

Cabinet



| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------------|----------------|----------------------|--------------------|-------------------|------------------|-----------------|---------------------------|------------|------------|---------------|------------|----------------|--------------------------|---------------|--------|----------------|--------|--------------------|---------|---------------|-------------------------------------|-------------|-------------------------------------|---------------|------------|
| Title: | Agenda | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | Tuesday 26 November 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Time: | 6.00 pm | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Venue: | Council Chamber District Offices College Heath Road Mildenhall IP28 7EY | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Membership: | <table><tr><td>Leader</td><td>John Griffiths</td></tr><tr><td>Deputy Leader</td><td>Sara Mildmay-White</td></tr><tr><td>Councillor</td><td>Portfolio</td></tr><tr><td>Sarah Broughton</td><td>Resources and Performance</td></tr><tr><td>Carol Bull</td><td>Governance</td></tr><tr><td>Andy Drummond</td><td>Regulatory</td></tr><tr><td>Robert Everitt</td><td>Families and Communities</td></tr><tr><td>Susan Glossop</td><td>Growth</td></tr><tr><td>John Griffiths</td><td>Leader</td></tr><tr><td>Sara Mildmay-White</td><td>Housing</td></tr><tr><td>Joanna Rayner</td><td>Leisure, Culture and Community Hubs</td></tr><tr><td>David Roach</td><td>Local Plan Development and Delivery</td></tr><tr><td>Peter Stevens</td><td>Operations</td></tr></table> | Leader | John Griffiths | Deputy Leader | Sara Mildmay-White | Councillor | Portfolio | Sarah Broughton | Resources and Performance | Carol Bull | Governance | Andy Drummond | Regulatory | Robert Everitt | Families and Communities | Susan Glossop | Growth | John Griffiths | Leader | Sara Mildmay-White | Housing | Joanna Rayner | Leisure, Culture and Community Hubs | David Roach | Local Plan Development and Delivery | Peter Stevens | Operations |
| Leader | John Griffiths | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deputy Leader | Sara Mildmay-White | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Councillor | Portfolio | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sarah Broughton | Resources and Performance | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carol Bull | Governance | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andy Drummond | Regulatory | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Robert Everitt | Families and Communities | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Susan Glossop | Growth | | | | | | | | | | | | | | | | | | | | | | | | | | |
| John Griffiths | Leader | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sara Mildmay-White | Housing | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Joanna Rayner | Leisure, Culture and Community Hubs | | | | | | | | | | | | | | | | | | | | | | | | | | |
| David Roach | Local Plan Development and Delivery | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Peter Stevens | Operations | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: | Three Members | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Committee administrator: | Sharon Turner Democratic Services Officer Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk | | | | | | | | | | | | | | | | | | | | | | | | | | |

Public Information



| | | |
|---|--|---|
| Venue: | District Offices College Heath Road Mildenhall Suffolk IP28 7EY | T: 01638 719237 E: democratic.services@westsuffolk.gov.uk W: 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: West Suffolk Council West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU at least five clear days before the meeting. They are also available to view on our website. | |
| Attendance at meetings: | The Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. | |
| Public participation: | Members of the public who live or work in the District are welcome to speak and may ask one question or make a 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 Chair'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 West Suffolk 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 Information Governance Officer. | |

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 20

To confirm the minutes of the meetings held on 10 September 2019 and 8 October 2019 (copy attached).

Part 1 - Public

3. Open Forum

At each Cabinet 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 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. Report of the Overview and Scrutiny Committee:
14 November 2019**

21 - 26

Report No: **CAB/WS/19/039**
Chair of the Committee: Cllr David Nettleton
Lead Officer: Christine Brain

NON-KEY DECISIONS

6. Draft West Suffolk Strategic Framework 2020 - 2024

27 - 54

Report No: **CAB/WS/19/040**
Portfolio Holder: Cllr John Griffiths Lead Officer: Ian Gallin

- 7. Investing in Housing Development Sites and Approval of the Barley Homes Business Plan 2019** **55 - 68**
Report No: **CAB/WS/19/041**
Portfolio Holder: Cllr Sara Mildmay-White Lead Officer: Julie Baird
- 8. Recommendations of the Grants to External Organisations Review Group** **69 - 82**
Report No: **CAB/WS/19/042**
Leader of the Council: Cllr John Griffiths
Portfolio Holder: Cllr Robert Everitt
Chair of the Review Group: Cllr Jim Thorndyke
Lead Officer: Davina Howes
- 9. Local Council Tax Reduction Scheme (LCTRS) for 2020-2021** **83 - 88**
Report No: **CAB/WS/19/043**
Portfolio Holder: Cllr Sarah Broughton
Lead Officers: Rachael Mann and Adrian Mills
- 10. Council Tax Technical Changes - Including Empty Property Reliefs and Premiums Changes** **89 - 96**
Report No: **CAB/WS/19/044**
Portfolio Holder: Cllr Sarah Broughton Lead Officer: Rachael Mann
- 11. Council Tax Base for Tax Setting Purposes 2020/2021** **97 - 108**
Report No: **CAB/WS/19/045**
Portfolio Holder: Cllr Sarah Broughton Lead Officer: Rachael Mann
- 12. West Suffolk Medium Term Financial Strategy 2020-2024** **109 - 132**
Report No: **CAB/WS/19/046**
Portfolio Holder: Cllr Sarah Broughton Lead Officer: Rachael Mann
- 13. Use of Chief Executive Urgency Powers: Polling Place Outside of Polling District**
Portfolio Holder: Not applicable Lead Officer: Ian Gallin

Background

Under Part 3, Section 5, Scheme of Delegation to Officers, paragraph 14 of the Council's Constitution, it states:

Where, in the opinion of the Chief Executive, by reason of limitation of time or urgency, a decision is required on any matter, after such consultation as they consider necessary (or as is required by the Council's Budget and Policy Framework Procedure Rules in Part of the Constitution), they shall have power to make a decision provided that any such decision shall be reported to the next meeting of the Cabinet, appropriate Committee or Council.....

Decision made

On 31 October 2019, the Chief Executive exercised his urgency powers and made a decision to move Newmarket East 1 Polling District to poll at King Edward VII Memorial Hall (in Newmarket West 1 Polling District) for the Parliamentary General Election on 12 December 2019. The reason for this was because the ordinary polling place at The Palace House Mews is not available and no other suitable alternative venues are available within the Polling District.

Alternative options considered were Palace House Cottage and The Palace House Coach Room; however these have been discounted due to ongoing construction. All Saints Church has also been discounted as Officers have been unable to make contact with the booking agent and the building has not previously been used as a polling station. This would, therefore, require inspections prior to agreement being made for it to be used as a polling station. Unfortunately, insufficient time is available to progress this option.

Information considered in making the decision

S18B(4)(d) of the Representation of the People Act 1983 provides that the polling place for a polling district must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district. The decision to move a polling place must be made by the Council unless specific delegations are in place. The term 'special circumstances' is not defined but there is evidence of other councils using this provision when planning for the snap General Election in 2017.

The Assistant Director (HR, Legal and Democratic Services), Service Manager (Shared Legal), the Deputy Returning Officer and Monitoring Officer were consulted on this matter prior to the decision being made.

Recommendation

In accordance with the Constitution, the Cabinet is requested to NOTE the use of the Chief Executive's Urgency Powers in respect of making the decision outlined above.

14. Decisions Plan: 1 November 2019 to 31 May 2020

133 - 150

To consider the most recently published version of the Cabinet's Decisions Plan

Report No: **CAB/WS/19/047**

Portfolio Holder: Cllr John Griffiths

Lead Officer: Ian Gallin

Part 2 - Exempt

15. Exclusion of Press and Public

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.

16. Investing in Housing Development Sites and Approval of the Barley Homes Business Plan: Appendix (para 3) 151 - 180

Exempt Appendix A to Report No: **CAB/WS/19/041**

Portfolio Holder: Cllr Sara Mildmay-White Lead Officer: Julie Baird

(This exempt Appendix is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information))

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

17. Investing in our Commercial Asset Portfolio (para 3) 181 - 198

Exempt Report No: **CAB/WS/19/048**

Portfolio Holder: Cllr Susan Glossop Lead Officer: Julie Baird

(This report is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information))

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