

Cabinet

Title	Agenda																								
Date	Tuesday 19 September 2023																								
Time	6.00 pm																								
Venue	Conference Chamber West Suffolk House Western Way Bury St Edmunds																								
Membership	<table> <tr> <td>Leader</td> <td>Cliff Waterman</td> </tr> <tr> <td>Deputy Leader</td> <td>Victor Lukaniuk</td> </tr> <tr> <td>Councillor</td> <td>Portfolio</td> </tr> <tr> <td>Donna Higgins</td> <td>Families and Communities</td> </tr> <tr> <td>Diane Hind</td> <td>Resources</td> </tr> <tr> <td>Gerald Kelly</td> <td>Governance and Regulatory</td> </tr> <tr> <td>Richard O'Driscoll</td> <td>Housing</td> </tr> <tr> <td>Ian Shipp</td> <td>Leisure</td> </tr> <tr> <td>David Taylor</td> <td>Operations</td> </tr> <tr> <td>Jim Thorndyke</td> <td>Planning</td> </tr> <tr> <td>Cliff Waterman</td> <td>Leader</td> </tr> <tr> <td>Indy Wijenayaka</td> <td>Growth</td> </tr> </table>	Leader	Cliff Waterman	Deputy Leader	Victor Lukaniuk	Councillor	Portfolio	Donna Higgins	Families and Communities	Diane Hind	Resources	Gerald Kelly	Governance and Regulatory	Richard O'Driscoll	Housing	Ian Shipp	Leisure	David Taylor	Operations	Jim Thorndyke	Planning	Cliff Waterman	Leader	Indy Wijenayaka	Growth
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Interests – declaration and restriction on participation	Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable 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.																								
Quorum	Four Members																								
Committee administrator	Sharon Turner Democratic Services Officer Telephone 01638 719237 Email democratic.services@westsuffolk.gov.uk																								

Public information

Venue	Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU
Contact information	Telephone: 01638 719237 Email: democratic.services@westsuffolk.gov.uk Website: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting	The agenda and reports will be available to view at least five clear days before the meeting on our website.
Attendance at meetings	<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>
Public participation	<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. 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.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.</p>
Accessibility	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.
Recording of meetings	<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>
Personal information	<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: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

Agenda

Procedural matters

1. Apologies for absence

2. Minutes

1 - 6

To confirm the minutes of the meeting held on 18 July 2023 (copy attached).

3. Declarations of interest

Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable 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 or telephoning 01638 719237 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.

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|------------------------------|--|------------------|
| 6. | Report of the Overview and Scrutiny Committee:
20 July 2023 | 7 - 10 |
| | Report number: CAB/WS/23/035
Chair of the Committee: Councillor Sarah Broughton
Lead officer: Christine Brain | |
| 7. | Report of the Performance and Audit Scrutiny Committee:
27 July 2023 | 11 - 18 |
| | Report number: CAB/WS/23/036
Chair of the Committee: Councillor Peter Armitage
Portfolio holder: Councillor Diane Hind
Lead officer: Christine Brain | |
|
Non key decisions | | |
| 8. | Recommendations of the Performance and Audit Scrutiny
Committee: 27 July 2023 - Annual Treasury Management
and Financial Resilience Report 2022 to 2023 | 19 - 22 |
| | Report number: CAB/WS/23/037
Portfolio holder: Councillor Diane Hind
Chair of the Committee: Councillor Peter Armitage
Lead officer: Christine Brain | |
| 9. | Recommendations of the Performance and Audit Scrutiny
Committee: 27 July 2023 - Treasury Management Report
(June 2023) | 23 - 26 |
| | Report number: CAB/WS/23/038
Portfolio holder: Councillor Diane Hind
Chair of the Committee: Councillor Peter Armitage
Lead officer: Christine Brain | |
| 10. | West Suffolk Environment and Sustainability Working
Group 2023 Report | 27 - 46 |
| | Report number: CAB/WS/23/039
Portfolio holder: Councillor Gerald Kelly
Lead officer: Jill Korwin | |
| 11. | De-carbonisation Initiatives Fund | 47 - 54 |
| | Report number: CAB/WS/23/040
Portfolio holders: Councillors Gerald Kelly and David Taylor
Lead officer: Alex Wilson | |
| 12. | Western Way Project | To Follow |
| | Report number: CAB/WS/23/041 (Report to follow)
Portfolio holders: Councillors Cliff Waterman, Victor Lukaniuk, Ian Shipp and Diane Hind | |

13. Public Space Protection Orders (PSPO) Review of Existing Orders 55 - 112

Report number: **CAB/WS/23/042**

Portfolio holders: Councillors Donna Higgins and Ian Shipp

Lead officers: Davina Howes and Mark Walsh

14. Newmarket and Bury St Edmunds Cumulative Impact Report 113 - 174

Report number: **CAB/WS/23/043**

Portfolio holder: Councillor Gerald Kelly

Lead officer: Jen Eves

15. Decisions Plan: 1 September 2023 to 31 May 2024 175 - 194

To consider the most recently published version of the Cabinet's Decisions Plan

Report number: **CAB/WS/23/044**

Leader of the Council: Councillor Cliff Waterman

Lead officer: Ian Gallin

Key decisions

16. Revenues Collection Performance and Write- Offs 195 - 198

Report number: **CAB/WS/23/045**

Portfolio holder: Councillor Diane Hind

Lead officer: Rachael Mann

17. 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

18. Exempt Appendices: Revenues Collection Performance and Write-offs (paragraphs 1 and 2) 199 - 202

Exempt Appendices 1 and 2 to Report number:

CAB/WS/23/045

Portfolio holder: Councillor Diane Hind

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 this item being held in private.)

Cabinet



Minutes of a meeting of the **Cabinet** held on **Tuesday 18 July 2023** at **6.00 pm** in the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present

Councillors

Chair Cliff Waterman (Leader of the Council)

Vice Chair Victor Lukaniuk (Deputy Leader of the Council)

Donna Higgins
Diane Hind
Gerald Kelly
Richard O’Driscoll

Ian Shipp
David Taylor
Jim Thorndyke
Indy Wijenayaka

By invitation

Peter Armitage

(Chair of the Performance and Audit Scrutiny Committee)

Sarah Broughton

(Chair of the Overview and Scrutiny Committee)

In attendance

Nick Clarke
Susan Glossop

Joe Mason

Observers

Carol Bull
Mike Chester

Roger Dicker
Andrew Smith

482. Apologies for absence

No apologies for absence were received.

483. Minutes

The minutes of the meeting held on 13 June 2023 were confirmed as a correct record and signed by the Chair.

484. Declarations of interest

Members’ declarations of interest are recorded under the item to which the declaration relates.

(At this point, the Chair varied the order of business so that items were considered in a different sequence to that published on the agenda.)

485. **Public participation**

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

1. **Terry Charles**, a resident in the district, made a statement in connection with the Council's declaration of a climate emergency and the evidential basis upon which the Council made the declaration. In Mr Charles' view, he felt that climate emergency declarations had been made by local authorities as a result of activists stating that such an emergency existed. He requested whether evidence had been provided by the activists to substantiate their claim when the Council declared its climate emergency.

In response, Councillor Cliff Waterman, Leader of the Council stated that the specific evidence requested could not be supplied. The declaration of a climate emergency had been made by West Suffolk Council under the previous administration and the current administration continued to support this position. As part of this, the Council would continue to strive towards becoming carbon neutral by 2030.

2. **Aaron Leeves**, a resident in the district, made a statement in connection with a number of topics which continued on from the statement he made at the last meeting of Council on 20 June 2023.

Specific reference was given at this meeting to the perceived damaging effect the lockdowns imposed during the pandemic had had on the mental health and wellbeing of society; the perceived detrimental impacts caused by taking forward the initiatives identified to support the Council's declaration of a climate emergency, such as requiring a reduction in car use; and whether the Council should support or justify freedom of movement which enabled the use of private jets, for example.

In response, Councillor Waterman stated that:

- the current Westminster-led public inquiry into the COVID-19 pandemic would analyse a vast range of issues, where it was expected that a number of misjudgements would be identified and learned from.
- No plans were in place for the Council to request a reduction in car use; however, the harm caused to the air quality caused by cars was aimed to be reduced. One solution was the promotion of greater electric vehicle usage.
- Greater use of public transport by all, including those with private jets, should be encouraged.

3. **Jo Owen**, a resident in the district, asked a question in connection with improving arrangements for public participation at meetings and encouraging better public consultation and engagement on important specific projects, such as the development of the West Suffolk Local Plan, the initiatives identified in the environment and climate change action plans, and the rollout of 5G masts.

In response, Councillor Waterman stated that the Council's recently appointed Constitution Review Group would be reviewing the public participation and speaking arrangements at meetings, which were set down in the Council's Constitution. Written submissions from the public on potential changes would be welcomed by the group. He outlined ways in which views could be made known, such as through ward councillors or responding to scheduled public consultations. The next stage of consultation on the emerging West Suffolk Local Plan was due to take place in January 2024, details of which would be provided on the Council's website.

Councillor Waterman concluded by stating that West Suffolk Council had wide responsibilities but only in certain areas. The Council was also bound by the law, and while lobbying could be undertaken to seek a change in law, it must abide by it. The Council could therefore only make decisions on matters that fell within its responsibility and based on criteria set down by central government.

No further questions were asked. The Chair concluded this item and invited the members of the public present to remain in the meeting to observe the following agenda items should they wish to do so.

486. **Open forum**

The following non-Cabinet members spoke under this item:

1. Councillor Susan Glossop (Ward Member for Risby)

Councillor Susan Glossop addressed the Cabinet and in response to the topics raised, she was informed by the Leader of the Council that:

- The production of the West Suffolk Annual Report 2022 to 2023 was in progress.
- There was no substantive business scheduled for the Council meeting reserved for 25 July 2023. It was therefore prudent not to utilise this date for a Council meeting as it was not required. The Leader's Statement that provided an update on Council issues and was included as a standing item on Council agendas would be forthcoming for the next Council meeting on 26 September 2023.
- It was not routine practice to inform ward members of forthcoming publicity events that involved the Leader of the Council and portfolio holders, as appropriate, unless the ward member/s was specifically involved in the activity.
- There were no plans to outsource West Suffolk Council's grass cutting contract.

2. Councillor Joe Mason (Ward Member for Haverhill North)

Councillor Joe Mason addressed the Cabinet and in response to the topics raised, he was informed by the Leader of the Council (point 1) and the Portfolio Holder for Families and Communities (point 2) that:

- The review of the Council's priorities and associated policies and strategies where appropriate, was in progress.
- That all views and comments on the recent 'Parish/District/County Conference – Families and Communities Evening event' were appreciated.

Feedback was particularly welcomed from parish and town councils, including suggestions for shaping the event in the future.

3. Councillor Nick Clarke (Ward Member for Clare, Hundon and Kedington and Leader of the Conservative Group)

Councillor Nick Clarke addressed the Cabinet and in response to the topics raised, he was informed by the Leader of the Council that:

- The review of grass cutting arrangements was already underway as part of the wider review of the grounds maintenance contract. Unusual climate conditions had unfortunately impacted on grass cutting schedules this year. Effective communication on this topic with ward members, town and parish councils and residents was highlighted.
- There was no substantive business scheduled for the Council meeting reserved for 25 July 2023. This meeting was not cancelled; it was however, identified not to utilise this date for a Council meeting as it was not required.
- While extremely impressed with the services provided at the Mildenhall Hub, the proposed Western Way development was a very different project to the Hub. The financial position relating to the Western Way approved scheme was being looked into.
- The Constitution Review Group was to review public participation and speaking arrangements (see minute 485. above regarding this matter).

No further questions were asked or statements made under this item.

487. 2022/2023 West Suffolk Environmental Statement (Report number: CAB/WS/23/031)

The Cabinet considered this report, which sought approval for the West Suffolk Environmental Statement covering the 2022 to 2023 year.

Each year the Council published its Environmental Statement that provided a summary of the environmental impact from the activities the Council undertook to manage and reduce its carbon emissions. Report number: CAB/WS/23/031 covered the period year ending 31 March 2023. There was also a significant amount of work which contributed to improving the environment across the district which was not covered in the statement. This work was carried out both by the Council directly and in conjunction with partners.

Section 3.1 of Report number: CAB/WS/23/031 summarised the notable changes since last reported for the 2021 to 2022 year with the full report attached as Appendix A.

Councillor Gerald Kelly, Portfolio Holder for Governance and Regulatory drew relevant issues to the attention of Cabinet, including that the Environmental Statement for 2022 to 2023, together with other documentation and evidence, would inform the work of Cabinet's recently established West Suffolk Environment and Sustainability Working Group. Its recommendations for future action were expected to be presented to Cabinet in autumn 2023.

The Cabinet supported approval of the Environmental Statement for the Council's 2022 to 2023 performance.

Resolved:

That the Environmental Statement for the Council's 2022 to 2023 performance, included as Appendix A to Report number: CAB/WS/23/031, be approved.

488. Report of the Overview and Scrutiny Committee: 15 June 2023 (Report number: CAB/WS/23/028)

The Cabinet received and noted this report, which informed members of the following substantive items considered by the Overview and Scrutiny Committee on 15 June 2023:

1. Suffolk County Council (SCC) Health Scrutiny – 19 April 2023
2. Appointments to outside scrutiny body
3. Cabinet Decisions Plan: 1 June 2023 to 31 May 2024
4. Work programme update 2023

Councillor Sarah Broughton, Chair of the Overview and Scrutiny (O&S) Committee drew relevant issues to the attention of Cabinet including placing her thanks on record to Councillor Margaret Marks, the Council's former representative on SCC's Health Scrutiny Committee. Councillor Marks had presented her final report to West Suffolk's O&S Committee on 15 June 2023 to which the Committee were extremely grateful for her tireless efforts in ensuring West Suffolk was appropriately represented on the Health Scrutiny Committee.

The Leader also commended Councillor Marks for her outstanding commitment to the role and went on to thank, on behalf of the Cabinet, Councillor Broughton for the work of her committee.

489. Report of the Performance and Audit Scrutiny Committee: 22 June 2023 (Report number: CAB/WS/23/029)

The Cabinet received and noted this report, which informed members of the following substantive items considered by the Performance and Audit Scrutiny Committee on 22 June 2023:

1. 2022 to 2023 performance report (Quarter 4)
2. Internal audit annual report (2022 to 2023) including results of external assessment of internal audit.
3. Outline internal audit plan (2023 to 2024)
4. Annual report from the Health and Safety Sub-Committee
5. Annual appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee (2023 to 2024)
6. Work programme update 2023 to 2024

Councillor Peter Armitage, Chair of the Performance and Audit Scrutiny Committee drew relevant issues to the attention of Cabinet.

On behalf of the Cabinet, the Leader thanked Councillor Armitage for the work of his committee.

490. **Report of the Anglia Revenues and Benefits Partnership Joint Committee: 13 June 2023 (Report number: CAB/WS/23/030)**

The Cabinet received and noted this report, which informed members of the following substantive items considered by the Anglia Revenues and Benefits Partnership (ARP) Joint Committee on 13 June 2023:

1. ARP actual performance report: 2022 to 2023
2. ARP actual financial performance report: 2022 to 2023
3. ARP service plan and risk register
4. Welfare reform update
5. ARP health and safety policy statement
6. Forthcoming issues

Councillor Diane Hind, Portfolio Holder for Resources, drew relevant issues to the attention of Cabinet, including placing her thanks on record to the staff of ARP for their sterling work and the particular support given to residents, where required.

491. **Decisions Plan: 1 July 2023 to 31 May 2024**

The Cabinet considered this report which was the Cabinet Decisions Plan covering the period 1 July 2023 to 31 May 2024.

Members took the opportunity to review the intended forthcoming decisions of the Cabinet; however, no further information or amendments were requested on this occasion.

The meeting concluded at 6.53 pm

Signed by:

Chair

Report of the Overview and Scrutiny Committee: 20 July 2023

Report number:	CAB/WS/23/035	
Report to and date:	Cabinet	19 September 2023
Chair of the Overview and Scrutiny Committee:	Councillor Sarah Broughton Chair of Overview and Scrutiny Telephone: 07929 305787 Email: sarah.broughton@westsuffolk.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

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

Wards impacted: All wards.

Recommendation: It is recommended that Report number: CAB/WS/23/035, being the report of the Overview and Scrutiny Committee, be noted.

1. Context to this report

1.1 On 20 July 2023, the Overview and Scrutiny Committee considered the following items:

1. Cabinet Decisions Plan: 1 July 2023 to 31 May 2024
2. Work programme update 2023 and Suggestions for Scrutiny.

2. Proposals within this report

2.1 **Cabinet Decisions Plan: 1 July 2023 to 31 May 2024 (Report number: OAS/WS/23/010)**

2.2.1 The Committee reviewed the latest version of the Cabinet Decisions Plan, covering the period 1 July 2023 to 31 May 2024.

2.2.2 The Committee considered the Decisions Plan and did not request any further information on items contained in the Plan.

2.2 **Work programme update 2023 and Suggestions for Scrutiny (Report number: OAS/WS/23/011)**

2.2.1 The Committee received report number OAS/WS/23/011, which updated Members on the current status of its rolling work programme of items at attached at Appendix 1.

2.2.2 Attached at Appendix 2 was the scoping document and key lines of enquiry document for the Abbeycroft Leisure Strategic Partnership Review and terms of reference at Appendix 3. Attached at Appendices 4 to 6 were the work programme suggestion form, scoping document and key lines of enquiry document and terms of reference for the Infrastructure and Transport review.

2.2.3 The Committee **noted** the current states of its rolling work programme and requested an update report on the Council's approach to Modern-Day Slavery to be presented to the Committee at its September 2023 meeting.

2.2.3 The Committee considered the scoping documents and terms of reference for both reviews, and nominations were sort for the Abbeycroft Leisure Strategic Review and the Transport and Infrastructure Review Task and Finish Groups.

2.2.4 The Chair informed the Committee she was concerned about a recent Panorama programme on CCTV cameras which had raised data security issues with the Chinese made equipment (Hikvision), whereby a number of councils who had this brand were now replacing them. She suggested inviting the Cabinet Member for Operations, Councillor David Taylor to the

Committee's September 2023 meeting to find out whether the Council had any Hikvision CCTV equipment; if so whether they were being replaced; where the servers stored the data; and to provide a general overview of the Council's CCTV system.

2.2.5 The Committee **RESOLVED**, That

- 1) The Abbeycroft Leisure Strategic Partnership Review be included into the Committee's forward work programme for 2023 to 2024.
- 2) The scoping document and key lines of enquiry document for the Abbeycroft Leisure Strategic Partnership Review be approved.
- 3) The terms of reference for the Abbeycroft Leisure Strategic Partnership Review be approved, and
 - Councillor Sarah Broughton;
 - Councillor Rowena Lindberg;
 - Councillor Marion Rushbrook be appointed to sit on the Task and Finish Group.

Note: The Chair agreed to email non- scrutiny councillors following the meeting to seek two volunteers who would be interested in sitting on the Task and Finish Group.

- 4) The Transport and Infrastructure Review be included into the Committee's forward work programme for 2023 to 2024.
- 5) The scoping document and key lines of enquiry document for the Transport and Infrastructure Review be approved.
- 6) The terms of reference for the Transport and Infrastructure Review be approved, and
 - Councillor Sarah Broughton;
 - Councillor Beccy Hopfensperger;
 - Councillor Birgitte Mager;
 - Councillor Andrew Smith
 - Councillor Don Waldron
 - Councillor Julia Wakelam;
 - Councillor Kevin Yarrow be appointed to sit on the Task and Finish Group.
- 7) The Committee invites Councillor David Taylor, Cabinet Member for Operations to its September 2023 meeting to provide information on the Council's CCTV system and the Chinese made Hikvision.
- 8) The Committee receives an update on the Council's approach to Modern Day Slavery at its September 2023 meeting.

3. Alternative options that have been considered

3.1 Please see background papers.

4. Consultation and engagement undertaken

4.1 Please see background papers.

5. Risks associated with the proposals

5.1 Please see background papers.

6. Implications arising from the proposals

6.1 Financial - Please see background papers.

6.2 Equalities - Please see background papers.

7. Appendices referenced in this report

7.1 Please see background papers.

8. Background documents associated with this report

8.1 Report number: [OAS/WS/23/010](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Cabinet Decisions Plan 1 July 2023 to 31 May 2024

8.2 Report number: [OAS/WS/23/011](#) and [Appendix 1](#), [Appendix 2](#), [Appendix 3](#), [Appendix 4](#), [Appendix 5](#) and [Appendix 6](#) to the Overview and Scrutiny Committee: Work Programme Update 2023 and Suggestions for Scrutiny

Report of the Performance and Audit Scrutiny Committee: 27 July 2023

Report number:	CAB/WS/23/036	
Report to and date:	Cabinet	19 September 2023
Cabinet member:	Councillor Diane Hind Portfolio Holder for Resources Telephone: 01284 706542 Email: diane.hind@westsuffolk.gov.uk	
Chair of the Performance and Audit Scrutiny Committee	Councillor Peter Armitage Performance and Audit Scrutiny Committee Email: peter.armitage@westsuffolk.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

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

Wards impacted: **All Wards.**

Recommendation: **It is recommended that Report number: CAB/WS/23/036, being the report of the Performance and Audit Scrutiny Committee, be noted.**

1. Context to this report

1.1 On 27 July 2023, the Performance and Audit Scrutiny Committee considered the following items:

1. Ernst and Young – 2021 to 2022 Audit Results Report to those Charged with Governance
2. 2023 to 2024 Performance Report (Quarter 1)
3. Annual Financial Resilience Management Report 2022 to 2023
4. Treasury Management Report (June 2023)
5. Annual Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee (2023 to 2024)
6. Work Programme Update 2023 to 2024

Separate reports are included on the Cabinet agenda for Items 3 and 4 above.

2. Proposals within this report

2.1 **Ernst and Young – 2021 to 2022 Audit Results Report to those Charged with Governance (Report number: PAS/WS/23/013)**

2.1.1 The Cabinet Member for Resources introduced the above report and David Riglar from EY, the Council's external auditors who was in attendance to present their final report, following the conclusion of the audit work on the 2021 to 2022 accounts.

2.1.2 The Council had received an unqualified opinion that the final accounts gave a true and fair view of the financial position of West Suffolk Council and an unqualified opinion on their value for money assessment. The accounts were therefore signed following the meeting.

2.1.3 David Riglar from EY then drew the Committee's attention to Appendix A and highlighted the following areas:

- Page 5 – Scope update: There were no issues to report.
- Page 5 - Status of the audit: Final signing of the accounts.
- Page 6 – Areas of audit focus having a higher risk:
 - Valuation of Mildenhall Hub (3G pitch valuation had been excluded).
 - Valuation of solar farm: Increase in value by an adjustment of £4.99m.
- Page 7 – Pensions liability valuation: Statement amended to reflect an increase in pension liability of £4.28m.
- Page 8- Value for Money: No significant risk and no exception to report.
- Page 9 – Audit differences: classification adjustment on balance sheet.

- Page 10 – Control observations: Did not identify any significant deficiencies in internal control.

2.1.4 The Committee considered the report in detail and asked questions to which responses were provided. In particular discussions were held on the solar farm and how it was valued and whether the valuation took into account the life of the solar panels; the Mildenhall Hub asset and the number of third-party leases unsigned; and the Mildenhall Hub 3G pitch.

2.1.5 There being no decision required, the Committee, **noted** that:

- 1) The work in respect of the audit opinion on the financial statements for West Suffolk Council for 2021 to 2022 had been completed.
- 2) The auditor had no matters to report on the Council's arrangements to secure economy, efficiency and effectiveness in the Council's use of resources.
- 3) The Chief Finance Officer, in consultation with the Chair of the Performance and Audit Scrutiny Committee had delegation to conclude the signing of the 2021 to 2022 accounts.

2.2 **2023 to 2024 Performance Report (Quarter 1) (Report number: PAS/WS/23/014)**

2.2.1 The Cabinet Member for Resources presented report number [PAS/WS/23/014](#), which included the forecast for the year-end 2023 to 2024 position and performance dashboard covering the period April to June 2023. The report included an update under the Key Performance Indicators (KPIs) on fuel used, which was raised at the Committee's June 2023 meeting.

2.2.2 The Cabinet Member then highlighted a number of KPIs, which members might wish to be aware of over the coming months, being:

- A new monitoring system was in place to provide more precise estimates on the Council's usage of gas and electricity.
- Universal Credit Claimants: The first quarter of the year had seen the highest number of claimants in West Suffolk over the four-year monitoring period. This was a contextual indicator provided by the DWP. However, it was important for the Council both in terms of anticipating increased demand for services such as homelessness and in terms of informing the design of programmes such as economic development and families and communities.
- Homelessness: The bottom right graph showed how the rates of homelessness acceptances in West Suffolk compared with Suffolk and England. There was a lag time associated with the figures as

they were produced by central government and where therefore not as timely as the Council's data but showed how things stood at the end of December 2022. This comparison was important in terms of planning the Council's homelessness and housing options services and how it needed to continue to focus on preventing homelessness.

2.2.3 Attached to the Quarter 1 performance and the forecast revenue and capital position for 2023 to 2024 were a number of appendices as follows:

- Appendix A: Key Performance Indicator Dashboards
- Appendix B: Income and expenditure report
- Appendix C: Capital programme
- Appendix D: Earmarked reserves
- Appendix E: Strategic risk register
- Exempt Appendix F: Aged debt over 90 days

2.2.4 The Committee considered the KPI's and asked questions. In particular discussions were held on why the fuel usage had increased; why there was no footfall data for Haverhill, Mildenhall, Brandon or Clare; and why the percentage of affordable housing units delivered on sites of ten or more units was showing as a flat line, to which comprehensive responses were provided.

2.2.5 The Cabinet Member for Resources then presented the financial element of the report and explained this was the first report for this financial year which showed the initial trends and variances against the budget which was agreed by Council in February 2023. Actual financial results up to 31 June 2023 had been used to forecast the full year delivery and rationale for any variances against the budget. At this stage in the year the forecast was for a deficit of £372,000 which was just over 1% of the Council's total income. Whilst this was a shortfall, management were looking at options to bring this back to a balanced position by the year end.

2.2.6 In comparison to previous years the major income lines were all forecast to be on or near budget. The variances that the Council was seeking were related to particular issues rather than larger nationwide trends. The variances included:

- The loss of income relating to some vacant retail units.
- Utility cost rises within the operational estate.
- The slowdown in local property market impacting on land charge; building control and section 106 income.
- There was a favourable variance coming from lower fuel costs currently available.

2.2.7 The Committee considered the financial aspects of the report and asked questions to which responses were provided. In particular discussions were held on expenditure (third party payments); the decrease in income and whether this was still related to covid; recycling rates and increasing

recycling in diverse materials; vacant properties; staff vacancies and exit interviews.

2.2.8 Detailed discussions took place on the Council's budget which was already in deficit in quarter one by £0.4m from a balanced budget at the start of the financial year 2023 to 2024 and wages were increasing. Some members were concerned about the early deficit and questioned whether tough decisions were being taken now as the Council needed to get to grips with the deficit at an early stage. The Cabinet Member explained that she was working with officers and other Cabinet Members to address the current in year deficit and a number of options were available.

2.2.9 There being no decision required, the Committee **noted** the forecast 2023 to 2024 revenue and capital positions as detailed in report number PAS/WS/23/014 and appendices and that Cabinet be asked to manage the deficit at an early stage to bring it back to a balanced budget.

2.3 **Annual Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee (2023 to 2024) (Report number: PAS/WS/23/015)**

2.3.1 The Committee received report number [PAS/WS/23/015](#) reminding members that at its meeting on 22 June 2023 the Committee deferred making a decision on appointing a substitute, which had not been allocated to a group on the Financial Resilience Sub-Committee. A decision to appoint six members and two substitute members to the Health and Safety Sub-Committee was also deferred.

2.3.2 The Committee considered the substitute place on the Financial Resilience Sub-Committee and agreed this should be left as a temporary substitute being appointed as and when needed by the Group Leader to the Monitoring Officer.

2.3.3 The Committee considered the appointments to the Health and Safety Sub-Committee and the nominations received, as set out in the report, as follows:

- Conservative Group: Councillors Mike Chester and Ian Houlder.
- Independents: Councillors Andy Neal and Phil Wittam.
- Progressive Alliance Grouping: Councillors Peter Armitage and Janne Jarvis.

2.3.4 Nominations were then sort for the Conservative and Independent substitute places on the Health and Safety Sub-Committee.

2.3.5 At the conclusion of the discussions the following nominations were put forward and **Resolved** as follows:

- 1) That in the event that a member of the Financial Resilience Sub-Committee was unable to attend a meeting, a temporary substitute would be nominated by the Group Leader to the Monitoring Officer
- 2) That Councillors Mike Chester and Ian Houlder (Conservative Group), Andy Neal and Phil Wittam (Independents), and Peter Armitage and Janne Jarvis (Progressive Alliance Group), be appointed as full members to the Health and Safety Sub-Committee for 2023 to 2024.
- 3) That Councillor Richard Alecock (Independents), be appointed as the substitute member to the Health and Safety Sub-Committee for 2023 to 2024.
- 4) That the Conservative substitute place on the Health and Safety Sub-Committee remains as a vacancy.

2.4 **Work programme update 2023 to 2024 (Report number: PAS/WS/23/016)**

- 2.4.1 The Committee received report number [PAS/WS/23/016](#), which provided information on the current status of its forward work programme for 2023 to 2024.
- 2.4.2 The Committee was informed the Government had published on 4 July 2023 a policy paper "Office for Local Government: Understanding Supporting Local Government Performance." A briefing note would be circulated to the Committee setting out information and the Council's views on the policy paper.
- 2.4.3 The Committee **noted** the update.

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

- 3.1 Please see background papers.

4. **Consultation and engagement undertaken**

- 4.1 Please see background papers.

5. **Risks associated with the proposals**

- 5.1 Please see background papers.

6. Implications arising from the proposals

6.1 Financial – Please see background papers.

6.2 Equalities – Please see background papers.

7. Appendices referenced in this report

7.1 Please see background papers.

8. Background documents associated with this report

8.1 Report number: [PAS/WS/23/013](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committee: Ernst and Young – 2021 to 2022 Audit Results Report to those Charged with Governance

8.2 Report number: [PAS/WS/23/014](#) and Appendices [A](#), [B](#), [C](#), [D](#) and [E](#) to the Performance and Audit Scrutiny Committee: 2023 to 2024 Performance Report – Quarter 1

8.3 Report number: [PAS/WS/23/015](#) to the Performance and Audit Scrutiny Committee: Annual Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee

8.4 Report number: [PAS/WS/23/016](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: Work Programme Update

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Recommendation of the Performance and Audit Scrutiny Committee: 27 July 2023: Annual Treasury Management and Financial Resilience Report 2022 to 2023

Report number:	CAB/WS/23/037	
Report to and date(s)	Cabinet	19 September 2023
	Council	26 September 2023
Cabinet member:	Councillor Diane Hind Portfolio Holder for Resources Telephone: 01284 706542 Email: diane.hind@westsuffolk.gov.uk	
Chair of the Performance and Audit Scrutiny Committee	Councillor Peter Armitage Performance and Audit Scrutiny Committee Email: peter.armitage@westsuffolk.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

Decisions Plan: The decision made as a result of this report will usually be published within 48 hours. This item will be referred to Council for a final decision and is, therefore, not subject to call-in. This item is included in the Decisions Plan.

Wards impacted: All Wards.

Recommendation: That subject to the approval of Council, the Annual Treasury Management and Financial Resilience

Report 2022 to 2023, as contained in Report number: FRS/WS/23/003, be approved.

1. Context to this report

1.1 Annual Treasury Management and Financial Resilience Report (2022 to 2023)

Following the Financial Resilience Sub-Committee's consideration of report number: [FRS/WS/23/03](#) on 17 July 2023 the Committee received a verbal report on the Sub-Committee's consideration of the report.

1.2 The Annual Treasury Management and Financial Resilience Report (2022 to 2023) included tables summarising the interest earned and average rate of return achieved; treasury management investment activity during the year; investments held as at 31 March 2023; external borrowings and temporary loans; capital financing requirement and internal borrowing.

1.3 The report also contained information on the council's borrowing strategy and sources of borrowing; borrowing and capital costs (affordability); liability benchmark; borrowing and income (proportionality) and borrowing and asset yields.

1.4 The Sub-Committee had scrutinised the report in detail and asked questions to which responses were provided.

1.5 The Performance and Audit Scrutiny Committee considered the report and did not raise any specific issues.

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

2. Alternative options that have been considered

2.1 Not applicable

3. Consultation and engagement undertaken

3.1 Not applicable

4. Risks associated with the proposals

4.1 Not applicable

5. Implications arising from the proposals

5.1 Financial: See report number: [FRS/WS/23/03](#)

6. Appendices referenced in this report

6.1 None

7. Background documents associated with this report

7.1 Capital Strategy 2022 to 2023
Treasury Management Strategy Statement 2022 to 2023 and Treasury
Management Code of Practice (report number: [FRS/WS/23/002](#))

Recommendation of the Performance and Audit Scrutiny Committee: 27 July 2023: Treasury Management Report (June 2023)

Report number:	CAB/WS/23/038	
Report to and date(s)	Cabinet	19 September 2023
	Council	26 September 2023
Cabinet member:	Councillor Diane Hind Portfolio Holder for Resources Telephone: 01284 706542 Email: diane.hind@westsuffolk.gov.uk	
Chair of the Performance and Audit Scrutiny Committee	Councillor Peter Armitage Performance and Audit Scrutiny Committee Email: peter.armitage@westsuffolk.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

Decisions Plan: The decision made as a result of this report will usually be published within 48 hours. This item will be referred to Council for a final decision and is, therefore, not subject to call-in. This item is included in the Decisions Plan.

Wards impacted: All Wards.

Recommendation: That subject to the approval of Council, the Treasury Management Report (June 2023), as contained in Report number: FRS/WS/23/004, be approved.

1. Context to this report

1.1 Investment Activity: 1 April 2023 to 30 June 2023

Following the Financial Resilience Sub-Committee's consideration of report number [FRS/WS/23/004](#) on 17 July 2023 the Committee received a verbal report on the Sub-Committee's consideration of the report.

1.2 The report showed the position as at 30 June 2023. At this point, the Council held £49.5m of investments and borrowing of £9.6m. Interest receivable in the first quarter was driving a budget surplus of £315,930 due to rising interest rates and high levels of cash invested. The surplus was being held in the capital projects financing reserve in order to mitigate the risk of future borrowing in the current interest environment. The Council's liability benchmark and cashflow forecast showed that the Council would not need to borrow externally within the short to medium-term this financial year.

1.3 Following the latest inflation report the Council has seen that the market was expecting a slightly lower projection in the Bank of England's interest rate increase at their next meeting. The Council continues to seek external advice regarding the timing of external borrowing requirements and that was not predicted for cash flow reasons for the next 12 to 24 months. Officers were also in discussions with the Council's advisors, Arlingclose to attend a future meeting of the Committee to provide some Treasury Management and oversight training.

1.4 The Sub-Committee scrutinised the investment activity for 1 April 2023 to 30 June 2023, and asked questions to which responses were provided.

1.5 The Performance and Audit Scrutiny Committee on 27 July 2023 scrutinised the report. In particular discussions were held on discussions were held on Arlingclose, the Council's treasury advisors around general advice provided, quarterly reports produced and training they provided.

1.6 The Performance and Audit Scrutiny Committee has put forward recommendations as set out on page one of this report.

2. Alternative options that have been considered

2.1 Not applicable.

3. Consultation and engagement undertaken

3.1 Not applicable.

4. Risks associated with the proposals

4.1 Not applicable.

5. Implications arising from the proposals

5.1 Financial: See report number: [FRS/WS/23/004](#)

6. Appendices referenced in this report

6.1 None

7. Background documents associated with this report

7.1 Report number: [FRS/WS/23/004](#)

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West Suffolk Environment and Sustainability Working Group 2023 Report

Report number:	CAB/WS/23/039	
Report to and date:	Cabinet	19 September 2023
Cabinet member:	Councillor Gerald Kelly Portfolio Holder for Governance and Regulatory Tel: 07968 396389. Email: gerald.kelly@westsuffolk.gov.uk	
Lead officer:	Jill Korwin Strategic Director Tel: 01284 757252. Email: jill.korwin@westsuffolk.gov.uk	

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

Wards impacted: All wards

Recommendations: It is recommended that:

1. Cabinet confirms its commitment to addressing the Climate and Environment Emergency and, in particular, to reaching net zero by 2030 in respect of Council operations.
2. Cabinet approves the review, and implementation, of the action plan as set out in Section 2 of Report number CAB/WS/23/039, with draft plan at Appendix A.

1. Context to this report

- 1.1 In 2019, West Suffolk Council set up an Environment and Climate Change Taskforce and declared both a climate and environmental emergency. That taskforce made recommendations to Cabinet and an action plan was agreed. The Council committed to achieving Net Zero in respect of its own operations by 2030. The action plan was then reviewed annually and reported to Cabinet in July.
- 1.2 In June 2023, the Leader of the Council announced a new working group to review the existing action plan, and in particular to consider additional actions the council could take to support and encourage West Suffolk residents and businesses to address the climate and environmental challenge. The terms of reference were agreed by Cabinet on 13 June 2023 ([CAB.WS.23.025 Appendix D - West Suffolk Environment and Sustainability Working Group.pdf](#)).
- 1.3 The Environment and Sustainability Working Group (ESWG) was set up under the chair of Cllr Julia Wakelam and was made up of members from all groups. It has reviewed the existing plan, the Council's performance and Annual Environmental Statement, work underway across Suffolk and this report summarises its initial findings, including considerations for 2024-2025 budget planning.
- 1.4 In support of the Council's commitment to reduce paper and mileage, meetings were minimised, were conducted hybrid and without papers being printed.

2. Proposals within this report

The existing action plan is structured under the following themes:

- Council consumption and accreditation
- Waste and Recycling
- Travel and Transport
- Housing
- Renewables
- Environment and Biodiversity

- 2.2 The ESWG considered a range of evidence against these themes include the work underway across the County as through the delivery of the [Suffolk-Climate-Emergency-Plan.pdf \(greensuffolk.org\)](#). The ESWG noted that the Suffolk plan, jointly funded by Councils across Suffolk, was a positive way of working together to reach communities and businesses and noted a number of positive initiatives being delivered through it such as the [Suffolk Climate Action Community Match Funder](#) and [25 by 25: Suffolk's Challenge to Businesses to Tackle the Climate Emergency](#). As a result of considering the priorities and challenges and work underway across Suffolk it proposes that a new Action Plan is put in place that is structured as follows

- a. **Communities and Communication.** The Committee on Climate Change reports that to achieve carbon neutrality, 62 percent of emissions reductions will come from behaviour change. Technological change alone is not enough; residents and businesses need to be encouraged and supported to make positive changes to their behaviours. The ESWG recognise then the importance of all parts of West Suffolk being involved in the plan and for Communications and engagement to take centre stage in the plan. Transport, particularly in rural areas is an important part of this strand.
 - b. **Corporate Action.** This section will bring together the activity that the Council is taking to address its own environmental performance, for example in regard to fleet electrification, less use of resources and decarbonisation of its buildings and our role in waste collection.
 - c. **Existing Housing.** Housing remains a key issue, with over 25 percent of CO2 emissions across Suffolk coming from homes. Poorly built and insulated homes contribute the most as well as adversely impacting house dwellers' health and pockets. Whilst planning and building regulations can address the standard of new homes that are built in West Suffolk, the Council should do more to support homeowners to improve the efficiency of existing housing stock.
 - d. **Planning and Regulatory.** This theme focusses on the key role of planning, building control, licensing, housing and environmental health play in addressing climate change.
 - e. **Environment and Biodiversity.** This theme brings together all activity that protects and enhances West Suffolk's natural environment, including land owned by West Suffolk Council.
- 2.3 In practice, some of the actions associated with each of the themes will link together, with communications and engagement being a common thread. Many of the actions included are carried over from the original 2020 action plan.
- 2.4 The draft 2023- 2025 Action Plan is included as Appendix A. In considering the current plan and current challenges there are a number of specific opportunities the ESWG want to highlight, and these have been included in the draft plan.
- 2.5 **Solar for business scheme.** The solar for business scheme is a significant success with currently 86 businesses supported and a reduction of 1665 tonnes CO2 saved since the scheme began. Given the current challenges with utility costs the ESWG see real opportunity to expand the scheme, so more businesses are supported. It acknowledges that this was referenced in the Councils Net Zero Investment fund, however it is recommended that a clear business plan is set out for the scheme that can significantly increase the number of West Suffolk businesses that benefit from it.
- 2.6 **Communications campaigns.** There are a number of areas where a dedicated communications campaign will be very important. The ESWG noted since April 2023, work has been undertaken to develop a framework for communications, cross referenced against events to date and national/local

campaigns. This should be developed further to ensure there are regular environment communications to residents and public and alongside this the content of the Council's environmental web pages should be enhanced. The ESWG has identified some initial areas of focus:

- a. Recycling and Waste Campaigns.** Minimisation of waste produced then an increase in the recycling rate of remaining waste is essential and the ESWG proposes that the Council increases its activity to promote waste and recycling campaigns to local businesses and residents. It recognises the work of the Suffolk Waste Partnership (SWP) in this regard but wants to see increased visibility in West Suffolk. It recommends that this is delivered by the Communications team using existing resource and an annual plan is brought together with a variety of resources that can be used by Councillors to promote in their wards and which is complementary to countywide communications delivered through the SWP.
- b. Promote local food production.** It is recommended that the council runs a communications campaign, in conjunction with its Economic Development team, to promote locally produced food. Food miles is a significant contribution to CO2 emissions and residents should be more informed as to the locally produced options available to them. The campaign could be run in partnership with local business and trade organisations.
- c. Biodiversity and grass cutting.** Linking to the review of grass cutting further information and educational information needs to be shared with residents and parishes including the impact on biodiversity that changes to the cutting regimes have made.

2.7 **Reverse Vending Machines.** The ESWG is very concerned about the delays to the implementation of the Resources and Waste Strategy (RAWS) in particular the deposit return scheme. It recommends that the Council considers opportunities to pilot a local return scheme using "reverse vending machines" in order to increase recycling and help our communities become familiar with the concept before the Government introduce the long-awaited Deposit Return Scheme (DRS) in 2025. Whilst it is challenging to make such schemes work without a national deposit scheme, initial conversations with machine suppliers and companies working in this market show there could be an opportunity to pilot a scheme with support from other partners and sponsors. Whilst details are still being investigated, the cost of an initial 6 month scheme in Bury St Edmunds and Newmarket could be between £2,000 and £4,000. The trial could be extended if, as hoped, the scheme becomes financially self-sustaining. If it doesn't, we can withdraw from the trial after 6 months at minimal cost. Officers can investigate further and prepare a proposal for consideration by the Portfolio Holders for Governance and Regulatory and Operations.

2.8 **Environment performance reporting.** The ESWG is concerned that some of the indicators reported in the Annual Environmental Statement are not

showing the trajectory of improvement needed for the Council to meet its ambition of Net Zero by 2030. It recognises that actions have been identified to move this forward, particularly around fleet and building decarbonisation. However, it is essential that this performance is more closely monitored so it is recommended that key indicators in relation to emissions, business travel and water consumption are added to the quarterly performance reports to Performance and Audit Committee in addition to the cross cutting environmental information already included.

- 2.9 **Housing.** the Environmental Performance of the Housing stock in West Suffolk is of concern, particularly given increasing levels of fuel poverty. 44.76 percent of homes in West Suffolk are EPC band D and below (source: Suffolk Observatory) and the [Suffolk-Local-Energy-Asset-Representation-Report](#) (2022) showed across Babergh and West Suffolk (the study area) noted that at least 80 per cent of the dwellings in the Suffolk West and Babergh sub-region that would benefit from additional loft insulation. Of particular concern are the 42,000 dwellings (34 per cent of the housing stock) that have no loft insulation recorded. This issue should be referenced in the Council's new Housing Strategy ensuring there is a coherent approach to improving the environmental performance of housing across the district.
- 2.10 The ESWG noted that the [Warm Homes Suffolk](#) scheme already provides grants to low-income households and a new interest free loan scheme is about to be introduced across Suffolk, supported by a government grant. That scheme is currently being procured and it is recommended that once the details are confirmed officers investigate if there is scope to further support the scheme or deliver a local scheme so that more West Suffolk residents can benefit. Further, once that scheme is confirmed there is active communication undertaken to West Suffolk residents. In addition, officers should seek to scope and improve signposting to all sources of funding available to residents – and this should feature in the communications and website enhancement plan.
- 2.11 **Local Plan.** The emerging West Suffolk Local Plan provides a crucial opportunity to set policy that enhances the performance of new homes in Suffolk. The ESWG has welcomed the commitment to sustainability in as a result of consultation at an earlier stage of the plan and will feed in its comments through the Local Plan Working Group (LPWG). It is important that the Council is ambitious in its environmental policies and ensures that opportunities to reduce carbon emissions (and running costs) are not missed. In addition, it is recommended that the LPWG and Cabinet actively investigate the opportunity to set the Council's minimum biodiversity net gain target for new developments at 20 per cent.
- 2.12 **Renewables:** The ESWG noted the excellent work that had been undertaken on solar across the district and is interested in opportunities to further develop the approach to renewables. The Council should investigate opportunities for the development of renewable energy sources including wind and hydrogen.

- 2.13 **Decarbonisation Initiatives Fund and LED Streetlights:** The ESG noted that Cabinet will be considering a separate proposal to create a Decarbonisation Initiatives Fund, with the first call on that fund to create a grant scheme for the upgrade of streetlights owned by town and parish councils. The ESG supports this proposal and notes both the energy saving (up to 80%) and carbon saving this scheme will provide.
- 2.14 **Reducing impact of our activities:** Across the Council all moves to reduce carbon should be progressed. In particular the Development Management function should continue to reduce promote the paperless approach to residents, Parish councils and developers and committees should be run as paperless by default. The use of virtual or hybrid meetings should continue to be championed, ensuring that the technology supports this to work effectively. At the same time the Council should ensures that it understands the impact of its digital footprint.
- 2.15 **Decision making:** While there are a range of specific actions the Council can take, it is important that a clear evaluation and consideration of environmental impacts is undertaken when the Council makes any key decisions. The current report format provides for this to be done via a short paragraph at the end of each report (under implications). The Council should look at how it makes this consideration more robust, so clear information is provided regarding the environmental implications of all decisions moving forward, including having regard to the Council’s new Biodiversity Duty.

3. Alternative options that have been considered

- 3.1 The Council could continue to deliver its previous action plan with no changes. However, this will miss opportunities to support businesses and communities with their own environmental improvement and carbon reduction activities.
- 3.2 There is no “do nothing” option. The ESG members are all aware of national and international reports and events, in particular the reports of the [Climate Change Committee \(theccc.org.uk\)](https://theccc.org.uk).

4. Consultation and engagement undertaken

- 4.1 The EPWG has not undertaken business or community engagement, but has referenced events undertaken across Suffolk, including Suffolk’s first Youth Climate Conference that was held in Bury St Edmunds in July. A summary of the event can be found here: [Young People Make Their Voices Heard At Suffolk's First Youth Climate Conference – Green Suffolk](#)

5. Risks associated with the proposals

- 5.1 There is an ongoing risk that the resources required to implement the actions will not be available. However, this risk will be monitored by the

Environment Management Group, with any opportunities for securing external resources monitored and pursued as appropriate, and Cabinet advised of any serious delays in implementation or resource requirements.

6. Implications arising from the proposals

- 6.1 Financial - There are no specific financial implications arising from this report. Where individual projects require investment, this will be a separate report.
- 6.2 Legal compliance - No implications
- 6.3 Personal data processing - No implications
- 6.4 Equalities - The working group expect that equality impacts should be positive as a result of their work, however this would need to be subject to further assessment based on each action.
- 6.5 Crime and disorder - No implications
- 6.6 Safeguarding - No implications
- 6.7 Environment or sustainability - The recommendations will have a positive impact on the environment.
- 6.8 HR or staffing - No implications from this report; further activity may require additional staff to support, and this will be subject to business cases or separate requests.
- 6.9 Changes to existing policies - No implications
- 6.10 External organisations (such as businesses, community groups) - The working group's recommendations specifically state potential partner organisations that will need to be involved with implementing recommendations. Officers maintain a dialogue with partner organisations

7. Appendices referenced in this report

- 7.1 Appendix A – Environment and Climate Change Action Plan Update

8. Background documents associated with this report

- 8.1 14 January 2020 Cabinet Report number: [CAB/WS/20/009](#)
- 8.2 21 July 2020 Cabinet Report number: [CAB/WS/20/045](#)
- 8.3 20 July 2021 Cabinet Report number: [CAB/WS/21/032](#)
- 8.4 19 July 2022 Cabinet Report number: [CAB/WS/22/040](#)

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Appendix A – Environment and Climate Change Action Plan Update

Workstream	Strategic Action	Task	Update
Biodiversity	1.1 External funding.	Look for outside opportunities for grant funding or other support.	<p>ONGOING: Rural England Prosperity Fund allocation – WSC have been awarded £200,000 for improvements to specified green spaces in West Suffolk over the next two financial years these include: Newmarket - access improvements along the Yellow Brick Road Haverhill – making the landscaped areas in certain estates more sustainable to maintain. Mildenhall – replacing dilapidated infrastructure and enhancing green space in estate areas. Brandon - Improve biodiversity, access and ease future maintenance plus better linking the green corridors around Bury Road, Knappers way, wood close area.</p>
		Seek external funding to help maintain and increase tree cover in West Suffolk Council managed areas.	<p>ONGOING: Using external funds, the number of trees & whips planted during the last financial year on West Suffolk owned land:</p> <ul style="list-style-type: none"> • 454 trees • 1419 whips. <p>A grant application for the Local Authority Treescape fund was submitted in August 2023.</p>
	1.2 Biodiversity & Environment Parks and Green Spaces.	With regards our Green Flag (GF) sites we will identify improvements on the previous judges scores.	<p>ONGOING: In 2023, West Suffolk gained 6 green flag awards – East Town Park, Brandon Country Park, Abbey Gardens, West Stow Country Park, Nowton Park & Aspal Close. Each Green Flag park has a Friends or volunteer group and from April 2022 to March 2023 a total of 7,763 hours were contributed to West Suffolks Green and Heritage spaces. Aspal Close is one of only four sites in the UK that support the rare Field Wormwood species. Over the summer of 2023, maintenance work has taken place to remove competing brambles and conifer saplings from the Sandy Scrape at Aspal Close Nature Reserve. This will encourage the Sand Catchfly and Artemesia plants that support the Field Wormwood.</p>
		Encourage responsible use of green spaces - through better information.	<p>ONGOING: Information leaflets have been produced for Abbey Gardens, Nowton Park, East Town Park, West Stow Country Park & Brandon Country Park. New signage has been installed at Brandon Country Park and at East Town Park. Aspal Close will be the next site.</p>
	1.3 Biodiversity & Environment Parks and Green Spaces.	Review the maintenance regimes of grass areas owned by the council in order to increase biodiversity.	<p>ONGOING: Changes have been made in some areas and signage put up to explain purpose. This is also being considered as part of a wider grass cutting review following concerns raised by residents and partners.</p>

Workstream	Strategic Action	Task	Update
		<p>For those sites not subject to Green Flag scrutiny we will progress the recommendations made in the SWT phase one habit surveys for the public open spaces surveyed in 2018.</p>	<p>ONGOING: In the latter half of 2023, the council will be commissioning ecologists to undertake new ecological baseline surveys at Ram Meadow and Aspal Close Nature Reserve prior to undertaking a number of initiatives to try and improve their unique habitats. Once those improvements and the maintenance regimes are implemented, we will then appoint an ecologist to carry out further surveys at set intervals to monitor and record those improvements. In the summer of 2023, a new grass management regime has been implemented in the Great Churchyard, Bury St Edmunds. Working in conjunction with the Bury Water Meadows Group, volunteers will carry out scything in specified areas to encourage wildflowers and increase biodiversity.</p>
		<p>Investigate and develop business cases for grounds maintenance equipment renewal with green equipment.</p>	<p>ONGOING: The Landscape service has recently prepared its next five-year capital programme for its machinery renewal. The focus has been on purchasing equipment that is better able to cope with the changes in maintenance regimes to enhance biodiversity, and to reduce the burning of fossil fuel. The Arboricultural Team are now operating with the following battery powered equipment purchased in April 2023:</p> <ul style="list-style-type: none"> • 6 Chainsaws • 2 hedge cutters • 2 leaf blowers • 2 pole pruners • 1 brush cutter. <p>For our parks, we have purchased the following electrical equipment over the past year:</p> <ul style="list-style-type: none"> • Ariens zero turn electric ride on lawn mower • Stihl RMA 448 VC Cordless Lawn Mower • Husqvarna 535 IRXT battery brush cutter • Ryobi 18.0 chainsaw • Solar powered pond aerator. <p>For use in Nowton & East Town Park we have purchased a BCS Crusader Power Scythe. This equipment utilises a reciprocating blade that enables the cutting of wildflower and hay meadows. New handheld electric equipment including trimmers, chainsaws, a mower and blower have also been purchased for use at Nowton Park and the Central area.</p>
	<p>1.4 Partnerships.</p>	<p>Work with local environment groups (for example, community groups) to improve environment and biodiversity at West Suffolk Council managed sites.</p>	<p>ONGOING: We have already formed close relationships with a number of Environmental Groups – our partnerships with the River Lark Catchment Partnership (RLCP), Bury Water Meadows Group (BWMG), Bury, Brandon & Haverhill in Bloom have already yielded a number of improvements. River Lark Catchment Partnership</p> <ul style="list-style-type: none"> • Ongoing project work improving the River Lark & its catchment. • Initiation & implementation of the Chalk Stream Restoration Flagship project. <p>Bury Water Meadows Group</p> <ul style="list-style-type: none"> • Continued improvement of the Bury St Edmunds water meadows

Workstream	Strategic Action	Task	Update
			<ul style="list-style-type: none"> Working in partnership on the water meadows management plans. Bury, Brandon & Haverhill in Bloom Improving the town environments & competing in the Anglia in Bloom & Britain in Bloom competitions. Increasing public involvement in environmental awareness & projects.
Communities and communications	2.1 Reduce public waste and improve recycling output.	Reduce the amount of waste that is created by public and businesses, such as food waste, through awareness raising campaigns across Suffolk.	<p>ONGOING:</p> <ul style="list-style-type: none"> County campaign starting May 2023. 'Shake it out'. Shake It Out - Suffolk Recycling (A £50k campaign, radio, social media (need to share through WSC comms). Focus on not bagging items in blue bins). Still Good Food (CIO with focus on reducing food waste) funded through Community chest 2022-23 £7400 to contribute towards 3 part-time staff. Allowing increased opening hours, expansion volunteers etc Food Savvy – Suffolk-Norfolk partnership Food waste - Suffolk Recycling. Havebury Housing – Waste Team attending housing estate inspections. Advising on waste reduction (Howard Est, Priors Est Summer 2022 promoting Love Where you Live). USAF – World Earth Day, Mildenhall May 2023 Waste Team representation.
		Work to increase recycling through the use of blue bin and recycling sites in order to maximise the use of the current recycling systems in Suffolk.	<p>ONGOING</p> <ul style="list-style-type: none"> Glass Bank campaign May 2022. One large campaign per year. Shake it out – May 2023 (as above).
		Increase the quality of waste collected for recycling in response to commodity market requirements.	<p>ONGOING:</p> <ul style="list-style-type: none"> Focus on metals October 2022 Smaller campaign to educate on what can be recycled but also commodity for council to provide income.
		Continue to promote anti- litter initiatives.	<p>ONGOING:</p> <ul style="list-style-type: none"> 'Love where you live' initiative has over 17k volunteers in west Suffolk. Plan to focus on this again over next 12 months to improve participation (*for individuals and community groups).
		Influence and respond to the future government Recycling and Waste Strategy for England, to be implemented from 2023 onwards.	<p>ONGOING:</p> <ul style="list-style-type: none"> Announcement from Government is pending - expected within next few months. One announced, it will take time to get infrastructure in place to implement (dependent on what changes are identified).
		Increase activity to promote waste and recycling campaigns to local businesses and residents.	<p>NEW ACTION:</p> <p>The council increases waste and recycling campaign activity through a structured campaign covering a range of waste issues.</p>
		2.2 Environment and biodiversity awareness raising campaigns.	Provide a range of public events and awareness campaigns at Parks, with a Ranger presence, to promote green initiatives and to provide advice to residents on how to protect and enhance habitats within their neighbourhoods.

Workstream	Strategic Action	Task	Update
			<ul style="list-style-type: none"> • Social media messaging about how grass growth previously managed by weedkiller will be dealt with once a year towards end of summer. • Park signage: East Town Park first park to have signage explaining differing grass maintenance methods being used. • Green Fair West Suffolk Hive – yearly event supported by WSC officers. • Abbey Alive! Event – supported to run with £900 locality budget funding. • Wildlife Friendly Villages (Risby and Chedburgh) supported with locality budgets 2022-23.
		Promote local food production.	NEW ACTION: The council runs a communications campaign, in conjunction with its Economic Development team, to promote locally produced food.
	2.3 Travel & Transport Partnership Working.	Work with Suffolk County Council to ensure West Suffolk benefits from the Cycling and Walking Fund.	ONGOING: <ul style="list-style-type: none"> • Active Travel - Pool bikes now in place for staff to cycle to meetings.
		Support Suffolk-wide air quality monitoring pilot with a view to finding opportunities to improve air quality in hotspot areas and gain greater insight into particulate pollution.	ONGOING: <ul style="list-style-type: none"> • Pilot ended, Summer 2022. monitoring was not reliable. • 2023, Actively Working with Uni of Suffolk on funded project to better understand collective monitoring data. NZIP (innovation programme).
	2.4 Continue to work with partners and community groups to improve air quality.	Increase impetus on measures to tackle vehicle idling in sensitive locations.	ONGOING: <ul style="list-style-type: none"> • Summer term 2022 - Joint funded With SCC Theatre productions in schools. • Information on website and leaflets for distribution. • YouTube video • Last 12 months have introduced more monitoring points outside schools across West Suffolk.
		Work with partners to promote improvement of Air quality by sharing information and positive work practices.	ONGOING: <ul style="list-style-type: none"> • Forming strong relations with Public Health Wider Determinants Team. Country Wide campaigns and awareness raising, for example clean air day (every June) • Suffolk Air quality Strategy launched May 2023 Suffolk Air Quality - Healthy Suffolk. • The council ran a stand at West Suffolk College to promote skills and raising awareness on ait quality in October 2022.
		Continue to support residents of West Suffolk to identify and develop community projects aimed at informing and promoting ways to improve air quality throughout the district.	ONGOING: <ul style="list-style-type: none"> • BSE Air Quality Group continues to meet, is made up of BSE residents and Ward members (previously chaired by RE). Administration now led by community member, supported by officers from Environment and F&C Teams. • Links to community groups who have developed projects within communities around active travel, food waste and raising awareness, for example West Suffolk Hive, BSE Eco-Carriers, Still Good Food. Supported groups to source funding and build local networks.

Workstream	Strategic Action	Task	Update
	2.5 Promote domestic renewable energy technologies, initially focusing on solar PV and Air Source Heat Pumps.	Promote domestic renewable energy technologies, initially focusing on solar PV and Air Source Heat Pumps.	<p>ONGOING:</p> <ul style="list-style-type: none"> Warmer Homes Scheme relaunched November 2022. Focus on low-income residents to tackle insulation, retrofit etc May 2023 Launch of Warm Homes for Suffolk residents living with prepayment meters (higher premiums).
	2.6 Raise Awareness and promote actions taken by WSC and Communities.	Create communications plan.	<p>NEW ACTION:</p> <p>Since April 2023, work has been undertaken to develop a framework for comms, cross referenced against events to date and national or local campaigns. This should be developed further to ensure there are regular environment communications to residents and public.</p>
	2.7 Improve Renewable Energy Portfolio.	Continue to invest in our Solar for Business scheme.	<p>ONGOING:</p> <p>1.3MW of solar has been installed in 2022-23 across 11 sites. This was the most successful year for newly installed solar generation. 655kW of solar has been installed since April 2023, with a further 700KW being installed at West Suffolk College over the summer of 2023.</p> <p>Environment and Sustainability Working Group recommend developing a clear business plan to increase number of businesses benefiting.</p>
		Investigate opportunities to build and own another solar farm.	<p>ONGOING:</p> <p>A new solar farm opportunity has been identified and officers are in the early stages of the due diligence.</p>
		Investigate opportunities for the development of renewable energy sources including wind and hydrogen.	<p>NEW ACTION</p> <p>The council continue to monitor the development of hydrogen opportunities and engage with Hydrogen East - Hydrogen East. West Suffolk has been identified as an area where hydrogen could be utilised to provide the fuel for a hydrogen transportation hub.</p> <p>The council have assessed suitable locations for wind turbines in West Suffolk, but a change to national planning policies will be required to enable onshore wind turbine deployment.</p>
	2.8 Improve Public Electric Vehicle Charging.	Increase the provision of electric vehicle charging facilities on council-owned land.	<p>ONGOING:</p> <p>The electric vehicle policy statement was published in December 2022. The Council has signed a contract with ubitricity to install around 100 electric vehicle charging points on council owned sites across the district in the next year.</p>
2.9 Deposit returns scheme.	Pilot reverse vending machines.	<p>NEW ACTION:</p> <p>The Council looks at opportunities to pilot a local return scheme using "reverse vending machines".</p>	
Existing housing	3.1 By working with partners explore how they wish to improve the energy efficiency of homes.	Confirm the standard of build intended. Establish a measure against the standard.	<p>ONGOING:</p> <p>In the early stages of getting a Design and Technical Brief together for Barley Homes, working with AECOM. The two previous sites were built to Building Regulations.</p> <p>Attempts to confirm the standard of several developments completed by March 2023 by Barley Homes have so far been unsuccessful.</p>
		Establish the commitment to Decent Home Standard (DHS) or higher energy performance homes.	<p>NOT YET STARTED – work needs to be undertaken to see how this can be progressed.</p>

Workstream	Strategic Action	Task	Update	
			It is unclear what actions have been undertaken to improve our own housing stock. Attempts to undertake an audit have not taken place. There is a lack of clarity on the councils own objectives with regard to housing stock.	
		Improve social housing.	ONGOING: Work has been undertaken with Haverbury and Flagship homes. However, attempts to regularly monitor this have not been successful. The council will seek to develop a process for better monitoring of social housing improvements.	
		Funding programmes to support retrofit and housing improvement.	ONGOING: 2022-23: <ul style="list-style-type: none"> LAD3 spend: £806,133, 64 measures HUG1: £129,526, 13 measures LAD1B: £324,474, 35 measures. 	
	3.2 Improve housing through funding and regulation.		Establish regular monitoring of performance. Number of rented homes identified against those brought up to standard.	ONGOING: Various performance information and methods are currently under consideration to capture the work we do and understand what we need to do in future. The Suffolk Stock Condition survey, which will provide data on rented properties and help us understand scale and targeting, will be released in April 2024.
			Support Suffolk-wide project to improve Private Rented housing.	ONGOING: The Suffolk "Pathfinder" project – project to improve standards in the private rented sector – launched 26 May 2023. A Suffolk-wide Housing Stock Condition survey (led by BRE) will likely be released later in 2023. The project will lead to increased number of energy efficient properties.
			Improve sign-posting to funding.	NEW ACTION: Seek to scope and improve sign-posting to funding available to residents – link to efforts to improve website.
			Explore options for housing improvement (retrofit) in upcoming Housing Strategy.	NEW ACTION: Seek to find areas in which housing improvement can be included in the overall strategy, ensuring that various current and new schemes are included within a clear strategic vision.
			Housing improvement loans scheme.	NEW ACTION: The council investigate if there is scope to further support the Warm Homes Suffolk scheme, so that more West Suffolk residents can benefit. Further once that scheme is confirmed there is active communication undertaken to West Suffolk residents.
	Planning and regulation	4.1 Maximise application of planning policy to encourage higher performance in new build.	Develop the climate emergency and sustainable development strategic policy for the new local plan.	NEW ACTION: Workshops have taken place with internal stakeholders (May – June) and officers have been reviewing best practice examples of policy and evidence streams. Policy wording is being refined to present to members from September.
			Promote paperless to officers and developers.	NEW ACTION: Summer-Autumn – monitor usage through the website.

Workstream	Strategic Action	Task	Update
		Monitor usage, evaluate and seek feedback.	Summer – provide lunch and learn sessions for officer to go through the advice note and how it should be used. Autumn – potential to present to developers through the developer forum and seek feedback.
		Develop a checklist to accompany planning applications.	NEW ACTION: First draft of the checklists has been completed and will be consulted on.
	4.2 Through the local plan process address the challenge of protecting and enhancing biodiversity while providing growth.	On a continuing basis, ensure the skills in the Planning team are up to date in respect of natural capital, ecosystem services and in particular Green Infrastructure (GI) and Biodiversity Net Gain (BNG).	ONGOING: There are two dedicated officer champions in the Development Management Team who attend relevant training events and disseminate information within the team. Training includes annual Suffolk Wildlife Trust training and any other relevant events run by external organisations such as the Planning Advisory Service, Natural England, RTPI, and the Local Government Capacity centre. Officers also have a regular meeting with Natural England to discuss matters specifically relevant to West Suffolk.
		Review resources necessary to monitor adherence with planning policy and permissions to ensure agreed biodiversity and landscape improvements are implemented.	ONGOING: Additional support for ecology and landscape advice is being contracted.
		Investigate and develop a new local plan tree strategy.	ONGOING: Draft tree policy parameter consulted in May 2023 Part Two: Non-strategic Policies - West Suffolk Local Plan (Regulation 18) Preferred Options - West Suffolk Planning Policy Consultations (inconsult.uk) Officers drafting final plan for member review from September 2023. Suffolk street design guide. Weekly office discussions to consider best practice, review relevant appeals.
		Work with partners and developers to encourage sustainable tree retention and increase canopy cover.	NEW ACTION: Officers involved in the development of the Suffolk Streets Design Guide to ensure street trees incorporated into design approach. Officer attendance at the Trees and Design Action Group forum to improve knowledge and good practice.
Corporate action	5.1 Environmental management systems.	Review environmental management system in March every year to ensure completeness.	ONGOING: This year the environmental statement included electricity consumption of council owned street lighting. This will help to capture the benefits of LED upgrades and ensure the reporting is comprehensive. We will continue to refine our reporting methodology each year. Overall, emissions are down 40 per cent compared to baseline.
		Introduce new measures to the Council's quarterly performance report.	NEW ACTION: Key indicators in relation to emissions, business travel and water consumption are added to the quarterly performance reports to Performance and Audit Committee in addition to the cross cutting environmental information already included.

Workstream	Strategic Action	Task	Update
		Work with all building users to reduce paper consumption by 5 per cent each year to be measured in March.	ONGOING: Recognising the opportunities around resource and environmental impacts of paper consumption the council has created a corporate project to reduce paper usage – the number of pages printed during 22-23 has decreased by 29 per cent compared to 21-22. Regular reporting, including filtering by team, is being considered as a requirement for the paperless project.
		Work with HR (and possibly SCC) to update the WSH green travel plan.	ONGOING: West Suffolk House green travel plan is due to be updated. This year we have purchased electric bicycles, which can be booked and used during the working day to reduce emissions from business travel. Six bays now have electric vehicle charging provision in Olding Road carpark to help cut staff commuting emissions. The chargers are open to all building users with revenue being returned to the green travel plan budget.
	5.2 Learning from COVID - Encourage all council teams to consider and review their ways of working.	Seek to increase office recycling provision supported with clear signage and comms in place for Sept 23.	ONGOING: This task has previously been on hold due to the shift in staff working due to the pandemic. Now there are more staff working in the offices it's a good time to reinstate this action. Officers will aim to update signage around waste bins with information on what is accepted in each bin by September 2023.
		Include reference and link to net zero ambition in job adverts for new staff. Have this in place for all posts by August 2023.	NEW ACTION: This will help to publicise the council's commitments to external audiences and potential new starters.
		Ensure that environmental impacts are considered when making key decision from September 2023.	NEW ACTION: This will help to prevent any possible negative environmental impacts when key decisions are made.
	5.3 Internal reporting.	Create a central register for grants or financial awards for environmental works by August 2023.	NEW ACTION: Will aid with reporting successes and external grants supplement the decarbonisation fund helping to generate greater impact.
	5.4 Environmental management systems.	Introduce a suitable water consumption metric to compare building performance. Develop into league table.	ONGOING: Obtaining and recording base data for current and previous years. Aiming to develop annual figures based on water use per sqm of building for high consumption sites and publicly accessible buildings over 250m2.
		Ensure that Cafe West are disposing of waste in most sustainable way.	ONGOING: Verse has an environmental action plan and is seeking to reduce waste. It has already removed single use plastics. With wooden cutlery and compostable packaging. All waste is then disposed of in the most appropriate way.
	5.5 Reduce energy consumption from all sites.	Reduce energy consumption from all sites.	ONGOING: Full details published in Env statement this summer covering 2022-23 performance. Continued investment through the net zero fund and improvements made using government funding.

Workstream	Strategic Action	Task	Update
	5.6 Travel & Transport - Continued professional development of driving staff.	Consider using a driving efficiency metric within drivers PDRs to encourage more fuel efficient and safe driving.	ONGOING: New Refuse Trucks delivered in March 2023 were installed with latest CCTV Camera or tracker System from our FleetClear supplier. This new technology enables us to get absolutely accurate MPG data, harsh driving or breaking reports, engine idling (highlighting problem areas).
		Continued professional development of driving staff.	ONGOING: Driver CPC training is carried out annually. Training is mandatory for Vocational drivers. 35 hours of training must be undertaken over 5 years which can be split into 5 x 7 hour modules. Training is ongoing yearly and staff have recently completed a fuel efficient driving module in November 2022 and more recently a municipal operations and conflict resolution module in March 2023. All modules are JAUPT approved, and we endeavour to select modules which are interesting and engaging to our driving staff.
	5.7 Travel & Transport - Continued professional development of driving staff.	Review of alternative fuel vehicles as part of vehicle procurement process.	ONGOING: We've taken delivery of our first EV pedestrian sweeper which is based in Haverhill. The sweeper has received many compliments and comments from residents. The sweeper is adorned with our West Suffolk Action on Climate change logo. After lengthy deliberations regarding HVO a decision was made to suspend any switch to HVO. Alternative fuel options being monitored across industry. Hydrogen looks as though it will replace EV for large vehicles.
	5.8 Fleet Management ensure that council invests in appropriate ULEV.	Encourage all who request new fleet vehicles to review their needs and consider ULEV alternatives.	ONGOING: The council is actively working to encourage ULEV alternatives. The requisite EV infrastructure is gradually being put into place – as this develops, so will the council's capacity to take up ULEV.
		Continue trials of alternative technologies for commercial vehicles, such as Road Sweepers.	ONGOING: Trials are ongoing of EV vehicles as and when they become available for demonstration. We have had various cars, car derived vans and sweepers on demo during 2022-23, with our latest arriving in May 2023.
		Explore options for using EVs within the [Vertas] pool car service and ensure that the number of vehicles is suitable to meet service demand.	ONGOING: Charging infrastructure is now operational in Olding Road carpark and Vertas are aware. A phased approach to locating EV pool cars at Olding Road is being developed by Vertas team ensuring that the transition is supported by clear communications from WSC and Vertas staff. Now with Vertas to take forward.
		EV charging at depots.	ONGOING: There are ongoing discussions on the requirements of charging infrastructure at the operational hubs. Tender process complete and consideration for the installation schedule will be considered in due course.
	5.9 Continue to work with our Facilities Maintenance provider VERSE to ensure that in Cafes and Kiosks:	West Stow visitor Centre - Engage with café operator and ask them to introduce waste management actions with staff.	ONGOING: New catering contract in place at West Stowe and working with operator - green requirements added to the contract.

Workstream	Strategic Action	Task	Update
	1, Single use plastics is minimalised and where possible not used at all; 2, That they will provide tap water free on request and advertise this service; 3, Products are locally sources where possible and food choices promote sustainability.		
	5.10 Install renewable energy systems when replacing or maintaining West Suffolk Council assets.	Install renewable energy systems when replacing or maintaining West Suffolk Council assets.	ONGOING: 5 HMO sites will have ASHP systems installed by August 2023. WSH, Nowton Park & Park Lane HMO had additional solar PV installed in May 2023.

Completed Tasks

Workstream	Strategic Action	Task	Completed Task Update
Biodiversity	Biodiversity & Environment Wetlands.	Map all the existing rivers, ponds, lakes and SUD's in the district which are in West Suffolk's ownership or that we have riparian responsibilities.	COMPLETED: Interns working with the service in 2021-2022 and 2022-2023 helped to identify and map the existing rivers, ponds, lakes and SUDs which are in West Suffolks ownership.
	Actively seek to reduce the use of Glyphosate and remain vigilant to alternative methods of controlling unwanted vegetation, with the longer term of doing away with its usage altogether.	Stop the use of Glyphosate when an alternative solution has been identified. Funds for alternative to glyphosate.	COMPLETED: From April 2023 West Suffolk ceased the general use of Glyphosate, the broad-spectrum herbicide. With the following exceptions: To treat certain invasive species such as Japanese Knotweed and Giant Hogweed, which are a serious threat to biodiversity. To treat tree stumps which are liable to send up suckers and damage infrastructure.
Planning and regulation	Use Planning Policy to ensure higher performance in new build.	Identify and scope out available policy options for West Suffolk Local Plan.	COMPLETE: The new West Suffolk Local Plan will include a requirement for higher build standards, sustainable design, energy efficiency and carbon reduction. Officers are looking to capture care home development within BREEAM requirements. Preferred options policy parameters went out for consultation in May – July 2022. Part Two: Non-strategic Policies - West Suffolk Local Plan (Regulation 18) Preferred Options - West Suffolk Planning Policy Consultations (inconsult.uk) See section 3.
	Maximise application of existing planning policy to encourage higher performance in new build.	Develop a technical paper to support our response to a climate emergency through new and existing development.	COMPLETE: Planning advice note on Climate Change and Sustainable Building published January 2023 (Climate change and sustainable building planning advice note (westsuffolk.gov.uk)).

Workstream	Strategic Action	Task	Completed Task Update
		Complete review of the current validation requirements to ensure they are up to date and fit for purpose.	COMPLETE: The initial review was undertaken in summer 2022 with further work into the autumn. Stakeholders and statutory consultees were consulted and provided feedback. Officers did a joint review looking at current best practice examples.
	Through the local plan process address the challenge of protecting and enhancing biodiversity while providing growth.	Work with partners to develop a West Suffolk Wide Green Infrastructure Strategy (GIS) which will include identification of opportunities for restoration, biodiversity net gain and ecosystem services. This will include opportunities for tree and hedge planting and identify potential areas of expansions of woodlands and community orchards, allotments. A key part of the GIS will be to consider links between green spaces (green & blue corridors) for wildlife and people. The GIS will include a 10yr Action Plan.	COMPLETE: GI strategy is complete and published May 2023.
Corporate action	Learning from COVID - Encourage all council teams to consider and review their ways of working	Encourage all council teams to consider and review their ways of working.	COMPLETE: The council now works flexibly helping to reduce business mileage- refer to Environmental statement. Using Teams is now the default position for meetings.
	Encourage all employees to understand their own eco footprint.	Encourage all employees to understand their own eco (carbon) footprint.	COMPLETE: Staff now complete an environmental training module as part of the essential training delivered by the corporate learning and development team. Training includes an introduction to climate change and links staff to an accessible carbon footprint calculator where staff can calculate their own carbon footprint. As of August 2023, 479 people have completed the training.
		Create a mechanism for staff to share environmental pledges with communications team.	COMPLETE: Pledges page is now live on the intranet and is linked to from the new environment training. Once staff complete the environment training module they are encouraged to submit a pledge to the new forum and share their progress. Climate pledge (sharepoint.com)
		Digital Footprint.	COMPLETE: Training and awareness session was provided to staff, and the session has been made available to view. Relevant learning has been incorporated into e-learning training.
	Reduce energy consumption from all sites.	Update property database with building floor areas and develop benchmark and a metric (kWh/m2 or kWh/pp) to assess building energy use.	COMPLETE: The benchmark is already in place through the Display Energy Certificate's.
Green IT systems.		COMPLETE: Guidance updated and session on reducing IT emissions available on the intranet.	

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Decarbonisation initiatives fund

Report number:	CAB/WS/23/040	
Report to and date:	Cabinet	19 September 2023
	Council	26 September 2023
Cabinet members:	Councillor Gerald Kelly Portfolio Holder for Governance and Regulatory Tel: 07968 396389 Email: Gerald.kelly@westsuffolk.gov.uk	
	Councillor David Taylor Portfolio Holder for Operations Tel: 07583 078524 Email: David.taylor@westsuffolk.gov.uk	
Lead officer:	Alex Wilson Strategic Director Tel: 01284 757695 Email: alex.wilson@westsuffolk.gov.uk	

Decisions Plan: The decision made as a result of this report will usually be published within 48 hours. This item will be referred to Council for a final decision and is, therefore, not subject to call-in. For the same reason, this item was not included on the Cabinet Decisions Plan.

Wards impacted: All wards

Recommendation: **Subject to approval by Council, it is recommended that:**

- 1. A Decarbonisation Initiatives Fund of £1 million be created, funded by the Strategic Priorities and Medium-Term Financial Strategy Reserve.**
- 2. The first call on that fund be a grant scheme for the upgrade of streetlights owned by town and parish councils to light-emitting diode (LED) lanterns on the basis outlined in this paper.**
- 3. Cabinet be authorised, if applicable, to agree the use of any remaining balance in the Fund for additional decarbonisation initiatives.**
- 4. The Council’s Section 151 Officer be authorised to make the necessary changes to the Council’s prudential indicators.**

1. Context to this report

- 1.1 Elsewhere on the agenda for this meeting, Cabinet is receiving the report of the Environmental Working Group which confirms the Council's commitment to addressing the Climate and Environment Emergency and to reaching net zero by 2030 in respect of Council operations. In June 2023, the Leader of the Council also expressed the new Cabinet's wish to consider additional actions the Council could take to support and encourage West Suffolk residents, businesses and partners to address climate change.
- 1.2 This paper seeks to create a £1 million fund to support third-parties in pursuing de-carbonisation initiatives. It also identifies an initial priority area for that spending which could result in a large environmental improvement for the district in keeping with the Council's adopted priorities. Namely, the upgrade of streetlighting owned by town and parish councils.
- 1.3 By way of background, the majority of streetlights in West Suffolk are owned and maintained by Suffolk County Council (SCC) as the highway authority – around 80 per cent of approximately 20,000 lights. For a variety of local and historical reasons, the remaining 20 per cent are owned by West Suffolk Council (WSC), town and parish councils, registered social landlords, etc. Around 10 per cent or 2,000 in number are owned by town and parish councils.
- 1.4 Following an audit of streetlights in 2022, WSC has already agreed:
 - (a) to discuss with SCC the ownership of lights which clearly fulfil a highway safety function but are not currently owned by the highway authority; and
 - (b) to examine WSC's ownership of lights as part of a wider review of our relationship with town and parish councils with the aim of ensuring that, where WSC continues to own a streetlight, this is on a consistent basis across the whole of West Suffolk.
- 1.5 This paper does not propose to change these agreed actions, or that WSC intervenes any further in relation to the historical ownership patterns of third-parties' streetlights. Nor does this paper seek to make any changes to local decisions about how lights are managed and their hours of operation. Instead, it seeks to address another issue revealed by the audit. Namely that town and parish councils still operate many streetlights with older lanterns which have not yet been upgraded to modern light-emitting diode (LED) lanterns. As WSC does not own them, we do not have detailed knowledge of the status and condition of these lights. However, we understand from the audit that it is likely that the majority of the 2,000 parish owned lights are not yet LED. We also understand that around three-quarters of these lights are, like WSC's own lights, managed by SCC under a central maintenance contract.

- 1.6 Town and parish councils are not averse to this LED conversion process – some have already committed to do it and, as current lanterns fail, they will need to be converted to LED in any event as they cannot be replaced. However, in terms of the direct or opportunity cost, the upfront capital expense of conversion is problematic for some of these smaller local authorities to take on. Some town councils have faced bills of several hundred thousand pounds because they own over 500 lights. It has also, to date, not been possible to identify external grants for upgrading streetlights because, as assets, they tend to fall outside of eligibility criteria.
- 1.7 Conversion to LED, when combined with a greater range of flexibility in how a light is used, can reduce the energy consumption of a streetlight by up to 80 per cent depending on the choices of the owner/operator. Clearly this saves the light's owner a large sum in energy costs (particularly at present). But, just as importantly, and the reason for this proposal, it saves a large amount of carbon emissions. Which is why SCC and WSC have already committed to upgrade all of their own lights to LED. WSC now wishes to assist with bringing all council-owned lights up to that modern environmental standard as quickly as possible by initially targeting its new decarbonisation fund at this objective. Including, for reasons of equity, supporting those councils which have very recently started the upgrade process but have not yet received any significant return on that investment.
- 1.8 In relation to an environmental return on the Council's investment, this is hard to calculate accurately at this stage of the project (see section 2 for how this information will be collected and monitored).
- 1.9 However, assuming the number of lights still to convert to LED might be, hypothetically, in the range of 1,500 to 1,800 of the 2,000 parish and town council streetlights, this could potentially mean that these lights are currently emitting over 115 tonnes of CO₂ or using over 600,000 kilowatt hours of energy a year. If local councils were able to convert these lights, this could reduce to around 30 tonnes a year. A reduction equivalent to taking at least 75 average homes entirely off the electricity grid, or around 20 gasoline-fuelled cars off the road. This will also, via the local council's own budgets, release savings to spend on other local priorities (although this sum cannot currently be calculated by WSC as we do not know the running costs).

2. Proposals within this report

- 2.1 The proposal to Cabinet and Council is that West Suffolk Council creates a Decarbonisation Initiatives Fund of £1 million to support third-parties to reduce their net power consumption. The capital will be made available from within the council's Strategic Priorities and Medium-Term Financial Strategy Reserve. As such, from a WSC point of view, the financial impact would be one of an opportunity cost rather than a direct impact on revenue budgets i.e. we are doing this instead of investing that funding in a different priority.

2.2 The first call on this fund would then be for parish and town councils to upgrade their remaining streetlights to LED in order to obtain the environmental benefits. Any additional or alternative uses for this fund will be considered at a future date, if considered necessary.

2.3 It is proposed that the streetlighting grant scheme is operated on the following basis:

- (a) It is an environmental initiative only, and it is only available to town and parish councils in relation to streetlights they own which provide a safety function for public highways, public rights of way, public open spaces or public car parks.
- (b) The awarding of a grant to town or parish councils for the purpose of upgrading streetlights will not result in a transfer of maintenance or other responsibilities to West Suffolk Council. Town and parish councils taking part would therefore be required to confirm their understanding that WSC will not take on any future ownership role in the upgraded lights.
- (c) No precedent will be set in relation to environmental upgrades of any other third-party assets, particularly those for which other funding schemes exist.
- (d) Acknowledging that some town and parish councils have already started to upgrade their lights at their own cost, the grant can be paid in relation to any LED upgrades carried out since 1 April 2022. This is because these upgrades would not yet have generated large savings to that council. No earlier upgrades will be covered.
- (e) The cut-off date for signing up to the WSC grant scheme is 31 January 2024.
- (f) The grant will cover 100% of the cost of works, including condition surveys, subject to the provisions below.
- (g) WSC reserves the right to review implementation of the scheme if the estimated expenditure exceeds £1 million.
- (h) Participating councils will make their own choices about the specification for upgrading lanterns and from whom to procure those works. The only technical condition is that they must be LED.
- (i) Subject to a condition survey, the grant will also cover the cost of essential repairs to, or replacement of, any lighting columns or brackets which is required to enable the first installation of LED lanterns on that specific column/bracket. WSC will fund the cost of any condition survey as part of the grant scheme.
- (j) Participating councils must therefore also confirm by 31 January 2024 if they wish to carry out the condition survey and works themselves or to

ask WSC to procure the works on their behalf via that town or parish council's existing SCC maintenance contract.

- (k) WSC must receive estimates for any condition surveys and subsequent conversion works to be commissioned directly by the town or parish council by 31 March 2024. Those works must be completed by 31 March 2025. Quotations must be obtained in accordance with the town or parish council's normal procurement rules but WSC reserves the right to refuse to fund the full cost of any works which it does not believe offer good value for money to WSC taxpayers.
- (l) Grants will be paid in relation to actual costs incurred, not a notional rate.
- (m) Participating councils must indemnify WSC from any liability occurring from faults or errors arising from the works, and agree to take on any follow-up work with contractors if applicable.
- (n) The participating councils must sign-up to agreed publicity with WSC to ensure the environmental credentials of the scheme, and the source of the funding, are promoted.

2.4 As mentioned above, while WSC has basic data on the number and location of lights from its 2022 audit, we don't own the lights or have any idea of their current status or condition. Therefore, until we seek expressions of interest from parish and town councils and seek condition surveys it will be hard to estimate the likely cost of the grant scheme accurately.

2.5 However, extrapolating estimates WSC has had for its own lights and estimates shared by some of the town councils, it could cost between £750,000 and £1 million to convert the parish and town council lights to LED. If this estimate is exceeded, a further report will be made to councillors (see proposed condition (g) above).

3. Alternative options that have been considered

- 3.1 West Suffolk Council does not have to offer this grant to local councils as it has no statutory obligation to maintain streetlights and is not required to work with other local lighting authorities to review street lighting distribution and operation. So doing nothing is an option. However, the potential environment and cost benefits of LED upgrades would have a significant impact on local communities. Specifically, this is a chance to ensure that the technical performance of these important community assets is consistently high across the district, and to make a high-impact investment in decarbonisation.
- 3.2 There is the option to only offer part or match-funding. A 100% grant is expected to make it easier to get local council sign-up quickly and thereby

unlock the benefits. Hence this being recommended. But clearly this results in a larger opportunity cost to WSC in terms of this being the first-call on the £1 million decarbonisation fund.

- 3.3 Another option considered was to offer a grant towards replacing the lantern only. Environmentally the benefit is achieved by changing the lantern. However, in some instances this can't take place until the condition of the wider fitting is addressed. As such, the condition of lighting columns and brackets is often a large part of the capital cost quoted for conversion. For instance, the SCC contractor addresses the whole lighting installation not just the lantern, as part of a single set of works. For this reason, it is recommended that the grant is also available for essential maintenance works to the lighting column provided this is linked to the upgrade of the lantern to LED and a condition survey. If this principle is supported, it will also be more efficient to offer assistance to the town and parish councils in relation to arranging the condition surveys. Done centrally, this would be at a relatively small marginal cost to WSC as part of the overall grant scheme. Whereas to an individual town or parish council it could be a large one-off cost in relation to their annual budgets and act as a disincentive to take part.

4. Risks associated with the proposals

- 4.1 There is no equivalent or precedent for a grant of this nature being offered to local councils by a district council authority. This and other operational risk can be mitigated with explicit and well-defined grant conditions (see earlier section of report).
- 4.2 In addition, the initial outlay of £1 million in capital represents a significant commitment for West Suffolk Council. The risk of a cost over-run is mitigated by requiring a cut-off date for sign-up and being able to ascertain the likely total cost of works before any expenditure on the upgrades takes place (since there will be condition surveys/quotations for new works and certainty on cost in relation to works already carried out). If the value of the works is likely to exceed the £1 million available a new report will be brought to Cabinet before proceeding.

5. Implications arising from the proposals

- 5.1 Financial – covered in the report
- 5.2 Legal compliance – not applicable at this stage but any grant conditions will be prepared with legal input.
- 5.3 Personal data processing – not applicable.
- 5.4 Equalities – not applicable.
- 5.5 Crime and disorder – not applicable at this stage. However, there is extensive research carried out in Suffolk and nationally on the impact of street lighting on crime and safety for parishes to draw upon when making future decisions about their own lights.

- 5.6 Environment or sustainability – covered in the report.
- 5.7 HR or staffing – establishing the grant will be carried out within existing workloads of officers.
- 5.8 Changes to existing policies – not applicable at this stage.
- 5.9 External organisations (such as businesses, community groups) – the grant and later options will affect parish and town councils.

6. Appendices referenced in this report

- 6.1 None

7. Background documents associated with this report

- 7.1 [Street Lighting \(Report number: CAB/WS/22/058\)](#)
- 7.2 [Street Lighting \(Report number: CAB/WS/22/027\)](#)

Public Space Protection Orders (PSPO) Review of Existing Orders

Report number:	CAB/WS/23/042	
Report to and date:	Cabinet	19 September 2023
Cabinet members:	<p>Councillor Donna Higgins Portfolio Holder for Families and Communities Email: donna.higgins@westsuffolk.gov.uk</p> <p>Councillor Ian Shipp Portfolio Holder for Leisure Tel: 07368 134769 Email: ian.shipp@westsuffolk.gov.uk</p>	
Lead officers:	<p>Davina Howes Director (Families and Communities) Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk</p> <p>Mark Walsh Director (Operations) Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk</p>	

Decisions Plan:

The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed.

Wards impacted:

- Alcohol-related PSPO Haverhill:** Central, South East, North, South and East
- Alcohol-related PSPO Brandon:** Brandon Central
- Alcohol-related PSPO Bury St Edmunds:** Abbeygate, Southgate, Eastgate and Tollgate
- Alcohol-related PSPO Newmarket:** Newmarket East and Newmarket West
- Anti-social use of motor vehicles PSPO:** Moreton Hall

Dog Control PSPO:

Dog fouling condition – all wards in West Suffolk

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

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

- 1. Considers the outcomes of the review and agrees to continue with the existing PSPOs detailed in Appendices A and B to Report number: CAB/WS/23/042.**
- 2. Subject to the agreement of the owners, that the following three locations be added as facilities where dogs are to be excluded:**
 - i. Fornham St Martin play area.**
 - ii. Brandon Remembrance Playing Field – skate park area.**
 - iii. Brandon Remembrance Playing Field – main football pitch.**

1. Context to this report

- 1.1 Public Space Protection Orders (PSPOs) were introduced by the Anti-Social Behaviour Crime and Policing Act 2012 as a tool to tackle anti-social and nuisance behaviour which has a detrimental effect on communities. PSPOs replaced the Designated Public Protection Orders (DPPOs) that previously existed.
- 1.2 PSPOs enable the Council to prohibit certain behaviours in a defined geographical area and failure to comply with the requirements of an approved PSPO can result in a criminal offence being committed which is punishable with either a fixed penalty notice or a fine.
- 1.3 PSPOs expire after three years of implementation and the Council has a duty to conduct a review of all PSPOs within the three-year time frame and determine whether to amend, renew or discharge the orders.
- 1.4 West Suffolk currently has the following PSPOs in place:
1. Restricting the consumption of alcohol within specific areas (namely defined areas in Brandon, Bury St Edmunds, Haverhill and Newmarket)
 2. Banning of begging congregation and the anti-social use of vehicles in defined areas of Bury St Edmunds.
 3. Dog fouling across all public open spaces.
 4. Banning of dogs from certain specific areas including children's play areas, war memorial gardens and sport pitch areas.
- 1.5 A copy of all current PSPOs within West Suffolk can be found at Appendix A and maps identifying the geographical areas can be found at Appendix B. Given the proposal not to change any of the anti-social behaviour related PSPOs terms and conditions or geographical coverage, these will remain in place for a further three years (subject to any intervening review) until 2026. In terms of the dog fouling PSPOs these changes are set out in paragraph 3.4.2. below.

2. The review

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

- 2.3 Key stakeholders that must be consulted with include the local constabulary, the Police and Crime Commissioner, owners and occupiers of land within the area as well as community representatives and certain interest groups the local authority deem appropriate.
- 2.4 Extension of existing orders can be granted under section 60 of the Act where it is shown that an extension is necessary to prevent activity occurring or there has been an increase in frequency or seriousness of activities.
- 2.5 An extension can only be granted following a review. If no review is undertaken there is no mechanism for automatic review. As a consequence, Cabinet is required to make a formal decision regarding the PSPOs by 30 September 2023 otherwise all PSPOs will expire with the exception of the Moreton Hall PSPO. Whilst it is not necessary to review the Moreton Hall PSPO until September 2024 it has been included to enable all PSPOs to be reviewed in the same timescales in the future.
- 2.6 Initial engagement with Suffolk Police and a number of key stakeholders was conducted between mid-April 2023 and May 2023. This allowed the Council to gauge initial feedback on the effectiveness of the PSPOs and whether amendments were required.
- 2.7 Further engagement took place between June and July 2023 with key stakeholders within the affected areas. This engagement took the form of letters, emails, publicity through social media channels and conversations to encourage responses and feedback to the public consultation, which was available online and in hard format, where requested. As well as stakeholders, all parish and town councils were contacted, together with district representatives. Feedback from this engagement is outlined in section three.

3. Engagement and feedback – PSPOs

- 3.1 **Police Response:** Feedback was received from all three inspectors covering the policing areas in West Suffolk.
- 3.1.1 Brandon, and Newmarket: The police inspector for the area fully supports the continuation of the PSPOs within Newmarket and Brandon. Although limited formal use of the powers in either town, the police feel that having the power to remove alcohol leads to positive responses from individuals. The PSPOs have been utilised within local policing plans as a power to combat anti-social behaviour associated with alcohol and street drinking.
- 3.1.2 Haverhill: Similar response received in relation to Haverhill, both the sergeant and town centre police constable provided feedback in relation to the positive effects the power has on individuals and is utilised as a warning mechanism.

3.1.3 Bury St Edmunds: The inspector for Bury St Edmunds requested the continuation of the PSPOs within the town centre and Moreton Hall ward.

3.1.4 Suffolk Police feel that PSPOs are an important tool to have especially when tackling night-time economy issues. Suffolk Police feel the removal of the PSPOs would have a negative effect on a means of effectively policing the area. In relation to the PSPO (Dog Fouling) Suffolk Police did not raise any objections to the continuation of the PSPO.

3.2 Stakeholder response – all PSPOs:

3.2.1 In addition to the initial feedback from Suffolk Police a range of stakeholders were consulted about all the PSPOs including parish and town councils, business groups, resident groups, places of worship, partners, business organisations and district councillors.

3.2.2 During the second phase of public consultation (June to July 2023), the Council sought the views of the wider community, in accordance with the guidelines set out in the Act. Awareness was raised via a number of social media sites including Facebook, Instagram and Twitter, as well as press releases. The public consultation was shared with a number of social media community groups and encouraged residents to share with their own contacts.

3.2.3 The results of the feedback are as follows (there is a degree of duplication depending on the role, and platform used to share the public consultation, particularly with councillors).

ASB PSPO	Newmarket	Brandon	Haverhill	Bury St Edmunds	Totals
Email/letters sent	30	21	26	40	117
Responses received	20	10	31	114	175

Dogs PSPO	District Wide	Totals
Email/letters sent	184	184
Responses received	141	141

Responses are sub divided as follows:

	Newmarket	Brandon	Haverhill	Bury St Edmunds	Dog PSPO
Remain	19	9	29	109	110
Amend	2		1		4

Remove	1		2	3	24
No comment		1		2	3

The amend category can be further sub-divided as:

	Newmarket	Haverhill	Dog PSPO
Additional areas to existing PSPO	1	1	4
Remove areas within existing PSPO		1	

3.3 Notwithstanding that there was a limited number of responses, it is clear that there is support for the continuation of the PSPOs. However, there was three requests through the online consultation to review additional areas within Newmarket and Haverhill in terms of PSPOs (restricting the consumption of alcohol within specific areas) and the addition of four open space/play areas in terms of the PSPOs (dog fouling and exclusion areas).

3.3.1 Representation has been made by two online consultees in Newmarket to vary the existing PSPO (restricting the consumption of alcohol within specific areas) and consider extending the current area to include the “Yellow Brick Road” area of Newmarket.

3.3.2 Representation has been made by one online consultee in Haverhill to vary the existing PSPO (restricting the consumption of alcohol within specific areas) and consider removal of Tudor Croft area but extending the current area. Six additional areas have been mentioned in their response including Leiston Road, Puddle Brook Playing Fields, West Town Flood Park, New Croft area, area west of Hales Barn Road and all public play areas.

3.3.3 Representations were received requesting that certain locations be added to the dog exclusion PSPO and these have been considered as follows:

Sites recommended for inclusion, subject to site owner approval, are:

- Fornham St Martin play area
- Brandon Remembrance Playing Field – skate park area
- Brandon Remembrance Playing Field – main football pitch

Rationale for recommended inclusion - These are all defined facilities which fit within larger pieces of Public Open Space. Their inclusion in the PSPO is in keeping with the type of facilities where dogs are excluded from elsewhere in the district.

Sites not considered suitable for inclusion:

- Red Lodge Heath
- The Haverhill Railway Walk

Rationale for non-inclusion: These are large expanses of Public Open Space which are already included in the PSPO requiring dog owners to clear up after their dogs. We would not recommend excluding dogs from these two popular dog walking routes.

3.4 **Next steps**

3.4 **Suggested stakeholder amendments to existing PSPOs:** As stated at section 3.3 above, suggestions have been raised as a result of the review process, in respect of the proposed changes to the existing PSPOs (restricting the consumption of alcohol in specific areas), it is proposed that these are not at this time. The places put forward as part of the review are predominately in residential areas and at this time limited evidence has been submitted as part of the consultation process.

3.4.1 Discussions with local police officers will continue to address any concerns raised as part of the consultation process within these areas. Any amendments can be considered, and the appropriate consultation process followed anytime within the three year timeframe of a PSPO and would be subject to Cabinet approval.

3.4.2 In respect of the requested additional site locations to be added to the existing dog exclusion areas, it is recommended the following three are included, subject to the landowners being supportive:

- i. Fornham St Martin play area
- ii. Brandon Remembrance Playing Field – skate park area
- iii. Brandon Remembrance Playing Field – main football pitch

4. **Consultation and engagement undertaken**

4.1 Initial consultation with stakeholders and proposed further consultation as outlined in section three of this report.

5. **Risks associated with the proposals**

5.1 Public perception: negative perception of the impact of the PSPO, which is controlled through information provided and consultation process.

5.2 Reputation: no visible enforcement activity taken, which is controlled through working with our partners and a clear enforcement plan agreed.

Understanding that the orders can be used as a way of encouraging people to change their behaviour without the need for formal enforcement.

- 5.3 Review timescales not met: all orders expire if timescales are not met, which is controlled through appropriate reporting and consultation.
- 5.4 Incomplete consultation: unable to conduct adequate consultation with partners and public which could lead to legal challenge, which is controlled through two stage consultation process as outline in section three.

6. Implications arising from the proposals

- 6.1 Financial: Costs associated with any additional/replacement signs will be met from existing budgets.
- 6.2 Legal compliance: Anti-Social Behaviour Crime and Policing Act 2014. Proposed orders will be drafted by the Council's legal team.
- 6.3 Personal data processing: Yes, in accordance with enforcement protocols.
- 6.4 Equalities: There are no equality impacts as it applies equally to all.
- 6.5 Crime and disorder: The PSPOs are a deterrent to anti-social behaviour.
- 6.6 Safeguarding: Safeguarding concerns may be identified as part of enforcement process, internal safeguarding procedures apply.
- 6.7 Environment or sustainability: Not applicable.
- 6.8 HR or staffing: Not applicable.
- 6.9 Changes to existing policies: Not applicable.
- 6.10 External organisations (such as businesses, community groups): Suffolk Police, Town Centre Business Districts, Suffolk FA, Parish and Town Councils and The Kennel Club.

7. Appendices referenced in this report

- 7.1 Appendix A – Current Public Space Protection Orders
- 7.2 Appendix B – Current Maps and data identifying where current orders are.

8. Background documents associated with this report

- 8.1 Report number: [CAB/WS/20/058](#)
- 8.2 Local Government Association Public Space Protection Orders Guidance for Councils. [Public spaces protection orders: guidance for councils \(local.gov.uk\)](#)

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BRANDON

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

PUBLIC SPACES PROTECTION ORDER (ALCOHOL) 2017 (extended 2020)

West Suffolk Council has pursuant to Section 60 of the Anti-Social Behaviour, Crime and Policing Act 2014 extended the Public Space Protection Order (Alcohol) 2017 for Brandon which came into force on 1st October 2017

The extended Public Space Protection Order comes into effect on 1st October 2020 at midnight and will expire on 30th September 2023 at 11.59pm

PRELIMINARY

1. The Council, in extending the Order, is satisfied on reasonable grounds that:

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

and that:

the effect, or likely effect, of the activities:

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

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

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

THE ACTIVITIES AND PROHIBITION

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

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

6. Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse:
 - (a) to do anything that the person is prohibited from doing by a Public Spaces Protection Order, or
 - (b) to fail to comply with a requirement to which the person is subject under a Public Spaces Protection Order
7. A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale.

FIXED PENALTY

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

APPEALS

9. Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.
10. Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

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

Dated.....24 September 2020

The Common Seal of)
WEST SUFFOLK COUNCIL)
was affixed in the presence of)

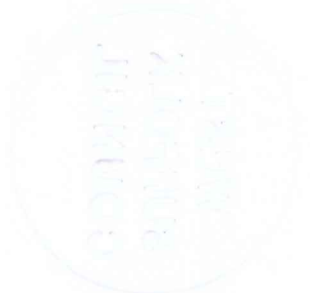


A handwritten signature in blue ink, written over a dotted line.

Authorised Signatory

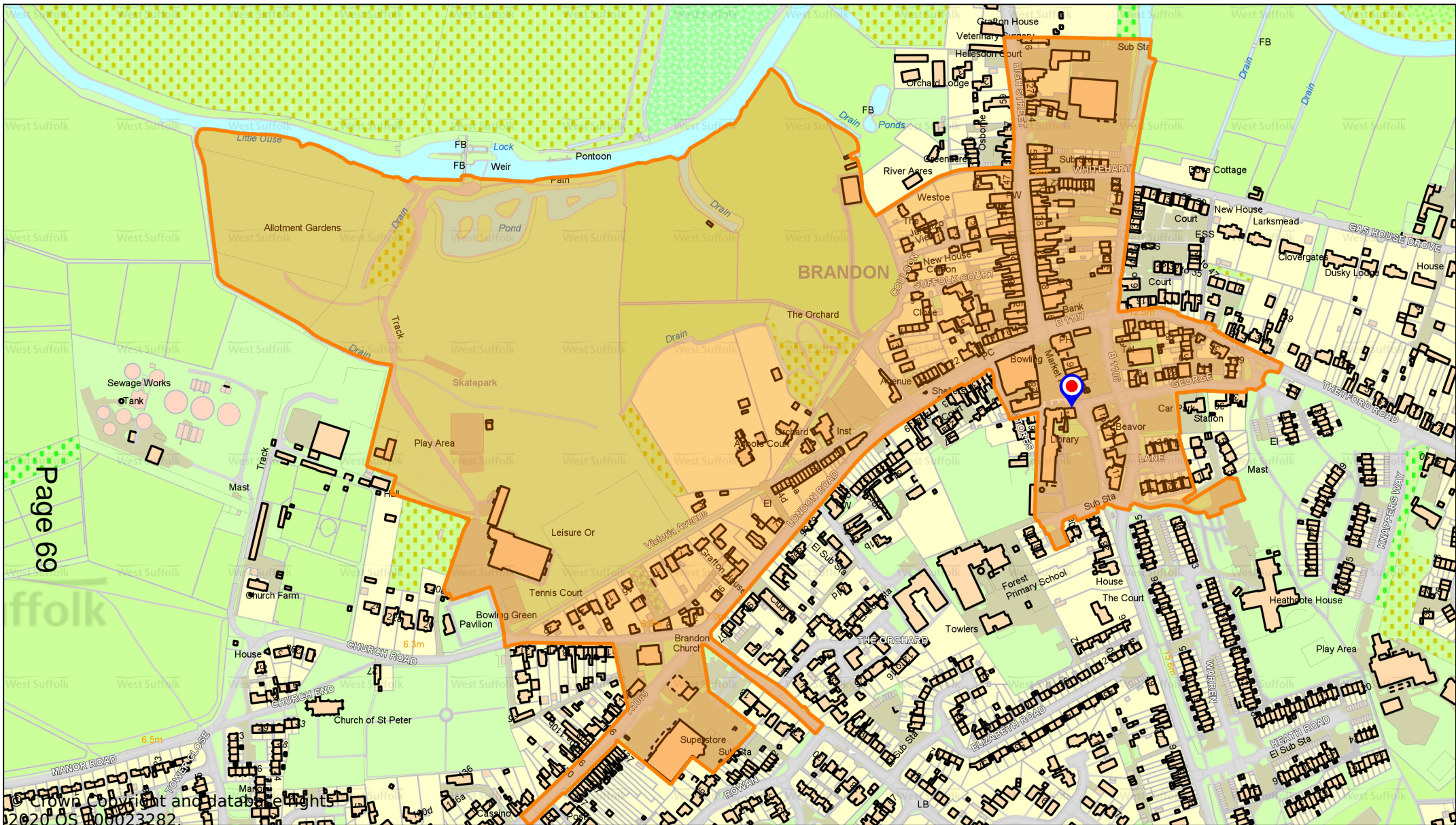
11. When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in which case the High Court has the ability to suspend the order, pending its decision.

Date: 11.11.2014



The Common Seal of
WEST SUSSEX COUNTY COUNCIL
was affixed in the presence of

[Signature]
Authorised Signatory



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Restricted Area - Brandon

Scale: 1:5000

Printed on 2023-08-25 15:40:41

by LKeogh@SEBC_DOMAIN

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BURY ST EDMUNDS

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER (ALCOHOL, BEGGING, CONGREGATION AND ANTI-SOCIAL USE OF VEHICLES) 2019 (extended 2020)

West Suffolk Council has pursuant to Section 60 of the Anti-Social Behaviour, Crime and Policing Act 2014 extended the Public Space Protection Order (Alcohol, Begging, Congregation And Anti-Social Use Of Vehicles) 2019 for Bury St. Edmunds which came into force on 19th April 2019

The extended Public Space Protection Order comes into effect on 1st October 2020 at midnight and will expire on 30th September 2023 at 11.59pm

PRELIMINARY

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

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

and that:

the effect, or likely effect of the activities:

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

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

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

has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

THE ACTIVITIES AND PROHIBITION

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

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

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

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

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

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

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

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

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

FIXED PENALTY

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

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who

lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

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

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

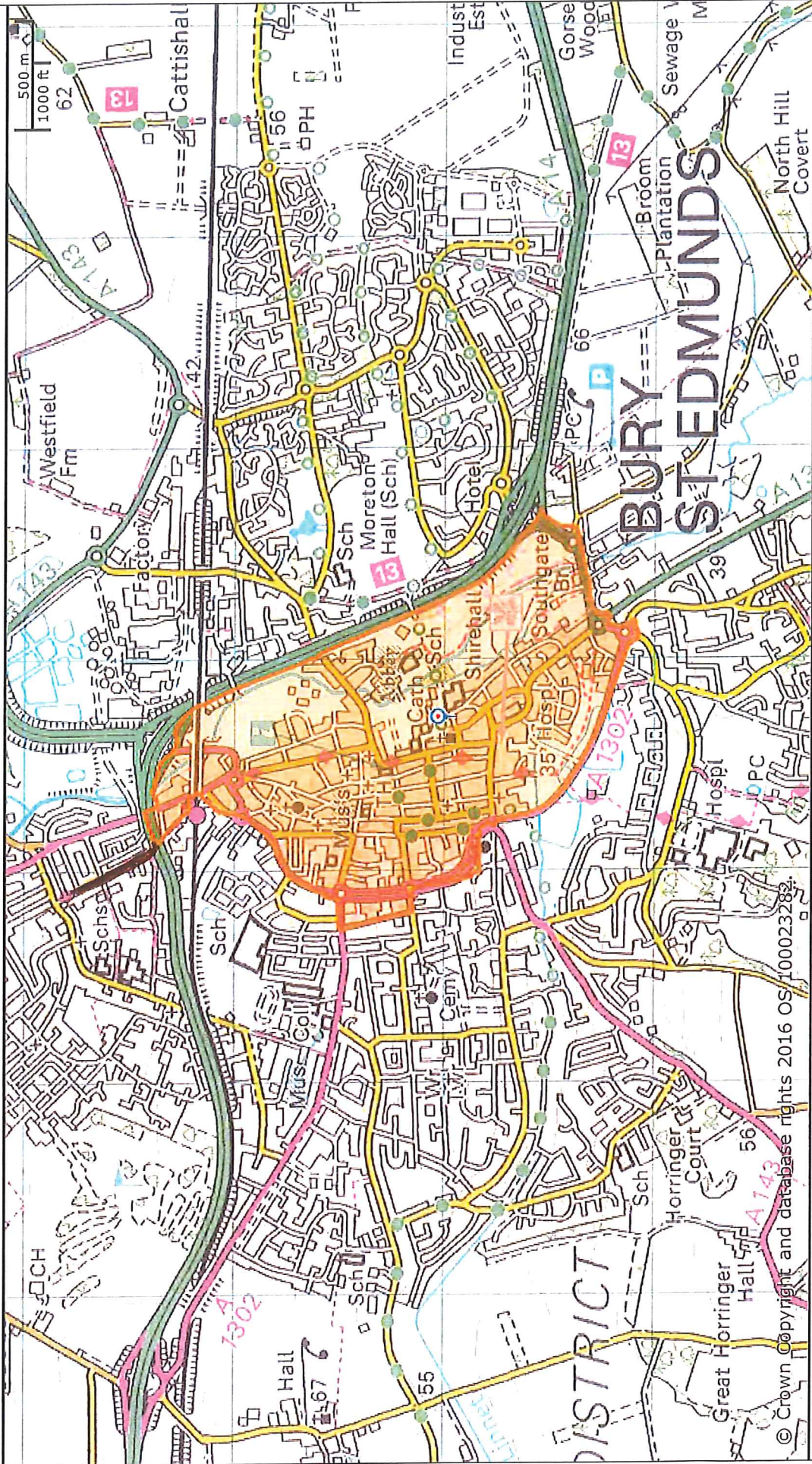
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Authorised Signatory

BSE DRAFT PSPO RESTRICTED AREA



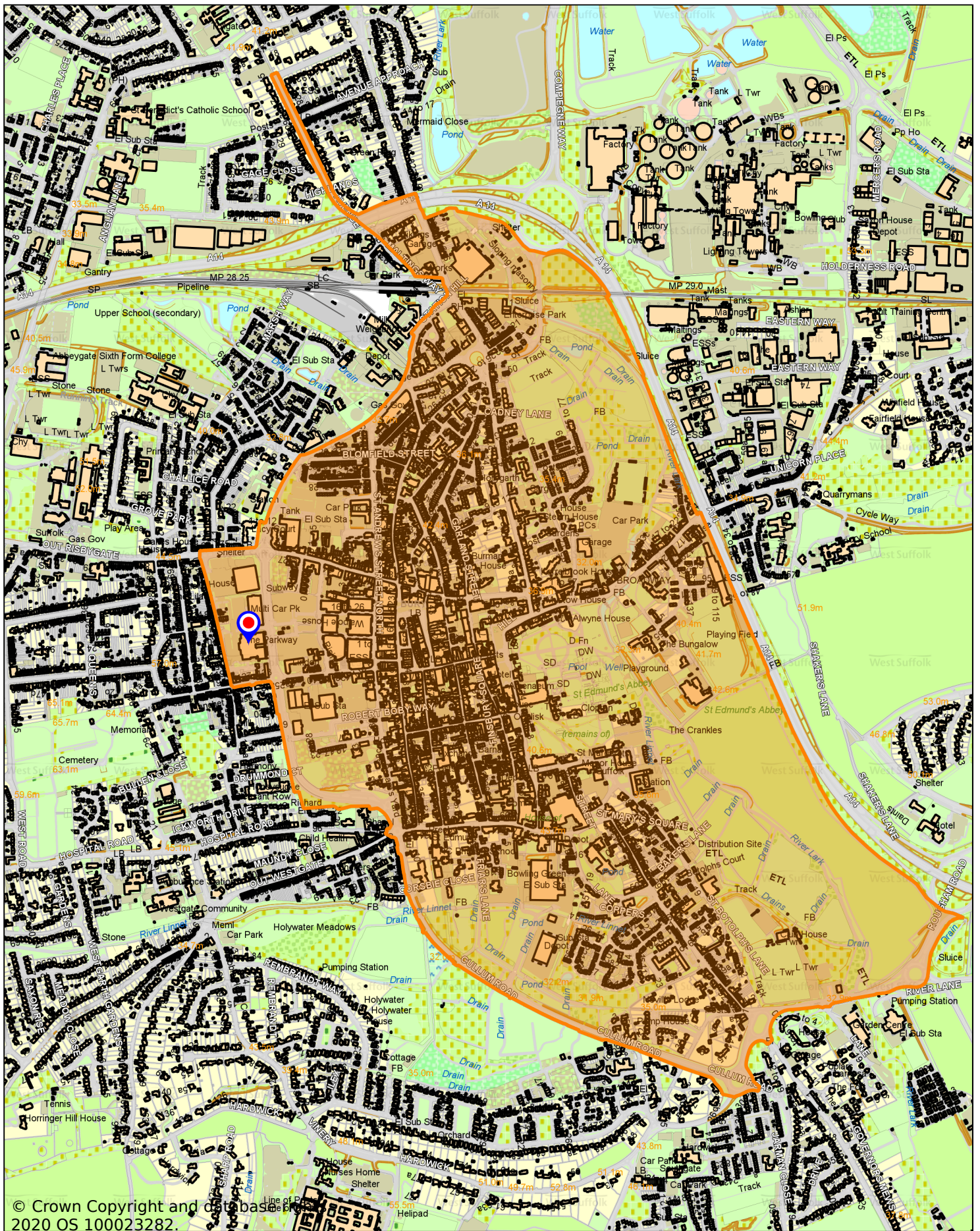
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Restricted Area - Bury St Edmunds

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HAVERHILL

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 PUBLIC SPACES PROTECTION ORDER (ALCOHOL) 2017 (extended 2020)

West Suffolk Council has pursuant to Section 60 of the Anti-Social Behaviour, Crime and Policing Act 2014 extended the Public Space Protection Order (Alcohol) 2017 for Haverhill which came into force on 1st October 2017

The extended Public Space Protection Order comes into effect on 1st October 2020 at midnight and will expire on 30th September 2023 at 11.59pm

PRELIMINARY

1. The Council, in extending the Order, is satisfied on reasonable grounds that:

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

and that:

the effect, or likely effect of the activities:

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

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

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

THE ACTIVITIES AND PROHIBITION

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

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

6. Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse-
 - (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
 - (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order
7. A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale

FIXED PENALTY

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

APPEALS

9. Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.
10. Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to

include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

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

Dated..... 24 September 2020

The Common Seal of)
WEST SUFFOLK COUNCIL)
was affixed in the presence of)



A handwritten signature in blue ink, written over a horizontal dotted line.

Authorised Signatory

include particular provisions or requirements or that any of the
provisions of the legislation, by being inconsistent, are not
compatible with.

11. When so requested by the High Court, the High Court may, in
exercise of the order made by the Court, in any case where
the High Court has the ability to do so, order that the

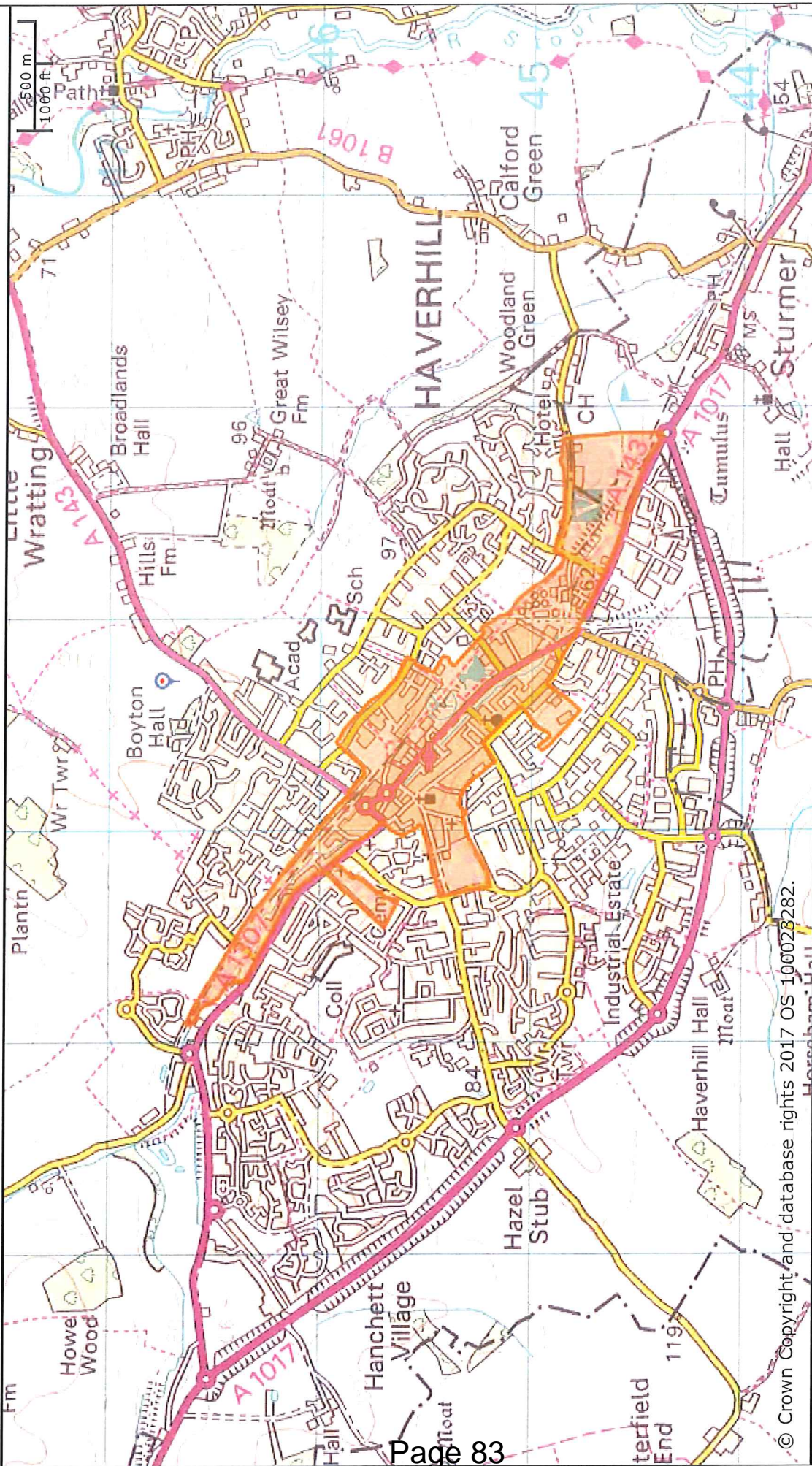
Dated this 21st day of June 2010



The Clerk of the
WEST AFRICAN COUNCIL
and acting in the absence of


Assistant Secretary

Haverhill PSPO Restricted Area



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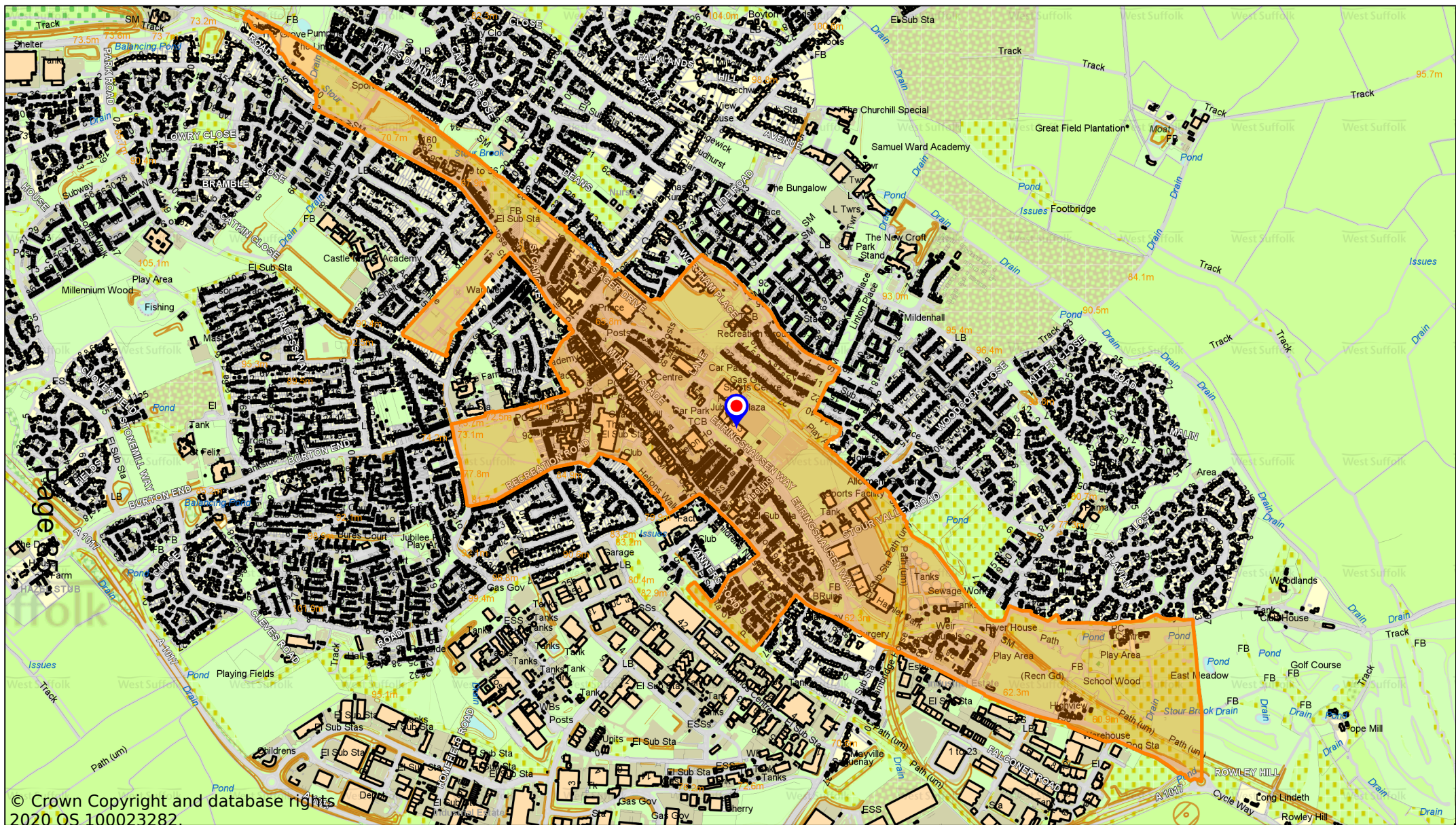
Forest Heath DC
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Mildenhall
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01638 719000

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Restricted Area - Haverhill

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**Bury St Edmunds (Moreton Hall)
Anti-Social Behaviour, Crime and
Policing Act 2014
Section 59**

**Public Spaces Protection Order (congregation and
antisocial use of vehicles) 2021**

**This Order is made by West Suffolk Council pursuant to Section 59 of the
Anti-Social Behaviour, Crime and Policing Act 2014 and shall be known
as the Public Spaces Protection Order (congregation and antisocial use
of vehicles – Moreton Hall) 2021**

This Public Space Protection Order comes into effect on 12 October 2021 at
midnight and will expire on 12 October 2024 at 11.59pm

Preliminary

1. The council, in making this order is satisfied on reasonable grounds that:
 - the activities identified below have been carried out in public places within the council's area and have had a detrimental effect on the quality of life of those in the locality,
 - and that:
 - the effect, or likely effect of the activities:
 - o is, or is likely to be of a persistent or continuing nature,
 - o is, or is likely to be, such as to make the activities unreasonable, and
 - o justifies the restrictions imposed by the notice.
2. The council is satisfied that the prohibitions imposed by this order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this order are lawful, necessary and proportionate.

The activities and prohibition

4. No person shall within the restricted area, gather in groups of two or more motor vehicles for purposes other than simply parking, which will cause or

is likely to cause harassment, alarm and distress to others by performing any of the activities listed below.

- a. Using a motor vehicle to race or perform stunts.
- b. Repeatedly sounding horns and/or revving engines (as to cause a public nuisance).
- c. Playing music excessively loud (as to cause a public nuisance).
- d. Using foul or abusive language.
- e. Using threatening, intimidating behaviour towards another person.
- f. Causing obstruction on a public highway, or a publicly accessible place, whether moving or stationary.

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

What happens if you fail to comply with this order?

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

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

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

Fixed penalty

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

Appeals

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

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

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

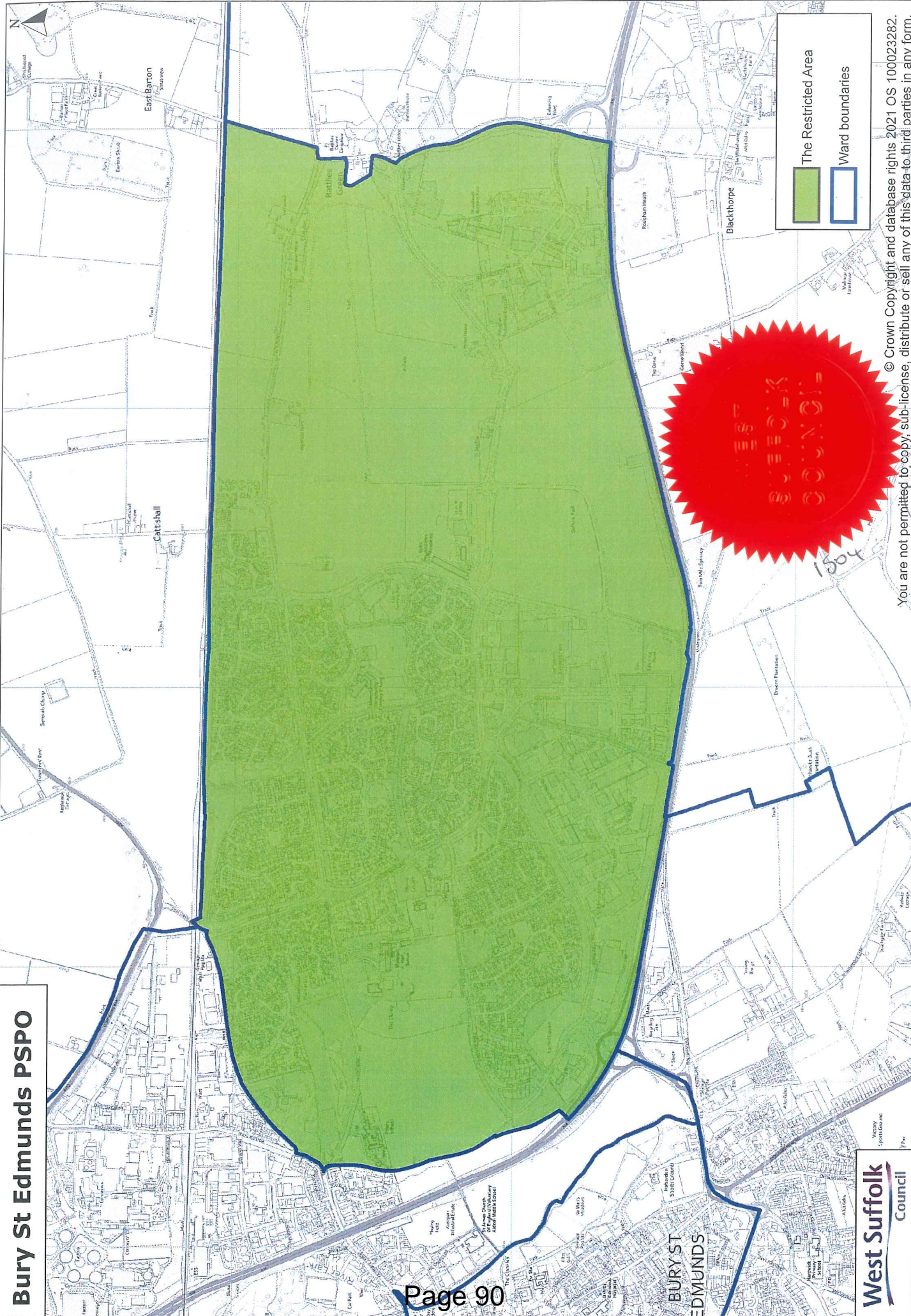
Dated 12 October 2021

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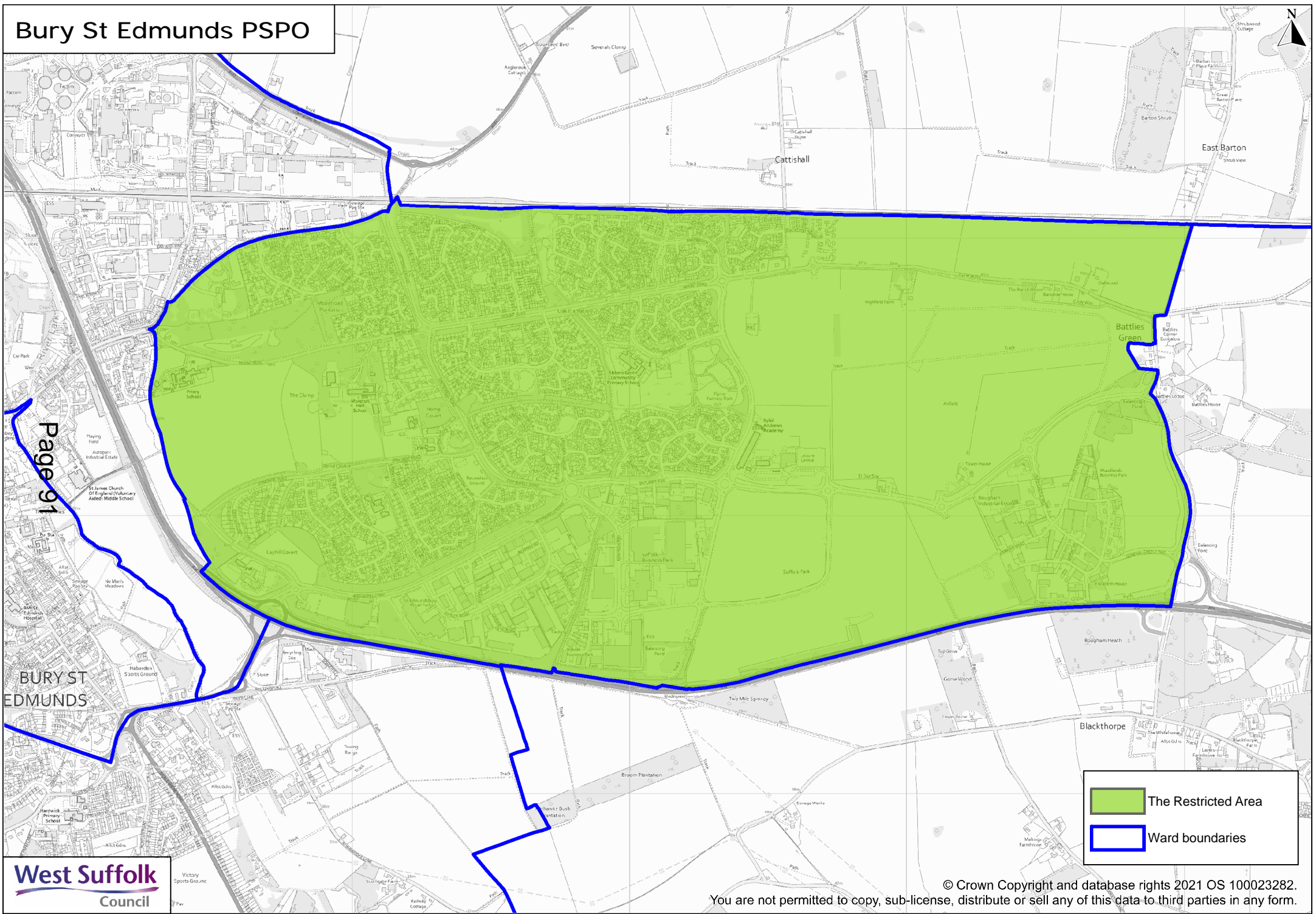
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Authorised signatory

Bury St Edmunds PSPO





T. Hadden

Bury St Edmunds PSPO



Page 91

BURY ST EDMUNDS

	The Restricted Area
	Ward boundaries

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NEWMARKET

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 PUBLIC SPACES PROTECTION ORDER (ALCOHOL) 2017 (extended 2020)

West Suffolk Council has pursuant to Section 60 of the Anti-Social Behaviour, Crime and Policing Act 2014 extended the Public Space Protection Order (Alcohol) 2017 for Newmarket which came into force on 1st October 2017

The extended Public Space Protection Order comes into effect on 1st October 2020 at midnight and will expire on 30th September 2023 at 11.59pm

PRELIMINARY

1. The Council, in extending the Order, is satisfied on reasonable grounds that:

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

and that:

the effect, or likely effect of the activities:

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

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

THE ACTIVITIES AND PROHIBITION

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

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

6. Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse:
 - (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
 - (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order
7. A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale.

FIXED PENALTY

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

APPEALS

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

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

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

Dated..... 24 September 2020

The Common Seal of)
WEST SUFFOLK COUNCIL)
was affixed in the presence of)



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Authorised Signatory

10. In addition, the Council can also refer the matter to the High Court for its decision on the matter. The Council has the power to refer the matter to the High Court for its decision on the matter. The Council has the power to refer the matter to the High Court for its decision on the matter. The Council has the power to refer the matter to the High Court for its decision on the matter.

11. In addition, the Council can also refer the matter to the High Court for its decision on the matter. The Council has the power to refer the matter to the High Court for its decision on the matter. The Council has the power to refer the matter to the High Court for its decision on the matter. The Council has the power to refer the matter to the High Court for its decision on the matter.

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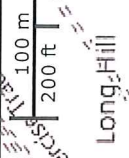
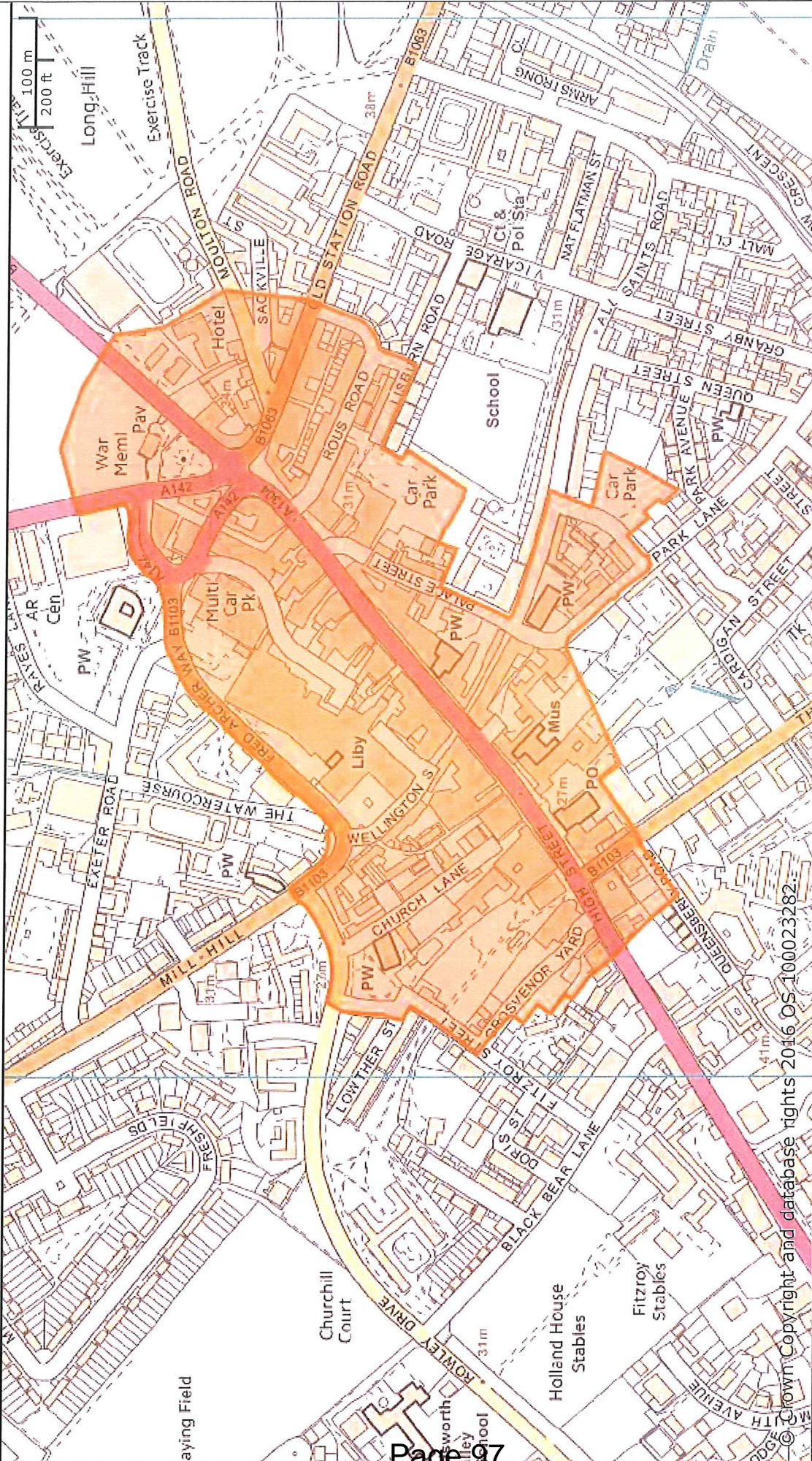


The Council of the City of Johannesburg
West Joubert Council
City Office - 1st Floor

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Authorised Signatory

Newmarket PSPO RESTRICTED AREA



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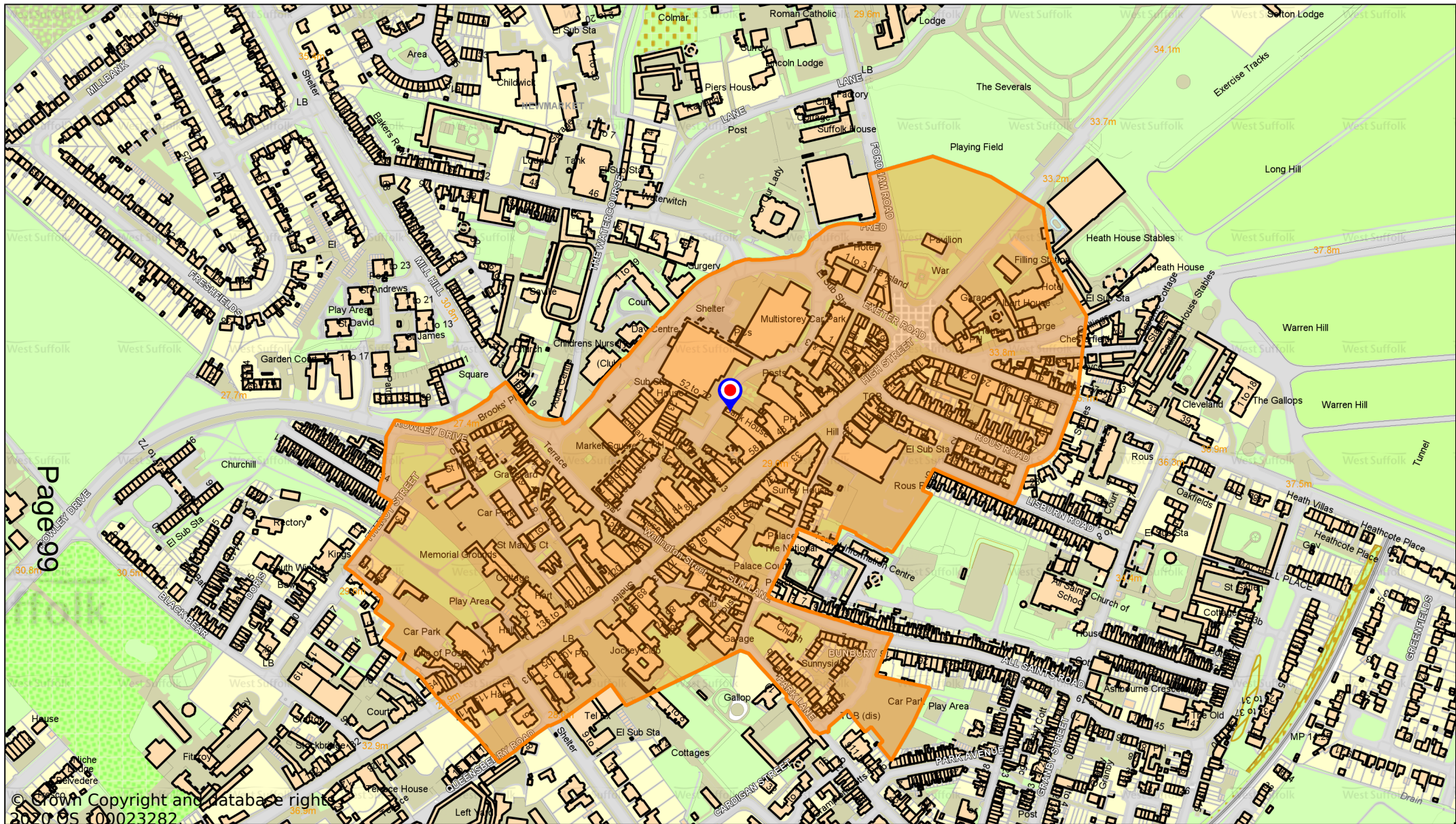
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Restricted Area - Newmarket

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ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER

This order is made by West Suffolk Council (the 'Council') and shall be known as the Public Spaces Protection Order (Dogs) 2020

PRELIMINARY

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

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

and that:

the effect, or likely effect of the activities:

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

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

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

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

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

THE ACTIVITIES

5. The Activities prohibited by the Order are:

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

THE PROHIBITION

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

THE EXCEPTION

7. The Prohibition does not apply to a person who –

- (i) Is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
- (ii) Is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which is relied on for assistance ; or
- (iii) Has a disability which affects mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

PERIOD FOR WHICH THIS ORDER HAS EFFECT

- 8. This Order will come into force at 00.00 hrs on 01 October 2020 and will expire at 23.59 on 30 September 2023.
- 9. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

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

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

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

FIXED PENALTY

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

APPEALS

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

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

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

Dated 24 September 2020

The Common Seal of)
WEST SUFFOLK COUNCIL)
was affixed in the presence of)

.....
Authorised Signatory

Schedule One: Dog Exclusion Areas

This order applies to all enclosed areas of land as described below. This is intended to prevent dogs from entering and fouling within specific garden areas, children's play areas and, during football season, certain fenced football pitch areas. These locations have been identified as those in which children and other members of the public have the greatest risk of contracting *Toxocara Canis*, an infection which is a cause of blindness and may provoke rheumatic, neurologic, or asthmatic symptoms.

Parks Areas North

Map No	Brandon Area	Type of area covered	Post Code	Ward
1	Lilac Close	Play area	IP27 0LN	Brandon West
2	Seymour Ave	Play area	IP27 0XH	Brandon West
3	Teal Close	Play area	IP27 0BG	Brandon East
4	Warren Close	Play area & multi use games area	IP27 0EF	Brandon Central
5	Woodcock Rise	Play area	IP27 0BN	Brandon East
6	Yew Drive	Play area	IP27 0UL	Brandon Central
7	Brandon Country Park	Play area & walled garden area	IP27 0SU	Brandon West

Map No	Brandon Area (Owned by Brandon PC)	Type of area covered	Post Code	Ward
8	Thetford Road	Play area	IP27 0BS	Brandon Central
9	Remembrance Playing Field	Play area	IP27 0JB	Brandon Central

Map No	Lakenheath Area	Type of area covered	Post Code	Ward
10	Sandpits /Stations Road	Play area	IP27 9JB	Lakenheath

Map No	Lakenheath Area (owned by Lakenheath PC)	Type of area covered	Post Code	Ward
11	Lakenheath Play Area Undley Road	Play area, Skate Park & Ball Court	IP27 9AF	Lakenheath

Map No	The Row's Area	Type of area covered	Post Code	Ward
12	Aspal Close Beck Row	Fenced football Pitch area	IP28 8AF	The Rows
103	West Row Play area Owned by West Row Village Hall Foundation	Play area	IP28 8NY	The Rows

Map No	Mildenhall Area	Type of area covered	Post Code	Ward
13	Charles Melrose Close	Play area	IP28 7BA	Mildenhall Queensway
14	Douglas Park	Play area	IP28 7BA	Mildenhall Queensway
15	Heathlands Way	Play area	IP28 7SF	Mildenhall Great Heath
16	Macpherson Robertson Way	Play area	IP28 7RS	Mildenhall Queensway
17	Mildenhall Woods Adventure Play Area/BMX Track	Play area, wheels park	IP28 7SG	Mildenhall Kingsway & Market
18	Miles Hawk Way	Play area	IP28 7SE	Mildenhall Queensway
19	Oxford Close	Play area	IP28 7RP	Mildenhall Queensway
20	Peterhouse Close	Play area	IP28 7BA	Mildenhall Queensway
21	St Johns Close	Play area, wheels park & multi use games area	IP28 7NA	Mildenhall Great Heath

Map No	Gazeley (Owned by Gazeley PC)	Type of area covered	Post Code	Ward
22	Gazeley Playing Fields Play Area	Play area	CB8 8RL	Iceni

Map No	Red Lodge Area (Owned by Red Lodge PC)	Type of area covered	Post Code	Ward
23	Heatherset Way Play area	Play area	IP28 8JN	Iceni
24	Lavender Close Play area	Play area	IP28 8TT	Iceni
25	Orchid Drive Play area	Play area	IP28 8GR	Iceni
26	Pavilion Play area	Play area	IP28 8FQ	Iceni
27	Russet Drive Play area	Play area	IP28 8GA	Iceni
28	Larch Way Play area	Play area	IP28 8YA	Iceni

Map No	Other Rural Areas North	Type of area covered	Post Code	Ward
29	West Stow Country Park	Play area	IP28 6HG	Risby
30	Sandy Lane Play Area <i>Owned by Barningham PC</i>	Play area	IP31 1BX	Barningham
104	Queen Elizabeth II Playing Field, Bardwell <i>Owned by Bardwell Playing Fields Association</i>	Play area & Multi use games area	IP31 1AD	Bardwell
105	Community Field, Bardwell <i>Owned by Bardwell Playing Fields Association</i>	Play area	IP31 1AB	Bardwell

Park Areas Central

Map No	Bury St Edmunds Area	Type of area covered	Post Code	Ward
31	Abbey Gardens	Play area	IP33 1LX	Abbeygate
32	Acacia Avenue	Multi use games area	IP32 6HE	Tollgate
33	Acorn Park	Play area	IP32 7PG	Moreton Hall
34	Appledown Drive	Ball Court	IP32 7HQ	Moreton Hall
35	Bedell Close	Play area	IP33 2HS	Westgate
36	Broomley Green Lane	Play area	IP32 7GD	Moreton Hall
37	Corsbie Close	Play area	IP33 3ST	Moreton Hall
38	Flying Fortress Park	Play area & multi use games area	IP32 7LE	Moreton Hall
39	Gainsborough Rec	Play area	IP33 3QQ	Minden
40	Horringer Court	Play area	IP33 2HP	Westgate
41	Hardwick Heath	Play area & fenced sports pitch areas	IP33 2RB	Southgate
42	Heldhaw Road	Play area & green gym	IP32 7ER	Moreton Hall
43	Hepworth Ave	Play area	IP33 3XS	Minden
44	Hooper Square	Play area & multi use games area	IP33 3HL	Minden
45	Nowton Pit	Play area	IP33 2BU	Southgate
46	Oakes Road	Play area & fenced sports pitch areas	IP32 6PU	St Olaves
47	Olding Road Wheel park	Wheel Park	IP33 3TA	Minden
48	Priors Park (Ashwell Rd)	Play area & multi use games area	IP33 3LN	Minden
49	Severn Road	Play area	IP32 6NF	Tollgate
50	St James Park	Play area	IP32 7LN	Moreton Hall
51	St Peters Pit	Play area	IP33 3BG	Tollgate
52	Tayfen Meadow (Fen Way)	Play area	IP33 3ZA	Tollgate
53	Tollgate Recreation area	Play area, multi use games area & fenced sports pitch area	IP32 6RW	St Olaves

Map No	Newmarket Area	Type of area covered	Post Code	Ward
54	Barry Lynham Drive	Play area	CB8 8YT	Newmarket East
55	George Lambton Playing Field	Wheels park	CB8 7RL	Newmarket North
56	Granby Street	Play area	CB8 8GQ	Newmarket East
57	Green Road	Play area	CB8 9BN	Newmarket West
58	Greville Starkey Avenue	Play area	CB8 0BN	Newmarket North
59	Field Terrace	Play area	CB8 0AD	Newmarket North
60	Heasman Close	Play area	CB8 0GR	Newmarket North
61	Hodgkins Yard (All Saints Road)	Play area	CB8 8ET	Newmarket East
62	Lady Wolverton (Adastral Close)	Play area	CB8 0PX	Newmarket West
63	Manderston Road	Play area	CB8 0NL	Newmarket West
64	Millbank	Play area	CB8 0EG	Newmarket East
65	New Cheveley Road	Play area	CB8 8BU	Newmarket East
66	Hyperion Way BMX Track, Play Area and MUGA (Studlands Park Estate)	Play area, wheels park & multi use games area	CB8 7RX	Newmarket North

Map No	Newmarket Area (Owned by Newmarket TC)	Type of area covered	Post Code	Ward
67	Memorial Hall Gardens (King Edward VII Memorial Grounds)	Play area & Wet play area	CB8 8JP	Newmarket West
68	War Memorial Garden Bury Road	War Memorial garden	CB8 8LT	Newmarket East

Map No	Moulton Area	Type of area covered	Post Code	Ward
69	Anvil Way	Play area	CB8 8GY	Kentford & Moulton

Map No	Exning (Owned by Exning PC)	Type of area covered	Post Code	Ward
70	Exning Recreation Ground Play Area	Play area	CB8 7HB	Exning

Map No	Other Rural Areas Central	Type of area covered	Post Code	Ward
71	Nowton Park	Play area & fenced sports area	IP29 5BD	Horringer
72	Fornham All Saints, Playing Fields, Play Area <i>Owned by Fornham All Saints PC</i>	Play Area	IP28 6JZ	The Fornhams & Great Barton
73	Great Whelnetham, Playing Field Play area <i>Owned by Whelnetham PC</i>	Play Area	IP30 0UY	Horringer
74	Horringer Play area <i>Owned by Horinger PC</i>	Play Area	IP29 5SZ	Horringer
75	Stanton Playing Field Play area <i>Owned by Stanton PC</i>	Play Area	IP31 2BZ	Stanton

Park Areas South

Map No	Haverhill Area	Type of area covered	Post Code	Ward
76	Alderton Close	Play area	CB9 7RA	Haverhill North
77	Allington Walk	Play area, multi use games area	CB9 9AT	Haverhill North
78	Bramley Road/Bergamot Vale	Play area	CB9 9PR	Haverhill West
79	Castle Playing Fields	Play area	CB9 9DE	Haverhill West
80	Cloverfield	Play area	CB9 9QE	Haverhill West
81	East Town Park (including Mottsfield)	Play areas, green gym, multi use games area.	CB9 7UW	Haverhill South East
82	Emperors Green (Julian Close)	Play area	CB9 0NN	Haverhill South East
83	Hales Barn Road	Play area & multi use games area.	CB9 9SE	Haverhill North
84	Haverhill Recreation Ground	Play area	CB9 8HF	Haverhill Central
85	Henry Close	Play area	CB9 9PU	Haverhill West
86	Hopton Rise	Play area	CB9 7FS	Haverhill West
87	Howe Road	Play area & wheel park	CB9 9NJ	Haverhill North
88	Strasbourg Square Play Area	Play area	CB9 0HR	Haverhill East
89	Jubilee Park	Play area	CB9 8NH	Haverhill South
90	Lavender Field	Play area	CB9 9QD	Haverhill West
91	Lowry Close	Play area	CB9 7GH	Haverhill West
92	Puddlebrook Playing Field	Wheel park	CB9 8LU	Haverhill South
93	Quendon Place	Play area	CB9 0JU	Haverhill East
94	Raine Avenue	Play area	CB9 9QF	Haverhill West
95	Strasbourg Square Ball Court	Ball Court	CB9 0HR	Haverhill East
96	York Road	Play area	CB9 8JE	Haverhill South

Map No	Rural Areas South	Type of area covered	Post Code	Ward
97	Clare Castle Country Park Site owned by Clare Town Council and managed by Clare Castle Country Park Trust	Play area	CO10 8NJ	Clare, Hundon & Kedington
98	Westfield Close, Clare	Play area	CO10 8NU	Clare, Hundon & Kedington
99	Cavendish Green Play Area Owned by Cavendish PC	Play area	CO10 8BA	Clare, Hundon & Kedington
100	Great Thurlow Playing Field Play Area Owned by Thurlow Sports Club	Play area	CB9 7LJ	Withersfield
101	Stoke-by-Clare Playing Field Play Area Owned by Stoke-by-Clare PC	Play area	CO10 8JA	Clare, Hundon & Kedington
102	Old School Playing Fields Play Area, Kedington Owned by Kedington Parish Council	Play area	CB9 7NG	Clare, Hundon & Kedington

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Newmarket and Bury St Edmunds Cumulative Impact Report

Report number:	CAB/WS/23/043	
Report to and date:	Cabinet	19 September 2023
Cabinet member:	Councillor Gerald Kelly Portfolio Holder for Governance and Regulatory Tel: 07968 396389 Email: gerald.kelly@westsuffolk.gov.uk	
Lead officer:	Jennifer Eves Director (HR, Governance and Regulatory) Tel: 01284 757015 Email: Jennifer.Eves@westsuffolk.gov.uk	

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

Wards impacted: Abbeygate, Eastgate, Minden, Southgate, St Olaves, Tollgate, Westgate, Newmarket North, Newmarket East, Newmarket West, Exning.

Recommendation: It is recommended that:

1. The Cumulative Impact Assessment (CIA) for Bury St Edmunds is not renewed.
2. The Cumulative Impact Assessment (CIA) for Newmarket is not renewed.

- 3. West Suffolk Council's Statement of Licensing Policy to be updated to reflect substantive changes.**

1. Context to the report

- 1.1 The concept of cumulative impact is detailed within the Home Office Guidance issued under Section 182 of the Licensing Act 2003¹ and is described as “the potential impact on the promotion of the licensing objectives of a number of licensed premises concentrated in one area”.
- 1.2 Cumulative impact policies were introduced as a tool for licensing authorities to manage the growth of licensed premises in an area where the number, type and density of premises selling alcohol could lead to nuisance and disorder.
- 1.3 Local Authorities are required to produce a Statement of Licensing Policy under Section 5 of the Licensing Act 2003. The aim of West Suffolk’s licensing policy is to ensure that the four licensing objectives are met:
- Reducing crime and disorder
 - The prevention of public nuisance
 - The protection of children from harm
 - Promoting public safety.
- 1.4 CIAs relate to all premises within specified areas that hold a premises licence or a club premises certificate and which will be carrying on or proposing to carry on the following licensable activities:
- The sale or supply of alcohol on or off the premises
 - The provision of late-night refreshment on or off the premises.
- 1.5 Applicants for a premises licence or club premises certificate, or applications to vary an existing licence or certificate, within the cumulative impact area should address issues of cumulative impact within their applications. Applicants will have to demonstrate that their application and proposed operation is not inconsistent with the Licensing Authority’s Statement of Licensing Policy, the CIA and the Licensing Authority’s ability to be able to promote the licensing objectives.
- 1.6 The absence of a CIA does not prevent any responsible authority, or other person making representations on a new application for the grant, or variation of a licence on the grounds that the premises will give rise to a detrimental cumulative impact on one or more of the licensing objectives in a particular area.
- 1.7 It should be noted that CIAs do not apply to Temporary Event Notices (TENS); however, it is open to the police and environmental health authority (as relevant persons) to refer to evidence published within a CIA when objecting to a TEN.

¹ A link to the section 182 guidance is provided under the background documents.

- 1.8 The current CIA applying to the centre of Newmarket was designated in 2008 and re-adopted in 2011, 2016, 2018 and 2021.²
- 1.9 The current CIA covering key areas of Bury St Edmunds town centre was adopted by the council in 2014 and renewed in 2017 and 2020.
- 1.10 The two CIAs are detailed within the Statement of Licensing Policy which was adopted on 13 December 2022³.
- 1.11 CIAs must be reviewed at least every three years (commencing with its publication or revision), including a full consultation. Section 141 of the Policing and Crime Act 2017 inserted section 5A relating to Cumulative Impact Assessments to the Licensing Act 2003 with effect from 6th April 2018. This new section places obligations upon Licensing Authorities in respect of the evidencing and review of Special Policies.
- 1.12 In accordance with the above, the council must review the Bury St Edmunds and Newmarket CIAs by the end of 2023 in consultation with stakeholders and residents. If, based on evidence and feedback, the decision is not taken to renew, both CIAs will be removed.
- 1.13 As part of the Cumulative Impact Assessment review the council must be compliant with the relevant legislation in this case the Licensing Act 2003 and the Policing and Crime Act 2017. Under section 141 of the Policing and Crime Act, the council can only renew the CIA's if it has strong evidence to justify its need.
- 1.14 The revised Home Office guidance issued under section 182 of the Licensing Act 2003 was published to provide additional clarification and sets out the following:
- “Consider whether there is good evidence that crime and disorder or nuisance are occurring, or whether there are activities which pose a threat to public safety or the protection of children from harm. If there is evidence that such problems are occurring, identify whether these problems are being caused by the customers of licensed premises, or that cumulative impact is imminent.”
- 1.15 Evidence may take the form of the following: data about crime and health incidents, photographs of antisocial behaviour linked to licensed premises (such as littering), documentary evidence of complaints received about issues connected to the licensed premises (for example, nuisance or disorderly behaviour).

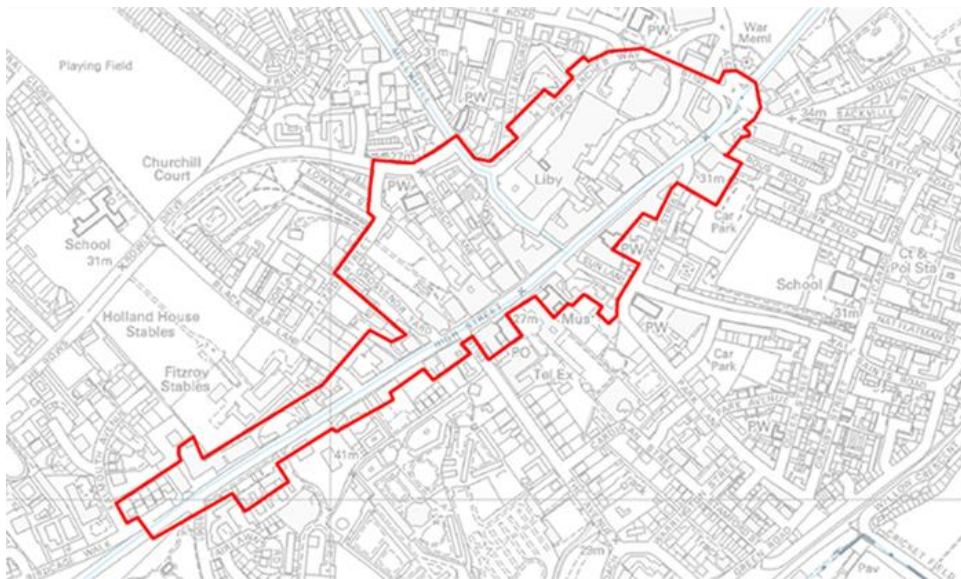
² Please note: the three-year statutory requirement to review a CIA came into effect from 2018 it was previously 5 years.

³ A link to the statement of Licensing Policy is provided under the background documents.

- 1.16 When publishing a CIA, a licensing authority is required to set out evidence of problems that are being caused or exacerbated by the cumulative impact of licensed premises in the area described. The evidence is used to justify the statement in the CIA that it is likely that granting further premises licences or club premises certificates in that area (limited to a kind described in the assessment), would be inconsistent with the authority's duty to promote the licensing objectives.
- 1.17 The steps to be followed in considering whether to adopt or renew a CIA are summarised below:
- Identify concern about crime and disorder; public safety; public nuisance or protection of children from harm in a particular location.
 - Consider whether there is good evidence that crime and disorder or nuisance are occurring, or whether there are activities which pose a threat to public safety or the protection of children from harm.
 - If there is evidence that such problems are occurring, identify whether these problems are being caused by the customers of licensed premises, or that cumulative impact is imminent.
 - Identify the boundaries of the area where problems are occurring (this can involve mapping where the problems occur and identifying specific streets or localities where such problems arise).
 - Consult those specified in section 5(3) of the 2003 Act.
- 1.18 Please see Chapter 14 of Home Office guidance (July 2023) (included within the background documents) for further details on CIAs including their role, application, and the process for adoption and renewal.
- 1.19 This report has been put before Cabinet for a decision on whether to retain the two CIAs that are currently present within West Suffolk or whether to allow them to lapse.

2. The Current Cumulative Impact Assessment – Newmarket – Expires December 2023

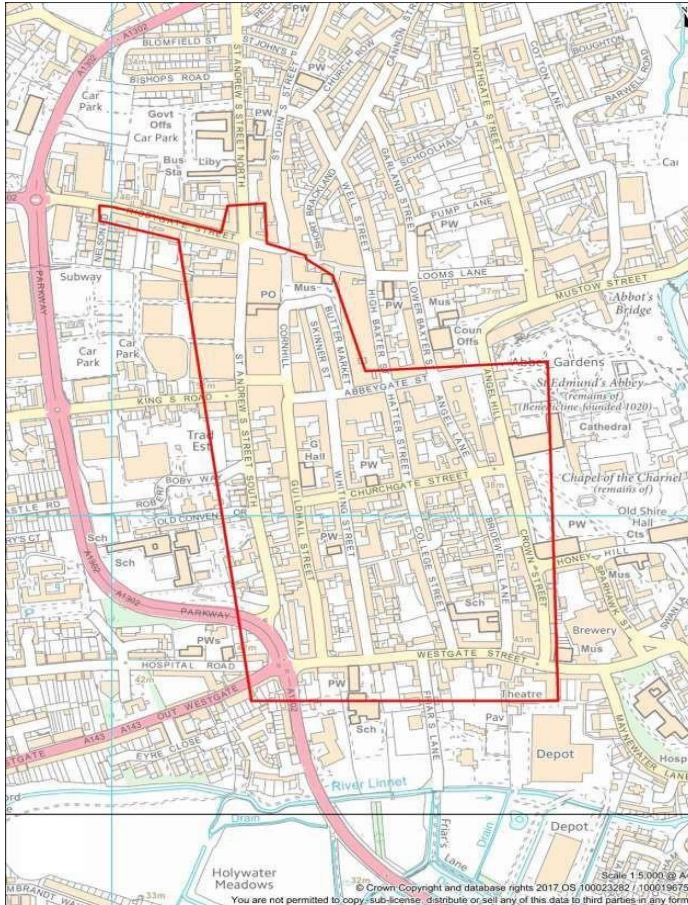
- 2.1 The current CIA applying to the centre of Newmarket was designated in 2008 and re-adopted in 2011, 2016, 2018, and 2021. The map below outlines the current CIA area.



2.2 As part of the CIA review the Licensing Authority has considered the types of premises within the area, or how the area has changed.

3. The Current Cumulative Impact Assessment – Bury St Edmunds – Expires December 2023

3.1 The current CIA applying to the centre of Bury St Edmunds was designated in 2014 and re-adopted in 2017, and 2020. The map below outlines the current CIA area.



4. Consultation and engagement undertaken

4.1 Consultation Overview

4.1.1 Public consultation took place between 9 June to 28 July 2023. An online response form was created, and this was published through media, website, social media, councillors, staff and partner organisations. The full analysis can be viewed in Appendix B.

4.2 Public Consultation Summary

4.2.1 Of the 58 total respondents, 46 responded to comment on the Bury St Edmunds CIA, 12 for the Newmarket CIA. Of 58 responses to this question, 49 (84.5 per cent) stated that they did not have evidence. Nine (15.5 per cent) did provide evidence. All nine evidence submissions concerned the Bury St Edmunds CIA, although one was disregarded as it is focused on dog fouling rather than alcohol.

4.2.2 The following responses were received that provided additional evidence of public nuisance issues:

- One response was received that referenced a noise complaint at an unnamed pub.
- One response referenced noise along Hatter and Churchgate Street at closing time at their respective venues.

- A response referenced broken glasses along Churchgate street.
- A response referenced noise complaints at the SO Bar.
- One response provided photographic evidence of bottles and wine glasses.
- Three separate responses referenced specific concerns with The Grapes.
- One response referenced an exchange with the Churchgate Area Association where issues relating to noise, waste, public urination and vomiting in Hatter Street were highlighted.

4.2.3 While not all these matters appear to have been reported to the licensing authority, the evidence provided does show that there is a continued need for more enforcement activity of licenced premises, working with partners. The council needs to undertake engagement with residents to ensure that the licensing authority is involved in any such issues, so that any necessary enforcement action is necessary is undertaken.

4.2.4 It should be noted that several responses were received that suggested there was currently a quiet neighbourhood with minimal noise as a result of the CIA being in place. This information could not be used as part of the evidential review as the council is required to review evidence that there is some level of problem, rather than an absence of evidence to justify the effectiveness of the CIA.

4.3 Responses from Key Stakeholders

4.3.1 As part of the consultation, the following responses were received from the following key stakeholders:

- The police have outlined that the CIA makes little difference to the practices of the police and with or without the CIA they can make representations as required. They acknowledge that their data does not support the retention of the CIA and would be supportive of them lapsing.
- Public Health outline that the CIA was one factor that was considered when determining if representations may be required to a premises. However, they outline that deprivation, hospital and A&E data remains the most important factors in assessing the health impact on an area and they outline that if the CIAs in the West were removed, it would not affect how they monitor the areas and make representations if required.
- Newmarket Town Council has no evidence to support the continuation of the CIA and have outlined that they see no real benefit to the renewal of the CIA in Newmarket.
- Bury St Edmunds Town Council offer no evidence but outline that they would be supportive of the renewal.
- Environmental health have outlined that having reviewed the history of noise complaints arising from licensed premises we are not of the opinion there is a cumulative impact to the area from noise associated from licensed premises or that the renewal of the CIA zones in Newmarket and Bury St Edmunds are necessary.
- Trading Standards have outlined that they do not have any information to add for Bury St Edmunds and Newmarket from a Trading Standards perspective in justifying a renewal for a Cumulative Impact Area.

5. Summary of evidence

- 5.1 The full compilation of evidence can be viewed in Appendix A.
- 5.2 CIAs tend to be used in concentrated city centres with a high density of population and premises. Since the CIA's were established in Bury St Edmunds and Newmarket, the changes to the licensed premises in terms of numbers and variations to licences is low and the review of what premises exist in each area and their opening times reflect a balanced mix of licences in each area.
- 5.3 It would be wrong to assume that continuation of the CIA's will mitigate the risk of future cumulative impact on the town centres, as this has not been seen to any significant degree over the time of the policy.
- 5.4 While COVID was a factor in changing crime figures, there has now been a sufficient time window to allow changes following COVID to be considered – this is why the Newmarket CIA was extended for two years in 2021. In addition, some of the evidence and data in this review extends to look at the broader existence of the CIA's, therefore considering both before and after the pandemic.
- 5.5 There is no upward trend in the health or crime data in the CIA areas and while the evidence review and consultation feedback suggests that there are issues with some specific premises, the CIA will not prevent them from occurring or manage the working practices of specific premises.
- 5.6 Key stakeholders in terms of the police, public health and environmental health have not outlined any concerns should the CIAs not continue. There is also a risk that business will be overly burdened unnecessarily if they continue and that this may harm the local night-time economy and recovery of the town centres.
- 5.7 The Town Councils have raised a concern regarding new premises applications and increased hours that may come if the CIAs are not renewed. There is no evidence that this will occur to any great extent, particularly given the economy and cost of living crisis. However, each new application will go through a thorough process that includes the potential for representations from Responsible Authorities under the Act, as well as a range of enforcement tools that can be utilised by the relevant regulators.

6. Alternative options

- 6.1 The alternative options are:
- To renew the CIA for Newmarket
 - To renew the CIA for Bury St Edmunds.

A decision not to continue with the CIA, should be considered alongside the wider mechanisms that exist for controlling cumulative impact, both within and outside the licensing regime. For example:

- planning controls
- positive measures to create a safe and clean environment in partnership with local businesses, transport operators and others such as the BIDs.
- the provision of CCTV, use of taxi ranks.
- powers to designate parts of the city as places where alcohol may not be consumed publicly (Public Spaces Protection Orders)
- confiscation of alcohol from adults and children in designated areas
- police enforcement of the law with regard to disorder and anti-social behaviour, including the issuing of fixed penalty notices
- police powers to close some premises for up to 24 hours on the grounds of disorder, the likelihood of disorder or excessive noise.
- the power of police, local businesses, or residents to seek a review of the licence or certificate.
- enforcement action against those selling alcohol to people who are drunk.

7. Risks associated with the proposals

- 7.1 There is a risk that a decision not to renew the CIA in Newmarket or Bury St Edmunds may negatively impact anti-social behaviour levels and wellbeing in the town centre. This, however, can be mitigated by introducing additional proactive enforcement and closer multi-agency working.
- 7.2 There is a risk that continuing with a CIA may lead to additional unnecessary burden on businesses seeking to apply for or vary their licence.
- 7.3 There is a significant legal and financial risk to the Council of continuing with the CIA Policy without sufficient evidence to support it.

8. Implications arising from the proposals

- 8.1 Financial
There is no financial impact
- 8.2 Legal Compliance
There is no legal requirement to renew the CIAs but there is a requirement to ensure that the decision is evidence based. The review has not identified sufficient evidence for the renewal of either of the CIAs. As such there is the risk of legal challenge if the CIAs are retained in Newmarket or Bury St Edmunds
- 8.3 Personal Data Processing
None

- 8.4 Equalities
There are no inequalities requiring detailed assessment (see Appendix C).
- 8.5 Crime and Disorder
No impact identified. Information received from the Police does not suggest the likelihood of crime and disorder increasing should the CIAs lapse, and they are supportive of this decision.
- 8.6 Safeguarding
No impact identified
- 8.7 Environment or Sustainability
There is no environmental or sustainability issue
- 8.8 HR or Staffing
None
- 8.9 Changes to existing policies
The Statement of Licensing Policy will need to be updated after December 2023 to reflect decisions made.
- 8.10 External organisations (such as businesses, community groups)
There is no impact on other organisations that has been highlighted in the course of public and stakeholder consultation

9. Appendices referenced in this report

- 9.1 Appendix A – Cumulative Impact Assessment (CIA) areas, Bury St Edmunds and Newmarket: Evidence and analysis
- 9.2 Appendix B – Bury St Edmunds and Newmarket Cumulative Impact Review: Consultation Survey Summary
- 9.3 Appendix C – Equality Impact Assessment (EqIA)

10. Background documents associated with this report

- 10.1 [West Suffolk Statement of Licensing Policy](#) (adopted on 13 December 2022).
- 10.2 Revised Guidance Issued [of the Licensing Act 2003 \(July 2023\) \(accessible\) - GOV.UK \(www.gov.uk\)](#).

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Appendix A - Cumulative Impact Assessment (CIA) areas, Bury St Edmunds and Newmarket: Evidence and analysis

Introduction

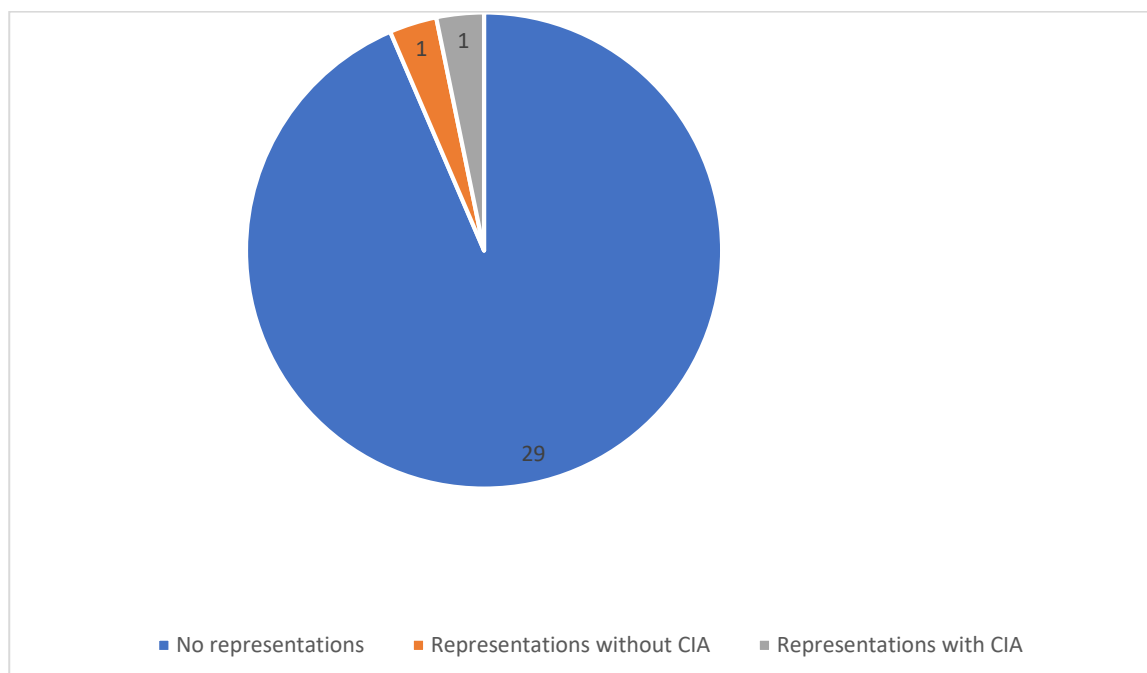
1. Local Authorities are required to produce a Statement of Licensing Policy under Section 5 of the Licensing Act 2003. The aim of West Suffolk's licensing policy is to ensure that the four licensing objectives are met:
 - Reducing crime and disorder
 - The prevention of public nuisance
 - The protection of children from harm
 - Promoting public safety
2. To review both CIAs, the council must consider two key issues:
 - Whether the CIAs are effective and practical
 - Whether there is sufficient evidence justifying that the CIAs are still required.
3. This study looks into the data available to consider these two issues.

Are the CIAs practical and useful in the licensing process?

Analysis of new application or variations

4. To consider whether the use of CIAs is both effective and practical in the licensing process – specifically when licence applications are submitted and, in particular, when representations are made - all licence applications from 2019 to November 2022 were analysed.

Total new or variation licenses granted, 2019-2022

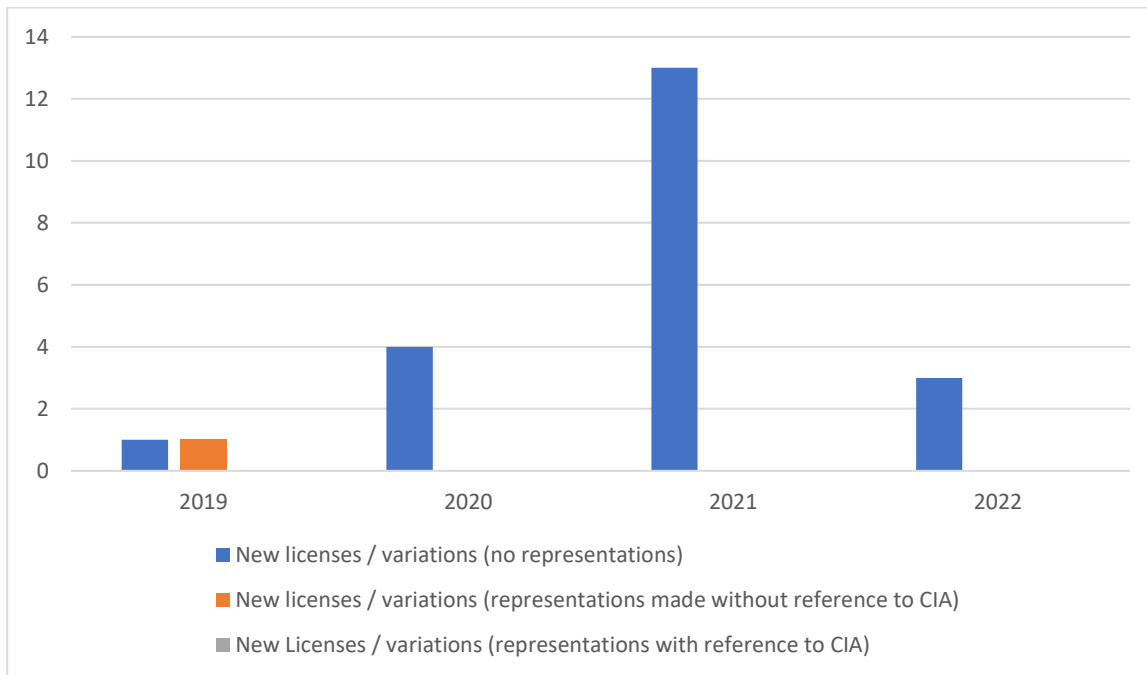


5. Of the 31 new or variation licences granted within the BSE and Newmarket CIA areas since 2019, 29 were granted without any representations made. Only two

applications received representations, of which only one representation referred to the CIA.

Bury St Edmunds Licenses (within CIA area), 2019-2022

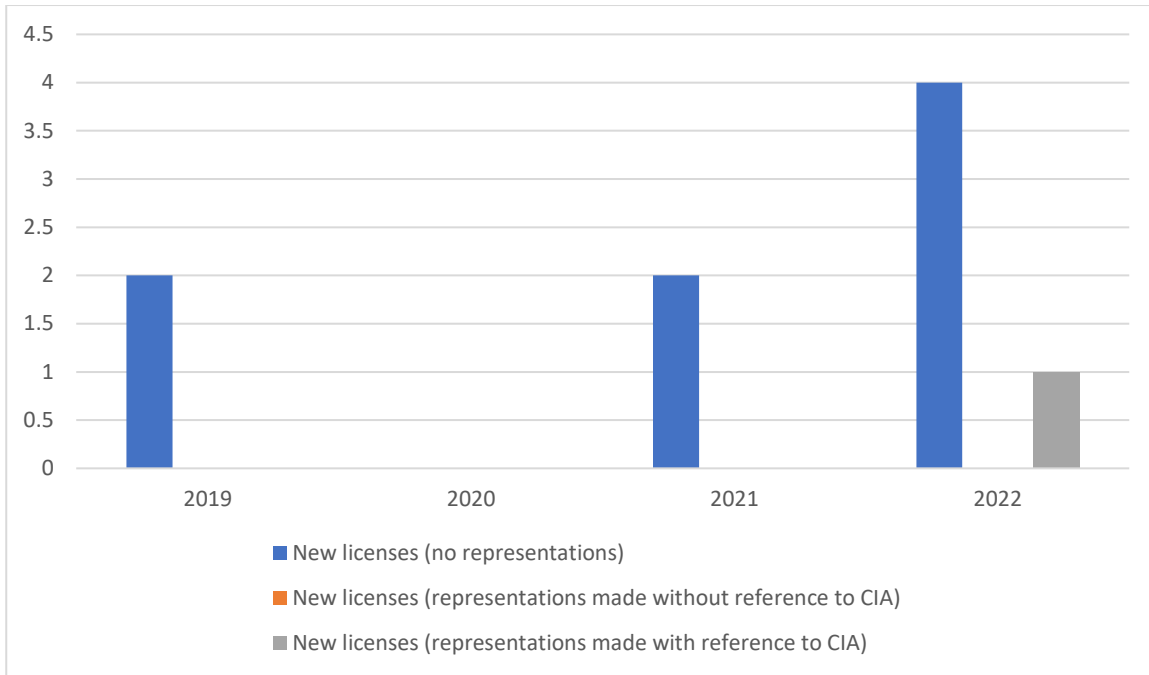
Year	New applications or variations granted without representations made	New applications or variations granted with representations made (but without reference to CIA)	New applications or variations granted with representations made (with reference to CIA)
2019	1	1	0
2020	4	0	0
2021	13	0	0
2022	3	0	0
Total	21	1	0



Newmarket Licenses (within CIA area), 2019-2022

Year	New applications or variations granted without representations made	New applications or variations granted with representations made (but without reference to CIA)	New applications or variations granted with representations made (with reference to CIA)
2019	2	0	0
2020	0	0	0
2021	2	0	0
2022	4	0	1

Total	8	0	1
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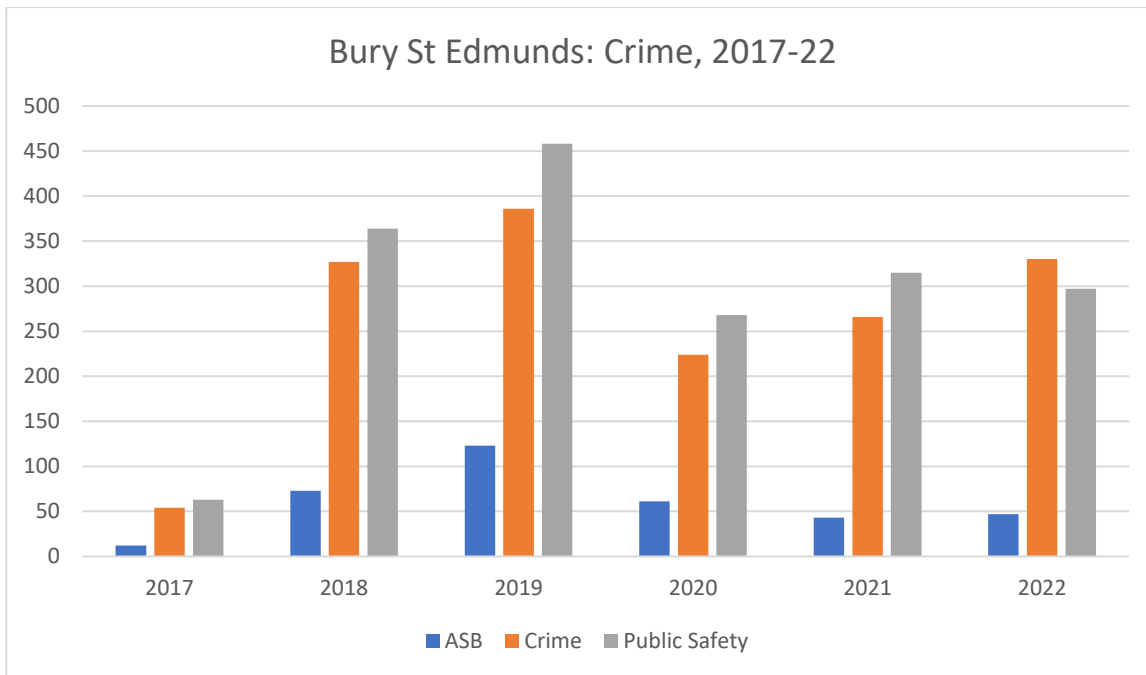
- 6. No representations were successful, including the single representation that referenced the Newmarket CIA.
- 7. This would suggest that the CIAs are not widely used in the application and representation process.

Are the CIAs justified by available evidence?

Crime data

- 8. As the CIAs are set up to support the four licensing objectives, the most salient issue to consider is crime.

Bury St Edmunds Crime, 2017-2022

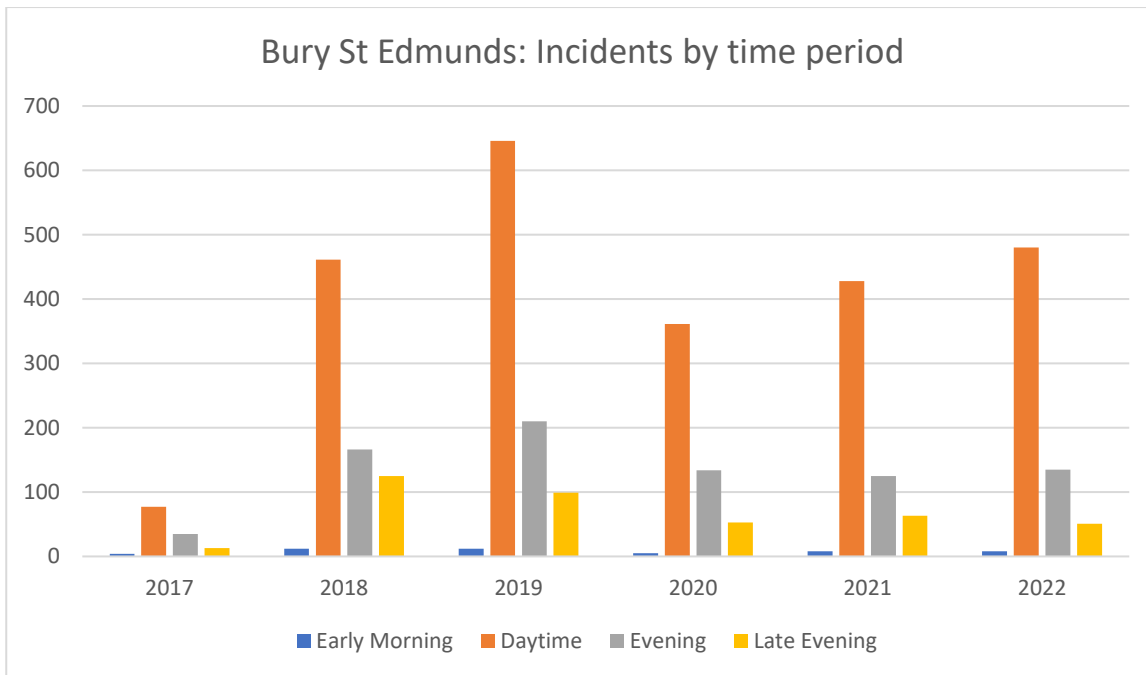


9. In Bury St Edmunds, public safety accounts for the largest group of incidents between 2017-2022 (48 per cent), followed by crime (43 per cent) and Anti-social Behaviour (ASB) (10 per cent).

10. The overall number of incidents is highest in 2019 and the lowest in 2020 (likely to reflect COVID restrictions at the time). When comparing 2022 to the peak levels in 2019, incidents of ASB have decreased by 62 per cent, public safety has decreased by 35 per cent and crime has decreased by 15 per cent.

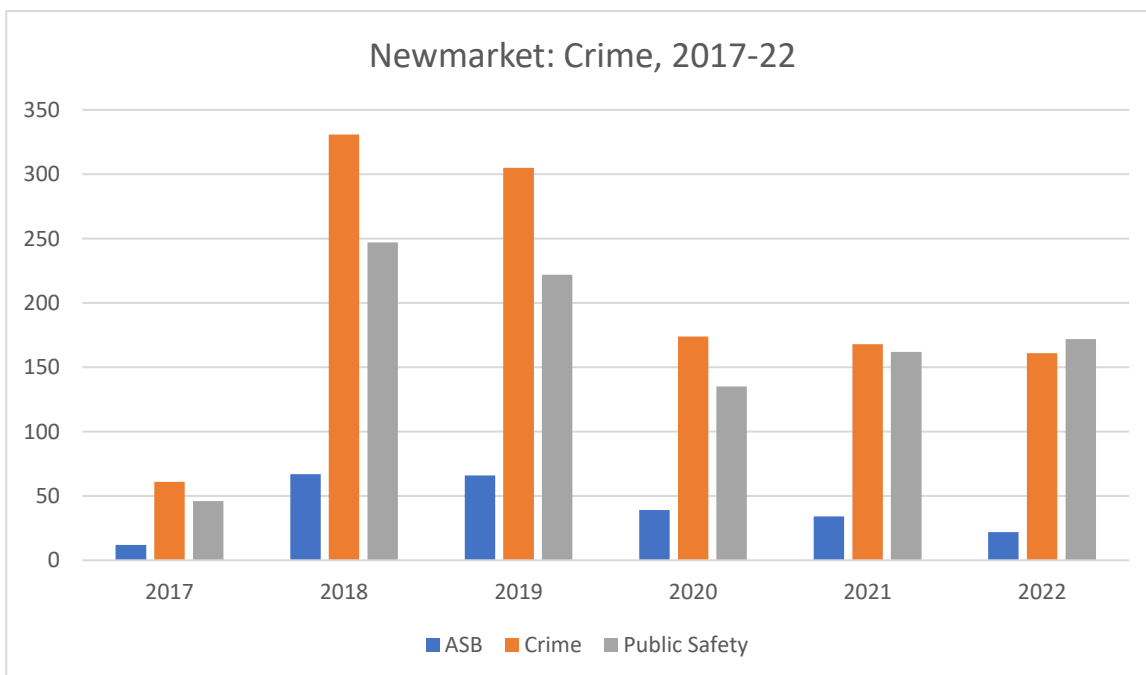
11. Levels of ASB remain similar between 2021 and 2022 (43 and 47 incidents respectively), while crime has increased by 24 per cent and public safety incidents have decreased by 5 per cent.

Bury St Edmunds – Incidents by time, 2017-2022



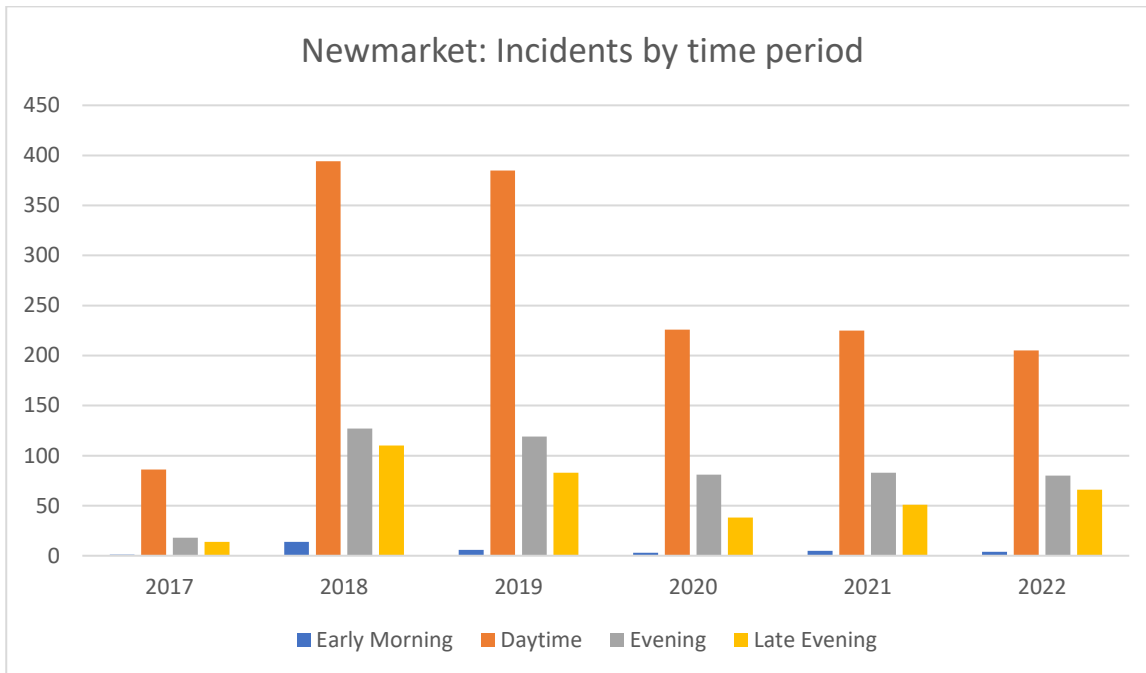
12. Daytime accounts for the largest time group of incidents in Bury St Edmunds overall between 2017-2022 (66 per cent) followed by Evening (22 per cent) Late Evening (11 per cent) and Early Morning (1 per cent). Between 2021 and 2022, Early Morning incidents remained constant, while Daytime incidents increased by 12 per cent, Evening incidents increased by 8 per cent and Late Evening incidents decreased by 19 per cent.

Newmarket Crime, 2017-2022



13. Crime accounts for the largest group of incidents in Newmarket between 2017-2022 (49 per cent) followed by public safety (41 per cent) and ASB (10 per cent).

14. 2018 and 2019 feature the highest number of incidents, which decrease across all incident categories in 2020-2022. When compared to 2018, the number of incidents reported in 2022 has decreased 49 per cent for crime, 67 per cent for ASB and 30 per cent for public safety. Public safety levels have increased slightly from 2021 to 2022 (6 per cent), while ASB decreased by 35 per cent and crime decreased by 4 per cent.



15. Daytime accounts for the largest time group of incidents in Newmarket overall between 2017-2022 (63 per cent) followed by Evening (21 per cent), Late Evening (15 per cent) and Early Morning (1 per cent). Incidents across all time groups are highest in 2018, with similar numbers seen in 2019. Incidents then decreased in 2020 across all time groupings and remained at similar levels between 2020 and 2022.

16. Between 2021 and 2022, Early Morning incidents remained low (4 incidents compared to 5), while Daytime incidents decreased by 9 per cent, Evening incidents decreased by 4 per cent and Late Evening incidents increased by 29 per cent - but still remained lower than pre-2020 levels.

Crime summary

17. Data provided by the Suffolk Constabulary indicates that crime levels, including crime that can be associated with the cumulative impacts of alcohol licenced premises, continues to show a continuous and gradual rate of decline over the last five years.

18. When broken down further by incidents by time of day, the number of evening and late evening incidents, most associated with alcohol related issues, remain low and have generally decreased across both areas.

19. While this data needs to be considered in light of the pandemic, it would nonetheless suggest that the cumulative impact of alcohol premises in the CIA areas as it relates to crime is increasingly negligible.

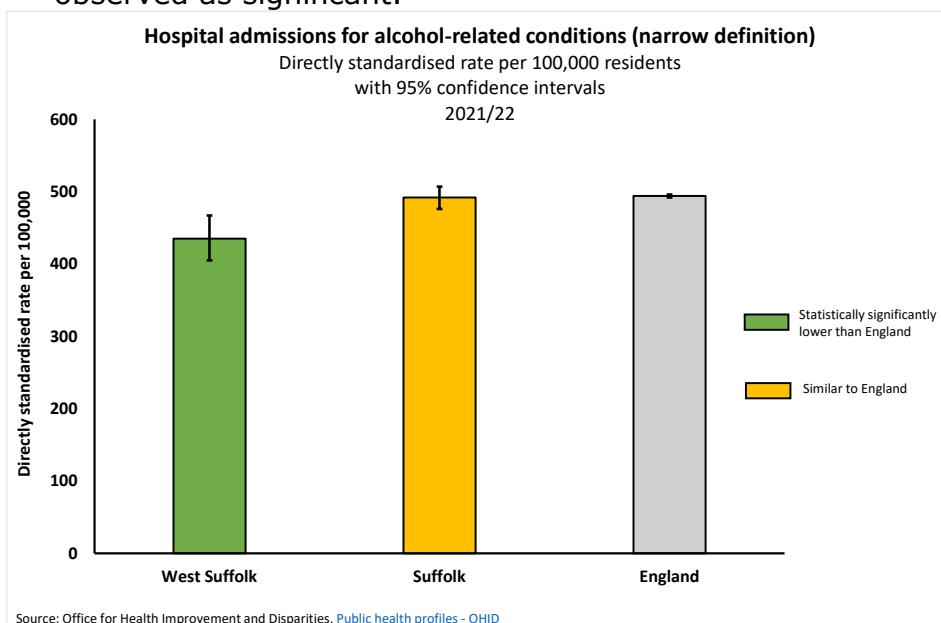
Public health data Bury St Edmunds CIA

Alcohol related hospital admission rates

20. The chart below shows alcohol related hospital admission rates for West Suffolk district, the lowest geographic data available for 2021 to 2022. This is compared to data for Suffolk County and England.

21. This shows that West Suffolk district has a rate of alcohol related admissions (435 per 100,000 residents) that is statistically lower than the national average (494 per 100,000 residents). The rate for Suffolk County (492 per 100,000 residents) is not statistically different to the national average.

22. Statistical significance means the difference we see is real, and not due to chance. The 95 per cent confidence intervals are displayed as error bars. If the confidence intervals for any area overlap, we cannot regard the difference observed as significant.

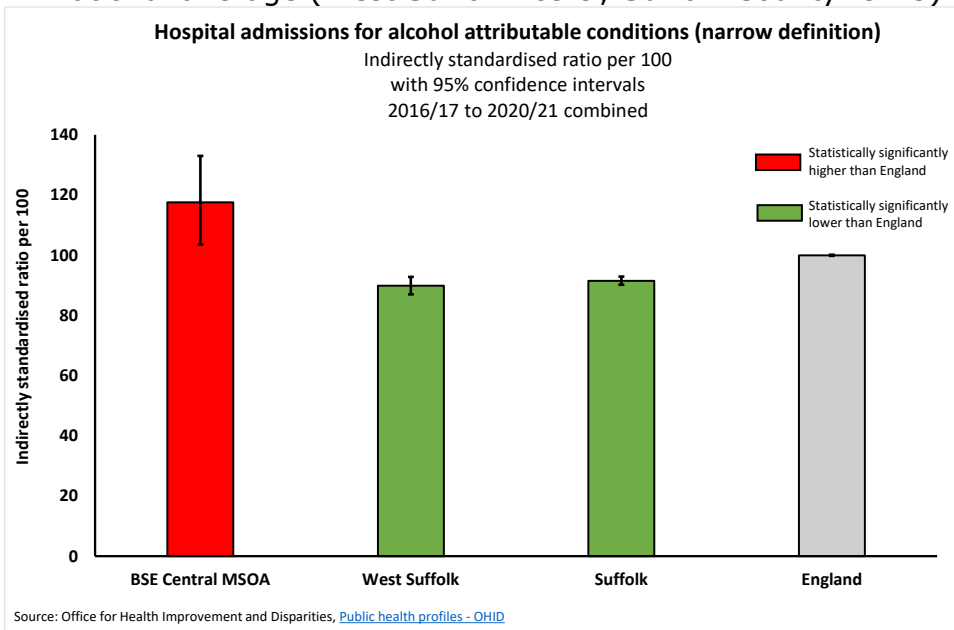


Hospital admissions for alcohol attributable conditions

23. Data for geographical areas smaller than district are available but are not as timely. The chart below shows hospital admissions for alcohol attributable conditions at Middle Layer Super Output (MSOA) area level - an administrative geography containing a population of between 7,000 and 10,000 people - for the combined years 2016 to 2017 and 2020 to 2021. Alcohol attributable admissions are defined as admissions to hospital where the primary diagnosis or any of the secondary diagnoses relates to alcohol.

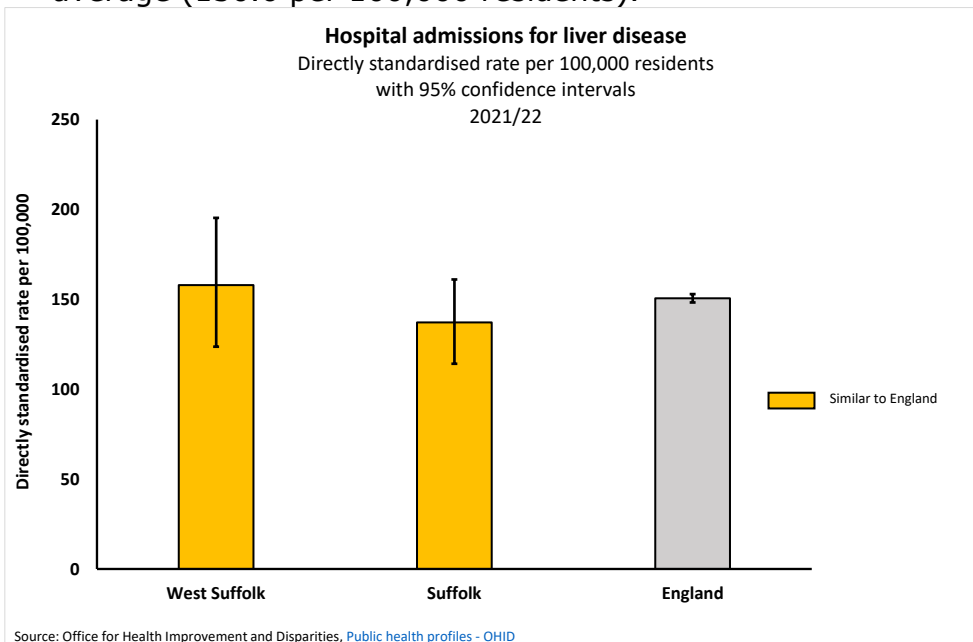
24. The MSOA that covers the Bury St Edmunds CIA area is Bury St Edmunds Central. It has a statistically higher (worse) ratio (117.6) than the national average, which is set to 100.

25. At district and county level the ratios are statistically lower (better) than the national average (West Suffolk: 89.9; Suffolk County: 91.5).



Hospital admissions for liver disease

26. Data on hospital admissions for liver disease is also only available at district level and above. The rates for West Suffolk (157.9 per 100,000 residents) and Suffolk County (137.2 per 100,000 residents) are not statistically different to the national average (150.6 per 100,000 residents).



Newmarket CIA

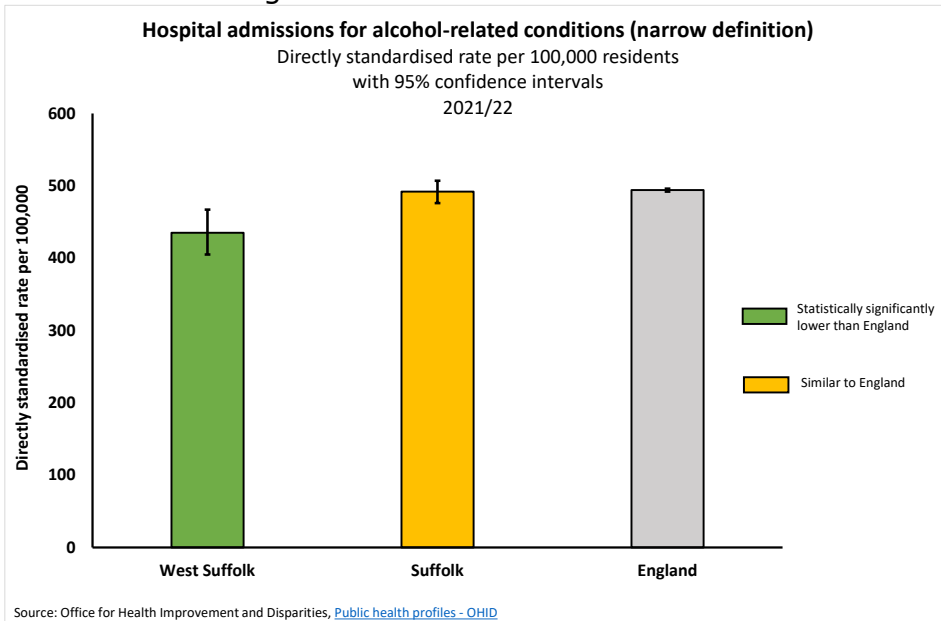
Alcohol related hospital admission rates

27. The chart below shows alcohol related hospital admission rates for West Suffolk district, the lowest geographic data available for 2021 to 2022. This is compared to data for Suffolk County and England.

28. This shows that West Suffolk district has a rate of alcohol related admissions (435 per 100,000 residents) that is statistically lower than the national average (494

per 100,000 residents). The rate for Suffolk County (492 per 100,000 residents) is not statistically different to the national average.

29. Statistical significance means the difference we see is real, and not due to chance. The 95 per cent confidence intervals are displayed as error bars. If the confidence intervals for any area overlap, we cannot regard the difference observed as significant.

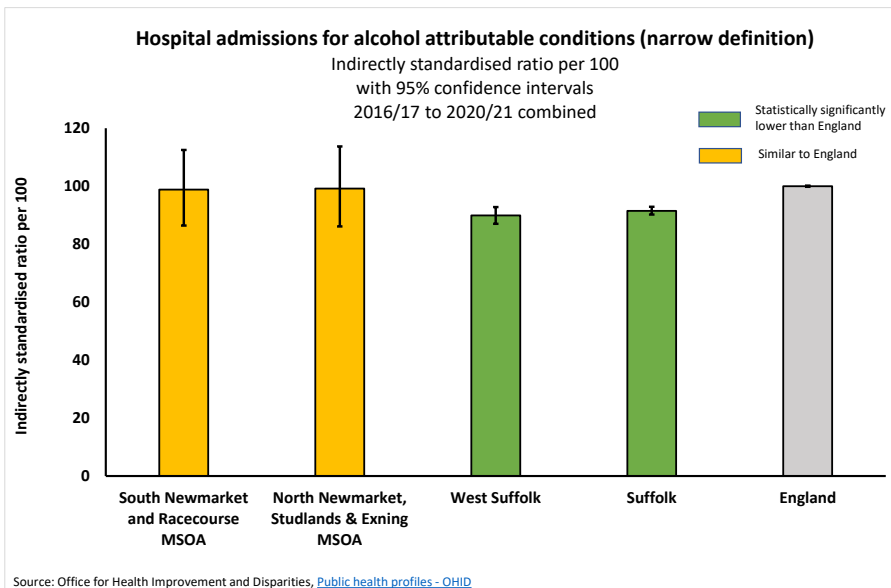


Hospital admissions for alcohol attributable conditions

30. Data for geographical areas smaller than district are available but are not as timely. The chart below shows hospital admissions for alcohol attributable conditions at Middle Layer Super Output (MSOA) area level - an administrative geography containing a population of between 7,000 and 10,000 people - for the combined years 2016 to 2017 and 2020 to 2021. Alcohol attributable admissions are defined as admissions to hospital where the primary diagnosis or any of the secondary diagnoses relates to alcohol.

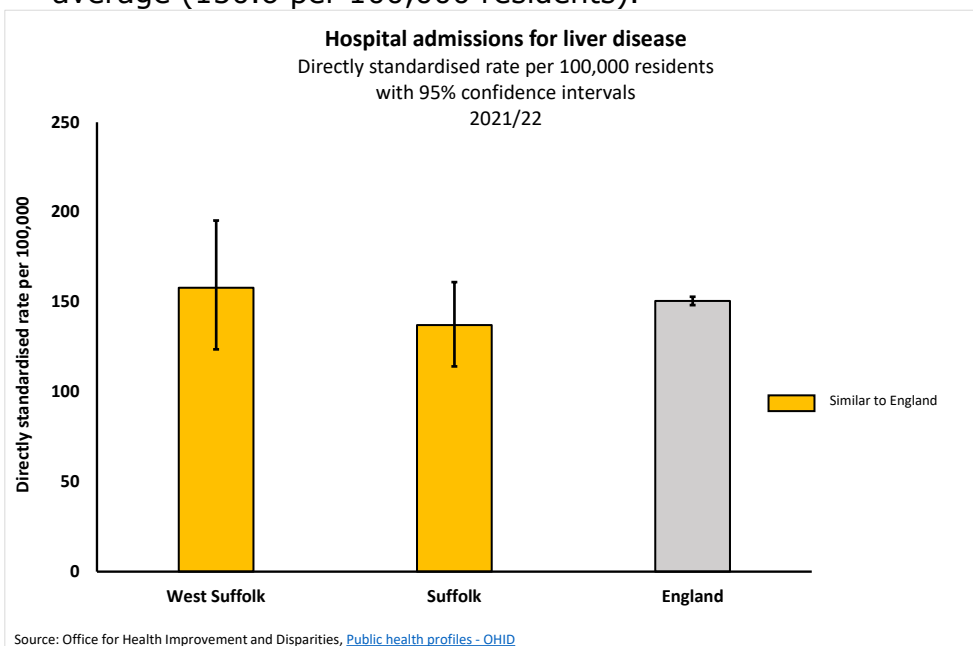
31. There are two MSOAs that cover the Newmarket CIA area - South Newmarket and Racecourse, and North Newmarket, Studlands and Exning. Both MSOAs have ratios slightly below - and not statistically different from - the England average, which is set to 100 (South Newmarket and Racecourse: 98.8; North Newmarket, Studlands and Exning: 99.2).

32. At district and county level however, the ratios are statistically lower than the national average (West Suffolk: 89.9; Suffolk County: 91.5).



Hospital admissions for liver disease

33. Data on hospital admissions for liver disease is also only available at district level and above. The rates for West Suffolk (157.9 per 100,000 residents) and Suffolk County (137.2 per 100,000 residents) are not statistically different to the national average (150.6 per 100,000 residents).



Public health data summary

34. Public health information suggests a nuanced picture. While only one area connected to a CIA (in Bury St Edmunds) shows health impacts that are higher than both the Suffolk and England average, both CIA areas would appear to have higher alcohol related hospital admission rates than the West Suffolk average.

35. However, overall data suggests that both CIA areas are broadly in-line with the national average.

Noise data

36. Analysis of noise complaints, especially complaints relating to the night-time economy (such as music or commercial), represent a useful indicator of cumulative activity in the CIA areas.

Bury St Edmunds – noise complaints, 2017-2022

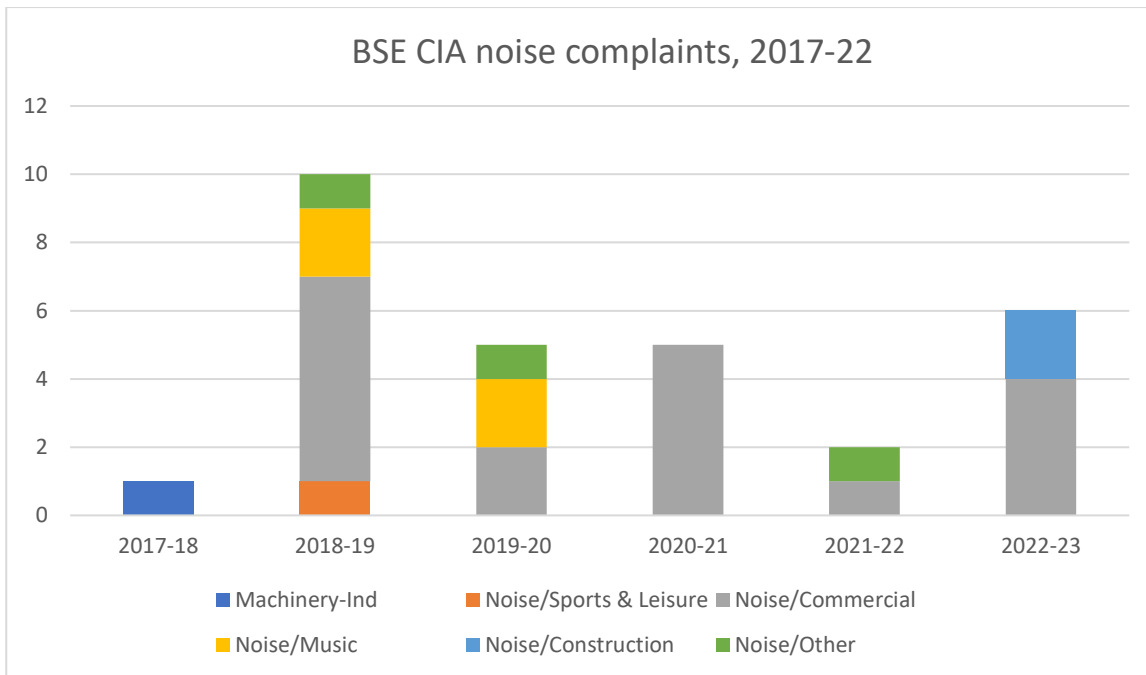
Noise complaints, 2017-22	Number
Outside CIA	32
Within CIA	29

37. Between 2017 and 2022¹, there were 61 noise complaints in Bury St Edmunds, 29 of which were in the CIA area.

CIA noise complaints, 2017-2022

Noise	2017-18	2018-19	2019-20	2020-21	2021-22	2022
Machinery-Ind	1	0	0	0	0	0
Noise: Sports & Leisure	0	1	0	0	0	0
Noise: Commercial	0	6	2	5	1	4
Noise: Music	0	2	2	0	0	0
Noise: Construction	0	0	0	0	0	2
Noise: Other	0	1	1	0	1	0
Total	1	10	5	5	2	6

¹ November 2022



38.A breakdown of complaints in the CIA area shows that commercial related noise was the most common cause for complaint (totalling 18 complaints). There were four complaints relating to music, however it should be noted that the most recent complaint was in 2020.

Newmarket – noise complaints, 2017-2022

Noise complaints, 2017-22	Number
Outside CIA	27
Within CIA	7

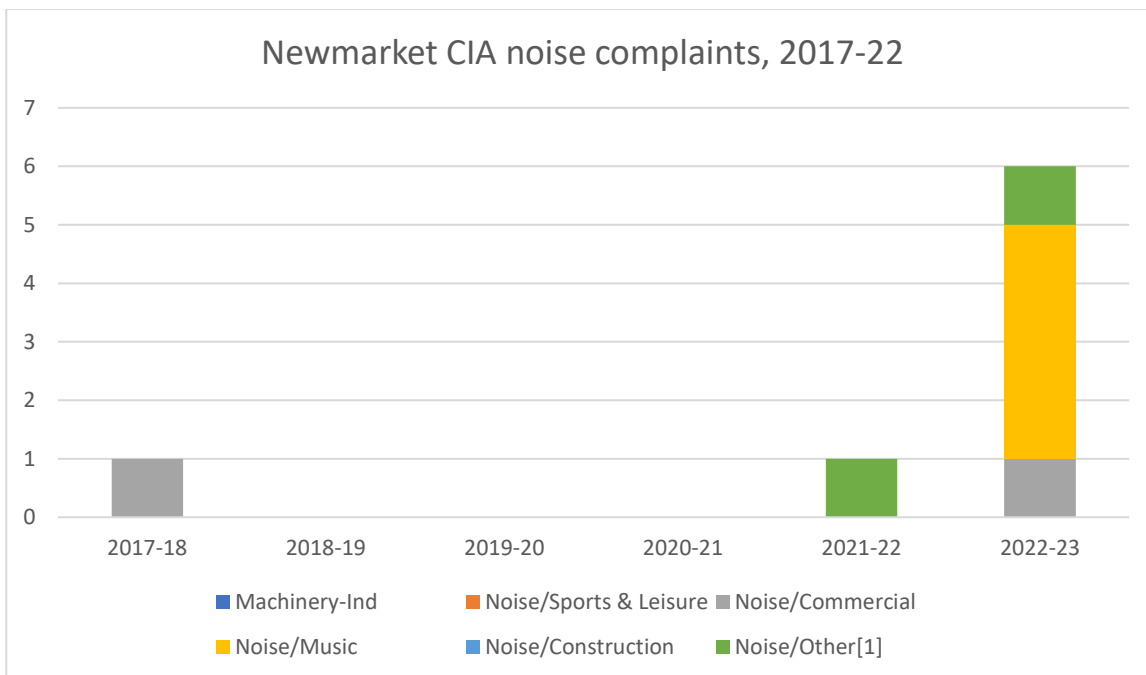
39.In Newmarket, there were 34 noise related complaints between 2017-2022². Only seven were in the CIA area.

CIA noise complaints, 2017-2022

Noise	2017-18	2018-19	2019-20	2020-21	2021-22	2022
Machinery-Ind	0	0	0	0	0	0
Noise: Sports & Leisure	0	0	0	0	0	0
Noise: Commercial	1	0	0	0	0	1
Noise: Music	0	0	0	0	0	4
Noise: Construction	0	0	0	0	0	0

² November 2022

Noise: Other ³	0	0	0	0	1	1
Total	1	0	0	0	0	6



40. In Newmarket, music complaints were the most numerous. However, it should be noted that all four music related complaints occurred in 2022, which would suggest that this is a localised spike that will eventually be resolved, rather than a long-term trend.

Noise data summary

41. Nuisance caused by noise, which are related to cumulative issues, are not frequent in either BSE or Newmarket, but especially so in Newmarket.

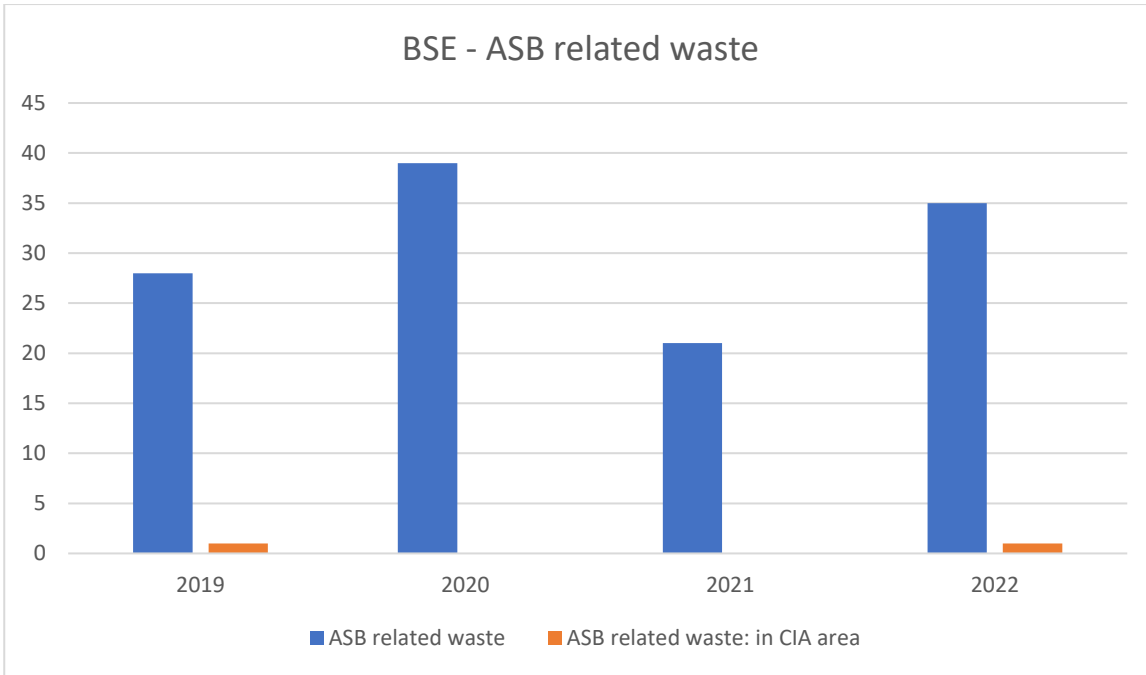
42. Noise complaints in Bury St Edmunds suggest a more consistent issue, but still do not amount to more than a handful of cases every year.

Waste enforcement – ASB related waste in CIA areas

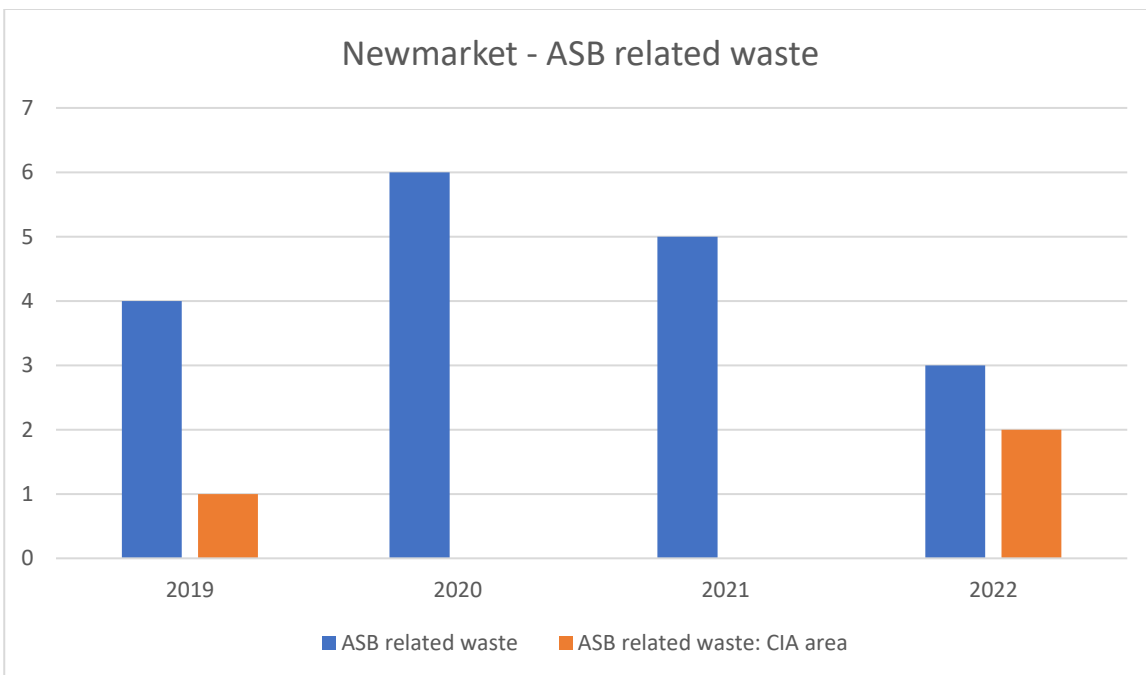
43. Analysis of waste enforcement information, particularly as it relates to anti-social behaviour (ASB), can also be useful in indicating whether there are any persistent cumulative issues relating to alcohol in the CIA areas.

44. To this end, waste issues have been filtered against ASB related information – focused on instances of graffiti, drug or other paraphernalia and any littering or waste reports that mention alcohol (or alcohol related items).

³ Including alarms



45. In Bury St Edmunds, of the 125 total instances of ASB related waste enforcement since 2019, only two were in CIA area.



46. There were only 21 instances of ASB related waste enforcement in Newmarket since 2019. With three issues arising in the CIA area, a higher proportion of the total occur in the CIA in comparison to BSE. However, this remains a very small number of instances.

Waste enforcement summary

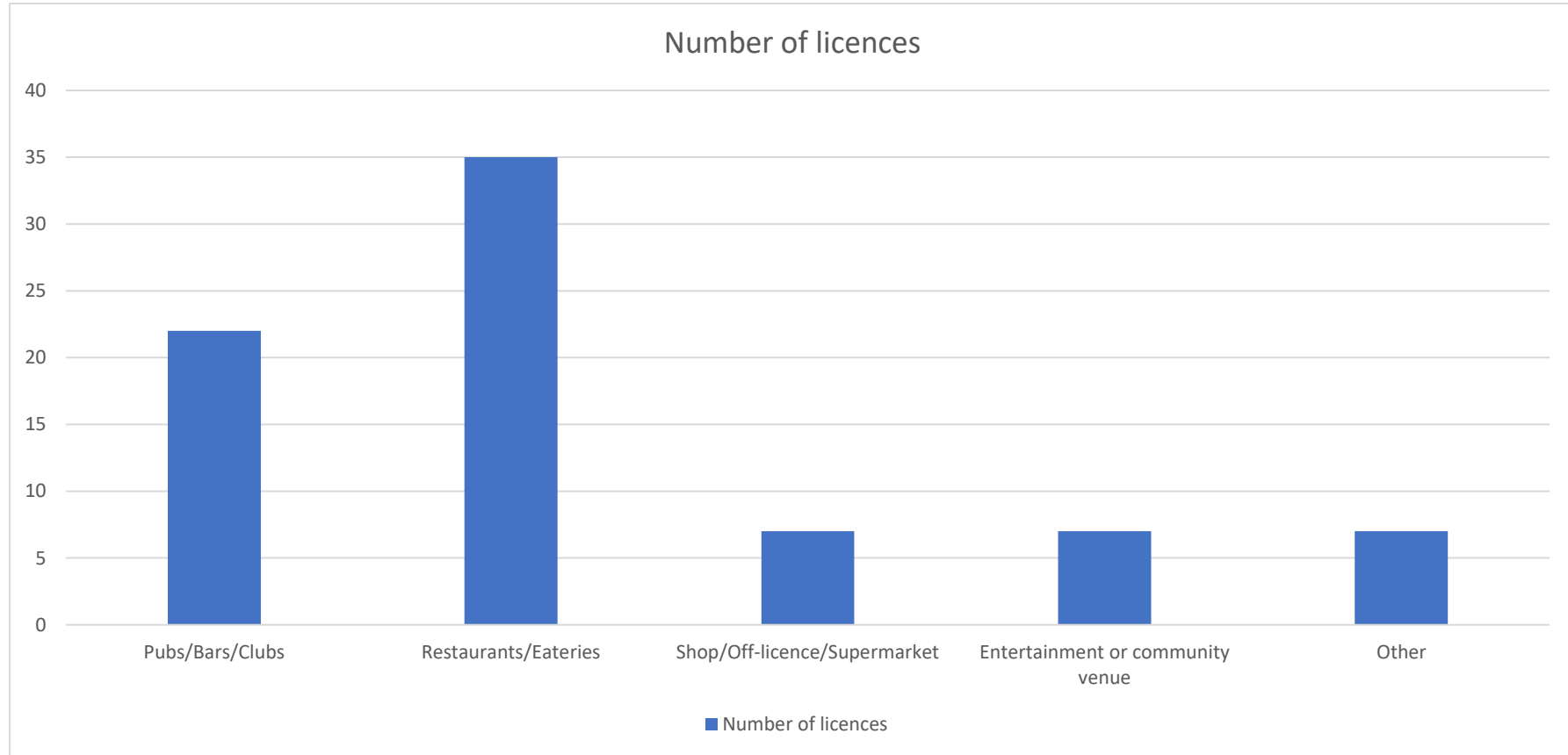
47. It should be noted that absence of evidence in this instance may not mean there is not an issue – many references to “rubbish” and other waste noted down by

waste enforcement staff may include alcohol related items. However, as this information is not recorded, it is not included in this analysis.

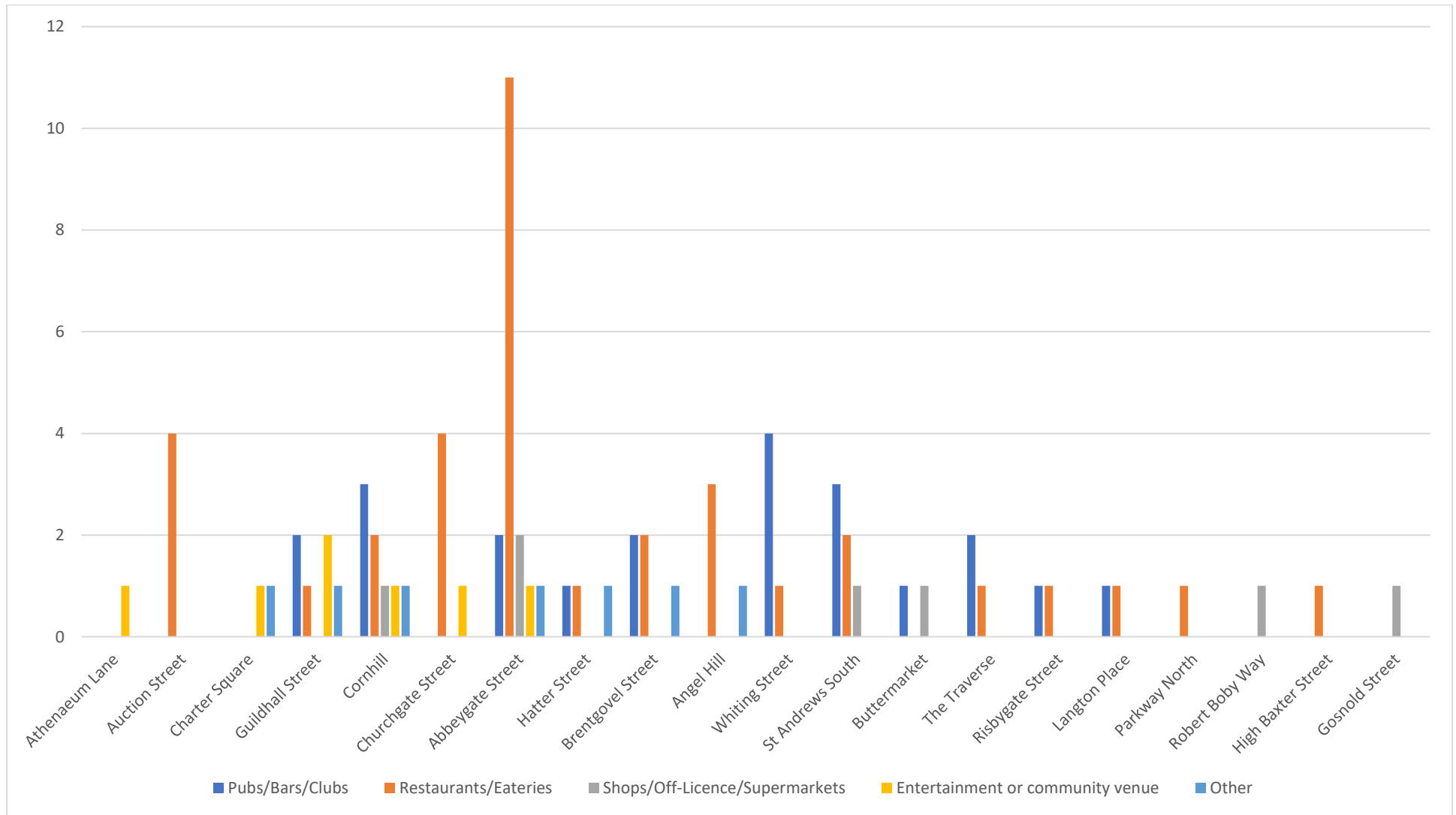
48. Nevertheless, according to the data that is held, there is only a total of five instances of ASB related waste issues within both CIAs since 2019. As such, this cannot be considered an indication of serious cumulative issues in the CIAs.

Licensing location data

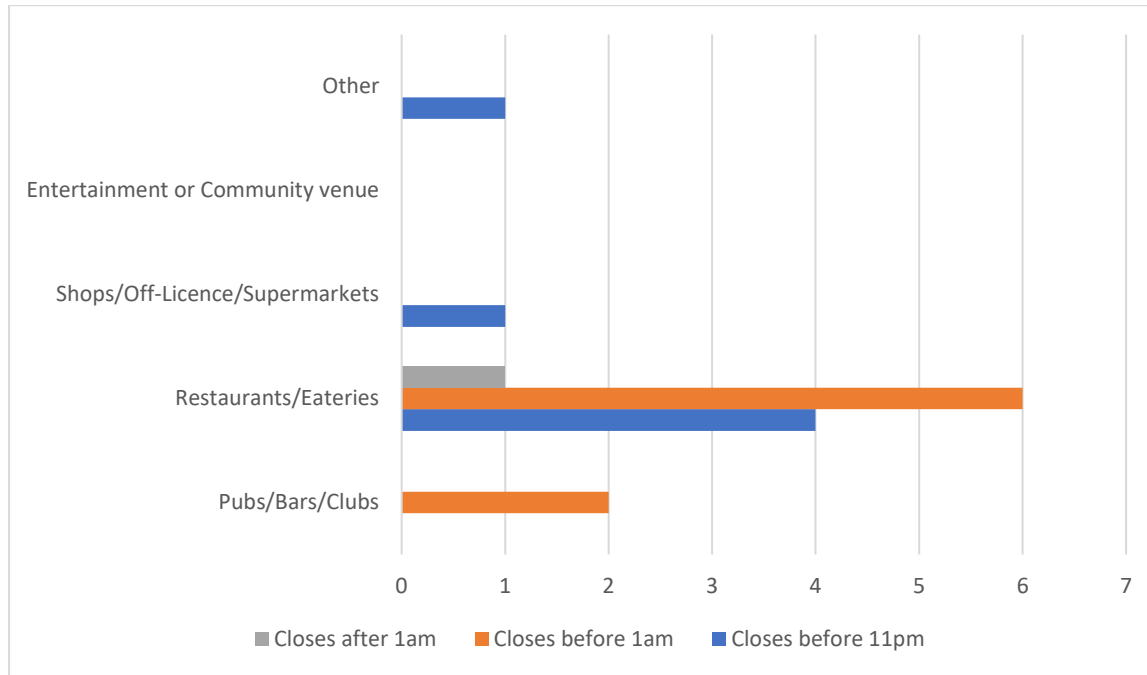
Bury St Edmunds – Make up of licenses within CIA area:



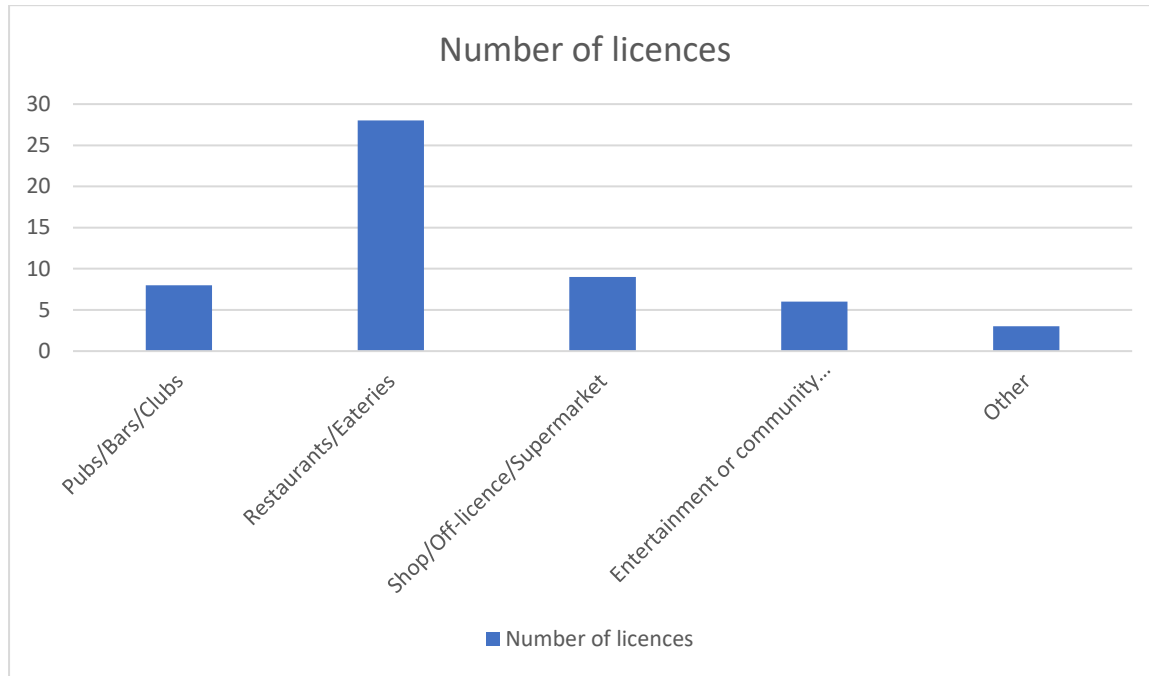
Bury St Edmunds – Type of licence by location:



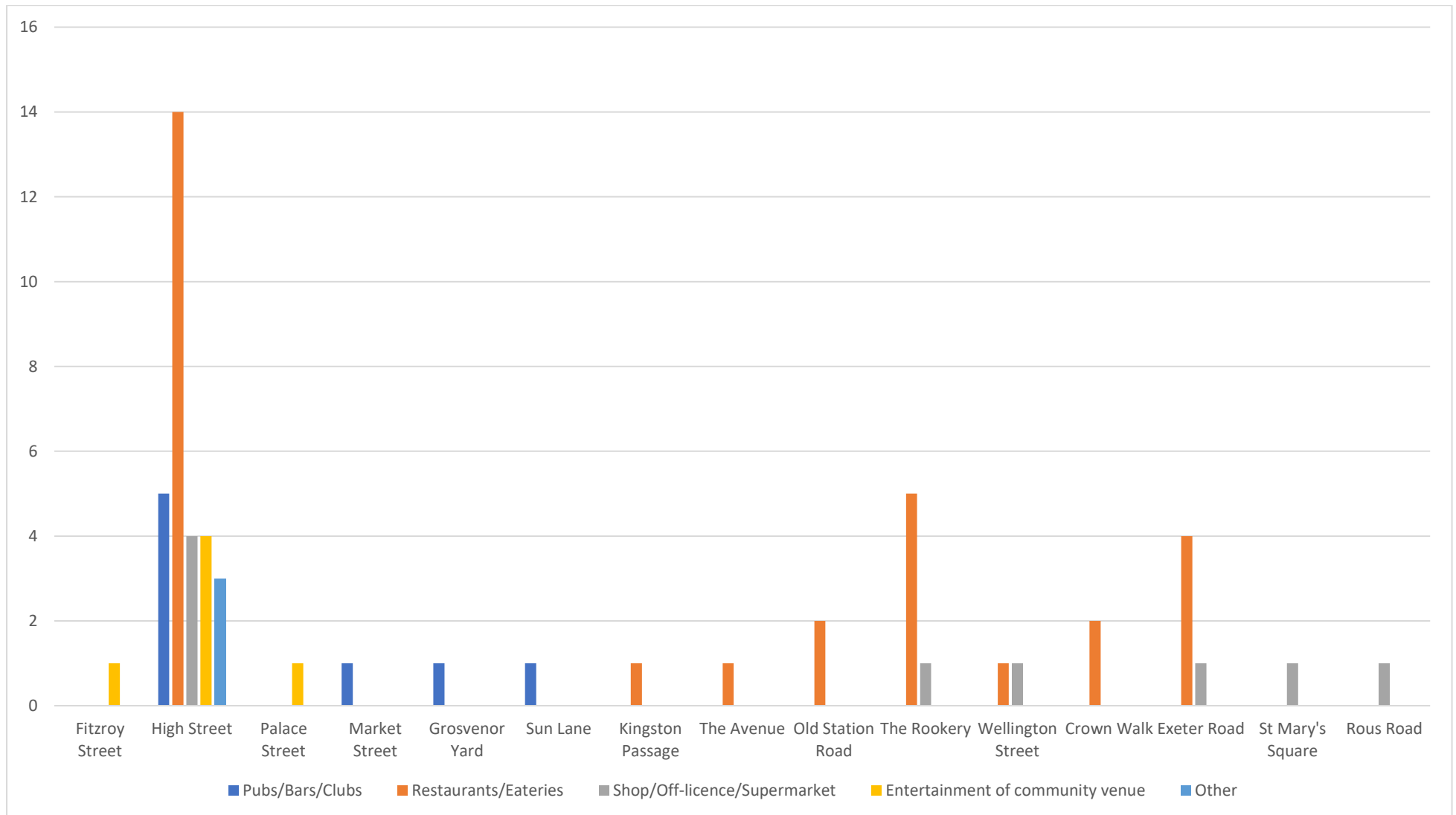
Bury St Edmunds – Breakdown of Abbeygate licensees opening hours:



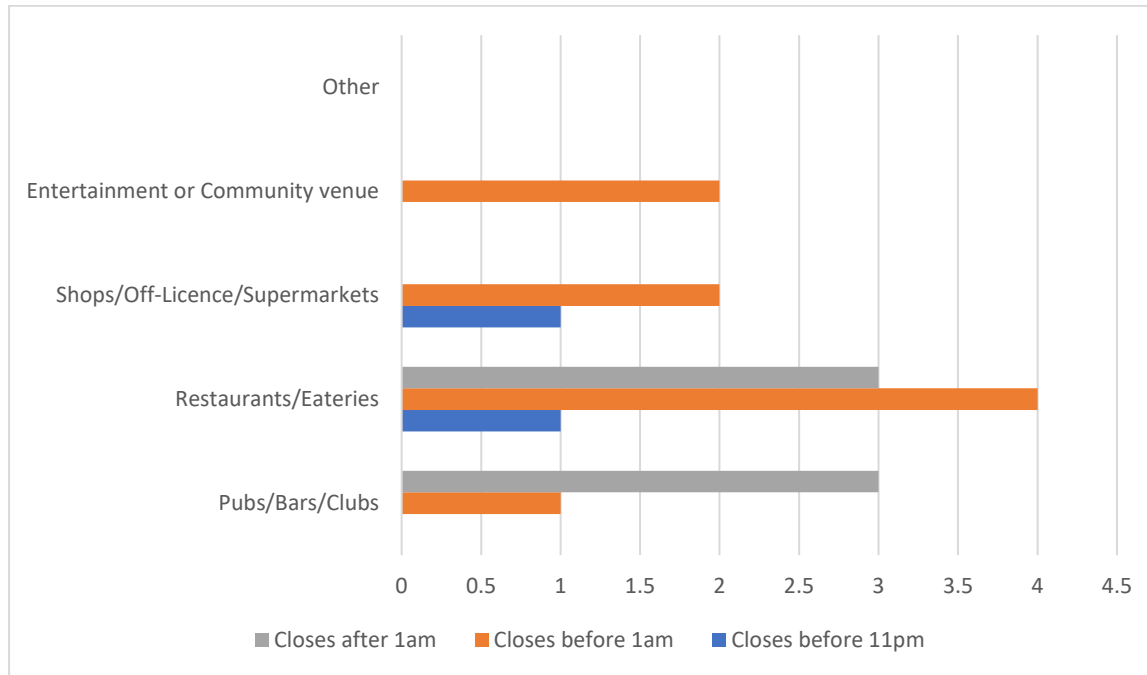
Newmarket – Make up of licenses within CIA area:



Newmarket – Type of licence by location:



Newmarket – Breakdown of High Street licensees opening hours:



New licenses and variations, 2017-2023

CIA	Location	New licence or Variation	Date	Opening times or variations requested
BSE	Guildhall, Guildhall Street	New licence	May, 2018	Opening times: Mon-Sat – 8am – 1am Sunday – 8am – 12pm
	Mariarty's, 3 Whiting Street	New licence	October, 2019	Opening times: Sun-Wed – 9.30pm Thursday – 10.30pm Friday-Sat – 11.30pm
	The Northgate, 13-14 Northgate Street	Variation	November, 2020	Extending opening hours to midnight on all Bank holidays
	Nowton Park, Nowton Road	New licence	August, 2022	Opening times: Mon-Sat – 11am – 12pm Conditions: Limited to 5 events per annum
	Everyman Cinema, 3 Charter Square	New licence	April, 2023	Opening times: Mon-Sun – 8am – 3am.
Newmarket	Regent Place, 122 High Street	New licence	May, 2018	Opening times: Mon-Sun – 9am – 1.30pm
	5 All Saints Road	New licence	July, 2022	Opening times:

CIA	Location	New licence or Variation	Date	Opening times or variations requested
				Friday-Sat – 11pm – 1am Conditions: Windows to remain closed. Noise inhibitors to be installed. Clientele to arrive and leave promptly and quietly.
	USA Chicken, 94 High Street	Variation	October, 2022	Variations: Late night refreshments: Thurs-Sat – 8am – 2am Wed – 8am – 12pm Conditions: 2 SIA registered door staff to be employed Thurs-Sat, 11pm – 2am.

Examples from other councils

49. It is also worth considering the example of other councils that have decided to remove their CIAs.

Bournemouth, Christchurch and Poole Council

50. In November 2020, Bournemouth, Christchurch and Poole Council made the decision to remove the existing cumulative impact policy in force in certain areas of Bournemouth, as part of their licensing policy consultation. This included the town centre, as well as the Boscombe and Charminster Road areas previously covered by a CIA.

51. Bournemouth had four cumulative impact areas (CIAs). Licensing solicitor Philip Day, of Horsey Lightly Fynn, told the council's licensing board this was putting people off because they thought it would be too difficult and expensive to get a licence.

52. Solicitor quoted the example of 'Dusk Till Dawn' in Old Christchurch Road, which was closed after its licence was revoked by the council's licensing board:

53. *"There is now an empty building in the middle of Old Christchurch Road. A number of people have approached me and asked, 'What do you reckon?' but the answer is 'It's almost a certainty you will get an objection.*

54. *'The prospects of getting past the council are not good. It's almost certain to go to appeal, so how deep are your pockets?' There are very few people prepared to take that risk, it does seriously put people off.*

55. *As a result, there are an increasing number of former nightclubs in town where the prospects of them reopening are very poor indeed."*

56. The council stated, however, if any relevant evidence is provided for a cumulative impact area it would be reviewed and the appropriate CIA assessment and consultation to include any new areas be undertaken.

57. It is worth noting that the decision made was against the advice of the police.

58. The Dorset Police stated:

59. *"The cumulative impact zones are a significant tool that helps us and helps you and helps local communities reduce crime in that area.*

60. *This is assisting us and assisting you to make Bournemouth a safer place.*

61. *The cumulative impact statement doesn't give carte blanche to ban all premises from the town, it just allows for a better consideration of the applicants that are going into the area. It also makes operators think about how they can operate responsibly."*

Birmingham City Council

62. In December 2021, Birmingham City Council made the decision to remove the existing cumulative impact special policy in force in areas of Birmingham as part of a wider licensing policy consultation.

63. The full review, including Cumulative Impact Assessment (CIA) was due to be commenced in the spring of 2020 as part of the statutory requirement to review licensing policies at least every five years. However, due to "urgent operational

matters resulting from the Coronavirus Pandemic” the council was not able to progress a full consultation.

64. Therefore, an interim licensing policy 2020 was issued, following a short consultation, which took effect from December 2021.

65. A key change is that the existing cumulative impact special policy and designated areas were removed. The cumulative impact policy covered special policy areas for Broad Street, Hurst Street and Arcadian, Central Moseley, Erdington and Digbeth.

66. The council stated in its interim licensing policy report that they have been unable to carry out CIAs due to the Coronavirus pandemic as extensive timely data is required to establish the required evidence for the introduction or maintenance of a CIP, and much of that evidence is not available (as many licensed premises have not been operating or operating on restricted hours). Given this, they therefore removed the existing cumulative impact special policy and designated areas from the interim licensing policy until a full CIA takes place.

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Appendix B - West Suffolk Council Bury St Edmunds and Newmarket Cumulative Impact Review: Consultation Survey Summary

Background

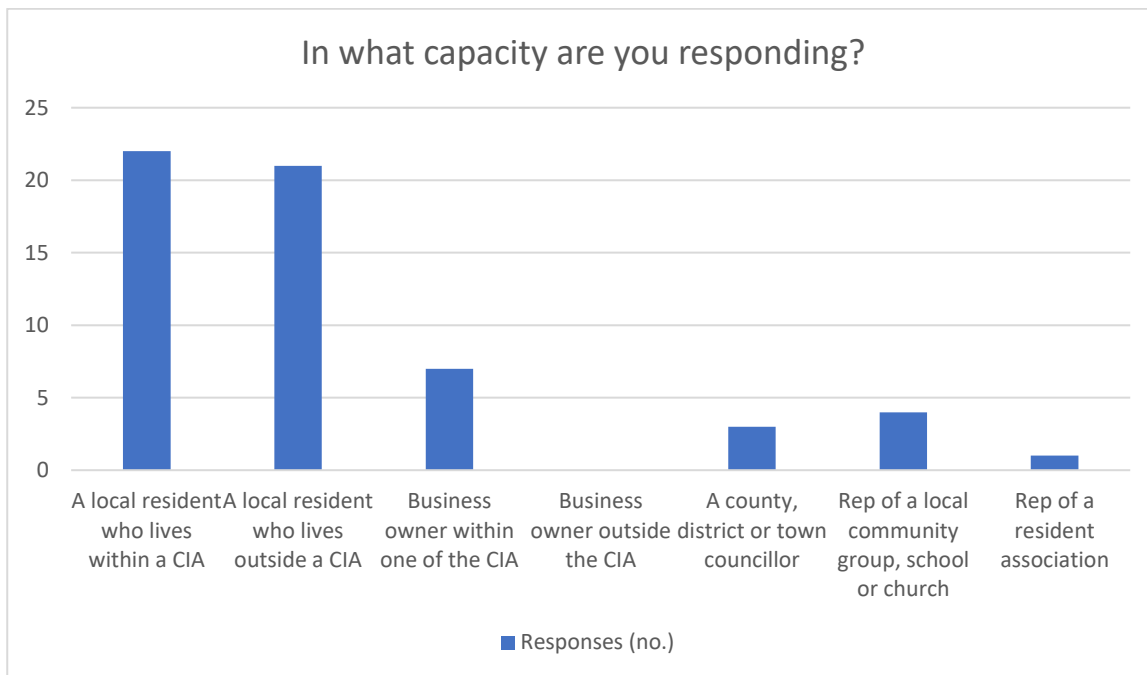
1. The licensing authority must consult the persons listed in section 5(3) of the 2003 act. These are:
 - the chief officer of police for the area
 - the fire and rescue authority for the area
 - persons or bodies representative of local premises license holders
 - persons or bodies representative of local club premises certificate holders
 - persons or bodies representative of local personal license holders, and
 - persons or bodies representative of businesses and residents in its area.
2. Public consultation took place between 9 June and 28 July 2023 on the review of the Bury St Edmunds and Newmarket Alcohol licensing Cumulative Impact Areas (CIAs).

Methodology

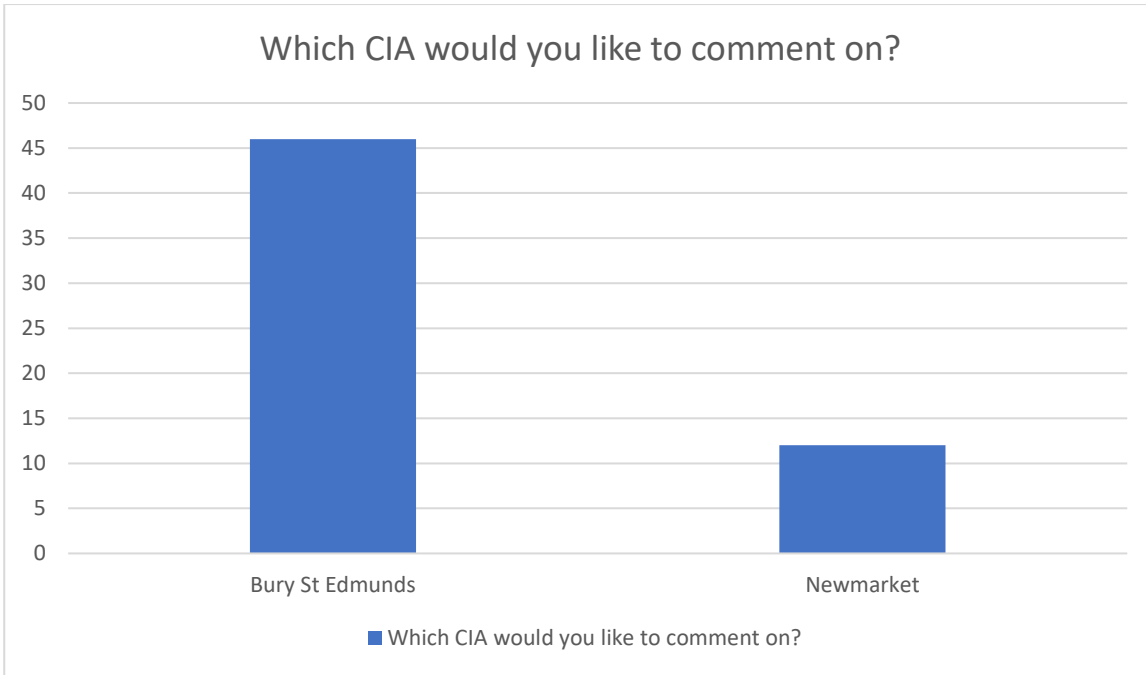
3. During the consultation period, evidence was sought from the public, residents' associations and other community groups or organisations within the Bury St Edmunds and Newmarket areas regarding the intention to renew the CIA.
4. Businesses and licensees from both within and outside the current CIA were also engaged.
5. An online response form was created, and this was published through media, website, social media, councillors, staff and partner organisations, such as the Bury St Edmunds and Newmarket BIDs.
6. At the time the consultation closed, 58 online forms had been completed. This report outlines the results from the analysis of quantitative data and themes that can be drawn from the qualitative (free text) data.
7. Please note:
 - All questions are listed thematically to highlight the key findings of the consultation – namely whether there was agreement to retain the CIA in Bury and Newmarket, and any additional information or suggested areas to add or remove from the CIA
 - A large part of the survey was made up of free text responses. These have been analysed using standard manual techniques for free text analysis, which while highly effective are unable to fully eliminate any degree of judgement or subjectivity.
 - Many free text responses mention street drinking. It should be explicitly noted that while street drinking and antisocial behaviour can be synonymous, the purpose of the CIA is not to reduce street drinking.

Section 1: About the respondents

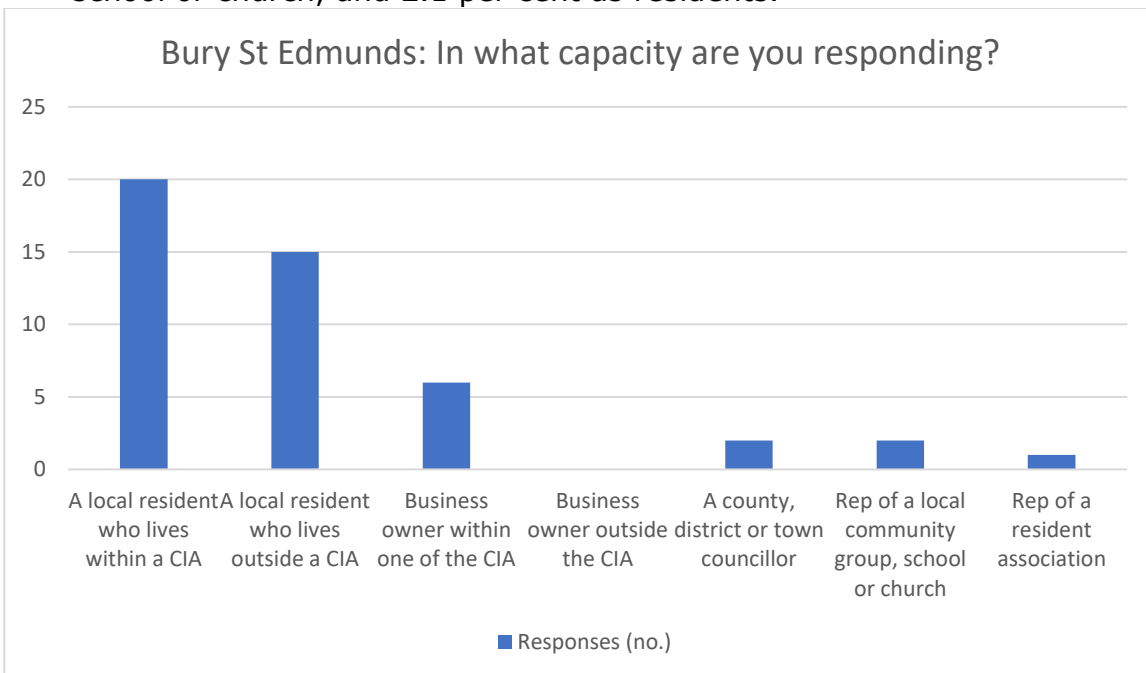
8. Of a total 58 respondents that responded online, the largest group of respondents were residents who live within a CIA (38 per cent), followed by residents who live outside a CIA (36.2 per cent). 12 per cent responded to the survey as representatives of businesses, all of whom are business situated within a CIA. A further 6.9 per cent of respondents identified as representing a local community group, school or church, 5.2 per cent identified as county, district or town councillors, and 1.7 per cent as representative of a resident association.



9. Of the 58 total respondents, 46 responded to comment on the Bury St Edmunds CIA, 12 for the Newmarket CIA.

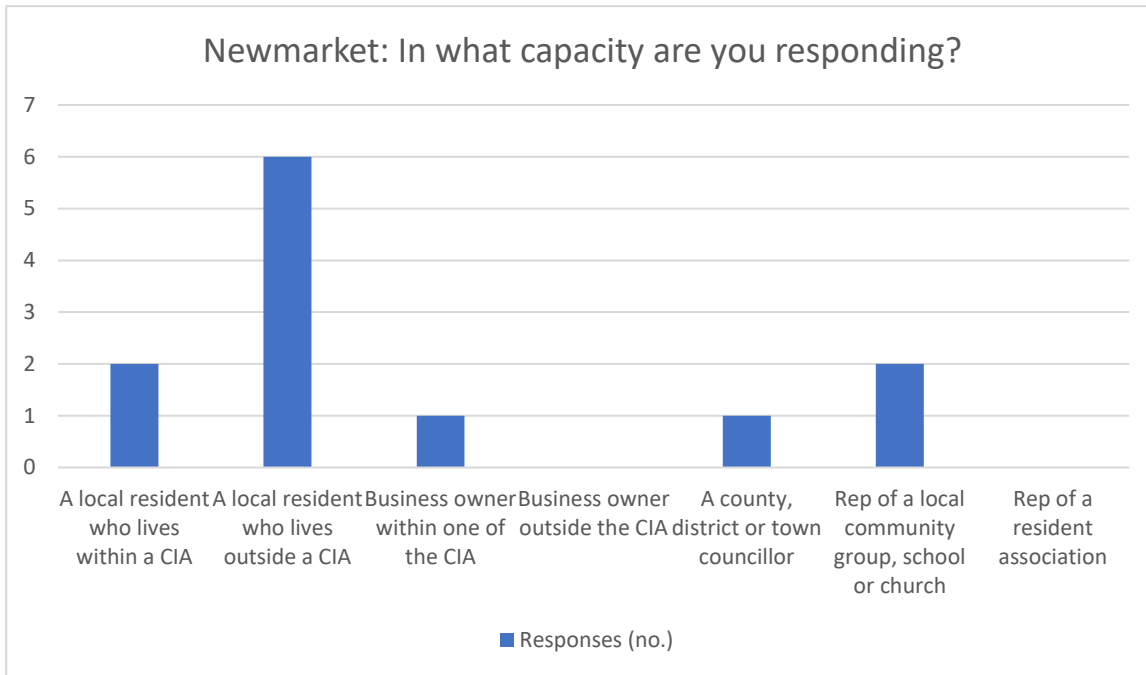


10. A further breakdown of Bury St Edmunds respondents shows that most were residents who live within the CIA (43.5 per cent), with a further 32.6 per cent responding as local residents who live outside the CIA in Bury St Edmunds. 13 per cent responded as business owners from within the CIA, 4.4 per cent as county, district or town councillors, 4.4 per cent as a local community group, school or church, and 2.1 per cent as residents.



11. Newmarket respondents differed slightly from Bury St Edmunds. While most were also residents, only 16.7 per cent were residents who live within the CIA, with 50 per cent living outside the CIA. 16.7 per cent of Newmarket respondents were a representative of a local community group, school or church, with

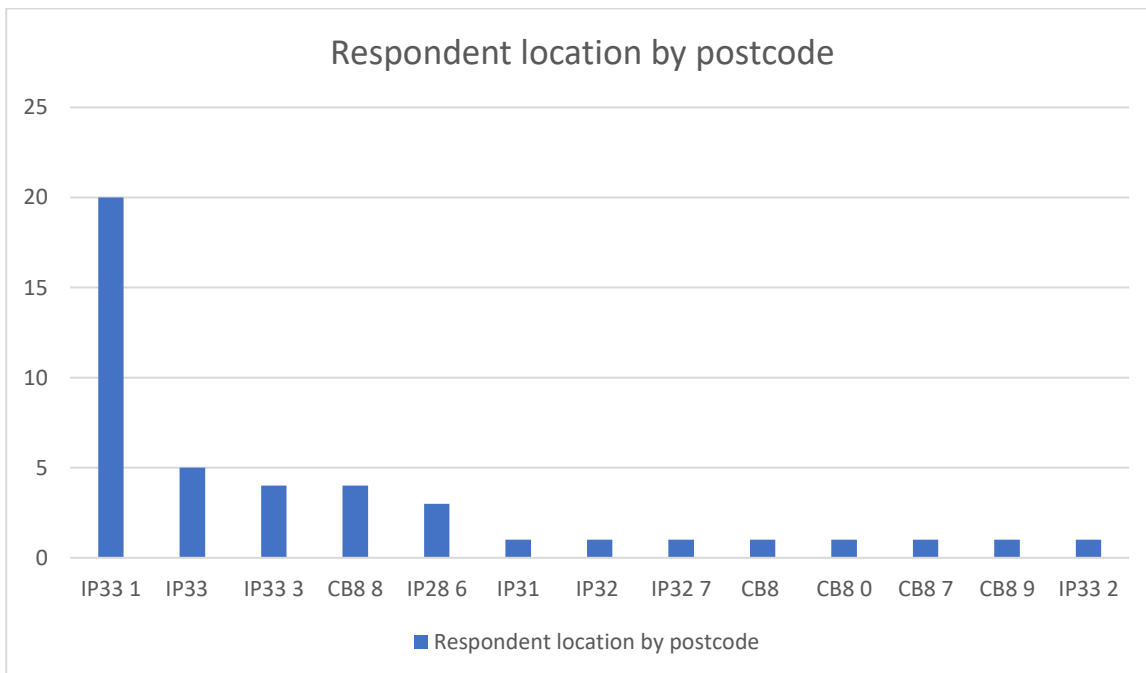
business owners within the CIA and county, district and town councillors each representing 8.3 per cent of respondents.



Business respondents

12. Of the seven respondents that identified as business owners, four hold a licence or club premises certificate. All four licensees hold an alcohol licence, with one also holding a licence for the sale of food and another licensee holding an entertainment licence.

Respondent location



Gender

13. The survey was completed by a majority of female respondents, representing 51 per cent of the total. Male respondents represented 47.1 per cent, with 2 per cent stating that they would “prefer not to say”.

Age and health-disability

14. The age breakdown (see chart below) shows a larger proportion of older people completed the survey; ages 45 to 70+ represents 86.3 per cent of the total. There is no representation from those aged under 24 and very few 25- to 44-year-olds responding to the survey. 21.6 per cent of respondents also stated that they had a longstanding disability, illness or infirmity, which is above the Suffolk average of 18 per cent.

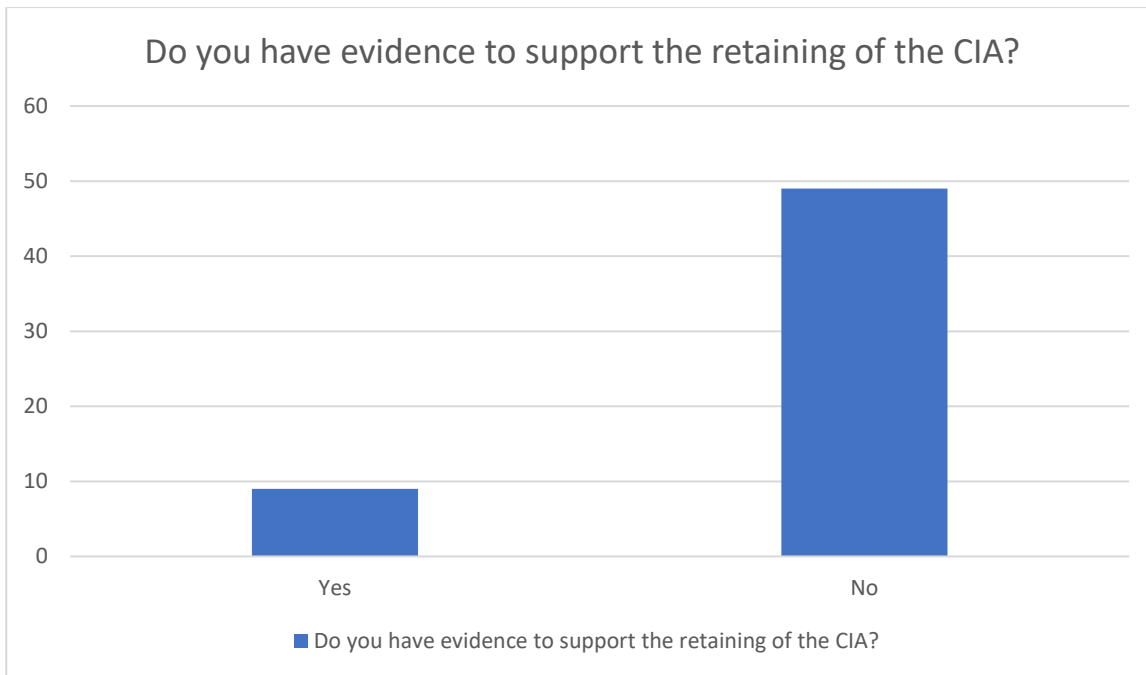
Age breakdown of respondents		
Age categories	% in each category	West Suffolk % (2020)
0-17	0	21.2
18-24	0	6.8
25-34	7.8	13.3
35-44	5.9	12
45-59	37.3	19.4
60-69	19.6	11
70+	29.4	16.4

Equalities information

15. 50 respondents answered questions on ethnic origin. Of all respondents, 43 identified as English, Welsh, Scottish, Northern Irish or British (86 per cent). 5 (10 per cent) respondents identified as any other White background – of this group, three respondents added a self-description: one described as white European; one as European; one as white Mediterranean.
16. One respondent (2 per cent) identified as Irish and another (2 per cent) as any other mixed/multiple ethnic background.

Section 2: Do you have evidence to support the retaining of the CIA?

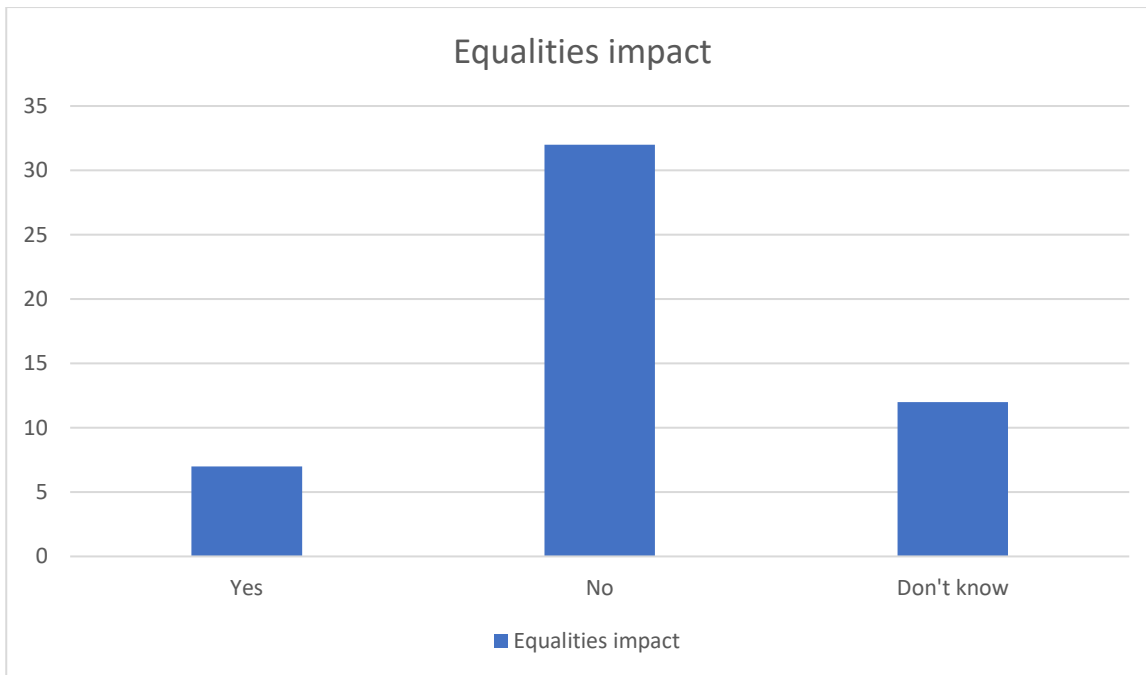
17. Of 58 responses to this question, 49 (84.5 per cent) stated that they did not have evidence. Nine (15.5 per cent) did provide evidence.



18. An assessment of the evidence can be viewed in Annex 1.
19. All nine evidence submissions concerned the Bury St Edmunds CIA, although one is disregarded as it is focused on dog fouling rather than alcohol. The cumulated information provides some good intelligence and helps build an overall picture of the CIA area in Bury St Edmunds.
20. The evidence provided makes it clear that the council needs to do more to undertake effective enforcement activity of licenced premises, with several complaints concerning noise outside of licenced times. What is more, the evidence makes it clear that issues arising with licensing premises are not always brought to the attention of the licensing authority and are instead handled directly with the business. The council needs to undertake engagement with residents to ensure that the licensing authority is involved in any such issues, so that any necessary enforcement action is necessary is undertaken.

Equalities impact

21. Respondents were asked an additional question around equalities impact. 32 out of 51 respondents (62.8 per cent) answered that they did not think that any aspect of the CIAs had a disproportionate impact on any individual or group. 7 respondents (13.7 per cent) answered that they did think it had a disproportionate impact, and 12 respondents (23.5 per cent) stated that they "Don't know". 8 free text comments were added by respondents.



22. Three comments referenced discrimination against younger people, usually as a hindrance to entertainment or social activity, and three comments stated that the CIA hindered businesses. One comment stated that, as an elderly man restricted opening times hindered his social life, while another stated that the elderly are affected by anti-social behaviour. One comment referenced the registered blind but did not elaborate on how they could be affected, and another responder commented that people regularly urinate in the street during the day.

Comments - Equalities	Frequency of inclusion
Discrimination against younger people	3
Hindrance to business	3
Elderly hindered by early closing	1
Elderly affected by anti-social behaviour	1
Registered blind	1
People urinating in street	1

Conclusion

23. During the seven-week consultation period, the responses received to the consultation did not provide additional evidence to support the renewal of the CIA.
24. However, the evidence that has been supplied provides excellent intelligence that is highly useful to the licensing team. It is clear that there is still misunderstanding around what a CIA is and what it does, however it is equally

clear that the CIA in Bury St Edmunds remains popular among certain residents in the area.

25. Most issues that have been raised by the evidence submitted is primarily concerning enforcement issues. In addition, the need for the council to undertake engagement with residents to ensure that the council, as licensing authority, is involved with any issues arising with licenced premises is noted and will be taken forward.
26. Some evidence raised the point concerning the impact of the pandemic – first in terms in how it impacts the historical data, and second in terms of its ongoing potential impact on long term habits in the night-time economy. This is a valid point, and all accumulated evidence will be considered against this context.

Annex 1 – Evidence Assessment

CIA	Evidence type	Evidence description	Respondent comment	Evidence assessment
BSE	JPEG	<p>Message from the pub apologising for the music disturbing the resident on a Thursday evening. The message invites the resident to discuss plans to minimise noise disturbances in the future.</p>	<p>“As residents of the town on a street that is predominantly occupied by residential dwellers we are regularly disturbed by noise from a neighbouring bar, pub and a meeting hall. We hear screaming, shouting and singing, loud cars etc on at least a weekly basis. We have had to complain in the past when music has been going on past 10.30pm mid-week as this really prevents us sleeping. The problem is exacerbated over the summer months when doors and windows are open. We can hear word for word conversations happening on the street, on PA systems in the meeting hall and from the live musicians at the bar and general noise and doors slamming in the pub garden. If the CIA was removed and licenses extended, we would have no choice but to sell and move. We’ve had to complain on a couple of occasions about disturbances but we have never involved the police so this would never have been registered.”</p>	<p>This provides good intelligence of noise disturbances in the IP33 1 area. The pub is not named, however it is likely that this information was not captured by WSC noise complaints data, as the resident approached the pub individually.</p> <p>The evidence suggests that the council was not involved in this complaint and means that engagement with residents is necessary to ensure that they know to involve the council in these matters.</p> <p>The removal of the CIA will not on its own, result in the licences being extended. Licensing applications would still need to be considered against the four licensing objectives and applications may still be refused.</p> <p>However, it would appear that additional enforcement work may be necessary to ensure that licensees in this area adhere more closely to their agreed licencing hours.</p>

BSE	JPEG	As in respondent comment – three photos submitted.	“Photo evidence of litter on 16th July, a typical Sunday. A bottle on the path at junction of Tuns Lane/Crown St. Another bottle and broken wine glass in St Andrews St South.”	Evidence shows potentially dangerous litter, with relevant location info. This info is unlikely to have been captured by WSC. This shows possible evidence of street drinking – potentially from alcohol bought at local supermarkets – and provides additional evidence for PSPO enforcement against street drinkers. It does not show evidence that the number of licences to sell alcohol in the area or licensing hours, led to this particular piece of litter.
BSE	JPEG	As in respondent comment.	“Email of support for the CIP from a resident.”	Unfortunately, statements that elaborate on a quiet neighbourhood with minimal noise or other complaints cannot be used as evidence to support the retention of the CIA. However, local support for the CIA is noted.
BSE	JPEG	As in respondent comment.	“Email to a local restaurant manager about a noise complaint made to the CAA chairman. May 2023.”	Shows evidence of noise complaints in the Abbeygate area. This issue was reported to WSC Environmental Health team.
BSE	JPEG	As in respondent comment.	“Email from a resident about noise and alcohol related anti-social behaviour. July 2023”	Evidence shows exchange with CAA about noise, waste, public urinating and vomiting around residential areas in Hatter Street – specifically references issues from The SO Bar.

				The issue around noise, specifically concerning the SO Bar is noted – and will be reviewed by enforcement.
BSE	PNG	Written message repeating respondent comment.	“I would like to support retaining the CIA for Bury St Edmunds. The period under review has seen unusual circumstances for businesses with covid lockdowns, reduced trading and cost of living. For this reason, I feel it would be unrepresentative of usual activity to base the decision on this period when it is likely not a true reflection if normal trading and licence growth. I am in full support of my residents who wish to retain the CIA for another period as a safety net. The trading picture is likely to be significantly different in the next three years. This will allow the review to judge the impact and need of CIA under (new) normal conditions. To stop this now I feel would be premature, particularly given no licences have been refused as a result so it is not having any negative impact on businesses but would show the residents that there is a reasonable balance to protect those living in the town centre.”	While this does not provide new evidence, the statement is nonetheless valid. Attempts have been made in the broader evidence base to mitigate against the issues raised here, showing longer term trend analysis since 2017. However, it is possible that regular habits and activity in the nighttime economy have not yet fully recovered.
BSE	Word Doc	Written message highlighting new developments,	“My wife and I have lived in the Risbygate St area since 2013. When we moved in there was frequent	This does not highlight the need for the CIA.

		<p>resulting in more residents living in Bury St Edmunds town centre. It is therefore reasonable to require new applicants to show mitigating measures they will put in place to minimise noise.</p>	<p>night-time noise from local bars which was largely brought under control with the help of the council. We therefore supported the extension of the CIA to include Risbygate St and have supported its continuation since."</p>	
BSE	Word Doc	<p>Written submission – repeated in comment.</p>	<p>"How can a truly accurate view be established as to the control of antisocial behaviour or licensing controls when you consider the time scale in question included the lockdowns caused by the pandemic. I therefore suggest that the CIA should be continued/extended, particularly when you consider how many late night/early morning licences exist within the St Andrews Street and Risbygate Street area of the town. This area already comprises seven such establishments selling alcohol within a radius of 400 yards - three with licenses till 4am in the morning.</p> <p>Add to this the number of residential developments now within this area alone - The Lantern, Merchants Place , The Bowers Development, Post Office Development, The Arc Development, St Louis School Development, Together with residential properties</p>	<p>The issue around timescale, including the pandemic, is mitigated against – as indicated in the response above.</p> <p>The other issues are relevant to wider licencing considerations, but not necessarily arguments for the renewal of the CIA itself.</p> <p>The issue with The Grapes is noted and represents useful intelligence and can be taken into account in future dealings with the premises. However, this requires further investigation and is an enforcement issue, rather than an issue relevant to the CIA (in that it is focused on entertainment, rather than the impact of alcohol).</p>

			<p>now being built in the grounds of the Solicitors in St Andrews Street North, Palmers Development in the Market Square, Looms Lane development, The Churchill Development (built on the old Lloyd's Bank site.)</p> <p>Unfortunately, late night drinking establishments do not go hand in hand with the problems faced when such late night establishments disgorge their patrons at 3.30 am/4 a.m. in the morning of Friday/Saturday.</p> <p>One serious problem is The Grapes public house notoriously playing loud music on either a Friday or Saturday night or both. There is not adequate soundproofing provided within this old building, loud music clearly heard within Merchants Place properties till the early hours when live music is played. The Gym Bar was very successfully soundproofed by Greene King, and their small outside space closed to patrons after 11 p.m.</p> <p>One would only have to check police call outs to see what unruly behaviour ensues from excessive late-night licences, probably most patrons having already consumed alcohol before going out.</p>	
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			I strongly hope that this statement is sufficient evidence to support that the CIA remains in place.”	
BSE	Word Doc	Written submission – repeated in comment.	<p>“As a Residents Association we would like to put forward two main reasons that the CIA should be renewed on this occasion, and evidence to support the order.</p> <p>1. It is regrettable that we have been asked to provide evidence at the renewal of the CIP. Had we been made aware of the need to obtain evidence during the previous 3 years we would have had the opportunity to gather this. Even if we had been notified of policy changes, is it reasonable to expect residents to patrol the street taking photos of drunken behaviour? However, I am sure the police have records of their call outs, and frequent visits to the late-night pubs and nightclubs which should provide the evidence needed.</p> <p>2. An obvious reason that complaints are fewer will be due to Covid restrictions closing pubs and clubs for 15 months from March 2020 when the CIA was renewed. They were the last establishments to reopen and were closed for a total of 458 days. Karooze did not reopen, which would</p>	<p>Issues relating to the impact of the pandemic on the decision-making process are noted, as above.</p> <p>Issues around Nelson Road are noted and useful intelligence. It should be considered whether there is anything the council can do through enforcement with further investigation. However, the CIA is not necessary for this and there is no indication in the evidence provided of this happening again or of persistent problems relating to individuals mentioned or the location.</p> <p>Issues regarding the Grapes have been noted and will be investigated.</p> <p>Unfortunately, the licensing has no influence on issues of loud driving around Risbygate Street.</p>

			<p>have attracted complaints, and the fact that fewer noise complaints were reported surely reinforces the need for a CIA to be in place.</p> <p>West Suffolk Council cannot have the best of both worlds. Planners are encouraging more residents into the town with extensive building applications approved for flats, living over retail, and residential retirement living and of course benefit through increased Council Tax. Licence applications should reflect the increase in residents and give them the opportunity to consult and comment on the issues of a licence application. The majority of businesses selling food and drink close at a reasonable time, it is only the few nightclubs that attract a different patron who drink to excess. WSC has a responsibility to protect their residents and the CIA is just one of the means to do this.</p> <p>We would cite our recent negotiations with Everyman Cinemas who have compromised to stop selling alcohol before the late night showing of films ends. This is a reasonable attitude to accommodate both the residents and enable the business to run.</p>	
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			<p>In Nelson Road we have experienced problems from extended drinking hours and readily available alcohol, through damage to property. The culprit responsible put his head through the glass on the front doors. residents have to either claim on their house insurance or pay themselves for the damage caused. Photos attached.</p> <p>We also had a late-night drinker trying to get into a vehicle naked at 3am. Naked because he had vomited down himself and removed his clothes, and trying to enter the vehicle because he thought the line of parked vehicles was the taxi rank. We did not take photographic evidence of this occurrence, but the police were called.</p> <p>Risbygate Street roundabout now has two large residential homes, and a care home on three of its corners. The fallout from alcohol is not just about late-night drinkers, but also late-night car drivers. Parkway and Risbygate are used as a racetrack when the clubs turn out, for those not responsible enough to use a taxi. Loud exhausts and car horns are used, but it is impossible for residents to record the vehicle numbers and so</p>	
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			<p>the problem continues.</p> <p>With the late-night extensions allowed to establishments, the residents in town are disturbed by the patrons leaving noisily and the further out we live the later the disturbance will be as they wind their way home. The opinion that if you live in town, you should expect noise is unacceptable as this is not the noise of town living, but that created by late night alcohol licences. It is laughable to think notices in clubs asking patrons to respect the neighbours as they leave will be read let alone comprehended. The example of someone who thinks our vehicles are a line of taxis would prove they are incapable of logical thought.</p> <p>The Grapes, the nearest public house to us, that has late night music, takes full advantage of the licensing hours and does not itself comply with the sign displayed to respect their neighbours. It is no wonder that the police had to be called to break up a fight recently. Members of our Association who live in Merchants Place are particularly affected from thoughtlessness by The Grapes and their patrons.</p>	
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			Personally I feel uncomfortable being in town alone later than 9pm, which is a sad reflection of how Bury St Edmunds is changing."	
BSE	PNG	<p>Message setting out argument against new premises on Whiting Street. Highlights large number of licensed premises already, which results in public disturbance, including crime, noise and vomiting.</p> <p>Sets out reservations to allow music to be played at newly licenced 3 Whiting Street.</p>	"Aug bank holiday 2017 Broken front window reported to the police. Criminals were seen by myself in the street as I spoke to the police. They were laughing at me. There were no police officers available to attend. No police officers came to speak to us to investigate. The case was closed."	Not relevant information. The incident in question occurred six years ago, and there is no indication in the evidence provided of this happening again or of persistent problems relating to individuals mentioned or the location.
BSE	Word Doc	Written submission – repeated in comment.	"Repeated episodes of broken glass along Churchgate street comprising "pub glasses" - evidenced by additional items such as slices of lemon mixed in the debris. Noise along Hatter and Churchgate street at closing times of the respective venues. Obvious urine stains (evidence by smell) along both roads particularly on Saturday and Sunday mornings - we note that the road sweeper comes at 630/7am on	<p>This evidence is useful to building a picture of an affected area over the weekend.</p> <p>West Suffolk Council has no intention of removing street cleansing from this area on a Sunday morning – as it is known to be necessary as a means to support the town’s nighttime economy.</p>

			Sundays. The policy needs to be retained so that reaction is just that - a reaction to need and absent a policy there is risk of disconnect - disjointed and delayed response to needs."	However, the council will review whether any enforcement action is necessary with any of the licensees in the area to try to limit disruption.
BSE	Word Doc	Dog mess notice for newsletter (March 2023)	"The 10 streets in the Historic Grid, Bury St. Edmunds (Guildhall Street, Whiting Street, College Street, Bridewell Lane, Crown Street, Westgate Street, Churchgate Street, Athenaeum Lane, Angel Lane and Hatter Street) have seen an increased amount of dog fouling on the pavements. It's disgusting and is stepped in by mistake by school children and adults alike."	Not relevant to the CIA but has been forwarded to the Parks and Leisure team for information.

Appendix C: Equality Impact Assessment (EqIA) – Cumulative Impact Assessment areas.

1. Equality screening form

For more information on how the Equality Impact Assessment was conducted please view the guidance [here](#).

<p>Step 1: The changes being proposed What changes are being proposed? For example, in policy, service, charging, location.</p> <p>West Suffolk Council has undertaken a review of the Cumulative Impact Areas (CIAs) that are in place in Bury St Edmunds and Newmarket.</p> <p>A CIA is a licensing tool for a designated area that tries to prevent a proliferation of alcohol licenses or licensed hours from leading to increases in anti-social behaviour, crime and negative impacts to public health.</p> <p>Based on accumulated evidence (please see Appendices A and B for details), it is proposed that the CIAs not be retained.</p>	
<p>Step 1a. Who will the changes have an impact on in general? (For example, taxi drivers, customers, staff, owners of businesses) List the groups:</p>	<p>Step 1b. What changes will each of the groups listed experience? Impacts on specific groups:</p>
Alcohol licensees	<ul style="list-style-type: none"> The CIAs can be used as a tool to determine licensees or renewals that are under consideration by the Licensing Authority. In addition, evidence suggests that the CIAs are rarely used in the licensing process, meaning that there will be no impact if the CIAs are not retained.
Other businesses	<ul style="list-style-type: none"> Evidence suggests that there are no significant cumulative impacts of alcohol in the CIA areas.
Residents	<ul style="list-style-type: none"> Cumulative impacts of alcohol can mean greater alcohol related incidents in the CIA areas – such as increased A&E attendance and intervention from the police relating to crime and

	disorder. However, evidence suggests that these impacts are minimal and decreasing.
Step 2: Impacts on specific groups	
<p>Step 2a. Within any of the groups you listed in Step 1, is there a higher proportion of people with a protected or other characteristic listed on page 7 than the populations of West Suffolk as a whole? (For example, users of Shopmobility are more likely to have a disability than the West Suffolk population)</p> <p>Describe how representation within the group affected differs from the West Suffolk population (use data if possible)</p>	<p>Step 2b. Are there any elements of the decision or changes that will impact differently on people with a protected or other characteristic listed on page 7? (For example, people in rural areas with poor broadband may find it harder to access services if moved online.)</p> <p>Describe how the change will impact differently on different groups, positively and negatively.</p>
There are no protected characteristics or different representation within groups described.	N/A

Step 3: Adjustments to the proposals	
<p>Step 3a. What are the views of the changes from those who are affected by them and what (if any) amendments would they like to see? Please note this engagement should precede formal consultation. For example, what do charities think of proposed changes to business rates relief?</p> <p>Record any feedback on the proposals that has been gathered</p>	<p>Step 3b. Based on the feedback from 3a, can we alter the proposed changes so that the negative impacts are removed or reduced and the positive impacts maximised? For example, adjust eligibility criteria to exclude small charities from changes.</p> <p>What changes could be made to the proposals? If none, say why not.</p> <p>How can we ensure the proposals are communicated effectively to those affected?</p>
Based on the evidence, which included a review of the usage of the CIAs in the licensing process, the impact on Licensees will be negligible.	N/A
The Suffolk Constabulary have no strong opinion on the status of the CIAs – indicating that removing the CIAs would have a negligible impact.	N/A
The Public Health team at Suffolk County Council have made clear that evidence is not strong in support of retaining the CIAs and removal of the CIAs will have no affect on how or what the team monitors.	N/A
Residents have provided evidence through the consultation process. However, while the CIAs would appear to be popular (especially in Bury St Edmunds), there is limited evidence suggesting that retaining the CIAs is required. The evidence provided does indicate that conditions need to be more rigorously enforced by the licensing team and that there is a lack of communication between residents who have complaints against licensees and the council.	The council will undertake additional engagement with residents to ensure that the licensing authority is involved in any issues, to ensure that necessary enforcement can take place. However, this will not entail any change to the proposal.

West Suffolk Council is committed to assessing the impact of our proposals on:

- those with a protected characteristic (that is age, disability, sex, pregnancy or maternity, marriage or civil partnership, race, religion, sexual orientation and gender re-assignment)
- families and those with caring responsibilities
- people on low income
- people suffering rural isolation
- those for whom English is not their first language

Decisions Plan

Key decisions and other executive decisions to be considered

Date: 1 September 2023 to 31 May 2024

Publication date: 18 August 2023

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, portfolio holders, joint committees or officers under delegated authority, are intending to take up to 31 May 2024. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies/individuals provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the 'Reason for taking the item in private' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below; or
- receive copies of any of the documents in the public domain listed below; or
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU or Mildenhall Hub, Sheldrick Way, Mildenhall, Suffolk IP28 7JX.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
19/09/23 Page 176	<p>Public Space Protection Orders and Dog Exclusion Zones</p> <p>The Cabinet will be asked to consider the outcome of a review that has been undertaken on Public Space Protection Orders and Dog Exclusion Zones within the district.</p>	Not applicable	(D)	Cabinet	<p>Donna Higgins Families and Communities</p> <p>Ian Shipp Leisure</p>	<p>Davina Howes Director (Families and Communities) 01284 757070</p> <p>Mark Walsh Director (Operations) 01284 757300</p>	Report to Cabinet.
19/09/23	<p>Cumulative Impact Assessment (CIA) Area Review: Bury St Edmunds and Newmarket</p> <p>CIA areas are a licensing tool which</p>	Not applicable	(D)	Cabinet	Gerald Kelly Governance and Regulatory 07968 396389	Jen Eves Director (HR, Governance and Regulatory) 01284 757015	Report to Cabinet.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 177	encourages applicants who are applying for a new premises license or longer licensing hours in a designated area, to address how they will ensure it does not lead to increased issues of anti-social behaviour, crime and impact on public health. New regulations that came into force under Section 141 of the Policing and Crime Act, mean that any further renewal of the CIAs in Bury St Edmunds and Newmarket, must be justified by evidence of its effectiveness. The					Christian Moore Food, Safety and Licensing Manager 01284 757042	

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 178	Cabinet will be asked to consider the outcomes of the review and consultation on this matter. The review must be completed by the end of 2023 and without strong evidence to renew, the CIAs will expire.						
19/09/23	Annual Treasury Management and Financial Resilience Report (2022 to 2023) The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny	Not applicable	(R) – Council 26/09/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 179	Committee regarding seeking approval for the Annual Treasury Management and Financial Resilience Report for 2022 to 2023.						
19/09/23	<p>Treasury Management Report – June 2023</p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 30 June</p>	Not applicable	(R) – Council 26/09/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
	2023.						
19/09/23 Page 180	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.
05/12/23	Council Tax Base for Tax Setting Purposes 2024 to 2025 The Cabinet will be asked to recommend to Council the basis of the formal calculation for the Council Tax	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
	Base for West Suffolk Council for the financial year 2024 to 2025.						
05/12/23 Page 181	Local Council Tax Reduction Scheme 2024 to 2025 The Cabinet will be asked to consider proposals for potential revisions to the Local Council Tax Reduction Scheme prior to seeking its approval by Council.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.
05/12/23	Delivering a Sustainable Medium-Term Budget The Cabinet will be	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property)	Recommendations of the Performance and Audit Scrutiny

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 182	asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2024 to 2025 and in the medium term.					01638 719245	Committee to Cabinet and Council.
05/12/23	Treasury Management Report – September 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
	seeking approval for the financial resilience activities between 1 April 2023 and 30 September 2023.						
05/12/23 Page 183	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.
06/02/24	Community Chest Grants 2024 to 2025 The Cabinet will be asked to consider the recommendations of	Not applicable	(KD) (a)	Cabinet	Donna Higgins Families and Communities	Davina Howes Director (Families and Communities) 01284 757070	Recommendations of the West Suffolk Grant Working Party to Cabinet.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 184	the West Suffolk Grant Working Party in respect of the levels of funding (if any) to be awarded to applicants to the Community Chest funding scheme for 2024 to 2025.						
06/02/24	<p>Delivering a Sustainable Medium-Term Budget</p> <p>The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a</p>	Not applicable	<p>(R) – Council 20/02/24</p> <p>Unless separate proposals are recommended by Cabinet, consideration by</p>	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 85	sustainable budget in 2024 to 2025 and in the medium term.		Council will take place as part of the budget setting paper on 20/02/24				
06/02/24	<p>Budget and Council Tax Setting 2024 to 2025 and Medium Term Financial Strategy 2024 to 2028</p> <p>The Cabinet will be asked to consider the proposals for the 2024 to 2025 budget and Medium Term Financial Strategy 2024 to 2028 for West Suffolk Council, prior to its</p>	Not applicable	<p>(KD) (e)- in relation to fees and charges element where proposed increases will be more than five percent</p> <p>(R) – Council 20/02/24</p>	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
Page 186	<p>approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators, and also the outcomes of the Council's review of its fees and charges.</p> <p>The fees and charges have been reviewed in accordance with the Council's Fees and Charges Policy, which has resulted in proposed increases to some. Where the proposed increase is greater than five percent, this constitutes a Key</p>		<p>Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the separate budget setting paper on 20/02/24</p>				

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
	Decision. The Cabinet will consider the proposals as part of its consideration of this report.						
00/02/24 Page 187	<p>Financial Resilience - Strategy Statement 2024 to 2025 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to Council, approval of the Strategy Statement 2024 to 2025 and Treasury Management Code of Practice for West Suffolk Council, which</p>	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
	must be undertaken before the start of each financial year.						
06/02/24 Page 188	Treasury Management Report – December 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 31 December 2023.	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
12/03/24 Page 189	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

Note 1: Definition of exempt information and relevant paragraphs of the Local Government Act 1972

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

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

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

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

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

Note 2: Key decision definition

A key decision is an executive decision that either:

- a. Results in new expenditure, or a reduced income or savings of more than £100k in any one year that has not otherwise been included in the Council's revenue or capital budgets.
- b. Comprises or includes the making, approval or publication of a draft or final scheme, which is not a routine business decision, that may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- c. Results in the formation of a new company, limited liability partnership or joint venture.
- d. Has a potentially detrimental impact on communities outside of West Suffolk District.
- e. Is a decision that is significant in terms of its effect on communities living or working in a definable local community in the District, or on one or more wards, in that it will:
 - i. Have a long-term, lasting impact on that community; or
 - ii. Restrict the ability of individual businesses or residents in that area to undertake particular activities; or
 - iii. Removes the provision of a service or facility for that community; or
 - iv. Increases the charges payable by members of the community to provide a service or facility by more than 5%; or
 - v. Have the potential to create significant local controversy or reputational damage to the Council
- f. A matter that the decision maker considers to be a key decision.
- g. Any matters that fall under the scope of e. above must be subject to consultation with the local Member(s) in Wards that are likely to be impacted by the decision prior to the decision being made.

Note 3: Membership of bodies making key decisions

a. Membership of West Suffolk Council’s Cabinet and their portfolios

Cabinet Member	Portfolio
Cliff Waterman	Leader of the Council
Victor Lukaniuk	Deputy Leader of the Council
Donna Higgins	Portfolio Holder for Families and Communities
Diane Hind	Portfolio Holder for Resources
Gerald Kelly	Portfolio Holder for Governance and Regulatory
Richard O’Driscoll	Portfolio Holder for Housing
Ian Shipp	Portfolio Holder for Leisure
David Taylor	Portfolio Holder for Operations
Jim Thorndyke	Portfolio Holder for Planning
Indy Wijenayaka	Portfolio Holder for Growth

b. Membership of the Anglia Revenues Partnership Joint Committee (made up of Breckland Council, East Cambridgeshire District Council, East Suffolk Council, Fenland District Council and West Suffolk Council)

Member Council	Full representative	Substitute representatives
Breckland	Philip Cowen	Sam Chapman-Allen Sarah Suggitt
East Cambridgeshire	James Lay	Anna Bailey Alan Sharp
East Suffolk	Paul Ashton	Peter Byatt Vacancy
Fenland	Jan French	Chris Boden Vacancy
West Suffolk	Diane Hind	Victor Lukaniuk David Taylor

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Jennifer Eves
Director (Human Resources, Governance and Regulatory)
Date: 18 August 2023

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Revenues Collection Performance and Write-Offs

Report number:	CAB/WS/23/045	
Report to and date:	Cabinet	19 September 2023
Cabinet member:	Councillor Diane Hind Portfolio Holder for Resources Tel: 07890 198957 Email: diane.hind@westsuffolk.gov.uk	
Lead officer:	Rachael Mann Director (Resources and Property) Tel: 01638 719245 Email: rachael.mann@westsuffolk.gov.uk	

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

Wards impacted: All Wards

Recommendation: The write-off of the amounts detailed in the Exempt Appendices to Report No: CAB/WS/23/045, be approved, as follows:

1. Exempt Appendix 1: NNDR totalling £117,777.51.
2. Exempt Appendix 2: Sundry Debt totalling £67,653.53.

1. Context to this report

- 1.1 The revenues section collects outstanding debts in accordance with either statutory guidelines or council agreed procedures.
- 1.2 When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Director, Resources and Property for debts up to £4,999.99 or by Cabinet for debts over £5,000.00.
- 1.3 It is best practice to monitor the recovery procedures for outstanding debts regularly and, when appropriate, write off irrecoverable debts.
- 1.4 Provision for irrecoverable debts is included both in the Collection Fund and the General Fund and writing off debts that are known to be irrecoverable ensures that staff are focussed on achieving good collection levels in respect of the recoverable debt.
- 1.5 As at 1 August 2023 the Council Tax percentage of debt written off during 2023/24 for all previous years is 0.01%.
- 1.6 As at 1 August 2023 the Business rates percentage of debt written off during 2023/24 for all previous years is 0.0%.
- 1.7 As at 1 August 2023 the sundry debt percentage of debt written off during 2023/24 for all previous years is 0.02%

2. Proposals within this report

- 2.1 To review the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.
- 2.2 Provision is made in the accounts for non-recovery but the total amounts to be written off are as follows with full details shown in
Exempt Appendix 1 NNDR totalling £117,777.51
Exempt Appendix 2 Sundry Debt totalling £67,653.53
- 2.3 As at 1 April 2023 the total National Non-Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of West Suffolk Council (as the billing Authority) is £70.3m per annum. The collection rate as at 1 August 2023 was 39.53% against a profiled target of 39.58%
- 2.4 As at 1 April 2023 the total Council Tax billed by Anglia Revenues Partnership on behalf of West Suffolk Council (includes the County, Police and Parish precept elements) is £118.4m per annum. The collection rate as at 1 August 2023 was 38.13% against a profiled target of 37.78%.

3. Alternative options that have been considered

- 3.1 There is an extensive and supportive recovery process prior to the engagement of an enforcement agency. The council currently uses the services of the ARP Enforcement Agency to assist in the collection of business rates and Council Tax and also has on-line tracing facilities. Although this service was suspended during the lockdown and up to more recently, enforcement is now reinstated in line with Government guidance. It is not considered appropriate to pass the debts on to another agency.
- 3.2 It should be noted that in the event that a written-off debt becomes recoverable, the amount is written back on, and enforcement procedures are re-established. This might happen, for example, if someone has gone away with no trace, and then they are unexpectedly 'found' again, through whatever route.

4. Consultation and engagement undertaken

- 4.1 Leadership Team and the Portfolio Holder for Resources and Property have been consulted with on the proposed write-offs.

5. Risks associated with the proposals

- 5.1 Low Risk - Debts are written off which could have been collected
Control - Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.

Medium Risk – Impact of the COVID-19 pandemic on recovery of debts and the increase in bankruptcies, IVA, CVA's are likely to impact this years' collection rates. Close monitoring is taking place and support provided where possible.

6. Implications arising from the proposals

- 6.1 Financial as above.
- 6.2 Legal Compliance
- the recovery procedures followed have been previously agreed;
writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.
- 6.3 Personal Data Processing
- no changes to the way we process personal data.
- 6.4 Equalities

- the application of predetermined recovery procedures ensures that everybody is treated consistently.
- failure to collect any debt impacts on either the levels of service provision or the levels of charges.
- all available remedies are used to recover the debt before write-off is considered.
- the provision of services by the Council applies to everyone in the area.

6.5 Crime and Disorder

6.6 Environment or Sustainability

6.7 HR or Staffing

6.8 Changes to existing policies

6.9 External organisations (such as businesses, community groups)

No significant implications on 6.1 – 6.8 as a result of this report

7. Appendices referenced in this report

7.1 Exempt Appendix 1 NNDR Write Offs
Exempt Appendix 2 Sundry Debt Write Offs

8. Background documents associated with this report

8.1 None

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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