

# Cabinet



<b>Title:</b>	<b>Agenda</b>																						
<b>Date:</b>	<b>Tuesday 24 March 2020</b>																						
<b>Time:</b>	<b>6.00 pm</b>																						
<b>Venue:</b>	<b>Conference Chamber West (F1R09) West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU																						
<b>Membership:</b>	<p style="text-align: center;"><b>Leader</b> John Griffiths</p> <p style="text-align: center;"><b>Deputy Leader</b> Sara Mildmay-White</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><b><u>Councillor</u></b></th> <th style="text-align: left;"><b><u>Portfolio</u></b></th> </tr> </thead> <tbody> <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> </tbody> </table>	<b><u>Councillor</u></b>	<b><u>Portfolio</u></b>	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
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<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																						
<b>Quorum:</b>	Three Members																						
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>																						

# Public Information



<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	T: 01284 757176 E: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> W: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above and following address: <b>West Suffolk Council</b> <b>College Heath Road</b> Mildenhall Bury St Edmunds Suffolk IP28 7EY  at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	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.	
<b>Public participation:</b>	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.	
<b>Disabled access:</b>	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
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# Agenda

## Procedural Matters

**1. Apologies for Absence**

**2. Minutes**

**1 - 18**

To confirm the minutes of the meeting held on 11 February 2020 (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:  
12 March 2020**

**19 - 24**

Report No: **CAB/WS/20/029**  
Chair of the Committee: Cllr David Nettleton  
Lead Officer: Christine Brain

### KEY DECISIONS

**6. Christmas Fayre**

**25 - 32**

Report No: **CAB/WS/20/030**  
Portfolio Holder: Cllr Susan Glossop      Lead Officer: Jill Korwin

NON-KEY DECISIONS

**7. Budget 2020: Implications for Business Rates Relief**

Report No: **CAB/WS/20/031 TO FOLLOW**

Portfolio Holder: Cllr Sarah Broughton      Lead Officer: Rachael Mann

**8. Revenues Collection Performance and Write-Offs**

**33 - 36**

Report No: **CAB/WS/20/032**

Portfolio Holder: Cllr Sarah Broughton      Lead Officer: Rachael Mann

**9. 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 12 March 2020, the Chief Executive exercised his urgency powers and made a decision to move Haverhill North 2 Polling District to poll at Army Cadet Centre, Withersfield Road (in Haverhill North 1 Polling District). In addition, the Chief Executive has decided to move Haverhill West 1 Polling District to poll at Parkway School (Unity Trust), Park Road (in Haverhill West 2 Polling District). The reason for this was because a review of polling places in Haverhill and the arrangements for portacabins sited in Haverhill for the use as a polling station following the snap General Election held in December 2019 has identified no other suitable alternative venues are available within the Polling District. It is therefore considered prudent to designate suitable venues in neighbouring polling districts.

Alternative options considered were to retain the current situation; however this was discounted as it is unlikely that alternative venues within the polling district will be made available in the near future.

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.

The Assistant Director (HR, Legal and Democratic Services), the Deputy Returning Officer, Ward Councillors and Haverhill Town Council 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.**

**10. Decisions Plan: 1 March 2020 to 31 May 2020**

**37 - 48**

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

Report No: **CAB/WS/20/033**

Portfolio Holder: Cllr John Griffiths

Lead Officer: Ian Gallin

**Part 2 - Exempt**

**11. 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.

**12. Exempt Appendices: Revenues Collection Performance and Write Offs (paras 1 and 2)**

**49 - 52**

Exempt Appendices 1 and 2 to Report No: **CAB/WS/20/032**

Portfolio Holder: Cllr Sarah Broughton

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 these items being held in private.)*

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# Cabinet

**Minutes** of a meeting of the **Cabinet** held on  
**Tuesday 11 February 2020 at 6.00 pm** in the **Council Chamber,**  
**District Offices,** College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

**Chair** Sara Mildmay-White (Deputy Leader of the Council)

Sarah Broughton  
Carol Bull  
Andy Drummond  
Robert Everitt

Susan Glossop  
Joanna Rayner  
David Roach  
Peter Stevens

**By invitation:**

David Nettleton

(Chair of the Overview and Scrutiny  
Committee)

Ian Houlder

(Chair of the Performance and Audit  
Scrutiny Committee)

**In attendance:**

John Burns  
Mike Chester  
Brian Harvey  
Diane Hind  
Rachel Hood

Aaron Luccarini  
Jim Meikle  
David Palmer  
Ian Shipp

96. **Apologies for Absence**

Apologies for absence were received from Councillor John Griffiths.

97. **Minutes**

The minutes of the meeting held on 14 January 2020 were confirmed as a correct record and signed by the Chair.

98. **Open Forum**

The following non-Cabinet Members spoke under this item:

1. **Councillor Brian Harvey**, asked questions/made statements in respect of Agenda Item 7 (*Report No: CAB/WS/20/019 - Sunnica Energy Farm: Consultation Process*).

Councillor Harvey opened by raising his concerns with regards to the scale of the proposal, which had now increased to over 850 hectares.

Appendix A of Report No: CAB/WS/20/019 was a joint response from West Suffolk Council and Suffolk County Council (dated 26 July 2019), to the non-statutory public consultation report and Councillor Harvey asked whether a response had been received from Sunnica.

Councillor Harvey raised concerns as to whether there were informal/formal consultations taking place between Sunnica, West Suffolk Council and Suffolk County Council. He was also concerned to ensure that local engagement was undertaken with the Town/Parish Councils.

Paragraph 2.7 of Report No: CAB/WS/20/019 set out the expected decisions required and known timescales. Councillor Harvey made specific reference to the response to Sunnica's Statement of Community Consultation (SoCC) which was due in approximately February 2020 and asked if that was going to take place and if so, had the Council seen Sunnica's response.

Councillor Harvey also referred to the following, which may, in his view, be affected by the proposed site:

- One of the proposed routes for the potential Mildenhall Relief Road would be through the centre of the site.
- The existing anaerobic digestion plant located in that area, may have to apply for a variation in their traffic route, meaning that there could be an increase in traffic through the local villages.
- Within the proposed area was Bay Farm Quarry, Worlington, which was an operational sand and gravel quarry.
- The development could impact on the proposed route alignment for the Cambridge Autonomous Metro (CAM) route from Cambridge to Mildenhall.

Councillor Harvey concluded by stating that the local Town/Parish Councils in the area, and particularly those located within the Manor Ward, must be provided with the opportunity to be consulted over these proposals, with the involvement of West Suffolk Council and Suffolk County Council, alongside Cambridgeshire County Council and East Cambridgeshire District Council.

In response, Councillor Andy Drummond, Portfolio Holder for Regulatory, replied to the questions/statements made by Councillor Harvey. In terms of the joint response submitted in July 2019, a response had not been received from Sunnica. Councillor Drummond referred to paragraph 2.7 of the report and stated that he would be informing the Cabinet that the timetable for this application had now slightly changed and that the Statement of Community Consultation was likely to be received in March 2020.

Councillor Drummond also explained that Officers were currently negotiating the terms of a Planning Performance Agreement (PPA) with Sunnica in respect of technical advice being sought, as part of the preparation of the Council's response to this application.

Councillor Drummond concluded his response by explaining that the report on the Cabinet agenda this evening was not about the merits of the proposal, but as to how the Council responded as a statutory consultee. A Member briefing had been arranged for 12 February 2020 and following that, further follow-up meetings could be held with Councillor Harvey to ensure that his specific issues were addressed.

2. **Councillor Diane Hind** made a statement in respect of Agenda Item 8 (*Report No: CAB/WS/20/020 – Recommendations of the Extraordinary Overview and Scrutiny Committee – 23 January 2020: West Suffolk Parking Review Group*) and Agenda Item 9 (*Report No: CAB/WS/20/021 – West Suffolk Parking Review*).

Councillor Hind opened by requesting that the proposed increases in car parking charges should not be implemented. Herself and her colleagues in the Labour Group, believed that car park charges should not be raised by more than 10p per session. This alone would raise additional revenue of over £370,000 (based on paid parking events held between April 2018 and March 2019). The Council should not take the responsibility of paying the charge levied by RingGo (cashless parking), which would also save in the region of £180,000.

Councillor Hind explained that she felt the current evening charge from 6pm should be ended, with the charging period for the day to end at 7pm, provided that four-hour parking was retained in the Cattle Market Car Park. 'Free from 3' must be retained in Bury St Edmunds and Haverhill. Alternative and additional days must also be considered, as should exploring other incentives to bring people into the Town Centres. Councillor Hind also queried the rationale for benchmarking Bury St Edmunds alongside Cambridge, as the parking in Cambridge was charged at a premium rate to encourage the use of the Park and Ride facility. In the future, Bury St Edmunds should also aspire to having Park and Ride facilities with the use of electric buses.

As mentioned, four-hour parking should be retained in the Cattle Market Car Park, as it would give people more opportunity to want to shop, eat and visit an entertainment venue in the Town. Charging people for both parking and charging their electric cars was not an incentive to encourage the use of electric cars in towns. There should be a maximum top-up charge, with the charges being the same as those for disabled users.

At a time when High Streets were generally suffering from decline, the Council should be protecting its own High Streets and increasing car park charges did not assist to support visitors, residents, businesses or employees. There were already empty shops within the Town and she did not want that number to rise.

Councillor Hind concluded by stating her views of having a dead town centre versus having a thriving town centre.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, replied to the statements made by Councillor Hind. Councillor Stevens

thanked Councillor Hind for the points raised and explained that the Car Parking Review Group and the Overview and Scrutiny Committee had also considered these. The Cabinet would be considering their recommendations later on the agenda. Councillor Stevens also wished to acknowledge that it was not just car parking charges which was relevant to the health and well-being of Town Centres and that there was a wider debate to be had to address the challenges, particularly the changing nature of retailing.

3. **Councillor Rachel Hood** made a statement in respect of Agenda Item 8 (*Report No: CAB/WS/20/020 – Recommendations of the Extraordinary Overview and Scrutiny Committee – 23 January 2020: West Suffolk Parking Review Group*) and Agenda Item 9 (*Report No: CAB/WS/20/021 – West Suffolk Parking Review*).

Councillor Hood opened by expressing her concerns with regard to the extremely disappointing state of the car parks in Newmarket. The maintenance of the car parks in Newmarket had been sporadic, resulting in them being in an unsatisfactory state. This was preventing the Town from being able to contribute, as it would wish, to the West Suffolk area as a major tourist destination, the international historic home of horseracing and a town that welcomed visitors.

Councillor Hood wished to make it very clear that there should be no increase in any car parking charges before the car parks in Newmarket had been satisfactorily renovated. Councillor Hood, therefore, asked for reassurances from the Cabinet that all the car parks in Newmarket would be brought up to an acceptable standard before there was any change in car parking charges.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, made reference to his previous response and that the Cabinet would be considering the recommendations from the Car Parking Review Group and the Overview and Scrutiny Committee later on the agenda.

4. **Councillor Jim Meikle** made a statement in respect of Agenda Item 9 (*Report No: CAB/WS/20/021 – West Suffolk Parking Review*).

Councillor Meikle opened by explaining that he was the Ward Member for Clare, Hundon and Kedington. In Clare, a further three shops would be closing this month, which meant that there were now five empty shops within the Town. One contributory factor was the under-capacity of car parking facilities in the Town.

Councillor Meikle expressed his disappointment that the Car Parking Review Group had not recommended any definitive solutions to the parking issues within Clare. In his view, one solution could be the relocation of the existing fire station on donated land to the west of the Town. Councillor Meikle felt there was the opportunity for the delivery of a wider long-term vision for the Town, with the creation of a public service hub to include a fire and rescue base, an ambulance and clinical response service and community hospital outreach medical services.

Councillor Meikle had been working with Officers over the last few months to develop this project.

Councillor Meikle concluded by asking the Cabinet to consider the creation of this public service hub in Clare to provide the services needed, the provision of a short-term parking solution, alongside the development of a longer-term solution for off-street parking in Clare.

In response, Councillor Jo Rayner, Portfolio Holder for Leisure, Culture and Community Hubs, thanked Councillor Meikle for his statement and explained that the Car Parking Review Group had addressed this issue, in part. It was recognised that Clare needed more off-street parking and further opportunities would be reviewed and reported back to Cabinet accordingly. Councillor Rayner also explained that she was aware of Councillor Meikles' vision for a public service hub in Clare and she would ensure that the West Suffolk Property Board worked on the recommendations from the Car Parking Review with regards to off-street parking opportunities, so that all suitable options could be reviewed and brought together for the benefit of Clare.

## 99. **Public Participation**

The following members of the public spoke under this agenda item:

1. **Mark Cordell, Chief Executive, Our Bury St Edmunds Business Improvement District (BID)**, made a statement in respect of Agenda Item 9 (*Report No: CAB/WS/20/021 – West Suffolk Parking Review*).

Mr Cordell appreciated the funding challenges being faced by West Suffolk Council and that there had been no recent increases in car parking charges. The car parks in Bury St Edmunds provided both a good service and a quality surface. He also acknowledged the recent work between the BID Chair, Councillor Peter Stevens and the West Suffolk Council Car Parking Team regarding the trial for the pay-on-exit car park in the Town.

Mr Cordell also supported the recommendation to Cabinet to retain the 'Free from 3' scheme on a Tuesday and to also retain the night charge in Bury St Edmunds.

Mr Cordell explained that he specifically wished to raise the following issues with the Cabinet. The High Street crisis had hit Bury St Edmunds and 2019 had been the worst year ever for recorded footfall levels in Bury St Edmunds and the level of vacant units was the highest for nine years. He considered that car parking charges were proportionately detrimental to low income households. Public transport infrastructure in and around Bury St Edmunds was poor and cars were the only real option to get to work. To implement these proposed increases in full, from April 2020, would have a huge impact on low income households and urged the Cabinet to reconsider this.

In addition, Mr Cordell also requested the Cabinet to reconsider the reimbursing of the RinGo transaction charges, currently at a cost of £180,000 per year. He considered that this reimbursement was a waste of public money as people who used RinGo were prepared to pay the 20p charge associated with that convenience/choice. Not reimbursing this charge would then provide the Council with the flexibility to reconsider the implementation of all of the charges from April 2020.

In conclusion, Mr Cordell urged the Cabinet to consider the recommendations before them this evening and not to reimburse the RinGo charge, as he considered that this could become an uncontrollable cost for the Council in the future.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, thanked Mr Cordell for his statement and also acknowledged the good working relationship between the Council and the Bury BID. Councillor Stevens wished to specifically refer to the statement which had been made with regard to the Council reimbursing the RinGo charge. He explained that the Council also incurred costs for the collection, sorting and securing of cash in the car parking machines throughout the Town. Therefore, there were competing costs and it must be recognised that a balance had to be struck between the Council's costs in collecting cash from the machines and the costs associated with card payments.

2. **Andrew Appleby, a resident of Newmarket**, made a statement in respect of Agenda Item 9 (*Report No: CAB/WS/20/021 – West Suffolk Parking Review*).

Mr Appleby explained that the intention of the car parking charges proposals must be to facilitate business and especially retail growth for the towns of West Suffolk. Equally to improve the retail experience for both residents and visitors and to respect the interest of residents, especially those living close to the town centres who experienced problems with parking within the vicinity of their homes. Car parking charges were first introduced in Newmarket to primarily control and optimise the use of limited car parking capacity.

The proposed increase in car parking charges for Newmarket may not seem excessive, but these could be sufficient to reduce the footfall within the town. He would prefer to retain the status quo, whilst the effect of Civil Parking Enforcement (CPE) (due to the implemented from April 2020) was assessed. CPE could produce increased parking and fines income and improve the parking situation and traffic flow within the town.

Mr Appleby explained he felt increasing the charging period in Newmarket would be detrimental to the footfall within the town. Applying charges from 9am to 3pm would increase the late afternoon footfall. Not starting the charging period until 9am would allow local residents to utilise the car parks overnight, due to the lack of available spaces near to their homes.

Mr Appleby also questioned the suitability of parking in the High Street (except for disabled users, taxi vehicles and delivery vehicles) as drivers seeking car parking spaces disrupted the traffic flow within the High Street.

Mr Appleby concluded by stating that he appreciated the financial aspirations and implications of the proposals, but suggested that the Council must ensure that any changes made were not counter-productive.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, thanked Mr Appleby for his statement and explained that the proposals for Newmarket would be considered by the Cabinet later on the agenda. As had been mentioned earlier in the meeting, Councillor Stevens explained that it was not just car parking charges which were relevant to the health and well-being of Town Centres and that there was a wider debate to be had to address the challenges, particularly the changing nature of retailing.

3. **Paul Brown, Manager, Love Newmarket Business Improvement District (BID)**, made a statement in respect of Agenda Item 9 (*Report No: CAB/WS/20/021 – West Suffolk Parking Review*).

Mr Brown stated that this was an unprecedented time with the decline of High Streets, therefore, it seemed an unusual step to increase car parking charges. He fully understood the budget challenges facing the Council, but if Newmarket was to be revived, then in his view, the car parking charges needed to remain at the current level. If there was to be an increase in charges, then these needed to be equitable and fair.

As had been mentioned earlier in the meeting by Councillor Rachel Hood, the surfaces in the car parks in Newmarket were not in an acceptable state. Mr Brown expressed his support of the moving of the market to the High Street and suggested that subsidised parking charges should also be considered on market days. Further, the proposed increases in car parking charges would result in charging from 8am to 6pm.

Mr Brown concluded that if the Cabinet were to implement increased car parking charges, then these should be deemed to be fair and equitable.

In response, Councillor Peter Stevens, Portfolio Holder for Operations, thanked Mr Brown for his statement and stated that he welcomed a close working relationship with the Newmarket BID, to be able to share their vision for Newmarket. Councillor Stevens again emphasised that it was not just car parking that was affecting the health of the market towns. Visitors wanted to come to Newmarket and this must be made as pleasant an experience as possible.

Mr Brown responded and stated that he accepted that there had been increases made to car parking charges in Newmarket in the past, but again reiterated that these were unprecedented times for High Streets.

Therefore, no assumptions should be made of the impact that these increases may have at this particular time.

Councillor Stevens responded by stating that the Council was looking to support businesses in its town centres through additional business rate reliefs (which were detailed in the budget papers later on the agenda). Councillor Stevens also explained the aspirations for the promotion of the District's market towns.

**100. Report of the Overview and Scrutiny Committee: 9 January 2020 (Report No: CAB/WS/20/017)**

The Cabinet received and noted this report, which informed Members of the following substantive items discussed by the Overview and Scrutiny Committee at their meeting held on 9 January 2020:

1. Management of Events in West Suffolk.
2. Cross Authority Task and Finish Group – Citizens Advice.
3. Work Programme Update 2020.

Councillor David Nettleton, Chair of the Overview and Scrutiny Committee, also drew relevant issues to the attention of Cabinet.

**101. Report of the Performance and Audit Scrutiny Committee: 30 January 2020 (Report No: CAB/WS/20/018)**

The Cabinet received and noted this report, which informed Members of the following substantive items discussed by the Performance and Audit Scrutiny Committee at their meeting on 30 January 2020:

1. 2019-2020 Performance Report (Quarter 3).
2. Delivering a Sustainable Medium-Term Budget 2020-2021.
3. Treasury Management Report and Investment Activity (April – December 2019).
4. Annual Treasury Management and Investment Strategy Statements 2020-2021.
5. Re-appointments to the Financial Resilience and the Health and Safety Sub-Committee's (2019-2020).
6. Work Programme Update 2020-2021.

Councillor Ian Houlder, Chair of the Performance and Audit Scrutiny Committee, drew relevant issues to the attention of Cabinet, including that separate reports were included on this Cabinet agenda for Items 2., 3., and 4. above.

Councillor Houlder also referred to paragraph 1.2.5 of the report which had contained a recommendation for Cabinet to consider Brandon as a special case and to look at property investments in the town. The Cabinet stated that it recognised the specific challenges within Brandon. All property investments were considered on a case-by-case basis, including those within Brandon. The Cabinet agreed with the principle of investing in the district, as supported by the recently approved Asset Management Strategy, but did not consider that it was appropriate to concentrate on one specific town.

Therefore, the Cabinet did not support the recommendation made by the Committee, as set out in paragraph 1.2.5.

102. **Sunnica Energy Farm: Consultation Process (Report No: CAB/WS/20/019)**

The Cabinet considered this report which explained that the Sunnica Energy Farm was a scheme for the installation of solar photovoltaic (PV) generating panels and on-site energy storage facilities across two sites within Suffolk and Cambridgeshire. The proposal would include the infrastructure associated with the required connection to the national grid, including an extension to the Burwell National Grid Substation.

Councillor Andy Drummond, Portfolio Holder for Regulatory, drew relevant issues to the attention of Cabinet and explained that West Suffolk Council were a formal consultee and needed to decide how to respond to the consultations and various formal stages of the process. It was being proposed for the regulatory responses to be executive decisions and, therefore, to be agreed by Cabinet, Portfolio Holders or Officers.

The scheme was defined as a Nationally Significant Infrastructure project as an onshore generating station in England, exceeding 50MW and an application for a Development Consent Order must be made by the applicant to the Planning Inspectorate (PINS).

Councillor Drummond explained that paragraph 2.7 of the report set out the expected decisions required and known timescales. Since the publication of the report, the timescales had now been amended as follows:

- Response to Statement of Community Consultation (now March 2020)
- Response to Statutory Consultation (now June/July 2020)
- Draft and comments on the Statement of Common Ground (now late Autumn 2020)
- Preparation and submission of a Local Impact Report (now early 2021)

Any decision making would need to be accompanied by local member(s) and Cabinet member briefings. Regular updates had been provided to local Members, including engagement in the informal consultation response provided in the Summer of 2019. This engagement would continue as the Council developed future formal responses. Councillor Drummond also took the opportunity to remind of the briefing for Members which had been arranged for 12 February 2020 at 5pm.

The general public's main opportunities to have their say in the process run by the Planning Inspectorate would be at the Statutory Consultation Stage and during the Examination in Public.

**RESOLVED:**

That:-

1. The decision making in respect of the formal stages of the development process for the Sunnica Energy Farm be in

accordance with the table at paragraph 2.7 of Report No: CAB/WS/20/019 (as amended); and

2. The Council's Scheme of Delegation be amended to include delegated authority to Officers to discharge the requirements attached to any Order granted, monitor the implementation of the Order, take any necessary enforcement action and determine any non-material and material amendment applications.

103. **Recommendations of the Extraordinary Overview and Scrutiny Committee - 23 January 2020: West Suffolk Parking Review Group (Report No: CAB/WS/20/020)**

The Cabinet considered this report which explained that on 11 July 2019, a West Suffolk Car Parking Review Group had been established by the Overview and Scrutiny Committee to review parking in West Suffolk. Report No: OAS/WS/20/003 (attached as Appendix A to Report No: Cab/WS/20/020) set out the conclusions and recommendations from the Review Group, which had been presented to the Overview and Scrutiny Committee on 23 January 2020.

The recommendations of the Overview and Scrutiny Committee from their meeting on 23 January 2020, were as set out in Report No: CAB/WS/20/020 for consideration by the Cabinet.

**RESOLVED:**

That the recommendations as set out in Section 10 and Tables 1 and 2, being the West Suffolk Parking Review Group's Report, attached as Report No: OAS/WS/20/003, be approved (Appendix A), subject to the following amendments/referrals being made:

1. *Table 1: Brandon* – no parking charges should be introduced in Brandon. Instead, a maximum stay of 3 hours is allowed in the Bury Road car park, with users required to obtain a free ticket. A review should be undertaken after 12 months to evaluate how this is operating.
2. *Table 1: Brandon* – No recommendation be made to Suffolk County Council regarding parking on Brandon High Street.
3. *Table 1: Bury St Edmunds* – That all aspects relating to Bury St Edmunds be referred to Cabinet for determination, subject to recommendation 4., 5., 6. and 9. below:
4. *Bury St Edmunds* - Cabinet to be asked to consider the implications of retaining the "free from 3" scheme on Tuesdays and also consider the implications of extending it to include 8am to 12 midday on Wednesdays.
5. *Bury St Edmunds* - Cabinet to be asked to consider the implications of removing the nightly charge from 6pm.

6. *Bury St Edmunds* - Cabinet to be asked to consider the implications of retaining the tariff period to 6pm (from the 8pm proposal).
7. *Haverhill* - Cabinet to be asked to consider retaining the "free from 3" on Fridays (subject to 9 below).
8. Cabinet to be asked to determine its own proposals for Newmarket.
9. Cabinet to be asked to look at the implication of "free from" parking options in all market towns across West Suffolk on market days (Fridays in Haverhill and Tuesdays in Newmarket).
10. Cabinet to be asked to examine the electric vehicle bay charging structure across West Suffolk, with the potential to introduce charging for electric bays at a concessionary rate rather than the full rate.

104. **West Suffolk Parking Review (Report No: CAB/WS/20/021)**

Prior to the consideration of this report by the Cabinet, Councillor Peter Stevens, Portfolio Holder for Operations reiterated that, as had been mentioned earlier in the meeting, it was not just the issue of car parking charges which were relevant to the health and well-being of Town Centres and that there was a more wider debate to be had to address the decline of Town Centres generally.

The Cabinet then considered this report which explained that the Overview and Scrutiny Committee, at its meeting on 23 January 2020, considered a report by the West Suffolk Car Parking Review Group (Report No: CAB/WS/20/020 referred). Since the Overview and Scrutiny Committee meeting had been held, a petition had been received by the Council calling for free parking in Bury St Edmunds and other market towns, as set out in Section 3 of Report No: CAB/WS/20/021.

A number of recommendations were made by the Overview and Scrutiny Committee, of which eight referred matters to the Cabinet for further consideration. This report provided more information on the referrals in order for Cabinet to be able to reach a decision.

Councillor Stevens also specifically referred to page 143 of the agenda papers which set out the draft Newmarket Parking Plan and recommendations. Councillor Stevens referred to the concerns raised earlier in the meeting with regard to the unsatisfactory state of the car park surfaces in Newmarket and confirmed that a programme of works for the refurbishment of these car parks would be undertaken at the earliest opportunity from April 2020. These works would be started, as and when deemed most appropriate, taking into account weather conditions and the avoidance of conflicting with race days.

Whilst considering this report, the Cabinet also proposed the following amendments, to Appendix 1; Table 1 (Draft Newmarket Parking Plan and Recommendations):

- Proposed off street tariffs – Rous Road  
3 hrs - £1.00 **be amended to 2 hrs - £1.00**
- Guineas  
**Weekly Charge - £10.00**

The Cabinet also proposed an additional recommendation, as follows:

**6. The Portfolio Holder for Operations be delegated to approve any changes needed to the Traffic Regulation Order, to accommodate any reasonable requirements from third party car park landlords.**

**RESOLVED:**

That:-

1. Those matters referred to it by the Overview and Scrutiny Committee in its report "*Recommendations of the Extraordinary Overview and Scrutiny Committee 23 January 2020: West Suffolk Parking Review Group*", recommendations 3-10 (Report No: CAB/WS/20/020) be noted.
2. The Parking Petition submitted on 24 January 2020 be noted.
3. The recommendations in respect of the Overview and Scrutiny Committee referrals, as set out in Section 2 of Report No: CAB/WS/20/021, be agreed.
4. The recommendation in Section 3 of Report No: CAB/WS/20/021, not to give two free days parking in market towns, be agreed.
5. The recommendations in Section 4 in respect of Newmarket and, in particular, the Parking Plan as attached at Appendix 1 of Report No: CAB/WS/20/021, be agreed, subject to the following amendments:

*Appendix 1: Draft Newmarket Parking Plan and Recommendations: Table 1:*

- Proposed off street tariffs – Rous Road  
3 hrs - £1.00 be amended to: 2 hrs - £1.00
  - Guineas  
Weekly Charge - £10.00
6. The Portfolio Holder for Operations be delegated to approve any changes needed to the Traffic Regulation Order, to accommodate any reasonable requirements from third party car park landlords.

Following the conclusion of the discussions, Councillor Sara Mildmay-White, Deputy Leader of the Council, announced that a Town Centre Summit would be held in Spring 2020, to bring together both local and external experts to

look at the many challenges being faced in high streets and town centres and how we could all work together to best address these. Invitations to this Summit would be sent out in due course.

105. **Recommendations of the Performance and Audit Scrutiny Committee - 30 January 2020: Treasury Management Strategy Statement 2020-2021 and Treasury Management Code of Practice (Report No: CAB/WS/20/022)**

The Cabinet considered this report which explained that the Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management Code of Practice required that, prior to the start of the financial year, that the Council formally approved a Treasury Management Policy Statement and Investment Strategy, setting out the Council's treasury management policy and strategy for the forthcoming year.

The Treasury Management Strategy Statement 2020-2021 was attached as Appendix 1 and the Treasury Management Code of Practice was attached as Appendix 2 to Report No: PAS/WS/20/004. The report also included additional supporting information on treasury advisors; counterparty ratings; approved investment counterparties and limits; revised building society limits and interest rate projections.

**RECOMMENDED TO COUNCIL:** (25 February 2020)

That:-

1. The Treasury Management Strategy Statement 2020-2021, as set out in Appendix 1 to Report No: PAS/WS/20/004, be approved; and
2. The Treasury Management Code of Practice, as set out Appendix 2 to Report No: PAS/WS/20/004, be approved.

106. **Recommendations of the Performance and Audit Scrutiny Committee - 30 January 2020: Treasury Management - December 2019 (Report No: CAB/WS/20/023)**

The Cabinet received this report which explained that the Cabinet was required to consider the Treasury Management Report as at 31 December 2019, prior to seeking its approval by Council.

The 2019-2020 Annual Treasury Management and Investment Strategy set out the Council's projections for the current year. The report included assumptions on borrowing for the capital projects included within it and which was based around three specific projects. The report also summarised the investment activities for the period 1 April to 31 December 2019.

**RECOMMENDED TO COUNCIL:** (25 February 2020)

That the Treasury Management Report (December 2019), being Report No: PAS/WS/20/003, be approved.

107. **Recommendations of the Performance and Audit Scrutiny Committee - 30 January 2020: Delivering a Sustainable Budget 2020/2021 (Report No: CAB/WS/20/024)**

The Cabinet considered this report which explained that the Performance and Audit Scrutiny Committee had agreed the principles and approach for delivering a balanced budget in 2020/2021 and a medium-term financial plan for the years up to 2023/2024.

Workshops had taken place during August to December 2019, alongside a detailed "line-by-line" review of each service cost base to ensure that budgets were only set for planned and understood expenditure, which had then been considered by the Performance and Audit Scrutiny Committee in November 2019.

At their meeting on 30 January 2020, the Performance and Audit Scrutiny Committee were updated on the workshops and line-by-line reviews which had now concluded and any further proposed changes in cost and income assumptions, as a result had been included in Table 1 of Report No: PAS/WS/20/002. Section 2 of Report No: PAS/WS/20/002 also set out information with regards to the provisional Local Government Finance Settlement and the New Homes Bonus.

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 considered that the Performance and Audit Scrutiny Committee's recommendations were acceptable for incorporating into the final budget proposals for 2020/2021 and in the medium term financial plan for the years up to 2023/2024.

**RECOMMENDED TO COUNCIL:** (25 February 2020 - as part of the budget setting process)

That the proposals detailed in Section 2 and Table 1 of Report No: PAS/WS/20/002, be included in securing a balanced budget for 2020/2021 and the medium-term financial plans.

108. **Budget and Council Tax Setting 2020/2021 and Medium Term Financial Strategy 2020-2024 (Report No: CAB/WS/20/025)**

The Cabinet received this report which explained that the Cabinet was required to recommend to Council the budget and the level of council tax required to fund the Council's activities over the next year. The Cabinet supported the budget proposals for securing a balanced budget for 2020/2021, as previously considered and recommended by the Performance and Audit Scrutiny Committee and incorporated into Report No: CAB/WS/20/025.

In 2020/2021 it was being recommended for a £4.97 increase in Band D council tax across both predecessor areas of St Edmundsbury and Forest Heath. The budget for council tax for 2020/2021 and future years was based on the option to harmonise the two predecessor areas (St Edmundsbury and

Forest Heath) using the average Band D rate across both predecessor areas, harmonising the council tax bills by 2022/2023, whilst maximising the Council Tax receipts to protect services and to support the Council's investment plans. For 2020/2021 this represented an average Band D monthly increase of 97p (for the predecessor area of Forest Heath) and 14p (for the predecessor area of St Edmundsbury).

Therefore, it was being recommended that the level of Band D council tax for 2020/2021, be set at £183.78 for the predecessor area of St Edmundsbury and £163.98 for the predecessor area of Forest Heath.

In addition, the Government had announced that additional business rates measures would apply from 1 April 2020. These measures would increase the current retail discount and extend that discount to cinemas and music venues; extend the duration of the local newspapers office space discount and introduce an additional discount for public houses. Therefore, it was also being recommended to support these additional rate reliefs to facilitate delivery of the Council's ambition to support its town centres and high streets in West Suffolk.

**RECOMMENDED TO COUNCIL:** (25 February 2020)

That:-

1. The revenue and capital budget for 2020-2024, including the capital budget flexibility set out in paragraph 5.7, attached at Attachment A and as detailed in Attachment D (Appendices 1-5), Attachment E (Appendices 1-3) and Attachment F to Report No: CAB/WS/20/025, be approved.
2. The additional business rate reliefs set out in paragraphs 2.8-2.10 of Report No: CAB/WS/20/025, in support of our business community in particular our town centres and high streets in West Suffolk, be approved.
3. Having taken into account the conclusions of the Assistant Director's (Resources and Performance) report on the adequacy of reserves and the robustness of budget estimates (Attachment C) and the Medium Term Financial Strategy (MTFS) (Attachment D), particularly the Scenario Planning and Sensitivity Analysis (Attachment D, Appendix 5) and all other information contained in Report No: CAB/WS/20/025, the Cabinet recommends a £4.97 increase in Band D council tax across both predecessor areas of St Edmundsbury and Forest Heath. This assumption is based on the option to harmonise the two predecessor areas by April 2022. The level of Band D council tax for 2020/2021, therefore, be recommended to be set at £183.78 for the predecessor area of St Edmundsbury and £163.98 for the predecessor area of Forest Heath. (Note: the level of council tax beyond 2020/21 will be set in accordance with the annual budget process for the relevant financial year.).

4. The Assistant Director (Resources and Performance), in consultation with the Portfolio Holder for Resources and Performance, be authorised to transfer any surplus from the 2019/2020 revenue budget to the Invest to Save Reserve as detailed in paragraph 7.4, and to vire funds between existing Earmarked Reserves (as set out at Attachment D, Appendix 3) as deemed appropriate throughout the medium term financial planning period.
5. The Flexible Use of Capital Receipts Strategy as set out in Attachment G, be approved.

109. **Decisions Plan: 1 February 2020 to 31 May 2020  
(Report No: CAB/WS/20/026)**

The Cabinet considered this report which was the Cabinet Decisions Plan covering the period 1 February 2020 to 31 May 2020.

Members took the opportunity to review the intended forthcoming decisions of the Cabinet. However, no further information or amendments were requested on this occasion.

110. **Queensbury Lodge, Newmarket (Report No: CAB/WS/20/027)**

The Cabinet considered this report which explained that Queensbury Lodge, Queensbury Cottage and Stables were each individually Grade II Listed Buildings and were situated on a prominent site at the entrance to Newmarket's town centre. The Yard was considered to be the second oldest racehorse-training establishment in the town after Palace House Stables.

The buildings were all included in the Suffolk Historic Buildings at Risk Register due to neglect or prolonged lack of maintenance. They were on one of the main approaches to the town centre within the Newmarket Conservation Area and created a poor impression of the town and its attitude towards its horse racing and build heritage. The condition of the three listed buildings had worsened and a survey in April 2019 identified part of the Lodge which was in danger of collapse.

Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 allowed the Council to serve an Urgent Works Notice on the owner giving notice of the Council's intention to undertake works required to keep the buildings weather-tight, secure and safe from collapse. The owner was also given the opportunity to undertake the works themselves. Historic England's Advisers were aware of the site through previous planning discussions and were in agreement that the buildings were in urgent need of protection and supported the Council's proposed approach.

If the urgent works were not secured, the listed buildings would have to endure at least two more winters with subsequent further deterioration and Officers were concerned that the Lodge, in particular, was in imminent danger of collapse.

It was, therefore, considered that the condition of the buildings needed to be addressed as a matter of urgency using the Council's powers under Section 54. To progress this, an urgent decision was needed on whether the Council should use its powers to serve an Urgent Works Notice and also to accept the cost of taking direct action, together with the mitigation measures, which were set out in the exempt Appendix to this report.

**RESOLVED:**

That:-

1. The undertaking of the Urgent Works process be authorised.
2. The acceptance of the mitigation measures, as set out in the exempt Appendix to Report No: CAB/WS/20/027, be agreed.

**111. Exclusion of Press and Public**

It was proposed, seconded and

**RESOLVED:**

That the press and public be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**112. Exempt Appendix: Queensbury Lodge, Newmarket (para 3)  
(Report No: CAB/WS/20/027)**

The Cabinet considered this exempt Appendix which set out the mitigation measures for the undertaking of urgent works at Queensbury Lodge, Newmarket.

**RESOLVED:**

The recommendations be approved as set out in the Exempt Appendix to Report No: CAB/WS/20/027.

**113. Investing in our Commercial Asset Portfolio (para 3)  
(Report No: CAB/WS/20/028)**

The Cabinet considered this report which set out an opportunity for the Council to invest in its commercial asset portfolio.

**RESOLVED:**

The recommendations be approved as set out in Exempt Report No:  
CAB/WS/20/028.

The meeting concluded at 7.46 pm

**Signed by:**

**Chair**

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# Report of the Overview and Scrutiny Committee: 12 March 2020

<b>Report No:</b>	<b>CAB/WS/20/029</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	24 March 2020
<b>Chair of the Overview and Scrutiny Committee</b>	Councillor David Nettleton Overview and Scrutiny Committee <b>Tel:</b> 01284 702212 <b>Email:</b> <a href="mailto:david.nettleton@westsuffolk.gov.uk">david.nettleton@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:Christine.brain@westsuffolk.gov.uk">Christine.brain@westsuffolk.gov.uk</a>	

**Decisions Plan:** This item is not included on the Decisions Plan.

**Wards impacted:** All wards

**Recommendation:** **It is recommended that Report No: CAB/WS/20/029, being the report of the Overview and Scrutiny Committee, be noted.**

## **1. Background / Context**

1.1 On 12 March 2020, the Overview and Scrutiny Committee considered the following items:

1. Registered Provider of Social Housing (Havebury Partnership);
2. West Suffolk Housing Strategy Implementation Plan 2018-2023: Year 1 Review;
3. Suffolk Cross-Authority Task and Finish Group - Citizens Advice (Final Report);
4. Suffolk County Council: Health Scrutiny Committee – 21 January 2020;
5. Decisions Plan: 1 March 2020 to 31 May 2020; and
6. Work Programme Update 2020.

### **1.2 Registered Provider of Social Housing (Havebury Partnership) (Report No: OAS/WS/20/004) and Presentation**

1.2.1 Mr Andrew Smith, Chief Executive; Anita Jones, Director of Operations and Scott Bailey, Director of Development from Havebury Housing Partnership had been invited to the meeting as a significant stockholder in this area to give an overview on the following topics:

- development pipelines for the West Suffolk area including rural sites;
- single/shared accommodation for under 25s;
- housing tenure, particularly the provision of social rent;
- affordability checks and supporting people to maintain tenancies;
- joint working with West Suffolk Council; and
- provision of housing for older people and policy to support people who would like to move.

1.2.2 The presentation covered the above topics as well as setting out the background to Havebury Housing and its journey; its Corporate Plan 2018-2022 which was currently being refreshed; its objectives; current and future developments; strategic opportunities (new older person strategy; new homelessness strategy and new community investment strategy).

1.2.3 Following the presentation, discussions and responses were provided on the following:

- property refurbishments and community spaces;
- climate change and renewables;
- new builds for older people and issues around homes for life;
- homes which are more dementia friendly;
- fly-tipping on housing estates;
- rangers working in the community;
- the affordability of housing for younger people;
- the need for suitable accommodation for people moving on;
- electric vehicles and the provision of charging points on housing estates in the future;
- service charges and how they are decided;
- social challenges over the next 20 years; and
- the percentage of houses with solid/cavity walls.

- 1.2.4 In response to a question raised regarding estate walk-arounds which used to include ward members, Havebury confirmed these still took place with its tenants and these could be opened up and extended to other organisations, including ward members.
- 1.2.5 The Committee thanked Mr Andrew Smith and his colleagues for attending the meeting, and **resolved** that:
1. Havebury Housing Partnership be invited back to a future meeting of the Committee, once the following three Strategies had been progressed:
    - i. Older Persons Strategy;
    - ii. Homelessness Strategy; and
    - iii. Community Investment Strategy
  2. Flagship Housing be invited to a future meeting of the Committee.

### **1.3 West Suffolk Housing Strategy Implementation Plan 2018-2023: Year 1 Review (Report No: OAS/WS/20/005)**

- 1.3.1 The Committee scrutinised the West Suffolk Housing Strategy Implementation Plan 2018-2023. The West Suffolk Housing Strategy was adopted in 2018 and the implementation plan had been regularly monitored since it was adopted to ensure that progress was being made and tasks remained relevant.
- 1.3.2 The Committee considered the implementation plan attached as Appendix A to the report, which contained detailed information on progress made since its adoption, along with some challenges which were being addressed.
- 1.3.3 Discussions were held on Homes for Life and what was being built for older people; the development of an affordable housing guide for parish/town councils; the transference of the Home-Link housing register system to another provider; houses in multiple occupation and emergency/temporary accommodation; 30% affordable housing; s106 agreements; and homelessness prevention and reduction to which comprehensive responses were provided.
- 1.3.4 The Committee commended officers in the number of empty homes which had been brought back into use in 2019-2020 and suggested this should be publicised as a positive news story.
- 1.3.4 The Committee **noted** the progress made against the Housing Strategy Implementation Plan, and further **resolved** that a future report be presented to the Committee on Homes for Life on what was being built for older people.

#### **1.4 Suffolk Cross-Authority Task and Finish Group - Citizens Advice (Final Report) (Report No: OAS/WS/20/006)**

- 1.4.1 The Committee received the above report setting out the findings and recommendations from the Suffolk Cross-Authority Task and Finish Group (Citizens Advice) (the Group).
- 1.4.2 In December 2019 the Group held three sessions. At the first session the Group received an extensive presentation by Citizens Advice Chief Officers which dealt with value; impacts and funding. The second session involved interested parties and representatives from authorities, primarily concerned with impacts and involvement in funding. The final session was a discussion period with members of the Group on all aspects.
- 1.4.3 The Group established three points as crucial from the start: The Service Value; the Impacts on Other Authorities; and the Future Funding of Citizens Advice in Suffolk.
- 1.4.4 The Committee considered the report and recommendations (primarily for Suffolk County Council's consideration) and asked questions to which responses were provided by the Chair of the Committee. In particular, discussions were held on the CAB's consumer phone service.
- 1.4.5 There being no decision required to be made by the West Suffolk Council, the Committee **noted** the contents of the report.

#### **1.5 Suffolk County Council: Health Scrutiny Committee – 21 January 2020 (Report No: OAS/WS/20/007)**

- 1.5.1 The Committee received a report prepared by Councillor Margaret Marks setting out what was considered at its meeting held on 21 January 2020. The focus of the meeting was to scrutinise:
- Progress made to transform the arrangements for the commissioning and delivery of sexual and reproductive health services in Suffolk; and
  - Receive an update on non-emergency patient transport in Suffolk.
- 1.5.2 The Committee considered the report and asked questions on the above topics, to which Councillor Margaret Marks provided comprehensive responses.
- 1.5.3 There being no decision required, the Committee **noted** the contents of the report.

#### **1.6 Decisions Plan: 1 March to 31 May 2020 (Report No: OAS/WS/20/008)**

- 1.6.1 The Committee considered the latest version of the Cabinet Decisions Plan, covering the period 1 March 2020 to 31 May 2020. Members reviewed the Decisions Plan and did not raise any issues.

- 1.6.2 There being no decision required, the Committee **noted** the contents of the latest Decisions Plan.
- 1.7 Work Programme Update 2020 (Report No: OAS/WS/20/009)**
- 1.7.1 The Committee received Report No: OAS/WS/20/009, which provided information on the current status of its forward work programme for 2020.
- 1.7.2 The Committee **noted** the contents of its forward work programme for June 2020.
- 3. Alternative Options**
- 3.1 Please see background papers.
- 4. Consultation and engagement**
- 4.1 Please see background papers.
- 5. Risks**
- 5.1 Please see background papers.
- 6. Implications arising from the proposal**
- 6.1 Financial  
Please see background papers.
- 6.2 Equalities  
Please see background papers.
- 7. Appendices**
- 7.1 Please see background papers.
- 8. Background documents**
- 8.1 Report No: [OAS/WS/20/004](#) to the Overview and Scrutiny Committee: Registered Provider of Social Housing (Havebury Partnership)
- 8.2 Report No: [OAS/WS/20/005](#) and [Appendix A](#) to the Overview and Scrutiny Committee: West Suffolk Housing Strategy Implementation Plan 2018-2023: Year 1 Review
- 8.3 Report No: [OAS/WS/20/006](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Suffolk Cross-Authority Task and Finish Group - Citizens Advice (Final Report)
- 8.4 Report No: [OAS/WS/20/007](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Suffolk County Council: Health Scrutiny Committee – 21 January 2020

- 8.5 Report No: [OAS/WS/20/008](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Decisions Plan 1 March 2020 to 31 May 2020
- 8.6 Report No: [OAS/WS/20/009](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update 2020

# Christmas Fayre

<b>Report No:</b>	<b>CAB/WS/20/030</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	24 March 2020
<b>Cabinet Member:</b>	Councillor Susan Glossop Portfolio Holder for Growth <b>Tel:</b> 01284 728377 <b>Email:</b> <a href="mailto:susan.glossop@westsuffolk.gov.uk">susan.glossop@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Jill Korwin Director <b>Tel:</b> 01284 757252 <b>Email:</b> <a href="mailto:jill.korwin@westsuffolk.gov.uk">jill.korwin@westsuffolk.gov.uk</a>	

**Decisions Plan:** 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 a Key Decision and is included on the Decisions Plan.

**Wards impacted:** All wards

**Recommendation:** **It is recommended that:**

- 1. a budget of up to £110,000 be made available for resourcing and capacity to deliver the Christmas Fayre in Bury St Edmunds, as set out in Section 3 of Report No: CAB/WS/20/030, to be funded from the Strategic Priorities and Medium-Term Financial Strategy Reserve; and**
- 2. Cabinet agrees to the proposed approach for developing the event in future years.**

## **1. Background**

- 1.1 The Christmas Fayre has been running in Bury St Edmunds since 2002. It has now grown to become one of the Country's largest and best attended Christmas Fayres and is one of the largest free to attend events in the East of England. Attendance at the 2019 Fayre was estimated to be 130,000 visitors to the town over a four-day period.
- 1.2 The event today is a larger, more complex event than it was when it was first set up. It regularly attracts visitors from a wide area including Europe. The Christmas Fayre won the "Best Large Market" award this year from the National Association of British Market Authorities (NABMA) and as such is Nationally recognised as a large market.

### Previous reviews of the Fayre

- 1.3 Two Member led reviews have been held in 2015 and 2018 covering all aspects of the fayre organisation including:- Principle and ownership; vision; timing and length; format and venues; type of stalls; links to wider economy; transport and accessibility; finance; staffing and volunteers; safety and security; examples from other places; and communication and marketing.
- 1.4 In 2018 following a recommendation to and approval by Cabinet, West Suffolk Council commissioned Gention Events Ltd to review the event management plan and how it was delivered. The consultants reported positively about the event management plan and made a number of recommendations, which included:
1. To increase the pool of security staff.
  2. To increase the Hostile Vehicle Mitigation (HVM) provision.
  3. To ensure control of the St Johns Street element of the fayre.
  4. To improve crowd management and have additional CCTV cameras.
  5. To keep the Operations room close to the Fayre.
  6. To separate the Health and Safety role and responsibilities from the Event Director role.
  7. To review the resilience of key roles in the event management structure, as well as training requirements to enable on-going effective delivery of the Fayre.

- 1.5 The recommendations were taken on board as part of the 2019 event and will be constantly reviewed and improved for future events.

### 1.6 Purpose of the report

This report sets out the risks associated with delivering the Christmas Fayre and requests additional funding for increased resources and expertise.

## **2. Event management risks**

- 2.1 Managing the Christmas Fayre is a resource-intensive, complex multi-agency operation. The size and scale of this event presents significant public safety

challenges and places significant demands on not only the Council, but on wider public sector partners to help manage the safety risks.

- 2.2 It is practically very difficult and challenging to control the volume of people attending the event across the four days given the current location, format and objectives of the fayre and thus the safety of the crowds is an on-going dynamic risk that has to be continually assessed and managed. The development and delivery of the event safety plan to mitigate the risks is a specialism that requires training and regular re-accreditation.
- 2.3 Over recent years, the changing terrorist threat has meant that increased security measures have had to be considered, not only by the police employing specialist resources but also by the Council with the use of hostile vehicle mitigation.
- 2.4 On 24 February 2020, the Government announced its intention to introduce new legal duties on event organisers to consider the risks of terrorist attack and to take proportionate measures to mitigate such risks. Whilst the proposals on such legislation are still emerging, the events that have led to this announcement serve as a stark reminder of the importance of fully assessing and managing risks to public safety. As a council, it is important we seek to uphold best practice standards which continue to evolve.
- 2.5 It is important to recognise that the fayre needs the right level and number of resources to ensure it can be run safely. In view of the ongoing development of the fayre, the Council does not have sufficient resilience in specialist expertise to deliver the event without further significant training and investment in key areas, such as crowd management, counter terrorism awareness, event safety and planning, control rooms (management and logging) and keeping logs (decision making records).

### **3. Proposals**

#### Christmas Fayre 2020

- 3.1 The planning for the 2020 Christmas Fayre is underway and will be held on 26 to 29 November 2020. It will continue to be planned alongside the police, national and local partners and agencies. To support the event delivery in 2020, it is proposed that an additional budget be put in place to provide team resilience for the planning and safety of the event. A budget provision of £110,000 is requested. This budget will cover:
  - £30,000 for a temporary event support post
  - £60,000 for event director support; deputy health and safety officer; deputy event manager; traffic management consultant and traffic management operatives; deputy steward supervisor; and an officer in charge of completing a log
  - £20,000 for a consultant to be employed to review the 2020 event and make recommendations for future events
- 3.2 It is further recommended that the delivery of the fayre requires a revised governance structure to include more robust arrangements on the health and safety aspects of the fayre. This will comprise an officer board led by a

Director reporting to two Portfolio Holders. This will provide more effective governance and leadership to manage the safety and security of the event corporately alongside the delivery of a successful fayre focused on meeting the established objectives.

#### Christmas Fayre 2021 and beyond

- 3.3 The intention is that future Christmas Fayres, from the year 2021 onwards will be designed and delivered in a way that aims to further reduce the risk and resources requirements that the Council currently commits and holds. It is also an aspiration that the fayre should provide a benefit across the whole of West Suffolk. The shape and form of future events will be influenced by the information gathered from discussions with partners, information from the other delivery agents (such as the police) and the circumstances at the time. There is also provision in the budget requested to secure additional external advice from an events specialist to bring another dimension to the thinking about the form of the Christmas Fayre in 2021 and beyond. As mentioned above, the shape of form of future events will be a decision made by Cabinet.

#### **4. Alternative options**

- 4.1 This paper outlines an approach to maintain a Christmas Fayre in 2020 (with additional staffing support to provide resilience in the event management structure) while the event is re-designed for 2021 and beyond. However, there is an alternative option of cancelling the event for a year while this takes place. This option was discounted as it was determined that it would be more advantageous to work with partners, businesses, the community and visitors during the transition and in so doing, to maintain support for future plans.

#### **5. Consultation and engagement**

- 5.1 There are two surveys currently being analysed from the 2019 Fayre. The first is a survey of the visitors to the fayre which is carried out every year and the second is a survey of the traders.

#### **6. Other considerations**

##### Further financial matters

- 6.1 At present the costs associated with running the Christmas Fayre outweigh the income generated from the event. The 2019 Fayre had a net cost of around £20,000 and in recognition of this, the 2020 Fayre budget was increased to reflect the likely historical trend in this year's event. This £20,000 net position does not take into account all internal staffing costs associated with the organisation of the fayre. The request for an additional £110,000 budget to be funded from the Strategic Priorities and Medium-Term Financial Strategy Reserve, will give a total net budget of £130,000 for the 2019 Fayre.
- 6.2 Opportunities to increase the income generated by the fayre are always sought, including new commercial opportunities and sponsorship deals for

partners. There are always factors that are unknown at the planning stage – or known but impossible to quantify. For example, it is also always essential to be able to provide the security measures required (in consultation with the Police) and this information is heavily influenced by the threat levels at the time of the event. In this regard, costs are therefore difficult to plan for.

## **7. Appendices**

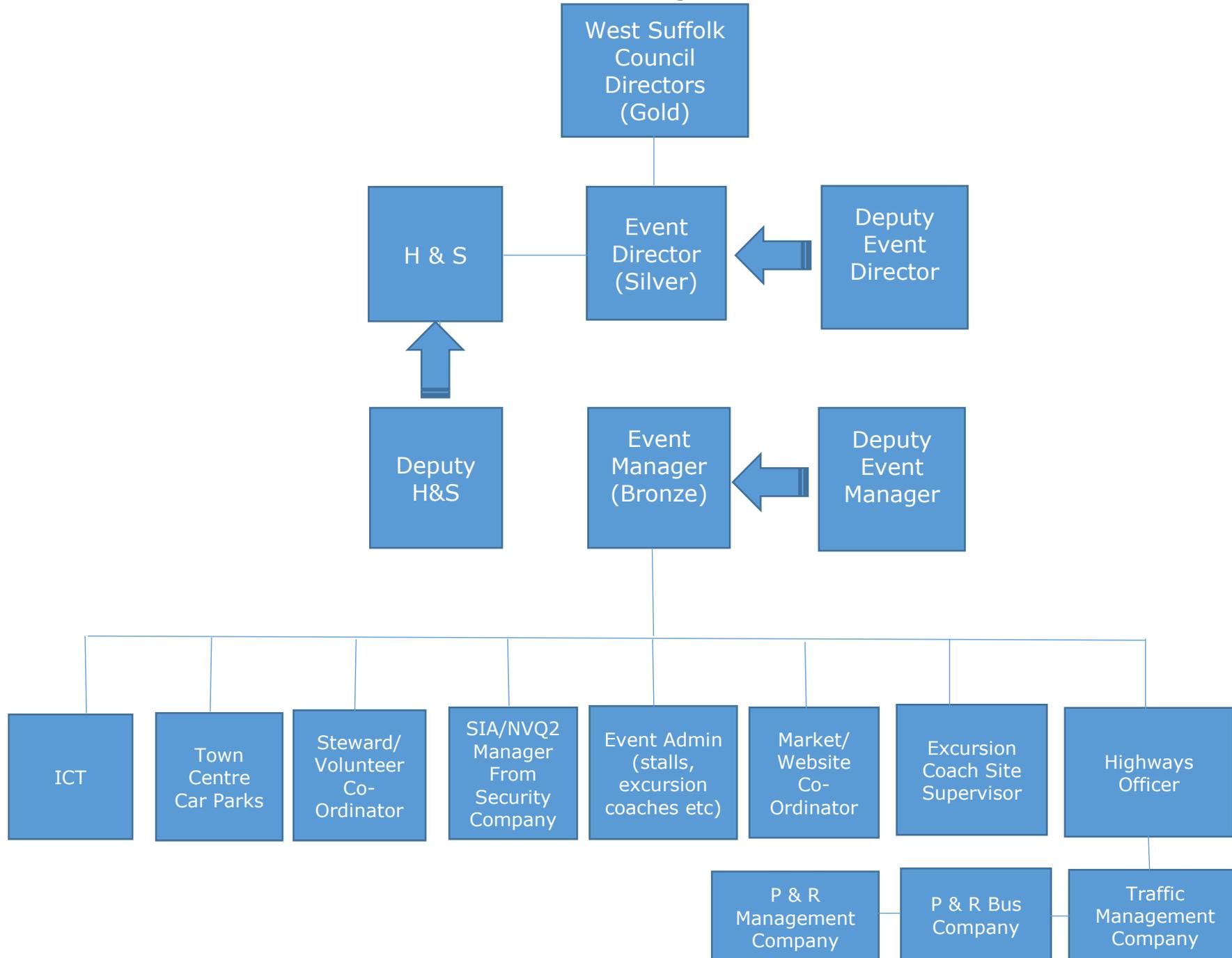
7.1 Appendix 1: Current Event Management Structure

## **8. Background documents**

8.1 Report of review 2015  
Report of review 2018

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# Current Event Management Structure



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# Revenues Collection Performance and Write Offs

<b>Report No:</b>	<b>CAB/WS/20/032</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	24 March 2020
<b>Cabinet Member:</b>	Councillor Sarah Broughton Portfolio Holder Resources and Performance <b>Tel:</b> 07929 305787 <b>Email:</b> <a href="mailto:sarah.broughton@westsuffolk.gov.uk">sarah.broughton@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Rachael Mann Assistant Director Resources & Performance <b>Tel:</b> 01638 719245 <b>Email:</b> <a href="mailto:rachael.mann@westsuffolk.gov.uk">rachael.mann@westsuffolk.gov.uk</a>	

**Decisions Plan:** 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 was published as on the Decisions Plan as a Key Decision; however due to the total amounts now proposed to be written off, this is no longer the case.

**Wards impacted:** All wards

**Recommendation:** **The write-off of the amounts detailed in the Exempt Appendices to Report No: CAB/WS/20/032, be approved, as follows:**

1. **Exempt Appendix 1: Business Rates totalling £65,255.58**
2. **Exempt Appendix 2: Sundry Debt totalling £16,619.46**

## **1. Background / Context**

- 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 £4,999.99 or by Cabinet for debts over £5,000.00.
- 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.

As at 29 February 2020 the percentage of debt written off during 2019/20 for all previous years is 2.13%. The percentage of write offs made during 2019/20 for 2019/20 is 0.02%.

## **2. Proposal**

- 2.1 To review the current revenue collection performance and to consider writing off outstanding debts, as detailed in the Exempt Appendices 1 and 2.
- 2.2 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 2.
- 2.3 As at 1 April 2019, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of West Suffolk Council (as the billing Authority) is £76m per annum. The collection rate as at 29 February 2020 was 94.97% against a profiled target of 94.72%.
- 2.4 As at 1 April 2019, the total Council Tax billed by Anglia Revenues Partnership on behalf of West Suffolk Council (includes the County, Police and Parish precept elements) is £98m per annum. The collection rate as at 29 February 2020 was 95.26% against a profiled target of 97.36%.
- 2.5 Between 1 April 2019 and 29 February 2020 the total Sundry Debtor invoices raised amounted to £29.3m. Based on the total payments received to date on these invoices the collection rate is 97.17%.

## **3. Alternative options**

- 3.1 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 online tracing facilities. It is not considered appropriate to pass the debts on to another agency.

- 3.2 It should be noted that in the event that a written-off debt becomes 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.

#### **4. Consultation and engagement**

- 4.1 Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.

#### **5. Risks and implications arising from the proposal**

##### **5.1 Financial**

Low risk - Debts are written off which could have been collected  
Control - Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.

##### **5.2 Legal Compliance**

The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.

##### **5.3 Personal Data Processing**

There are no changes to the way we process personal data.

##### **5.4 Equalities**

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 Council applies to everyone in the area.

##### **5.5 Other**

No significant implications as a result of this report on crime and disorder; environmental or sustainability; HR / staffing; changes to existing policy; or impact on other organisations (e.g. community groups, businesses, partner organisations).

#### **6. Appendices**

Exempt Appendix 1 – Business Rates  
Exempt Appendix 2 – Sundry Debt

#### **7. Background documents**

None

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## Decisions Plan

### **Key Decisions and other executive decisions to be considered**

**Date: 1 March 2020 to 31 May 2020**

**Publication Date: 21 February 2020**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Portfolio Holders, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2020 and beyond. 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 / individuals 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](mailto:firstname.surname@westsuffolk.gov.uk) or via West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU or College Heath Road, Mildenhall, Bury St Edmunds 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
PH Decision  (Deferred from 14/01/20 – new decision date to be determined)  Page 38	<b>Bury and Beyond Destination Marketing Organisation (DMO)</b> The Portfolio Holder for Growth will be asked to consider a funding allocation of £25,000 per year for two years to the DMO. The allocation of the second year funding would be subject to receipt of satisfactory outcomes from the first year of funding.	Not applicable	PH (D)	Portfolio Holder for Growth	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613  Andrea Mayley Service Manager (Economic Development and Business Growth) 01284 757343	All Wards	Report to Cabinet or Portfolio Holder for Growth.
24/03/20  (Deferred from 11/02/20)	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
24/03/20  (NEW)  (Update)	<b>Investing in our Commercial Asset Portfolio</b> The Cabinet will be asked to consider the acquisition	Exempt Paragraph 3	(KD)	Cabinet	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Exempt Report to 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
since publication - item no longer being considered )	of property for adding to its commercial asset portfolio.					Colin Wright Service Manager (Place Delivery and Strategic Property) 01284 757385		
24/03/20 P 39 (NEW)	<b>Bury St Edmunds Christmas Fayre</b> The Cabinet will be asked to consider providing an additional budget to increase resources to deliver the Bury St Edmunds Christmas Fayre for 2020.	Exempt Appendix: Paragraph 3	(KD)	Cabinet	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Cabinet with exempt appendix.
	<b>West Suffolk Pay Policy Statement 2020/2021</b> This item has been removed from the Decisions Plan as it has been established that no recommendation to Council is required by the Cabinet. The item will therefore be considered				Carol Bull Governance 07767 472419	Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015		

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
	directly by Council on 31 March 2020.							
28/04/20  (Deferred from 26/11/19)  Page 40	<b>West Suffolk Local Plan Draft Issues and Options documents– Approval sought for Consultation</b>  The Cabinet will be asked to recommend to Council, approval of draft Issues and Options documents which will assist in the development of the draft West Suffolk Local Plan. Following approval, consultation on the draft documents is expected to commence in late spring 2020.	Not applicable	(R) – Council 19/05/20	Cabinet/ Council	David Roach Local Plan Development and Delivery 07889 510003	Julie Baird Assistant Director (Growth) 01284 757613  Marie Smith (Service Manager) Strategic Planning 01638 719260	All Wards	Report to Cabinet with recommendations to Council.
(Deferred from 26/11/19)  New date to be confirmed	<b>Newmarket Cinema</b> Following approval of the outline business case in March 2019, the Cabinet will be asked to consider recommending to Council, approval of the full Business Case for the	Possible Exempt Appendices: Paragraph 3	(R) – Council To be confirmed	Cabinet / Council	Susan Glossop Growth 01284 728377	Jill Korwin Director 01284 757252	All Wards	Recommendations to Cabinet and Council with the possibility of exempt appendices.

<b>Expected Decision Date</b>	<b>Subject and Purpose of Decision</b>	<b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b>	<b>Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)</b>	<b>Decision Taker (see Note 3 for membership)</b>	<b>Portfolio Holder Contact Details</b>	<b>Lead Officer Contact Details</b>	<b>Wards Affected</b>	<b>Documents to be submitted</b>
	proposed Newmarket Cinema and Restaurant Development.							
26/05/20  (NEW)  Page 41	<b>Review and Appointment to Cabinet Panel/Joint Committee</b> The Cabinet will be asked to review its membership and appoint to its Panel/Joint Committee. It will also consider the establishment of any new Panels/Working Groups.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015  Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Cabinet.
26/05/20  (NEW)	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
21/07/20  (NEW)	<b>West Suffolk Annual Report 2019/2020</b> Following scrutiny by the Overview and Scrutiny	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Ian Gallin Chief Executive 01284 757001	All Wards	Report to Cabinet with draft Annual Report.

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
	Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2019/2020.							
21/07/20  (NEW)  Page 42	<b>West Suffolk Environment Climate Change – Final Recommendations</b> The Cabinet will be asked to consider the final recommendations of the Environment and Climate Change Taskforce. The Taskforce was established to ensure that the Council uses the opportunity to review and assess its existing activities to reduce carbon emissions, whilst protecting and enhancing the environment. The list of recommendations sets out a range of initiatives as well as the timeframe for projects and programmes, which the Council could deliver alongside our partners and the community to achieve a	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with list of recommendations of the Environment and Climate Change Taskforce and Climate Change Review Summary 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
	net zero carbon district ambition.							

**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

- 4 pages
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 key decision is an executive decision that either:

- (a) Results in new expenditure, or a reduced income or savings of more than £100k in any one year that has not otherwise been included in the Council's revenue or capital budgets.
- (b) Comprises or includes the making, approval or publication of a draft or final scheme, which is not a routine business decision, that may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (c) Results in the formation of a new company, limited liability partnership or joint venture.
- (d) Has a potentially detrimental impact on communities outside of West Suffolk District.
- (e) Is a decision that is significant in terms of its effect on communities living or working in a definable local community in the District, or on one or more wards, in that it will:
  - (i) Have a long-term, lasting impact on that community; or
  - (ii) Restrict the ability of individual businesses or residents in that area to undertake particular activities; or
  - (iii) Removes the provision of a service or facility for that community; or
  - (iv) Increases the charges payable by members of the community to provide a service or facility by more than 5%; or
  - (v) Have the potential to create significant local controversy or reputational damage to the Council
- (f) A matter that the decision maker considers to be a key decision.
- (g) Any matters that fall under the scope of e) above must be subject to consultation with the local Member(s) in Wards that are likely to be impacted by the decision prior to the decision being made.

**NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**

**(a) Membership of West Suffolk Council's Cabinet and their Portfolios**

<b>Cabinet Member</b>	<b>Portfolio</b>
John Griffiths Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Sarah Broughton	Portfolio Holder for Resources and Performance
Carol Bull	Portfolio Holder for Governance
Andy Drummond	Portfolio Holder for Regulatory
Robert Everitt	Portfolio Holder for Families and Communities
Susan Glossop	Portfolio Holder for Growth
Jo Rayner	Portfolio Holder for Leisure, Culture and Community Hubs
David Roach	Portfolio Holder for Local Plan Development and Delivery
Peter Stevens	Portfolio Holder for Operations

(b) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, East Suffolk Council, Fenland District Council and West Suffolk Council)**

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full East Suffolk Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full West Suffolk Council Cabinet Member</b>
Philip Cowen	David Ambrose-Smith	Steve Gallant	Jan French	Sarah Broughton
<b>Substitute Breckland Cabinet Members</b>	<b>Substitute East Cambridgeshire District Council Cabinet Members</b>	<b>Substitute East Suffolk Council Cabinet Members</b>	<b>Substitute Fenland District Council Cabinet Members</b>	<b>Substitute West Suffolk Council Cabinet Members</b>
Sam Chapman-Allen	David Brown	To be confirmed	David Connor	Sara Mildmay-White
Paul Claussen	Joshua Schumann	To be confirmed	Kim French	To be confirmed

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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