



*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**Appendix 1**

## Decisions Plan

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

**Date: 1 June 2016 to 31 May 2017**

**Publication Date: 16 May 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 2017. 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.

| <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>                            |
|---|---|--|---|---|--|--|-----------------------|---|
| Not before 14/06/16<br><br>(Deferred from 24/05/16) | <b>The Guildhall, Bury St Edmunds</b><br>The Cabinet will receive an update on this existing project (being led by the Bury St Edmunds Heritage Trust) at its May or a subsequent meeting.  | Not applicable   | (D)   | Cabinet   | John Griffiths<br>Leader of the Council<br>07958700434 | Alex Wilson<br>Director<br>01284 757695  | All                   | Report to Cabinet.  |
| 14/06/16<br><br>(Deferred from 24/05/16)            | <b>Bury St Edmunds Destination Management Organisation (DMO)</b><br>The Cabinet will be asked to recommend approval to commit an allocation of funding associated with the DMO on a three year basis.   | 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<br>(Development and Growth)<br>01284 757343 | All Wards             | Report to Cabinet with possible recommendations to Council. |
| 14/06/16  | <b>Norfolk, Suffolk and Cambridgeshire Devolution</b><br>The Cabinet will be asked to make recommendations to Council in respect of its position on the proposal for a Norfolk, Suffolk and Cambridgeshire combined authority as part of the devolution agenda. | Not applicable   | (R) – Council<br>28/06/16   | Cabinet/<br>Council                               | John Griffiths<br>Leader of the Council<br>07958700434 | Ian Gallin<br>Chief Executive<br>01284 757001  | All Wards             | 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<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                         |
|--|---|---|--|--|---|---|----------------|---|
| 14/06/16<br><br>(Brought forward from 21/6/16) | <p><b>West Suffolk Operational Hub: Outcome of Second Round of Consultation and Proposed Next Steps</b></p> <p>Following the second round of consultation, the Cabinet will be asked to jointly consider with Forest Heath District Council's Cabinet and recommend to both Councils, the proposed next steps for the West Suffolk Operational Hub project.</p> | Paragraph 3   | (R) – Council<br>28/06/16  | Cabinet/<br>Council                        | Peter Stevens<br>Operations<br>01787 280284               | Mark Walsh<br>Head of<br>Operations<br>01284 757300                 | All Wards      | Report to Cabinet with recommendations to Council |
| 14/06/16<br><br>(Brought forward from 21/6/16) | <p><b>West Suffolk Annual Report 2015/2016</b></p> <p>Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2015/2016, which has been jointly produced with Forest Heath District Council.</p>  | Not applicable  | (D)  | Cabinet                                    | John Griffiths<br>Leader of the<br>Council<br>07958700434 | Davina Howes<br>Head of Families<br>and Communities<br>01284 757070 | All Wards      | Report 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<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>                   |
|--|--|--|---|---|--|---|-----------------------|--|
| 14/06/16<br><br>(Brought forward from 21/6/16) | <b>Revenues Collection Performance and Write-Offs</b><br>The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.  | 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   | All Wards             | Report to Cabinet with exempt appendices.          |
| 14/06/16<br><br><b>New Item</b>                | <b>Introduction of Charging for a Pre-Application Advice Planning Service</b><br>The Cabinet will be asked to consider the introduction of a charging schedule for pre-application advice on planning matters. | Not applicable   | (D)   | Cabinet   | Alaric Pugh,<br>Planning and Growth<br>07930 460899      | Steven Wood<br>Head of Planning and Growth<br>01284 757306<br><br>Rachel Almond<br>Service Manager<br>(Planning – Development)<br>01638 719455          | All Wards             | Report to Cabinet                                  |
| 06/09/16<br><br><b>New Item</b>                | <b>Funding for Growth Projects in the Borough</b><br>The Cabinet will be asked to recommend to full Council an allocation of funding towards projects that promote growth in the Borough.                      | Not applicable   | (R) Council<br>27/09/16   | 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<br>(Economic Development and Growth)<br>01284 757343 | All Wards             | 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<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  |
|---|---|---|--|--|---|--|--|--|
| 06/09/16<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 ; Eastgate; Fornham; Great Barton; Minden; Moreton Hall; Northgate; Risbygate; Southgate; Westgate | Recommendations from the Sustainable Development Working Party to Cabinet. |

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|--|--|---|--|--|---|--|----------------|---|
| 06/09/16<br><br>(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 tbc  | 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>Tom Wright<br>Business Regulation and Licensing Manager<br>01638 719223            | All Wards      | Recommendations from the Licensing and Regulatory Committee to Cabinet and Council. |
| 06/09/16<br><br>(Deferred from 21 June 2016) | <b>Enterprise Zones: Memorandum of Understanding</b> - Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee following its consideration of the financial implications contained in a draft Memorandum of Understanding for the two Enterprise Zones located in St Edmundsbury.    | Not applicable  | (D)  | Cabinet                                    | 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 Development and Growth)<br>01284 757343 | All Wards      | Recommendations from the Performance and Audit Scrutiny Committee to Cabinet.       |

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|--|--|--|---|---|---|--|-----------------------|--|
| 06/09/16<br><br>(Deferred from 23 June 2015) | <b>Leisure Development Proposals for West Stow Country Park</b><br>The Cabinet will be asked to make recommendations to full Council, in respect of 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             | Part Exempt Report to Cabinet with recommendations to Council                                  |
| 06/09/16                                     | <b>Cavendish Road, Clare: Development Brief</b><br>The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of seeking approval for the Development Brief for Cavendish Road, Clare. This will be subject to full Council approval. | Not applicable   | (R) - Council 27/09/16  | Cabinet/<br>Council                               | Alaric Pugh,<br>Planning and Growth<br>07930 460899   | Steven Wood<br>Head of Planning and Growth<br>01284 757306 | Clare                 | Recommendations of the Sustainable Development Working Party to Cabinet and Council.           |
| 20/09/16                                     | <b>Housing Development Company - Barley Homes (Group) Ltd - Initial Five Year Business Plan</b><br>The Cabinet will be asked to make recommendations to full Council, in respect   | Paragraph 3  | (R) - Council 27/09/16  | Cabinet/<br>Council                               | Sara Mildmay-White<br>Housing<br>01359 270580         | Simon Phelan<br>Head of Housing<br>01638 719440            | All wards             | Recommendations from the Overview and Scrutiny Committee; Report to Cabinet, with recommendati |

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|------------------------|--|---|--|--|--|---|----------------|--|
|                        | of approving funding to implement the initial five year Business Plan for the Council's wholly owned Housing Development Company: Barley Homes (Group) Ltd.  |   |  |  |  |   |                | ons to Council   |
| 18/10/16               | <p><b>Delivering a Sustainable Budget 2017/2018</b></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 sustainable budget in 2017/2018.</p> | Not applicable  | (R) - Council 20/12/16   | Cabinet/<br>Council                        | Ian Houlder<br>Resources and Performance<br>01284 810074 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council |
| 18/10/16               | <p><b>Revenues Collection Performance and Write Offs</b></p> <p>The Cabinet will be asked to consider writing-off outstanding debts, as 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 | All Wards      | Report to Cabinet with exempt appendices.  |



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|------------------------|--|---|--|--|--|---|----------------|--|
| 06/12/16               | <b>Applications for Community Chest Grant Funding 2017/2018</b><br>The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest funding for the 2017/2018 year.   | Not applicable  | (KD) - Applications for the 2018/2019 year and beyond are also subject to the budget setting process           | Cabinet                                    | Robert Everitt, Families and Communities<br>01284 769000 | Davina Howes<br>Head of Families and Communities<br>01284 757070  | All Wards      | Recommendations from the Grant Working Party to Cabinet. |
| 06/12/16               | <b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018</b><br>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 2017/2018 prior to seeking its approval by full Council. | Not applicable  | (R) - Council 20/12/16   | Cabinet/<br>Council                        | Ian Houlder<br>Resources and Performance<br>01284 810074 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet with recommendations to Council.       |
| 06/12/16               | <b>Council Tax Base for Tax Setting Purposes 2017/2018</b><br>The Cabinet will be asked to recommend to full Council the basis of the formal calculation for the   | Not applicable  | (R) - Council 20/12/16   | Cabinet/<br>Council                        | Ian Houlder<br>Resources and Performance<br>01284 810074 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Report to Cabinet with recommendations to Council.       |

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|------------------------|--|---|--|--|--|---|----------------|--|
|                        | Council Tax Base for the financial year 2017/2018.   |   |  |  |  |   |                |  |
| 07/02/17               | <p><b>Budget and Council Tax Setting 2017/2018 and Medium Term Financial Strategy</b></p> <p>The Cabinet will be asked to consider the proposals for the 2017/2018 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.</p> | Not applicable  | (R) - Council 21/02/17   | Cabinet/<br>Council                        | Ian Houlder<br>Resources and Performance<br>01284 810074 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | Reports to Cabinet and Council.                    |
| 07/02/17               | <p><b>Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice</b></p> <p>The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2017/2018, which must be</p>   | Not applicable  | (R) - Council 21/02/17   | Cabinet/<br>Council                        | Ian Houlder<br>Resources and Performance<br>01284 810074 | Rachael Mann<br>Head of Resources and Performance<br>01638 719245 | All Wards      | 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<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                 |
|------------------------|---|---|--|--|--|---|----------------|---|
|                        | undertaken before the start of each financial year.   |   |  |  |  |   |                |   |
| 07/02/17               | <b>Revenues Collection Performance and Write Offs</b><br>The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices. | 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 | All Wards      | Report to Cabinet with exempt appendices. |
| 23/05/17               | <b>Revenues Collection Performance and Write Offs</b><br>The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices. | 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 | 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<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)**

| <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   |

Steven Boyle  
 Interim Service Manager (Legal and Democratic Services)  
 Date: 16 May 2016