

# Cabinet

<b>Title</b>	<b>Agenda</b>																						
<b>Date</b>	<b>Tuesday 22 September 2020</b>																						
<b>Time</b>	<b>6.00 pm</b>																						
<b>Venue</b>	<p><b>Facilitated by Microsoft Teamslive virtual meetings platform only – Members and officers attending this meeting are requested to see their separate Outlook meeting invitation to join the meeting.</b></p> <p><b>The meeting will be accessible by the press and public via a live stream; the link to which will be published on the Council’s website alongside guidance on how to join and the agenda papers</b></p>																						
<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>Councillor</b></th> <th style="text-align: left;"><b>Portfolio</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>Councillor</b>	<b>Portfolio</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>	Four Members																						
<b>Committee administrator</b>	<p><b>Claire Skoyles</b> Democratic Services Officer <b>Telephone</b> 01284 757176 / 07776 254986 <b>Email</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a></p>																						

## Public information



<b>Venue</b>	Virtual meeting only to be facilitated by Microsoft Teamslive
<b>Contact information</b>	Telephone: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Website: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting</b>	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p> <p>On this occasion, a link to the meeting livestream broadcast, and guidance on how members of the public can access the meeting broadcast will be made available on the Council's website when the agenda is published.</p>
<b>Attendance at meetings</b>	<p>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.</p> <p>The meeting will be held virtually. You can view the livestream of the meeting via the link provided on the webpage where the agenda and papers are published. Please note that a virtual meeting is not invalid by virtue of members of the public being unable to attend or participate in meetings that are held virtually.</p>
<b>Public participation</b>	<p>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.</p> <p>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. As the meeting is taking place virtually, a person who wishes to speak must register by <b>9am</b> the last working day before the day of the meeting. This can be done by sending the request to <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> or telephoning 07776 254986, 07595 428481 or 01638 719237. See Agenda Item 5 for further details on how to participate.</p> <p>If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion</p>
<b>Accessibility</b>	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact

	Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.
<b>Recording of meetings</b>	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>
<b>Personal Information</b>	<p>Any personal information processed by West Suffolk Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

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# Agenda

## Procedural matters

**1. Apologies for absence**

**2. Minutes**

**1 - 14**

To confirm the minutes of the meeting held on 21 July 2020 (copy attached).

**3. Declarations of interest**

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

## Part 1 - public

**4. Open forum**

At each Cabinet meeting, up to 15 minutes shall be allocated for questions or statements from and discussion with, non-Cabinet members. As this meeting is being held virtually, members wishing to speak during this session must notify Democratic Services **by 9am on the day of the meeting** that they wish to attend. Who speaks and for how long will be at the complete discretion of the person presiding.

**5. 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.

As the meeting is taking place virtually, **a person who wishes to speak must register by 9am on Monday 21 September 2020** to ensure that there is time to brief them on how they can speak at the meeting. This can be done by sending the request to [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk) or by telephoning one of the numbers provided on the Public Information Sheet at the start of this agenda. Members of the public will either be set up as a 'Guest Speaker' or be provided with a telephone number they can call when prompted to do so during the meeting to enable them to participate.

If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting.

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

**6. Report of the Performance and Audit Scrutiny Committee: 30 July 2020 15 - 20**

Report number: **CAB/WS/20/052**  
 Portfolio holder: Councillor Sarah Broughton  
 Chair of the Committee: Councillor Ian Houlder  
 Lead officer: Christine Brain

**7. Report of the Overview and Scrutiny Committee: 3 September 2020 21 - 26**

Report number: **CAB/WS/20/053**  
 Chair of the Committee: Councillor Ian Shipp  
 Lead Officer: Christine Brain

**Non key decisions**

**8. Recommendation of the Performance and Audit Scrutiny Committee: 30 July 2020: Annual Financial Resilience Report (2019-2020) 27 - 30**

Report number: **CAB/WS/20/054**  
 Portfolio holder: Councillor Sarah Broughton  
 Lead officer: Rachael Mann

**9. Recommendation of the Performance and Audit Scrutiny Committee: 30 July 2020: Financial Resilience - June 2020 31 - 34**

Report number: **CAB/WS/20/055**  
 Portfolio holder: Councillor Sarah Broughton  
 Lead officer: Rachael Mann

**10. Hackney Carriage and Private Hire Conditions Policy 35 - 44**

Report number: **CAB/WS/20/056**  
 Portfolio holder: Councillor Andy Drummond  
 Lead officers: David Collinson and Fiona Quinn

	<b>Pages</b>
<b>11. West Suffolk Local Plan Draft Issues and Options documents – approval for public consultation</b>	<b>45 - 50</b>
Report number: <b>CAB/WS/20/057</b> Portfolio holder: Councillor David Roach Lead officers: Julie Baird and Marie Smith	
<b>12. Public Space Protection Orders (PSPO) – review of existing orders</b>	<b>51 - 112</b>
Report number: <b>CAB/WS/20/058</b> Portfolio holders: Councillors Robert Everitt and Joanna Rayner Lead officer: Davina Howes	
<b>13. Decisions Plan: 1 September 2020 to 31 May 2021</b>	<b>113 - 128</b>
To consider the most recently published version of the Cabinet's Decisions Plan	
Report number: <b>CAB/WS/20/059</b> Portfolio holder: Councillor John Griffiths Lead officer: Ian Gallin	

## **Part 2 – exempt**

**None**

# Cabinet



**Minutes** of a meeting of the **Cabinet** held virtually via **MS Teamslive** remote meeting platform on **Tuesday 21 July 2020** at **6.00 pm**

Present: **Councillors**

**Chair** John Griffiths (Leader of the Council)

**Vice 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:**

Rachel Hood

(Chair of the West Suffolk Environment and Climate Change Taskforce)

Ian Shipp

(Chair of Overview and Scrutiny Committee)

Jim Thorndyke

(Chair of the Grant Working Party)

**In attendance:**

Richard Alecock

(observer - attendance by viewing the live broadcast only)

Ian Houlder

(Chair of Performance and Audit Scrutiny Committee - attendance as observer by viewing the live broadcast only)

Cliff Waterman

(observer - attendance by viewing the live broadcast only)

**131. Welcome and Meeting Facilitation**

The Chair formally opened the meeting and welcomed all persons present including those that were viewing the meeting externally via the live broadcast.

Alex Wilson, one of the Directors, was acting as facilitator for the meeting and, upon being invited to do so by the Chair, detailed the housekeeping

matters and guidance as to how the meeting would operate within the virtual setting.

132. **Apologies for Absence**

No apologies for absence were received.

133. **Minutes**

The minutes of the meeting held on 23 June 2020 were confirmed as a correct record.

134. **Open Forum**

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

135. **Public Participation**

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

1. **Laura Williams**, a resident of the district, asked a question in connection with the proposed Hackney Carriage and Private Hire Conditions Policy and specifically, where a driver wished to purchase a hybrid or electric vehicle for private hire use whether it could be made that they were any age on first grant rather than the proposed five years as hybrid and electric vehicles were on average three times more expensive than conventional petrol or diesel vehicles.

In response, Councillor Andy Drummond, Portfolio Holder for Regulatory, stated that the Council was sensitive to the concerns raised by the Taxi industry and had endeavoured to reflect this through its consultation and review process in relation to the proposed Hackney Carriage and Private Hire Conditions Policy.

The proposed policy provided a framework of requirements and conditions through which West Suffolk Council wished to regulate the licensing of vehicles and drivers. However, this did not prevent drivers from approaching the Council with a scenario such as the wish to licence an electric vehicle greater than five years old accompanied by an appropriate evidence base that it could meet the aspirations of the Council. These would be judged on a case by case basis as other exceptions would be.

The Council was seeking to reduce emissions as much as possible and the introduction of the 10-year maximum age of vehicle proposal supported this objective. As measures and vehicles were continued to be assessed in the context of supporting the Council's response to its declaration of a climate emergency, this issue would be included for future review.

In response to Mrs Williams' supplementary question, Councillor Drummond drew attention to paragraphs 35.5, to 35.8 of the proposed policy, which set out the proposed exceptions to the policy in respect of age of the vehicle.



**136. Report of the Overview and Scrutiny Committee: 9 July 2020 (Report No: CAB/WS/20/042)**

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

1. Council response to COVID-19;
2. Cabinet Decisions Plan: 1 July 2020 to 31 May 2021; and
3. Scrutiny Work Programme 2020-2021.

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

**137. Financial Impact of COVID-19 on West Suffolk Council (Report No: CAB/WS/20/043)**

The Cabinet considered this report, which presented the financial impacts of COVID-19 on the Council's finances and sought endorsement of the proposed next steps and principles for future planning.

Since the outbreak of COVID-19 in the UK, a number of events had occurred which had had a significant impact on West Suffolk Council's financial position. Some of these had been restrictions imposed by Government that had affected West Suffolk Council's investments, assets and services; and others had been announcements of Government financial support. These were summarised in the timeline attached to the report at Appendix A.

The Council had responded to COVID-19 in respect of supporting businesses and the most vulnerable in West Suffolk communities as well as running essential services. This support was (covering the current financial year 2020/21) expected to cost £2.2 million. Equally, the money expected to be generated by the Council in the current financial year, through income, was expected to reduce by £8 million. The money so far allocated by Government (£1.8 million) did not cover this gap which, with Government funding so far, was a total of £8.4 million, a loss of 15% of the Council's gross budget for the current financial year 2020/21.

Councillor Sarah Broughton, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of Cabinet, including the implications, and managing the effects of, COVID-19 on the Council's finances as set out in the report.

Having acknowledged and noted the significant financial impact COVID-19 was currently having on the Council's finances, the Cabinet was in support of the proposed next steps and principles for future planning, as set out in section 8, in order to balance this year's budget, and for making revisions to the medium term plan.

**RESOLVED:**

That:

1. the financial impacts of COVID-19 on the council finances, be noted; and
2. the next steps and principles for future planning at section 8 of Report No: CAB/WS/20/043, be supported.

138. **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 (Report No: CAB/WS/20/044)**

The Cabinet considered this report, which sought approval for a number of recommendations presented by the Grant Working Party following its meeting held on 24 June 2020.

Community Chest funding supported many voluntary and community organisations in West Suffolk each year. In January 2020, Cabinet agreed with the recommendations of the Grant Working Party and financially supported 22 organisations for 2020/2021.

Following a brief introduction by Councillor Robert Everitt, Portfolio Holder for Families and Communities, Councillor Jim Thorndyke, Chair of the Grant Working Party was invited to bring matters to the attention of Cabinet.

At its meeting, the Working Party had noted the headline data that had emerged via Community Action Suffolk COVID-19 Impact Survey (at Appendix A to its report) which indicated the critical nature of the voluntary and community sector across Suffolk. The CAS report recognised that many organisations were having to make some difficult decisions about the services they offered as a direct result of COVID-19 and how they could operate in the future.

At the start of this crisis the Families and Communities team proactively made contact with all of West Suffolk Council's Community Chest funded organisations, along with other organisations which supported the communities. Support and guidance had been provided, together with signposting to additional funding resources where needed. In addition, organisations had been linked into the wider work that had been undertaken around new volunteering opportunities, safeguarding and working differently.

As a result of the engagement exercise, officers had ascertained that only 15% of organisations had paused their projects but had every intention of working with the Council to find a practical and safe way to deliver their projects, once further clarity was provided by Government on the next phase. This left one organisation feeling unable to fulfil the project to which they originally committed, this being Our Special Friends (OSF) which was awarded £3,500 for an Animal Companionship Practitioner. They had requested the Community Chest funding be used to pay core costs, so they could survive this challenging time and continue with the support they currently offered.

The Working Party had considered it appropriate to recommend that the funding be allocated towards funding OSF's core costs for one year only as it recognised these were exceptional circumstances. Emphasis was placed on not setting a precedent for funding core costs and whilst the scheme was flexible, the principal purpose of Community Chest was to provide funding towards specific projects.

The Working Party had also considered whether to allow a number of organisations that had received Community Chest funding in 2020/21, an extension of time to achieve the outcomes and outputs to which they originally agreed. These nine organisations were listed in the report.

Given the current circumstance the Working Party had considered it was reasonable to honour this. The Council would still expect quarterly performance returns and would continue to have open dialogue to offer support. Members also considered that an interim update on progress of the nine organisations' projects should be presented to the Working Party in January 2021; however, it was acknowledged that some projects may take more than a year to complete given the difficulties and challenges currently faced.

Having noted examples of how some organisations had changed their working practices as a result of the COVID-19 outbreak, as set out in section 4 of the report, the Working Party had then considered proposed options for potential changes to the Community Chest application process for 2021/22 in light of the challenges posed by COVID-19.

The biggest challenge for potential Community Chest applicants was the changing landscape due to COVID-19, resulting in many unknowns for the future. The Working Party had recommended that the closing date should be moved from 30 September 2020 to 30 October 2020, hopefully allowing time for further clarity and stability around recovery. This would however, mean the usual decision-making process would need to be delayed slightly with final Cabinet approval being sought in February 2021 rather than January.

The Community Chest guidance had also been reviewed in light of COVID-19 and the Working Party considered it sensible to remove section 3.3, point 19 of the existing guidance, which stated core funding was not usually supported through Community Chest. As outlined above, some organisations were struggling financially during this period, so it would be beneficial for many to broaden the core funding element for the 2021/2022 financial year only. Many of the voluntary and community sector were the backbone to preventative support for West Suffolk's residents, so the Working Party considered it prudent to support these organisations through this challenging climate. The proposed revised version of the guidance was attached as Appendix A.

The Cabinet then noted the present situation regarding funding allocated from the Councillor Locality Budget Scheme in 2019/2020.

169 projects had been supported by locality budget funding within West Suffolk in 2019/2020; however, 72 of these had been delayed due to the

impact of COVID-19. The Council's current Councillor Locality Budget guidance stated that the funding needed to be spent within a 12-month period; however, it was clear that the 72 projects that had been delayed would potentially require additional time to be completed.

The Working Party had considered that in these exceptional circumstances, it was prudent to extend the current deadline for those already funded beyond the 12-month period. Project organisers would be given the option to return the funds if they felt unable to spend it as intended, which would result in this funding being allocated back into the Council's central grant budget.

Having acknowledged that the current climate for West Suffolk's voluntary and community sector was challenging, the Cabinet recognised that by accepting the recommendations of the Grant Working Party, this would provide some means in which the Council could support them through this difficult time.

### **RESOLVED:**

That due to the impacts of the COVID-19 pandemic:

#### Community Chest: 2020/2021

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;
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:
  - a. Bury Drop in
  - b. Haverhill Community Trust
  - c. The Befriending Scheme
  - d. Second Chances Support Group
  - e. Suffolk Mind
  - f. Bury Theatre
  - g. Turner Hall
  - h. Newmarket Day Centre
  - i. The Erskine Centre
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.

#### Community Chest: 2021/2022

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

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.

#### Councillor Locality Budget Scheme: 2020/2021

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.

#### 139. **West Suffolk Environment and Climate Change Taskforce - Final Report (Report No: CAB/WS/20/045)**

The Cabinet considered this report, which presented the first of two reports from the West Suffolk Environment and Climate Change Taskforce. This report provided the majority of the final recommendations of the Taskforce, with a separate report presenting its recommendations specifically focussed on environment and biodiversity issues and associated actions (Report No; CAB/WS/20/046).

At the inaugural Annual Meeting of West Suffolk Council in May 2019, the new Leader announced that he proposed to set up two taskforces, one of which would be requested to look at ways in which the Council could improve on its current and previous actions taken to mitigate the effects of adverse environmental factors and climate change.

In September 2019, West Suffolk Council declared a climate emergency, having already established the West Suffolk Environment and Climate Change Taskforce in June 2019. The aim of the Taskforce was to make recommendations on the Council's future role in protecting and enhancing the environment, both in the way in which it carried out its operations and through specific initiatives.

Following a brief introduction from Councillor John Griffiths, Leader of the Council, Councillor Rachel Hood, Chair of the Taskforce was invited to report on the work of the Taskforce.

It was upon the Council's (and predecessor councils) existing strong environmental performance foundation as summarised in section 1 of the report, that the Taskforce first met in August 2019. Taking an evidence-led approach, it agreed that recommendations to Cabinet should take account of the key features of West Suffolk and continue to embed environmental considerations into future decision-making. This report of the Taskforce set out:

- the approach;
- achievements following the interim report (January 2020);
- rationale and opportunity to achieve net zero greenhouse gas emissions by 2030;
- immediate actions the Council could take to further improve 2020/21 environmental performance;
- longer term actions the Council could consider as part of its 2021/22 budget and service planning process.

Councillor Hood explained how the Taskforce refined its work to focus on actions that were 'meaningful, measurable and achievable', and these had been explored through the development of seven themes, as set out in paragraph 2.3 of the report. The Cabinet then noted the rationale behind the making of the recommendations, which included setting out the opportunity for the Council to achieve net zero greenhouse gas emissions by 2030. An indicative roadmap for this had been produced that should find the Council at least breaking even after 10 years but it could also deliver a financial return. This was set out in section 4. It was however, important to note that the Cabinet was being asked to commit to working towards achieving net zero greenhouse gas (carbon) emissions by 2030, and not to the individual projects listed.

The report also recommended the creation of, and reporting against a carbon budget to ensure that the Council could effectively plan and track its progress to net zero, as set out in section 5.

Councillor Hood expressed with confidence that with the existing processes the Council had in place, namely the political leadership, performance reporting and the annual Environmental Statement, supported by the proposed carbon budget process would ensure that the Council's improved environmental performance would continue. Although the Taskforce was due to meet one final time, Councillor Hood placed her thanks on record to all members of the Taskforce and to the officers who supported this work.

Whilst applicable to the next item on the agenda, Councillor Hood then highlighted the principal issues contained in the Taskforce's second report, which addressed the significant detrimental effects being caused to the environment and biodiversity and ways in which West Suffolk Council, and its partners where appropriate, could mitigate these effects.

Following a motion being put to Council in September 2019, which sought the declaration of an environment emergency by the Council, which was subsequently referred to the Cabinet and specifically, its Environment and Climate Change Taskforce to consider, the Taskforce had explored this issue in depth and the evidence was clear that there were significant environmental and biodiversity concerns, as set out in the report. The Taskforce recommended this be recognised and supported the declaration of an emergency, as well as a number of short and long term measures that the Council could take, as set out in the Appendix and section 3 of the report.

The Taskforce had also included an alternative option that the Cabinet may wish to consider, of explicitly stating the Climate Emergency that had already been declared included the Environment Emergency. This was included in Section 4 of the report (see Minute 140. for further details).

Councillor Hood was commended by the Cabinet for her chairmanship of the Taskforce and supporting officers were also acknowledged for their work and contributions.

The Cabinet thanked the Taskforce for its thorough investigations and commitment, and for presenting recommendations within its remit and terms of reference, which would build on the Council's existing commitment to mitigating the effects of climate change and improving the environment.

**RESOLVED:**

That:

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;
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;
3. a carbon budgeting approach be introduced to support the net zero ambition, as set out in section 5;
4. the immediate actions the Council can take to support its journey to net zero, be agreed, as set out in section 3;
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
6. the communications plan, be approved, as set out in section 7.

140. **Report of the West Suffolk Environment and Climate Change Taskforce: Environment and Biodiversity Emergency in West Suffolk (Report No: CAB/WS/20/046)**

The Cabinet considered this report, which presented the second of the final reports from the West Suffolk Environment and Climate Change Taskforce. This report specifically made recommendations in connection with environment and biodiversity issues and associated actions.

Councillor Rachel Hood, Chair of the Environment and Climate Change Taskforce, had during the presentation of the previous item on the agenda (see Minute 139. above), set out the issues that had been looked at in connection with the evidence-based impact on the environment and biodiversity and the rationale behind the Taskforce's short and longer term recommendations. These largely focused on improving the Council's parks and green open spaces and aimed to help mitigate the challenges currently faced.

Councillor Andy Drummond, Portfolio Holder for Regulatory, drew relevant issues to the attention of Cabinet, including making reference to Councillor Hood's introductory report during the previous item (see Minute 139. above) where an alternative option to the Taskforce's recommendation of declaring an Environment and Biodiversity Emergency was mentioned.

The alternative option, which was set out in paragraph 4.1 of the report was considered by the Cabinet to be 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 was of the understanding that all Members already had regard for these wider issues, an amendment to the original declaration was considered to satisfactorily address this.

Together with proposing the other two recommendations set out in the report, Councillor Drummond proposed an amendment to the first recommendation, that the Climate Emergency declaration should be updated to specifically state "Climate and Environment Emergency". This was duly seconded by Councillor Joanna Rayner.

The Cabinet agreed this was a sensible approach, and upon being put to the vote, the motion was carried unanimously.

**RESOLVED:**

That:

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;
2. the work that can be progressed within existing resources, outlined in the report as the phase one actions, be approved (section 3.3); and
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).

141. **Hackney Carriage and Private Hire Conditions Policy (Report No: CAB/WS/20/047)**

This item was withdrawn from the agenda by officers, as set out in the decision below. The Statutory Taxi and Private Hire Vehicle Standards were issued on the day in which the Cabinet was due to make its decision on the proposed Policy. The item will now be considered by Cabinet at a later date.

**DEFERRED:**

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 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.

142. **Great Barton Neighbourhood Plan Regulation 16 Submission Consultation: Local Planning Authority Response (Report No: CAB/WS/20/048)**

*(Councillor Sarah Broughton declared a pecuniary interest as she and her husband owned a parcel of land within the area covered by the Great Barton Neighbourhood Plan. She left the meeting during the consideration of this item and therefore did not take part in the debate or the vote.)*

The Cabinet considered this report, which sought approval for the proposed West Suffolk Council response to the consultation on the Regulation 16 Submission of the Great Barton Neighbourhood Plan.

The Local Planning Authority (LPA) recognised that a significant amount of work had gone into the development of the Plan with extensive community involvement and the LPA commended the Parish Council for all the hard work to reach such an advanced stage in the neighbourhood plan making process.

This consultation opened on 10 June and would close on 19 August 2020. The Council had responded to the previous Regulation 14 consultation stage which had raised concerns around the conformity of some of the Neighbourhood Plan policies and the Council's identified local strategic planning policies. The LPA comments and the Neighbourhood Plan Group's response to these comments were attached as Appendix A.

The Council's response to the Regulation 16 consultation was attached at Appendix B, which was outlining three principal areas of concern where tensions arose between the National Planning Policy Framework (NPPF), the LPA's Strategic Policies and the Neighbourhood Plan, as summarised in section 3 of the report.

Following the close of the consultation, officers would reflect on the outcomes of the consultation process to ensure confidence in progressing to the next stage. All comments received would be considered by an Examiner who would decide whether the basic conditions had been met and that the Plan could proceed to a Referendum. However, it was noted that currently, no Referendums could take place earlier than May 2021. It was anticipated that the Examination would take place in September 2020, following which the Examiner's report would be received and the Council could then decide whether the Plan should proceed to Referendum.

The Cabinet agreed it was appropriate at this current Regulation 16 stage for the LPA to reiterate the previously identified issues to ensure a consistency of approach and to ensure consistency of response and reiteration of the concerns previously raised to the Great Barton Neighbourhood Plan Group and the Examiner.

**RESOLVED:**

That:

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
2. delegated authority be given to the Service Manager (Strategic Planning), to make minor non-material consequential changes to the response, as necessary.

*(Councillor Broughton returned to the meeting.)*

143. **Decisions Plan: 1 July 2020 to 31 May 2021 (Report No: CAB/WS/20/049)**

The Cabinet considered this report which was the Cabinet Decisions Plan covering the period 1 July 2020 to 31 May 2021.

Councillor Griffiths, Leader of the Council, explained that since the publication of this version of the Decisions Plan, there would no longer be an opportunity to carry out formal engagement with the Overview and Scrutiny Committee as part of the review of Public Space Protection Orders within West Suffolk towns due to the timing of the public consultation process that would be undertaken as part of the review.

This would be amended on the Plan, prior to its next publication in August 2020.

No further information or amendments were requested on this occasion.

144. **Revenues Collection Performance and Write-Offs (Report No: CAB/WS/20/050)**

The Cabinet considered this report, which provided the collection data in respect of Council Tax and National Non-Domestic Rates (NDR) and sought approval for the write-off of the amounts contained in the Exempt Appendices attached to the report.

Councillor Sarah Broughton, Portfolio Holder for Resources and Performance, drew relevant issues to the attention of the Cabinet, including the current performance of both council tax and business rates collection, as set out in Section 2 of the report. She reiterated that it was always frustrating to write-off any outstanding debts.

Members noted that reliefs introduced in response to the COVID-19 pandemic had reduced the amount to be collected by £1 million, which had affected the collection rate.

**RESOLVED:**

That the write-off of the amounts detailed in the Exempt Appendices to Report No: CAB/WS/20/050, be approved, as follows:

1. Exempt Appendix 1: Council Tax totalling £11,864.83
2. Exempt Appendix 2: Housing Benefit Overpayment totalling £5,324.25

145. **Abbeycroft Leisure COVID-19 Loan Facility (Report No: CAB/WS/20/051)**

The Cabinet considered this report, which sought approval for a business case to create a £1 million loan facility for Abbeycroft Leisure.

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 paid). Abbeycroft furloughed the majority of its workforce, maintaining a skeleton team to oversee operations.

Councillor Joanna Rayner, Portfolio Holder for Leisure, Culture and Community Hubs, including that, although following a recent Government announcement, leisure centres were expected to re-open within the next few weeks, the offer would be notably different with social distancing and hygiene measures put in place and some facilities would not be operational for some time yet.

The Council could choose not to support Abbeycroft with the provision of a £1 million loan facility; however, if a loan facility wasn't available and should Abbeycroft then fail, the service would 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 provided. 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 had reduced from over £1.8m (2009/10) to £275,000 in 2020/21.

Having considered the strategic, financial, economic and social and community cases, as detailed in the report, the Cabinet was fully supportive of providing a £1 million loan facility to Abbeycroft Leisure to enable them to remain viable, the terms of which were detailed in section 5 of the report.

**RESOLVED:**

That:

1. the business case to create a £1,000,000 loan facility for Abbeycroft Leisure, funded from the Investing in our Growth Agenda Fund, be agreed, as set out in section 5 of Report No: CAB/WS/20/051;

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
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.

**146. Exclusion of Press and Public**

See minutes 147. and 148. below

**147. Exempt Appendices: Revenues Collection Performance and Write-Offs (paras 1 and 2) (Report No: CAB/WS/20/050)**

The Cabinet considered the Exempt Appendices to this report. However, no reference was made to specific detail and, therefore, this item was not held in private session.

**148. Exempt Appendix: Abbeycroft Leisure COVID-19 Loan Facility (para 3) (Report No: CAB/WS/20/051)**

The Cabinet considered the Exempt Appendix to this report. However, no reference was made to specific detail and, therefore, this item was not held in private session.

**149. Conclusion**

On conclusion of the meeting, the Chair thanked all present for their attendance at this virtual meeting. The live broadcast subsequently ended at this point.

The meeting concluded at 7.06 pm

**Signed by:**

**Chair**

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# Report of the Performance and Audit Scrutiny Committee: 30 July 2020

<b>Report number:</b>	<b>CAB/WS/20/052</b>	
<b>Report to and date(s):</b>	<b>Cabinet</b>	22 September 2020
<b>Cabinet member:</b>	Councillor Sarah Broughton Portfolio Holder for Resources and Performance Telephone: 07929 305787 Email: <a href="mailto:sarah.broughton@westsuffolk.gov.uk">sarah.broughton@westsuffolk.gov.uk</a>	
<b>Chair of the Performance and Audit Scrutiny Committee:</b>	Councillor Ian Houlder Performance and Audit Scrutiny Committee Telephone: 07597 961069 Email: <a href="mailto:ian.houlder@westsuffolk.gov.uk">ian.houlder@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>	

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

**Wards impacted:** **All wards**

**Recommendation:** **It is recommended that Report number: CAB/WS/20/052, being the report of the Performance and Audit Scrutiny Committee, be noted.**

## 1. Context to this report

1.1 On 30 July 2020, the Performance and Audit Scrutiny Committee held its virtual TeamsLive meeting, at which it considered the following items:

1. 2020-2021 Performance Report (Quarter 1);
2. Annual Financial Resilience Report (2019-2020);
3. Financial Resilience (June 2020); and
4. Work Programme Update 2020-2021.

Separate reports are included on this Cabinet agenda for Items 2. and 3. above.

## 2. Proposals within this report

### 2.1 **2020-2021 performance report – Quarter 1 (Report number: PAS/WS/20/012)**

2.1.1 The Committee received Report number: PAS/WS/20/012, which set out the impact of Covid-19; Covid-19 Government support received to date; next steps and principles for future financial planning and the Quarter 1 performance and financial outturn position for 2020-2021 up to 30 June 2020.

2.1.2 Since the outbreak of Covid-19 in the UK, a number of events had occurred which had had a significant impact on West Suffolk Council's financial position. Some of these had been restrictions imposed by Government that had affected West Suffolk Council's investments and services; and others had been announcements of Government financial support.

2.1.3 The Council has played its part in responding to Covid-19 in supporting businesses and the most vulnerable as well as running essential services. Appendix J attached to the Committee's report, provides an infographic of the support role West Suffolk has and continues to play. However, this has come at a cost of £2.2 million and has also impacted on a number of the local performance indicators, most notably around housing and homelessness. Furthermore, money expected to be generated by the Council in the current financial year through income is expected to reduce by £8 million.

2.1.4 Funding so far received from the Government was £2.1 million (updated numbers were provided to the Committee at the meeting following receipt of a third tranche of Government funding) of which £0.3 million was used to fund the 2019-2020 shortfall, and does not cover the financial gap which, with funding so far, is a total of £8.4 million, a loss of 15% of the Council's gross budget for 2020-2021. This unprecedented event will therefore require the Council to not only utilise to its full extent its £4.9

million general fund reserve in-year, but with £3.5 million still left to cover, the Council has needed to plan for in-year savings and potential use of earmarked reserve balances. The impact of Covid-19 is likely to be felt for years to come as the Council will need to make provision in its medium-term budget plans for the replenishment of its earmarked reserves, given they are earmarked for other purposes, and the general fund balances to manage/cover future budget risks.

2.1.5 Attached to the Quarter 1 performance report were a number of appendices which set out the performance and financial outturn position for 2020-2021 up to 30 June 2020, as follows:

- Appendix A: Performance Indicators – Commentary
- Appendix B: Performance Indicators – Growth
- Appendix C: Performance Indicators – Families and Communities
- Appendix D: Performance Indicators – Housing
- Appendix E: Performance Indicators – Day to Day
- Appendix F: Income and Expenditure Report
- Appendix G: Capital Programme
- Appendix H: Earmarked Reserves
- Appendix I: Strategic Risk Register
- Appendix J: Covid-19 Infographic

2.1.6 Members considered the report in detail and asked questions of the Assistant Directors, to which responses were provided. Discussions were held on the budget deficit, contingency plans in case there was a second wave of Covid-19, and options for selling council assets to support the financial gap. In particular detailed discussions were held on:

- Appendix A: Income from entire property portfolio;
- Appendix C: Number of fly-tipping incidents recorded in West Suffolk;
- Appendix E: % collection of Council Tax in West Suffolk;
- Appendix F: Other income below budget – solar income variance;
- Appendix F: Fees – car parking, Civil Parking Enforcement;
- Appendix G: Housing solutions; and
- Appendix I: Risk Register.

2.1.7 The Chair and members of the Committee wished to congratulate all council staff on their hard work in operating through these difficult times.

2.1.8 The Committee **noted** the:

- Impact of Covid-19 on the Council’s current financial year 2020-2021 (Section 1 of the report).
- Next steps and principles for future planning (Section 2 of the report).

- 2020-2021 Revenue and Capital positions as detailed in the report and appendices.

**2.2 Work programme update 2020-2021 (Report number: PAS/WS/20/013)**

2.2.1 The Committee received Report number: PAS/WS/20/013, which provided information on the current status of its forward work programme for 2020-2021.

2.2.2 The Committee **noted** the contents of its forward work programme for 2020-2021.

**3. Alternative options that have been considered**

3.1 Please see background papers.

**4. Consultation and engagement undertaken**

4.1 Please see background papers.

**5. Risks associated with the proposals**

5.1 Please see background papers.

**6. Implications arising from the proposals**

6.1 Financial:

Please see background papers.

6.2 Equalities:

Please see background papers.

**7. Appendices referenced in this report**

7.1 Please see background papers.



**8. Background documents associated with this report**

- 8.1 Report number: [PAS/WS/20/012](#) and appendices [A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#) and [J](#) to the Performance and Audit Scrutiny Committee: 2020-2021 Performance Report (Quarter 1)
- 8.2 Report number: [PAS/WS/20/013](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: Work Programme Update 2020-2021

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# Report of the Overview and Scrutiny Committee: 3 September 2020

<b>Report number:</b>	<b>CAB/WS/20/053</b>	
<b>Report to and date(s):</b>	<b>Cabinet</b>	22 September 2020
<b>Chair of the Overview and Scrutiny Committee:</b>	Councillor Ian Shipp Overview and Scrutiny Committee Telephone: 07368 134769 Email: <a href="mailto:ian.shipp@westsuffolk.gov.uk">ian.shipp@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>	

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

**Wards impacted:** All wards

**Recommendation:** It is recommended that Report number: CAB/WS/20/053, being the report of the Overview and Scrutiny Committee, be noted.

## 1. Context to this report

- 1.1 On 3 September 2020, the Overview and Scrutiny Committee held its virtual TeamsLive meeting, at which it considered the following items:
1. Western Suffolk Community Safety Monitoring Report (April 2019 to March 2020)
  2. Reflections on the Community Response to Covid.
  3. Suffolk County Council: Health Scrutiny Committee (8 July 2020);
  4. Decisions Plan: 1 September 2020 to 31 May 2021; and
  5. Work Programme Update 2020-2021.

## 2. Proposals within this report

- 2.1 **Western Suffolk Community Safety Monitoring Report (April 2019 to March 2020) (Report number: OAS/WS/20/012)**
- 2.1.1 It was the duty of the Overview and Scrutiny Committee, as the Council's Crime and Disorder Committee designated under the Police and Justice Act 2006, to scrutinise the work of the Partnership.
- 2.1.2 The Committee received and **noted** the report, subject to comments made during the meeting. The report was presented to the Committee by the Chair of the Western Suffolk Community Safety Partnership (WSCSP), Councillor Joanna Spicer, and Councillor Robert Everitt, Cabinet Member for Families and Communities.
- 2.1.3 Over the past year the WSCSP continued to meet and discharge its statutory duties by carrying out an annual assessment of crime and disorder in the area, delivering the three-year plan and action plan to reflect the priorities of the partnership, and carrying out Domestic Homicide Reviews.
- 2.1.4 Attached at Appendix A to the report, was the WSCSP Plan 2019-2022, which was required to reflect the Suffolk Police and Crime Plan published by the Police and Crime Commissioner.
- 2.1.5 In June 2019, the WSCSP considered its priorities for 2019-2020. It was agreed that a review of the current action plan and a more in-depth strategic assessment would be conducted over the year, with a draft to be presented to the WSCSP Responsible Authorities Group in March 2020. However, this meeting was cancelled due to Covid-19, and it was now anticipated the review of the action plan will be completed by the end of September 2020.

2.1.6 Based on the outcomes of partnership discussions and a strategic assessment of crime, the following priorities were identified as the focus of the WSCSP:

- County Lines;
- Violence against women and girls (including men and boys);
- Domestic homicide reviews;
- Hate crime; and
- Prevention.

2.1.7 Detailed discussions were predominantly held on county lines. The Committee was informed that the number of county line drug supply operations frequently changed, with a number active in West Suffolk, despite activity being severely reduced during the Covid-19 lockdown.

2.1.8 Discussions were also held on domestic abuse and working with perpetrators of domestic abuse; hate crime and training; modern day slavery with a suggestion of putting a motion to council, and the postponement of crucial crew and its future delivery.

## 2.2 **Reflections on the Community Response to Covid-19 (PowerPoint Presentation)**

2.2.1 The Committee received a presentation on West Suffolk Council's community response role to Covid-19. The presentation provided an overview of the voluntary and community sector (VCS) Covid-19 response; reflections from our communities and VCS; the impact on our VCS and funding allocated to VCS groups.

2.2.2 The presentation also included recommendations/actions identified by officers as follows:

- Our investment over many years in the Families and Communities approach meant there was a solid foundation on which to build and respond very quickly. Continue to support and develop relationships with our communities through our Families and Communities Approach, working in partnership with the West Suffolk Alliance and Community Action Suffolk.
- Co-produce the Volunteering Strategy with partners and volunteers to build on the volunteering we have seen throughout the pandemic, so to capture this new wave of socially minded good neighbours. Out of this developing a Volunteer Passport/Pool scheme for West Suffolk.
- Work with parish and town Councils, emergency planning groups and other interested volunteers/groups in the community to rework community emergency plans in light of the recent pandemic. This work to be led by the Emergency Planning team and supported by

the Families and Communities team with local intelligence and connections.

- If we need to restart 'Home but Not Alone', we should facilitate 'connecting group sessions' to support one another and to share ideas. We could also look at how we bring some of the larger support functions across the area into the conversation at an earlier point, so there is more local ownership.

2.2.3 The Chair stated the investment made in families and communities had really paid dividends during the lockdown period, and also applauded the excellent work carried out in our communities across West Suffolk.

2.2.4 The Committee considered the presentation in detail and asked a number of questions to which comprehensive responses were provided. In particular, discussions were held on social distancing not being observed and how the Council might be able to influence and educate children on the importance of wearing masks so they can persuade their parents to do the same; the need to continue supporting those vulnerable in our communities and how this would be funded; the Home but Not Alone Scheme and food parcels; accessing data and data sharing of vulnerable persons; digital isolation and community emergency plans.

2.2.5 The Committee **noted** the presentation and supported the four recommendations identified by officers as part of the reflection process, in particular to rework community emergency plans in light of the recent pandemic.

### 2.3 **Suffolk County Council: Health Scrutiny Committee – 8 July 2020 (Report number: OAS/WS/20/013)**

2.3.1 The Committee received and **noted** the report, prepared by Councillor Margaret Marks setting out what was considered at its meeting held on 8 July 2020. The focus of the meeting largely related to the effects of Covid-19 on services.

2.3.2 The Committee did not raise any questions.

### 2.4 **Decisions Plan: 1 September 2020 to 31 May 2021 (Report number: OAS/WS/20/014)**

2.4.1 The Committee reviewed and **noted** the latest version of the Cabinet Decisions Plan, covering the period 1 September 2020 to 31 May 2021. Members did not raise any issues.

2.5 **Work Programme Update 2020-2021 (Report number: OAS/WS/20/015)**

- 2.5.1 The Committee received Report number: OAS/WS/20/015, which provided information on the current status of its forward work programme for 2020-2021.
- 2.5.2 The Chair referred to an email sent to committee members in August 2020, outlining plans for the work programme, and also explained he had been made aware that a number of members were interested in the current and future operations of the West Suffolk markets.
- 2.5.3 Councillor Diane Hind also referred to discussions held earlier on during the meeting under the Western Suffolk Community Safety Partnership and her suggestion about developing a motion/proposal to Council on modern day slavery.
- 2.5.4 The Committee discussed its work programme and was supportive in principle of reviewing the operation of West Suffolk markets and a motion on modern day slavery.
- 2.5.5 The Committee, **noted** the current status of topics currently scheduled in its rolling work programme for 2020-2021 (Appendix 1) and also:
1. **Resolved** to support in principle, to look at the 'Operation of West Suffolk Markets', subject to the Chair of the Committee holding discussions with the Cabinet Member for Operations, the Assistant Director (Operations) and the Chief Executive on the scope of the review, and presents the proposal back to the Committee in November 2020 for further consideration.
  2. **Resolved** to support in principle, looking at a motion for 'Modern Slavery', subject to Councillor Hind holding discussions with the responsible Cabinet Member and the Assistant Director (Families and Communities) and the Chief Executive on the scope of the review, and presents the proposal back to the Committee in November 2020 for further consideration.

3. **Alternative options that have been considered**

- 3.1 Please see background papers.

4. **Consultation and engagement undertaken**

- 4.1 Please see background papers.

## **5. Risks associated with the proposals**

5.1 Please see background papers.

## **6. Implications arising from the proposals**

6.1 Financial:

Please see background papers.

6.2 Equalities:

Please see background papers.

## **7. Appendices referenced in this report**

7.1 Please see background papers.

## **8. Background documents associated with this report**

8.1 Report number: [OAS/WS/20/012](#) and [Appendix A](#) to the Overview and Scrutiny Committee: Western Suffolk Community Safety Monitoring Report (April 2019 to March 2020)

8.2 [PowerPoint Presentation](#) and [SWOT Analysis](#) to the Overview and Scrutiny Committee: Reflections on the Community Response to Covid.

8.3 Report number: [OAS/WS/20/013](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Suffolk County Council: Health Scrutiny Committee (8 July 2020)

8.4 Report number: [OAS/WS/20/014](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Cabinet Decisions Plan (1 September 2020 to 31 May 2021)

8.5 Report number: [OAS/WS/20/015](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update 2020-2021





# Recommendation of the Performance and Audit Scrutiny Committee: 30 July 2020: Annual Financial Resilience Report (2019-2020)

<b>Report number:</b>	<b>CAB/WS/20/054</b>	
<b>Report to and date(s):</b>	<b>Cabinet</b>	22 September 2020
	<b>Council</b>	29 September 2020
<b>Cabinet member:</b>	Councillor Sarah Broughton Portfolio Holder for Resources and Performance Telephone: 07929 305787 Email: <a href="mailto:sarah.broughton@westsuffolk.gov.uk">sarah.broughton@westsuffolk.gov.uk</a>	
<b>Chair of the Performance and Audit Scrutiny Committee:</b>	Councillor Ian Houlder Performance and Audit Scrutiny Committee Telephone: 07597 961069 Email: <a href="mailto:ian.houlder@westsuffolk.gov.uk">ian.houlder@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Rachael Mann Assistant Director (Resources and Performance) Telephone: 01638 719245 Email: <a href="mailto:rachael.mann@westsuffolk.gov.uk">rachael.mann@westsuffolk.gov.uk</a>	

**Decisions Plan:** This item is included on the Decisions Plan.

**Wards impacted:** All wards

**Recommendation:** It is recommended that, subject to the approval of Council, the Annual Financial Resilience Report (2019-2020), as contained in Report number: FRS/WS/20/001, be approved.

## **1. Context to this report**

### **1.1 Annual Financial Resilience Report 2019-2020**

Following the Financial Resilience Sub-Committee's consideration of report number: FRS/WS/20/001, the Service Manager (Resources and Performance) reported on the Sub-Committee's consideration of the report and recommendation.

## **2. Proposals within this report**

2.1 The West Suffolk Council's Annual Financial Resilience Report for 2019-2020 included tables summarising the interest earned and the average rate of return achieved during 2019-2020; investment activity during the year; investments held as at 31 March 2020 and capital borrowing budget 2019-2020.

2.2 The budget for investment income in 2019-2020 was £142,141 which was based on a 0.90% target average rate of return on investments. Interest actually earned during the financial year totalled £389,892 (average rate of return of 0.828%), against a budget for the year of £142,141; a budgetary surplus of £247,751.

2.3 The report included assumptions on borrowing for the capital projects included within it and was based around three main projects:

- West Suffolk Operational Hub;
- Mildenhall Hub; and
- Investing in our Growth Fund.

There was also the long-standing £4 million loan relating to the Newmarket Leisure Centre and £2.29 million of internal borrowing relating to the purchase of the Toggam Solar Farm.

2.4 The report also included a summary of the capital borrowing budget for 2019-2020; borrowing and income – proportionality; borrowing and asset yields; borrowing and temporary loans and other market considerations.

2.5 The Sub-Committee had scrutinised the Annual Financial Resilience Report 2019-2020 in detail and asked questions of officers to which response were provided.

2.6 The Performance and Audit Scrutiny Committee considered the report and did not raise any issues to be brought to the Cabinet's attention.

2.7 The Performance and Audit Scrutiny Committee has put forward a recommendation as set out on page one of this report.

**3. Alternative options that have been considered**

3.1 Not applicable.

**4. Consultation and engagement undertaken**

4.1 Not applicable.

**5. Risks associated with the proposals**

5.1 Not applicable.

**6. Implications arising from the proposals**

6.1 Financial:

See Report number: [FRS/WS/20/001](#)

**7. Appendices referenced in this report**

7.1 None

**8. Background documents associated with this report**

8.1 Report number: [FRS/WS/20/001](#)

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# Recommendation of the Performance and Audit Scrutiny Committee: 30 July 2020: Financial Resilience - June 2020

<b>Report number:</b>	<b>CAB/WS/20/055</b>	
<b>Report to and date(s):</b>	<b>Cabinet</b>	22 September 2020
	<b>Council</b>	29 September 2020
<b>Cabinet member:</b>	Councillor Sarah Broughton Portfolio Holder for Resources and Performance Telephone: 07929 305787 Email: <a href="mailto:sarah.broughton@westsuffolk.gov.uk">sarah.broughton@westsuffolk.gov.uk</a>	
<b>Chair of the Performance and Audit Scrutiny Committee:</b>	Councillor Ian Houlder Performance and Audit Scrutiny Committee Telephone: 07597 961069 Email: <a href="mailto:ian.houlder@westsuffolk.gov.uk">ian.houlder@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Rachael Mann Assistant Director (Resources and Performance) Telephone: 01638 719245 Email: <a href="mailto:rachael.mann@westsuffolk.gov.uk">rachael.mann@westsuffolk.gov.uk</a>	

**Decisions Plan:** This item is included on the Decisions Plan.

**Wards impacted:** All wards

**Recommendation:** It is recommended that, subject to the approval of Council, the Financial Resilience Report (June 2020), as contained in Report number: FRS/WS/20/002, be approved.

## **1. Context to this report**

### **1.1 Investment Activity 1 April to 30 June 2020**

The total amount invested at 1 April 2020 was £29,900,000 and at 30 June 2020 £32,650,000.

1.2 The 2020-2021 Annual Treasury Management and Investment Strategy sets out the Council's projections for the current financial year. The budget for investment income in 2020-2021 was £142,141 which is based on a 0.65% target interest rate of return on investments.

1.3 As at the end of June 2020, interest earned during the first quarter of the financial year amounted to £31,947.08 against a profiled budget for the period of £35,535; a budgetary deficit of £3,587.92. The budgetary deficit relates to reducing interest rates as a result of the Covid-19 pandemic which started in mid-March 2020.

1.4 As at the end of June 2020, the Council had not had any additional external borrowing over the long-term £4 million loan.

1.5 The Sub-Committee has scrutinised the investment activity for 1 April 2020 to 30 June 2020, and asked questions to which responses were provided.

1.6 The Performance and Audit Scrutiny Committee considered the report and discussed the HM Debt Management Office. Members did not raise any issues to be brought to the Cabinet's attention.

1.7 The Performance and Audit Scrutiny Committee has put forward a recommendation as set out on page one of this report.

## **2. Alternative options that have been considered**

2.1 Not applicable.

## **3. Consultation and engagement undertaken**

4.1 Not applicable.

## **4. Risks associated with the proposals**

5.1 Not applicable.

**5. Implications arising from the proposals**

6.1 Financial:

See Report number: [FRS/WS/20/002](#)

**6. Appendices referenced in this report**

7.1 None

**7. Background documents associated with this report**

8.1 Report number: [FRS/WS/20/002](#)

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# Hackney Carriage and Private Hire Conditions Policy

<b>Report number:</b>	<b>CAB/WS/20/056</b>	
<b>Report to and date(s):</b>	<b>Cabinet</b>	22 September 2020
<b>Cabinet member:</b>	Councillor Andy Drummond Portfolio Holder for Regulatory Telephone: 01638 751411 Email: <a href="mailto:andy.drummond@westsuffolk.gov.uk">andy.drummond@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Fiona Quinn Service Manager (Environmental Health) Telephone: 01284 757042 Email: <a href="mailto:fiona.quinn@westsuffolk.gov.uk">fiona.quinn@westsuffolk.gov.uk</a>	

**Decisions Plan:** The decision made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.

**Wards impacted:** All wards

**Recommendations: It is recommended that the Cabinet:**

- 1. Approves the maintaining of a two-zone system for hackney carriages in West Suffolk, with a further review to be undertaken within two years.**
- 2. Approves the removal of the livery requirement for zone A (former Forest Heath) hackney carriages and not introduce a requirement for private hire vehicles.**
- 3. Approves the revised policy, as contained in Appendix A attached, which includes the proposals summarised in paragraphs 6.16 to 7.3 of Report number: CAB/WS/20/056.**
- 4. Agrees the inclusion of changes introduced by new national safety standards, as set out in section 4.**
- 5. Delegates authority to the Assistant Director (Planning and Regulatory) the making of future minor amendments to the Policy, in consultation with the Portfolio Holder for Regulatory.**

## **1. Context to this report**

- 1.1 This is an overview paper setting out proposed changes to the West Suffolk Council hackney carriage and private hire conditions policy handbook. These proposals are based upon feedback received from public consultation and feedback from the industry and new national standards.
- 1.2 West Suffolk Council has responsibility for licensing hackney carriage and private hire vehicles, drivers and operators across the West Suffolk area. The current policies that govern the operation of hackney carriages and private hire vehicles, operators and drivers were agreed by Cabinet in February 2019 in preparation to become a single West Suffolk Council. At that point, some more significant changes were deferred to a later date.
- 1.3 Following the approval of the interim hackney carriage and private hire conditions policy handbook in February 2019, the licensing team carried out a survey of supply and demand for hackney carriage transport across West Suffolk. This 'Unmet Demand Survey' sought to understand if there was any unmet demand for hackney carriages in either of the current zones A (former FHDC area) or B (former SEBC area).
- 1.4 The survey found that though, as in most places, there was some minor unmet demand at times, this was far from significant in zone A and only a little larger in zone B, but still a long way from a level at which this could be counted significant. Further, an element of the unmet demand in zone B related to the private rank at Bury station. Both overall levels of rank usage and the overall profiles of demand through the week suggest little difference between hackney carriage rank activity in the two zones.
- 1.5 However, the survey does indicate that there may be times, where one zone has higher and more lucrative demand than the other. Should the zones be merged at this stage, this could cause increased unmet demand and supply issues in smaller towns.
- 1.6 It was agreed in 2019 that the policy would be reviewed within two years to allow for more long-term decisions to be made on the more complex issues discussed when harmonising the two policies of the former councils.
- 1.7 Further changes have been proposed to join up the published policy with the existing application requirements that are currently issued directly to licensees. This involves significantly changing the structure of the policy to ensure it is easy to navigate.

## 2. Definitions

- 2.1 While there are many similarities between hackney carriage and private hire vehicles, there are also a number of key differences. As such, not all of the proposals set out in this paper apply to both hackney carriages and private hire vehicles.
- 2.2 A hackney carriage is more commonly called a 'taxi'. Hackney carriages are licensed to stand for hire at a taxi rank or can be hailed in the street within the zone they're licensed for (currently zone A or B). Licensed hackney carriages may also undertake pre-booked journeys through a licensed private hire operator and must be wheelchair accessible.
- 2.3 A private hire vehicle is not limited to a particular zone and can work across the whole West Suffolk district. However, they can only be used to complete jobs where the booking has been received by a licensed private hire operator. A private hire vehicle cannot be used to ply for hire, stand on any taxi rank, or be hailed in the street.

## 3. Proposals within this report

- 3.1 The council set out a list of eight proposals for consultation:
- 3.2 **Proposal 1 – Single hackney carriage licensing area for West Suffolk**  
It was proposed to create a single licensing area for the whole district.
- 3.3 **Proposal 2 – Whether to have a hackney carriage livery**  
Having a livery for hackney carriages holds several advantages. However, it could also mean a cost of £300 for a boot and bonnet wrap; a vehicle re-spray; or the earlier replacement of a licensed vehicle, depending on the livery option and implementation timetable chosen.
- 3.4 **Proposal 3 – Whether to have a private hire vehicle livery**  
Having a livery for private hire vehicles (alongside door signs) could help customers identify them and distinguish them from hackney carriages. On the other hand, a livery would involve a cost to some or all drivers.
- 3.5 **Proposal 4 – Age of vehicle, including maximum age of vehicle**  
The Council also proposed to add a new maximum age requirement of ten years to all vehicles, except electric-zero emission vehicles, to reduce emissions.

3.6 **Proposal 5 – Engine capacity requirements for private hire and hackney carriages**

The Council proposed to update engine capacity requirements to allow flexibility for alternatively fuelled vehicles. This is to encourage more environmentally sustainable vehicles on the road.

3.7 **Proposal 6 – Vehicle tests and inspections**

To add test and inspection requirements for hackney carriages so temporary replacement vehicle conditions are consistent with wider vehicle conditions. In addition, the council proposed to update vehicle testing requirements for hackney carriage and private hire vehicles so timing fits in with the annual licensing renewal process.

3.8 **Proposal 7 – Convictions policy**

To increase the amount of time elapsed following certain convictions before a licence application can be considered.

3.9 **Proposal 8 – Other minor changes**

A series of other small changes (please see Appendix B for details)

## 4. **New Government safety standards**

4.1 The statutory taxi and private hire vehicle standards were released on 21 July 2020 by Government. The documents primary focus is on protecting children and vulnerable adults. However, it also includes a number of other requirements intended to ensure that all passengers are guaranteed greater safety.

4.2 The Government has set out a requirement to produce a written report within six months evidencing the Council have addressed the recommendations, ensuring that standards are incorporated.

4.3 Most of the recommendations included in the document are already covered by West Suffolk's hackney carriage and private hire conditions policy. However, there are certain areas, such as training for decision-makers – which is intended to ensure decision-makers are fully cognisant of safeguarding implications for children and vulnerable adults – and the joint authorisation of enforcement officers, which will now be included.

4.4 The most substantive alteration required that directly affects drivers is the need for additional criminality checks, with a requirement that licensing authorities should carry out a check of the children and adult Barred Lists in addition to being subject to an enhanced Disclosure and Barring Service (DBS) check.

4.5 Due to the release of the document at short notice, there has been no time to consult with the industry on the changes. However, the industry

will be informed of all additional alterations via the taxi forum. As such, it is proposed that necessary minor alterations be agreed by Cabinet.

## 5. **Alternative options that have been considered**

5.1 The alternative options are:

- to agree to implement all proposals as set out in the public consultation, including instituting a single zone and livery requirements for hackney carriages and private hire vehicles. However, this would go against the feedback received from members of the industry; and
- to implement only the changes required by the Government's new 'Statutory Taxi and Private Hire Vehicle Standards'.

## 6. **Consultation and engagement undertaken**

6.1 A consultation was held between 27 January and 9 March 2020. This included an online survey, supplemented by face to face events with the trade (please see Appendix B for details)

6.2 Of a total 95 respondents who responded to the survey online or in writing, the largest group were members of the public (46.8 per cent). 44.7 per cent responded to the survey as representatives of the hackney carriage and private hire industry. Of this number, the highest proportion identified as drivers from zone A (former FHDC area) (11.7 per cent) and zone B (former SEBC area) (17 per cent).

### 6.3 **Survey responses to Proposal 1: Licensing Area – split between public and industry**

100 per cent of respondents representing businesses and 84.1 per cent of members of the public were in favour of a single licensing area. 73.1 per cent of all drivers (zone A and B) who responded online were opposed to the proposal. 66.7 per cent of all respondents who were representatives of the hackney carriage and private hire industry also opposed.

6.4 In this instance, it should also be noted that there were 105 responses, which were not included in the main analysis of responses as they were incomplete, with a majority providing no information and no responses to survey questions. However, 45 incomplete respondents did answer the question regarding moving to a single zone system.

6.5 While the split between members of the public and members of the industry remains, these additional answers alter the high level analysis of this survey question: of 136 responses, 68 (50 per cent) were in favour of the proposal to merge the two taxi zones; 54 (39.7 per cent) were opposed; and 14 (10.3 per cent) responded Don't Know.

- 6.6 **Survey responses to Proposal 2: hackney carriage livery – split between public and industry**  
52.8 per cent supported the use of a livery. 63.8 per cent of respondents who supported the adoption of a livery were members of the public, with businesses the next largest group at 17 per cent.
- 6.7 42 respondents preferred no livery requirement. 69.1 per cent of this number were representatives of the taxi and private hire industries. 31 per cent were members of the public.
- 6.8 The most frequently cited reason for opposition to livery is the expense to the industry; 19 responders highlighted this issue, with two also stressing a potential reduced vehicle sell on value. 13 suggested that hackney carriage cars already have sufficient identification.
- 6.9 **Survey responses to Proposal 3: private hire livery – majority opposition**  
Of 85 responses, 64.7 per cent of all respondents selected the option for there to be no livery requirement for private hire vehicles. 47.3 per cent were members of the public; a total of 50.9 per cent of respondents were members of the taxi and private hire industry.
- 6.10 **Survey responses to Proposal 4: age of vehicle – split between public and industry**  
47.8 per cent of 92 responses were in favour of the proposed decrease in maximum age of vehicle to 10 years; 41.3 per cent were opposed. 68.2 per cent of those that selected 'Yes' in the online survey were members of the public, with 14.6 per cent representing businesses.
- 6.11 76.3 per cent of respondents that opposed the Age of Vehicle proposal were industry representatives. 21 per cent were members of the public and 2.6 per cent were business representatives.
- 6.12 Between 1-15 June 2020, further feedback was sought from members of the industry on Proposal 4. Drivers were questioned via email about potential implementation timetables. Responses indicated that there was support for a later implementation option (2025) due to the impact of Covid.19 on the industry and the need for a period of time to recover. Please see Appendix C.
- 6.13 **Rationale for decisions**  
Analysis of the consultation shows that, of the responses, there is significant opposition from drivers and other members of the industry to proposals 1, 2 and 4, as well as majority opposition to proposal 3. In addition, the 'Unmet Demand Survey' indicates that there may be the unintended consequence of reducing supply in some towns due to lucrative areas being favoured (please see Appendix D for more information).

- 6.14 While changing Proposal 1 in response to the feedback received does not contradict council priorities, Proposal 4b has a direct benefit to lowering emissions. Given the uncertainty of the impact of Covid-19 on the trade and that once implemented it cannot be reversed it is suggested that the initial Proposal 1 is reviewed in two years' time.
- 6.15 It is for this reason that it is recommended that the council agree to maintain a two-zone system in West Suffolk, to be reviewed in two years; and remove the livery requirement for zone A (former Forest Heath) hackney carriages and not introduce a requirement for private hire vehicles.
- 6.16 In addition, it is proposed that the Council:
- introduces the maximum age of vehicle proposals
  - introduces all other minor proposals that were consulted on

## 7. Additional concerns

### 7.1 **Removing livery requirement for hackney carriages - implementation**

Implementation of this policy will be immediate upon agreement by Cabinet. However, there will be allowed a 'phased' transition for vehicles in zone A – with the industry able to remove livery gradually as they replace their vehicles over time.

- 7.2 The Council will review on a case by case basis as some livery is by film wrap which can be more readily removed. This will mean that the industry will not incur any additional costs and will in fact incur fewer expenses as they no longer need to pay for livery on new vehicles. In addition, these cars will have a higher resale value (as they do not have to be repainted to remove the livery), once they have reached their maximum age limit for use as taxis.

### 7.3 **Hybrid-electric vehicle age**

The proposed policy provides a framework of requirements and conditions through which West Suffolk wishes to regulate the licensing of vehicles and drivers. However, this does not prevent drivers from approaching the council with a scenario such as the wish to licence an electric vehicle greater than five years old accompanied by an appropriate evidence base that it could meet the aspirations of the Council. In instances such as these, the decision would be considered on a case-by-case basis. This is now reflected in the Policy.

## 8. Risks associated with the proposals

- 8.1 Potential risks relating to the decision to merge the Taxi zones at this time are set out in Appendix D.



## 9. Implications arising from the proposals

### 9.1 Financial:

- 9.1.1 If the proposal setting a maximum age of vehicle is implemented, there may be a financial cost to taxi and hire car companies - drivers with vehicles currently aged over 10 years, who will be required to replace their vehicle before date of implementation (The current cost of a new purpose-built hackney taxi (manual) is approximately £37,330. However, resale value for hackney carriage vehicles aged over 10 years old is around £800 to £2,000). However, this can be managed if implemented at the date of annual renewal of the vehicle licence. The Council also needs to allow the industry a lead in time to allow them to adjust.
- 9.1.2 If recommendations followed regarding hackney carriage livery, there will be no additional cost and reduction in cost for zone A hackney carriage vehicles. If **all zone livery was** adopted, there will be a cost to drivers to purchase a black vehicle (note black is a standard colour therefore there is no additional cost) and approximately £350 per vehicle to add a yellow wrap.
- 9.1.3 Cost of additional engagement programme with Taxi industry regarding the potential amalgamation of the taxi zones: £1,400 plus VAT (total £1,680). This programme is to include targeted briefing and engagement with the industry, as well as the production of a clear short report summarising views and making an independent and reasoned recommendation for the way forward with respect to zoning. It is intended that this process is concluded and brought back for a Cabinet decision by April 2022.

9.2 Legal Compliance: There is no legal requirement to implement changes.

9.3 Equalities: There are no inequalities requiring detailed assessment.

9.4 Environment or Sustainability: Proposals four and five are intended to ensure vehicles have functioning and up to date technology to reduce emissions. There will also be a reduction in paper by removal of requirement to have a printed copy of policy in all licenced vehicles.

9.5 Changes to existing policies: This will entail a change to current policy.

## 10. Appendices referenced in this report

- 10.1 Appendix A – Revised hackney carriage and private hire conditions policy
- 10.2 Appendix B – Consultation analysis
- 10.3 Appendix C – Additional proposal 4 survey analysis
- 10.4 Appendix D – Rationale to defer amalgamated taxi zone

Note: Due to the length and filesize of the documents, the appendices are only available electronically with the agenda papers for this Cabinet meeting, at the following link:

<https://democracy.westsuffolk.gov.uk/ieListDocuments.aspx?CID=521&Mid=4666&Ver=4>

Any members wishing to receive to obtain a paper copy, may request a pack directly from Democratic Services.

## **11. Background documents associated with this report**

- 8.1 West Suffolk Council hackney carriage and private hire policy, 2019
- 8.2 West Suffolk Council hackney carriage demand survey, January 2020
- 8.3 Statutory taxi and private hire vehicle standards



# West Suffolk Local Plan Draft Issues and Options documents – approval for public consultation

<b>Report number:</b>	<b>CAB/WS/20/057</b>	
<b>Report to and dates:</b>	<b>Cabinet</b>	22 September 2020
	<b>Council</b>	29 September 2020
<b>Cabinet member:</b>	Councillor David Roach Portfolio Holder for Local Plan Development and Delivery Telephone: 01440 768966 Email: <a href="mailto:david.roach@westsuffolk.gov.uk">david.roach@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Marie Smith Service Manager (Strategic Planning) Telephone: 01638 719260 Email: <a href="mailto:marie.smith@westsuffolk.gov.uk">marie.smith@westsuffolk.gov.uk</a>	

**Decisions Plan:** This item is included on the Decisions Plan.

**Wards impacted:** All wards

**Recommendation:** It is recommended that, subject to the approval of Council, Cabinet:

1. **Endorses the West Suffolk Local Plan Issues and Options documents for public consultation, as set out in Appendix A to Report number CAB/WS/20/057; and**
2. **gives delegated authority to the Service Manager (Strategic Planning) to make minor non-material consequential changes to the documents as necessary.**

## 1. Context

- 1.1 The Local Plan is important in supporting delivery of our strategic priorities and essential for the continuation of an effective planning service. In addition, the Planning and Compulsory Purchase Act, (2004), requires local planning authorities to prepare and keep an up-to-date Local Plan.
- 1.2 West Suffolk Council is preparing a new Local Plan that once complete will replace the various documents which together form the existing Development Plan for West Suffolk:
- Former Forest Heath area Core Strategy (2010)
  - Former St Edmundsbury area Core Strategy (2010).
  - Former Forest Heath area Single Issue review (SIR) (2019)
  - Joint Development Management Policies Document (2015)
  - Former Edmundsbury area 'Vision' Site Allocation documents (2014)
  - Former Forest Heath area Sites Allocation Local Plan (2019)

## 2. West Suffolk Local Plan Draft Issues and Options documents

- 2.1 This report asks the Cabinet to endorse the West Suffolk Local Plan Issues and Options Draft (Appendix A) and refer the document to Council for approval for public consultation.
- 2.2 The new West Suffolk Local Plan will plan for the period to 2040 which aligns with local plans being produced by neighbouring authorities. The Issues and Options Local Plan consultation is the first of several rounds of public consultation in the local plan preparation process.
- 2.3 The West Suffolk Issues and Options Local Plan document has three main parts:
- **Part one** sets out the spatial vision, strategic objectives and issues, a new draft settlement hierarchy and options for the distribution of growth.
  - **Part two** sets out local issues concerning climate change, housing, employment, retail, leisure, wellbeing, transport, support for rural communities, the natural and historic environment and horse racing. Responses to this section of the document will help inform the preparation of the development management policies used in the day to day determination of planning applications.
  - **Part three** sets out a settlement profile for those places which could potentially be allocated sites for various uses in the plan period. There is a short introduction to each settlement along with a constraints map and details of those sites that are 'included' in the council's 2020 Strategic Housing and Economic Land Availability

Assessment (SHELAA) and which therefore could be suitable for future development.

- 2.4 A series of questions in each section invite comments on whether right issues and options have been identified, if there are other issues or options not considered and which option is most appropriate.
- 2.5 A Sustainability Appraisal, Habitat Regulations Assessment, Sustainable Settlements Study, Environmental Constraints Study and the Strategic Housing and Economic Land Availability Assessment will be published alongside the Issues and Options local plan as supporting documents.

### **3. Alternative options**

- 3.1 The alternative option would be to not progress a new Local Plan or delay preparation and consultation. This would leave the Council at risk of unplanned, speculative development. This would be reputationally damaging and lead to Government intervention to produce a Local Plan for the District Council. See section 5 below.
- 3.2 In assembling the Issues and Options document, a series of five member workshops were held. These workshops explored issues and options for both the content of the plan, and consultation methods. These workshops ensured alignment with the Council's Strategic Framework and fed into the production of the final consultation document (Appendix A) and a programme for consultation and engagement.
- 3.3 The Issues and Options Local Plan document itself considers reasonable alternatives and options to accommodate growth and plan for the future of West Suffolk. The consultation also asks if there are alternative issues and options that the Council should consider.
- 3.4 Following this first consultation, the next stage will be to review the comments received and together with evidence prepare a Preferred Options document which will be subject to consultation, programmed for September 2021 to November 2021.

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

- 4.1 The Council has recently updated its Statement of Community Involvement (SCI) as a result of Covid-19. The SCI sets out how West Suffolk Council intends to liaise with the public on planning matters, such as the development of the Local Plan. The SCI shows a change of consultation emphasis, as due to the coronavirus it is not currently possible to provide a hard copy of the Local Plan to view in person in our council offices, or easily meet groups of people face-to-face. Instead, more virtual

consultation events are proposed for the Issues and Options Local Plan consultation.

- 4.2 A programme of consultation and engagement has been prepared considering these changing circumstances and national guidelines. This has been designed to engage with as wide range of people and ages across our communities as possible. Officers will monitor the ongoing situation in case any changes need to be made in the light of new Government guidance on coronavirus.

The process of engagement has been designed to help people understand the Local Plan, its importance for them and West Suffolk. It also explains how individuals and groups can be involved in the process and have their say. The language and tone of the materials is designed to help give our communities ownership of the Plan.

- 4.3 It is proposed to **consult on the Issues and Options Local Plan and supporting documents for 10 weeks from Tuesday 13 October to Tuesday 22 December 2020.**

This engagement programme will involve a range of methods including and not restricted to:

- Media releases and briefings
- Targeted stakeholder communications tailored for individual groups (for example youth group materials for young people being co designed with young people)
- Social media including Twitter, Facebook, Instagram with materials such as films and graphics
- Town/parish council magazine articles
- Posters and other materials that can be printed with QR codes to use in public places i.e. shops, health centres and libraries
- Online virtual exhibition with interactive material
- Live chat function to speak to a member of the planning team to understand the consultation documents, ask questions and submit comments
- Member and town/parish council packs to include a range of materials
- Material where appropriate will also support residents to be able to send in their comments and engage in the process through online and letter

- 4.4 The Local Development Scheme (LDS), the document which sets out what planning policy documents the Council intends to produce and the timescale for their preparation, has been modified to reflect the slight delay caused by Covid-19. A link to the programme for the production of the West Suffolk Local Plan can be found under background documents below.

## **5. Risks associated with the proposals**

- 5.1 Failure to proceed in a timely manner with the preparation of the new Local Plan through to adoption will leave the Authority with a dated Local Plan, leading to less control over development across the district. West Suffolk would be at high risk of speculative, unsuitable, uncontrolled development. Development and infrastructure needs would be determined on a case by case basis rather than a strategically planned approach.
- 5.2 The option not to progress a new Local Plan would also leave the Council open to reputational damage and likely Government intervention to produce a Local Plan for the District Council.

## **6. Implications arising from the proposals**

- 6.1 Financial: It is considered that the preparation of the West Suffolk Local Plan can be delivered through to adoption within the Council's budget.
- 6.2 Legal Compliance: The Planning and Compulsory Purchase Act, (2004), requires Forest Heath District Council to prepare and keep an up-to-date Local Plan and consult on emerging plan proposals.
- 6.3 Personal Data Processing: Planning Policies consultation system is considered to be General Data Protection Regulation (GDPR) compliant.
- 6.4 Equalities: The consultation and engagement programme recognises that community engagement with all sectors of society is important if we are to prepare an inclusive and forward-thinking local plan.
- 6.5 Crime and Disorder: The Suffolk Police Force and the Suffolk Police Architectural Liaison Officer will be consulted and engaged with throughout the consultation.
- 6.6 Environment or Sustainability: Supporting documents include a Sustainability Appraisal, Habitat Regulations Assessment and Environmental Constraints Study.
- 6.8 Changes to existing policies: This is the initial formal intelligence gathering stage of preparing a new local plan for West Suffolk. Two further rounds of consultation are programmed. Once adopted the new plan and its policies will replace those in the existing development plan.

## **7. Appendices referenced in this report**

- 7.1 Appendix A: West Suffolk Local Plan - Issues and Options Draft Documents.

Note: Due to the length and filesize of the documents, Appendix A (which includes Parts 1, 2 and 3 and appendices) is only available electronically with the agenda papers for this Cabinet meeting, at the following link:

<https://democracy.westsuffolk.gov.uk/ieListDocuments.aspx?CIId=521&MIId=4666&Ver=4>

Any members wishing to receive to obtain a paper copy, may request a pack directly from Democratic Services.

## **8. Background documents associated with this report**

- 8.1 West Suffolk Local Plan Consultation and Engagement Strategy
- 8.2 Sustainability Appraisal
- 8.3 Habitat Regulations Assessment
- 8.4 Sustainable Settlements Study
- 8.5 Environmental Constraints Study
- 8.6 Strategic Housing and Economic Land Availability Assessment (SHELAA Feb 2020)  
[https://www.westsuffolk.gov.uk/planning/Planning\\_Policies/shlaa.cfm](https://www.westsuffolk.gov.uk/planning/Planning_Policies/shlaa.cfm)
- 8.7 Local development Scheme (LDS) Programme for the production of the West Suffolk Local Plan.  
[https://www.westsuffolk.gov.uk/planning/Planning\\_Policies/upload/LDS-2020-June-update.pdf](https://www.westsuffolk.gov.uk/planning/Planning_Policies/upload/LDS-2020-June-update.pdf)
- 8.8 Statement of Community Involvement (SCI) Amendment in Response to Covid 19. (June 2020)  
[https://www.westsuffolk.gov.uk/planning/Planning\\_Policies/upload/SCI-update-June-2020-web-version.pdf](https://www.westsuffolk.gov.uk/planning/Planning_Policies/upload/SCI-update-June-2020-web-version.pdf)





# Public Space Protection Orders (PSPO) – review of existing orders

<b>Report number:</b>	<b>CAB/WS/20/058</b>	
<b>Report to and date(s):</b>	<b>Cabinet</b>	22 September 2020
<b>Cabinet members:</b>	<p>Councillor Robert Everitt Portfolio Holder for Families and Communities Telephone: 01284 769000 Email: <a href="mailto:robert.everitt@westsuffolk.gov.uk">robert.everitt@westsuffolk.gov.uk</a></p> <p>Councillor Joanna Rayner Portfolio Holder for Leisure, Culture and Community Hubs Telephone: 01284 750366 Email: <a href="mailto:joanna.rayner@westsuffolk.gov.uk">joanna.rayner@westsuffolk.gov.uk</a></p>	
<b>Lead officers:</b>	<p>Davina Howes Assistant Director Families and Communities Telephone: 01284 757070 Email: <a href="mailto:davina.howes@westsuffolk.gov.uk">davina.howes@westsuffolk.gov.uk</a></p> <p>Lesley-Ann Keogh Families and Communities Team Leader Telephone: 01638 719230 Telephone: <a href="mailto:lesley-ann.keogh@westsuffolk.gov.uk">lesley-ann.keogh@westsuffolk.gov.uk</a></p> <p>Damien Parker Leisure and Cultural Services Manager Telephone: 01284 757090 Email: <a href="mailto:damien.parker@westsuffolk.gov.uk">damien.parker@westsuffolk.gov.uk</a></p> <p>Mark Christie Service Manager (Business) Telephone: 01638 719220 Email: <a href="mailto:mark.christie@westsuffolk.gov.uk">mark.christie@westsuffolk.gov.uk</a></p>	

**Decisions Plan:** **The decision made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.**

**Wards impacted:** **Alcohol-related PSPO Haverhill:** Central, South East, North, South and East  
**Alcohol-related PSPO Brandon:** Brandon Central  
**Alcohol-related PSPO Bury St Edmunds:** Abbeygate, Southgate, Eastgate and Tollgate  
**Alcohol-related PSPO Newmarket:** Newmarket East and Newmarket West

**Dog Control PSPO:**

Dog fouling condition – all wards in West Suffolk

Dog exclusion condition – Brandon West, Brandon Central, Brandon East, Lakenheath, The Rows, Mildenhall Queensway, Mildenhall Kingsway and Market, Mildenhall Great Heath, Icen, Risby, Barningham, Abbeygate, Tollgate, Moreton Hall, Westgate, Minden, Southgate, St Olaves, Newmarket East, Newmarket West, Newmarket North, Kentford and Moulton, Exning, Horringer, The Fornhams and Great Barton, Stanton, Haverhill North, Haverhill West, Haverhill South West, Haverhill Central, Haverhill East, Haverhill South, Clare Hundon and Kedington, and Withersfield

**Recommendations:** **It is recommended that Cabinet:**

- 1. considers the outcomes of the review and agrees to continue with the existing PSPOs detailed in Appendices A and B to Report number: CAB/WS/20/058; and**
- 2. requests further consideration is given to the proposed variations submitted during engagement with stakeholders, namely the extension of PSPO areas in Brandon, Haverhill and Bury St Edmunds as set out in section 3.3 of Report number: CAB/WS/20/058.**

## **1. Context to this report**

- 1.1 Forest Heath District Council and St Edmundsbury Borough Council (now known as West Suffolk Council) implemented a number of Public Space Protection Orders (PSPOs) in September 2017 restricting specific behaviours in defined areas of the district. An amendment was made to the Bury St Edmunds PSPO in September 2019 to extend the scope of the order. PSPOs were introduced by the Anti-Social Behaviour Crime and Policing Act 2014 as a tool to tackle anti-social and nuisance behaviour which can have a detrimental effect on communities. PSPOs replaced the Designated Public Protection Orders (DPPOs) that previously existed.
- 1.2 PSPOs enable the Council to prohibit certain behaviours in a defined geographical area and failure to comply with the requirements of an approved PSPO can result in a criminal offence being committed which is punishable with either a fixed penalty notice or a fine.
- 1.3 PSPOs expire after three years of implementation and the Council has a duty to conduct a review of all PSPOs within the three-year time frame, and determine whether to amend, renew or discharge the orders.
- 1.4 West Suffolk currently has the following PSPOs in place:
1. Dog fouling across all public open spaces.
  2. Banning of dogs from certain specific children’s play areas, war memorial gardens and sports pitch areas.
  3. Restricting the consumption of alcohol within specific areas (namely defined areas in Haverhill, Brandon, Newmarket and Bury St Edmunds) and banning of begging congregation and anti-social use of vehicles in defined area of Bury St Edmunds.
- 1.5 A copy of all current PSPOs within West Suffolk can be found Appendix A and maps identifying the geographical areas can be found Appendix B.

## **2. The review**

- 2.1 West Suffolk Council has adopted the guidelines set out in the Local Government Association Public Space Protection Orders Guidance for Councils, to ensure the review is conducted in a timely and appropriate manner as well as adhering to the 2014 Act.
- 2.2 By virtue of the Act, the Council must undertake a review, communicate intent to introduce new PSPOs and undertake consultations with certain key stakeholders to ensure that it can make an informed decision when determining the outcome of the review.

- 2.3 Stakeholders that must be consulted with include the local constabulary, the Police and Crime Commissioner, owners and occupiers of land within the areas as well as community representatives and certain interest groups the local authority deem appropriate.
- 2.4 Extension of existing orders can be granted under section 60 of the Act where it is shown that an extension is necessary to prevent activity occurring or there has been an increase in frequency or seriousness of the activities.
- 2.5 However, an extension can only be granted following a review. If no review is undertaken there is no mechanism for automatic review. As a consequence, Cabinet is required to make a formal decision regarding the PSPOs by 30 September 2020 otherwise all PSPOs will expire with the exception of the Bury St Edmunds PSPO. Whilst it is not necessary to review the Bury St Edmunds PSPO until September 2021 it has been included to enable all PSPOs to be reviewed in the same timescales in future.
- 2.6 Initial engagement with Suffolk Police and a number of key stakeholders was conducted between March 2020 and mid-April 2020. This allowed the Council to gauge their initial feedback on the effectiveness of the PSPOs and whether any amendments were required.
- 2.7 Further engagement took place between June and August 2020 with key stakeholders within the affected areas. This engagement took the form of letters, emails and telephone calls to encourage responses and feedback from a variety of those engaged stakeholders. As well as stakeholders, all parish and town councils were contacted, together with district and county representatives. Feedback from this engagement is outlined in section three.

### **3. Engagement and feedback from stakeholders – antisocial behaviour PSPOs**

- 3.1 **Police response:** Feedback was received from all three Inspectors covering the policing areas of Haverhill, Bury St Edmunds and the former Forest Heath area:
  - 3.1.1 Former Forest Heath area: Fully support the continuation of the PSPOs within Newmarket and Brandon. Although limited formal use of the powers in either town, the police feel that having the power to remove alcohol leads to positive responses from individuals. Suffolk Police feel the removal of the PSPOs would have a negative effect on a means of effectively policing the area.
  - 3.1.2 Haverhill: Similar to the Forest Heath Police Inspector, although no formal use of the power, less formal is effective with an example of ongoing anti-social behaviour issues within Queen’s Street where individuals positively react to police warning under the PSPO is sufficient to stop issues. Haverhill

Police consider that individuals respond positively to the power and again removing would have a negative effect on the area.

- 3.1.3 Bury St Edmunds: The Bury St Edmunds policing team is in favour of the continuation of the PSPO, which was amended in 2019. Officers utilise this power, alongside community protection notices in combating street drinking and begging within the town centre
- 3.1.4 Although much of the impact is unknown, Suffolk Police feel this is an important power to have especially when tackling night-time economy issues

**3.2 Stakeholder Response – all PSPOs:**

- 3.2.1 A range of stakeholders were consulted with including parish and town councils, business groups, Newmarket Vision, playing field associations, country parks, housing associations, resident groups, places of worship, specialist partners, business districts and district councillors.
- 3.2.2 During this second phase of consultation (June to August 2020), the Council sought the views of further community representatives the local authority considered appropriate to consult with, in accordance with the guidelines set out in the Act. Consultation was targeted to the areas of concerns.
- 3.2.3 This engagement also explained there were no changes to the PSPOs at this time apart from the minor change to the dog banning order to include two relatively small areas within Brandon Country Park (play area and walled garden) and the creation of a new West Suffolk wide PSPO dog fouling order, due to the existing orders reflecting the former Forest Heath and St Edmundsbury boundaries.
- 3.2.4 The results of the feedback are as follows (there is a degree of duplication depending on role, particularly with councillors, and percentages are rounded). It should be noted that feedback is likely to have been impacted by the Covid-19 crisis which is why some targeted contact with some key groups was required:

<b>ASB PSPO</b>	<b>Newmarket</b>	<b>Brandon</b>	<b>Haverhill</b>	<b>Bury St Edmunds</b>	<b>Totals</b>
<b>Email/ letters sent</b>	111	73	130	171	285
<b>Responses received (% of sent)</b>	7 (6%)	5 (7%)	15 (12%)	20 (12%)	49 (10%)

Dog PSPO	District wide	Totals
Email/ letters sent	266	266
Responses received (% of sent)	18 (7%)	18 (7%)

Responses are sub-divided as follows:

	Newmarket	Brandon	Haverhill	Bury St Edmunds	Dog PSPO
Remain	2 (29%)		7 (47%)	12 (60%)	6 (33%)
Amend	2 (29%)	5 (100%)	8 (53%)	6 (30%)	4 (22%)
Remove					
No comment	3 (42%)			2 (10%)	8 (45%)

The 'amend' category can be further sub-divided as:

	Newmarket	Brandon	Haverhill	Bury St Edmunds
Increase the geographic area covered	1 (50%)	4 (80%)	3 (38%)	4 (67%)
Decrease the geographic area covered			1 (12%) ^^	
Other	1 (50%)	1 (20%)	4 (50%)	2 (33%)

^^ An area of land, originally included, has now been developed into residential housing

3.3 Notwithstanding that responses were limited, it is clear that there is support for the continuation of the PSPOs. However, there is a request to review the current geographical areas and look to increase the area covered within Brandon, Haverhill and Bury St Edmunds in terms of PSPOs (restricting the consumption of alcohol within specific areas).

3.3.1 Representation has been made by the Brandon Town Council to vary the existing PSPO (restricting the consumption of alcohol within specific areas) and consider extending the current area. Four additional areas have been mentioned in their response including George Street Car Park (already covered under the existing order), The Orchard and The Lode areas (parts are already covered but an extension would cover outlying areas) and Seymour Gardens, Seymour Avenue which has recently been adopted by

Brandon in Bloom and they are starting to see an increase in issues in the area. This area is a residential area and not in the vicinity of the current order.

- 3.3.2 Representation has been made by Haverhill Town Council to vary the existing PSPO (restricting the consumption of alcohol within specific areas) and consider extending the current area. Both parks (West Town and East Town) are being put forward for consideration, although we would need to be mindful that parts of East Town Park fall within an adjoining council area.
- 3.3.3 Additionally a charity based within Haverhill has requested two housing estates be considered for inclusion under the order.
- 3.3.4 Representation has been made by a resident association requesting the Council considers a stand alone PSPO for the Moreton Hall estate (area as yet undefined) to help combat the issues experienced by residents through antisocial driving.
- 3.3.5 In order to amend any PSPO, the Council must consider the evidence, from partners and communities, as well as a more thorough public consultation process including giving the opportunity to consider the new proposed area.
- 3.3.6 Councillors will be aware that due to Covid-19 restrictions conducting a more robust consultation process, in relation to the variations put forward, proved difficult and as such councillors agreed not to consult on any suggested changes during this engagement process, but to consider any requests for variations in the future and at a time when the public is able to engage fully in any consultation process.

## 4. Next steps

- 4.1 **Suggested stakeholder amendments to existing PSPOs:** As stated at section 3.3 above, suggestions have been raised by stakeholders as a result of the review process, and it is proposed that these are not considered at this time. The exception being the minor amendment to the dog fouling and dog control PSPOs as follows: A geographical amendment to the banning of dogs order at Brandon Country Park; and the introduction of a West Suffolk wide dog fouling order.
  - 4.1.1 Amendments to PSPOs must be fully evidenced and wider opportunities for consultation must be given to the public. Any amendments can be considered and the appropriate consultation process followed anytime within the three year timeframe of a PSPO and would be subject to Cabinet approval.
  - 4.1.2 Due to the number of variations received by the Council and due to the restrictions of Covid-19 being amended it is felt that these requests should be

considered in a timely manner. It is therefore recommended that the Council begins the process of reviewing the following:

- Representation for Brandon to vary the existing PSPO to extend into areas of concern.
- Representation for Haverhill to vary the existing PSPO to extend into areas of concern.
- Representation for Moreton Hall to consider a stand alone PSPO in relation to antisocial driving within the estate.

4.1.3 The aim being to conclude the review by February 2021 and a recommendation made to Cabinet.

## **5. Alternative options that have been considered**

5.1 The Council has no option but to review the existing PSPOs as it is a necessary part of the legal process, failure to do so will result in the PSPOs expiring in September 2020. Following this consultation, Cabinet will be asked to make a formal decision on this matter prior to the expiration of the existing PSPOs on 30 September 2020.

5.2 Alternative options were considered for the Dog Control Order, to simplify the procedure legal advice was taken as to merging the two existing orders into one covering West Suffolk. However, there is no provision in the legislation to enable the merging of separate PSPOs. Therefore, allowing the two existing Dog Control Order to expire and be replaced with a new West Suffolk Order is the only practicable way of ensuring a single Order for the whole West Suffolk District is in place from September.

## **6. Consultation and engagement undertaken**

6.1 Initial consultation with stakeholders and proposed further consultation as outlined at 4.1, 4.2 and 4.3

## **7. Risks associated with the proposals**

7.1 Public perception – negative perception of the impact of the PSPO: controlled through information provided and consultation process.

7.2 Reputation – no enforcement activity taken: controlled through working with the community and partners.

7.3 Review timescales not met – all orders expire if timescales not met: controlled through appropriate reporting and consultation.



- 7.4 Incomplete consultation due to COVID 19 – unable to conduct adequate consultation with partners and public which could lead to legal challenge: controlled through lengthy consultation and adaptations to usual consultation process to mitigate against non-engagement.

## **8. Implications arising from the proposals**

- 8.1 Financial: Costs associated with any additional/replacement signage will be met from existing budgets.
- 8.2 Legal Compliance: Anti-Social Behaviour Crime and Policing Act 2014. Proposed orders will be drafted by the Council’s legal team.
- 8.3 Personal Data Processing: Yes, in accordance with enforcement protocols.
- 8.4 Equalities: There are no equality impacts as it applies equally to all.
- 8.5 Crime and Disorder: The PSPOs are a deterrent to anti-social behaviour.
- 8.6 Environment or Sustainability: Not applicable.
- 8.7 HR or Staffing: Not applicable.
- 8.8 Changes to existing policies: Not applicable.
- 8.9 External organisations (such as businesses, community groups): Suffolk Police, Suffolk FA and The Kennel Club

## **9. Appendices referenced in this report**

- 9.1 Appendix A – Existing Public Space Protection Orders
- 9.2 Appendix B – Maps and data identifying where current orders are

## **10. Background documents associated with this report**

- 10.1 Report numbers: [OAS/SE/17/002](#) and [OAS/FH/17/003](#)
- 10.2 Local Government Association Public Space Protection Orders Guidance for Councils

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## **BRANDON**

### **ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**

#### **SECTION 59**

#### **PUBLIC SPACES PROTECTION ORDER**

**This order is made by Forest Heath District Council (the 'Council') and shall be known as the Public Spaces Protection Order (Alcohol) 2017**

#### PRELIMINARY

1. The Council, in making this Order, is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect, of the activities:

is, or is likely to be, of a persistent or continuing nature,

is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

## THE ACTIVITIES AND PROHIBITION

To prevent public nuisance, anti-social behaviour or disorder, no person shall, within the restricted area, refuse to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol when required to do so by an authorised officer.,

A person shall not engage in the activities listed above anywhere within the restricted area as shown shaded on the attached map labelled 'The Restricted Area'.

## PERIOD FOR WHICH THIS ORDER HAS EFFECT

4. This Order will come into force at 00.00 hrs on 01 October 2017 and will expire at 23.59 hrs on 30 September 2020.
5. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring, or to prevent an increase in the frequency or seriousness of those activities after that time.

## WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 63 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence if a person, without reasonable excuse, fails to comply with a requirement of a constable or authorised person -

(a) not to consume, in breach of the order, alcohol or anything which the constable or authorised person reasonably believes to be alcohol;

(b) to surrender anything in the persons possession which is, or which the constable or authorised person reasonably believes to be, alcohol or a container for alcohol.

A person guilty of an offence under section 63 is liable on conviction in the Magistrates Court to a fine not exceeding level 2 on the standard scale.

## FIXED PENALTY

A constable, police community support officer or council enforcement officer may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted.

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated 29th September 2017

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FOREST HEATH DISTRICT COUNCIL  
was affixed in the presence of

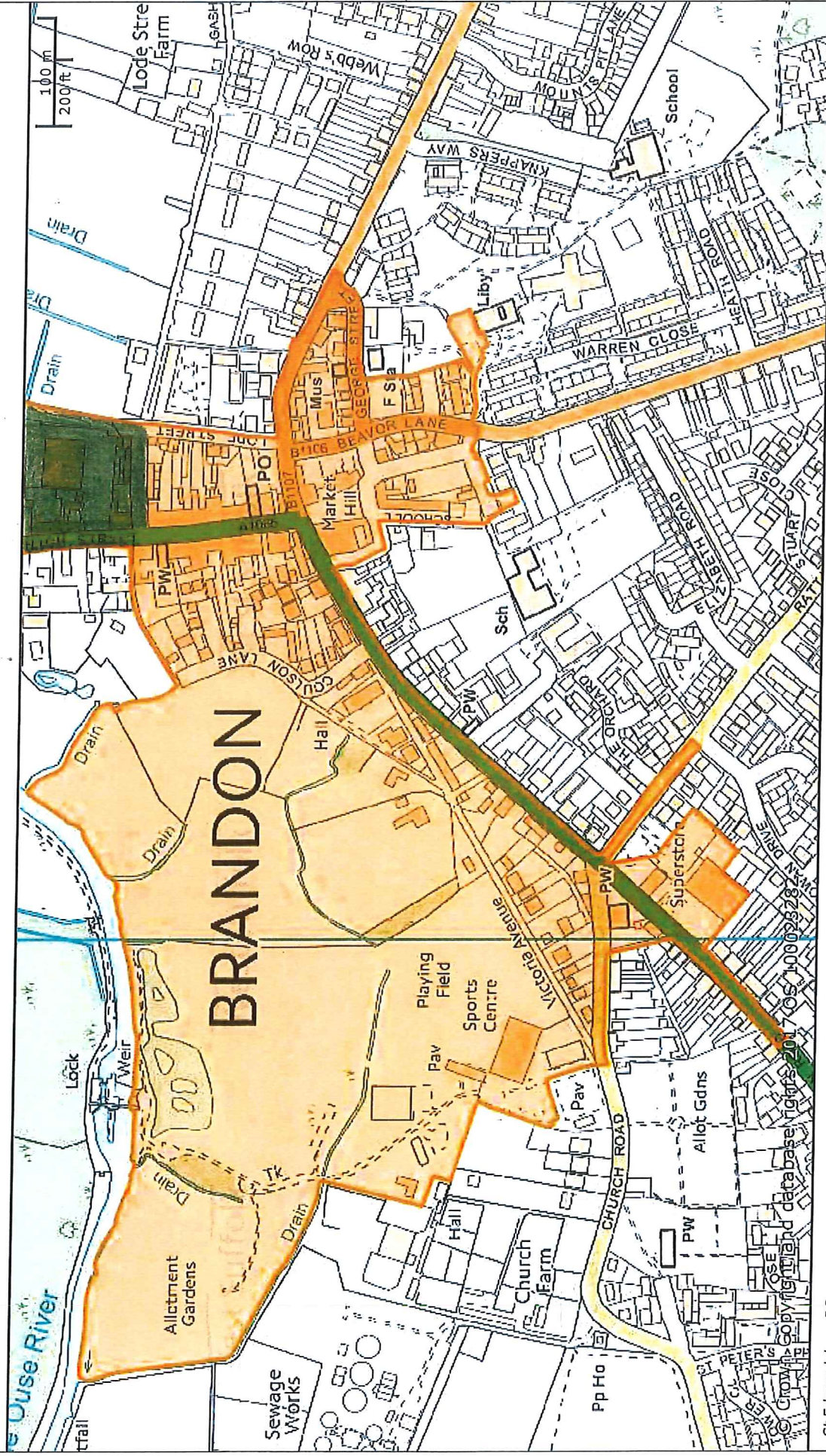
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*Blundell*  
Authorised Signatory



**Brandon PSPO RESTRICTED AREA**



St Edmundsbury BC  
 Western Way  
 Bury St Edmunds  
 IP33 3YU  
 01284 763233

Forest Heath & St Edmundsbury councils  
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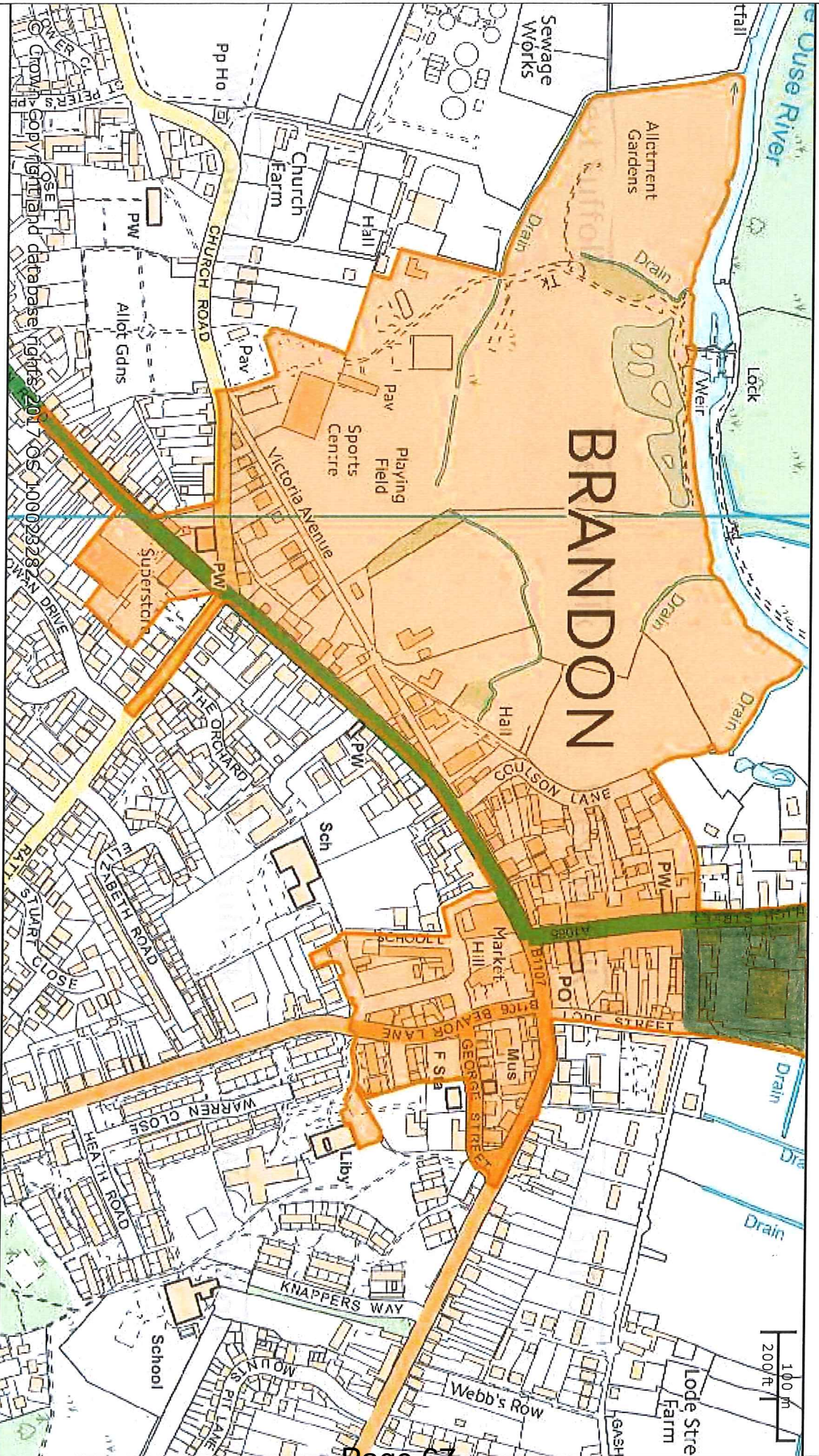
Forest Heath DC  
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 IP28 7EY  
 01638 719000

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# Brandon PSPO RESTRICTED AREA



St Edmundsbury BC  
 Western Way  
 Bury St Edmunds  
 IP33 3YU  
 01284 763233

Forest Heath & St Edmundsbury Councils  
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Forest Heath DC  
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## **BURY ST EDMUNDS**

### **ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**

#### **SECTION 59**

#### **PUBLIC SPACES PROTECTION ORDER**

**This order is made by West Suffolk Council (the 'Council') and shall be known as the Public Spaces Protection Order (Alcohol, Begging, Congregation and Anti-Social Use of Vehicles) 2019**

#### PRELIMINARY

1. The Council, in making this Order is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect of the activities:

is, or is likely to be of a persistent or continuing nature,

is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

## THE ACTIVITIES AND PROHIBITION

4. (i) No person shall within the restricted area, refuse to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer, to prevent public nuisance, anti-social behaviour or disorder
- (ii) Persons within the restricted area will not approach another person either in person or verbally in order to beg from the other person
- (iii) Persons within the restricted area will not sit or loiter in a public space, with any receptacle used to contain monies for the purpose of begging.
- (iv) No person shall within the restricted area, gather in groups of two or more motor vehicles for purposes other than simply parking, which will cause or is likely to cause harassment, alarm and distress to others by performing any of the activities listed below.
- a) Using a motor vehicle to race or perform stunts.
  - b) Repeatedly sounding horns and/or revving engines (as to cause a public nuisance).
  - c) Playing music excessively loud (as to cause a public nuisance).
  - d) Using foul or abusive language.
  - e) Using threatening, intimidating behaviour towards another person.
  - f) Causing obstruction on a public highway, or a publicly accessible place, whether moving or stationary.

A person shall not engage in any of the Activities listed above anywhere within the restricted area as shown shaded on the attached map labelled 'The Restricted Area'

## PERIOD FOR WHICH THIS ORDER HAS EFFECT

5. This Order will come into force at 00.00 on 19 April 2019 and will expire at 23.59 on 18 April 2022.
6. At any point before the expiry of this three year period the Council can extend the Order by up to three years, if they are satisfied on reasonable grounds, that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

## WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 63 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence if a person, without reasonable excuse, fails to comply with a requirement of a constable or authorised person -

- (a) not to consume, in breach of the order, alcohol or anything which the constable or authorised person reasonably believes to be alcohol;
- (b) to surrender anything in the persons possession which is, or which the constable or authorised person reasonably believes to be, alcohol or a container for alcohol.

A person guilty of an offence under section 63 is liable on conviction in the Magistrates Court to a fine not exceeding level 2 on the standard scale.

Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse-

- (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
- (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order.

A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale.

FIXED PENALTY

A constable, police community support officer or council enforcement officer may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 63 and/or section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted.

APPEALS

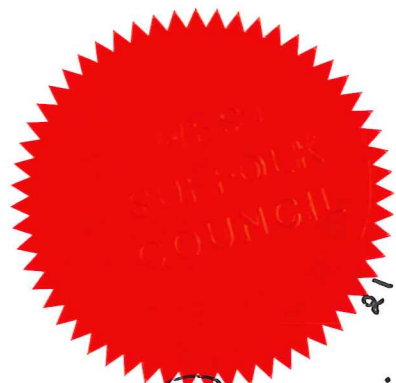
Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

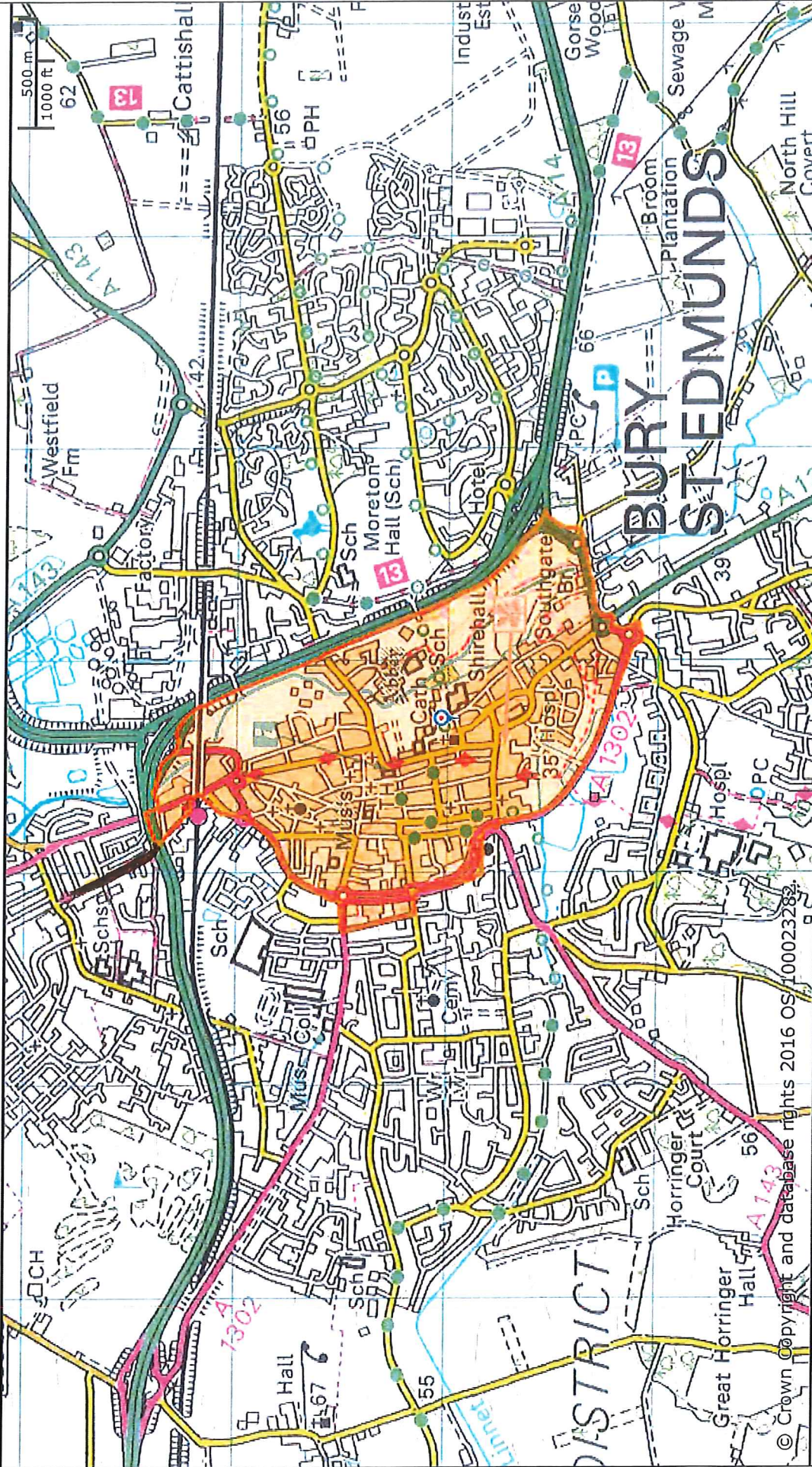
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of )



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Authorised Signatory

**BSE DRAFT PSPO RESTRICTED AREA**



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St Edmundsbury BC  
 Western Way  
 Bury St Edmunds  
 IP33 3YU  
 01284 763233

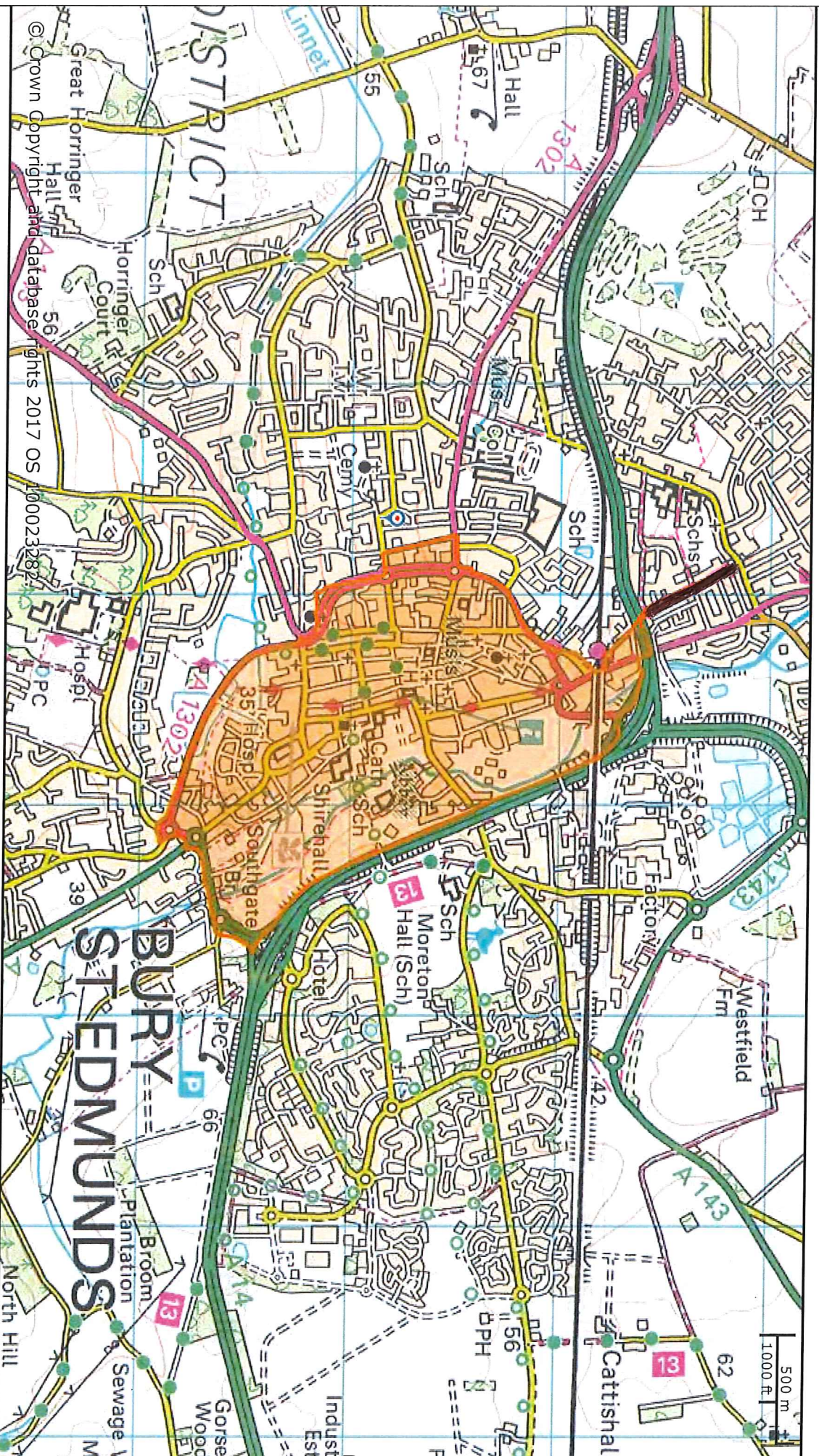
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 Mildenhall  
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 01638 719000

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# Bury St Edmunds PSPO Restricted Area



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 Western Way  
 Bury St Edmunds  
 IP33 3YU  
 01284 763233  
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## HAVERHILL

### ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

#### SECTION 59

#### PUBLIC SPACES PROTECTION ORDER

**This order is made by St Edmundsbury Borough Council (the 'Council') and shall be known as the Public Spaces Protection Order (Alcohol) 2017**

#### PRELIMINARY

1. The Council, in making this Order is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect of the activities:

is, or is likely to be of a persistent or continuing nature,  
is, or is likely to be, such as to make the activities unreasonable, and  
justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

## THE ACTIVITIES AND PROHIBITION

4. No person shall within the restricted area, refuse to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer, to prevent public nuisance, anti-social behaviour or disorder  
A person shall not engage in the Activities listed above anywhere within the restricted area as shown shaded on the attached map labelled 'The Restricted Area'

## PERIOD FOR WHICH THIS ORDER HAS EFFECT

5. This Order will come into force at 00.00 hrs on 01 October 2017 and will expire at 23.59 hrs on 30 September 2020.
6. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

## WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 63 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence if a person, without reasonable excuse, fails to comply with a requirement of a constable or authorised person -

- (a) not to consume, in breach of the order, alcohol or anything which the constable or authorised person reasonably believes to be alcohol;
- (b) to surrender anything in the persons possession which is, or which the constable or authorised person reasonably believes to be, alcohol or a container for alcohol.

A person guilty of an offence under section 63 is liable on conviction in the Magistrates Court to a fine not exceeding level 2 on the standard scale.

FIXED PENALTY

A constable, police community support officer or council enforcement officer may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted.

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated 29th September 2017

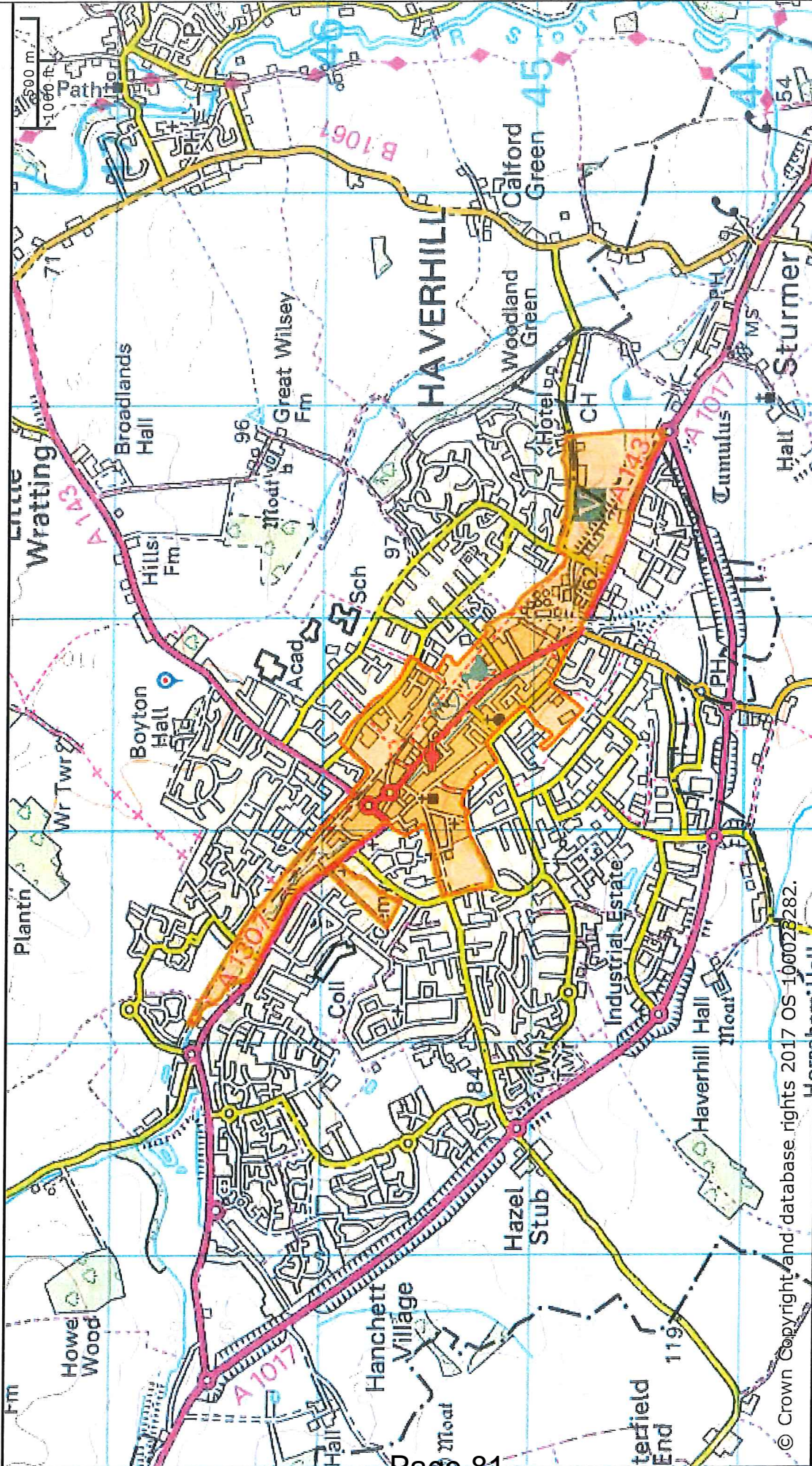
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J. K. Sunday  
Authorised Signatory



# Haverhill PSPO Restricted Area



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 Western Way  
 Bury St Edmunds  
 IP33 3YU  
 01284 763233

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Forest Heath DC  
 College Heath Road  
 Mildenhall  
 IP28 7EY  
 01638 719000

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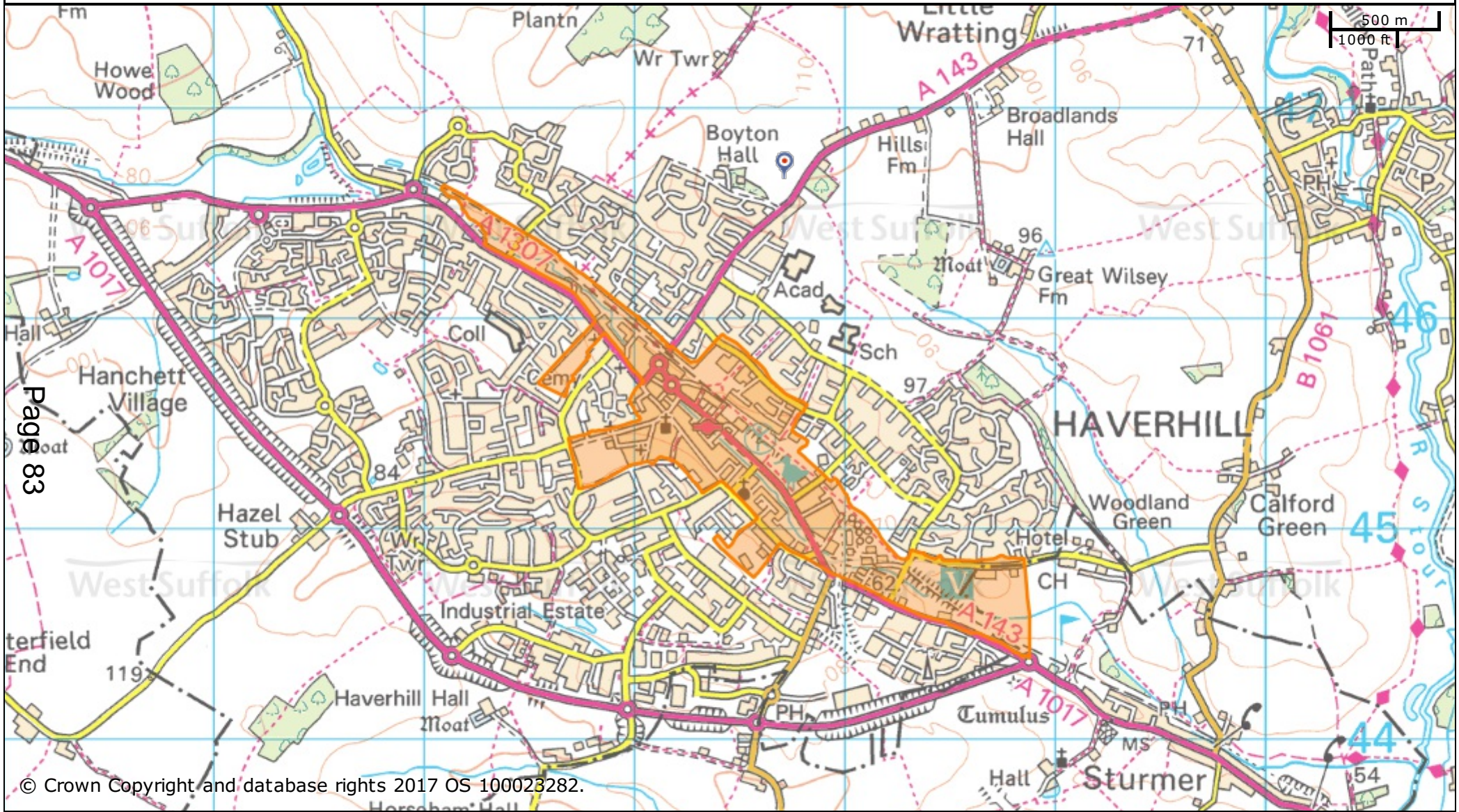
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# Haverhill PSPO Restricted Area



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## **NEWMARKET**

### **ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**

#### **SECTION 59**

#### **PUBLIC SPACES PROTECTION ORDER**

**This order is made by Forest Heath District Council (the 'Council') and shall be known as the Public Spaces Protection Order (Alcohol) 2017**

#### PRELIMINARY

1. The Council, in making this Order, is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect of the activities:

is, or is likely to be, of a persistent or continuing nature,  
is, or is likely to be, such as to make the activities unreasonable, and  
justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

## THE ACTIVITIES AND PROHIBITION

4. To prevent public nuisance, anti-social behaviour or disorder, no person shall within the restricted area, refuse to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer .

A person shall not engage in the activities listed above anywhere within the restricted area as shown shaded on the attached map labelled 'The Restricted Area'

## PERIOD FOR WHICH THIS ORDER HAS EFFECT

5. This Order will come into force at 00.00 hrs on 01 October 2017 and will expire at 23.59 hrs on 30 September 2020.
6. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

## WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 63 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence if a person, without reasonable excuse, fails to comply with a requirement of a constable or authorised person -

- (a) not to consume, in breach of the order, alcohol or anything which the constable or authorised person reasonably believes to be alcohol;
- (b) to surrender anything in the persons possession which is, or which the constable or authorised person reasonably believes to be, alcohol or a container for alcohol.

A person guilty of an offence under section 63 is liable on conviction in the Magistrates Court to a fine not exceeding level 2 on the standard scale.

FIXED PENALTY

A constable, police community support officer or council enforcement officer may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted.

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated 29th September 2017

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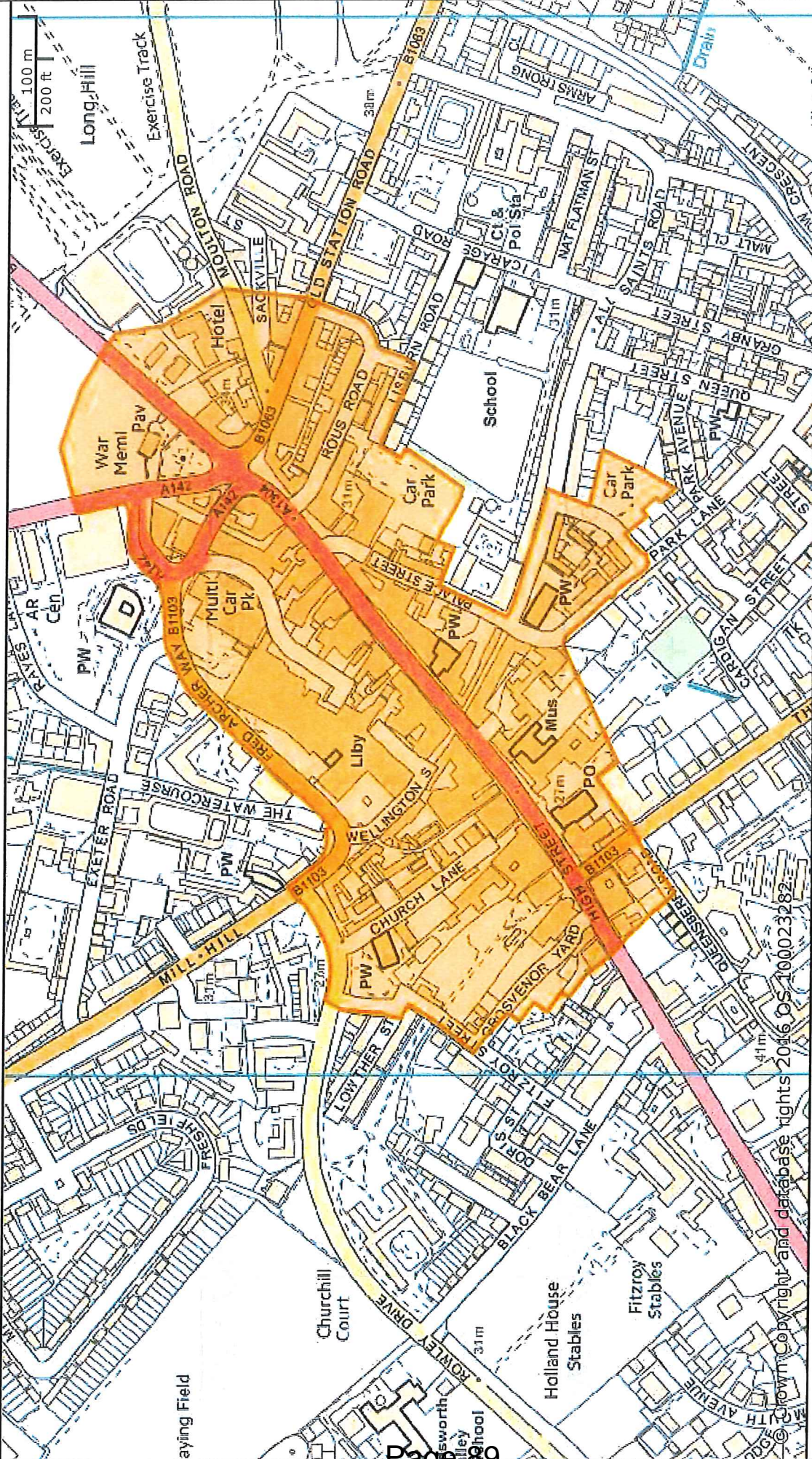


[Signature]

Authorised Signatory



# Newmarket PSPO RESTRICTED AREA



St Edmundsbury BC  
 Western Way  
 Bury St Edmunds  
 IP33 3YU  
 01284 763233

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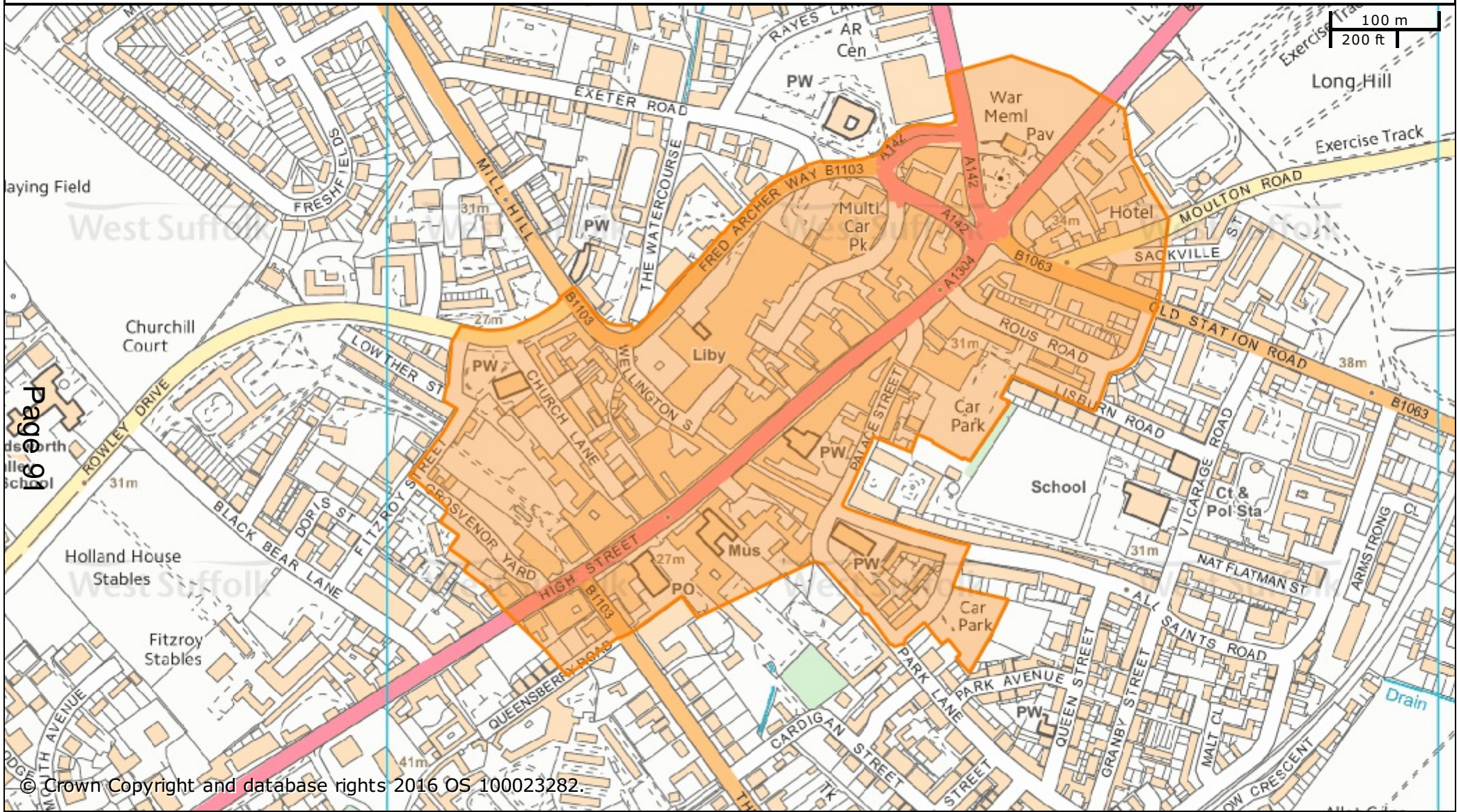
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# Newmarket PSPO RESTRICTED AREA



Page 91

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# ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

## SECTION 59

### PUBLIC SPACES PROTECTION ORDER

**This order is made by Forest Heath District Council (the 'Council') and shall be known as the Public Spaces Protection Order (Dogs) 2017**

#### PRELIMINARY

1. The Council, in making this Order is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect of the activities:

is, or is likely to be of a persistent or continuing nature,

is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.
4. For the purpose of this order –
  - (i) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;

- (ii) Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- (iii) Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces
- (iv) "an authorised officer of the Council" means an employee, partnership agency or contractor of the Council who is authorised in writing by Forest Heath District Council for the purposes of giving directions under the Order.
- (v) Each of the following is a "prescribed charity" –

Dogs for Good (registered charity number 1092960)  
Support Dogs Limited (registered charity number 1088281)  
Canine Partners for Independence (registered charity number 803680)

## THE ACTIVITIES

### 5. The Activities prohibited by the Order are:

- (i) failing to remove dog faeces from land to which the public or any section of the public has access (on payment or otherwise, as a right or by virtue of express or implied consent)
- (ii) taking a dog(s) onto, or permitting a dog(s) to enter or remain on any play area, multi-use games area, green gym or wheel park as detailed in Schedule 1
- (iii) taking a dog(s) onto, or permitting a dog(s) to enter or remain on any fenced sports area between 1<sup>st</sup> August and 31<sup>st</sup> May (the football season) as detailed in Schedule 1

## THE PROHIBITION

- 6. The activities are prohibited within the areas listed in Schedule 1 and illustrated on the attached plans in Schedule 2.

## THE EXCEPTION

7. The Prohibition does not apply to a person who –
- (i) Is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (ii) Is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which is relied on for assistance ; or
  - (iii) Has a disability which affects mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

## PERIOD FOR WHICH THIS ORDER HAS EFFECT

8. This Order will come into force at 00.00 hrs on 01 October 2017 and will expire at 23.59 on 30 September 2020.
9. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

## WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse-

- (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
- (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order

A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale

FIXED PENALTY

A constable, police community support officer or authorised officer of the Council may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated 29th September 2017

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[Signature]  
.....  
Authorised Signatory

Dog exclusion areas - Forest Heath

Public Spaces Protection Order (Dogs) 2017 - Forest Heath District Council applies to all enclosed areas of land as described below:

Sites are listed in alphabetical order under town areas.

Map	Brandon area	Type of area covered	Postcode	Ward
Map 1	Lilac Close	Play area	IP27 0LN	Brandon West
Map 2	Seymour Ave	Play area	IP27 0XH	Brandon West
Map 3	Teal Walk	Play area	IP27 0BG	Brandon East
Map 4	Warren Close	Play area and multi use games area	IP27 0EF	Brandon East
Map 5	Woodcock Rise	Play area	IP27 0BN	Brandon East
Map 6	Yew Drive	Play area	IP27 0UL	Brandon East

Map	Brandon area owned by Brandon Parish Council	Type of area covered	Postcode	Ward
Map 6a	Thetford Road	Play area	IP27 0BS	Brandon West
Map 6b	Remembrance Playing Field	Play area	IP27 0JB	Brandon East

Map	Lakenheath area	Type of area covered	Postcode	Ward
Map 7	Sandpits/Briscoe Way	Play area	IP27 9JB	Lakenheath

<b>Map</b>	<b>Lakenheath area owned by Lakenheath Parish Council</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 7a	Lakenheath Play Area Undley Road	Play area, skatepark and ball court	IP27 9AF	Lakenheath

<b>Map</b>	<b>Beck Row area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 8	Aspal Close	Fenced football pitch area	IP28 8AF	Eriswell and The Rows

<b>Map</b>	<b>Mildenhall area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 9	Charles Melrose Close	Play area	IP28 7BA	Great Heath
Map 10	Douglas Park	Play area and ball court	IP28 7BA	Great Heath
Map 10a	Heathland Way	Play area	IP28 7SF	Market
Map 11	Macpherson Robertson Way	Play area	IP28 7RS	Great Heath
Map 12	Mildenhall Woods Adventure Play Area/BMX Track	Play area, wheels park	IP28 7SG	Market
Map 13	Miles Hawk Way	Play area	IP28 7SE	Great Heath
Map 14	Oxford Close	Play area	IP28 7RP	Great Heath
Map 15	Peterhouse Close	IP28 7BA	Market	



<b>Map</b>	<b>Mildenhall area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 16	St Johns Close	Play area, wheels park and multi use games area	IP28 7NA	Great Heath

<b>Map</b>	<b>Newmarket area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 17	Barry Lynham Drive	Play area	CB8 8YT	All Saints
Map 18	George Lambton Playing Field	Skate park	CB8 7RL	Severals
Map 19	Granby Street	Play area	CB8 8GQ	All Saints
Map 20	Green Road	Play area	CB8 9BN	All Saints
Map 21	Greville Starkey Avenue	Play area	CB8 0BN	Severals
Map 21a	Field Terrace	Play area	CB8 0AD	Severals
Map 22	Heasman Close	Play area	CB8 0GR	Severals
Map 23	Hodgkins Yard (All Saints Road)	Play area	CB8 8ET	All Saints
Map 24	Lady Wolverton Adastral Close	Play area	CB8 0PX	St Mary's
Map 25	Manderston Road	Play area	CB8 0NL	St Mary's
Map 26	Millbank	Play area	CB8 0EG	St Mary's
Map 27	New Cheveley Road	Play area	CB8 8BU	All Saints

<b>Map</b>	<b>Newmarket area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 28	Hyperion Way BMX Track, Play Area and MUGA Studlands Park Estate)	Play area, wheels park and multi use games area	CB8 7RX	Severals
Map 29	Brickfields Avenue (Studlands Park Estate)	Play area	CB8 7RX	Severals

<b>Map</b>	<b>Newmarket area (owned by Newmarket Town Council)</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 30	Memorial Hall Gardens (King Edward VII Memorial Grounds)	Play area and wet play area	CB8 8JP	St Mary's
Map 30a	War Memorial Garden Bury Road	War Memorial garden	CB8 8FG	Severals

<b>Map</b>	<b>Moulton area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 31	Anvil Way	Play area	CB8 8GY	South

<b>Map</b>	<b>Exning (owned by Exning Parish Council)</b>	<b>Type of area covered&lt;</b>	<b>Postcode</b>	<b>Ward</b>
Map 32	Exning Recreation Ground Play Area	Play area	CB8 7HB	Exning

<b>Map</b>	<b>Gazeley (Owned by Gazeley Parish Council)</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 33	Gazeley Playing Fields Play Area	Play area	CB8 8RL	Iceni

<b>Map</b>	<b>Red Lodge Area (Owned by Red Lodge Parish Council)</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 34	Heatherset Way Play Area	Play area	IP28 8JN	Red lodge
Map 35	Lavender Close Play Area	Play area	IP28 8TT	Red lodge
Map 36	Orchid Drive Play Area	Play area	IP28 8GR	Red lodge
Map 37	Pavilion Play area	Play area	IP28 8FQ	Red lodge
Map 38	Russet Drive Play Area	Play area	IP28 8GA	Red lodge
Map 39	Larch Way Play Area	Play area	IP28 8YA	Red lodge

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**ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**

**SECTION 59**

**PUBLIC SPACES PROTECTION ORDER**

**This order is made by St Edmundsbury Borough Council (the 'Council') and shall be known as the Public Spaces Protection Order (Dogs) 2017**

PRELIMINARY

1. The Council, in making this Order is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect of the activities:

is, or is likely to be of a persistent or continuing nature,  
is, or is likely to be, such as to make the activities unreasonable, and  
justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.
4. For the purpose of this order –
  - (i) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;

- (ii) Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- (iii) Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
- (iv) "an authorised officer of the Council" means an employee, partnership agency or contractor of the Council who is authorised in writing by St Edmundsbury Borough Council for the purposes of giving directions under the Order.
- (v) Each of the following is a "prescribed charity" –

Dogs for Good (registered charity number 1092960)  
Support Dogs Limited (registered charity number 1088281)  
Canine Partners for Independence (registered charity number 803680)

## THE ACTIVITIES

### 5. The Activities prohibited by the Order are:

- (i) failing to remove dog faeces from land to which the public or any section of the public has access (on payment or otherwise, as a right or by virtue of express or implied consent)
- (ii) taking a dog(s) onto, or permitting a dog(s) to enter or remain on any play area, multi-use games area, green gym or wheel park as detailed in Schedule 1
- (iii) taking a dog(s) onto, or permitting a dog(s) to enter or remain on any fenced sports area between 1<sup>st</sup> August and 31<sup>st</sup> May (the football season) as detailed in Schedule 1

## THE PROHIBITION

- 6. The activities are prohibited within the areas listed in Schedule 1 and illustrated on the attached plans in Schedule 2.

## THE EXCEPTION

7. The Prohibition does not apply to a person who –
- (i) Is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (ii) Is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which is relied on for assistance; or
  - (iii) Has a disability which affects mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

## PERIOD FOR WHICH THIS ORDER HAS EFFECT

8. This Order will come into force at 00.00 hrs on 01 October 2017 and will expire at 23.59 hrs on 30 September 2020.
9. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

## WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse-

- (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
- (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order.

A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale.

FIXED PENALTY

A constable, police community support officer or authorised officer of the council may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted.

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated: 29th September 2017

The Common Seal of )  
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was affixed in the presence of )



J. Haerday

Authorised Signatory



Dog exclusion areas - St Edmundsbury

Public Spaces Protection Order (Dogs) 2017 - St Edmundsbury Borough Council applies to all enclosed areas of land as described below:

Sites are listed in alphabetical order under town areas.

Map	Bury St Edmunds area	Type of area covered	Postcode	Ward
Map 1	Abbey Gardens	Play area	IP33 1LX	Abbeygate
Map 2	Acacia Avenue	Ball court	IP32 6HE	Northgate
Map 3	Acorn Park	Play area	IP32 7PG	Moreton Hall
Map 4	Appledown Drive	Ball court	IP32 7HQ	Moreton Hall
Map 5	Bedell Close	Play area	IP33 2HS	Westgate
Map 6	Broomley Green Lane	Play area	IP32 7GD	Moreton Hall
Map 7	Corsbie Close	Play area	IP33 3ST	Moreton Hall
Map 8	Flying Fortress Park	Play area and ball court	IP32 7LE	Moreton Hall
Map 9	Gainsborough	Play area	IP33 3QQ	Minden
Map 10	Horringer Court	Play area	IP33 2HP	Southgate
Map 11	Hardwick Heath	Play area and fenced sports pitch areas	IP33 2RB	Southgate
Map 12	Heldhaw Road	Play area and green gym	IP32 7ER	Moreton Hall
Map 13	Hepworth Ave	Play area	IP33 3XS	Minden

<b>Map</b>	<b>Bury St Edmunds area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 14	Hooper Square	Play area and multi use games area	IP33 3HL	Minden
Map 15	Nowton Pit	Play area	IP33 2BU	Southgate
Map 16	Oakes Road	Play area and fenced sports pitch areas	IP32 6PU	St Olaves
Map 17	Olding Road Skatepark	Skatepark	IP33 3TA	Minden
Map 18	Priors Park, Ashwell Road	Play area and ball court	IP33 3LN	Minden
Map 19	Severn Road	Play area	IP32 6NF	Northgate
Map 20	St James Park	Play area	IP32 7LN	Moreton Hall
Map 21	St Peters Pit	Play area	IP33 3RE	Risbygate
Map 22	Tayfen Meadow, Fen Way	Play area	IP33 3ZA	Risbygate
Map 23	Tollgate play area	Play area, multi use games area and fenced sports pitch area	IP32 6RW	St Olaves

<b>Map</b>	<b>Rural areas north</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 24	Nowton Park	Play area and fenced sports area	IP29 5BD	
Map 25	West Stow Country Park	Play area	IP28 6HG	Risby

<b>Map</b>	<b>Rural areas north</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 26	Sandy Lane Play Area owned by Barningham Parish Council	Play area	IP31 1BX	Barningham
Map 27	Fornham All Saints, Playing Fields, Play Area owned by Fornham All Saints Parish Council	Play area	IP28 6JZ	Fornham
Map 28	Great Whelnetham, playing field play area owned by Whelnetham Parish Council	Play area	IP30 0UY	Horringer and Whelnetham
Map 29	Horringer Play area owned by Horinger Parish Council	Play area	IP29 5SZ	Horringer and Whelnetham
Map 30	Stanton playing field play area owned by Stanton Parish Council	Play area	IP31 2BZ	Stanton

<b>Map</b>	<b>Haverhill area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 31	Alderton Close	Play area	CB9 7RA	Haverhill North
Map 32	Allington Walk	Play area, multi use games area	CB9 9AT	Haverhill North
Map 33	Bramley Road/Bergamot Vale	Play area	CB9 9PR	Haverhill West
Map 34	Castle Playing Fields	Play area	CB9 9DE	Haverhill West
Map 35	Cloverfield	Play area	CB9 9QE	Haverhill West
Map 36	East Town Park (including Mottsfield)	Play areas, green gym, multi use games area	CB9 7UW	Haverhill East

<b>Map</b>	<b>Haverhill area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 37	Emperors Green (Julian Close)	Play area	CB9 0NN	Haverhill East
Map 38	Hales Barn Road	Play area and multi use games area	CB9 9SE	Haverhill North
Map 39	Haverhill Recreation Ground	Play area	CB9 8HF	Haverhill south
Map 40	Henry Close	Play area	CB9 9PU	Haverhill South
Map 41	Hopton Rise	Play area	CB9 7FS	Haverhill West
Map 42	Howe Road	Play area & wheel park	CB9 9NJ	Haverhill North
Map 43	Strasbourg Square Play Area	Play area	CB9 0HR	Haverhill
Map 44	Jubilee Park	Play area	CB9 8LL	Haverhill South
Map 45	Lavender Field	Play area	CB9 9QD	Haverhill West
Map 46	Lowry Close	Play area	CB9 7GH	Haverhill West
Map 47	Puddlebrook Playing Field	Wheel park	CB9 8LU	Haverhill
Map 48	Quendon Place	Play area	CB9 0JU	Haverhill East
Map 49	Raine Avenue	Play area	CB9 9QF	Haverhill West
Map 50	Strasbourg Square	Ball Court	CB9 0HR	Haverhill

<b>Map</b>	<b>Haverhill area</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 51	York Road	Play area	CB9 8JE	Haverhill

<b>Map</b>	<b>Rural areas south</b>	<b>Type of area covered</b>	<b>Postcode</b>	<b>Ward</b>
Map 52	Clare Castle Country Park Site owned by Clare Town Council and managed by Clare Castle Country Park Trust	Play area	CO10 8NJ	Clare
Map 53	Westfield Close, Clare	Play area	CO10 8NU	Clare
Map 54	Cavendish Green Play Area owned by Cavendish Parish Council	Play area	CO10 8BA	Cavendish
Map 55	Great Thurlow Playing Field Play Area owned by Thurlow Sports Club	Play area	CB9 7LJ	Withersfield
Map 56	Stoke-by-Clare Playing Field play area owned by Stoke-by-Clare Parish Council	Play area	CO10 8JA	Hundon

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## Decisions Plan

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

**Date: 1 September 2020 to 31 May 2021**

**Publication Date: 24 August 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 2021. 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
(Deferred from 26/11/19)  New date to be confirmed  (Update since publication – this item has now been removed for the time being due to the impacts of COVID-19)	<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 proposed Newmarket Cinema and Restaurant Development.	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.
(Deferred from 26/05/20)  New date to be confirmed – dependent on scheduling of AGM	<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.



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
22/09/20  (Deferred from 21/07/20)	<p><b>West Suffolk Council Hackney Carriage and Private Hire Conditions Policy Handbook</b></p> <p><b>This item was deferred at the Cabinet meeting held on 21/07/20 – see <a href="#">Decisions Notice</a> from that meeting regarding the reasons for deferral.</b></p> <p>The Cabinet will be asked to consider proposed changes to the West Suffolk Council Hackney Carriage and Private Hire Conditions Policy Handbook. These proposals are based upon feedback received from public consultation and feedback from the industry.</p>	Not applicable	(D)	Cabinet	Andy Drummond Regulatory 07710 027343	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Cabinet with revised policy handbook and summary of consultation responses received.
22/09/20  (NEW)  (Update since	<p><b>Brandon Leisure Centre: Approval of Scheme</b></p> <p>Following the outcome of the cost certainty stage of the project, the Cabinet will be asked to consider a</p>	Exempt Appendix: Paragraph 3	(KD)	Cabinet	Joanna Rayner Leisure, Culture and Community Hubs 01284 750366	Jill Korwin Director 01284 757252	All Wards	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
publication – this item has now been deferred)	proposed investment in Brandon Leisure Centre to update and improve facilities.							
22/09/20  (Deferred from 21/07/20) Page 110	<b>Public Space Protection Orders</b> The Cabinet will be asked to consider the outcome of a review that has been undertaken on Public Space Protection Orders in towns within the District.	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards where the review has taken place	Report to Cabinet.
22/09/20	<b>Annual Financial Resilience Report 2019/2020</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Financial Resilience Report for 2019/2020.	Not applicable	(R) – Council 29/09/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
22/09/20	<b>Financial Resilience Report - June 2020</b> The Cabinet will be asked to consider the recommendations of the	Not applicable	(R) – Council 29/09/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny

<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</b>  <b>(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>
	Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2020 and 30 June 2020.							Committee to Cabinet and Council.
22/09/20  (Deferred from 26/01/19 and 28/04/20)	<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 autumn 2020.	Not applicable	(R) – Council 29/09/20	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.
22/09/20  (Deferred from 26/05/20)	<b>Investing in our Commercial Asset Portfolio</b> The Cabinet will be asked to recommend to Council,	Exempt Paragraph 3	(R) Council – 29/09/20	Cabinet/ Council	Susan Glossop Growth 01284 728377	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Exempt Report to Cabinet with recommendations to

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
(Update since publication – this item has now been deferred)	approval of a business case for an investment and development opportunity.					Colin Wright Service Manager (Place Delivery and Strategic Property) 01284 757385		Council.
10/11/20 (NEW) Page 118	<b>Bury St Edmunds Cumulative Impact Area</b> The Cabinet will be asked to consider approving the Bury St Edmunds Cumulative Impact Area, which has been subject to consultation. The Licensing and Regulatory Committee will have been involved with the consultation process.	Not applicable	(D)	Cabinet	Andy Drummond Regulatory 07710 027343	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	Abbeygate Minden and Tollgate	Report to Cabinet.
No earlier than 10/11/20 (NEW)	<b>Western Way Development</b> The Cabinet will be asked to consider the delivery of phase 1 of the project in the context of the framework for proceeding agreed by Council in 2019 and the Cabinet's own	Exempt Appendix: Paragraph 3	(KD)	Cabinet	Joanna Rayner Leisure, Culture and Community Hubs 01284 750366	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet with exempt appendix.

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
	action plan arising from the external assurance review in January 2020.							
10/11/20	<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.
10/11/20	<b>Council Tax Base for Tax Setting Purposes 2021/2022</b> The Cabinet will be asked to recommend to Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2021/2022.	Not applicable	(R) – Council 15/12/20	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
10/11/20	<b>Local Council Tax Reduction Scheme 2021/2022</b> The Cabinet will be asked to consider proposals for potential revisions to the Local Council Tax Reduction Scheme prior to seeking its approval by	Not applicable	(R) – Council 15/12/20	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

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	Council.							
10/11/20	<b>Council Tax Technical Changes 2021/2022</b> The Cabinet will be asked to consider proposals for potential Council Tax technical changes prior to seeking its approval by Council.	Not applicable	(R) – Council 15/12/20	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
12/01/21	<b>Delivering a Sustainable Budget 2021/2022 and Medium Term Financial Strategy 2021-2025</b> The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2021/2022 and in the medium term.	Not applicable	(D)  Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the budget setting paper on 23/02/21	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet.
12/01/21	<b>Financial Resilience Report – September 2020</b> The Cabinet will be asked to consider the	Not applicable	(R) – Council 23/02/21	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2020 and 30 September 2020.							Committee to Cabinet and Council.
09/02/21  (Deferred from 09/01/21)  P S O 121	<b>Applications for Community Chest 2021/2022</b> The Cabinet will be asked to consider the recommendations of the Grant Working Party in respect of the levels of funding (if any) to be awarded to applicants to the Community Chest funding scheme for 2021/2022 and in some cases, 2022/2023.	Not applicable	(KD); however, some funding allocations may be subject to the budget setting process.	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with recommendations of the Grant Working Party.
09/02/21	<b>Delivering a Sustainable Budget 2021/2022 and Medium Term Financial Strategy 2021-2025</b> The Cabinet will be asked to consider recommendations of the Performance and Audit	Not applicable	(D)  Unless separate proposals are recommended by Cabinet, consideration by Council will	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee 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
	Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2021/2022 and in the medium term.		take place as part of the budget setting paper on 23/02/21					
09/02/21 Page 122	<b>Budget and Council Tax Setting 2021/2022 and Medium Term Financial Strategy 2021-2025</b> The Cabinet will be asked to consider the proposals for the 2021/2022 budget and Medium Term Financial Strategy 2021-2025 for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) – Council 23/02/21	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
09/02/21	<b>Annual Treasury Management Strategy Statement 2021/2022 and Treasury Management Code of Practice</b> The Cabinet will be asked to recommend to Council,	Not applicable	(R) – Council 23/02/21	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.



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
	approval of the Treasury Management Strategy Statement 2021/2022 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.							
09/02/21 Page 123	<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.
09/02/21	<b>Financial Resilience Report – December 2020</b> The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2020 and 31 December 2020.	Not applicable	(R) – Council 23/02/21	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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

**Note 1: Definitions of exempt information: relevant paragraphs**

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

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

Part 1

Descriptions of exempt information: England

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

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

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

**Note2: 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 £100,000 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	Leader of the Council
Sara Mildmay-White	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