



St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

CAB/SE/16/010

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 February 2016 to 31 May 2016

Publication Date: 7 January 2016

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 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
	<p>Review of Pedestrianisation of Abbeygate Street, Bury St Edmunds</p> <p>This item has presently been removed from the Decisions Plan until notification is received from Suffolk County Council that any such consultation is anticipated to take place.</p>				Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300		
	<p>Definitions and provisions made for political parties and pressure groups in revised Market Licence Regulations</p> <p>This item has been removed from the Decisions Plan.</p> <p>Following a period of consultation, revised Market Licence Regulations were approved by Cabinet on 2 September 2014 (Report F96 refers). Having been in-force for just over a</p>				Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300		

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	year a review of these regulations is being undertaken to see if any minor amendments are necessary to improve the working and development of our markets. Any significant changes to the regulations will be returned to Cabinet for approval after the review is concluded.							
09/02/16 (Deferred from 8 Sept 2015)	ITEM TO BE REMOVED - NO DECISION NOW REQUIRED BY CABINET West Suffolk Joint Sports Facility and Playing Pitch Strategy 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	(D)	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
09/02/16 (Deferred	Tayfen Road, Bury St Edmunds: Masterplan The Cabinet will be asked	Not applicable	(R) – Council 09/02/16	Cabinet/ Council	Alaric Pugh Planning and Growth	Steven Wood Head of Planning and Growth	Risbygate	Recommendations of the Sustainable

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from 8 Dec 2015)	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.				07930 460899	01284 757306		Development Working Party to Cabinet and Council.
09/02/16	Concept Statement: Park Farm, Ingham 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	Revenues Collection Performance and Write-	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and	Rachael Mann Head of	All Wards	Report to Cabinet with

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	Offs The Cabinet will be asked to consider writing off outstanding debts detailed in the exempt appendices.				Performance 01284 810074	Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264		exempt appendices.
09/02/16	Budget and Council Tax: 2016/2017 The 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	Annual Treasury Management and Investment Strategy 2016/2017 and Treasury Management Code of Practice	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	All Wards	Report to Cabinet with recommendations to Council.

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	The 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 year.					Joanne Howlett Acting Head of Resources and Performance 01284 757264		
09/02/16	Home-Link Lettings Policy The Cabinet will be asked to recommend to Council, revisions to the Policy which was adopted in 2013 by both Forest Heath District Council and St Edmundsbury Borough Council.	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440 Tony Hobby Service Manager (Housing Options) 01638 719348	All Wards	Report to Cabinet, with recommendations to Council
09/02/16	Enterprise Zones: Update The Cabinet will be asked to consider making recommendations to Council regarding the financial implications connected with	Paragraph 3	(R) – Council 23/02/16	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Andrea Mayley, Service Manager (Development)	All Wards	Report to Cabinet with the possibility of an exempt appendix, and with recommendations to

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	progressing with the locations recently allocated with Enterprise Zone status.					and Growth) 01284 757343		Council
09/02/16	Provision of Additional Artificial Pitch Capacity in Haverhill To meet current and future needs, Cabinet and Council may be asked to consider a means to enable the early provision of additional pitch capacity in Haverhill, working with partners and developers to ensure best value to the taxpayer.	Not applicable	(R) – Council 23/02/16	Cabinet/ Council	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 with recommendations to Council.
09/02/16	ITEM TO BE DEFERRED TO 29 MARCH 2016 Western Way, Bury St Edmunds Development Phase 2: Business Case The Cabinet will be asked to consider making recommendations to Council on a proposed business case to develop,	Not applicable	(R) – Council 23/02/16	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.

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	with partners, the Western Way Development Phase Two site, which will include an extended Public Service Village.							
29/03/16 (Deferred from 23 June 2015)	Leisure Development Proposals for West Stow Country Park The Cabinet will be asked to make recommendations to full Council regarding leisure development proposals for West Stow Country Park.	Paragraph 3	(R) - Council tbc	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.
29/03/16 (Deferred from 8 Sept 2015)	Animal Boarding, Dog Breeding Establishments and Pet Shops - Licensing Conditions The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee regarding proposed revised licensing conditions for Animal	Not applicable	(R) - Council tbc	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.

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	Boarding, Dog Breeding Establishments and Pet Shops, following consultation.							
29/03/16 (Deferred from 10 February 2015)	Western Way, Bury St Edmunds Development Phase Two – Revisions to Existing PSV Masterplan 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 Public Service Village (PSV) Masterplan.	Not applicable	(R) - Council tbc	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.
29/03/16 (Deferred from 2 Sept 2014)	North East Bury St Edmunds Masterplan: Transport Assessment Whilst full Council adopted the North East Bury St Edmunds Masterplan in June 2014, Members requested that the Transport Assessment	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	Recommendations from the Sustainable Development Working Party to Cabinet.

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	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.						Risbygate Southgate; Westgate	
29/03/16	Revenues Collection Performance and Write-Offs 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.
29/03/16	Community Chest Funding 2016/2017:	Not applicable	(D)	Cabinet	Robert Everitt Families and	Davina Howes Head of Families	All Wards	Recommendations of the

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	<p>Suffolk Rape Crisis The Cabinet will be asked to consider recommendations from the Grant Working Party in respect of the level of Community Chest Funding (if any) to be awarded to Suffolk Rape Crisis in 2016/2017 and potentially beyond. This application was deferred and is therefore needed to be considered later than the applications previously considered in December 2015.</p>				Communities 01284 769000	and Communities 01284 757070		Grant Working Party to Cabinet.
24/05/16 (Deferred from 8 Sept 2015)	<p>Delivery of Haverhill Town Centre Masterplan: Post Adoption The Cabinet will be asked to consider how the Council proposes to deliver the actions contained in the final adopted Haverhill Town Centre Masterplan.</p>	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.

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24/05/16	Revised Suffolk Flood Risk Management Strategy The Cabinet will be asked to approve the revised content of this Strategy.	Not applicable	(D)	Cabinet	Peter Stevens Operations 01787 280284 Alaric Pugh Planning and Growth 07930 460899	Mark Walsh Head of Operations 01284 757300 Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet
24/05/16	Annual Review of Cabinet Working Parties, Joint Committees/Panels and Other Groups The Cabinet will be asked to consider an annual review of its Working Parties, Panels and Other Groups.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958 700434	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to Cabinet.
24/05/16	Revenues Collection Performance and Write-Offs The Cabinet will be asked to consider writing off outstanding debts detailed	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.

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	in the exempt appendices.					Joanne Howlett Acting Head of Resources and Performance 01284 757264		

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:

Cabinet Member	Portfolio
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 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** (Membership amended from 1 December 2015 to one Member/two Substitutes per Authority)

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Pablo Dimoglou	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Mike Barnard
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
Cllr Michael Wassell	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Geoff Holdcroft	Cllr Sara Mildmay-White	Cllr Sue Allen
Cllr Ellen Jolly	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Letitia Smith

Fiona Osman
Service Manager (Democratic and Elections)
Date: 7 January 2016