

# Cabinet

<b>Title</b>	<b>Agenda</b>																								
<b>Date</b>	<b>Tuesday 5 December 2023</b>																								
<b>Time</b>	<b>6.00 pm</b>																								
<b>Venue</b>	<b>Conference Chamber West Suffolk House</b> Western Way Bury St Edmunds																								
<b>Membership</b>	<table><tr><td><b>Leader</b></td><td>Cliff Waterman</td></tr><tr><td><b>Deputy Leader</b></td><td>Victor Lukaniuk</td></tr><tr><td><b>Councillor</b></td><td><b>Portfolio</b></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>	<b>Leader</b>	Cliff Waterman	<b>Deputy Leader</b>	Victor Lukaniuk	<b>Councillor</b>	<b>Portfolio</b>	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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<b>Interests – declaration and restriction on participation</b>	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, <b>no later than when that item is reached</b> and, when appropriate, to leave the meeting prior to discussion and voting on the item.																								
<b>Quorum</b>	Four Members																								
<b>Committee administrator</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Telephone</b> 01284 757176 <b>Email</b> <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a>																								

## Public information

<b>Venue</b>	Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU
<b>Contact information</b>	Telephone: 01284 757176 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Website: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting</b>	The agenda and reports will be available to view at least five clear days before the meeting on our website.
<b>Attendance at meetings</b>	<p>This meeting is being held in person in order to comply with the Local Government Act 1972. We may be required to restrict the number of members of the public able to attend in accordance with the room capacity. If you consider it is necessary for you to attend, please inform Democratic Services in advance of the meeting.</p> <p>As a local authority, we have a corporate and social responsibility for the safety of our staff, our councillors and visiting members of the public. We, therefore, request that you exercise personal responsibility and do not attend the meeting if you feel at all unwell.</p> <p>West Suffolk Council continues to promote good hygiene practices with hand sanitiser and wipes being available in the meeting room. Attendees are also able to wear face coverings, should they wish to</p>
<b>Public participation</b>	<p>Members of the public who live or work in the district are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.</p> <p>The Constitution allows that a person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. <b>We urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.</b></p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.</p>

<b>Accessibility</b>	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.
<b>Recording of meetings</b>	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>
<b>Personal information</b>	<p>Any personal information processed by West Suffolk Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

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# Agenda

## Procedural matters

**1. Apologies for absence**

**2. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 14 November 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](mailto:democratic.services@westsuffolk.gov.uk) or telephoning 01284 757176 or in person by telling the Committee Administrator present at the meeting. **We would urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.**

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

	<b>Pages</b>
<p><b>6. Report of the Overview and Scrutiny Committee: 9 November 2023</b></p> <p>Report number: <b>CAB/WS/23/052</b>            Chair of the Committee: Councillor Sarah Broughton            Lead officer: Christine Brain</p>	<b>5 - 10</b>
<p><b>7. Report of the Performance and Audit Scrutiny Committee: 23 November 2023</b></p> <p>Report number: <b>CAB/WS/23/053</b>            Chair of the Committee: Councillor Peter Armitage            Portfolio holder: Councillor Diane Hind            Lead officer: Christine Brain</p>	<b>11 - 16</b>
<p><b>Non key decisions</b></p>	
<p><b>8. Recommendations of the Overview and Scrutiny Committee: 9 November 2023 - Abbeycroft Leisure Strategic Partnership</b></p> <p>Report number: <b>CAB/WS/23/054</b>            Portfolio holder: Councillor Ian Shipp            Chair of the Committee: Councillor Sarah Broughton            Lead officer: Jill Korwin</p>	<b>17 - 24</b>
<p><b>9. Recommendations from the Performance and Audit Scrutiny Committee: 23 November 2023 - Treasury Management Report (September 2023)</b></p> <p>Report number: <b>CAB/WS/23/055</b>            Portfolio holder: Councillor Diane Hind            Chair of the Committee: Councillor Peter Armitage            Lead officer: Rachael Mann</p>	<b>25 - 28</b>
<p><b>10. West Suffolk Local Plan Publication (Regulation 19) Consultation and Submission</b></p> <p>Report number: <b>CAB/WS/23/056</b>            Portfolio holder: Councillor Jim Thorndyke            Lead officers: Julie Baird and Marie Smith</p> <p><i>(See separate supplement pack for Appendix A which contains the proposed West Suffolk Local Plan Submission 2024 document itself – available to view electronically on the Council’s website <a href="#">here</a>. Paper copies available upon request.)</i></p>	<b>29 - 36</b>
<p><b>11. West Suffolk Local Council Tax Reduction Scheme (LCTRS) 2024 to 2025</b></p> <p>Report number: <b>CAB/WS/23/057</b>            Portfolio holder: Councillor Diane Hind            Lead officer: Rachael Mann</p>	<b>37 - 56</b>

*(See separate supplement pack for Appendix C – available to view electronically on the Council’s website [here](#).)*

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| <b>12. Council tax base for tax setting purposes 2024 to 2025</b>  | <b>57 - 68</b>   |
| Report number: <b>CAB/WS/23/058</b><br>Portfolio holder: Councillor Diane Hind<br>Lead officer: Rachael Mann   |                  |
| <b>13. Barley Homes Business Plan 2023</b>   | <b>69 - 102</b>  |
| Report number: <b>CAB/WS/23/059</b><br>Portfolio holder: Councillor Richard O’Driscoll<br>Lead officer: Julie Baird  |                  |
| <b>14. Revenues collection performance and write offs</b>  | <b>103 - 106</b> |
| Report number: <b>CAB/WS/23/060</b><br>Portfolio holder: Councillor Diane Hind<br>Lead officer: Rachael Mann   |                  |
| <b>15. Decisions Plan: 1 December 2023 to 31 May 2024</b>  | <b>107 - 126</b> |
| To consider the most recently published version of the Cabinet’s Decisions Plan<br><br>Report number: <b>CAB/WS/23/061</b><br>Leader of the Council: Councillor Cliff Waterman<br>Lead officer: Ian Gallin |                  |

## **Key decisions**

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| <b>16. Investing in our asset portfolio - Provincial House</b>   | <b>127 - 132</b> |
| Report number: <b>CAB/WS/23/062</b><br>Portfolio holder: Councillor Diane Hind<br>Lead officer: Rachael Mann   |                  |
| <b>17. Exclusion of press and public</b>   |                  |
| 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: Investing in our asset portfolio - Provincial House (paragraph 3) 133 - 158**

Exempt Appendices A, B and C to Report number:

**CAB/WS/23/062**

Portfolio holder: Councillor Diane Hind

Lead officer: Rachael Mann

(These appendices are to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as they contain information relating to the financial or business affairs of any particular person (including the authority holding that information))

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

**19. Exempt Appendices: Revenues collection performance and write-offs (paragraphs 1 and 2) 159 - 162**

Exempt Appendices 1 and 2 to Report number:

**CAB/WS/23/060**

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.)

**20. Exempt Appendix: Recommendations of the Overview and Scrutiny Committee: 9 November 2023 - Abbeycroft Leisure Strategic Partnership (paragraph 3) 163 - 200**

Exempt Appendix A to Report number: **CAB/WS/23/054**

Portfolio holder: Councillor Ian Shipp

Chair of the Committee: Councillor Sarah Broughton

Lead officer: Jill Korwin

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

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