest Heath Local Plan, The Prince's Trust *Enquiry by Design* report made a detailed analysis in Newmarket, noting in particular:

“Achieving this goal of connectivity brings a number of benefits. Increasing walking around the town centre circuit will create an additional capacity for horse and vehicle trips without major investment in new road infrastructure. A more walkable environment also connects residents from different income levels to a balanced range of amenities, facilities and workplaces which were once hard to reach. Combining this with a greater number of high-quality public spaces will improve the town’s image, create street space for markets and cafés (particularly in the town centre) and promote greater social interaction. This will add value in a competitive real estate market, enhance local affection towards the town centre, attract more visitors, heighten footfall and increase local spending. Cumulatively, these benefits will ensure the town’s functionality and long-term

viability.”⁷

Policy NKT18: Broadband

All new developments should incorporate infrastructure capable of accepting high speed broadband.

Housing for all

4.6.5 There should be sufficient affordable housing available to allow people who work in the town to live here. Building on the requirements of the Forest Heath Local Plan, this Neighbourhood Plan is seeking to integrate affordable housing across a development rather than having large areas of affordable housing which are distinctly separate from other housing, and to ensure that the design standards for affordable housing should be at least the same as those for other housing to ensure fully integrated and balanced communities.

Policy NKT19: Affordable Housing

In order to encourage balanced communities, where affordable housing is provided as part of a residential development, it shall be dispersed in throughout the development site and be of at least the same design standard as the rest of the development.

Policy NKT20: Dwelling Statements

- a. Development proposals providing 10 or more net additional dwellings will include a ‘Dwelling Statement’ as part of any planning application. This Dwelling Statement shall set out how the proposal provides a choice of homes which will contribute towards meeting the specific housing needs of Newmarket, and it shall provide details on how the proposed development meets the needs of different groups in the community, such as (but not limited to) young people, local workers, families, older residents (55+) and people with disabilities.
- b. Development proposals providing 10 or more net additional dwellings exceeding 1000sq.m of Gross Internal Floor area should ensure that housing types, sizes and tenures are appropriately distributed across the site to avoid large areas of uniform type, size and tenure.

Traffic considerations

Policy NKT21: Travel Plans

There shall be a travel plan for each new development providing 10 or more net additional dwellings, but each travel plan should consider the cumulative effect of any other new developments in order to limit congestion and impact on horse and vehicle movement in the town.

Community Action 26: Community Land Trust

To investigate the possibility of setting up a Newmarket Community Land Trust to take responsibility for the development and management of affordable housing sites for the long-term benefit of everyone in Newmarket.

Community Action 27: Emergency Housing

To lobby to ensure that there is sufficient emergency housing to meet the demand from homeless people.

⁷ Newmarket: Enquiry by Design Workshop Report (2013), p. 36.

4.7 Objective 5: To develop a sustainable transport network

4.7.1 It is important to ensure that Newmarket is a ‘connected’ town, as defined in the Prince’s Foundation ‘Community Capital Framework’ (see p. 10 above). This will mean that we should minimise car usage in and around the town by encouraging walking and cycling and ensuring that travel within the town, particularly at crossing points, should be efficient and safe, balancing the needs of all users. To achieve this, we should use footpaths and cycle ways to increase connectivity between the town’s neighbourhoods and allow easy access to green spaces. To reduce the need for cars, we support the development of bus and rail services, and for environmental reasons we should promote sustainable modes of transport, in particular, encouraging taxi companies to use electric or hybrid vehicles (or improved technology).



Road Network

4.7.2 The A1304 High Street-Bury Road is a key feature of the town, and there is considerable concern among local residents and businesses over its congestion on race days or when traffic from the A14 is diverted through the town. Newmarket’s other major highway is the A142 Fordham Road, which connects the A3104 with the A14.

4.7.3 The B1103 Exning Road once crossed the High Street along the alignment of Wellington Street and Sun Lane, but when the latter became too narrow for this purpose, Exning Road was connected directly to the A142 via Fred Archer Way. The most congested area of Newmarket is in the environs of the Clock Tower roundabout, which sees the convergence of five major routes. This problem is exacerbated by the access road to the Waitrose car park.

4.7.4 There is an urgent need for improvement of the junction of the A142 (Fordham Road) and A14. This is a dangerous junction which causes queues on the A14 and difficulties in turning right on the approach to the junction

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from both east and west off the A14. This junction has been identified as being one of the most hazardous in the country.

Community Action 28: A14/A142 Junction

To ensure that the dangerous and increasingly congested A14/A142 junction is brought to the attention of the highway authorities and actioned as a priority.



Pedestrian and cycle routes

4.7.5 Newmarket's size, layout and distribution of shops, schools, services, amenities and facilities means that, with some intervention, walking can be a viable alternative for many trips currently made by car. Although there is a wide network of footpaths covering most of the town, in some places these need to be better maintained and improved. The Yellow Brick Road establishes a good starting-point for the development of a connected network of attractive walking and cycling routes. Newmarket town centre is popular with pedestrians, but much could be done to improve the appearance of the connecting footpaths leading off the north side of the High Street, particularly towards the Guineas Shopping Centre.

4.7.6 National Cycle Route 51 passes directly through the town centre; cycling is an important mode of transport, and the town's size, layout and gentle gradients lend themselves to the creation of a more cycle-friendly place. Peak time congestion could be eased by encouraging 'bike to work' and 'bike to school' schemes. The development of a connected network of walking and cycling routes would assist this ambition, with complementary measures such as the provision of safe, secure and sheltered cycle parking, cycling scheme promotions, and personalised travel planning initiatives in schools and workplaces.

Policy NKT22: Pedestrian and Cycle Network

The Weatherby rail crossing is an important pedestrian and cycle link for the town and should be part of a network of attractive, clearly signed pedestrian and cycle loops throughout the town. By establishing and maintaining such a network connectivity within the town and to the surrounding villages will be promoted. Where appropriate, pavements throughout the town shall be developed for safe shared use by both pedestrians and cyclists; where the road is wide enough, major thoroughfares should have designated cycle ways. Particular consideration for cycle ways should be given to Fordham Road, Old Station Road and New Cheveley Road.

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4.7.7 There is a newly-built cycle path from Cambridge to Lode (north of Bottisham) which extends towards Newmarket. This is a welcome addition to an older network linking Cambridge to Newmarket, including a cycle path next to the London Road (A1304). The route has deteriorated considerably between the Stallion Roundabout and the western gateway to Newmarket at Hamilton Road.

Policy NKT23: Cambridge-Newmarket Cycle Path

Any improvement of this cycle path towards Newmarket, particularly between the town and the Newmarket Stallion roundabout shall be supported.

Community Action 29: Cycle Network

To encourage the connection of Cycle Route 51 with other cycle ways in the town, and to promote the use of the whole network.

Cycle Racks

4.7.8 In order to encourage the use of cycles in preference to cars it is important that there is an adequate provision of cycle racks in the town centre. These may be provided by the Town Council (under part 12 of the General Permitted Development Order) but they still require the permission of the landowner.

Policy NKT24: Cycle Racks

Adequate, convenient and secure cycle racks shall be installed in all appropriate locations, for instance the Market Square and near the Clock Tower.

Crossing Points and Junctions

4.7.9 There are a number of places in the town where pedestrian movement is encumbered. This includes points where people wish to cross the High Street and negotiate other busy junctions.

Policy NKT25: Movement on Newmarket High Street

In any redesign of Newmarket High Street, the emphasis should be changed from vehicles towards pedestrians and cyclists, in particular creating safer pedestrian crossing points.



Community Action 30: Safety at Junctions

To lobby the Highways Authority about the following safety issues:

- Clock Tower junction, including pedestrian access to the Severals, pedestrian crossing of Old Station Road and re-position of the pedestrian crossing at top of High Street further away from the junction
- Fred Archer Way and Fordham Road and access to Waitrose car park
- Pedestrian crossing at junction of Ashley Road/Duchess Drive/Stanley Road/Cheveley Road/New Cheveley Road
- Rowley Drive and Mill Hill junction at St Mary's Square; see Policy 2a above



Horsewalks and crossings

4.7.10 Newmarket has a network of dedicated horsewalks and crossings to facilitate the movement of horses between stables and training areas. These are used by significant numbers of racehorses each morning to access the gallops to the east and west of town. The horsewalks could become an important extension to the connectivity of the town, providing footpaths and cycle ways for residents after 1.00 pm.

Community Action 31: Horsewalks

a. To promote the maintenance of the horsewalks to the highest standards and that they are kept clean to maximise their attractiveness.

b. To integrate sections of the current horsewalk network into the wider pedestrian and cycle network. In particular, the footpaths on the Watercourse and Rayes Lane should be enhanced to make them safer and more attractive for pedestrians, cyclists and horses.

4.7.11 Horses generally cross roads in ‘strings’ of twenty or less, although several strings may combine if they reach a crossing at a similar time. Conflict between horses and vehicles may occur when the first horse in a string approaches the crossing, requiring either the vehicle to stop or the horse to give way. Areas where walking has to be balanced with the access requirements of cars and horses also need to be considered.

Community Action 32: Horse Crossings

To lobby for an annual review of locations where horses have to cross roads to ensure the safety of all users.

4.7.12 With such a great number of horses walking along the streets of the town, it is extremely important that residents and visitors are aware of measures they can take to stay safe, and that horses have priority on the horsewalks and gallops until 1.00 pm.

Community Action 33: Road Safety Around Horses

a. To lobby that all information packs for accommodation for sale or for rent shall include a guide for safety around horses.

b. To ensure that horses and riders continue to be regarded as priority users of Newmarket’s streets before 1.00 pm; traffic should expect to yield to crossing horses and road design should enable and encourage this.

Rail Services

4.7.13 Newmarket Railway Station has no station building apart from two shelters, and is only a ‘stop’ on the line. It is served by trains on the Cambridge to Ipswich line. Even after recent improvements, the station’s lack of infrastructure makes for a particularly uninspiring experience on arrival and departure, and its signage and connections to the town centre require further improvement. A particular problem is the minimal car parking available, which causes cars to park on nearby residential streets. There is an increasing demand for a rail service to serve residents and visitors, and the station has enormous potential. With radical improvements to its public realm and wayfinding information, the station could become an attractive gateway to the town and an asset to its tourism offer. It is possible that use could be made of the adjacent 1902 station and car park – this issue is complicated, however, since the station building and car park are each currently in separate private ownership.



Policy NKT26: Railway Station

Appropriate proposals to expand the railway station and improve the facilities for rail users will be supported.

Minimum requirements for a redeveloped station are:

- a waiting room
- toilets
- real-time train information
- ticket machine
- sufficient car parking to meet the needs of all users
- cycle racks
- bus stop

Buses and coaches

4.7.14 There are bus connections to Cambridge, Bury St Edmunds and Ely, although the number of services and their frequency has been reduced in recent years, particularly in the evening and on Sundays. The current bus station has inadequate pedestrian facilities.

Policy NKT27: Bus Station

Any future development of the Bus Station should provide an improved facility for residents and visitors, including:

- sufficient weatherproof shelters
- a passenger waiting area and seating
- a drop off / pick up point for visitors arriving by coach.

Policy NKT28: Coach Park

A section of the car park adjacent to the George Lambton Playing Fields shall be allocated for a coach park for tourist coaches.

Community Action 34: Bus Service

To continue to lobby for an improved bus service to meet the needs of the community; this should include an evening bus service from Cambridge for those who work late or who are returning from an evening's entertainment. There should also be a good Sunday service.

Town centre car parks

4.7.15 Car parking is important to the town of Newmarket for residents, local shoppers, visitors and employees working in the town centre. The current car parks are inadequately signed, poorly maintained and unattractive and this is unacceptable. The use of on-street parking on the High Street is extremely inefficient; the lack of enforcement means the turnover of 'stop and shop' spaces is considerably lower than it should be.

**Policy NKT29: Enhancement and continued provision of car parks**

- a. Any development of car parks in the town centre shall make them an attractive feature of the town, for example by:
 - suitable planting of trees and shrubs (providing shade, habitats for birds and visual enhancement)
 - providing clear town maps
 - installing electric car chargers (or improved technology)
- b. If any public car park is redeveloped, then an equivalent number of spaces must be found elsewhere in a location readily accessible and within easy walking distance of the town centre, or provided in association with a park and ride car park that has frequent and daily bus services to the town centre.

Community Action 35: Parking

a. To ensure a coherent town centre parking strategy for the town, covering on and off-street, long and short stay car parks, residents' parking, number of spaces, location, pricing, signage and enforcement.

b. To ensure that Information about parking charges and times when parking is free is clearly advertised.

c. To ensure that adequate parking facilities for employees are provided on new business sites and that a residents' parking scheme is adopted so that town centre parking is not displaced to residential areas,

d. To ensure that parking regulations are enforced

e. To increase the vitality of the town centre by exploring options for new car parks to serve the town centre, and to increase the capacity of existing car parks. The most appropriate location to expand car parking provision would be the Guineas car park and redevelopment of this car park should be considered.

f. To ensure that car parks are attractive to residents and visitors alike and that any new car park or the redevelopment of existing car parks is clearly signed on the approach roads into the town.

g. To investigate the feasibility and deliverability of a Park and Ride scheme near the A14/A142 junction.

Lorry Park

4.7.16 Newmarket is in close proximity to an important east-west trunk road which leads to the ports of Felixstowe and Harwich. This generates a considerable number of container lorries and other heavy goods vehicles. Lorry drivers are required by law to have rest breaks at set intervals. To avoid lorries parking on residential streets, a lorry park should be provided.

Policy NKT30: Lorry Park

Proposals for siting a lorry park close to the A14 will be supported. It must:

- be sited away from residential areas
- have good access to the A14/A142 junction
- have wash rooms and toilet facilities
- have adequate screening
- ensure light and noise pollution is minimised

Taxis



4.7.17 There is one taxi rank in the High Street which is consistently full to overflowing, causing pollution as well as causing the taxis to park illegally.

Community Action 36: Taxis

To encourage the allocation of sufficient space in Grosvenor Yard car park to ensure that no more than 6 taxis should be waiting at any one time on the High Street, and to ensure that this is enforced.

4.8 Objective 6: To create a vibrant, attractive town centre which enhances Newmarket as a major tourist destination

4.8.1 Newmarket High Street is a major asset, with many attractive historic buildings, set against the backdrop of the Heath; this is a major arterial route which has brought people here for thousands of years and we should ensure that modern-day visitors also wish to stay and explore the town. The town is internationally famous as the ‘Home of Horseracing’ – this encompasses not only the two racecourses but also Tattersalls, the National Stud and numerous training yards and world-leading veterinary centres – as well as Palace House, the National Heritage Centre for Horseracing and Sporting Art, opened by the Her Majesty The Queen in 2016.

4.8.2 In addition, Newmarket should be promoted as the ‘Gateway to East Anglia,’ as it is sited at the junction of the A14 and A11, and close to the M11 and A1. The town is surrounded with beautiful landscape, including Newmarket Heath, Warren Hill and the Devil’s Dyke, and these have their own special flora and fauna.

4.8.3 The history of the town is also of great interest; it is located on one of the routes of the Icknield Way, which dates back to the Stone Age, and its many listed buildings and monuments are testament to a rich heritage, including many royal connections. The town is also the home to the famous Newmarket Sausage, and is twinned with Maisons-Laffitte and Le Mesnil-le-Roi, France, and Lexington, USA.

Public realm

4.8.4 An important feature of any vibrant town centre is an attractive, litter-free environment. Newmarket is unusual in that it still has a thriving, busy High Street which is likely to be the first part of the town which any visitor will experience.

Community Action 37: Public Realm

a. To ensure that the town is well-presented throughout the year, with regular maintenance and cleaning; all litter shall be removed, damaged signs should be repaired immediately and the owner of any listed buildings falling into disrepair shall be required to remedy the problem.

b. To ensure that any future re-design of the High Street delivers high quality public realm, including sufficient accessible seating areas and a planting scheme for flowers and trees in the town centre.

c. To liaise with the Highways Authority to ensure that any road signage does not detract from the attractive street scene.

Community Action 38: Tourist Information

a. To establish an easily accessible tourist information office, with other information points at appropriate locations.

b. To provide clear and attractive signage and information boards to enable visitors to navigate the town centre easily. These should be structured around key landmarks and destinations, including the Jubilee Clock Tower, the High Street, the Railway Station, Palace House, the Bill Tutte Memorial and the Market. Information boards are particularly necessary at entrance points to the town, for instance, car parks and the railway station.

c. To promote and develop Newmarket’s unique selling points; for instance, by installing blue plaques to tell the history of the town, and by highlighting the town’s unique foods, for example Newmarket Sausages and the Newmarket Cake.

Community Action 39: Bill Tutte Memorial

To encourage use of the Bill Tutte Memorial as a space for public entertainment.

Community Action 40: Public Events Information

To establish locations for notice boards to promote events in order to regulate advertising, and to discourage informal advertising elsewhere.

Shops

4.8.4 Newmarket has compact shopping area and an abundance of small traditional shop units clustered around the High Street and the Guineas Shopping Centre.

Policy NKT31: Guineas Shopping Centre

Any future redevelopment or redesign of the Guineas Shopping Centre shall be an attractive enhancement to the town, the design of which shall rejuvenate the grid of minor pedestrian routes leading off the High Street, and recreate the character of a traditional shopping area.

Policy NKT32: Proportion of retail units

There shall be a minimum of 65% retail outlets and a maximum of 35% non-retail outlets (including betting shops, banks, building societies, solicitors and estate agents).

**Gateways into the town**

4.8.5 The main gateways into Newmarket are along the London Road (Barbara Stradbroke Avenue), the Bury Road and the Fordham Road. It is important that these form attractive and welcome entrances to the town. Unfortunately, the major connecting route from the Fordham Road gateway to the Exning Road (Willie Snaithe Road and Studlands Park Avenue) passes through an industrial area which is possibly the least attractive road in Newmarket. All race traffic from the north is directed along this road.

Policy NKT33: Attractive entrances to the town

Any new development or re-development at the gateways to the town should be of high quality and sympathetic to the locality.

Community Action 41: Studlands Park Avenue

To encourage the Highways Authority to improve the verges along Studlands Park Avenue to make this important connecting route more attractive.



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Overnight accommodation

4.8.6 A range of overnight accommodation is a key feature of a successful tourist destination.

Community Action 42: Tourist Accommodation

To encourage the provision of sufficient overnight accommodation at different levels of affordability.

Community Action 43: Accommodation Lettings

To recognise that accommodation lettings through internet sites (e.g. Airbnb) may be problematical, and to monitor the impact of such lettings on the housing market and residential amenities.

Acknowledgements:

For the history of the town:

Peter May, 'Newmarket 500 years ago', *Proceedings of the Suffolk Institute of Archaeology and History*, 33 (1975), pp. 253-74.

Newmarket Local History Society

<http://www.newmarketshops.info/> website (David Rippington)

Links to related documents

Yellow Brick Road Management Plan

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APPENDIX B

Proposed Local Planning Authority Comments to Pre Submission Newmarket Neighbourhood Plan 22nd June 2018 Version 29 (Pre Sub NNP).

The significant progress that has been made on the Newmarket Neighbourhood Plan (NNP) since the May 2018 draft V20 previously commented on is noted and welcomed. However before the NNP is formally submitted FHDC would recommend that the comments below are addressed:

Section 1: The Neighbourhood Plan Process in Newmarket

1.2 Plan Area Page 6.

Comment: It is suggested that paragraph 1.2.1 is amended to better reflect the changes resulting from Exning Parish Council's boundary change and area designation. The second sentence could be amended to read. *'The final designated area includes the whole of the parish of Newmarket with the addition of the areas identified on the map below within the parish of Exning for which Newmarket Town Council are authorised to act.'*

Section 2: Newmarket's heritage and character

2.2. Overview of the modern town Page 10.

Comment: Paragraph 2.2.3 – The second sentence as worded is illogical and should be reconsidered. It suggests that population growth might not be sustainable as the town has lost a number of services in the past. Additional services and facilities are normally secured through growth and higher levels of growth are likely to make services more viable. Policy CS13 – Infrastructure and Developer Contributions of the Forest Heath Core Strategy aims to ensure that improvements to infrastructure, services and community facilities and secured to mitigate the impact of development.

Section 3: Framework for future development

3.1. Requirements Page 11.

Comment: The factual amendments to the paragraph 3.1.1 are noted and welcomed.

3.2. Constraints

Comment: Paragraph 3.2.1 the bullet points listed raise more issues than environmental and horseracing constraints and it is suggested an amendment is made to reflect this.

Section 4: Objectives and Policies

Paragraph 4.2 - The list of objectives 1 – 6 are supported and welcomed.

Objective 1: To promote and maintain the character of the town

Policy NKT1: Key Views – Page 17

Comment: The inclusion of the key views from the Newmarket Conservation Area is welcomed. However the view from Warren Hill is not listed in the appraisal as a large part of Warren Hill is in East Cambridgeshire and therefore outside of the Forest Heath and Newmarket Neighbourhood Plan Area.

Are there other views other than those in the conservation area appraisal that are worthy of protection – has an assessment of the landscape and views around Newmarket been undertaken to ensure all important views are included? By including a list in the policy there is a danger it will be considered definitive and a view will not be regarded as ‘key’ if not included on the list.

It is noted that the proposals map has not been included with the Pre Sub NNP and we may therefore have further comments on this Policy and or its spatial expression.

The Governments Guidance on Neighbourhood Planning in Paragraph: 049 Reference ID: 41-049-20140306 advises that *‘Before the formal pre-submission consultation takes place a qualifying body should be satisfied that it has a complete draft neighbourhood plan or Order.’* The Pre Sub NNP is not considered complete without a map or maps defining the Key Views.

See <https://www.gov.uk/guidance/neighbourhood-planning--2#consulting-on-and-publicising-a-neighbourhood-plan-or-order>

Policy NKT2: St. Mary’s Square and St. Mary’s Churchyard. Page 20.

Comment: If NTC wish to see this area designated as local green space and an environmental improvement area the neighbourhood plan gives the opportunity to do so. It is suggested the first sentence is redrafted to state *‘St Mary’s Square and St. Mary’s Churchyard is designated as...’*

Criteria f. The wording of this criteria is repetitive and it is suggested it is redrafted.

Any allocation proposing the redevelopment of the buildings in this area would require the cooperation of the landowner and residents – have they been contacted and do you have evidence of support for the proposal?

It is recommended that the extent of the allocation is shown on the accompanying map with a border and or shading defining the area.

Policy NKT3: Newmarket Conservation Area Appraisal. Page 22.

Comment: The adopted Newmarket Conservation Area Appraisal will be a material consideration in the determination of any development proposal coming forward in the conservation area. The identification of a feature in the appraisal highlights its significance as a material consideration. This policy does not add to West Suffolk Joint Development Management Policies Document (JDMPD) Policy DM17: Conservation Areas or guidance in Section 12 of the NPPF: Conserving and enhancing the historic environment and it is recommended that it be deleted.

Historic England publish guidance on how the historic environment can be considered in the neighbourhood planning process including policy writing.

See: <https://historicengland.org.uk/advice/planning/plan-making/improve-your-neighbourhood/>

Policy NKT4: Shop Fronts. Page 23.

Comment: This policy would benefit from some additional supporting text giving context. Shopfronts are addressed by policies DM17 and DM38 of the West Suffolk JDMP local plan document however

this document was drafted before the shopfront design guide and it is not referenced in its policies. The guidance is a material consideration when determining any relevant application and the reference and support to the shopfront design guide in this policy is welcomed.

Community Action 5: Supplementary Shop Front Policy

Comment: The initiative to write a supplementary shop front policy specifically to Newmarket is welcomed if it adds a local, Newmarket specific dimension to the district wide shopfront design guide. A supplementary shop front policy would have little weight if brought forward as a community action and not adopted as supplementary planning guidance by the LPA. If adequately researched, evidenced and appropriately worded the Neighbourhood Plan would be the best vehicle to bring such a policy forward and it is suggested that consideration is given to carrying out further work to do this. If NTC wish to pursue the production of a Newmarket specific guide the LPA would be happy to offer support by discussing proposed content and routes / requirements for adoption by the LPA.

Policy NKT5: A Town Museum/Arts Centre/Tourist Information. Page 23.

Comment: A policy allocating a site / building requires the building owners to agree to the proposed uses, and confirm the building's availability. FHDC own this site and has recently carried out an options appraisal for various uses including the community uses suggested. A museum, arts centre and tourist information use were found to be commercially unviable and a residential use for the buildings fronting Palace Street and office use for the buildings to the rear is the councils preferred option. The Coach House cannot therefore be considered available or deliverable for the proposed uses in the NNP at this time. It is recommended that the policy be reworded more generically removing references to the Coach House and stating 'that appropriate proposals for a mix of visitor attractions including will be supported'.

Community Action 7: Archaeology. Page 24.

Comment: It is suggested Suffolk County Council Archaeology are consulted on the wording of this community action to ensure it is achievable and does not repeat or conflict with West Suffolk JDMP DM20 and section 12 of the National Planning Policy Framework (NPPF).

Policy NKT6: Market. Page 25.

Comment: The wording of this policy needs further consideration to clarify what it is trying to achieve. The policy as drafted does not give clear guidance and it is suggested it could be made more positive with wording stating that appropriate proposals for an enhanced market will be supported in the town centre and that the loss or change of use of the existing market space will not be permitted unless it can be demonstrated the use is no longer viable or that a replacement site is identified of at least equivalent standard in a suitable location.

Community Action 8: Market. Page 25.

Comment: The term 'any future development' is all-encompassing. It is suggested the type / location of development which will be expected to enhance the market experience is defined.

Equine Treadmills: Recent discussions with NTC and Jockey Club Estates has raised the potential need for a policy on equine treadmills, particularly when sited near residential areas. It is suggested the NNP is well placed to advance such a policy within its neighbourhood plan and if the NTC wish to take this forward they liaise with JCE and West Suffolk planning officers.

Objective 2: To Improve and Promote Residents' Health & Well-Being

Policy NKT7: Hospital site. Page 26.

Comment: The provisions of this policy are addressed by JDMPD Policy DM47: Community Facilities and Services and it is suggested that it is deleted.

Policy NKT8: Education sites. Page 27.

Comment: The provisions of this policy are addressed by JDMPD Policy DM47: Community Facilities and Services and it is suggested that it is deleted.

Policy NKT9: Special educational needs provision. Page 28.

Comment: The wording of this policy needs further consideration. Has the support of the landowner been secured? If the site is viable and deliverable the policy should be worded to make a designation rather than 'should be designated'. If the viability or deliverability of the site is uncertain it is suggested the policy is worded more generically without reference to the police station and old court buildings giving support to appropriate proposals for a centre for special educational needs. The need for a policy and a community action addressing the same issue is questioned and it is suggested depending on the approach adopted only one is retained. The FHDC Corporate response (Appendix C) should also be considered in relation to the deliverability of the policy as drafted with reference to the implications of the application for the former police station site to be considered an Asset of Community Value.

Community Action 10: Community Hubs. Page 29

Comment: This community action would benefit from supporting text to set the context and explain the need / evidence for such a facility.

Policy NKT11: Community Sports and Recreation Area. Page 31.

Comment: This policy has the potential to conflict with Policy SA6(d) in the FHDC Site Allocations Local Plan. Any development of this site that jeopardises the delivery of 50 dwellings on the former school site would not be supported by the LPA. Conflict might be avoided between the SALP and NNP if the NNP allocation for a shared community sports and recreation area includes the tennis courts and former playing fields and does not include the proposed housing site.

The extent of the site allocation needs to be clearly shown on the inset map or a proposals map with its boundary defined.

A deliverable policy requires the site owners to agree to the proposed use, and confirm the site's availability for such. The site owners (SCC) are supportive of the St Felix site residential allocation for 50 dwellings within the Submission SALP for Forest Heath with a proviso that the existing open space is to be retained. This document is now under Examination and no modifications are proposed in relation to the St Felix site and therefore the SALP allocation has considerable weight. It is recommended that NTC secure the support of SCC and George Lambton if this allocation is to be retained.

Sport England should be consulted regarding the proposed development of a sports hall on the existing playing field. Loss of the playing fields to built development and associated infrastructure such as car parks etc. should be kept to a minimum, or must meet their strict Exception criteria.

The retention of this site for informal recreation is also extremely important as there is a greater shortage of this in Newmarket compared to formal pitch provision.

The designation of Local Green Space is welcomed and it is suggested that the designation of other valued areas that meet the relevant criteria are considered for designation in the town. If Local Green Space is to be designated in the plan it is suggested a policy covering the aims of designation is also included in the neighbourhood plan. Further advice on identification, designation and appropriate policies can be found on the link below:

https://neighbourhoodplanning.org/wp-content/uploads/8-LOCALITY_NP-Green-space-HMJS-08.06.18.pdf

Please also refer to the FHDC Corporate response (Appendix C) regarding relevant open space/ facilities surveys and Strategies that FHDC (and West Suffolk Councils) already have available, which may assist NTC.

Policy NKT12: Cinema. Page 33

Comment: The wording of this policy should be reconsidered. As worded it is not a useable land use policy and merely suggests that a site 'should' be allocated rather than identifying a viable and deliverable site for allocation. Alternatively if no site has been identified it is suggested the policy is reworded to support appropriate proposals for a cinema in the High Street or Guineas shopping area. Consideration should be given to include the possible provision of a cinema in an expanded policy / allocation for the Guineas Shopping Centre. See comments to Policy NKT31.

Open Spaces. Page 33.

Comment: The purpose of the map on page 34 is unclear. It would benefit from a title and some annotation – Is it intended to show the location of open space in the town? It is suggested consideration should be given to the designation of local green spaces and the inclusion of a related policy as mentioned in comments to NMKT11 above. Please also consider the findings of the *Forest Heath District Council - Evidence paper for Single Issue Review (SIR) of Core Strategy Policy CS7 and Site Allocations Local Plan - Accessible Natural Greenspace Study, (January 2017)*, see:

https://www.westsuffolk.gov.uk/planning/Planning_Policies/local_plans/upload/16-11-23-Accessible-Green-Space-Study-Jan-17.pdf

Objective 3: To value and protect our environment

Policy NKT13: Trees. Page 38

Comment: A tree policy is supported. For the policy to be positively prepared it is recommend that the reference to significant surgery is deleted.

It is also suggested the reference to planting in playgrounds is removed as mature trees and some native species can be an issue if they are close to or overhang formal play areas/ equipment although planting is desirable in other greenspace areas.

Community Action 21. Page 38

Comment: The undertaking to audit the trees in the town and establish an on-going planting programme is welcomed. NTC may wish to liaise with the Woodland Trust in this regard.

Policy NKT14: Air Quality. Page 39

See comments from the Council's Environment Officer regarding air quality and the AQMA in the West Suffolk corporate response to the Pre Sub NNP, (Appendix C).

Policy NKT15: Biodiversity. Page 40

Comment: The measures listed are considered to be ecological enhancements. National and District planning policy (JDMPD Policy DM12) encourages this approach and if locally this is considered to be a priority, then a policy adding further detail of appropriate measures is supported. However the wording should be carefully considered. It is suggested '*as necessary and where appropriate*' is added after '*buildings*' as all locations or building types may not be suitable for the measures proposed.

Policy NKT16: Yellow Brick Road Linear Park. Page 41

Comment: A policy concerning the Yellow Brick Road is welcomed. It would be helpful to identify the designation on an inset map or the policies map. The requirement that the YBRLP 'must be maintained' at the end of the policy would benefit from clarification – does this statement aim to retain the YBRLP or keep it in good condition?

Objective 4: To develop sustainable housing within the boundary of the designated area

Policy NKT17: Sustainable design features. Page 43

Comment: The policy requirements duplicate Core Strategy policies CS4 and CS5 and JDMPD policies DM2, DM7, and DM46. In addition it is not clear how encouraging parking provision over the minimum standard is a sustainable design feature as this will promote car usage rather than other more sustainable forms of transport in the town. If NTC desire different parking standards than that supported by the Highway Authority then they should evidence this requirement, demonstrate that this has been approved by SCC as Highways Authority and explain why Newmarket has a different parking need than the rest of the district / county. Overall, this policy does not add to existing planning policy and it is recommended that it be deleted or suitable evidence to substantiate a local need for any requirement that NNP identifies beyond existing national and local policy requirements is researched to justify revised policy requirements.

Community Action 31. Page 43

Comment: The wording of this action needs to be carefully considered – A 'major' planning application is for residential 10+ dwellings, development on a site larger than half a hectare, or (a) building(s) exceeding 1000m²; and for offices, industrial and retail uses, new buildings exceeding 1000+ m² or sites of 1+ hectare; and greater than 10+ Gypsy / traveller pitches. 'Any major new development' suggests that all land uses are covered by this Community Action.

Infrastructure Page 43

Comment: The supporting text in paragraph 4.6.4 deals with connectivity and a more walkable environment and does not relate to the policy it precedes which deals with broadband. This text

might sit better under the pedestrian and cycle route heading on page 46 and alternative supporting text for the draft broadband policy NKT18 could be provided.

Policy NKT18: Broadband. Page 44

Comment: This policy would benefit from some supporting text setting the context and evidencing the need for the policy. In addition the following points should be given consideration: How future-proof is this policy for technological changes? It would be advisable to seek advice from technology infrastructure providers about alternative “future” options to fibre/ high speed broadband. Otherwise, if high speed broadband is replaced by alternative technology prior to the proposed end of the Plan period of 2031, the policy will no-longer be useable.

Policy NKT19: Affordable Housing. Page 44

Comment: The amendments to this policy from the previous draft are welcomed. There is a small typo in the second sentence and it is suggested the word ‘in’ is deleted. The policy might benefit from cross reference to JDMPD Policy DM22 if seeking to ensure the appropriate design of affordable housing. See also Strategic Housing’s comments in relation to helpful text within the Affordable Housing SPD – contained within comments on this policy in Appendix C.

Policy NKT20: Dwelling Statements. Page 44.

Comment: The policy would benefit from additional supporting text to set the context and to explain what is meant by a dwelling statement. NTC could within the supporting text advice applicants to refer to the Strategic Housing Authority (West Suffolk Councils) regarding any affordable housing mix. West Suffolk already seek to require all new residential development to meet the National Technical standards for internal/ external space – this policy could refer to the National Technical space standards to be consistent. Please also refer to the Corporate FHDC response in Appendix C.

NKT21: Travel Plans Policy. Page 44

Comment: The 16th April Main Modification 18 to the Submission Site Allocations Local Plan puts forward the following text in relation to development proposals in Newmarket.

‘Permission will only be granted for development proposals where applicants can demonstrate that the transport impact of each proposal (including cumulative impacts where appropriate) on horse movements in the town, together with impacts on other users of the highway, has been assessed to: (i) determine whether the proposal results in material adverse impacts; and

(ii) where necessary, to identify any measures necessary to mitigate the individual (and, where appropriate, cumulative) transport impacts of development (which may include contributions to upgrading horse crossings and measures to raise awareness of the special circumstances and highway safety issues in Newmarket where appropriate).’

It is considered this modification in combination with any EIA and JDMPD Policy 45 that requires Travel plans/ Assessments for major developments or where the proposed development is *likely to generate significant traffic movements and have significant transport implications* makes the proposed policy NKT21 unnecessary and it is suggested it be deleted.

Should NTC be minded to retain a policy it would benefit from supporting text giving context, and a reasoned justification for the policy’s requirements. The wording should be given further

consideration – why are only major residential schemes asked for a travel plan when other forms of major development create vehicle movements?

Community Action 26: Community Land Trust and 27: Emergency Housing Page 44

Comment: The amendments to this action from previous drafts are noted and welcomed. However it is suggested this Action and Community Action 27: Emergency Housing would benefit from some supporting text giving a reasoned and evidenced justification and that they might sit better in the document if placed under ‘Housing for all’ rather than ‘Traffic considerations’. In addition, additional emergency housing for homeless people has recently been secured by West Suffolk in Newmarket. It is recommended that NTC liaise with the Strategic Housing team at West Suffolk regarding community action 27 if it is to be retained.

Objective 5: To develop a sustainable transport network

Comment: It is suggested Suffolk County Council as the Highways Authority and the Newmarket Vision Transport Group are consulted on the Neighbourhood Plan in general and this section specifically.

Community Action 28: A14/142 Junction. Page 46

Comment: The Highway Authority have schemes in place and have applied for funding to Highways England to address this issue. Both bodies are already aware of the junction. Consideration should be given as to what NTC is seeking to achieve with this action and if it is worth retaining.

Policy NKT22: Pedestrian and Cycle Network Page 46

Comment: This policy should be evidence based – has a study been undertaken identifying the deficiencies in the existing provision and have feasibility studies been undertaken for the identified roads for cycle ways? Much of Policy 31 relates to highways land and potentially goes beyond the remit of a development plan policy and might be better expressed as a community action. The advice of SCC as Highways Authority should be sought.

Policy NKT23: Cambridge-Bottisham Cycle Way Page 47

Comment: This policy relates to land outside of Newmarket’s designated area, potentially goes beyond the remit of a development plan policy and might be better expressed as a community action. The advice of SCC as Highways Authority should be sought.

Policy NKT24: Cycle Racks. Page 47.

Comment: The provision of cycle racks in appropriate locations is supported however it is not clear how this policy would be applied or implemented in relation to an application for development. It should be noted that it is within NTCs powers to provide cycle racks under part 12 of the General Permitted Development Order although if not on NTC land, the permission of the landowner is still required and as such a policy seems unnecessary. It is suggested the policy is deleted.

Policy NKT25: Movement on Newmarket High Street. Page 47

Comment: The aim of this policy is supported however as worded the policy seems to be expressing an aspiration of NTC rather than an implementable planning policy, as public realm enhancements or highways works are normally carried out by the relevant authorities they do not require planning

permission. This issue might be better included in a general policy or community action supporting the delivery of a high quality public realm in Newmarket High Street through the production of a public realm design strategy prepared in conjunction with the LPA and SCC as Highways Authority. This could list the issues any strategy should address. It is suggested this policy might sit better in Community Action 37: Public Realm.

Community Action 30 Safety at Junctions. Page 48

Comment: It is suggested NTC liaise with SCC as Highways Authority – do they concur that there are “safety issues”? The “safety issues” should be defined and evidenced in supporting text.

Policy NKT26: Railway Station. Page 50

Comment: The amendments to this policy are noted and welcomed.

Policy NKT27: Bus Station. Page 50

Comment: It is suggested that this policy refers to future ‘redevelopment’ of the bus station.

Policy NKT28: Coach Park. Page 50

Comment: What evidence supports this allocation? The landowner’s agreement (George Lambton Trust) to this allocation is needed or the policy cannot be considered deliverable. A map of this proposed allocation needs to be provided. There is a potential conflict with strategic policies protecting open space designations within the FH Local plan (Policies CS13, and DM42) dependent on the extent of the loss of open space. If it results in a loss of playing fields, or land capable of being a playing field then the allocation will also need to comply with Sport England’s playing field policy. If considered justified and deliverable the policy should be reworded to positively make an allocation e.g. ‘land at ... is allocated for ...’

Policy NKT29: Enhancement and continued provision of car parks. Page 51

Comment: Please refer to the feedback from West Suffolk’s property and car parking services within Appendix C to confirm if these policy aspirations are supported by the land owner and/ or are achievable?

Community Action 35: Parking. Page 52

Comment: The wording of this community actions should be carefully considered – it is beyond NTC’s remit to ensure that criteria a, b, c, d and f are implemented.

Community Action 36: Taxis. Page 53

Comment: This action requires further clarity and is not deliverable as currently drafted. In addition, the FHDC Corporate response (Appendix C) demonstrates that West Suffolk’s property and car parking services cannot support this community action due to Traffic Regulation Orders in relation to the use of land within public car parks.

Objective 7: To create a vibrant, attractive town centre which enhances Newmarket as a major tourist destination

Community Action 37: Public Realm Page 54

Comment: It is suggested consideration is given to incorporating the wording of Policy NKT25 into point 'b' of this Community Action. Consideration needs to be given to the wording of points 'a' and 'b' as ensuring that they are achieved is beyond the remit of NTC. This action is not realistic or achievable as drafted.

Policy NKT32: Guineas Shopping Centre Page 55

Comment: If this policy is an allocation its extent should be shown on the policies map accompanying the NP. Is the policy based on evidence/ a design appraisal/ discussion with the landowner? The Guineas shopping centre is raised in other policies and community actions such as NKT12 cinema, NKT27 bus station, Community Action 35 parking etc. It is suggested that all the evidenced Neighbourhood Plan requirements for this site are combined into one, criteria based policy / allocation. Depending on the scale and complexity of the proposal, a Development Brief or Masterplan may also be required.

Policy NKT32: Proportion of retail units Page 55

Comment: JDMPD Policy DM35 already covers balancing retail/ non-retail uses within primary shopping areas. Does NTC have robust evidence that the existing policy is not appropriate to Newmarket and if so where and why is it not appropriate? If there is no evidence, the policy as drafted conflicts with strategic Policy DM35 does not meet the necessary requirements and should be deleted. If the policy is justifiable and retained, then: the area where it is applicable needs to be defined in the text, (and possibly on an inset map), and the wording carefully reconsidered. Supporting text should set the context and provide a reasoned justification for the policy. The policy as drafted is unusable. Good advice on how to write planning policies can be found on the 'our neighbourhood' website. See:

https://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How_to_write_planning_policies.pdf

Policy NKT33: Attractive entrances to the town Page 55

Comment: Section 7 of the NPPF requires high quality design and para 58 gives advice on design policies in local and neighbourhood plans, at a local level Core Strategy Policy CS5, JDMPD policies DM2 and DM22 also address design issues, and require proposals to have regard to the locality. These policies would be applied to any applications coming forward, and it is not clear how Policy NKT33 policy adds to them. If retained, careful consideration needs to be given to rewording the policy so it can effectively be used to determine development proposals/ planning applications. The exact location and extent of the gateways should be defined on an inset or proposals map.

Additional Information:

In order to meet the requirements of the neighbourhood planning regulations a '**Consultation Statement**' should be submitted with the neighbourhood plan at submission stage (Regulation 15) setting out as a minimum who was consulted and how, together with the outcomes of the consultation. Planning Aid have produced advice on producing a Consultation Statement which NTC may find helpful, and this may be found on:

https://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/Approaches_to_writing_a_consultation_statement1.pdf and,

https://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How_to_write_a_consultation_statement.pdf

A '**basic conditions statement**' is also required. This should set out how your neighbourhood plan meets the requirements of each basic condition and other legal tests. It will be used by both the LPA and independent examiner to determine if your plan meets the basic conditions and can proceed to referendum. In particular, it considers whether a neighbourhood plan contributes to the achievement of sustainable development. Planning Aid have produced advice on producing a Basic Conditions Statement which you may find helpful and this can be found on:

https://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How_to_write_a_basic_conditions_statement.pdf and,

https://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/Approaches_to_writing_a_basic_conditions_statement1.pdf

EU regulations: One of the basic conditions for a neighbourhood plan is that it does not breach, and is otherwise compatible with, EU obligations.

The EU regulations include:

- Directive 2001/42/EC on Strategic Environmental Assessments,
- Directive 92/43/EEC on the conservation of fauna and flora (habitats) and
- Directive 2009/147/EC on the conservation of wild birds (species).

Strategic Environmental Assessments (SEA) - European Union Directive 2001/42/EC4 was transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004, commonly referred to as the SEA Regulations.

To meet this condition with regard to strategic environmental assessment (SEA), a neighbourhood planning group needs to have either a statement of reasons as to why SEA is not required, or, where an SEA is deemed necessary, an environmental report (and non-technical summary) which documents the findings of the SEA. A copy of the statement, or environmental report must be submitted with the neighbourhood plan proposal and made available to the independent examiner. Guidance is available at https://neighbourhoodplanning.org/wp-content/uploads/2016/09/160602-TOOLKIT_SEA_FINAL_Oct-2016.pdf

A Screening Report is necessary to determine whether or not the content of the Newmarket Neighbourhood Plan requires a Strategic Environmental Assessment (SEA) in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004. This has been requested by Newmarket Town Council from Forest Heath District Council and at the time of writing is being prepared.

A **Sustainability Appraisal** (usually required for local plan documents under [Section 19 of the Planning and Compulsory Purchase Act 2004](#)) is not legally required for Neighbourhood Plans. However it should be noted the qualifying body (Newmarket Town Council) must demonstrate how its Neighbourhood Plan will contribute to achieving sustainable development.

Habitats Regulations Assessment (HRA) - has its origins in European law under the Habitats Directive 92/43/EEC on the conservation of fauna and flora (habitats) and parts of Directive 2009/147/EC on the conservation of wild birds (species). This has been translated into UK law via The Conservation of Habitats and Species Regulations 2017. The HRA's purpose is to ensure that the neighbourhood plan will not result in significant damage to designated wildlife sites. These

designated sites are those which are considered to be internationally important for nature conservation and wildlife and are often referred to as *Natura 2000* sites.

A Habitats Regulations Assessment screening is required to determine whether the plan is likely to have a significant effect on any European site, either alone or in combination with other plans or projects. If the conclusion is that the plan is likely to have a significant effect on a European site then an Appropriate Assessment of the implications of the plan for the site, in view of the site's conservation objectives, must be undertaken. If a plan is one which has been determined to require an Appropriate Assessment under the Habitats Directive then it will normally also require a Strategic Environmental Assessment. For Neighbourhood Plans, a HRA screening would normally be undertaken at the same time as a SEA screening. Newmarket Town Council have requested that FHDC undertake the HRA screening and at the time of writing is being prepared.

The Neighbourhood Plan should also demonstrate how it meets the Human Rights obligations.

Corporate Forest Heath Local Authority Comments to Pre Submission Newmarket Neighbourhood Plan 22nd June 2018 Version 29 (Pre Sub NNP).

Community Action 2: View from Old Station Road (pg 19) - Aims for the NTC to “lobby for parking to be limited at the foot of the Warren Hill Gallops on Old Station Road” as informal parking here is stated to “detract from the iconic view of Warren Hill”. The view from Old Station Road towards Warren Hill referred to is not captured by the present wording of Policy NKT1: Key Views. Parking on Old Station Road is likely to be generated from a variety of sources including local residents, local employers and employees and visitors to the town. SCC’s views as the Highway Authority should be sought.

Para 2.2.3 (pg10)– this paragraph states that a waste recycling centre has been lost to the town. However, the Depot Road site is still open, and is operated by Open Door – Newmarket. It is protected as a Waste site reference “FH5/SAR15 – Newmarket Open Door”, within the emerging Pre-Submission Suffolk Minerals and Waste Local Plan, (which will supersede the existing 2011 Plan) see: <https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/minerals-and-waste-local-plan-consultation/> Please therefore delete reference to this being lost within paragraph 2.2.3.

Para 2.3.5 (pg11) – describes services lost to the town. There is still a Police Station in Newmarket, and it has relocated to the Fire Station site. Paragraph 2.3.6 does mention the combined Fire and Police – in contradiction to the text in 2.3.5. In addition Newmarket still has emergency accommodation for the homeless, and in fact more provision has recently been secured. The NNP text should be accordingly updated.

Para 2.3.6 (pg 11) - This list of assets does not mention the Home of Horse Racing Museum. You may also wish to reference FHDC’s Public Open Space Survey 2017-2018 for Newmarket (Appendix D) the sites listed therein are considered green assets, and in addition, FHDC’s children’s play provisions (Appendix E). Studlands Park Community Centre (also referenced) is in the process of changing management to Little Buds nursery.

Para 3.1.3 (pg 13) – raises the infrastructure needs to deliver development in Newmarket. It is suggested that this should include the need for “additional affordable housing provision to meet the high demand for such properties within the town”.

Policy NKT5 (pg 23) - A Town Museum/Arts Centre/Tourist Information. FHDC own this site and has recently carried out an Options Appraisal for various uses including the community uses suggested. A museum, arts centre and tourist information use were found to be commercially unviable, and a residential use for the buildings fronting Palace Street and office use for the buildings to the rear is the District Council’s preferred option. The Coach House

cannot therefore be considered available or deliverable for the proposed uses in the NNP at this time.

It is recommended that the policy be reworded more generically removing references to the Coach House and stating that appropriate proposals for a mix of visitor attractions including A Town Museum/Arts Centre/Tourist Information office will be supported. An alternative town centre location could also be considered for the proposed uses if a deliverable site can be identified elsewhere.

Para 4.4.2 (pg 26) - this paragraph states that for Newmarket Hospital, a maternity unit and A&E department should be reinstated. Is there any evidence for these requirements for maternity and A&E services specifically? **Policy NKT7 – Hospital site (pg 26)** – FHDC are aware that the use of this site is currently being reviewed by the landowner and is part of ongoing master planning work. Please confirm whether the landowner has been consulted? In addition, please note that this site is currently part of the One Public Estate Public Asset Study, which is expected to report in Autumn 2018. Aspirations for this site include mixes other than health services. In relation to Policy NKT7 and the supportive text, it is suggested that NTC liaise with all parties engaged in the One Public Estate public asset study, NHS England, and West Suffolk Clinical Commissioning Group (including the PCT), in order to ensure that the policy is deliverable and the supporting text is appropriately evidenced.

Para 4.4.5, (pg 28), Policy NKT9 – Special Educational Needs, and Community Action 9 – Special Educational Needs Provision – FHDC is aware that an initial application has been made to list the former Police Station as an Asset of Community Value (ACV) and **accordingly, NTC should seek independent legal advice if they wish to allocate/ designate the specific site within a policy**. In order to be deliverable, Policy NKT9 should also have the support of the landowner, and it is recommended that NTC liaise with SCC as the lead education authority regarding the education requirements and future roll demands for Special Educational Needs and Disability (SEND) children within Newmarket town. The need for a designated centre for special educational needs is not evidenced by NNP currently. Community Action 9 appears to duplicate Policy NKT9, and should be deleted.

Para 4.4.8, Policy NKT10 – Employment sites (pg29) – The NTC’s aims to support employment within the town is welcomed. To make the policy more useful, NTC may wish to consider the use of locally specific criteria for which applications for starter businesses and extensions/ expansions will be considered. They should also define the terminology used, so it is clear when the policy is applicable.

Paras 4.4.11- 4.4.14 (pg 31) - Sporting Recreation and facilities - FHDC welcome NTC’s strategic priorities in relation to sport and recreation. However the assertions within para 4.4.13 should be substantiated. **Para 4.4.12 (pg 31)** evidences the recreation and leisure aspirations to the Newmarket: Enquiry by Design Workshop Report 2013. The identified priorities in para 4.4.11 should be taken in the wider context of what the Prince’s Foundation were suggesting in terms of both the former Scaltback and St Felix school sites.

It would be helpful for the NTC to consider the more recent evidential findings of:

1. **West Suffolk Strategic Plan 2014-2016.** - This incorporates an aim to create "resilient families and communities that are healthy and active," which is achieved through (amongst others), improved wellbeing, and access to open spaces.
2. **West Suffolk Sports Strategy, (Executive Summary 2016)** see: https://www.westsuffolk.gov.uk/leisure/Sport_and_Healthy_Living/activity/physicalactivitywssportsfacilitiesassessment.cfm This includes the Indoor Facilities Strategy and Playing Pitch Strategy.
3. **The Indoor Facilities Strategy - 2016,** see: https://www.westsuffolk.gov.uk/leisure/Sport_and_Healthy_Living/activity/upload/WestSuffolkIndoorFacilitiesStrategyV16160201.pdf
4. **The West Suffolk Playing Pitch Strategy - 2015,** see: https://www.westsuffolk.gov.uk/leisure/Sport_and_Healthy_Living/activity/upload/WestSuffolkPPSActionPlanandStrategyDraftv304G-2.pdf
5. (Please note that the data that formed the basis of the Strategies listed at 3 and 4 is in the process of being updated in conjunction with a review of the **FHDC Open Space Sport and Recreation SPD** that was last adopted October 2011 and that projected population figures for Forest Heath and Newmarket have been updated since the levels described in the respective Strategies.)
6. **Forest Heath District Council - Evidence paper for Single Issue Review (SIR) of Core Strategy Policy CS7 and Site Allocations Local Plan - Accessible Natural Greenspace Study,** January 2017, see: https://www.westsuffolk.gov.uk/planning/Planning_Policies/local_plans/upload/16-11-23-Accessible-Green-Space-Study-Jan-17.pdf
7. See also: **West Suffolk: Promoting Physical Activity Strategy - 7 July 2016:** https://www.westsuffolk.gov.uk/leisure/Sport_and_Healthy_Living/activity/index.cfm
8. **A Public Open Space survey of Newmarket 2017-2018** (Appendix D) used the FIT guidance in accordance with requirements within the FHDC SPD for Open Space, Sport and Recreation Facilities, (which states six acre standard of 2.4ha of freely accessible green space per 1000 head of population). The 2017-2018 survey revealed that based on a population of 20,384 within the 2011 census for the town of Newmarket, (which is likely to be higher at today's date), there was a requirement of 48.92ha. Based on the historic figure there is a deficit of 27.43ha (or 22.32ha if NTC and SCC POS is included).

Policy NKT11(pg 31) – Community Sports and Recreation Area – designates the GLPF and playing fields at the former St Felix School site as Local Green Space. It further requires the provision of a shared community sports hall, including space for informal recreation. It is important to understand how any future public use of any of the pitches at the former St Felix site will relate to the proposed Site allocation SA6(d) for 50 dwellings within the Site Allocation Local Plan submission version, (SALP). It may be possible for any future public pitch

use to work alongside a residential redevelopment on the footprint of the St Felix school site, but a satisfactory relationship would need to be demonstrated. Public access to the pitches on the former school site would additionally require consent from the landowner, in this instance Suffolk County Council.

The aspiration for a community sports hall/ sports facilities on the GLPF and St Felix site and joining up the sites as wider public open space/ pitches could address the shortfalls created by the loss of the hall facility at the former Scaltback Middle School site. The two owners of the sites (SCC and The George Lambton Trust) would need to be supportive of this aspiration, the need would need to be evidenced, in addition to suitable funding being secured in order for the policy to be deliverable.

Para 4.4.19 and Community Action 17 – Allotments (pg35) – FHDC consider that Community Action 17 is not required. Allotments are already protected as type of “community asset” in a planning policy sense by JDMPD Policy DM41 - Community Facilities and Services.

Furthermore, both existing allotment sites mentioned by the NNP at para 4.4.19 (New Cheveley Road allotments and Field Terrace Road Allotments) are established and long-standing allotment sites. (It would be helpful for any referenced site to be visually shown on a map to aid identification). Statutorily, FHDC cannot disposal of allotment land without consent by the Secretary of State for HCLG. This is still enacted by Section 8 of the Allotments Act 1925.

If NTC wish to identify new sites for allotments, then subject to satisfactory evidence supporting the need, and considering the deliverability of the scheme, NTC could consider the community’s Right to reclaim land: <https://www.gov.uk/government/publications/youve-got-the-power-a-quick-and-simple-guide-to-community-rights> If NTC do wish to proceed with this, then once they have gathered appropriate evidence, they would need to depict any new allotment site allocations on a proposals map within the NNP. It would then be helpful if you could please liaise with FHDC’s Damien Parker – Service Manager – Operations, Leisure and Culture and Newmarket’s Locality officer, Will Wright.

Section 4.2, in particular objectives 2-5...- Energy, sustainability and adaptability to climate change (pgs 37-45 in particular)

Objective 3 (pg 37): To value and protect our environment – states that “we should aim to make the town carbon neutral and to mitigate the expected effects of climate change.” However, none of the following policies or community actions make any further mention of this aim since previously drafted Policy 14: Sustainability Statements has been deleted given that it duplicated strategic policies JDMPD Policies DM6 and DM7.

Objective 4 (pg 43): To develop sustainable housing within the boundary of the designated area – Policy NKT17: Sustainable design features states that new houses should “be energy efficient (using measures such as communal heating)”. We are unclear why this measure has been particularly singled out?

Forest Heath District Council, (as part of the West Suffolk Councils) adopted The West Suffolk Energy Framework adopted in June 2018. This is in the process of being uploaded in final version; in the meantime the approved draft can be found via:

<https://democracy.westsuffolk.gov.uk/documents/s28729/CAB.JT.18.007%20Appendix%20B%20West%20Suffolk%20Energy%20Framework.pdf>). Through the Energy Framework, the Councils set out their shared vision that *“West Suffolk’s residents and businesses will have access to clean, resilient and affordable energy”*. Key Energy Framework objectives most relevant are as follows:

- *We will work to reduce CO₂ emissions by 35% by 2025 and 75% by 2050 based on 2010 levels working*
- *Homes are as energy efficient as practicable with new homes built to low carbon emissions standards.*

Further, the Councils endorsed in June 2018 the Local Energy East Strategy: An Energy Strategy for the Tri-LEP Area (May 2018: Endorsement copy for stakeholders). The Strategy sets out as one of its key themes to, *“Secure, local, affordable, low-carbon consumption – we will work to increase energy efficiency and improve energy affordability; reducing fuel poverty. And we will work to reduce carbon emissions and improve air quality”*.

In summary then, FHDC (and West Suffolk Councils) support communities in being *“Resilient”* which in place making terms means *“A place that serves communities in the long-term through buildings, habitats and infrastructure which are durable and flexible.”*

The District Council has an ambition to encourage the aspirations for energy efficiency levels in buildings as well as the uptake of renewable energy technologies, especially renewable heat and district heating. It is taking an active approach to this, and may be able to provide technical and financial support for community energy initiatives via one of the following programmes:

- **Solar for Business** – provides financial support for renewable energy installation, primarily solar but also renewable heat and increased levels of energy efficiency - <http://www.greensuffolk.org/assets/Greenest-County/Business/Funding/West-Suffolk-EE-Funds.pdf>
- **Community energy planning** – this programme may be able to provide support for technical and professional services to support feasibility of a community or local area approach to heat and or power - <https://www.westsuffolk.gov.uk/environment/Energy/communityenergyplanning.cfm>

We would welcome contact from NTC to discuss how/if the District Council may be able to support the wider aspiration to make the town of Newmarket “carbon neutral” and “to mitigate the expected effects of climate change”. This collaborative work may also assist the NTC in drafting an evidenced and deliverable planning policy to achieve its aspirations within the Neighbourhood Plan. Please contact Oliver Ingwall-King, Energy Advisor on 01284 757052 or

Andrew Oswald, Environment & Energy Team Leader, 01284 757622, Andrew.Oswald@westsuffolk.gov.uk for further information.

Furthermore, the Suffolk Climate Change Partnership and the Suffolk Association of Local Councils recently ran a training event on Neighbourhood Planning and Community Energy schemes on 4 June 2018. We are aware that NTC sent their apologies and were unable to attend this event, but FHDC strongly recommends that NTC considers the helpful material on how communities can engage with community energy, contained within the presentations - which includes using a neighbourhood plan as a tool as one way to do this. The presentations can now be found online: <http://www.greensuffolk.org/green-communities/community-energy-and-neighbourhood-plans/> You may wish to contact John Taylor, Project Officer - Suffolk Climate Change Partnership Strategic Development, Suffolk County Council on 01473 264595 or 07872 008451 or John.Taylor3@suffolk.gov.uk for further information.

Community Action 20(pg 37) - Visual Impact of Roadsides and Industrial Buildings

- It is suggested that this Community Action should be reworded. Please liaise with SCC as Highways Authority who have jurisdiction for verge maintenance along the public highway in line with published policies that tend to prioritise verge maintenance for safety rather than aesthetic purposes. Requiring higher maintenance levels than usually sought by current policies is likely to have funding implications, and would not be reasonable to require for the town of Newmarket above any other settlement in West Suffolk, unless there is an evidenced local need for this. NTC are advised to seek SCC's views and if there is an evidenced requirement for a higher standard than the Highways Authority may maintain, it is suggested that NTC themselves could consider improving the verges by seeking funding opportunities and contacting Will Wright- Locality officer for Newmarket in this regard on will.wright@westsuffolk.gov.uk or 01638 719763 in conjunction with liaising with the Highway Authority. In addition part (b) of the Community Action 20 could refer to verges' usefulness as part of an integrated Sustainable Urban Drainage system. Again, NTC should liaise with SCC as Lead Flood Authority on this. Overall the community action emphasises (a) industrial estates and (b) industrial buildings - it is suggested that the action could usefully address all verges in the town rather than highlighting industrial verges. Accordingly it is recommended that the community action 20's wording as drafted should be amended.

Para 4.5.5 (pg39) This paragraph raises concerns with air quality in Newmarket High Street and Old Station Road. It references an Air Quality Action Plan for Newmarket published in 2017 by West Suffolk Councils. There is no such AQAP, so reference to this should be deleted.

Policy NKT14 (pg 39) - Air Quality - Criteria (i) states that proposals should have "no adverse impact". However, all developments will, in theory, have some negative impact, so this criteria needs to be better defined such as "no moderate adverse impact". In addition, if (i) is to be limited to the town centre then this town centre should be defined, perhaps being shown on a proposals map accompanying the policy. However, this criteria would be equally applicable beyond the town centre, so perhaps "town centre" could be replaced by the "town of Newmarket."

Para 4.5.6 (pg 39) and in other locations the wording “electric cars” should be changed to “electric vehicles”.

Community action 22 (pg 39) – air quality - seeks electric charging points at any new taxi rank. It is not appropriate to have electric charging actually on a taxi rank, as there is a high turnover of vehicles within the rank and taxis are not stationary for any length of time. The best charging speeds with present technology would require 20 minutes to provide a reasonable charge range to a vehicle, which would not be practical on a taxi rank. It would be better to revise the community action wording to require rapid charging facilities in the town centre, near the established taxi ranks, but not actually within them.

Policy NKT17 (pg43)- Sustainable design features for new housing– FHDC suggests that the criteria within this policy could be expanded upon to incorporate the following requirements:

- all meet the minimum space standards as set out in the National Described Space Standards, Technical Guide.
<https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard> . This approach is supported by the District Council, as set out in Table 1 of the West Suffolk Technical Advice Note:
https://www.westsuffolk.gov.uk/planning/Planning_Policies/upload/171205-Space-Standards-at-Dec-2017-for-West-Suffolk-FINAL-clean-version.pdf that is used to assess residential developments by the Local Planning Authority currently in conjunction with JDMPD Policy DM22.and will be featured within the emerging West Suffolk Local Plan.
- be provided with sufficient amenity space – again NTC may wish to refer to section 4 of the West Suffolk Technical Advice Note, which is used to assess residential developments by the Local Planning Authority currently in conjunction with JDMPD Policy DM22.
- all housing development should be of a size, configuration and internal layout to enable Building Regulations requirement M4 (2) ‘accessible and adaptable dwellings’ to be met; and
- 5 per cent (rounded up to the nearest whole unit) of the affordable housing component of every housing development providing or capable of acceptably providing 15 or more self-contained affordable homes,(Part M of the Building Regulations generally does not apply to dwellings resulting from a conversion or a change of use), should meet Building Regulations requirement M4 (3) ‘wheelchair user dwellings’ to be wheelchair accessible or be easily adapted for residents who are wheelchair users.

Policy NKT19 (pg 44) – Affordable housing - it is recommended that this policy also states that affordable housing clusters should not exceed 15 dwellings. See guidance for developers within the West Suffolk Affordable Housing Supplementary Planning Document (2013) -
https://www.westsuffolk.gov.uk/Council/Policies_Strategies_and_Plans/upload/Joint-affordable-housing-SPD.pdf).

Policy NKT20 (Pg 44) – Dwelling Statements – criteria (b) should insert the word “or” so that: net additional dwellings OR exceeding 1000sqm of gross internal floor area...

Para 4.7.6 (pg 46) – Pedestrian and cycle routes – seeks to encourage a connected network of walking and cycle routes, which is supported. NTC may wish to support this aspiration through an associated community action on safe cycling initiatives. Please liaise with SCC in this regard.

Policy NKT22 (pg 46) – Pedestrian and Cycle Network references “cycle ways” on “Fordham Road, Old Station Road and New Cheveley Road”. In order for the policy to be achievable, feasibility studies of cycle ways on the specified roads should be undertaken. For example, New Cheveley Road is characterised by parked vehicles along much of its length within the town, and we are unsure where a cycle way may be safely accommodated within the carriageway without displacing residents parking. NTC should consult SCC as Highways Authority in this regard.

Para 4.7.15 (pg 51) - This states: “The current car parks are inadequately signed, poorly maintained and unattractive and this is unacceptable.” – NTC are requested to amend this wording. All of the Local Authority managed Newmarket car parks have been awarded ParkMark accreditation by the Police and the British Parking Association – this considers crime rates, perception of safety, ease of use, signage, convenience and condition. It is not possible to attain this award and be inadequately signed, poorly maintained or unattractive. Last year the car parks were also awarded Disabled Parking Accreditation by the DMUK – this award demonstrates a commitment to providing high quality. Car park usage last year also grew and bucked the general trend nationally.

“The use of on-street parking on the High Street is extremely inefficient; the lack of enforcement means the turnover of ‘stop and shop’ spaces is considerably lower than it should be.” West Suffolk in conjunction with SCC have applied to the DfT for powers to enforce the on street parking environment, part of that initiative is the development of a Newmarket Parking Plan by SCC which will consider new parking design/restrictions in the High Street and elsewhere. SCC will also reconsider the issue of resident parking schemes. Previous exploration failed to attract enough support from residents to be viable. NTC may wish to revise the words accordingly and certainly should revisit Community Action 35 if the desire for residential parking restrictions is not supported by residents.

In summary, FHDC consider that there is no evidence for the assertions about current Newmarket car parks within the current Pre-submission draft paragraph 4.7.15, and as such, unless this text is altered, it is likely to be challenged by a future independent examiner of the Neighbourhood Plan.

Policy NKT29 (pg 51) - Enhancement and continued provision of car parks - *“a. Any development of car parks in the town centre shall make them an attractive feature of the town, for example by:*

- *suitable planting of trees and shrubs (providing shade, habitats for birds and visual enhancement)*
- *providing clear town maps*
- *installing electric car chargers (or improved technology)...”*

Please consider adding to the wording in relation to the first bullet point of criteria (a) that: “the planting of trees and shrubs should not affect coverage of CCTV cameras, or lighting, or take car bays out of action”.

Community Action 36 (pg53) seeks to “encourage the allocation of space within Grosvenor Yard car park for waiting taxis so that no more than 6 taxis are waiting in the High Street at any one time, and to ensure that this is enforced” – FHDC is not able to support this NTC aspiration. The Traffic Regulation Order governing the terms and conditions of use prohibits commercial or private gain activity in public car parks. The District Council currently make no provision for allocated taxi bays in any public car park currently and are not likely to reconsider this soon. This community action 36 would also be difficult to enforce, given that taxi use and turnover is determined by footfall. It is suggested that this community action is deleted. Alternatively, NTC could seek to allocate land for an overspill taxi rank in a town centre location with access to EV charge points (should charging speeds improve). However, FHDC is not aware of the availability of any such sites at the present time, so this aspiration is unlikely to be deliverable.

Policy NKT31 (pg55) – Guineas Shopping Centre ...(and linked Policy NKT12 (pg33) Cinema, Policy NKT24 (pg47) cycle racks, Policy NKT27(pg50- Bus Station) and Policy NKT29 (pg51) – Enhancement and continued provision of car parks - It would be appropriate for NTC to work alongside FHDC on a realistic, comprehensive policy for the Guineas shopping centre site capturing the NTC’s desire for a cinema, improved bus station and cycle racks, and car parking where this is practicable. FHDC support that the Guineas Shopping Centre should be attractive, it is performing economically and in a central location adjacent to Newmarket’s historic core. However, we are not clear on what the policy means by the policy requirement that the shopping centre as redeveloped would, “rejuvenate the grid of minor pedestrian routes” linking to the High Street. This may not be deliverable as drafted. It would be appropriate to consider the design of the shopping centre in context, within the forthcoming Newmarket Town Centre Masterplan. The policy wording should accordingly be changed.

Ends

Park sites - Newmarket 2017-2018			
Sites	Ward/Parish	size (HCT)	Classification
Bahram Close	St Mary's	0.09	E1 Amenity Green Space
Churchill Court Open Space	St Mary's	0.94	E1 Amenity Green Space
George Lampton PF	Severals	9.18	D1 Pitch Sports
Hodgkins Yard - All Saints	All Saints	0.21	E1 Amenity Green Space
Hyperion Way Open Space	Severals	3.09	E1 Amenity Green Space
Lady Wolverton Playing Fields	St Mary's	1.61	D1 Amenity Green Space
Manderston Road Green	St Mary's	1.04	E1 Amenity Green Space
Portland Green	St Mary's	0.14	E1 Amenity Green Space
Princess Way Green	St Mary's	0.26	E1 Amenity Green Space
Southfields Close Green	St Mary's	0.08	E1 Amenity Green Space
St Mary's Square	St Mary's	0.09	E1 Amenity Green Space
Windsor Road Green	St Mary's	0.09	E1 Amenity Green Space
Yellow Brick Road	Severals	3.67	C2 Green Corridor
TOTAL		20.49	
NTC POS			
Sites	Ward/Parish	size (HCT)	Classification
Memorial Hall Gardens		0.65	A1 Formal Park
The Severals		2.8	D1 Pitch Sports
All Saints Church Yard		0.1	H3 Closed Church yard
St Mary's Church Yard		0.19	H3 Closed Church yard
		3.74	
SCC POS			
Sites	Ward/Parish	size (HCT)	Classification
Studlands Park		2.37	E1 Amenity Green Space
		2.37	
Newmarket Population 20,384 (2011 Census)			
FIT (six acre Standard = 2.4 Hcts of freely accessible green space per 1,000 head of population)			
FIT requirement based on head of population 48.92 Hcts			
Deficit of = 28.43 Hcts (or 22.32 Hcts if NTC & SCC POS is included)			

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FHDC - Newmarket - Playground Equipment

Map Ref.	Site	Ward	Post Code	Year installed/ last refurbished	No of Items	NPFA Classification	Located on land Type	Ownership
	Newmarket							
10	Greville Starkey Avenue	Severals	CB8 0BN	2015	7	LEAP	E1 Amenity Green Space	FHDC
8	Lady Wolverton Adastral Close	St Mary's	CB8 0PX	2016	5	LEAP	E3 Other Green Space	FHDC
9	Manderston Road	St Mary's	CB8 0NL	1996	4	LAP	E1 Amenity Green Space	FHDC
10	New Cheveley Road	All Saints	CB8 8BU	2002	9	LEAP	E1 Amenity Green Space	FHDC
10	Icewell Hill, Newmarket	Newmarket	CB8 0JF	1996	1	LEAP	E1 Amenity Green Space	Housing Association
11	Granby Street	All Saints	CB8 8GQ	2010	4	LEAP	E1 Amenity Green Space	FHDC
11A	Icewell Hill, Newmarket	Newmarket	CB8 0JF				E1 Amenity Green Space	Housing Association
11B	Churchill Court	Newmarket	CB8 0JS			LEAP	E1 Amenity Green Space	Housing Association
13	Hodgkins Yard (All Saints Road)	All Saints	CB8 8ET	2016	5	LEAP	E1 Amenity Green Space	FHDC
19	Green Road	All Saints	CB8 9BN	2006	1	LAP	E1 Amenity Green Space	FHDC
20	Bury Road, Newmarket	Newmarket	CB8 7BX			LAP	E1 Amenity Green Space	Housing Association
22	Barry Lynham Drive	All Saints	CB8 8YT	2005	1	LAP	E1 Amenity Green Space	FHDC
25	Studlands Park	Severals	CB8 7RX	2017	6	LAP	E3 Other Green Space	FHDC
26	Studlands Park Community Centre BMX & MUGA	Severals	CB8 7RX	2009	2	LEAP	E3 Other Green Space	FHDC
27	George Lambton Avenue	Severals	CB8 7RL	2009	1	Wheel Par	D1 Pitch Sports	FHDC
36a	Heasman Close	Severals	CB8 0AD	2006	1	LAP	E1 Amenity Green Space	FHDC
36b	Heasman Close	Severals	CB8 0GR	2006	2	LAP	E1 Amenity Green Space	FHDC
	Memorial Hall Gardens	St Mary's	CB8 8JP	2006	9	LEAP	A1 formal Park	Newmarket TC

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Joint Executive (Cabinet) Committee



Title of Report:	Single Council Preparations: Approval to Consult on Harmonised Regulation and Licensing Policies	
Report No:	CAB/JT/18/018	
Report to and date:	Joint Executive (Cabinet) Committee	24 July 2018
Portfolio holders:	Alaric Pugh SEBC Portfolio Holder for Planning and Growth Tel: 07930 460899 Email: alaric.pugh@stedsbcc.gov.uk	Lance Stanbury FHDC Portfolio Holder for Planning and Growth Tel: 07970 947704 Email: lance.stanbury@forest-heath.gov.uk
Lead officer:	David Collinson Assistant Director (Planning and Regulatory Services) Tel: 01284 757306 Email: david.collinson@westsuffolk.gov.uk	
Purpose of report:	To consider proposals to consult on policies to be harmonised during 2018/2019 in preparation for single council.	
Recommendation:	<p>It is <u>RECOMMENDED</u> that, the Joint Executive (Cabinet) Committee:</p> <p>(1) agrees to the proposed approach for consultation on the following policies:</p> <ul style="list-style-type: none"> (a) Taxi policy (b) Street Trading and Vending policy (c) Enforcement policy; and <p style="text-align: right;"><i>Continued over.....</i></p>	

	<p>(2) notes that the FHDC Portfolio Holder for Planning and Growth will be asked to take decisions on undertaking the following consultations under their existing delegated authority:</p> <p>(a) Statement of Licensing Policy; and (b) Newmarket Cumulative Impact Area</p>		
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>		
<p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>			
Consultation:	Consultations will follow approval		
Alternative option(s):	Consult on options		
Implications:			
<p>Are there any financial implications? <i>If yes, please give details</i></p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<p>Are there any staffing implications? <i>If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Other than time required to prepare and run consultations</p>		
<p>Are there any ICT implications? <i>If yes, please give details</i></p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<p>Are there any legal and/or policy implications? <i>If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> Need to harmonise policies as part of preparing for single Council Consultation responses will inform the decision making process for the new harmonised policies 		
<p>Are there any equality implications? <i>If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>We will ensure relevant representatives of groups with protected characteristics are targeted through all of our consultations. See paragraph 2.3 for further details.</p>		
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Potential for misunderstanding of our intentions for harmonising these key policy areas	Medium	Communications supporting consultation and explanatory notes will set out our intentions clearly	Low
Reputational risk if we overpromise and plans for future review cannot deliver	Medium	Defined scope of future reviews	Low

Ward(s) affected:	All West Suffolk Ward/s
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	
Documents attached:	<p>Appendix A: Decision-making timetable</p> <p>Appendix B: Summary of proposals for harmonisation (for taxis and street trading licensing)</p> <p>Appendix C: Draft West Suffolk Enforcement Policy</p>

1. Key issues and reasons for recommendation(s)

1.1 Policy Harmonisation for single council

- 1.1.1 As we move to a single Council we need new West Suffolk policies that reflect the purpose of regulation in protecting the public, regulating business activity and enabling growth.
- 1.1.2 Updating the policy framework is a matter for the Shadow Authority and Executive, taking advice from the Licensing and Regulatory Committees and Officers. The approach to the review takes into account the principles set out in the Single Council Implementation Plan developed for that purpose. Specifically these principles set the following parameters for the scope of this review:
- i) avoidable decisions on the policy differences will not be taken now;
 - ii) transitional arrangements will be made for unavoidable decisions; and
 - iii) policy improvements will not be made solely as a result of single council, only if they were already planned or required as part of business as usual.
- 1.1.3 Consulting relevant stakeholders is an essential part of the policy making process. Decisions for consultation and sign-off are being taken at the most appropriate level with regard to legislation and complexity. Consequently, it is recommended the Joint Executive (Cabinet) Committee reviews and approves the consultation process set out in section 2 of this paper.
- 1.1.4 This report summarises our approach to the more complex policy harmonisations, some of which include transition options. Separately, the following already harmonised policies require decisions for renewal and will be presented to the executives as part of normal business :

- Contaminated Land Strategy
- Gambling Act Statement of Policy.

Separately, the following harmonisation decisions will need to be made for the planning and regulatory service:

- Licence fee harmonisation (see 1.7)
- Annual hackney carriage fare setting and harmonisation (see 1.8)
- Skin piercing byelaws

Skin piercing byelaws have been reviewed and legal advice has determined that no action is required now.

- 1.1.5 It is also worth noting that there is a separate process for existing harmonised policies to collectively be 'rolled forward' to the new single council. A recommendation will be considered later in the year around the process for turning existing joint policies into single policies, where the only changes required are rebranding and technical wording changes, for example: "councils" to "council". For planning and regulatory policies, this recommendation will cover:

- Housing Assistance policy
- Civil Sanctions Policy dealing with rogue landlords
- Houses in Multiple Occupation (HMO) guidance
- Joint development management policies
- Sex establishment licensing
- Empty homes strategy
- Park homes
- Gambling Act Statement of Policy (subject to FHDC and SEBC adoption)
- Statement of Licensing Policy (subject to FHDC adoption)

1.1.6 To provide additional context, there are additional planning and regulatory publications and decisions required for 2018/19, in the normal course of business as they are due for renewal:

- Food Services Safety Plan
- Air Quality Management Area declaration
- Local Air Quality Management annual report

1.1.7 The policy areas listed below are covered in this paper. The longevity of the proposed policy changes depends on the policy area. For example, future policy reviews are being planned for West Suffolk Taxi and Street Trading and Vending policies to account for parameter ii) above. The following approaches are recommended:

- Enforcement Policy – aligned and fit-for-purpose policy for West Suffolk
- Taxi policy – transitional arrangements
- Street Trading and Vending – transitional arrangements
- Statement of Licensing Policy – no policy differences for harmonisation
- Newmarket Cumulative Impact Area - decision required on whether the Area policy should be renewed
- Hackney vehicle fares– adoption of harmonised fares across West Suffolk following first stage alignment in June 2018
- Licence fees for taxi and street trading and vending licences – adoption of harmonised licence fees for West Suffolk.

1.1.8 A joint informal working group of the Licensing and Regulatory Committees took place on 19 June 2018 with the aim of providing early feedback on the proposed options. The proposals outlined below were deemed sensible by those who attended and the opportunity for future reviews was welcomed. Helpful ideas and challenge were provided for further developing the policies once the single council is established.

1.2 **Enforcement Policy**

1.2.1 The new West Suffolk Enforcement Policy (Appendix C) aims to be an 'overarching' policy that outlines the principles for good enforcement. There are also some service-specific details, which are set out where appropriate in separate documents for example the housing Civil Sanctions policy. The draft policy is a 'code of practice' style document that describes good enforcement that supports our strategic objectives. The updated policy reflects the latest

understanding of the way 'better regulation' can support our strategic objectives.

1.2.2 Officers are of the opinion that the process for adopting the draft policy does not require transitional arrangements (before April 2019) as the overarching policy aims to be a summary of the principles for good enforcement already adopted by our services. It also captures universal enforcement actions utilised across the board. The policy will be reviewed on a regular basis to ensure that it is up to date.

1.2.3 As part of the draft Enforcement Policy, guidance focussing specifically on how the council undertakes surveillance in line with the Regulation of Investigatory Powers (RIPA) will be appended to the policy when published. This is a guidance document on the legislation aimed primarily at officers.

1.3 **Transition Arrangements for Taxi Policy**

1.3.1 The existing handbooks approved currently by the Councils set out licence requirements for hackney carriage and private hire vehicles and drivers, alongside private hire telephone operators. The number of licences held under these policies are as follows:

Licence Type	FHDC	SEBC
Hackney carriages	129	71
Private hire vehicles	44	330
Private hire operators	18	75
Drivers	199	474
Total licences	390	920

1.3.2 Almost all sections of these policies were aligned in 2017. The creation of a new West Suffolk Council will mean a single licensing authority for all of West Suffolk therefore cars can operate anywhere. This requires alignment of the remaining policy areas. The current position and transition proposals are set out below and further detail can be found in Appendix B.

1.3.3 Livery

Hackney carriages need to be recognisable to the public as the type of taxi that can ply for hire on the street. All hackney vehicles are required to have a roof sign and council licence plates to identify them. Some authorities also impose a livery on their hackney carriages for the following reasons:

- Additional identifier as a vehicle insured to ply for hire on the curb
- Increased ability for the trade to self-regulate in terms of differentiating between private hire vehicles and hackney carriages, and classify those vehicles that can legitimately trade in the area from those that cannot
- A standard livery also is thought to improve the appearance of the hackney carriage fleet and enhance an area's public image.

1.3.4 Currently only Forest Heath hackney carriage vehicles are required to have a livery. This consists of a black base colour and yellow bonnet and tailgate or boot. In harmonising policy, it is recommended that we do not enforce a livery across West Suffolk from 1 April 2019 but recommend that all new or replacement cars put on the road are black. This recommendation will ensure vehicle owners will not lose out ahead of any future livery decision by West Suffolk Council. There will be no requirements for existing licensed vehicles to change, subject to any future review.

1.3.5 Age of Vehicle upon first licensing or vehicle replacement

Vehicle age is a commonly used criterion to review vehicle condition when licensing a taxi vehicle for the road. However, there is limited consensus among licensing authorities on the maximum age a vehicle can be safely used for public hire. This is because age is only an indicator and not a definitive marker of vehicle safety.

1.3.6 We need to harmonise the maximum age requirements so we can provide licences on a consistent basis across West Suffolk from 1 April 2019. The average maximum age restriction upon first licensing was 5 years across 14 local authorities reviewed. 5 years is therefore considered a reasonable compromise on age for private hire vehicles and reflects what has been more widely adopted by other councils.

The current requirements and transition proposals are set out in the table below. These proposals reflect the need for minimum consistent standards:

Class of Vehicle	FHDC	SEBC	Transition
Private hire vehicles	3 years and 3 months for all vehicles	7 years	5 years
Saloon hackney vehicles		7 years	3 years 3 months
Wheelchair accessible hackney vehicles		New upon first licensing (delivery mileage only)	1 year upon initial licensing (and 3 years 3 month upon replacement)
Private hire vehicle age exemption		Vehicles in good condition (introduced in 2017, SEBC only)	Keep exemption but tighten criteria for eligibility and 'good condition'

1.3.7 Byelaws

Byelaws are currently included as part of the existing policy framework. They are location specific, differ in length and repeat existing policy requirements. External legal advice provided to our Councils is that byelaws are becoming obsolete for taxi licensing and should be replaced by formally adopting underlying legislation. Given that the licensing requirements set out in the current and proposed handbooks replicate the byelaws, it is proposed that the byelaws are revoked.

1.3.8 New national guidance recommendation

There is also an additional proposed option to update public safety aspects of policy in response to new national guidance. Our policy already complies with most of this guidance. The only area for improvement is to increase requirements for private hire vehicle operators to further support public safety. Operators collect personal data, commonly over the phone, and the need for appropriate background checks and complaints procedures in place is recognised and will be included in the future policy review.

1.3.9 It is proposed we introduce a requirement for all complaints from customers to be logged and reported to the council. A later review can use this data and further improvements based on evidence and best practice can be considered.

1.4 **Transition arrangements for Street Trading and Vending Policy**

1.4.1 The two current policies outline the approach and licensing requirements for specific 'consent' areas covering relevant street furniture, trading from an isolated pitch and café vending outside premises.

1.4.2 The current position is set out below:

Licensed Street traders and vendors		Registered catering facilities
FHDC	SEBC	85 (63 hot food and 22 cold food)
8 street trading permits	6 street trading permits 8 cafe permits (Bury St Edmunds only)	

1.4.3 The 85 catering facilities are registered with the councils' Food Safety team but do not have a street trading and vending licence as they do not operate within one our current consent areas. Therefore, they do not currently fall under the relevant street trading and vending policy.

1.4.4 The Forest Heath policy was developed in 2012 and street trading guidance updated in 2014 is fairly detailed in its approach. St Edmundsbury policy was revised in 1999 and needs refreshing. The following policy differences must be harmonised for Single Council (detailed proposals are set out in Appendix B):

- Food safety and health and safety certification required as part of the application process
- Specify pitch on licence as standard
- Retain current consent areas:
 - FHDC:
 - Brandon (Market Hill),
 - Mildenhall (Market Place),
 - Newmarket (Sun Lane, Wellington St, Birdcage Walk)
 - All council car parks in these areas
 - SEBC:
 - Bury St Edmunds: (Angel Hill, Station Hill)
 - Haverhill (High St, Hamlet Rd, Camps Rd, Queen St)

1.5 **Statement of Licensing policy**

This is a policy that full council is statutorily required to approve. It is a statement of our actions under the Licensing Act 2003, relating to the retail or supply of alcohol, regulated entertainment and late night refreshment. There are no policy differences between the Forest Heath District Council and St Edmundsbury Borough Council documents.

The Forest Heath policy is due for renewal in January 2019. The Shadow Executive (Cabinet) will be asked to adopt the policy, subject to subsequent approval by FHDC Council, as part of a group of policies to be 'rolled forward' to the new single council (as set out in paragraph 1.1.5).

1.6 **Cumulative Impact Area – Newmarket**

The Licensing Act 2003 set outs provision for the creation of area-based Cumulative Impact Areas (CIA), previously known as Cumulative Impact Policies (CIP), in areas where there is high concentration of licensed premises and crime statistics suggest it is required. Cumulative impact is the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. We currently have two CIAs, in Bury St Edmunds and Newmarket. The Newmarket CIA is due to expire in January 2019. It is recommended that the public and other key stakeholders are consulted on whether to renew the Newmarket CIA in its current form.

1.7 **Licence Fees**

1.7.1 We need to harmonise fee structures for taxi and Street Trading and Vending licences in preparation for single council. These harmonised fees will be agreed as part of the budget setting for the shadow council.

1.8 **Hackney Carriage Fares**

1.8.1 Fares that hackney carriage drivers charge the public are currently agreed annually by the Licensing and Regulatory Committees. The harmonisation of fares for single council will be agreed through the appropriate process.

2. Approach for Consultation

2.1 **Timing and Approach**

2.1.1 The timeline for policy development and democratic process is set out in Appendix A. Officers have planned time for consultation, reviewing policy and final decisions ahead of February 2019 to ensure the harmonised policies are in place for 1 April.

2.1.2 We will ensure the communications messages as part of consultation emphasise that these are only short term policy arrangements until such time in 2019/20 when a more extensive review can be undertaken. This will be complemented by targeted engagement with trade associations and representatives. We will agree the timetable for future policy reviews with Portfolio Holders in due course.

2.2 **Policies**

2.2.1 Taxi Policy

A six week public survey consultation is proposed for policy changes in September and October 2018. Stakeholder forums are also being planned based on the existing taxi driver forums, in parallel to ensure continued communication with the trade.

2.2.2 Early engagement with the trade and feedback from the first joint Licensing and Regulatory committee workshop has highlighted concerns around single council adversely affecting patterns of demand for taxis. Hackney carriage licensees perceive that there will be overcrowding of taxi ranks and fall in demand due to vehicles being able to move across both council areas.

2.2.3 To support future provision once single council is in place, we propose commissioning an independent specialist to undertake staged analysis of the demand both now and after single council. This will take the form of a review known as a 'taxi unmet demand survey'. If the evidence suggests there will be a significant changes in demand we can then implement a range of positions, such as preferentially licensing certain types of vehicles or introducing a limit on new registrations for a specified time period.

2.2.4 Street Trading and Vending Policy

The Street Trading and Vending consultation will run in parallel with the taxi consultation. This will take the form of public and trade surveys with tailored questions.

2.2.5 Enforcement Policy

An 8 week public consultation will take place throughout August and September in the form of a survey. Targeted engagement will also take place with the following groups:

- Police
- Fire and Rescue Service
- Town and Parish Councils
- Suffolk County Council – Trading Standards and Highways
- Neighbouring Authorities
- Business operators, represented by organisations such as:
 - BIDs
 - Menta
 - Chambers of Commerce
 - New Anglia Growth Hub.

2.2.6 Statement of Licensing Policy

Only statutory consultees will be notified of the new FHDC policy, since there will be no change in substantive content. Statutory consultees comprise of:

- The Chief Officer of Police for the area
- The Fire Authority
- Bodies representing local holders of premises licences
- Bodies representing local holders of club premises certificates
- Bodies representing local holders of personal licences
- Bodies representing business and residents in its area.

2.2.7 Newmarket Cumulative Impact Area

The public will be consulted on the Newmarket CIA in parallel, alongside targeting key stakeholders with an interest in the locality such as:

- Statutory consultees above
- Town and parish councils
- Newmarket BID
- Newmarket Chamber of Commerce
- Trade associations
- Residents of the Newmarket CIA and surrounding area.

2.3 **Equality and Diversity**

Equality impact assessments will be drafted for each policy ahead of consultation. Impact on groups with protected characteristics will be identified and representative groups will be included in our targeted engagement as part of the consultations.

Appendix A: Policy decision-making timetable

FORUM AND DATE (EXCLUDING PH SIGN-OFF*)				POLICY AREA/PUBLICATION/DECISION
FOR CONSIDERATION	APPROVAL TO CONSULT (decision taker)	CONSULTATION PERIOD	SIGN OFF	
19 June L&R Cttee Joint Workshop				<ul style="list-style-type: none"> Taxi Street Trading and Vending Newmarket CIA Enforcement Statement of Licensing
		July/August		<ul style="list-style-type: none"> Statement of Licensing (statutory consultees only) Newmarket CIA
	24 July Joint Cabinet			<ul style="list-style-type: none"> Taxi Enforcement Street Trading and Vending Newmarket CIA
Proposed L&R joint Cttee following consultation		August/September		<ul style="list-style-type: none"> Enforcement
		September/October		<ul style="list-style-type: none"> Taxi Street Trading and Vending
			18 September Shadow Executive (conditional adoption, see paragraph 1.1.5)	<ul style="list-style-type: none"> All policies to be 'rolled forward' to the new single council Recommend Statement of Licensing policy and Newmarket CIA are adopted by the shadow (subject to FHDC adoption before January 2019)
			6 November Joint Cabinet	<ul style="list-style-type: none"> Statement of Licensing Newmarket CIA
			19 December FHDC Council	<ul style="list-style-type: none"> Statement of licensing Newmarket CIA
			22 January 2019 Shadow Cabinet	<ul style="list-style-type: none"> Taxi Street Trading and Vending Enforcement

Appendix B: Summary of proposals for harmonisation

Taxi Licensing

Area	Current Position	Harmonisation Proposal	Impact
Hackney vehicle Livery	FHDC: black and yellow vehicles (yellow bonnet and boot lid/tailgate) and council licence plate SEBC: no livery NB: all vehicles have council plate, roof sign and council licence plate	No change for FHDC or existing licensed SEBC vehicles. Black vehicle body colour to be recommended for new or replacement vehicles.	Liability: no requirement to enforce a livery Cost: minimal limitation imposed on choice of vehicle Safety: small risk of confusion
Vehicle age NB: vehicle safety is primarily enforced through annual vehicle testing by garages	Licensing maximum age: FHDC: 3 years 3 months upon initial licensing or replacement of any vehicle SEBC: <ul style="list-style-type: none"> Wheelchair accessible hackneys: brand new upon first licensing, 3 years 3 m upon replacement Saloon hackneys: 7 years Private Hire Vehicles: 7 years (exemption introduced in 2017 for vehicles in exceptional condition) 	Minimum consistent standard: Initial/replacement licensing maximum: Private Hire Vehicles: 5 yrs Hackneys: 3 yrs 3 m Wheelchair accessible hackneys: 1 year initial and 3 yrs 3 m on replacement Saloon vehicles (pre-2008): 5 yrs Exemption for PHVs: keep until later review and update criteria in the meantime	Liability: alignment with neighbouring authorities Cost: cost to business to purchase younger vehicles Safety: assurance for public and council that we provide same standard for all licensees across West Suffolk Service level agreement with garages recommended to ensure further vehicles are only passed if safe
Byelaws	Currently included as part of the handbooks. They are location specific, differ in length and repeat surrounding guidance	Apply to revoke byelaws. (All policy requirements duplicated in surrounding policy)	No policy change
Telephone operator policy	New benchmarking guidance includes additional requirements to ensure operators handle customer data safely and respond to complaints	Additional requirement for private hire operators to report any complaints from the public the council and log it.	Liability: obligation to investigate complaints Cost: minimal - administrative Safety: ensuring all complaints are investigated giving the public a higher standard of safety

Street Trading

Area	Current Position	Harmonisation Proposal	Impact
Application: Health & Safety documents	FHDC: extensive list of certificates/proof documents required for application SEBC: limited requirements	Adopt FHDC requirements for health and safety information as part of the application process	Liability: gives additional assurance Additional resources required: none Cost to business: small - extra certification applications Safety: increased assurance of compliance with health and safety standards
Specification of pitch location on licence	FHDC: not specified on licence but licence holder must inform council of intended pitch location(s) SEBC: location specified on licence and enforced in consent areas NB: Businesses already required to inform council about changing pitch location	Specify and enforce current pitch location across West Suffolk consent areas	Liability: no impact Additional resources required: small increase in enforcement time Cost to business: none Safety: easier for council to track
Consent areas	FHDC: Brandon (Market Hill), Mildenhall (Market Place), Newmarket (Sun Lane, Wellington St, Birdcage Walk) and all council car parks SEBC: Bury St Edmunds: (Angel Hill, Station Hill) Haverhill (High St, Hamlet Rd, Camps Rd, Queen St)	Retain current consent areas until there is sufficient time to conduct a wider review	Liability: no impact Additional resources required: none Cost to business: none Safety: no change

West Suffolk Council Enforcement Policy

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1 Introduction – Scope and Purpose

- 1.1 This policy applies to the enforcement activities carried out by West Suffolk Council (the Council). It is an overarching document that describes our approach to our regulatory functions. Additional specific requirements are set out in separate policies and guidance for some specific services, including those referenced in part 6 below.
- 1.2 This policy does not apply to the Anglia Revenues Partnership as there is separate enforcement policy.
- 1.3 Effective regulation plays an important part in how West Suffolk Council works to protect and support our residents, businesses and the environment. Our regulatory activity supports the objectives of the Council to safeguard individual and community health and well-being and to engage effectively with businesses to provide confidence in investment in our area and to support business success. Our regulatory activities are undertaken for the collective benefit all residents and business.
- 1.4 Within the context of this Policy, 'enforcement' includes action carried out in the exercise of, or against the background of, statutory enforcement powers or other regulatory measures the Council may take in the interests of our Council area. This is not limited to formal enforcement actions, such as prosecution or issue of notices, and includes prevention measures such as inspections to check compliance with legal or other requirements and the provision of advice and guidance to support regulatory compliance.
- 1.4.1 The aim of this Enforcement Policy is to explain the principles that the Council follows, and typical enforcement actions, when taking enforcement/regulatory decisions that we make in support of a fair and safe trading environment, and to protect our residents and the environment. This policy aims to ensure that decisions are consistent, fair and proportionate to the circumstances, and taken in an accountable manner.
- 1.4.2 The Policy is consistent with the Principles of Good Regulation¹ and has due regard to the Regulator's Code².
- 1.5 This policy is intended to provide guidance for officers, businesses and residents rather than to set down a prescriptive set of rules. Nothing in this policy should be construed as restricting the discretion of the Council to take enforcement action in cases where it is considered to be in the public interest.
- 1.6 This enforcement policy will be subject to regular review and amendments will be made when necessary as a result of identified improvements which contribute to the aims of the Council. Review of the enforcement policy will take account of any responses received from affected persons and any other relevant comments. Compliance with this policy will be monitored on an ongoing basis.

¹ S21, Legislative and Regulatory Reform Act 2006

² Last issued 6th April 2014 in accordance with s23, Legislative and Regulatory Reform Act 2006

2 Principles of Enforcement

2.1 General

- 2.1.1 The Council has a duty to protect public safety and the environment and to ensure that our resources used for enforcement purposes are effective.
- 2.1.2 To meet this duty, the Council has the duty or power to enforce a wide range of rules and regulations which affect individuals and businesses for the benefit of all in the West Suffolk area.
- 2.1.3 To reduce the administrative burdens on those that are subject to regulation, a risk based approach will be used where appropriate to target council resources on the areas that need them most. We apply the principle that no regulatory activity should take place without a reason.
- 2.1.4 The Council supports the principle of self-regulation to reduce the burden on businesses, and will, as part of its ongoing assessment of how regulatory services are provided, always look to find ways for those that are regulated to comply with the rules with minimal intervention from the council.
- 2.1.5 Everyone in West Suffolk can play a part in the way regulation is achieved. By providing advice and signposting we can support the public and businesses to avoid problems and resolve any issues they identify.

2.2 Transparency

- 2.2.1 Where possible the Council will seek to ensure that people affected by formal action are informed of what is planned, and allow for discussion and time to respond before the action is taken. These arrangements must have regard to legal constraints and requirements.
- 2.2.2 When an enforcement notice is served it will say what needs to be done, why, and by when. There will be a clear distinction between legal requirements and recommended actions.
- 2.2.3 The Council is committed to equality and all communications will be in a clear, accessible, concise, format using media appropriate to the target audience, in plain language. Where businesses or the public do not have English as a first language translations of correspondence will be provided on request.
- 2.2.4 This Enforcement Policy is published on the West Suffolk Council website, and further guidance about specific areas, may also be published.
- 2.2.5 The publicity generated by legal proceedings acts as a deterrent to others, and reassures the general public that the Council takes a serious view of illegal behaviour. Therefore the outcome of court proceedings may be published, including required undertakings; as part of this the name of the defendant(s) may be included, unless otherwise directed by the Courts.

2.2.6 Where there are ongoing breaches of the law the Council may also use publicity in order to raise awareness, warn residents and increase compliance. This may involve publishing the name of an individual(s) and/or business found to be breaching the law. In reaching a decision as to whether to publish such information, the Council will consider the following factors:

- The specific details of the offence committed or detrimental activity.
- The public interest in disclosing personal information e.g. the deterrent effect of the publication.
- Whether the publication would be proportionate.
- The personal circumstances of the offender.
- Community cohesion.

2.3 **Consistency**

2.3.1 Officers are required to act in accordance with this enforcement policy and the Council's conduct standards.

2.3.2 The Council will carry out its enforcement and advisory functions in an equitable, practical and consistent manner. Relevant policy and guidance will be adopted and adhered to and officers carrying out regulatory functions will be suitably trained, qualified and authorised to undertake their enforcement duties, and understand the principles of good regulation.

2.3.3 Where appropriate, we will publish clear service standards providing information on:

- a) How the Council communicates and how the appropriate officers and Council services can be contacted
- b) The Council's approach to providing information, guidance and advice
- c) Any applicable fees and charges; and
- d) How to comment or complain about the service provided and the routes to appeal.

2.4 **Proportionality**

2.4.1 The Council is committed to avoiding the imposition of unnecessary regulatory burdens and will endeavour to minimise the cost of compliance for business by ensuring that any action taken, or advice offered, is proportionate to the seriousness of the breach, as well as the risk to people, property, the community or the environment. In doing so the chosen approaches will be based on relevant factors including, for example, business size and capacity.

2.4.2 Notice of routine inspection visits will usually be given, unless there is a legal requirement to visit unannounced, or there is a specific reason for not giving prior notice. For example this would include where the identity of the person or premises is unknown, or where it would defeat the objectives of the inspection visit to give such notice.

2.4.3 As far as the law allows, account of the circumstances of the case and attitude of the people involved when considering action will be taken. Care

will be taken to work with businesses and individuals so that, where practicable, they can meet their legal obligations without unnecessary expense, to support and enable economic growth will also be taken.

2.4.4 The most serious formal action, including prosecution, will be reserved for persistent and/or serious breaches of law.

2.5 Accountability

2.5.1 The Council will actively work with businesses and individuals to advise and to assist with compliance and requests for help. Contact points and telephone numbers will be provided for business and public use.

2.5.2 The Council will endeavour to carry out visits and inspections at a reasonable time where appropriate to do so. Council officers will show their identification (and authority if requested) at the outset of every visit and explain the reason for the visit, unless the nature of any investigation requires otherwise.

2.5.3 Out of hours contact for services will be provided where there is a need for an immediate response/risk to public health, safety or damage to property, infrastructure or the environment.

2.5.4 The whole range of enforcement activities will be dealt with as promptly and efficiently as possible in order to minimise time delays.

2.5.5 Where appropriate, feedback questionnaires will be used to gather and act upon information about the services we provide.

2.5.6 The Council may include information to highlight new legal requirements on its website, with information provided following an inspection or visit; and by providing or signposting advice and information to help businesses and individuals keep up to date.

3 Good Practice

3.1 Targeted (Intelligence and Risk Led) Enforcement

3.1.1 Enforcement will be primarily targeted towards those situations that give rise to the most serious risks, and against deliberate breaches. Other determining factors will include local priorities, Government policy and priorities, new legislation, national campaigns and public concerns.

3.1.2 By having a coherent and robust intelligence system, effective strategies can be formed to enable and co-ordinate solutions to particular problems. This enables the identification of new, current and emerging issues, allowing provision of strategic and tactical solutions on how the issues can best be tackled.

3.2 Supporting the local economy

3.2.1 A key element of the Council's activity will be to facilitate and encourage economic progress against a background of protection.

3.2.2 Wherever possible, the Council will work in partnership with businesses and individuals, and with town and parish councils, voluntary and community organisations, to assist them with meeting their legal obligations without unnecessary expense.

3.3 Reducing enforcement burdens

3.3.1 If there is a shared enforcement role with other agencies, e.g. the Police, Environment Agency or other local authorities, the Council will consider co-ordinating with these agencies to minimise unnecessary overlaps or time delays and to maximise its overall effectiveness. The Council will also liaise with the other regulators to ensure that any proceedings instituted are for the most appropriate offence.

3.3.2 The Council will follow the principle of “collect once, use many times” and share information collected with other local authority regulatory services to minimise business impact. Partner enforcement agencies routinely exchange information and in doing so we will ensure we follow the requirements of the data protection legislation, and other relevant legislation, in force at the time.

4 Enforcement Actions

4.1 For the purposes of this document ‘formal action’ includes: Prosecution, Simple Cautions, Enforcement Orders, Issue of Notices, Monetary Penalties, Seizure, Suspension, Forfeiture, Revocation/Suspension of a licence, registration or approval, Works in Default or any other criminal or civil/injunctive proceedings or statutory sanctions, applied either separately or in any other combination.

4.2 When formal enforcement action is taken, and where appropriate, the Council may seek to recover its enforcement costs, including the making of formal applications for costs through the courts.

4.3 Nothing in this policy shall be taken to compel the Council to take enforcement action. In certain instances the Council may conclude that an enforcement response is not appropriate given the circumstances. Any decision to deploy enforcement powers will be taken in the context of operational priorities and this policy.

4.4 In deciding what enforcement action to take, the Council will have regard to the following aims:

- to change the behaviour of the offender
- to eliminate financial gain or benefit from non-compliance
- to be responsive and consider what is the most appropriate sanction for the particular offender and the regulatory issue concerned
- to be proportionate to the nature of the offence and the harm/potential harm caused
- to repair the harm caused to victims, where appropriate to do so

- to deter future non-compliance.
- to maintain the trust and confidence of our communities

- 4.5 Any decision to undertake formal enforcement action will be taken in the context of the evidence available, operational priorities, this policy and the Council Constitution and scheme of delegations.
- 4.6 Where a right of appeal against a formal action exists other than through the courts, advice on the appeal mechanism will be clearly set out in writing at the time the action is taken.
- 4.7 Where formal enforcement action, such as a simple caution or prosecution, is taken, the Council recognises that there is likely to be an ongoing need for compliance advice and support, to prevent further breaches.
- 4.8 Where it is necessary to carry out a full investigation, the case will be progressed without undue delay. All investigations into alleged breaches of legislation will be conducted in compliance with statutory requirements, time limits and all other relevant legislation (and relevant Codes of Practice), including the requirements of:
- Police and Criminal Evidence Act 1984 (PACE)
 - Criminal Procedure and Investigations Act 1996 (CPIA)
 - Regulation of Investigatory Powers Act 2000 (RIPA)
 - Criminal Justice and Police Act 2001 (CJPA)
 - Human Rights Act 1998 (HRA).
- [This list is not exhaustive and there are requirements from specific legislation enforced]
- 4.9 As part of any criminal investigation process, persons suspected of having committed a criminal offence will, wherever possible:
- be formally interviewed in accordance with PACE
 - be given the opportunity to demonstrate a statutory defence
 - have the opportunity to give an explanation or make any additional comments about the alleged breach
 - be offered translation services where English is not their first language.
- 4.10 Some officers have a wide variety of powers, including the power to enter premises and inspect goods, to require the production of documents or records and, when necessary, the power to seize and detain such material where they believe it may be required as evidence.
- 4.11 Officers may also take with them such other persons as may be necessary as part of their investigations, or when exercising their powers. This may include police officers where there is the possibility of an arrest. In certain cases, Officers may exercise an entry warrant issued by a Magistrate in order to gain access to premises. Officers may also use investigation equipment as part of their duties, including hand held and Body-Worn Video (BWV) cameras. BWV devices are capable of recording both visual and audio information and can provide a number of benefits to enforcement agencies,

including a deterrent to aggressive, verbal and physical abuse towards officers, and in providing additional evidence to support investigations. BWV will usually be deployed on an overt basis for a specific purpose, and where it is necessary and proportionate to do so. Any decision to deploy BWV on a covert basis will be made in accordance with the Regulation of Investigatory Powers Act 2000 (RIPA), related legislation, Codes of Practice and associated Council Policy.

4.12 Whilst recognising that most people want to comply with legal requirements, some will operate outside the law (both intentionally and unintentionally). A staged approach to enforcement will therefore be adopted, with advice and informal action fully explored to resolve the matter in the first instance, if appropriate. However, the Council will consider taking immediate formal action for the most serious breaches, which may include any of the following circumstances:

- Where there is a significant risk to public health, safety or wellbeing, or damage to property, infrastructure or the environment.
- Fraud or deceptive/misleading practices, including those seeking an unfair 'competitive advantage'.
- For matters where there has been recklessness or negligence, causing or likely to cause significant loss or prejudice to others.
- Illegal practices targeted at the young, the elderly or other vulnerable people.
- A deliberate or persistent failure to comply with advice, warnings or legal requirements.
- Where food fails food safety requirements.
- Any act likely to affect animal health or welfare, disease prevention measures, or the integrity of the food chain.
- Obstruction or assault (including verbal assault) of an officer in the execution of their duties.
If it is in the public interest to do so.

4.13

In addition to our statutory responsibilities under the Health & Safety at Work Act 1974, we expect our staff to be able to undertake their work without experiencing any risk of harm to their health or property. We operate a range of provisions to protect our staff from any actions targeted at them that may constitute violence at work. Furthermore, we will not tolerate, and will take appropriate action in response to any such behaviour towards our staff, including obstruction, whilst they are undertaking their enforcement duties.

4.14 **The Council's Enforcement Options**

4.14.1 **Advice, Guidance and Support**

The Council is committed to using advice, guidance and support as a first response to the majority of breaches of legislation and any initial requests for advice from individuals or businesses on non-compliance will not in themselves directly trigger enforcement action. The Council will seek to assist in rectifying such breaches as quickly and efficiently as possible, where there is a clear willingness to resolve the matter, thus avoiding the need for

further enforcement action. Any correspondence will clearly differentiate between legal requirements and good practice, and indicate the regulations contravened and the measures which will enable compliance. Follow up checks will be carried out on a risk and intelligence-led basis and where a similar breach is identified in the future, previous advice will be taken into account in considering the most appropriate enforcement action to take on that occasion.

- 4.13.2 Compliance advice can be provided in the form of a verbal or written warning. In doing so we will clearly explain what should be done to rectify the problem, and how to prevent re-occurrence. Warnings cannot be cited in court as a previous conviction, but may be presented in evidence.

4.14 **Verbal or Written Warning**

Compliance advice can be provided in the form of a verbal or written warning. In doing so we will clearly explain what should be done to rectify the problem, and how to prevent re-occurrence. Warnings cannot be cited in court as a previous conviction, but may be presented in evidence.

4.15 **Statutory (Legal) Notices**

- 4.15.1 Statutory Notices are used as appropriate in accordance with relevant legislation. Such notices are legally binding. Failure to comply with a statutory notice can be a criminal offence and may lead to prosecution and/or, where appropriate, the carrying out of work in default.
- 4.15.2 A statutory notice will clearly set out actions which must be taken and the timescale within which they must be taken. It is likely to require that any breach is rectified and/or prevented from recurring. It may also prohibit specified activities until the breach has been rectified and/or safeguards have been put in place to prevent future breaches. Where a statutory notice is issued, an explanation of the appeals process for such notices will be provided to the recipient.

4.16 **Monetary Penalties**

- 4.16.1 Fixed or variable monetary penalties may be issued where there is a specific power or delegated authority to do so and under the following circumstances:
- To provide an effective and visible way to respond to less serious crimes without going to court
 - As a response to genuine problems or as part of a wider enforcement strategy.
- 4.16.2 Where the offender fails to discharge their liability resulting from any monetary penalty issued, alternative enforcement action will be considered under this policy (including prosecution of the initial offence). Where prosecution is brought; an assessment will be made of other offences that may also have been committed in order that those charges may be considered at the same time.

4.16.3 Consideration will be given to the adoption of alternative remedies to the issue of a monetary penalty, such as those involving dedicated advice and training sessions, which aim to change the behaviour of the offender, whilst remaining proportionate to the nature of the offence and the harm/potential harm caused.

4.17 Licences, Permits, Registrations and Approvals

The Council has a role to play in ensuring that appropriate standards are met in relation to licences, permits, registrations and approvals. If deemed necessary, the Council may seek to review, temporarily remove or revoke any licence, registration or approval if made aware that actions have been carried out which undermine scheme objectives and/or would be unlawful. This includes those issued by other agencies.

4.18 Seizure

4.18.1 Some legislation permits the seizure of items such as goods and documents that may be required as evidence. When goods are seized, an appropriate receipt will be given to the person from whom they are taken. Occasionally, the voluntarily surrender and transfer ownership of illegal goods to the Council may be requested.

4.18.2 When officers seize food for failing food safety requirements, or animal feed for non-compliance with feed law, an application will be made to the Court for a condemnation order, for the illegal product to be destroyed. Details of where and when this application will be made will be provided to allow interested parties to attend the hearing.

4.19 Detention

Where food is suspected of failing food safety requirements, or where animal feed does not comply with specified feed law, it may be detained to allow further investigation. When food or animal feed is detained, a notice of detention will be provided, detailing the detention arrangements, including the location where the product(s) will be detained.

4.20 Forfeiture

Where an accused has not agreed to voluntarily surrender any infringing goods then, on successful conclusion of legal proceedings, forfeiture may be applied for. This does not preclude the Council from taking forfeiture proceedings in their own right in appropriate circumstances.

4.21 Injunctive Actions, Enforcement Orders etc.

4.21.1 The Council will consider formal civil enforcement action in pursuance of breaches of law which have a detrimental impact on the collective interests of consumers or businesses.

4.21.2 When considering formal civil enforcement action, an officer will, where appropriate, first discuss the circumstances with those suspected of a breach and, through consultation, attempt to resolve any issues. Alternatively a range of enforcement actions will be considered to redress detrimental practices. These include the following:

- informal and formal undertakings
- interim and other court orders
- contempt proceedings.

4.21.3 The Court may be asked to consider other remedies as part of any proceedings, including compensation for victims.

4.22 Other Sanctions

The Council will consider other sanctions where legally available and appropriate to do so, including criminal behaviour orders under the Anti-Social Behaviour, Crime and Policing Act 2014, injunctions under the Local Government Act 1972 or equivalent orders to disrupt and/or prevent activities that may contribute to crime or disorder.

4.23 Taking Animals into Possession/Banning Orders

Under the Animal Welfare Act 2006, if a veterinary surgeon certifies that 'protected animals' are suffering or are likely to suffer if their circumstances do not change, the Council will consider taking them into its possession and applying for Orders for re-imbusement of expenses incurred and subsequent disposal. Other legislation may be appropriate to ensure that similar standards of care and/or control of animals is properly maintained. In some circumstances the Council will also consider applying to the Court to ban a person(s) from keeping animals.

4.24 Simple Cautions

4.24.1 In certain cases a simple caution may be offered as an alternative to a prosecution. The purpose of a simple caution is to deal quickly with less serious offences, to divert less serious offences away from the Courts, and to reduce the chances of repeat offences.

4.24.2 Officers will comply with the provisions of relevant Home Office Circulars. The following conditions must be fulfilled before a caution is administered:

- The offender has made a clear and reliable admission
- There is a realistic prospect of conviction
- It is in the public interest to offer a simple caution; and
- The offender is 18 years old or older at the time that the caution is to be administered.

4.24.3 A simple caution will appear on the offender's criminal record. It is likely to influence how the Council and others deal with any similar breaches in the future, and may be cited in court if the offender is subsequently prosecuted for a similar offence. If a simple caution is issued to an individual (rather

than a corporation) it may have consequences if that individual seeks certain types of employment. Simple cautions will be issued with regard to Home Office and other relevant guidance.

4.25 Prosecution

- 4.25.1 The Council may prosecute in respect of serious or recurrent breaches, or where other enforcement actions, such as statutory notices have failed to secure compliance. The Council recognises that the decision to prosecute is significant and could have far reaching consequences on the offender.
- 4.25.2 Before a decision to prosecute is taken, the alleged offence(s) will be investigated, a report compiled by the investigating officer and the file independently reviewed and authorised in accordance with the Council's procedures. A prosecution will only be considered if the sufficiency of the evidence and the public interest falls within the guidelines as laid down by the Attorney General and Crown Prosecution Service Code for Crown Prosecutors. Prosecution proceedings will only be undertaken if authorised in accordance with the Council's procedures and delegations.
- 4.25.3 Before making a decision whether or not to prosecute, consideration will also be given to:
- How well the prosecution supports the Council's aims and priorities
 - Wider public interest
 - The factors contained in paragraphs 4.4 and 4.12 above of this policy
 - Action taken by other enforcement agencies for the same facts
 - The nature and extent of any harm or loss, including potential harm and loss, and any offer of redress made by the offender to victims
 - The willingness of the alleged offender to prevent a recurrence of the infringement
 - The likelihood of the alleged offender being able to establish a statutory defence
 - The reliability of witnesses
 - The probable public benefit of a prosecution and the importance of the case, e.g. the possibility of establishing legal precedent
 - The scope for alternative routes for redress for victims and their likelihood of success
 - The impact of the intervention on small businesses in particular, to ensure action is proportionate.
- 4.25.4 A conviction will result in a criminal record and the court may impose a fine and, for particularly serious breaches, a prison sentence. The court may order the forfeiture and disposal of non-compliant goods and/or the confiscation of assets.
- 4.25.5 On the conviction of a Director connected with the management of a company the prosecutor will, in appropriate cases, draw to the Court's attention their powers to make a Disqualification Order under the Company Directors Disqualification Act 1986.

4.26 Proceeds of Crime Actions

- 4.26.1 Where appropriate, the Council may seek to recover the benefit that the offender has obtained from their criminal conduct through financial investigation.
- 4.26.2 Financial investigations will be undertaken in accordance with the Proceeds of Crime Act 2002. Such investigations may include applications to the Court requiring financial information to be provided (production orders) or in serious cases applications to freeze and/or confiscate criminal assets (restraint and confiscation orders). Where appropriate, consideration will also be given to seek compensation for victim losses as part of financial investigations.

5. Complaints, Compliments and Comments

- 5.1 If you are unhappy with the action we take or any information or advice we give, you can discuss the matter with the relevant manager. This won't affect our formal complaints procedure or any formal appeal you may make.
- 5.2 If you wish to make a formal complaint you may either complete the online customer feedback form on the Council's website at www.westsuffolk.gov.uk, email [xxx] or write to the freepost address at [XXXX] West Suffolk House, Western Way, Bury St Edmund, Suffolk IP33 3YU. Complaints are fully investigated and responded to within 15 working days.

6. Specific Service Policies/Guidance

[To be added]

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Forest Heath District Council

CAB/JT/18/019

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2018 to 31 March 2019

Publication Date: 22 June 2018

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 March 2019. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, 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 or via Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7EY.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
24/07/18 <i>(Deferred from 22/05/18)</i> Page 148	Custom and Self Build Interim Policy Statement The Cabinet will be asked to agree an Interim Policy Statement which will be used to assess whether or not an application for self/custom build should be granted planning permission and how the West Suffolk Councils (Forest Heath and St Edmundsbury) plan to meet the self/custom build demand in West Suffolk.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including Interim Policy Statement
24/07/18	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee, with exempt Appendices
24/07/18	West Suffolk Single Council Preparations:	Not applicable	(D)	Joint Executive	Lance Stanbury Planning and	David Collinson Assistant Director	All Wards	Report to Joint

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
Page 149	<p>Approval sought to consult on harmonised Licensing and Regulatory Policies</p> <p>The Cabinet will be asked to give approval to consult on the transition options for taxi, street trading and vending policies and a draft enforcement policy.</p>			(Cabinet) Committee	Growth 07970 947704	(Planning & Regulatory) 01284 757306		Executive (Cabinet) Committee, with draft enforcement policy attached
04/09/18 <i>(Deferred from 26/06/18)</i>	<p>Mildenhall Hub</p> <p>Following procurement and further design, the Cabinet will be provided with an update and will be asked to sign-off the final capital and revenue budgets for the Mildenhall Hub project before delivery begins.</p>	Not applicable	(R) - Council 26/09/18 (as appropriate)	Joint Executive (Cabinet) Committee / Council	James Waters Leader of the Council 07771 621038	Alex Wilson Director Tel: 01284 757695	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Council
04/09/18	<p>Annual Treasury Management Report 2018/2019 and Investment Activity 1</p>	Not applicable	(R) - Council 26/09/18	Joint Executive (Cabinet) Committee /	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance)	All Wards	Recommendations of the Performance and Audit

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

Page 150	<p>April to 30 June 2018</p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of approval for the Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2018.</p>			Council		01638 719245		Scrutiny Committee to Joint Executive (Cabinet) Committee and Council
<p>06/11/18 <i>(Deferred from 02/10/18)</i></p>	<p>Review of the West Suffolk Housing Strategy</p> <p>The West Suffolk Housing Strategy is due to be reviewed in 2018. Through the review of the Housing Strategy, there will be the opportunity to reflect priorities, actions and projects set out in the recently adopted Strategic</p>	Not applicable	(R) - Council 21/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	<p>Davina Howes Assistant Director (Families and Communities) 01284 757070</p> <p>David Collinson Assistant Director (Planning and Growth) 01284 757306</p>	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing Strategy review and results of

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

Page 151	<p>Plan 2018-2020. Furthermore, there are a number of additional changes to housing legislation that will be reflected in the Housing Strategy.</p> <p>The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.</p>					<p>Julie Baird Assistant Director (Growth) 01284 757613</p>		consultation
<p>06/11/18 <i>(Deferred from 02/10/18)</i></p>	<p>West Suffolk Joint Tenancy Strategy</p> <p>The Localism Act (2011) introduced a duty for local authorities to produce a Tenancy Strategy. The Cabinet will be asked to consider a Strategy which outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers' approach to issues which</p>	Not applicable	(R) - Council 21/11/18	Joint Executive (Cabinet) Committee / Council	<p>Sara Mildmay-White West Suffolk Lead for Housing 01359 270580</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Simon Phelan Service Manager (Strategic Housing) 01638 719440</p>	All Wards	Report to Joint Executive (Cabinet) Committee, including Tenancy Strategy

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	affect tenants living in West Suffolk, including the management and allocation of affordable housing.							
06/11/18 Page 152	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee
11/12/18 (Deferred from 04/09/18)	West Suffolk Joint Affordable Housing Supplementary Planning Document (SPD) The Affordable Housing Supplementary Planning	Not applicable	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director 9Growth) 01284 757613 Simon Phelan Service Manager (Strategic	All Wards	Report to Joint Executive (Cabinet) Committee, including Supplementary Planning

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
Page 153	Document (SPD) provides additional guidance to Core Strategy Policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) 'Affordable Housing' to ensure that applicants and developers have a clear understanding of affordable housing requirements when considering the submission of a planning application. The Cabinet will be asked to recommend to Council approval of this SPD.					Housing) 01638 719440		Document
11/12/18	Applications for Community Chest Grant Funding 2018/2019 The Cabinet will be asked to consider applications in respect of Community Chest funding for the 2019/2020 year.	Not applicable	(KD) - Applications for the 2020/2021 year and beyond are also subject to the budget setting	Joint Executive (Cabinet) Committee	Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Joint Executive (Cabinet) Committee

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
			process					
11/12/18 Page 154	Treasury Management Report 2018/2019 Investment Activity (1 April to 30 September 2018) The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 30 September 2018.	Not applicable	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council
11/12/18 (Deferred from 02/10/18)	Asset Management Strategy and Asset Management Plan The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee regarding the adoption of a new Asset Management Strategy and associated Asset	Possible Exempt Appendices: Paragraph 3	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Lance Stanbury Planning and Growth 07970 947704	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committee to Joint Executive (Cabinet) Committee and Council with the

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	Management Plan, which has been produced jointly with St Edmundsbury Borough Council.							possibility of Exempt Appendices.
Page 155	Street Vending and Trading Policy This item has been removed from the Decisions Plan as this new policy will now be considered by the Shadow Executive as it will not become effective until after 1 April 2019 when West Suffolk Council is created.				Lance Stanbury Planning and Growth 07970 947704	Peter Gudde Service Manager (Environment and Regulation) 01284 757042		
05/02/19	Treasury Management Report 2018/2019 - Investment Activity (1 April to 31 December 2018) The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the	Not applicable	(R) - Council 20/02/19	Joint Executive (Cabinet) Committee / Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council

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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	period 1 April to 31 December 2018.							
12/03/19 Page 156	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

NOTE 2: KEY DECISION DEFINITIONS

Key decisions are:

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) Be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) Result in any new expenditure, income or savings of more than £100,000 in relation to the Council's revenue budget or capital programme.
 - (iii) Comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of Forest Heath Cabinet and their Portfolios:

Cabinet Member	Portfolio
James Waters	Leader of the Council;
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Ruth Bowman J.P	Future Governance
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance
Lance Stanbury	Planning and Growth

(b) Membership of the Joint Executive (Cabinet) Committee:

Authority	Cabinet Member	Portfolio
Forest Heath District Council	Councillor James Waters Councillor Robin Millar Councillor David Bowman Councillor Ruth Bowman J.P. Councillor Andy Drummond Councillor Stephen Edwards Councillor Lance Stanbury	FHDC Leader of the Council FHDC Deputy Leader of the Council/ Families and Communities FHDC Portfolio Holder for Operations FHDC Portfolio Holder for Future Governance FHDC Portfolio Holder for Leisure and Culture FHDC Portfolio Holder for Resources and Performance FHDC Portfolio Holder for Planning and Growth
St Edmundsbury Borough Council	Councillor John Griffiths Councillor Sara Mildmay-White Councillor Carol Bull Councillor Robert Everitt Councillor Ian Houlder Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	SEBC Leader of the Council SEBC Deputy Leader of the Council/ Housing SEBC Portfolio Holder for Future Governance SEBC Portfolio Holder for Families and Communities SEBC Portfolio Holder for Resources and Performance SEBC Portfolio Holder for Planning and Growth SEBC Portfolio Holder for Leisure and Culture SEBC Portfolio Holder for Operations

(c) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council** (Membership: one Member/two Substitutes per Authority)

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Paul Classen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry (Chairman)	Cllr Ian Houlder	Cllr Bruce Provan (Vice Chairman)
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
Cllr Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 22 June 2018

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2018 to 31 March 2019

Publication Date: 22 June 2018

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 March 2019. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

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- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, 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 or via St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

24/07/18 (NEW) Page 162	West Suffolk Single Council Preparations: Approval sought to consult on harmonised Licensing and Regulatory Policies The Cabinet will be asked to give approval to consult on the transition options for taxi, street trading and vending policies, and a draft enforcement policy.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Joint Executive (Cabinet) Committee, with draft enforcement policy attached.
24/07/18	Suffolk Business Park The Cabinet will be asked to consider proposed options for Suffolk Business Park in terms of how its development (influenced by the Borough Council) will support the local economy and local people in the context of the Council's own strategies and policies.	Possible Exempt Appendices: Paragraph 3	(R) – Council 25/09/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Report to Joint Executive (Cabinet) Committee with recommendations to Council and the possibility of exempt appendices.
24/07/18 (Deferred from	Haverhill Research Park The Cabinet will be asked to consider proposed options for Haverhill Research Park in terms of	Possible Exempt Appendices: Paragraph 3	(R) – Council 25/09/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Joint Executive (Cabinet) Committee

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

17/04/18 Page 163	how its development (influenced by the Borough Council) will support the local economy and local people in the context of the Council's own strategies and policies. This matter will also be presented to the Overview and Scrutiny Committee, prior to approval being sought.					Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343		with recommendations to Council and the possibility of exempt appendices.
24/07/18 (Deferred from 22/05/18)	Custom and Self Build Interim Policy Statement The Cabinet will be asked to agree an Interim Policy Statement which will be used to assess whether or not an application for self/custom build should be granted planning permission and how the West Suffolk Councils (Forest Heath and St Edmundsbury) plan to meet the self/custom build demand in West Suffolk.	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including interim Policy Statement.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

24/07/18	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices.
04/09/18	Annual Treasury Management Report 2018/2019 and Investment Activity 1 April to 30 June 2018 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking approval for the Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2018.	Not applicable	(R) – Council 25/09/18	Joint Executive (Cabinet) Committee / Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council.
04/09/18 <i>(Deferred from</i>	Future Additional Car Parking Provision, Bury St Edmunds The Cabinet will be asked	Possible Exempt Appendices: Paragraph 3	(R) – Council 25/09/18	Joint Executive (Cabinet) Committee /	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Joint Executive (Cabinet)

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

22/05/18)	to consider and recommend to Council, a business case for additional car parking provision in Bury St Edmunds, in accordance with the aspirations set out in the Bury St Edmunds Town Centre Masterplan.			Council	Peter Stevens Operations 01787 280284	Sabrina Pfuetzenreuter-Cross Principal Growth Officer 01284 757113		Committee with possible exempt appendices and recommendations to Council.
02/10/18	Suffolk Business Park In addition to the item due to be considered on 24 July 2018, the Cabinet will be asked to consider further proposed options for Suffolk Business Park in terms of how its development (influenced by the Borough Council) will support the local economy and local people in the context of the Council's own strategies and policies.	Possible Exempt Appendices: Paragraph 3	(R) – Council 30/10/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Report to Joint Executive (Cabinet) Committee with recommendations to Council and the possibility of exempt appendices.
02/10/18 <i>(Deferred from 28/03/17)</i>	Western Way Development Programme The Cabinet will consider an outline business case, including recommendations to	Possible Exempt Appendices: Paragraph 3	(R) – Council 30/10/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Rachael Mann Assistant Director (Resources and Performance) 01638 719295 Sabrina	All Wards	Report to Joint Executive (Cabinet) Committee with recommend-

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

Page 166	Council, in relation to the Western Way Development Programme. A separate proposal (which integrates with this paper) regarding the potential investment in renewable energy schemes may also be considered at this time.					Pfuetzenreuter-Cross Principal Growth Officer 01284 757113 Peter Gudde Service Manager (Environmental Health) 01284 757042 (renewable energy scheme element)		ations to Council and possibility of Exempt Appendices.
06/11/18 <i>(Deferred from 26/06/18)</i>	Review of West Suffolk's Housing Strategy West Suffolk's Housing Strategy 2014 is due to be reviewed in 2018. Through the review of the Housing Strategy, the opportunity to reflect priorities, actions and projects set out in the recently adopted West Suffolk Strategic Framework 2018-2020 will be taken. Furthermore, there are a number of	Not applicable	(R) – Council 20/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070 David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing Strategy review and results of consultation.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

Page 167	<p>additional duties and fundamental changes to housing legislation that will be reflected in the Housing Strategy.</p> <p>The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.</p>							
<p>06/11/18 <i>(Deferred from 26/06/18)</i></p>	<p>West Suffolk Joint Tenancy Strategy The Localism Act (2011) introduced a duty for Local Authorities to produce a Tenancy Strategy. The Strategy outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers' approach to issues which affect tenants living in West Suffolk, including the management and allocation of affordable housing.</p>	<p>Not applicable</p>	<p>(R) – Council 20/11/18</p>	<p>Joint Executive (Cabinet) Committee / Council</p>	<p>Sara Mildmay-White Housing 01359 270580</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Simon Phelan Service Manager (Strategic Housing) 01638 719440</p>	<p>All Wards</p>	<p>Report to Joint Executive (Cabinet) Committee, with recommendations to Council, including Tenancy Strategy</p>

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

06/11/18 Page 168	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices.
11/12/18 (Deferred from 18/06/18)	West Suffolk Joint Affordable Housing Supplementary Planning Document The Affordable Housing supplementary planning document (SPD) provides additional guidance to Core Strategy Policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) 'Affordable Housing' to ensure that applicants and developers have a clear understanding of affordable housing requirements when considering submission of a planning application. The Cabinet will be asked to recommend to Council	Not applicable	(R) – Council 18/12/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including Supplementary Planning Document

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	approval of this SPD.							
11/12/18	Applications for Community Chest Grant Funding 2018/2019 The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest funding for the 2019/2020 year.	Not applicable	(KD) - Applications for the 2020/2021 year and beyond are also subject to the budget setting process	Joint Executive (Cabinet) Committee	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations from the Grant Working Party to Joint Executive (Cabinet) Committee.
11/12/18	Treasury Management Report 2018/2019 – Investment Activity (1 April to 30 September 2018) The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 30 September 2018.	Not applicable	(R) - Council 18/12/18	Joint Executive (Cabinet) Committee / Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council
11/12/18	Asset Management Strategy and Asset Management Plan The Cabinet will be asked	Possible Exempt Appendices: Paragraph 3	(R) – Council 18/12/18	Joint Executive (Cabinet) Committee /	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

Page 170	to consider the recommendations of the Overview and Scrutiny Committee regarding the adoption of a new Asset Management Strategy and associated Asset Management Plan, which has been produced jointly with Forest Heath District Council.			Council				Committee to Joint Executive (Cabinet) Committee and Council with the possibility of Exempt Appendices.
	Street Vending and Trading Policy This item has been removed from this Decisions Plan as this new policy will now be considered by the Shadow Executive as it will not become effective until after 1 April 2019 when West Suffolk Council is created.					Alaric Pugh Planning and Growth 07930 460899	Peter Gudde Service Manager (Environmental Health) 01284 757042	
05/02/19	Treasury Management Report 2018/2019 – Investment Activity (1 April to 31 December 2018) The Cabinet will be asked to recommend to Council, the approval of the	Not applicable	(R) - Council 19/02/19	Joint Executive (Cabinet) Committee / Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
	Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 31 December 2018.							(Cabinet) Committee and Council
12/03/19 Page 171	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices.

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

- Page 472
1. Information relating to any individual.
 2. Information which is likely to reveal the identity of an individual.
 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

NOTE 2: KEY DECISION DEFINITION

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Council's revenue budget or capital programme;
 - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

Cabinet Member	Portfolio
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Carol Bull Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Future Governance Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

(b) Membership of the Joint Executive (Cabinet) Committee:

Authority	Cabinet Member	Portfolio
St Edmundsbury Borough Council	Councillor John Griffiths Councillor Sara Mildmay-White Councillor Carol Bull Councillor Robert Everitt Councillor Ian Houlder Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	SEBC Leader of the Council SEBC Deputy Leader of the Council/ Housing SEBC Portfolio Holder for Future Governance SEBC Portfolio Holder for Families and Communities SEBC Portfolio Holder for Resources and Performance SEBC Portfolio Holder for Planning and Growth SEBC Portfolio Holder for Leisure and Culture SEBC Portfolio Holder for Operations
Forest Heath District Council	Councillor James Waters Councillor Robin Millar Councillor David Bowman Councillor Ruth Bowman J.P. Councillor Andy Drummond Councillor Stephen Edwards Councillor Lance Stanbury	FHDC Leader of the Council FHDC Deputy Leader of the Council/ Families and Communities FHDC Portfolio Holder for Operations FHDC Portfolio Holder for Future Governance FHDC Portfolio Holder for Leisure and Culture FHDC Portfolio Holder for Resources and Performance FHDC Portfolio Holder for Planning and Growth

(c) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council)**

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Paul Claussen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Bruce Provan
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
Cllr Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt

Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils



West Suffolk
working together

Title of Report:	Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs	
Report No:	CAB/JT/18/021	
Report to and date:	Joint Executive (Cabinet) Committee	24 July 2018
Portfolio holders:	Stephen Edwards FHDC Portfolio Holder for Resources and Performance Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	Ian Houlder SEBC Portfolio Holder for Resources and Performance Tel: 07970 729435 Email: ian.houlder@stedsbc.gov.uk
Lead officer:	Rachael Mann Assistant Director (Resources and Performance) Telephone: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	
Purpose of report:	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.	
Recommendation:	<p>The write-off of the amounts detailed in the exempt appendices to Report No: CAB/JT/18/021, be approved, as follows:</p> <p>(1) Exempt Appendix 1: FHDC Council Tax totalling £9,602.00</p> <p>(2) Exempt Appendix 2: SEBC Council Tax totalling £29,404.88</p> <p>(3) Exempt Appendix 3: FHDC Business Rates totalling £56,255.40</p> <p style="text-align: right;"><i>Continued over....</i></p>	

	<p>(4) Exempt Appendix 4: SEBC Business Rates totalling £41,225.83</p> <p>(5) Exempt Appendix 5: SEBC Sundry Debt totalling £2,917.08</p>
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>
<p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>	
<p>Consultation:</p>	<p>Leadership Team and the Portfolio Holders for Resources and Performance have been consulted with on the proposed write-offs.</p>
<p>Alternative option(s):</p>	<p>See paragraphs 2.1 and 2.2</p>
<p>Implications:</p>	
<p><i>Are there any financial implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See paragraphs 3.1 to 3.3
<p><i>Are there any staffing implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> •
<p><i>Are there any ICT implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> •
<p><i>Are there any legal and/or policy implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.</p>
<p><i>Are there any equality implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • The application of predetermined recovery procedures ensures that everybody is treated consistently. • Failure to collect any debt impacts on either the levels of service provision or the levels of charges. • All available remedies are used to recover the debt before write off is considered. • The provision of services by the Councils applies to everyone in the area.

Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Debts are written off which could have been collected.	Medium	Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.	Low
Ward(s) affected:		All wards are affected.	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		Exempt Appendix 1: FHDC Council Tax totalling £9,602.00 Exempt Appendix 2: SEBC Council Tax totalling £29,404.88 Exempt Appendix 3: FHDC Business Rates totalling £56,255.40 Exempt Appendix 4: SEBC Business Rates totalling £41,225.83 Exempt Appendix 5: SEBC Sundry Debt totalling £2,917.08	

1. Key issues and reasons for recommendation(s)

- 1.1 The Revenues Section collects outstanding debts in accordance with either statutory guidelines or Council agreed procedures.
- 1.2 When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Assistant Director, Resources and Performance for debts up to £2,499.99 or by Cabinet for debts over £2,500.00.
- 1.3 It is best practice to monitor the recovery procedures for outstanding debts regularly and, when appropriate, write off irrecoverable debts.
- 1.4 Provision for irrecoverable debts is included both in the Collection Fund and the General Fund and writing off debts that are known to be irrecoverable ensures that staff are focussed on achieving good collection levels in respect of the recoverable debt.

2. Alternative options

- 2.1 The Council currently uses the services of the ARP Enforcement Agency to assist in the collection of business rates and Council Tax and also has on line tracing facilities. It is not considered appropriate to pass the debts on to another agency.
- 2.2 It should be noted that in the event that a written-off debt become recoverable, the amount is written back on, and enforcement procedures are re-established. This might happen, for example, if someone has gone away with no trace, and then they are unexpectedly 'found' again, through whatever route.

3. Financial implications and collection performance

Forest Heath District Council

- 3.1 Provision is made in the accounts for non-recovery but the total amounts to be written off are as follows with full details shown in Exempt Appendices 1 and 3.
- 3.2 As at 31 May 2018, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (as the billing Authority) is £25.4m per annum. The collection rate as at 30 June 2018 was 27.96% against a profiled target of 26.64%
- 3.3 As at 31 May 2018 the total Council Tax billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (includes the County, Police and Parish precept elements) is £29.9m per annum. The collection rate as at 30 June 2018 was 28.91% against a profiled target of 29.38%.

St Edmundsbury Borough Council

- 3.4 Provision is made in the accounts for non-recovery but the total amounts to be written off are as follows with full details shown in Exempt Appendices 2, 4 and 5.

- 3.5 As at 31 May 2018, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (as the billing Authority) is just over £48.4 million per annum. The collection rate as at 30 June 2018 was 30.75% against a profile of 30.20%.
- 3.6 As at 31 May 2018, the total Council Tax billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (includes the County, Police and Parish precept elements) is £61 million per annum. The collection rate as at 30 June 2018 was 29.74% against a profile target of 29.88%.

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
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