



*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**Appendix 1**

## **Decisions Plan**

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

**Date: 1 March 2016 to 31 May 2016**

**Publication Date: 26 February 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. It also includes provisional intended decisions to be taken beyond this date. 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<br><br>(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                          |
|---|---|---|--|--|---|---|----------------|--|
| <b>Item Removed</b>                             | <b>West Suffolk Joint Sports Facility and Playing Pitch Strategy</b><br><br><u>Cabinet decision no longer required, therefore this item has been removed from the Decisions Plan. Item being noted by West Suffolk Joint Growth Steering Group only (Report No: <b>JGG/JT/16/002</b> refers - 8 February 2016).</u> |   |  |  | Joanna Rayner<br>Leisure and Culture<br>07872 456836    | Mark Walsh<br>Head of Operations<br>01284 757300<br><br>Damien Parker<br>Service Manager Operations (Leisure and Culture)<br>01284 757090 |                |  |
| 29/03/16<br><br>(Deferred from 9 February 2016) | <b>Western Way, Bury St Edmunds Development Phase 2: Business Case</b><br><br>The Cabinet will be asked to consider making recommendations to Council on a proposed business case to develop, with partners, the Western Way Development Phase Two site, which will include an extended Public Service Village.     | Not applicable  | (R) – Council tbc  | Cabinet/<br>Council                        | John Griffiths<br>Leader of the Council<br>07958 700434 | Steven Wood<br>Head of Planning and Growth<br>01284 757306  | All Wards      | Report to Cabinet with recommendations to Council. |

| <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<br/><br/>(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>   |
|--|--|--|---|---|--|--|------------------------------------|--|
| 29/03/16<br><br>(Deferred from 10 February 2015) | <b>Western Way, Bury St Edmunds Development Phase Two – Revisions to Existing PSV Masterplan</b><br><br>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/<br>Council                               | Alaric Pugh<br>Planning and Growth<br>07930 460899       | Steven Wood<br>Head of Planning and Growth<br>01284 757306 | Minden;<br>Risbygate;<br>St Olaves | Recommendations from the Sustainable Development Working Party to Cabinet and Council. |
| 29/03/16<br><br>(Deferred from 23 June 2015)     | <b>Leisure Development Proposals for West Stow Country Park</b><br><br>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/<br>Council                               | Joanna Rayner<br>Leisure and Culture<br>07872 456836     | Richard Hartley<br>Commercial Manager<br>01284 757055      | All Wards                          | Report to Cabinet with exempt appendices and recommendations to Council.               |
| 29/03/16   | <b>Revenues Collection Performance and Write-Offs</b><br>The Cabinet will be asked   | Paragraphs 1 and 2   | (KD)  | Cabinet   | Ian Houlder<br>Resources and Performance<br>01284 810074 | Rachael Mann<br>Head of Resources and Performance          | All Wards                          | Report to Cabinet with exempt appendices.  |

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|------------------------|--|---|--|---|--|--|----------------|--|
|                        | to consider writing off outstanding debts detailed in the exempt appendices.   |   |  |   |  | 01638 719245<br><br>Joanne Howlett<br>Acting Head of Resources and Performance<br>01284 757264 |                |  |
| 29/03/16               | <p><b>Community Chest Funding 2016/2017: Suffolk Rape Crisis</b></p> <p>The Portfolio Holder 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> | Not applicable  | (D)  | Portfolio Holder for Families and Communities | Robert Everitt<br>Families and Communities<br>01284 769000 | Davina Howes<br>Head of Families and Communities<br>01284 757070                               | All Wards      | Recommendations of the Grant Working Party to the Portfolio Holder to make a decision. |

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|---|--|---|--|--|--|---|----------------|---|
| 29/03/16<br><br><b>New Item</b>             | <b>West Suffolk Community Energy Plan</b><br>The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of noting progress made since the adoption of the West Suffolk Community Energy Plan and its recommendations for taking forward the previously approved investment programme. | Not applicable  | (KD)   | Cabinet                                    | Alaric Pugh<br>Planning and Growth<br>07930 460899 | Steven Wood<br>Head of Planning and Growth<br>01284 757306<br><br>Peter Gudde<br>Service Manager (Environmental Health)<br>01284 757042 | All Wards      | Recommendations from the Sustainable Development Working Party to Cabinet.          |
| 24/05/16<br><br>(Deferred from 8 Sept 2015) | <b>Animal Boarding, Dog Breeding Establishments and Pet Shops - Licensing Conditions</b><br>The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee regarding proposed revised licensing   | Not applicable  | (R) - Council<br>28/06/16  | Cabinet/<br>Council                        | Alaric Pugh<br>Planning and Growth<br>07930 460899 | Tom Wright<br>Business Regulation and Licensing Manager<br>01638 719223   | All Wards      | Recommendations from the Licensing and Regulatory Committee to Cabinet and Council. |

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|---|---|---|--|--|--|--|---|--|
|   | conditions for Animal Boarding, Dog Breeding Establishments and Pet Shops, following consultation.  |   |  |  |  |  |   |  |
| 24/05/16<br><br>(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<br>Planning and Growth<br>07930 460899 | Steven Wood<br>Head of Planning and Growth<br>01284 757306 | Abbeygate<br>Eastgate;<br>Fornham;<br>Great Barton;<br>Minden;<br>Moreton Hall;<br>Northgate<br>Risbygate<br>Southgate;<br>Westgate | Recommendations from the Sustainable Development Working Party to Cabinet. |

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|---|--|---|--|--|---|--|---|---------------------------|
| 24/05/16<br><br>(Deferred from 8 Sept 2015) | <b>Delivery of Haverhill Town Centre Masterplan: Post Adoption</b><br>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<br>Planning and Growth<br>07930 460899  | Steven Wood<br>Head of Planning and Growth<br>01284 757306   | Haverhill East;<br>Haverhill North;<br>Haverhill South;<br>Haverhill West | Report to Cabinet.        |
| 24/05/16                                    | <b>Revised Suffolk Flood Risk Management Strategy</b><br><br>The Cabinet will be asked to approve the revised content of this Strategy.  | Not applicable  | (D)  | Cabinet                                    | Peter Stevens<br>Operations<br>01787 280284<br><br>Alaric Pugh<br>Planning and Growth<br>07930 460899 | Mark Walsh<br>Head of Operations<br>01284 757300<br><br>Steven Wood<br>Head of Planning and Growth<br>01284 757306 | All Wards   | Report to Cabinet         |
| 24/05/16                                    | <b>Annual Review of Cabinet Working Parties, Joint Committees/Panels and Other Groups</b><br>The Cabinet will be asked to consider an annual review of its Working Parties, Panels and Other Groups.                         | Not applicable  | (D)  | Cabinet                                    | John Griffiths<br>Leader of the Council<br>07958 700434   | Karen Points<br>Head of HR, Legal and Democratic Services<br>01284 757015  | All Wards   | Report to Cabinet.        |

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|-------------------------------|--|--|---|---|--|---|-----------------------|--|
| 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<br>Resources and Performance<br>01284 810074 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 /<br>Joanne Howlett<br>Acting Head of Resources and Performance<br>01284 757264 | All Wards             | Report to Cabinet with exempt appendices.          |
| 24/05/16                      | <p><b>Burt St Edmunds Destination Management Organisation (DMO)</b></p> <p>Cabinet will be asked to recommend approval to commit an allocation of funding associated with the DMO on a three year basis.</p>                         | Not applicable   | (R) - Council<br>28/06/16   | Cabinet/<br>Council                               | Alaric Pugh<br>Planning and Growth<br>07930 460899       | Steven Wood<br>Head of Planning and Growth<br>01284 757306<br><br>Andrea Mayley<br>Service Manager (Economic Growth)<br>01284 757343              | All Wards             | Report to Cabinet with recommendations to Council. |
| 21/06/16                      | <p><b>West Suffolk Annual Report 2015/2016</b></p> <p>Following scrutiny by the <b>O&amp;S Committee</b>, Cabinet will be asked to consider the West Suffolk Annual Report 2015/2016, which has been jointly produced with FHDC.</p> | Not applicable   | (D)   | Cabinet   | John Griffiths<br>Leader of the Council<br>07958 700434  | Davina Howes<br>Head of Families and Communities<br>01284 757070  | All Wards             | Report to Cabinet.                                 |



**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<br>Councillor Sara Mildmay-White                     | Leader of the Council<br>Deputy Leader of the Council/<br>Housing   |
| Councillor Robert Everitt<br>Councillor Ian Houlder                            | Portfolio Holder for Families and Communities<br>Portfolio Holder for Resources and<br>Performance                      |
| Councillor Alaric Pugh<br>Councillor Joanna Rayner<br>Councillor Peter Stevens | Portfolio Holder for Planning and Growth<br>Portfolio Holder for Leisure and Culture<br>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)**

| <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>        |
|---|--|--|---|--|--|--|
| Cllr Pablo Dimoglou                         | Cllr David Ambrose-Smith   | Cllr Chris Seaton  | Cllr Stephen Edwards  | Cllr Richard Kerry   | Cllr Ian Houlder   | Cllr Mike Barnard  |
| <b>Substitute Breckland Cabinet Members</b> | <b>Substitute East Cambridgeshire District Council Cabinet Members</b> | <b>Substitute Fenland District Council Cabinet Members</b> | <b>Substitute Forest Heath District Council Cabinet Members</b> | <b>Substitute Suffolk Coastal District Council Cabinet Members</b> | <b>Substitute St Edmundsbury Borough Council Cabinet Members</b> | <b>Substitute Waveney District Council Cabinet Members</b> |
| 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: 26 February 2016