

## West Suffolk Council

### Cabinet Decisions Notice

(Published: Thursday 11 November 2021)

The following decisions were taken by the Cabinet on Tuesday 9 November 2021 and, if not called in by councillors, will come into operation on Friday 19 November 2021. This procedure does not however, apply to decisions that have been recommended to Council for a final decision (and which are also indicated within the decisions below). An executive decision may be called in, in accordance with the Overview and Scrutiny Committee Procedure Rules contained within Part 4 of the Council's Constitution, by at least five councillors submitting the required call-in request form to the Director (Human Resources, Governance and Regulatory) (e-mail: [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk)) **by 5.00 pm on Thursday 18 November 2021**. Should you have a query regarding any of the decisions taken, contact should be made with the named officer in the first instance, the relevant portfolio holder or via Democratic Services, West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds Suffolk, IP33 3YU.

Agenda item and report number	Declarations of interest	Decision(s) (including recommendations to Council)	Reason(s) for decision(s)	Other options considered and reasons for rejection	Contacts
Item 8 CAB/WS/21/047	None	<p><b>Land to the West of Mildenhall: Draft Masterplan</b></p> <p>Resolved:</p> <p>That the West Mildenhall Draft Masterplan be approved for public consultation by the developer team, as set out in Appendix A to Report number CAB/WS/21/047.</p>	<p>The site was allocated in the Site Allocations Local Plan (SALP) 2019 Development Plan document, which had allocated 97 hectares of land for a mixed use development to include 1300 dwellings with a local centre, a minimum of five hectares of employment land, a 10 hectare Suitable Alternative Natural Green Space (SANG), school, leisure facilities and public services. The public services and leisure facilities</p>	<p>Policy SA4(a) of the Site Allocations Local Plan (SALP) 2019 stated that the precise numbers and distribution of uses and access arrangements would be informed by a detailed Masterplan for the site. It goes</p>	<p><b>Portfolio holder:</b> David Roach 01440 768966</p> <p><b>Officer:</b> Julie Baird Director (Planning and Growth) 01284 757613</p>

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			<p>element of the scheme had been delivered by the Mildenhall Hub. This Hub included provision for secondary education.</p> <p>Suffolk County Council (SCC) were the majority landowner for the remainder of the allocated site and, whilst formal agreement had not been reached with the third party owners, they were aware that SCC had begun the process of preparing a Masterplan to inform the future development.</p> <p>SCC had submitted this draft Masterplan to West Suffolk Council with the intention to commence a public consultation in mid-November 2021. Officers had reviewed the document in detail and were satisfied that it was in an appropriate form for public consultation and that this was the appropriate time to invite the</p>	<p>on to state that applications for planning permission would only be determined once the Masterplan for the whole site had been approved by the Local Planning Authority (LPA).</p> <p>In order to ensure that a comprehensive and policy compliant development came forward on this allocated site, it was necessary for a Masterplan to be prepared and adopted as planning guidance. Therefore, other options</p>	

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			<p>local community and statutory bodies and organisations to comment on the proposals within the document.</p> <p>Approval of the draft Masterplan, being subject to a public consultation, would allow SCC to seek the view of the community on the content of the document and make any necessary amendments and revisions to the document that may be required, in order to progress towards the adoption of the Masterplan by West Suffolk Council. Once, adopted, the Masterplan would assist the Council to shape the nature and content of future planning applications for this allocated site.</p> <p>The proposed Masterplan document for public consultation was attached as Appendix A to Report number CAB/WS/21/047.</p>	<p>regarding the potential development of the site had not been considered as part of this process.</p>	

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Item 9 CAB/WS/21/048	None	<p><b>West Suffolk Gambling Act 2005: Statement of Policy 2022 to 2025</b></p> <p>Recommended to Council: (14 December 2021)</p> <p>That:</p> <ol style="list-style-type: none"> <li>1. The revised Gambling Act 2005: West Suffolk Statement of Policy for the period 2022 to 2025, as contained in Appendix B to Report number CAB/WS/21/048, be agreed.</li> <li>2. The revised West Suffolk Local Area Profile (LAP), as contained in Appendix C to Report number CAB/WS/21/048, be agreed.</li> </ol>	<p>The West Suffolk Statement of Gambling Policy set out how the Council, in its role as Licensing Authority, would carry out its functions under the Gambling Act 2005. It recognised the importance of responsible gambling within the entertainment industry, while seeking to balance this with the key objectives of the Act. The objectives were:</p> <ul style="list-style-type: none"> <li>• Preventing gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime.</li> <li>• Ensuring that gambling was conducted in a fair and open way.</li> <li>• Protecting children and other vulnerable persons from being harmed or exploited by gambling.</li> </ul> <p>The objective of the Statement of Policy was to provide a vision for the local area and a statement of</p>	<p>The Council was statutorily obliged to publish a Statement of Licensing Policy and to consult on that Policy in a way that the Council deemed appropriate.</p> <p>However, the Council could agree the revised Gambling Act 2005 Statement of Licensing Policy, but not agree to the updated Local Area Risk Profile. This would mean that the licensing approach to gambling was not as robust as possible, particularly with regards to the</p>	<p><b>Portfolio holder:</b> Andy Drummond 07710 027343</p> <p><b>Officer:</b> Jennifer Eves Director (HR, Governance and Regulatory) 01284 757015</p>

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			<p>intent that guided practice. Licensing authorities must have regard to their Statement when carrying out their licensing functions. The Statement cannot create new requirements for applicants outside of the Act and cannot override the right of any person to make an application, make representations or seek a review of a licence under the Act. However, it could invite people and operators to consider local issues and set out how they could contribute towards positively addressing them.</p> <p>To this end, the Council had updated the Local Area Profile (LAP). A LAP was an assessment of the key characteristics of West Suffolk in the context of gambling-related harm. The information obtained for the assessment helped to provide a better understanding of the</p>	<p>objectives of the Act.</p>	

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			<p>types of people that were at risk of being vulnerable to gambling-related harm; where they were located and any current or emerging problems that might increase that risk. The local area profile would help set out the Council's expectations of operators of gambling premises.</p> <p>A Statement of Policy typically ran for a period of three years, although there was nothing to prevent the authority from updating more frequently if it wished to. The current Policy expired on 31 January 2022 and a revised version had been consulted on with statutory consultees. This would then require review in 2024, for re-adoption by January 2025.</p>		

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Item 10 CAB/WS/21/049	None	<p><b>Animal Welfare Licensing Policy Statement</b></p> <p>Resolved:</p> <p>That the adoption and implementation of the Animal Welfare Licensing Policy Statement, as set out in Appendix B to Report number CAB/WS/21/049, be agreed.</p>	<p>The new Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force in October 2018 to update old and out-of-date legislation. Licensable activities covered by the new Regulations included:</p> <ul style="list-style-type: none"> <li>• Keeping and training of animals for exhibition – previously a County Council function and included bird of prey displays, animals that have any handling by the public, and non-riding pony parties</li> <li>• Hiring of horses – riding schools and donkey rides</li> <li>• Selling of pet animals – pet shops and increasingly includes online sales</li> <li>• Breeding of dogs – the total number of litters in a year was reduced and sales of high value litters included</li> <li>• Boarding kennels for dogs</li> <li>• Home boarding for dogs</li> </ul>	<p>It would be possible to continue to administer animal licenses across West Suffolk without the Policy Statement. However, it was considered best practice to have such a Policy Statement to formalise the disparate guidance and requirements into a single resource that was easier for licensees, applicants and Council Officers to navigate.</p>	<p><b>Portfolio holder:</b> Andy Drummond 07710 027343</p> <p><b>Officer:</b> Jennifer Eves Director (HR, Governance and Regulatory) 01284 757015</p>

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			<ul style="list-style-type: none"> <li>• Day care for dogs</li> <li>• Boarding for cats</li> </ul> <p>The Department for the Environment, Food and Rural Affairs (DEFRA) had issued national guidance for the above activities, as well as procedural guidance for Local Authorities responsible for enforcing the above Regulations. The new Animal Welfare Policy Statement (as set out in Appendix B) had been drafted to recognise and bring together the new 2018 Regulations, the Council's continued duty under the Dangerous Wild Animals Act and the Zoo Licensing Act, as well as the animal licensing process. Currently there was no national scheme of licensing caring for pets in the owner's property or dog walking and these, therefore, fell outside of the scope of this Policy.</p> <p>The Policy Statement</p>		



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			<p>summarised West Suffolk Council's approach to licensing animal businesses and activities through animal welfare licences, dangerous wild animal licences and zoo licences. It set out how the Council exercised its functions in relation to animal-related licensing matters under the Dangerous Wild Animals Act 1976, the Zoo Licensing Act 1981, the Animal Welfare Act 2006 and the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.</p> <p>This included dealing with applications for new licences and issues relating to licensed premises., including, but not limited to:</p> <ul style="list-style-type: none"> <li>• animal boarding establishments for dogs and cats</li> <li>• dog breeding</li> <li>• pet Shops</li> <li>• riding establishments</li> </ul>		

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			<ul style="list-style-type: none"> <li>• keeping or training animals for exhibition</li> <li>• dangerous wild animals</li> <li>• zoos</li> </ul>		
Item 11 CAB/WS/21/050	None	<p><b>Council Tax Base for Tax Setting Purposes 2022 to 2023</b></p> <p>Recommended to Council: (14 December 2021)</p> <p>That:</p> <ol style="list-style-type: none"> <li>1. The tax base for 2022 to 2023, for the whole of West Suffolk is 57,406.34 equivalent band D dwellings, and for each of the predecessor areas be: Forest Heath 19,455.81 and St Edmundsbury 37,950.53, as detailed in paragraph 2.6 of Report number CAB/WS/21/050.</li> <li>2. The tax base for 2022 to 2023 for the different parts of its area, as defined by parish or special expense</li> </ol>	<p>The council tax base was the total taxable value at a point in time of all the domestic properties in the Council's area. It was a yearly calculation and represented the estimated number of chargeable dwellings after allowing for exemptions and discounts, projected changes in the property base and after applying an estimated collection rate.</p> <p>The council tax base was used in the calculation of council tax. Each authority divided the total council tax income it needed to meet its budget requirement by the tax base of its area to arrive at its band D council tax. This was then used to work out the council tax for properties</p>	<p>The Local Authorities (Calculation of Council Tax Base) Regulations 1992 set out the requirements for the calculation of the council tax base for tax setting purposes. Therefore, there were no alternative options.</p>	<p><b>Portfolio holder:</b> Sarah Broughton 07929 305787</p> <p><b>Officer:</b> Rachael Mann Director (Resources and Property) 01638 719245</p>

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		<p>area boundaries, be as shown in Appendix 3 of Report number CAB/WS/21/050.</p> <p>3. The Director (Resources and Property) be given delegated responsibility to make changes to the tax base figures as a result of any government announcements pertaining to local council tax support or any data updates relating to significant claimant increases, as detailed in paragraph 2.5 of Report number CAB/WS/21/050.</p>	<p>in each of the other bands.</p> <p>Orders had been laid allowing West Suffolk to harmonise the council tax of Forest Heath and St Edmundsbury over a period not exceeding seven years. Because of this, it was also necessary to calculate tax base figures for the areas formerly covered by Forest Heath District Council and St Edmundsbury Borough Council (the 'predecessor areas').</p> <p>Paragraph 2.6 of Report Number CAB/WS/21/050 set out the resulting tax base figure for council tax collection purposes for the whole of West Suffolk, expressed in terms of the number of Band D equivalent properties, which was 57,406.34. The tax base figure was analysed further across individual town and parish councils to form their tax base figures for the</p>		

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			purpose of budget setting and determining the parish band D tax levels in each of those areas. The town/parish figures were set out in Appendix 3 to the report.		
Item 13 CAB/WS/21/052 (with Exempt Appendix 2)	None	<p><b>Proposed Incubation Units: Suffolk Business Park, Bury St Edmunds</b></p> <p>Recommended to Council: (14 December 2021)</p> <p>That:</p> <ol style="list-style-type: none"> <li>1. The Business Case attached as Appendix A to Report number CAB/WS/21/052, be approved and the project objectives be endorsed.</li> <li>2. The purchase of 6.8 acres of net developable land to enable the project to be delivered, be approved.</li> <li>3. The development of 40,000 sq. ft employment space (phase one) on Zone 3 of</li> </ol>	<p>The purpose of this report was to seek authority for the development of 40,000 sq. ft of start-up/incubation space, as phase one, for companies mainly in the advanced manufacturing and engineering (AME) sector and its supply chain. The costs of borrowing to fund this development through prudential borrowing, would be covered by the business rates that were forecasted to be retained locally as a result of the Enterprise Zone at Suffolk Park, Bury St Edmunds.</p> <p>A full Business Case for Phase 1 was attached as Appendix A (this included Exempt Appendix 2) and this</p>	<p>A number of alternative locations, delivery models and approaches had been considered before selecting the current preferred way forward. The full details of alternative options were set out in the Business Case and were also summarised within Section 3 of Report number CAB/WS/21/052.</p>	<p><b>Portfolio holder:</b> Susan Glossop 01284 728377</p> <p><b>Officer:</b> Andrea Mayley Service Manager (Economic Development and Business Growth) 01284 757343</p>

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		<p>Suffolk Business Park in accordance with the details contained in the Business Case, be approved.</p> <p>4. A £12.1m capital budget for phase 1 only, funded through the Investing in our Growth Fund through Prudential borrowing with the revenue impact in line with the Financial Case section of Appendix A to Report number CAB/WS/21/052, be approved.</p> <p>5. Officers to proceed in line with the Council's agreed Scheme of Delegation. However, where necessary, agreement be sought for delegation to the Director (Resources and Property) and the Director (Planning and Growth), in consultation with the Portfolio Holder for Resources and Property</p>	<p>in turn was supported by a Risk Register (Appendix 1) and a high-level Project Plan (Appendix 3). Additional Business Case(s) would be required to bring forward Phase 2.</p> <p>This project provided the opportunity to deliver on the Council's original vision for the employment allocation at Suffolk Business Park. It built on the commitment shown by the Council, New Anglia LEP and Suffolk County Council to funding/developing the Eastern Relief Road (now Rougham Tower Avenue) and also reflected the intent behind establishing the Enterprise Zone on Suffolk Park.</p>		

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		<p>and with the Portfolio Holder for Growth, to make changes to the proposal to reflect the need for the project to evolve as time moves forward and to enable the project to be delivered in accordance with the Finance Case and the Programme.</p> <p>6. The Council's Section 151 Officer to make the necessary changes to the Council's prudential indicators, as a result of recommendation 4. above.</p>			

Jennifer Eves  
 Director (Human Resources, Governance and Regulatory)  
 11 November 2021