



*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**Appendix 1**

## Decisions Plan

### **Key Decisions and other executive decisions to be considered**

**Date: 1 November 2015 to 31 May 2016**

**Publication Date: 23 October 2015**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2016. 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 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;
- receive copies of any of the documents in the public domain listed below;
- 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](mailto:firstname.surname@westsuffolk.gov.uk) or via St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

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	Wards Affected	Documents to be submitted
24/11/15	<p><b>West Suffolk Joint Statement of Principles in accordance with the Gambling Act 2005</b></p> <p>The Cabinet will be asked to consider rec's of the Licensing and Regulatory Committee in respect of seeking approval for a new Joint Statement of Principles, which has been produced jointly with Forest Heath District Council. It will require full Council approval.</p>	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Tom Wright Business Regulation and Licensing Manager 01638 719223	All Wards	Recommendations from the Licensing and Regulatory Committee to Cabinet and Council.
24/11/15	<p><b>Housing Assistance Policy and Application Guidance</b> - The Cabinet will be asked to consider the Housing Assistance Policy, which has been reviewed in line with the Housing Strategy. It also contains some changes to the way St Edmundsbury Borough and Forest Heath District Councils allocate grants for making improvements/adaptations to houses.</p>	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440  Andy Newman Service Manager (Housing Standards) 01638 719276	All Wards	Report to Cabinet.

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24/11/15  (Deferred from 1 Sept 2015)	<b>Office Accommodation Appraisal</b>  The Cabinet will be asked to consider an appraisal of West Suffolk councils' own office accommodation needs to inform detailed planning of the Mildenhall Hub and Public Service II projects through an Office Accommodation Plan.	Not applicable	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074  Peter Stevens Operations 01787 280284	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet.
24/11/15  (Brought forward from 8 Dec 15)	<b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2016/2017</b>  The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for for 2016/2017 prior to seeking its approval by full Council.	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Paul Corney Head of Anglia Revenues and Benefits Partnership 01842 756437	All Wards	Report to Cabinet with recommendations to Council.

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24/11/15	<p><b>Tax Base for Council Tax Setting Purposes 2016/2017</b></p> <p>The Cabinet will be asked to consider the Tax Base for Council Tax Setting Purposes for 2016/2017 prior to seeking its approval by full Council.</p>	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	<p>Rachael Mann Head of Resources and Performance 01638 719245</p> <p>Joanne Howlett Acting Head of Resources and Performance 01284 757264</p>	All Wards	Report to Cabinet with recommendations to Council.
	<p><b>Discretionary Rate Relief Guidelines</b></p> <p>Due to the Chancellor’s recent announcement on business rate devolution, this item has presently been removed from the Decisions Plan while the implications of how this might affect Discretionary Rate Relief are assessed.</p>				Ian Houlder Resources and Performance 01284 810074	<p>Rachael Mann Head of Resources and Performance 01638 719245</p> <p>Joanne Howlett Acting Head of Resources and Performance 01284 757264</p>		
08/12/15  (Deferred from 23 June 2015)	<p><b>Review of Cabinet Area Working Parties</b></p> <p>Following its annual review of Working Parties, Panels, Groups etc in May 2015, the Cabinet will be asked</p>	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958 700434	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet.

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	to consider a subsequent review of the future of the Area Working Parties.							
08/12/15  (Deferred from 20 October 2015)	<b>Suffolk Business Park/Eastern Relief Road: Update</b> The Cabinet will receive an update on the Suffolk Business Park/Eastern Relief Road project and may be asked to make recommendations to Council to enable the project to progress.	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	John Griffiths Leader of the Council 07958 700434	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet with recommendations to Council..
08/12/15  <b>New Item</b>	<b>Review of Bury St Edmunds Christmas Fayre</b> The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee following its Task and Finish Group's review of the and proposed future for the Bury St Edmunds Christmas Fayre.	Not applicable	(KD)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306  Andrea Mayley Service Manager (Development and Growth) 01284 757343	All Wards	Recommendations from Overview and Scrutiny Committee to Cabinet.

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08/12/15  <b>New Item</b>	<b>Review of Car Parking in the Borough</b> The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Cmt which arise from the Committee's Task and Finish Group's review of car parking in the Borough. Some of the recommendations will also require full Council approval via the Performance and Audit Scrutiny Cmt and Cabinet as part of the budget setting process.	Not applicable	(D), however some recommendations will be recommended to Council as part of the budget setting process.	Cabinet /Council	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	All Wards	Recommendations from Overview and Scrutiny Committee to Cabinet.
08/12/15  (Deferred from 10 February 2015)	<b>Erskine Lodge, Great Wheltenham Development Brief</b> The Cabinet will be asked to consider the rec's of the Sustainable Development Working Party in respect of seeking approval for the adoption of the Development Brief for Erskine Lodge in Great Wheltenham.	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Horringer & Wheltenham	Recommendations of the Sustainable Development Working Party to Cabinet and Council.

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08/12/15  (Deferred from 23 June 2015)	<p><b>Land to East of Barrow Hill, Barrow Development Brief</b></p> <p>The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the adoption of the Development Brief for Land to East of Barrow Hill, Barrow.</p>	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Barrow	Recommendations of the Sustainable Development Working Party to Cabinet and Council.
08/12/15  (Deferred from 8 Sept 2015)	<p><b>Wickhambrook Development Brief</b></p> <p>The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking adoption the Wickhambrook Development Brief.</p>	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Wickham -brook	Recommendations of the Sustainable Development Working Party to Cabinet and Council.

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8/12/15  (Deferred from 8 Sept 2015)	<b>West Suffolk Joint Sports Facility and Playing Pitch Strategy</b>  The Cabinet will be asked to adopt a West Suffolk Joint Sports Facility and Playing Pitch Strategy, which has been produced with Forest Heath District Council.	Not applicable	(KD)	Cabinet	Joanna Rayner Leisure and Culture 07872 456836	Mark Walsh Head of Operations 01284 757300  Damien Parker Leisure and Cultural Services Operational Manager 01284 757090	All Wards	Report to Cabinet
08/12/15	<b>Revenues Collection Performance and Write-Offs</b>  The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245  Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet with exempt appendices.
08/12/15	<b>Community Chest Grant Funding (2)</b> The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for	Not applicable	(KD)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Recommendations of the Grant Working Party to Cabinet.



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	Community Chest funding for the 2016/2017 year.							
08/12/15	<p><b>Tayfen Road, Bury St Edmunds: Masterplan</b></p> <p>The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of recommending to full Council the adoption of an updated and amended Masterplan document for the Tayfen Road site, which is allocated for development by the Bury St Edmunds Vision 2031 Area Action Plan.</p>	Not applicable	(R) – Council 15/12/15	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Risbygate	Recommendations of the Sustainable Development Working Party to Cabinet and Council.
09/02/16  <b>New Item</b>	<p><b>Leisure Development Proposals for West Stow Country Park</b></p> <p>The Cabinet will be asked to make recommendations to full Council regarding leisure development proposals for West Stow Country Park.</p>	Paragraph 3	(R) - Council 15/12/15	Cabinet/ Council	Joanna Rayner Leisure and Culture 07872 456836	Richard Hartley Commercial Manager 01284 757055	All Wards	Exempt Report to Cabinet with recommendations to Council.

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09/02/16  (Deferred from 2 Sept 2014)	<p><b>North East Bury St Edmunds Masterplan: Transport Assessment</b></p> <p>Whilst full Council adopted the North East Bury St Edmunds Masterplan in June 2014, Members requested that the Transport Assessment which will accompany the forthcoming planning application should firstly be considered by the Sustainable Development Working Party (SDWP) before the planning application is determined by the Development Control Committee. The Cabinet will be asked to consider the recommendations from the SDWP relating to this issue.</p>	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Abbeygate Eastgate; Fornham; Great Barton; Minden; Moreton Hall; Northgate Risbygate Southgate; Westgate	Recommendations from the Sustainable Development Working Party to Cabinet.

<b>Expected Decision Date</b>	<b>Subject and Purpose of Decision</b>	<b>Reason for taking item in private (see Note 1 for relevant exempt paragraphs)</b>	<b>Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)</b>	<b>Decision Taker (see Note 3 for membership)</b>	<b>Portfolio Holder Contact Details</b>	<b>Lead Officer Contact Details</b>	<b>Wards Affected</b>	<b>Documents to be submitted</b>
09/02/16  (Deferred from 10 February 2015)	<b>Public Service Village (PSV) Phase Two – Revisions to Existing Masterplan</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the revisions to the existing PSV Masterplan.	Not applicable	(R) - Council 23/02/16	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Minden; Risbygate; St Olaves	Recommendations from the Sustainable Development Working Party to Cabinet and Council.
09/02/16  (Deferred from 8 Sept 2015)	<b>Delivery of Haverhill Town Centre Masterplan: Post Adoption</b> The Cabinet will be asked to consider how the Council proposes to deliver the actions contained in the final adopted Haverhill Town Centre Masterplan.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Haverhill East; Haverhill North; Haverhill South; Haverhill West	Report to Cabinet.
09/02/16  (Deferred from 10 February 2015)	<b>Review of Pedestrianisation of Abbeygate Street, Bury St Edmunds</b> The Portfolio Holder will be asked to provide a response to Suffolk County	Not applicable	(D)	Portfolio Holder for Operations	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	Abbeygate	Report to Portfolio Holder for a decision.

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	Council's forthcoming review of the pedestrianisation scheme in Abbeygate Street, Bury St Edmunds.							
09/02/16  (Deferred from 8 Sept 2015)	<b>Animal Boarding, Dog Breeding Establishments and Pet Shops - Licensing Conditions</b> - Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee regarding proposed revised licensing conditions for Animal Boarding, Dog Breeding Establishments and Pet Shops, following consultation.	Not applicable	(R) - Council 23/02/16	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Tom Wright Business Regulation and Licensing Manager 01638 719223	All Wards	Recommendations from the Licensing and Regulatory Committee to Cabinet and Council.
09/02/16  (Deferred from 2 Dec 2014)	<b>Definitions &amp; provisions made for political parties and pressure groups in revised Market Licence Regulations</b> - With the exception of the topics listed above, approval was given by Cabinet for	Not applicable	(D)	Cabinet	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet.

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	revised Market Regulations on 2 Sept 2014. The Cabinet will be asked to consider a further report on these topics for appropriate wording to be incorporated as an amendment to the approved Market Regulations.							
09/02/16  <b>New Item</b>	<b>Concept Statement: Park Farm, Ingham</b> The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the Concept Statement for Park Farm, Ingham which has been subject to consultation.	Not applicable	(R) – Council 23/02/16	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Fornham, Pakenham, Risby	Recommendations of Sustainable Development Working Party to Cabinet and Council.
09/02/16	<b>Revenues Collection Performance and Write-Offs</b> – The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of	All Wards	Report to Cabinet with exempt appendices.

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						Resources and Performance 01284 757264		
09/02/16	<b>Budget and Council Tax: 2016/2017</b> - Cabinet will be asked to consider the proposals for the 2015/2016 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) – Council 23/02/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245  Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Reports to Cabinet and Council.
09/02/16	<b>Annual Treasury Management and Investment Strategy 2016/2017 and Treasury Management Code of Practice</b> Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2016/2017, which must be undertaken before the start of each financial yr.	Not applicable	(R) – Council 23/02/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet with recommend- ations to Council.

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29/03/16	<p><b>Revenues Collection Performance and Write-Offs</b></p> <p>The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.</p>	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245  Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet with exempt appendices.
24/05/16	<p><b>Revenues Collection Performance and Write-Offs</b></p> <p>The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.</p>	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance  01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet with exempt appendices.

**NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS**

**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:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
  - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
  - (ii) result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme;
  - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

**NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**

**(a) Membership of the Cabinet and their Portfolios:**

<b>Cabinet Member</b>	<b>Portfolio</b>
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

**(b) MEMBERSHIP TO BE AMENDED FOLLOWING APPROVAL OF JOINT COMMITTEE'S RECOMMENDATIONS TO MOVE TO REPRESENTATION OF ONE MEMBER/ONE SUBSTITUTE PER AUTHORITY**

**Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council**

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full Forest Heath District Council Cabinet Member</b>	<b>Full Suffolk Coastal District Council Cabinet Member</b>	<b>Full St Edmundsbury Borough Council Cabinet Member</b>	<b>Full Waveney District Council Cabinet Member</b>
Councillor Ellen Jolly	Councillor David Ambrose-Smith	Councillor John Clark	Councillor Stephen Edwards	Councillor Richard Kerry	Councillor Ian Houlder	Councillor Sue Allen
Councillor Michael Wassell	Councillor Lis Every	Councillor Chris Seaton	Councillor James Waters	Councillor Geoff Holdcroft	Councillor Sara Mildmay-White	Councillor Mike Barnard
<b>Substitute Breckland Cabinet Member</b>	<b>Substitute East Cambridgeshire District Council Cabinet Member</b>	<b>Substitute Fenland District Council Cabinet Member</b>	<b>Substitute Forest Heath District Council Cabinet Member</b>	<b>Substitute Suffolk Coastal District Council Cabinet Member</b>	<b>Substitute St Edmundsbury Borough Council Cabinet Member</b>	<b>Substitute Waveney District Council Cabinet Member</b>
Councillor Charles Carter	To be confirmed	To be confirmed	Vacancy	To be confirmed	Vacancy	To be confirmed

Fiona Osman  
 Service Manager (Democratic and Elections)  
 Date: 23 October 2015