

# West Suffolk Council

## Cabinet Decisions Notice

(Published: Thursday 16 January 2020)

The following decisions were taken by the Cabinet on **Tuesday 14 January 2020** and, if not called in by Councillors, will come into operation on Friday 24 January 2020. This procedure does not however, apply to decisions that have been recommended to Council for a final decision (and which are also indicated within the decisions below). An executive decision may be called in, in accordance with the Overview and Scrutiny Committee Procedure Rules contained within Part 4 of the Council’s Constitution, by at least five Councillors submitting the required call-in request form to the Assistant Director (HR, Legal and Democratic Services) (e-mail: [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk)) **by 5.00 pm on Thursday 23 January 2020**.

Should you have a query regarding any of the decisions taken, contact should be made with the named officer in the first instance, either on the telephone number listed against their name, or via email using the format [firstname.surname@westsuffolk.gov.uk](mailto:firstname.surname@westsuffolk.gov.uk). Alternatively, you may also contact the relevant Portfolio Holder on the telephone number listed against their name, or via email using the format [firstname.surname@westsuffolk.gov.uk](mailto:firstname.surname@westsuffolk.gov.uk) Contact may also be made via Democratic Services, West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds Suffolk, IP33 3YU, or College Heath Road, Mildenhall, IP28 7EY

| Agenda Item and Report No.  | Declarations of Interest/Dispensations Granted | Decision(s) (including recommendations to Council)  | Reason(s) for Decision(s)   | Other Options Considered and Reasons for Rejection  | Contacts   |
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| Item No. 7<br>CAB/WS/20/003 | None   | <p><u>Recommendations of the Anglia Revenues and Benefits Partnership Joint Committee: 17 December 2019 - Review of the Anglia Revenues Partnership Constitution</u></p> <p>RESOLVED:<br/>That:</p> <ol style="list-style-type: none"> <li>1. the revised Partnership Agreement attached as Appendix 1 to Report No: CAB/WS/20/003, be approved to have effect from 1 April 2019; and</li> <li>2. subject to approval by each partner authority, the revised agreement be signed and sealed by the Council (and each other</li> </ol> | The Cabinet is satisfied that the proposed changes to the Anglia Revenues Partnership (ARP) constitution will ensure the ARP and its Joint Committee is operating within the most up to date governance arrangements. | The Council could have chosen not to approve the revised agreement; however, should it not be agreed by all partner authorities the partnership agreement will not be up to date. This therefore would mean that the requirements of all partner councils would not have created a new equitable partnership. | <p><u>Portfolio Holder:</u><br/>Cllr Sarah Broughton<br/>07929 305787</p> <p><u>Chair of the Anglia Revenues and Benefits Joint Committee:</u><br/>Cllr Sarah Broughton<br/>07929 305787</p> <p><u>Officer:</u><br/>Rachael Mann<br/>Assistant Director (Resources &amp; Performance)<br/>01638 719245</p> |

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|                             |  | partner authority).  |   |   |  |
| Item No. 8<br>CAB/WS/20/004 | None   | <p><u>Recommendation of the Performance and Audit Scrutiny Committee: 28 November 2019 - Delivering a Sustainable Medium Term Budget 2020/2021</u></p> <p>RECOMMENDED TO COUNCIL (as part of the budget setting process): 25 February 2020</p> <p>That the proposals detailed in Section 2 and Table 1 of Report No: PAS/WS/19/019, be included in securing a balanced budget for 2020/2021 and the medium-term financial plans.</p> | Having taken the current and future financial pressures and challenges facing West Suffolk into account, including the budget gap, budget assumptions, proposed timetable and the methodology for securing a balanced budget for 2020-2024, the Cabinet considers the Performance and Audit Scrutiny Committee's recommendations are acceptable for incorporating into the final budget proposals for 2020/21 and in the medium term. | Other approaches could be proposed and considered by Members; however, it is important to note that the core principles such as deliverability, affordability and risk are considered.  | <p><u>Portfolio Holder:</u><br/>Cllr Sarah Broughton<br/>07929 305787</p> <p><u>Chair of the Performance and Audit Scrutiny Committee:</u><br/>Cllr Ian Houlder<br/>07597 961069</p> <p><u>Officer:</u><br/>Rachael Mann<br/>Assistant Director<br/>(Resources &amp; Performance)<br/>01638 719245</p> |
| Item No. 9<br>CAB/WS/20/005 | None   | <p><u>Recommendation of the Performance and Audit Scrutiny Committee: 28 November 2019 - Treasury Management Report September 2019</u></p> <p>RECOMMENDED TO COUNCIL:<br/>(25 February 2020)</p> <p>That the Treasury Management Report (September 2019), being Report No: FRS/WS/19/004, be approved.</p>   | The Cabinet is required to consider the Treasury Management Report as at 30 September 2019, prior to seeking its approval by Council. The report also summarises the investment activities for the period 1 April to 30 September 2019.   | Options for the management of Council investments are formally considered within the Annual Treasury Management and Investment Strategy. This includes key strategies in respect of the Council's borrowings, the continuation of in-house management | <p><u>Portfolio Holder:</u><br/>Cllr Sarah Broughton<br/>07929 305787</p> <p><u>Chair of the Performance and Audit Scrutiny Committee:</u><br/>Cllr Ian Houlder<br/>07597 961069</p> <p><u>Officer:</u><br/>Rachael Mann<br/>Assistant</p>   |

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|                              |  |  |   | of funds and the approach to be adopted in establishing the credit worthiness of potential counterparties. The changing nature of the economic climate requires that these key areas are subject to on-going review.  | Director (Resources & Performance) 01638 719245  |
| Item No. 10<br>CAB/WS/20/006 | None   | <u>Affordable Housing Supplementary Planning Document - Adoption</u><br><br>RESOLVED:<br>That:<br><br>1. the Schedule of Responses set out at Appendix A to Report No: CAB/WS/20/006, be noted; and<br><br>2. the Affordable Housing Supplementary Planning Document (SPD), contained in Appendix B to Report No: CAB/WS/20/006, be approved for adoption. | This Supplementary Planning Document (SPD) updates and replaces the original Affordable Housing SPD for West Suffolk produced in October 2013. Following changes to the National Planning Policy Framework (NPPF) 2019 which included a wider definition of Affordable Housing and how this may influence future housing delivery across West Suffolk, it is considered prudent to update the SPD at this time. | The alternative option would be not to adopt an Affordable Housing SPD. However, this would mean that the Council will not have published up to date guidance on securing affordable housing delivery, potentially undermining the Council's ability to implement the Affordable Housing Policy within the adopted Local Plans. | <u>Portfolio Holder:</u><br>Cllr Sara Mildmay-White<br>01359 270580<br><br><u>Officer:</u><br>Julie Baird<br>Assistant Director (Growth)<br>01284 757613 |
| Item No. 11<br>CAB/WS/20/007 | None   | <u>Recommendations of the Grant Working Party: November 2019 - Community Chest 2020/21</u>   | The Grant Working Party has considered each of the 45 applications for Community Chest funding in detail and the Cabinet agrees that those that had been  | The Council could choose not to provide any grant funding. However, it is recognised that   | <u>Portfolio Holder:</u><br>Cllr Robert Everitt<br>01284 769000  |

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|                            |  | <p>RESOLVED:<br/>That:</p> <ol style="list-style-type: none"> <li>1. the allocation of Community Chest funding for 2020/2021, as previously approved in 2018/2019 as part of two-year funding agreements, be noted, (papers EXC/SA/18/013 and 014 refer) namely:               <ol style="list-style-type: none"> <li>a. Bury Drop in £12,288</li> <li>b. Fresh Start – New Beginnings £11,600</li> <li>c. Gatehouse £10,000</li> <li>d. Haverhill Community Trust<br/><i>(separate project to that listed in (2)(l) below.)</i> £25,168</li> <li>e. REACH <i>(separate project to that listed in 3(a) below)</i> £9,360</li> <li>f. Relate <i>(separate project to that listed in 3 (b) below.)</i> £2,000</li> <li>g. Suffolk Accident Rescue Service (SARS) £5,000</li> <li>h. The Voluntary Network – Community Transport<br/><i>(separate project to that listed in 4 (u) below.)</i> £15,800</li> <li>i. The Voluntary Network – Connect and Support<br/><i>(separate project to that listed in 4 (u) below.)</i> £17,961</li> </ol> </li> <li>2. The allocation of Community Chest funding for 2020/2021, be approved, namely:</li> </ol> | <p>recommended for funding satisfactorily meet the eligibility and selection criteria.</p> | <p>some support to the voluntary, community and social enterprise sector is required. The Community Chest also enables the Council to commission services to support the delivery of the Families and Communities priorities.</p> | <p><u>Chair of the Grant Working Party:</u><br/>Cllr Jim Thorndyke<br/>01359 250271</p> <p><u>Officer:</u><br/>Davina Howes<br/>Assistant Director (Families and Communities)<br/>01284 757070</p> |

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|                            |  | <ul style="list-style-type: none"> <li>a. Befriending Scheme – Haverhill Community Kitchen £4,420</li> <li>b. Second Chance Stroke Group £3,500</li> <li>c. Steel Bones £3,500</li> <li>d. Suffolk Mind £4,500</li> <li>e. Sharing Parenting – Special Needs (<i>separate project to that listed in 4(j) below</i>) £17,000</li> <li>f. Suffolk Cruse Bereavement Care £8,000</li> <li>g. Alumah CIO £5,870</li> <li>h. West Suffolk Citizens Advice – across West Suffolk (<i>separate project to that listed in 4(k) below</i>) £240,000</li> <li>i. HomeStart Mid and West Suffolk – Sensory (<i>separate project to that listed in 4(m) below</i>) £14,000</li> <li>j. Our Special Friends £3,500</li> <li>k. Bury Theatre Workshop £4,000</li> <li>l. Haverhill Community Trust (<i>separate project to that listed in 1(d) above</i>) £14,750</li> <li>m. Newmarket Day Centre CIO £10,000</li> <li>n. The Erskine Centre, Chedburgh £5,000</li> <li>o. The Turner Hall, Newmarket £5,000</li> </ul> <p>3. Subject to the budget setting process for 2021/2022, and subject to the satisfactory submission of evidence-based reports detailing the benefits</p> |                           |  |          |



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|                              |  | l. Green Light Trust;<br>m. Home-Start Mid and West Suffolk – Volunteering ( <i>separate project to that listed in 2 (i) above</i> );<br>n. The Resume Foundation;<br>o. Basketball Outreach;<br>p. Clare Swimming Club;<br>q. Couch Casters;<br>r. Mildenhall Girl Guides;<br>s. The Kinetic Science Foundation;<br>t. The Tree Appreciation;<br>u. The Voluntary Network ( <i>separate project to that listed in 1(h) and (i) above</i> );<br>v. West Suffolk Hive CIC;<br>w. All Saints Church – Cornerstone;<br>x. Fledglings Pre-School, Brandon;<br>y. Horringer Pre-School;<br>z. Lakenheath Peace Memorial Hall;<br>aa. Racing Centre, Newmarket; and<br>ab. Risby Village Hall Charity Trust. |  |   |  |
| Item No. 12<br>CAB/WS/20/008 | None   | <u>West Suffolk Rural Taskforce - Final Recommendations</u><br><br>RESOLVED:<br>That:<br><br>1. the recommendations proposed by the West Suffolk Rural Taskforce, as attached at Appendix A to Report No: CAB/WS/20/008, be adopted; and   | The Cabinet is satisfied that its Rural Taskforce has undertaken a thorough review of issues facing residents, communities and businesses in more rural areas (villages and outlying dwellings (as opposed to those in more urban areas)) and agrees that the Taskforce’s proposed action plan addresses the key elements required by its terms of reference. In particular, Cabinet requested | The taskforce action plan has been developed to take into account the findings of the work by the Taskforce. As such, no alternative options are being presented at this stage. | <u>Portfolio Holder:</u><br>Cllr John Griffiths<br>01284 757136<br><br><u>Chair of the Rural Taskforce:</u><br>Cllr Mike Chester<br>01284 850000 |

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|   |  | <p>2. it be agreed that a report be received in six months to understand the actions that have been undertaken in respect of the Rural Taskforce's work.</p>   | <p>that the Taskforce:</p> <ul style="list-style-type: none"> <li>develops options as to how to address the key issues identified by rural communities, and</li> <li>advises on how rural considerations can be included in future Council processes and decision making.</li> </ul> <p>The Cabinet is satisfied that this has been done and welcomes the progress review in six months' time to assess whether the Taskforce's work is being embedded into service delivery and the specific actions are being taken forward.</p>   |  | <p><u>Officer:</u><br/>David Collinson<br/>Assistant Director<br/>(Planning &amp; Regulatory)<br/>01284 757306</p>   |
| <p>Item No. 13<br/>CAB/WS/20/009<br/>and Addendum</p> | <p>None</p>                                    | <p><u>Update on the Work of the West Suffolk Environment and Climate Change Taskforce</u></p> <p>RESOLVED:<br/>That:</p> <p>1. progress made by the Taskforce to date be noted and support be confirmed for the approach being taken, including the following proposals under consideration outlined in section 1 of Report No: CAB/WS/20/009:</p> <p>a. Explore ways we can reduce and measure our carbon use through</p> | <p>Following Cabinet's agreement in July 2019 to set up a taskforce to review environment and climate change issues with the purpose of making recommendations to Cabinet on further actions the Council could take to address climate change, including the potential for the Council to use its role to bring about lasting change across West Suffolk, the Cabinet is satisfied that its Environment and Climate Change Taskforce is making good progress and supports its interim recommendations.</p> <p>As required by its terms of reference, the Taskforce has</p> | <p>A number of alternative options considered by the Cabinet and these are set out in Section 6 of Report No: CAB/WS/20/009.</p> | <p><u>Portfolio Holder:</u><br/>Cllr John Griffiths<br/>01284 757136</p> <p><u>Chair of the Environment and Climate Change Taskforce:</u><br/>Cllr Rachel Hood<br/>07712 211555</p> <p><u>Officer:</u><br/>Jill Korwin<br/>Director<br/>01284 757252</p> |

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|                            |  | <p>systems used in the sector such as carbon budgeting, considering the aim to become a carbon neutral authority by 2030;</p> <p>b. Explore and embed where possible new ways of working and processes that are more environmentally friendly that could have wider benefits, such as cost savings or health improvements.</p> <p>2. The following initial recommendations be considered and:</p> <p>a. it be agreed that the Taskforce Terms of Reference are updated to better reflect the working of the Taskforce and link to Council's declaration of a climate emergency and awareness of environmental challenges, as laid out in section 3;</p> <p>b. it be agreed to advise the Barley Homes Shareholder Advisory Group regarding future recommendations of the Taskforce;</p> <p>c. the proposed objectives and amendments for the West Suffolk Strategic Framework 2020-24 be agreed, as laid out in section 4;</p> | <p>satisfactorily set out the issues and opportunities it is exploring, having made recommendations to '<i>shape the direction of the Local Plan and Strategic Framework</i>' together with initial specific recommendations on purposeful actions the Council can take now.</p> |  |          |

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|                            |  | <p>d. it be agreed that the West Suffolk Local Plan should include a specific strategic objective regarding the environment and climate change challenges, as laid out in section 4;</p> <p>e. the recommendations for the 2020/21 budget, as set out in Section 5, be approved, specifically for up to £18,000 to be available from the Medium Term Financial Strategy Reserve to meet the additional cost of purchase of electric vehicles.</p> <p>Additional Recommendations<br/>(Addendum to Report No: CAB/WS/20/009)</p> <p>RESOLVED:<br/>That:</p> <p>f. The West Suffolk Environmental Statement 2018/19, as contained in Appendix B to Report No: CAB/WS/20/009, be noted; and</p> <p>g. for future years, the Environmental Statement be included in the Council's Annual Report, starting with the 2019/20 Annual Report, as laid out in section 4.2 of Report No: CAB/WS/20/009.</p> |                           |  |          |

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| <p>Item No. 14<br/>CAB/WS/20/010</p> | <p>None</p>                                    | <p><u>Draft West Suffolk Strategic Framework 2020-2024</u></p> <p>RECOMMENDED TO COUNCIL:<br/>(25 February 2020)</p> <p>That subject to the incorporation of Appendix A (Leader's Foreword), the draft West Suffolk Strategic Framework 2020-2024, as contained in Appendix B to Report No: CAB/WS/20/010 be adopted, taking account of the comments made by the Overview and Scrutiny Committee.</p> | <p>The preparation of the new draft West Suffolk Strategic Framework has been taking place as part of a wider piece of work aimed at 'Planning for the Future', in which a joined-up approach is being taken to the Strategic Framework, West Suffolk Local Plan and Medium Term Financial Strategy.</p> <p>The advent of the new council and the aligned timetables of the three documents gives a good opportunity for West Suffolk Council to develop a single, coherent narrative and approach to what councillors want to see achieved in West Suffolk in coming years.</p> <p>Having considered the document (Appendix B), the Leader's Foreword (Appendix A) and the comments of the Overview and Scrutiny Committee, the Cabinet is supportive of recommending its adoption by Council.</p> | <p>It is not compulsory for councils to have strategic planning documents in place. However, this can result in a lack of strategic direction and agreement on the vision and purpose of the organisation, or the outcomes that councillors and staff are working towards.</p> | <p><u>Portfolio Holder:</u><br/>Cllr John Griffiths<br/>01284 757136</p> <p><u>Officer:</u><br/>Ian Gallin<br/>Chief Executive<br/>01284 757001</p> |
| <p>Item No. 16<br/>CAB/WS/20/012</p> | <p>None</p>                                    | <p><u>Revenues Collection Performance and Write-Offs</u></p> <p>RESOLVED:<br/>That:</p> <p>The write-off of the amounts detailed in the Exempt Appendices to Report No:</p>   | <p>The total amounts detailed in the decision are to be written-off. The detailed reasons for the decisions are included in Exempt Appendices 1 and 2 to Report No: CAB/WS/20/012.</p>  | <p>The Council currently uses the services of the ARP Enforcement Agency to assist in the collection of business rates and also have online tracing facilities. It</p>   | <p><u>Portfolio Holder:</u><br/>Cllr Sarah Broughton<br/>07929 305787</p> <p><u>Officer:</u><br/>Rachael Mann<br/>Assistant</p>                     |

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|                                      |  | <p>CAB/WS/20/012, be approved, as follows:</p> <p>(1) Exempt Appendix 1: Council Tax totalling £11,778.83</p> <p>(2) Exempt Appendix 2: Business Rates totalling £289,654.00</p>  |  | <p>is not considered appropriate to pass the debt onto another agency. In the event that a written-off debt becomes recoverable, the amount will be written back on and enforcement procedures will be re-established.</p> | <p>Director (Resources &amp; Performance)<br/>01638 719245</p>   |
| <p>Item No. 17<br/>CAB/WS/20/013</p> | <p>None</p>                                    | <p><u>Western Way Development, Bury St Edmunds</u></p> <p>RESOLVED:<br/>That:</p> <p>1. subject to resolution 2. below, the external assurance review for the Western Way Development carried out between November and December 2019 be deemed to be satisfactory in terms of progression of the project on the basis approved by Council on 19 September 2019;</p> <p>2. the action plan set out in Appendix 1 to Report No: CAB/WS/20/013 address the key findings of the review be approved and implemented;</p> | <p>Following approval by Council in September 2019 of the final business case, under the terms of that Council decision, Cabinet is now authorised to deliver the project described in the final business case, and seek external funding, without reference back to Council provided that it meets certain tests and conditions, as set out in section 1.4 of Report No: CAB/WS//20/013. The Cabinet is satisfied that the project is developing in accordance with meeting these requirements and is reassured that the findings of the external assurance review as set out in the Action Plan at Appendix 1 and the detailed report of the property and development specialists at Exempt Appendix 2, has not identified any significant</p> | <p>These tests and conditions are pre-approved steps to deliver the project and each piece of work includes an options appraisal where required.</p>   | <p><u>Portfolio Holder:</u><br/>Cllr Joanna Rayner<br/>01284 750366</p> <p><u>Officer:</u><br/>Alex Wilson<br/>Director<br/>01284 757695</p> |

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|                            |  | <p>3. subject to resolution 2. above and the existing conditions approved by Council on 19 September 2019 being met, the Director be authorised to:</p> <p>a. adjust the final phase 1 scheme for a replacement leisure centre, the new public service hub and their supporting infrastructure in consultation with the Portfolio Holder and the Council's Section 151 Officer so that it continues to meet the objectives set out in the Final Business Case; and</p> <p>b. commence procurement work for the parts of this phase 1 scheme in respect of which the necessary safeguards to the Council are in place; and</p> <p>4. subject to planning consent being secured, the final award of contract(s) prior to works starting on site be subject to approval by Cabinet.</p> | <p>issues that would prevent progression of the project.</p> |  |          |

Jennifer Eves  
Assistant Director (Human Resources, Legal and Democratic Services)  
16 January 2020