



St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

CAB/SE/16/052

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 18 October 2016 to 31 May 2017

Publication Date: 16 September 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 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
18/10/16 (ITEM DEFERRED TO FEBRUARY 2017)	Draft Bury St Edmunds Town Centre Masterplan: Delegations The Cabinet will be asked to consider delegating authority to officers to go out to consultation on the draft Bury St Edmunds Town Centre Masterplan Issues and Options document and the draft Masterplan itself at the appropriate times.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Andrea Mayley Service Manager (Development and Growth) 01284 757343	All Wards	Narrative item to Cabinet
18/10/16 (ITEM DEFERRED TO DECEMBER 2016)	West Suffolk Gypsy and Traveller Accommodation Assessment (GTAA) The Cabinet will be asked to consider the adoption of the results of the GTAA undertaken on behalf of the Council, by Opinion Research Services (OPS) which provides a robust and credible evidence base which can be used to aid the implementation of	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440	All Wards	Recommendations of the Sustainable Development Working Party to Cabinet.

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	Development Plan policies and the provision of new Gypsy and Traveller pitches and Travelling Showpeople plots for the period up to 2036.							
18/10/16 (ITEM DEFERRED TO DECEMBER 2016)	Delivering a Sustainable Budget 2017/2018 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.	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
18/10/16	Revenues Collection Performance and Write Offs 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 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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18/10/16 (Deferred from 21 June 2016)	<p>Enterprise Zones at Haverhill Research Park, Haverhill, and Suffolk Business Park, Bury St Edmunds</p> <p>The Cabinet will be asked to consider draft Agreements for the two Enterprise Zones located in St Edmundsbury.</p>	Paragraph 3	(KD)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Report to Cabinet with exempt appendices.
18/10/16	<p>Rural Initiatives Grant Scheme (RIGS)</p> <p>The Cabinet will be asked to consider the recommendations of the Grant Working Party in respect of whether to amend the maximum amount that can be applied for under the RIGS scheme from £10,000 to £7,500. RIGS is available to match fund rural capital projects alongside other funding streams.</p>	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070 Richard Baldwin Families and Communities Officer 01638 719763	All Wards	Recommendations of the Grant Working Party to Cabinet.

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18/10/16	<p>Article 4 Direction: Clare Conservation Area</p> <p>The Cabinet will be asked to consider the recommendations of the Sustainable Development Working Party in respect of whether to approve a proposed new Article 4 Direction for the Conservation Area in Clare, following consultation.</p>	Not applicable	(KD)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Christine Leveson Principal Conservation Officer 01284 757356	Clare	Recommendations from Sustainable Development Working Party to Cabinet.
18/10/16 (Brought forward from 01/11/16)	<p>Appointment of External Auditors</p> <p>The Cabinet will be asked to recommend to Council the appointment of external auditors for both St Edmundsbury Borough and Forest Heath District Councils. The Performance and Audit Scrutiny Committees of both Councils will have previously considered this matter.</p>	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet and Council

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Not before 18/10/16 (ITEM DEFERRED TO NOVEMBER 2016)	Skyliner Sports Centre, Moreton Hall The Cabinet will be asked to consider recommending to Council an investment to deliver health and fitness facilities at Skyliner Sports Centre in Moreton Hall, Bury St Edmunds to deliver a reduction in Abbeycroft Leisure's management fee payable to the Borough Council.	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Joanna Rayner Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with recommendations to Council.
31/10/16 (ITEM DEFERRED TO NOVEMBER 2016)	Norfolk and Suffolk Devolution Following a period of consultation, the Cabinet will be asked to endorse the decisions of Council regarding the provision of consent to an Order establishing a Mayoral Combined Authority for Norfolk and Suffolk. Before doing so, the Cabinet will also consider the findings of the joint	Not applicable	Partly (KD) However, recommendations will also be considered by Council.	Cabinet (also considered by Council)	John Griffiths Leader of the Council 07958 700434	Ian Gallin Chief Executive 01284 757009	All Wards	Report to Cabinet (same report for Council) Separate report from Overview and Scrutiny Committee regarding its findings on devolution.

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	SEBC/FHDC Overview and Scrutiny Committees regarding its discussions on the proposals for Norfolk and Suffolk devolution.							
08/12/16 (Deferred from 20/09/16)	Housing Development Company – Barley Homes (Group) Ltd – Initial Five Year Business Plan The Cabinet will be asked to make recommendations to full Council, in respect of approving funding to implement the initial five year Business Plan for the Council’s wholly owned Housing Development Company: Barley Homes (Group) Ltd.	Paragraph 3	(R) – Council 20/12/16	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Rachael Mann Head of Resources and Performance 01638 719245	All wards	Recommendations from the Overview and Scrutiny Committee; Report to Cabinet, with recommendations to Council
08/12/16 (Deferred from 2 Sept 2014)	North East Bury St Edmunds Masterplan: Transport Assessment Whilst full Council adopted the North East	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;	Recommendations from the Sustainable Development

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	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.						Moreton Hall; Northgate; Risbygate; Southgate; Westgate	Working Party to Cabinet.
08/12/16	Applications for Community Chest Grant Funding 2017/2018 The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest	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 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Recommendations from the Grant Working Party to Cabinet.

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	funding for the 2017/2018 year.							
08/12/16	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018 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/ 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.
08/12/16	Council Tax Base for Tax Setting Purposes 2017/2018 The Cabinet will be asked to recommend to full Council the basis of the formal calculation for the Council Tax Base for the financial year 2017/2018.	Not applicable	(R) – Council 20/12/16	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.
07/02/17	Budget and Council Tax Setting 2017/2018 and Medium Term	Not applicable	(R) – Council 21/02/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance	All Wards	Reports to Cabinet and Council.

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	<p>Financial Strategy 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>					01638 719245		
07/02/17	<p>Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2017/2018, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) – Council 21/02/17	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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07/02/17	Revenues Collection Performance and Write Offs 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 Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
	Animal Boarding, Dog Breeding Establishments and Pet Shops – Licensing Conditions This item has been removed from the Decisions Plan as it has since been established that the decisions required can be taken within the functions delegated to the Licensing and Regulatory Committee.				Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Amanda Garnham Licensing Team Leader 01284 757048		

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07/02/17	<p>Designated Public Place Orders in Bury St Edmunds and Haverhill and Change to Public Space Protection Orders</p> <p>The Cabinet will be asked to give approval for going out to consultation on planned changes to the above Orders, as required by legislation. The Overview and Scrutiny Committee may be asked to consider the latter prior to seeking Cabinet approval.</p>	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Families and Communities 01284 757070 Helen Lindfield Families and Communities Officer (Community Safety Lead) 01284 757620	Abbeygate Risbygate; Eastgate; Southgate; Westgate; Haverhill East; Haverhill West; Haverhill North; Haverhill West	Report to Cabinet (which may include recommendations from the Overview and Scrutiny Committee), with map and proposed conditions
28/03/17 (Deferred from 01/11/16)	<p>West Suffolk Information Strategy</p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and recommend to full Council, approval of a West Suffolk Information Strategy, which has been jointly produced with Forest Heath District</p>	Not applicable	Possibly (R) – Council 25/04/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council.

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	Council.							
23/05/17	Revenues Collection Performance and Write Offs 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 Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 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:

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

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