

# Cabinet

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| <b>Title</b>                                                    | <b>Agenda</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| <b>Date</b>                                                     | <b>Tuesday 14 March 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| <b>Time</b>                                                     | <b>6.00 pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| <b>Venue</b>                                                    | <b>Conference Chamber<br/>West Suffolk House</b><br>Western Way<br>Bury St Edmunds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| <b>Membership</b>                                               | <table><tr><td><b>Leader</b></td><td>John Griffiths</td></tr><tr><td><b>Deputy Leaders</b></td><td>Sarah Broughton and Joanna Rayner</td></tr><tr><td><b>Councillor</b></td><td><b>Portfolio</b></td></tr><tr><td>Sarah Broughton</td><td>Resources and Property</td></tr><tr><td>Carol Bull</td><td>Governance</td></tr><tr><td>Andy Drummond</td><td>Regulatory and Environment</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 and Strategic Health</td></tr><tr><td>Joanna Rayner</td><td>Leisure, Culture and Community Hubs</td></tr><tr><td>David Roach</td><td>Planning</td></tr><tr><td>Peter Stevens</td><td>Operations</td></tr></table> | <b>Leader</b> | John Griffiths | <b>Deputy Leaders</b> | Sarah Broughton and Joanna Rayner | <b>Councillor</b> | <b>Portfolio</b> | Sarah Broughton | Resources and Property | Carol Bull | Governance | Andy Drummond | Regulatory and Environment | Robert Everitt | Families and Communities | Susan Glossop | Growth | John Griffiths | Leader | Sara Mildmay-White | Housing and Strategic Health | Joanna Rayner | Leisure, Culture and Community Hubs | David Roach | Planning | Peter Stevens | Operations |
| <b>Leader</b>                                                   | John Griffiths                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| <b>Deputy Leaders</b>                                           | Sarah Broughton and Joanna Rayner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| <b>Councillor</b>                                               | <b>Portfolio</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| Sarah Broughton                                                 | Resources and Property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| Carol Bull                                                      | Governance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| Andy Drummond                                                   | Regulatory and Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| Robert Everitt                                                  | Families and Communities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| Susan Glossop                                                   | Growth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| John Griffiths                                                  | Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| Sara Mildmay-White                                              | Housing and Strategic Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| Joanna Rayner                                                   | Leisure, Culture and Community Hubs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| David Roach                                                     | Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| Peter Stevens                                                   | Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |
| <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>                                  | <b>Claire Skoyles</b><br>Democratic Services Officer<br><b>Telephone</b> 01284 757176<br><b>Email</b> <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                |                       |                                   |                   |                  |                 |                        |            |            |               |                            |                |                          |               |        |                |        |                    |                              |               |                                     |             |          |               |            |

## Public information



|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Venue</b>                                           | Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Contact information</b>                             | Telephone: 01284 757176<br>Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a><br>Website: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Access to agenda and reports before the meeting</b> | The agenda and reports will be available to view at least five clear days before the meeting on our website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Attendance at meetings</b>                          | <p>This meeting is being held in person in order to comply with the Local Government Act 1972. We may be required to restrict the number of members of the public able to attend in accordance with the room capacity. If you consider it is necessary for you to attend, please inform Democratic Services in advance of the meeting.</p> <p>As a local authority, we have a corporate and social responsibility for the safety of our staff, our councillors and visiting members of the public. We, therefore, request that you exercise personal responsibility and do not attend the meeting if you feel at all unwell.</p> <p>West Suffolk Council continues to promote good hygiene practices with hand sanitiser and wipes being available in the meeting room. Attendees are also able to wear face coverings, should they wish to.</p> |
| <b>Public participation</b>                            | <p>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.</p> <p>The Constitution allows that a person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. <b>We urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.</b></p> <p>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:<br/><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 7 February 2023 (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. Members wishing to speak during this session are encouraged to give notice in advance. 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.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. This can be done online by sending the request to [democratic.services@westsuffolk.gov.uk](mailto:democratic.services@westsuffolk.gov.uk) or telephoning 01284 757176 or in person by telling the Committee Administrator present at the meeting. **We would urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.**

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

## **Key decisions**

- |                                                          |                |
|----------------------------------------------------------|----------------|
| <b>6. Western Way project</b>                            | <b>15 - 30</b> |
| Report number: <b>CAB/WS/23/014</b>                      |                |
| Portfolio holder: Councillor Joanna Rayner               |                |
| Lead officer: Alex Wilson                                |                |
|                                                          |                |
| <b>7. Revenues collection performance and write-offs</b> | <b>31 - 34</b> |
| Report number: <b>CAB/WS/23/015</b>                      |                |
| Portfolio holder: Councillor Sarah Broughton             |                |
| Lead officer: Rachael Mann                               |                |

## **Non key decisions**

- |                                                                                 |                |
|---------------------------------------------------------------------------------|----------------|
| <b>8. West Suffolk Food Safety and Health and Safety Service plan</b>           | <b>35 - 74</b> |
| Report number: <b>CAB/WS/23/016</b>                                             |                |
| Portfolio holder: Councillor Andy Drummond                                      |                |
| Lead officer: Jen Eves                                                          |                |
|                                                                                 |                |
| <b>9. Decisions Plan: 1 March 2023 to 31 May 2023</b>                           | <b>75 - 86</b> |
| To consider the most recently published version of the Cabinet's Decisions Plan |                |
|                                                                                 |                |
| Report number: <b>CAB/WS/23/017</b>                                             |                |
| Portfolio holder: Councillor John Griffiths                                     |                |
| Lead officer: Ian Gallin                                                        |                |

**10. Exclusion of press and public**

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **Part 2 - exempt**

**11. Exempt appendix: Western Way project (paragraph 3) 87 - 88**

Exempt Appendix to Report number: **CAB/WS/23/014**  
Portfolio holder: Councillor Joanna Rayner  
Lead officer: Alex Wilson

(This exempt appendix is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as it contains information relation to the financial or business affairs of any particular person (including the authority holding that information))

**12. Exempt appendices: Revenues collection performance and write-offs (paragraphs 1 and 2) 89 - 92**

Exempt appendices 1 and 2 Report number: **CAB/WS/23/015**  
Portfolio holder: Councillor Sarah Broughton  
Lead officer: Rachael Mann

(These exempt appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual and information which is likely to reveal the identity of an individual)

(No representations have been received from members of the public regarding these items being held in private.)