

# West Suffolk Council

**Cabinet Decisions Notice  
(Published: Thursday 23 July 2020)**

The following decisions were taken by the Cabinet on **Tuesday 21 July 2020** and, if not called in by Councillors, will come into operation on Friday 31 July 2020. This procedure does not however, apply to decisions that have been recommended to Council for a final decision (and which are also indicated within the decisions below). An executive decision may be called in, in accordance with the Overview and Scrutiny Committee Procedure Rules contained within Part 4 of the Council's Constitution, by at least five Councillors submitting the required call-in request form to the Assistant Director (HR, Legal and Democratic Services) (e-mail: [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk)) **by 5.00 pm on Thursday 30 July 2020.**

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

Agenda Item and Report No.	Declarations of Interest/ Dispensations Granted	Decision(s) (including recommendations to Council)	Reason(s) for Decision(s)	Other Options Considered and Reasons for Rejection	Contacts
Item No. 6 CAB/WS/20/043	None	<u>Financial Impact of COVID-19 on West Suffolk Council</u> <b>RESOLVED:</b> That: <ol style="list-style-type: none"> <li>1. the financial impacts of COVID-19 on the council finances, be noted; and</li> <li>2. the next steps and principles for future planning at section 8 of Report No: CAB/WS/20/043, be supported.</li> </ol>	Having acknowledged and noted the significant financial impact COVID-19 is currently having on the Council's finances, the Cabinet is in support of the proposed next steps and principles for future planning in order to balance this year's budget, and for making revisions to the medium term plan.	The Cabinet could have decided not to support the proposed next steps and principles for future financial planning; however, Members consider this is the proposed way forward and provides a prudent and pragmatic approach to this exceptional and unprecedented situation.	<u>Portfolio Holder:</u> Cllr Sarah Broughton 07929 305787  <u>Officer:</u> Rachael Mann Assistant Director (Resources & Performance) 01638 719245

Agenda Item and Report No.	Declarations of Interest/ Dispensations Granted	Decision(s) (including recommendations to Council)	Reason(s) for Decision(s)	Other Options Considered and Reasons for Rejection	Contacts
Item No. 7  CAB/WS/20/044	None	<p><u>Recommendations of the Grant Working Party: 24 June 2020 - Overview of Community Chest 2020/2021 and proposed changes to the 2021/2022 scheme; and Locality Budgets 2019/2020</u></p> <p><b>RESOLVED:</b> That due to the impacts of the COVID-19 pandemic:</p> <p><u>Community Chest: 2020/2021</u></p> <ol style="list-style-type: none"> <li>1. In these exceptional circumstances, the £3,500 allocation of Community Chest funding in 2020/2021 to Our Special Friends now be used to pay core costs for one year only, as detailed in paragraphs 3.6 and 3.7 of Report No: CAB/WS/20/044;</li> <li>2. the following nine organisations that received Community Chest funding in 2020/2021, be given an extension to fulfil the outcomes and outputs of their projects which were committed to as part of the award for 2020/21, as set out in paragraphs 3.7 and 3.8: <ul style="list-style-type: none"> <li>a. Bury Drop in</li> <li>b. Haverhill Community Trust</li> <li>c. The Befriending Scheme</li> </ul> </li> </ol>	<p>The current climate for West Suffolk's voluntary and community sector is challenging. As such, the Cabinet recognises on the recommendations of the Grant Working Party, that there are means in which the Council can support them through this difficult time.</p>	<p>The Council could choose not to provide any grant funding; however, it is recognised that some support to the Voluntary, Community and Social Enterprise Sector (VCSE) is required. The Community Chest also enables the Council to commission services to support the delivery of its priorities. By making these slight adjustments, the Council can continue to provide additional support in these exceptional circumstances where COVID-19 has had an impact on those organisations within the Sector.</p>	<p><u>Portfolio Holder:</u> Cllr Robert Everitt 01284 769000</p> <p><u>Chair of the Grant Working Party:</u> Cllr Jim Thorndyke 01359 250271</p> <p><u>Officer:</u> Davina Howes Assistant Director (Families and Communities) 01284 757070</p>

<b>Agenda Item and Report No.</b>	<b>Declarations of Interest/ Dispensations Granted</b>	<b>Decision(s) (including recommendations to Council)</b>	<b>Reason(s) for Decision(s)</b>	<b>Other Options Considered and Reasons for Rejection</b>	<b>Contacts</b>
		<p>d. Second Chances Support Group</p> <p>e. Suffolk Mind</p> <p>f. Bury Theatre</p> <p>g. Turner Hall</p> <p>h. Newmarket Day Centre</p> <p>i. The Erskine Centre</p> <p>3. The ways in which some organisations have adapted their approach in response to COVID-19 in order to continue to offer a service be noted, as set out in section 4 of Report No: CAB/WS/20/044.</p> <p><u>Community Chest: 2021/2022</u></p> <p>4. The amended timeframe for applicants and decision-making process, as set out in paragraph 5.2 of Report No: CAB/WS/20/044, be noted to allow applications to be submitted by a deadline of 30 October instead of the usual 30 September; and</p> <p>5. the proposed revised guidance for applicants to Community Chest in 2021/2022, as contained in Appendix A to Report No: CAB/WS/20/000, be approved for the reasons set out in paragraph 5.3.</p>			

<b>Agenda Item and Report No.</b>	<b>Declarations of Interest/ Dispensations Granted</b>	<b>Decision(s) (including recommendations to Council)</b>	<b>Reason(s) for Decision(s)</b>	<b>Other Options Considered and Reasons for Rejection</b>	<b>Contacts</b>
		<u>Councillor Locality Budget Scheme: 2020/2021</u> <p>6. In these exceptional circumstances, the Council's Councillor Locality Budget Guidance be amended to enable projects awarded funding in 2019/20 and the early part of 2020/2021 to be completed beyond the current deadline, which currently required funding to be spent within a 12-month period, as detailed in paragraph 6.1 of Report No: CAB/WS/20/044.</p>			
Item No. 8 CAB/WS/20/045	None	<u>West Suffolk Environment and Climate Change Taskforce - Final Report</u> <p><b>RESOLVED:</b> That:</p> <ol style="list-style-type: none"> <li>1. the Council be committed to working towards achieving net zero greenhouse gas (carbon) emissions by 2030 as set out in section 4 of Report No: CAB/WS/20/045;</li> <li>2. the high-level road map to achieve net zero, be approved, as set out in section 4 and Appendix 2 noting it will need to develop as technologies and funding opportunities change;</li> </ol>	<p>Having acknowledged that the Environment and Climate Change Taskforce refined its work to focus on actions that are 'meaningful, measurable and achievable', which had been explored through the development of seven themes, as set out in Report No: CAB/WS/20/45; and also accepting the rationale behind the making of the recommendations which included setting out the opportunity to achieve net zero greenhouse gas emissions by 2030, the Cabinet considers its decisions made will build on the Council's existing commitment to mitigating the effects of climate change and improving the environment.</p>	<p>The Council could choose to:</p> <ul style="list-style-type: none"> <li>•Do nothing;</li> <li>•Reduce its ambitions in terms of the suggested actions;</li> <li>•Enhance its ambitions by increasing the funding and resourcing for green and zero-carbon initiatives and encompassing more ambitious projects.</li> </ul> <p>However, the Cabinet recognises that, on the</p>	<p><u>Portfolio Holders:</u> Cllr John Griffiths 01284 757136</p> <p>Cllr Andy Drummond 01638 751411</p> <p><u>Chair of the Environment and Climate Change Taskforce:</u> Cllr Rachel Hood 07712 211555</p> <p><u>Officer:</u> Jill Korwin Director 01284 757252</p>

<b>Agenda Item and Report No.</b>	<b>Declarations of Interest/ Dispensations Granted</b>	<b>Decision(s) (including recommendations to Council)</b>	<b>Reason(s) for Decision(s)</b>	<b>Other Options Considered and Reasons for Rejection</b>	<b>Contacts</b>
		<p>3. a carbon budgeting approach be introduced to support the net zero ambition, as set out in section 5;</p> <p>4. the immediate actions the Council can take to support its journey to net zero, be agreed, as set out in section 3;</p> <p>5. the longer term actions the Council could consider as part of 2021/22 service and budget planning process, be noted, as set out in section 6; and</p> <p>6. the communications plan, be approved, as set out in section 7.</p>		<p>recommendations of the Environment and Climate Change Taskforce, whilst not losing sight of longer term aspirations, the decisions taken are based on taking meaningful, measurable and achievable actions.</p>	
Item No. 9 CAB/WS/20/046	None	<p><u><a href="#">Report of the West Suffolk Environment and Climate Change Taskforce: Environment and Biodiversity Emergency in West Suffolk</a></u></p> <p><b>RESOLVED:</b> That:</p> <p>1. the Council's Climate Emergency declaration be updated to specifically state Climate and Environment Emergency, as referred to in paragraph 4.1 of Report No: CAB/WS/20/046;</p> <p>2. the work that can be progressed within existing resources,</p>	<p>The Cabinet considers, on the recommendations of the Environment and Climate Change Taskforce, that the actions that could be taken to address the challenges to the environment and biodiversity, specifically in relation to the open spaces in West Suffolk are meaningful, measurable and achievable. Whilst considered in conjunction with the Taskforce's main report on carbon reduction (Report No: CAB/WS/20/045), the rationale, (section 2 of Report No: CAB/WS/20/046) behind the short and longer-term actions that could be taken by the Council are</p>	<p>The Cabinet considers the first of the alternative options is appropriate and has made the decision to accept this option for the reasons given in the 'Reasons for Decision':</p> <p>1. Given the Council has already declared a Climate Emergency, and the terms of</p>	<p><u><a href="#">Portfolio Holders:</a></u> Cllr John Griffiths 01284 757136</p> <p>Cllr Andy Drummond 01638 751411</p> <p>Cllr Joanna Rayner 07872 456836</p> <p><u><a href="#">Chair of the Environment and Climate Change Taskforce:</a></u></p>

<b>Agenda Item and Report No.</b>	<b>Declarations of Interest/ Dispensations Granted</b>	<b>Decision(s) (including recommendations to Council)</b>	<b>Reason(s) for Decision(s)</b>	<b>Other Options Considered and Reasons for Rejection</b>	<b>Contacts</b>
		<p>outlined in the report as the phase one actions, be approved (section 3.3); and</p> <p>3. the potential longer-term initiatives proposed as being phase two actions, be noted, which have additional resource and budgetary implications, and it be agreed they will be considered as part of the 2021/22 service and budget planning process (section 3.4).</p>	<p>generally supported.</p> <p>However, the Cabinet, in its decision making, considers the alternative option to the Taskforce's recommendation of declaring an environment and biodiversity emergency, as set out in paragraph 4.1 of Report No: CAB/WS/20/046 is more appropriate. Having regard to the fact that the original remit of the Taskforce was to consider wider environmental issues over and above just looking at reducing the Council's carbon emissions, and that in declaring the Climate Emergency the Cabinet feel Members already have regard for these wider issues, an amendment to the original declaration is considered to satisfactorily address this. The Climate Emergency declaration has therefore been updated to specifically state "Climate and Environment Emergency".</p>	<p>reference for this Taskforce included a specific reference to environment and biodiversity issues, Cabinet could recommend to Council the Climate Emergency declaration is updated to specifically reference Climate and Environment Emergency.</p> <p>2. The Council could choose to reduce its ambitions in terms of the suggested actions, and only progress some recommendation s.</p> <p>3. The Council could equally choose to enhance its ambitions by</p>	<p>Cllr Rachel Hood 07712 211555  Officer: Jill Korwin Director 01284 757252</p>

<b>Agenda Item and Report No.</b>	<b>Declarations of Interest/ Dispensations Granted</b>	<b>Decision(s) (including recommendations to Council)</b>	<b>Reason(s) for Decision(s)</b>	<b>Other Options Considered and Reasons for Rejection</b>	<b>Contacts</b>
				<p>increasing the funding and resourcing for green initiatives and encompassing more ambitious projects.</p> <p>Options 2. and 3. are rejected as the actions recommended by the Taskforce for addressing the challenges to the environment and biodiversity are deemed by the Cabinet to be meaningful, measurable and achievable.</p>	
Item No. 10 CAB/WS/20/047	None	<u>Hackney Carriage and Private Hire Conditions Policy</u> <b>DEFERRED:</b> Consideration of the Hackney Carriage and Private Hire Conditions Policy has been deferred by the Cabinet to give officers an opportunity to review the new Statutory Taxi and Private Hire Vehicle Standards issued by Government to licensing authorities. Although it is	New Statutory Taxi and Private Hire Vehicle Standards were issued by Government to licensing authorities on the day in which the Cabinet was due to make its decision on whether to approve the Council's revised Hackney Carriage and Private Hire Conditions Policy (21 July 2020). Although it is anticipated the Council's proposed new Policy contains the expected standards, which have been issued	As the proposed revised Policy has been deferred, the alternative options have not yet been considered and rejected.	<u>Portfolio Holder:</u> Cllr Andy Drummond 01638 751411  <u>Officers:</u> David Collinson Assistant Director (Planning & Regulatory) 01284 757306

<b>Agenda Item and Report No.</b>	<b>Declarations of Interest/ Dispensations Granted</b>	<b>Decision(s) (including recommendations to Council)</b>	<b>Reason(s) for Decision(s)</b>	<b>Other Options Considered and Reasons for Rejection</b>	<b>Contacts</b>
		anticipated the Council's proposed new Policy contains the expected standards, which have been issued to improve the safeguarding of children and vulnerable adults, it is considered appropriate to allow additional time to carry out these checks before final approval of the Policy is sought.	to improve the safeguarding of children and vulnerable adults, Cabinet considers it appropriate to give officers an opportunity to review the standards against the Policy before final approval of the Policy is sought.		Fiona Quinn Service Manager (Environmental Health) 01284 757042
Item No. 11  CAB/WS/20/048	Councillor Sarah Broughton declared a pecuniary interest as she and her husband own a parcel of land within the area covered by the Great Barton Neighbourhood Plan. She left the Cabinet meeting during the consideration of this item and therefore did not take part in the debate or the vote.	<p><u><a href="#">Great Barton Neighbourhood Plan Regulation 16 Submission Consultation: Local Planning Authority Response</a></u></p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> <li>1. the Local Planning Authority's response to the Regulation 16 Great Barton Neighbourhood Plan submission consultation, as set out in section 3 of Report No: CAB/WS/20/048, be approved; and</li> <li>2. delegated authority be given to the Service Manager (Strategic Planning), to make minor non-material consequential changes to the response, as necessary.</li> </ol>	<p>The Great Barton Neighbourhood Plan is currently at the Regulation 16 consultation stage, and there is an opportunity for the Local Planning Authority (LPA) to make a formal response. The LPA fully supports the initiative for the Parish Council to produce a Neighbourhood Plan (NP) for Great Barton parish. The LPA recognises that a significant amount of work has gone into the development of the plan with extensive community involvement and the LPA commends the Parish Council for all the hard work to reach such an advanced stage in the neighbourhood plan making process.</p> <p>The Cabinet has considered it is appropriate at this current Regulation 16 stage for the LPA to re-iterate the previously identified issues to ensure a consistency of approach and to ensure consistency of response and reiteration of the message to the Great Barton</p>	<p>The Local Planning Authority is not obliged to respond to the Regulation 16 consultation but consider that it is best practice to do so and will reiterate the concerns to the Great Barton Neighbourhood Plan Group and the Examiner.</p>	<p><u>Portfolio Holder:</u> Cllr David Roach 01440 768966</p> <p><u>Officers:</u> Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Marie Smith Service Manager (Strategic Planning) 01638 719260</p>

<b>Agenda Item and Report No.</b>	<b>Declarations of Interest/ Dispensations Granted</b>	<b>Decision(s) (including recommendations to Council)</b>	<b>Reason(s) for Decision(s)</b>	<b>Other Options Considered and Reasons for Rejection</b>	<b>Contacts</b>
			Neighbourhood Plan Group and the Examiner.		
Item No. 13 CAB/WS/20/050	None	<p><u>Revenues Collection Performance and Write-Offs</u></p> <p><b>RESOLVED:</b></p> <p>That the write-off of the amounts detailed in the Exempt Appendices to Report No: CAB/WS/20/050, be approved, as follows:</p> <ol style="list-style-type: none"> <li>1. Exempt Appendix 1: Council Tax totalling £11,864.83</li> <li>2. Exempt Appendix 2: Housing Benefit Overpayment totalling £5,324.25</li> </ol>	<p>The total amounts detailed in the decision are to be written-off. The detailed reasons for the decisions are included in Exempt Appendices 1 and 2 to Report No: CAB/WS/20/050.</p>	<p>The Council currently uses the services of the ARP Enforcement Agency to assist in the collection of business rates and also have online tracing facilities. It is not considered appropriate to pass the debt onto another agency. In the event that a written-off debt becomes recoverable, the amount will be written back on and enforcement procedures will be re-established.</p>	<u>Portfolio Holder:</u> Cllr Sarah Broughton 07929 305787  <u>Officer:</u> Rachael Mann Assistant Director (Resources & Performance) 01638 719245
Item No. 14 CAB/WS/20/051	None	<p><u>Abbeycroft Leisure COVID-19 Loan Facility</u></p> <p><b>RESOLVED:</b></p> <p>That:</p> <ol style="list-style-type: none"> <li>1. the business case to create a £1,000,000 loan facility for Abbeycroft Leisure, funded from the Investing in our Growth</li> </ol>	<p>Due to COVID-19, the Council's leisure provider partner, Abbeycroft Leisure was required on 20 March 2020, to close its leisure centres resulting in a loss of all its income (other than the management fee the Council pays). Having considered the strategic, financial, economic and social and community cases, as detailed in</p>	<p>The Council could choose not to support Abbeycroft with the provision of a £1million loan facility; however, if a loan facility wasn't available and should Abbeycroft then fail, the service would</p>	<u>Portfolio Holders:</u> Cllr Joanna Rayner 07872 456836  Cllr Sarah Broughton 07929 305787

<b>Agenda Item and Report No.</b>	<b>Declarations of Interest/ Dispensations Granted</b>	<b>Decision(s) (including recommendations to Council)</b>	<b>Reason(s) for Decision(s)</b>	<b>Other Options Considered and Reasons for Rejection</b>	<b>Contacts</b>
		<p>Agenda Fund, be agreed, as set out in section 5 of Report No: CAB/WS/20/051;</p> <p>2. delegated authority be given to the Council's Section 151 Officer, in consultation with the Portfolio Holders for Resources and Performance, and Leisure, Culture and Community Hubs, and the Director, to agree the final details of the loan and enter into a loan agreement(s) with Abbeycroft Leisure; and</p> <p>3. it be agreed for the Council's Section 151 Officer to make the necessary changes to the Council's prudential indicators as a result of recommendation 2. above.</p>	<p>Report No: CAB/WS/20/051, the Cabinet is fully supportive of providing a £1million loan facility to Abbeycroft Leisure to enable them to remain viable, the terms of which are detailed in section 5 of the report.</p>	<p>become the responsibility of the Council and a costly transfer and remobilisation exercise would have to take place. Staff would have to be transferred to the Council, and the Council would not have the financial and operational benefits the Trust model provides. Since transferring leisure services to Abbeycroft (and previously Anglia Community Leisure that delivered services to Forest Heath District Council up to 2015) the costs of that service have reduced from over £1.8m (2009/10) to £275,000 in 2020/21.</p>	<u>Officer:</u> Jill Korwin Director 01284 757252

Jennifer Eves  
Assistant Director (Human Resources, Legal and Democratic Services)  
23 July 2020