

West Suffolk Council

Cabinet Decisions Notice

(Published: Thursday 8 December 2022)

The following decisions were taken by the Cabinet on Tuesday 6 December 2022 and, if not called in by councillors, will come into operation on Friday 16 December 2022. 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) **by 5.00 pm on Thursday 15 December 2022**. 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/22/065	None	<p>Recommendations of the Overview and Scrutiny Committee: 10 November 2022 - Air Quality and Vehicle Idling</p> <p>Resolved:</p> <p>That, the following Options be endorsed:</p> <p>1. Option 2: That Civil Enforcement Officers continue to provide informal advice and guidance to drivers as part of their day-</p>	<p>The Overview and Scrutiny Committee on 10 November 2022 received Report number OAS/WS/22/016, containing detailed information on air quality in West Suffolk; vehicle idling and air quality; enforcement powers; a summary of anti-idling research and best practice; West Suffolk enforcement implications and costs; existing air quality actions; electric vehicles and options and recommendations. The</p>	<p>The various options for consideration were set out in Report number OAS/WS/22/016.</p>	<p>Portfolio holders: Andy Drummond 01638 751411</p> <p>Peter Stevens 01787 280284</p> <p>Officer: Mark Walsh Director (Operations) 01284 757300</p>

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
		<p>to-day activities.</p> <p>2. Option 3: That the Council continues to undertake general air quality improvement work, focusing on vehicle idling where proportionate, <i>including education not just in schools but also includes the general public; signs; leaflets and social media.</i></p>	<p>Overview and Scrutiny Committee considered the report in detail and the options set out in Section 3 of Report number OAS/WS/22/016.</p> <p>Therefore, the Overview and Scrutiny Committee were recommending to Cabinet, that Options 2 and 3, including the additional wording set out in italics at Option 3, be endorsed.</p>		
<p>Item 9 CAB/WS/22/066</p>	<p>None</p>	<p>Recommendations of the Performance and Audit Scrutiny Committee: 17 November 2022 - Delivering a Sustainable Medium Term Budget</p> <p>Recommended to Council: (13 December 2022)</p> <p>That the proposals as detailed in Section 2 and Table 1 at Paragraph 3.2 of report number PAS/WS/22/021, be included in the medium-term financial</p>	<p>Having considered the process and approach to setting the Council's 2023 to 2024 budget and the principles and challenges faced in achieving this, the Cabinet supported the recommendation of the Performance and Audit Scrutiny Committee for including the proposals set out in Section 2 and Table 1 of paragraph 3.2 of Report number PAS/WS/22/017 and had recommended approval</p>	<p>Report number PAS/WS/22/017 set out the rationale behind the key budget assumptions for 2023 to 2024 and where relevant, drew out alternative assumptions that had been considered and discounted at this stage in the</p>	<p>Portfolio holder: Sarah Broughton 07929 305787</p> <p>Chair of Performance and Audit Scrutiny Committee: Ian Houlder 07597 961069</p>

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
		<p>plans to 2027.</p> <p>Noted: The Cabinet noted the concerns raised by some members of the Performance and Audit Scrutiny Committee of the absence of specific funding for street lighting in the former Forest Heath area.</p>	<p>by Council. This included consideration of a number of key budget assumptions proposed in the development of the 2023 to 2024 budget and medium-term plans and the rationale behind those assumptions.</p> <p>It was also noted by the Cabinet that detailed discussions were also held by the Performance and Audit Scrutiny Committee on street lighting. Some of the Committee members raised concerns that there was no financial provision made in the budget for the street lighting disparity and felt there was no definitive move to resolve the issue and were sceptical that Cabinet would look at this further in 2023. They considered that unless financial provision was made for street lighting for the medium-term, then it would slip again. The Cabinet meeting on 8 November</p>	<p>budget process.</p> <p>Other approaches could be proposed and considered by Members. However, it was important to note that the core principles such as deliverability, affordability and risk were considered.</p>	<p>Officer: Rachael Mann Director (Resources and Property) 01638 719245</p>

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
			<p>2022 had received a report on street lighting (Report number CAB/WS/22/058), setting out the timescales and the process. In terms of the budget, there was provision for street lighting for those currently in the Council's ownership. The Committee was informed that when Forest Heath and St Edmundsbury councils joined up, street lighting had not been highlighted as an issue, and asked members to bear with Cabinet and Officers given the focus over the last few years, since becoming a single council, had been in supporting the West Suffolk businesses and communities through a pandemic.</p>		

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 10 CAB/WS/22/067	None	<p>Recommendations of the Performance and Audit Scrutiny Committee: 17 November 2022 - Treasury Management Report - September 2022</p> <p>Recommended to Council: (13 December 2022)</p> <p>That the Treasury Management Report (September 2022), as contained in Report number FRS/WS/22/005, be approved.</p>	The Cabinet was required to consider the Treasury Management Reports, prior to seeking their approval by Council. This particular report provided information on the investment activities for West Suffolk Council for the period 1 April 2022 to 30 September 2022.	As it was a requirement of the Chartered Institute of Public Finance and Accountancy for Council to approve the Treasury Management Report, no other options had been considered.	<p>Portfolio holder: Sarah Broughton 07929 305787</p> <p>Chair of the Performance and Audit Scrutiny Committee: Ian Houlder 07597 961069</p> <p>Officer: Rachael Mann Director (Resources and Property) 01638 719245</p>
Item 11 CAB/WS/22/068	None	<p>Western Way Project Review - December 2022</p> <p>Recommended to Council: (13 December 2022)</p> <p>That:</p> <p>1. This review and update of</p>	The Western Way (WW) project in Bury St Edmunds was part of a network of existing or planned community hub projects across the whole West Suffolk area being delivered by partners in the public,	The 2018 Outline Business Case and 2019 Final Business Case provided an analysis of alternative options as part	<p>Portfolio holder: Joanna Rayner 07872 456836</p> <p>Officer: Alex Wilson Strategic</p>

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
		<p>the business case for the Western Way (WW) project, Bury St Edmunds and, as part of that wider scheme, the replacement of the Bury St Edmunds Leisure Centre, be approved so that Cabinet and officers can continue to deliver phase 1 of the project and any interim works to the rest of the site on the revised basis set out in this review and in accordance with the Council's Constitution.</p> <p>2. The existing authorities, financial provisions, safeguards and financial tests for delivery of the project be updated as follows:</p> <p>(a) The remainder of the due diligence for the second stage of tendering be carried out in accordance with the two new gateways defined in Section E of</p>	<p>charity and community sectors. These ranged in scale from a community-led hub project in Clare up to the multi-agency Mildenhall Hub which opened in June 2021.</p> <p>WW was approved for delivery by Council in late 2019 and achieved planning consent in 2021 on the completion of its Section 106 agreement. After reviewing the impact of the COVID-19 pandemic, Council gave support for a phased delivery of the project in June 2021. In both instances, a set of financial tests were set to safeguard the interests of taxpayers. A final review of these tests by Cabinet was currently required before any contract can be awarded. This would not occur before March 2023.</p> <p>Given the current economic situation and the changing requirements of partners,</p>	<p>of the process to choose a preferred scheme. That preferred scheme was approved for delivery subject to conditions and had received planning consent. It also provided significant flexibility going forward, as explained in the review attached to Report number CAB/WS/22/068.</p> <p>If, having considered this review, Cabinet and/or Council did not agree that the approved project should continue</p>	<p>Director 01284 757695</p>

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
		<p>this review.</p> <p>(b) For either facility to be included in the phase 1 construction contract, Suffolk County Council must have entered into a formal pre-let agreement for an archive facility and/or pre-school which meets the One Public Estate principles of full cost recovery.</p> <p>(c) The previous spending caps and financial tests for the hub and leisure centre be replaced by a new combined and reduced net capital expenditure limit of £65 million for the total phase 1 scheme defined in this report i.e. project costs, market analysis, enabling works, construction of the initial community hub, installation of</p>	<p>Cabinet had asked that an interim review of the status of the project be carried out before the end of 2022 so that Council could consider whether it wished to continue with the current project. This report had provided that review.</p>	<p>as originally planned, a further report would need to be prepared examining alternative options to the current scheme in more detail. This was because the purpose of this report was to review the existing scheme, and options for its future delivery. Within that review, alternative options and future flexibility associated with the current scheme had been identified and were explained in the report so that councillors could</p>	

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
		<p>renewables.</p> <p>(d) In addition to this cap on expenditure, at the time the main construction contract is signed, the phase 1 scheme must not increase the Council's existing MTFS provision of £724,000 for Bury St Edmunds Leisure Centre and, in relation to other ancillary elements of the new hub, be capable of achieving at least a break-even position over the whole life of the borrowing.</p> <p>(e) In addition to the phase 1 scheme defined in the review, a further capital allocation of up to £10 million be made in the Council's capital programme for interim works to the remainder of the Western Way site as defined in Appendix</p>		<p>choose to implement the scheme differently e.g. a different phasing or timing.</p>	

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
		<p>3 of this report and also on the basis of at least a break-even income position over the life of the borrowing.</p> <p>(f) Subject to consultation with the relevant portfolio holders, approval be given for interim or enabling works ahead of the main contract for phase 1, to be financed from within the new combined WW capital budget of £75m. But only where these works will increase the commercial value of the site irrespective of whether the WW project proceeds or not.</p> <p>(g) The cash flow risk being managed.</p> <p>(h) The most beneficial and economic funding method for the project</p>			

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
		<p>is identified, including entering into agreements with third-party investors if required; and</p> <p>(i) Any phase 2 scheme for a permanent use of the remainder of the WW site be subject to a new and separate business case to councillors before the conclusion of the phase 1 construction programme.</p>			
<p>Item 12 CAB/WS/22/069</p>	<p>None</p>	<p>West Suffolk Local Council Tax Reduction Scheme (LCTRS) 2023 to 2024</p> <p>Recommended to Council: (13 December 2022)</p> <p>That:</p> <p>1. The Local Council Tax Reduction (LCTRS) Scheme for 2023 to 2024 as outlined in Report number CAB/WS/22/069, be</p>	<p>Each year the Council was required to review its Local Council Tax Reduction Scheme (LCTRS). This report provided an annual review of the 2022 to 2023 scheme and proposed to make changes to the scheme for 2023 to 2024.</p> <p>The proposed change to the Scheme, effective from 1 April 2023 (and last for one</p>	<p>Two further options were considered. These were a) retaining the current scheme with an 8.5 per cent contribution from customers and b) introducing a 95 per cent maximum</p>	<p>Portfolio holder: Sarah Broughton 07929 305787</p> <p>Officer: Rachael Mann Director (Resources and Property) 07984 255437</p>

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
		<p>reviewed.</p> <p>2. The changes to the Scheme outlined in section 2 of Report number CAB/WS/22/069 and that the maximum discount change only relates to 2023 to 2024, be agreed.</p>	<p>year only) was that the maximum reduction on Council Tax paid should be increased from 91.5 percent to 100 per cent. This would be a means tested scheme. This would reduce the amount that many Council Tax payers had to pay and could result in some working-age residents paying zero Council Tax.</p> <p>A consultation was held from 18 October to 18 November 2022. Major preceptors and stakeholders had responded and the responses received and the key points raised were covered in Section 4.1 of Report number CAB/WS/22/069. It was noted that 70 per cent of the respondents agreed/strongly agreed with the proposal to increase the maximum discount on Council Tax.</p>	<p>reduction.</p> <p>The recommended option had been selected because it maximised the benefit to customers while minimising the administrative resources required to collect small payments.</p>	

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 13 CAB/WS/22/070	None	<p>Council Tax Base for Tax Setting Purposes 2023 to 2024</p> <p>Recommended to Council: (13 December 2022)</p> <p>That:</p> <ol style="list-style-type: none"> 1. The tax base for 2023 to 2024, for the whole of West Suffolk be 57,987.01 equivalent band D dwellings, as detailed in paragraph 2.3 of Report number CAB/WS/22/070. 2. The tax base for 2023 to 2024 for the different parts of its area, as defined by parish or special expense area boundaries, be as shown in Appendix 3 of Report number CAB/WS/22/070. 	<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 calculation of the tax base for council tax setting purposes consisted of three stages:</p> <ol style="list-style-type: none"> 1. Calculation of the tax base for central government purposes as at 3 October 2022 (DLUHC return – CTB). 2. Calculation of the tax base for council tax setting purposes by adjusting the band D equivalents to reflect changes in the tax base as a result of Local 	<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>Portfolio holder: Sarah Broughton 07929 305787</p> <p>Officer: Rachael Mann Director (Resources and Property) 01638 719245</p>

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
			<p>Council Tax Support Scheme changes (considered elsewhere on this agenda Report number CAB/WS/22/069), projected changes in the property base and predicted collection rates.</p> <p>3. Analysis of band D equivalents over each of the parish areas in order to determine individual parish council tax bases.</p> <p>The resulting tax base figure for council tax collection purposes, expressed in terms of the number of band D equivalent properties, was 57,987.01 for 2023 to 2024. This was an increase of 580.67 on the tax base for the current year of 57,406.34.</p>		

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
<p>Item 15</p> <p>CAB/WS/22/072 (with Exempt Appendix A)</p>	<p>None</p>	<p>Barley Homes: Business Plan 2022</p> <p>Resolved:</p> <p>That:</p> <ol style="list-style-type: none"> 1. The progress update for Barley Homes and steps outlined Report number Cab/WS/22/072, to secure its medium-term pipeline of sites, be noted. 2. The Barley Homes Business Plan 2022, covering 2023 to 2024 and the medium term, attached at Exempt Appendix A to Report number CAB/WS/22/072, be approved. 	<p>The draft business plan (Exempt Appendix A) focused on Barley Homes' completion of the development of Westfield and Stonemill Place, Haverhill during 2022 as well as work to bring forward future development sites.</p> <p>In presenting the 2022 Business Plan, Officers developed a set of appraisal criteria in order to evaluate potential sites (as referenced in the Cabinet Report number CAB/WS/19/041). Sites were selected based on this criteria and then progressed within the Business Plan. This appraisal criteria continued to be used for potential new pipelines sites assessed throughout 2022 to ensure there was a consistent approach. Barley Homes and the Council were continuing to work up a number of sites. At this stage no additional named pipeline sites had</p>	<p>The exempt business plan (Appendix A) set out how Barley Homes, working with the Council, had evaluated potential development opportunities. Opportunities that did not meet the criteria, based on the principles set out in 2.1.2 and 2.1.3 of Report number CAB/WS/22/072, and the evaluation method established in the 2019 report (Report number CAB/WS/19/041) had been discounted.</p>	<p>Portfolio holder: Sara Mildmay-White 01359 270580</p> <p>Officer: Julie Baird Director (Planning and Growth) 01284 757613</p>

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
			<p>been added to the business plan. However this position may change as sites were appraised.</p> <p>The Shareholder Advisory Group would consider the addition of new named sites joining the business plan during the course of the year against that appraisal criteria. But they would only be included if it still enabled Barley Homes peak debt to remain within the overall agreed £14.25m investment fund available. The 2021 Business Plan identified that work was being undertaken on the College Heath Road site in Mildenhall to refine the numbers, next steps and timescales. Updates since had included levelling the site in preparation for development, progressing the land assembly and assessing options for disposal.</p>		

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 17 Exempt Report number CAB/WS/22/073	None	Investing in our Commercial Portfolio (paragraph 3) Resolved: The recommendations have been approved, as set out in Exempt Report number CAB/WS/22/073.	The reasons for the decision were set out in Exempt Report number CAB/WS/22/073.	The alternative options considered and rejected were set out in Exempt Report number CAB/WS/22/073.	Portfolio holder: Sarah Broughton 07929 305787 Officer: Rachael Mann Director (Resources and Property) 01638 719245

Jennifer Eves
Director (Human Resources, Governance and Regulatory)
8 December 2022