



*St Edmundsbury*  
BOROUGH COUNCIL

# St Edmundsbury Borough Council

**CAB/SE/17/014**

## Decisions Plan

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

**Date: 1 February 2017 to 31 May 2017**

**Publication Date: 6 January 2017**

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.

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
07/02/17  Deferred from 18 Oct 2016)	<b>Draft Bury St Edmunds Town Centre Masterplan: Delegations</b> 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
07/02/17	<b>Budget and Council Tax Setting 2017/2018 and Medium Term Financial Strategy</b> 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	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	Reports to Cabinet and 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  (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
	Prudential Indicators.							
07/02/17	<b>Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice</b> 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.	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.
07/02/17	<b>Revenues Collection Performance and Write Offs</b> 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.

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
07/02/17	<p><b>Designated Public Place Orders in Bury St Edmunds and Haverhill and Change to Public Space Protection Orders</b></p> <p>The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee in respect of seeking approval for going out to consultation on planned changes to the above Orders, as required by legislation.</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	Recommendations of the Overview and Scrutiny Committee to Cabinet.
07/02/17  (NEW)	<p><b>Suffolk Civil Parking Enforcement</b></p> <p>Authorities in Suffolk are looking to move to Civil Parking Enforcement subject to the approval of a full business case. The Cabinet is therefore asked to consider recommending to Council approval of this proposed business case. Following the required approval</p>	Exempt Appendices: Paragraph 3	(R) – Council 21/02/17	Cabinet/ Council	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet with recommendations to Council and possibility of exempt appendices

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
	from each of the individual authorities involved, a detailed submission can then be prepared and made to the Secretary of State for his approval.							
07/02/17  (DEFERRED TO 28 MARCH 2017)	<b>Leisure Partnership Agreement</b> The Cabinet will be asked to consider recommending to Council the adoption of a proposed new Partnership Agreement with Abbeycroft Leisure for the benefit of West Suffolk residents and businesses, having regard to West Suffolk's strategic leisure intentions.	Exempt Appendices: Paragraph 3	(R) – Council 21/02/17	Cabinet/ Council	Joanna Rayner Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with recommendations to Council and possibility of exempt appendices
07/02/16  (NEW)	<b>Community Chest Funding 2017/2018: Deferred Recommendations</b> The Cabinet will be asked	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Families and Communities 01284 757070	All Wards	Report to Cabinet

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
	to consider recommendations from the Grant Working Party (via previously given delegated authority to the Head of Families and Communities) regarding the granting of appropriate levels (if any) of Community Chest Funding for 2017/18 to four organisations – see Cabinet Decisions Notice for the meeting held on 8 December 2016.							
07/02/17  (NEW)	<b>Motion on Notice: St Andrews Street Car Park, Bury St Edmunds</b> The Cabinet may be asked to consider recommendations from the Overview and Scrutiny Committee following a Council referral of a motion on notice submitted by Councillor David Nettleton, which sought	Not applicable	(D) - although if decisions are taken, these may be subject to the budget setting process for 2017/2018.	Cabinet	Peter Stevens Operations 01787 280284	Mark Walsh Head of Operations 01284 757300	All Wards	Possible recommendations of the Overview and Scrutiny Committee to Cabinet

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
	to consider proposals for changes to tariffs and a pedestrian footpath in St Andrews Street Car Park, Bury St Edmunds. Any changes to the tariffs would be subject to the budget setting process for 2017/2018.							
28/03/17  (NEW)	<b>Western Way Design and Development Brief</b> The Cabinet will be asked to consider the Design and Development Brief that has been formulated around the principles within the adopted Masterplan for phase II of the Western Way Development Site Bury St Edmunds. The buildings within the development site will no doubt change as the detailed development requirements of each partner is finalised but the Design and Development Brief once	Possible exempt appendices – Paragraph 3	(R) – Council 25/04/17	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	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  (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>approved can be used to demonstrate the design structure, density of development, establish build costs, the quality of the materials to be used together with how the development will relate to West Suffolk House and neighbouring land and uses. The Cabinet will be asked to note the interest shown by the various public and private bodies who have expressed their commitment to being part of this exciting project. The Cabinet will then be asked to recommend to Full Council that final approval be given to the delivery of Phase II of the Western Way Development site as envisaged by the Design and Development brief.</p>							



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
28/03/17  (Deferred from 2 Sept 2014)	<b>North East Bury St Edmunds Masterplan: Transport Assessment</b> 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.	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.
23/05/17	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off	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.

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
	outstanding debts, as detailed in the exempt appendices.							
23/05/17  (Deferred from 01/11/16)	<b>West Suffolk Information Strategy</b> 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 Council.	Not applicable	Possibly (R) – Council June 2017	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.

**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 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

Karen Points  
 Head of HR, Legal and Democratic Services  
 Date: 6 January 2017