



# St Edmundsbury Borough Council

## Cabinet Decisions Notice

(Published: Thursday 4 December 2014)

The following decisions were taken by the Cabinet on **Tuesday 2 December 2014** and, if not called in by Councillors, will come into operation on Friday 12 December 2014. A decision may be called in, in accordance with the Procedure Rules contained within Part 4 of the Council's Constitution, by five Councillors submitting the required call-in request form to the Proper Officer (e-mail: [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk)) **by 5.00 pm on Thursday 11 December 2014**.

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

Agenda Item and Report No.	Declarations of Interest/Dispensations Granted	Decision(s) (including recommendations to Council)	Reason(s) for Decision(s)	Other Options Considered and Reasons for Rejection	Contacts
Item No. 4 Report No: CAB/SE/14/002	None	<p><u>Recommendations from the Overview and Scrutiny Committee - 22 October 2014: Outdoor Advertisement and Signs, St Edmundsbury Borough</u> RESOLVED:</p> <p>That in view of the Overview and Scrutiny Committee's wish to achieve the original objectives of its review of "A" Boards as quickly as possible:</p> <p>(1)the approach of using the Outdoor Advertising Regulation 2007 to control the use of "A" Boards through the Borough, as set out in Section 4 of Report F155, be approved; (2)the Street Vending Policy be amended by deleting the section relating</p>	The Cabinet endorses the Committee's review of its original proposal and agrees that the Committee's aspiration in relation to "A" Boards could be better achieved through the use of the Outdoor Advertisement Regulations 2007. The use of these Regulations, instead of the Street Vending Policy, provides the Council with greater powers to enforce.	Retaining the Committee's original intention following it's initial review of regularising the display of A-Boards; however, the Street Vending Policy will not offer an appropriate level of control or status in law. It also adds another element businesses would have to apply through to get an advertisement agreed. The	<p><u>Portfolio Holder:</u> Cllr Terry Clements (01284) 827161</p> <p><u>Officer:</u> Steven Wood Head of Planning and Growth (01284) 757306</p>

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		to "A" Boards; and (3)the Council produces and publishes clear guidance to businesses on how the Outdoor Advertising Regulations would work in practice, including partnership working with the Highways Authority.		Regulations have a much higher status and view the display of an advertisement without the necessary consent as a criminal offence, punishable in the magistrates' court.	
Item No. 6 Report No: CAB/SE/14/004	None	<u>Recommendations from the Performance and Audit Scrutiny Committee - 26 November 2014: Delivering a Sustainable Budget 2015-2016 and Budget Consultation Results</u> <b>RECOMMENDED TO COUNCIL:</b>  That, taking into account the public consultation results outlined in Appendix A to Report No: PAS/SE/14/010:  (a)the proposals, as detailed in Table 2 at paragraph 1.5.1 of Report No: PAS/SE/14/010, be included; and  (b)the proposals, as detailed in paragraph 1.5.2 of Report No: PAS/SE/14/010, be removed.	In light of continuing financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending, difficult financial decisions are needed to be taken. Taking the results of the budget consultation into account, the Cabinet has recommended several proposals in order to secure a balanced budget for 2015/2016.	Several budget saving proposals were considered and rejected, as detailed in paragraph 1.5.2 of Report No: PAS/SE/14/010.	<u>Portfolio Holder:</u> Cllr David Ray (01359) 250912  <u>Officer:</u> Rachael Mann Head of Resources and Performance (01638) 719245
Item No. 7 Report No: CAB/SE/14/005	None	<u>Recommendations from the Performance and Audit Scrutiny Committee - 26 November 2014: West Suffolk Fees and Charges Policy</u> <b>RESOLVED:</b>  That, the West Suffolk Fees and Charges Policy, attached as Appendix B to Report	The Cabinet has approved a West Suffolk Fees and Charges Policy to create a single, clear and consistent approach to formulating, agreeing and reviewing the fees and charges set by the West Suffolk councils.	The option of doing nothing and continuing with St Edmundsbury Borough and Forest Heath District Councils' existing policies on fees and	<u>Portfolio Holder:</u> Cllr David Ray (01359) 250912  <u>Officer:</u> Rachael Mann Head of Resources and

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		No: PAS/SE/14/005, be approved.		charges was considered. However, this would have led to ongoing complexity in a shared service environment and would have hampered the development of a more commercial environment.	Performance (01638) 719245
Item No. 8  Report No: CAB/SE/14/006	None	<p><u>Recommendations from the Performance and Audit Scrutiny Committee - 26 November 2014: Accounting for a single West Suffolk staffing structure and the move to a West Suffolk Cost Sharing Model</u></p> <p>RECOMMENDED TO COUNCIL:</p> <p>That:</p> <p>(1)as part of the 2015/16 budget setting process and subject to external audit support, the proposed cost sharing model for income and employee costs, as detailed in Table 2 and 3 and at paragraph 2.17 of Report No: PAS/SE/14/006, be approved; and</p> <p>(2)the proposed model, as detailed in Tables 2 and 3 and at paragraph 2.17 of Report No: PAS/SE/14/006, be reviewed annually as part of the budget setting process with any necessary amendments to the model (in order to secure delivery</p>	A new approach to cost sharing for West Suffolk recognises the shared nature of much of West Suffolk’s service delivery and recognises that the Councils remain separate legal entities. The West Suffolk cost sharing model must therefore be transparent and comply with external audit requirements.	Options considered and rejected include not to change the current process of recharging each Council (SEBC and FHDC) for savings from shared services, and sharing employee costs but not those income streams identified in Table 3 of Report No: PAS/SE/14/006. Reasons for rejection are provided in detail in that report.	<p><u>Portfolio Holder:</u> Cllr David Ray (01359) 250912</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance (01638) 719245</p>

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		against the principles set out in paragraph 2.12 of Report No: PAS/SE/14/006), be reported through to Performance and Audit Scrutiny Committee in the autumn.			
Item No. 9  Report No: CAB/SE/14/007	None	<p><u>Local Council Tax Reduction Scheme and Technical Changes 2015/2016</u> RESOLVED :</p> <p>That:</p> <p>(1)the first year review of the Local Council Tax Reduction Scheme for 2013/2014 be noted;</p> <p>RECOMMENDED TO COUNCIL: That:</p> <p>(2)no change be made to the current Local Council Tax Reduction Scheme for 2015/2016;</p> <p>(3)the 5% second homes discount be removed from 1 April 2015; and</p> <p>(4)a change to a one week exemption for Class C empty property from 1 April 2015 be approved, subject to the conditions contained in Table 2 of paragraph 6.1 of Report No: CAB/SE/14/007, as amended to replace 30% with 10% [discount for a twelve month period], in the first row, second column.</p>	The recommended continuation of the current schemes covered by the report is intended to continue to deliver a 'cost neutral scheme' against the original 10% Government grant reduction. The impact of the expected 2015/2016 24% reduction in Central Government grant is therefore required to be addressed elsewhere and will form part of the Council's wider Medium Term Financial Strategy review and 2015/2016 budget setting process.	<p>Changing the current LCTR scheme is not required from a financial perspective, as the current schemes are operating effectively, delivering a cost neutral position.</p> <p>Consideration was given to leave the empty property technical changes as the current year scheme, however both administration and collection challenges would continue to be faced.</p>	<p><u>Portfolio Holder:</u> Cllr David Ray (01359) 250912</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance (01638) 719245</p>

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Item No. 10  Report No: CAB/SE/14/008	None	<p><u>Council Tax Base for Tax Setting Purposes 2015/2016</u> RECOMMENDED TO COUNCIL: That:</p> <p>(1)the tax base for 2015/2016, for the whole of St Edmundsbury is 34,839.29 equivalent Band 'D' dwellings, as detailed in paragraph 1.4 of Report No: CAB/SE/14/008; and</p> <p>(2)the tax base for 2015/2016 for the different parts of its area, as defined by parish or special expense area boundaries, are as shown in Appendix 2.</p>	The Council is required to set out the basis of the formal calculation for the Council Tax Base for the financial year 2015/2016.	As it is a statutory requirement, no other options were considered.	<p><u>Portfolio Holder:</u> Cllr David Ray (01359) 250912</p> <p><u>Officer:</u> Rachael Mann Head of Resources and Performance (01638) 719245</p>
Item No. 11  Report No: CAB/SE/14/009	None	<p><u>Developing a Community Energy Plan</u> RESOLVED: That:</p> <p>(1)the development of a West Suffolk Community Energy Plan, be supported;</p> <p>(2)appraisal of other energy-related options set out in the report with a view to receiving further investment proposals, be supported;</p> <p>RECOMMENDED TO COUNCIL: That:</p> <p>(3)The following be allocated:</p> <p>(a)£15,000 to continue the West Suffolk Greener Business Grant in support of energy efficiency improvements, as outlined in paragraphs 1.1.4 and 1.1.5</p>	<p>The Cabinet supports the investment proposals to develop a Community Energy Plan based on the viable options contained in the business case.</p> <p>If approved by full Council, this will establish for the first time a long term energy investment plan generating stable revenue and energy cost savings for the Council alongside its existing support for improved community energy efficiency.</p>	Not to support the proposals. Lack of investment capital has been cited as a block to householders, communities and business taking action to improve energy efficiency and uptake of renewable energy generation themselves. This block would continue to hold back our communities and businesses if the Council chose not to support the opportunities	<p><u>Portfolio Holder:</u> Cllr David Ray (01359) 250912</p> <p>Cllr Peter Stevens (01787) 280284</p> <p><u>Officer:</u> Peter Gudde Environment Manager (01284) 757042</p>

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		<p>of Report No: CAB/SE/14/009;</p> <p>(b)£85,500 to improve business resource efficiency and install the next phase of solar schemes on Council property (Option 1), as outlined in Appendix A to Report No: CAB/SE/14/009;</p> <p>(c)as part of the 2015/2016 budget setting process, £1.62 million over three years to develop rent-a-roof solar schemes in partnership with local businesses (Option 3), as outlined in Appendix A to Report No: CAB/SE/14/009; and</p> <p>(d)as part of the 2015/2016 budget setting process, £50,000 to cover the identification, detailed feasibility and associated community engagement activities in support of potential sites for larger scale solar and renewable energy generation technologies (Option 5) where supported and/or led by communities in the Borough, as outlined in paragraph 1.3.5 to Report No: CAB/SE/14/009.</p>		presented in the report.	
Item No. 12 Report No: CAB/SE/14/010	None	<p><u>Public Service Village Phase II, Olding Road, Bury St Edmunds</u> RECOMMENDED TO COUNCIL: That:</p> <p>(1)the Masterplan for the Public Service Village, Bury St Edmunds (2006), be reviewed; and</p>	To enable Phase II of the Public Service Village to progress, the Council will need to review the adopted Masterplan to bring it up to date with the changes since 2006 and to put in place resources to help deliver this ambitious plan (see report for further detail). The Cabinet has recommended to full	The Masterplan process in June 2006 will have sequentially looked at a variety of uses and alternative sites but found this site as the best place for the development of	<p><u>Portfolio Holder:</u> Cllr Terry Clements (01284) 827161</p> <p><u>Officer:</u> Steven Wood Head of Planning</p>

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		(2)£100,000 be allocated from earmarked reserves (invest to save) to support the appointment of project management, legal, masterplanning and property expertise, as detailed in Section 1.4 of Report CAB/SE/14/010.	Council that £100,000 be allocated towards the appointment of specialist recourses to help formulate the project and ensure that the Council obtains Best Consideration.	the Public Service Village.	and Growth (01284) 757306
Item No. 13 Report No: CAB/SE/14/011	None	<u>Bridging Loan to the Samaritans</u> RESOLVED:  That a further £25,000 be loaned to Samaritans (bringing the total secured loan to £175,000) subject to the appropriate level of due diligence being undertaken by the Chief Finance Officer as already agreed by full Council on 23 September 2014.	The Cabinet approved the request by Samaritans for a further £25,000 in addition to the bridging loan of £150,000 already approved by full Council on 23 September 2014.	The Cabinet could have decided not to increase the existing loan; however, the loan policy criteria are still met and it wished to continue supporting the charity in order to achieve the original outcome sought by the Borough Council.	Portfolio Holder: Cllr David Ray (01359) 250912  Officer: Liz Watts Director (01284) 719245
Item No. 14 Report No: CAB/SE/14/012	None	<u>Houses in Multiple Occupation (HMO) Guidance and Standards</u> RESOLVED:  That the West Suffolk Houses in Multiple Occupation (HMO) Guidance and Standards, and HMO licence fee, as contained in Appendix A to Report No: CAB/SE/14/012, be approved.	The West Suffolk HMO Guidance and Standards document aligns the existing standards and fees for both St Edmundsbury and Forest Heath District Councils, and ensures a consistent approach towards dealing with HMOs and gaining compliance with the legislation and standards.	Not to align the existing HMO guidance, standards and fees; however, it is considered prudent to align the documents to provide a consistent approach in accordance with legislation.	<u>Portfolio Holder:</u> Cllr Anne Gower (01440) 706402  <u>Officer:</u> Simon Phelan Head of Housing (01284) 757604
Item No. 15 Report No: CAB/SE/14/013	None	<u>Draft West Suffolk Homelessness Strategy 2015-2018</u> RESOLVED: That:  (1)the draft West Suffolk Homelessness	The Strategy has been approved for consultation and sets out what St Edmundsbury Borough and Forest Heath District Councils, along with their partners, will do over the next three years to address and prevent	Not to produce a strategy; however the Council would be in breach of its statutory requirements. The	<u>Portfolio Holder:</u> Cllr Anne Gower (01440) 706402  <u>Officer:</u> Simon Phelan

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		<p>Strategy 2015-2018, as contained in Appendix A to Report No: CAB/SE/14/013, be approved for consultation to the public, local authorities, voluntary and statutory agencies; and</p> <p>(2) following consultation, the amended Strategy be brought back to Cabinet for consideration in February 2015 with a recommendation to full Council for adoption.</p>	homelessness, ensuring that there is sufficient suitable temporary accommodation and support for those who are homeless or threatened with homelessness.	Homelessness Act 2002 requires all councils to produce a Homelessness Strategy at least every five years.	Head of Housing (01284) 757604
Item No. 16 Report No: CAB/SE/14/014	None	<p><u>West Suffolk Data Protection Policy</u> RECOMMENDED TO COUNCIL:</p> <p>That the West Suffolk Data Protection Policy, provided as Report No: CAB/SE/14/014, be adopted.</p>	It is vital for all Council employees, Members and contractors to understand the importance of protecting personal data; that they are familiar with the organisation's security policy; and that they put its security procedures into practice. The West Suffolk Data Protection Policy outlines the principles of the Data Protection Act 1998 and identifies how both Forest Heath District Council and St Edmundsbury Borough Council will comply with the Act.	Not to adopt a new joint policy; however, it is considered appropriate for both St Edmundsbury Borough and Forest Heath District Councils to operate under the same policy to meet with the requirements of the Act.	<p><u>Portfolio Holder:</u> Cllr David Ray (01359) 250912</p> <p><u>Officer:</u> Joy Bowes Solicitor (01284) 757141</p>
Item No. 17 Narrative item	None	<p><u>Recommendation from the West Suffolk Joint Emergency Planning Panel: 29 October 2014</u> RESOLVED:</p> <p>That paragraph 2.7 of the Terms of Reference for the West Suffolk Joint Emergency Planning Panel be amended to:</p>	The West Suffolk Joint Emergency Planning Panel wished to update and make minor amendments to its Terms of Reference and these have been duly approved by the Cabinet.	No other options were considered as the existing Terms of Reference were out of date.	<p><u>Portfolio Holder:</u> Cllr Sara Mildmay-White (01359) 270580</p> <p><u>Officer:</u> Alan Points District Emergency Planning Officer</p>



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		<p><i>At the discretion of the Chairman, or if absent the Vice-Chairman, in the event that either:</i></p> <p><i>(a) an emergency event arises which affects the area of either authority, or both authorities, or</i></p> <p><i>(b) the risk of an emergency that affects the area of either authority, or both authorities, is assessed as significant by the District Emergency Planning Officer,</i></p> <p><i>an extraordinary meeting of the Panel may be called.</i></p>			(01284) 758461
<p>Item No. 18 Report No: CAB/SE/14/015</p>	<p>Cllr Clements declared a local non-pecuniary interest as having a fishing permit for West Stow Country Park.</p>	<p><u>Proposals for the Commercial Development of West Stow Country Park</u> RESOLVED: That:</p> <p>(1)a range of proposals for appropriate further leisure development of part of West Stow Country Park to complement the existing attractions have been considered;</p> <p>(2)planning permission for the preferred option be sought in advance of selecting a partner to work with in order to minimise the risk; and</p> <p>(3)the taking of the business plan to the</p>	<p>West Stow Country Park will cost the Council £132,350 in 2014/2015. In the light of the budget gap for 2015/2016 and beyond, the Cabinet has considered a range of proposals which achieve a reduction whilst protecting the heritage asset that is the West Stow Anglo-Saxon Village. It has agreed to progress a preferred option as detailed in the business case, contained in Exempt Appendix 1.</p>	<p>A number of options were considered by the Cabinet, together with the given reasons for rejection, as provided in Exempt Appendix 1a.</p>	<p><u>Portfolio Holder:</u> Cllr Sarah Stamp (01284) 769360</p> <p><u>Officer:</u> Richard Hartley Commercial Manager (01284) 757055</p>

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		market in order to secure a suitable operating partner for the preferred option, as contained in Exempt Appendix 1 to Report No. CAB/SE/14/015, be approved.			
Item No. 19 Report No: CAB/SE/14/016	None	<p><u>Revenues Collection Performance and Write-Offs</u> RESOLVED:</p> <p>That the write-off of the amounts detailed in the exempt appendices to Report No: CAB/SE/14/016 be approved, as follows:</p> <p>(1)Exempt Appendix 1: Council Tax totalling £13,945.63; and</p> <p>(2)Exempt Appendix 2: Business Rates totalling £17,736.82.</p>	The total amounts detailed in the decision have been written off. Detailed reasons for the decisions were included in Exempt Appendices 1 and 2 attached to the report.	The Council has appointed a firm of bailiffs to assist in the collection of Business Rates and Council Tax and also has online tracing facilities. It is not considered appropriate to pass the debt on to another agency. In the event that a written off debt becomes recoverable, the amount is written back on and enforcement procedures are re-established.	Cllr David Ray (01359) 250912  <u>Officer:</u> Rachael Mann Head of Resources and Performance (01638) 719245

Joy Bowes  
Proper Officer  
4 December 2014