



St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

CAB/SE/17/073

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 December 2017 to 31 May 2018

Publication Date: 3 November 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 2018. 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
05/12/17 (Deferred from 14/11/17)	<p>Overarching Strategy for Facilitating Growth and Investment</p> <p>The Cabinet will be asked to recommend to Council, approval of an overarching strategy for facilitating growth and investment by the West Suffolk councils, which has been developed to correlate with the new emerging West Suffolk Strategic Plan 2018-2020 and following approval of the previously agreed Investment Principles.</p>	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	<p>Ian Houlder Resources and Performance 01284 810074</p> <p>Alaric Pugh Planning and Growth 07930 460899</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>	All Wards	Report to Cabinet with recommendations to Council.
05/12/17 (Deferred from 17/10/17)	<p>Delivering a Sustainable Budget 2018/2019</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 2018/2019.</p>	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	<p>Ian Houlder Resources and Performance 01284 810074</p>	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p>	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council

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05/12/17	<p>West Suffolk Strategic Plan 2018-2020 The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and to recommend to full Council the new West Suffolk Strategic Plan 2018-2020, which has been jointly produced with Forest Heath District Council.</p>	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	John Griffiths Leader of the Council 07958 700434	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
05/12/17	<p>Statement of Licensing Policy: Bury St Edmunds Town Centre Cumulative Impact Policy The Cabinet will be asked to consider amendments to the Council's Statement of Licensing Policy, including a revised cumulative impact policy for Bury St Edmunds town centre, which forms part of that. Consultation will take place with the Licensing and Regulatory Committee on the</p>	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Cabinet with revised policy, including recommendations to Council.

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	proposed content.							
05/12/17	Bury St Edmunds Town Centre Masterplan Following consultation, the Cabinet will be asked to recommend to Council, adoption of the Bury St Edmunds Town Centre Masterplan as supplementary planning guidance.	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Amy Leader Principal Growth Officer 01284 757107	All Wards	Report to Cabinet with recommendations to Council.
05/12/17	Applications for Community Chest Grant Funding 2018/2019 The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest funding for the 2018/2019 year.	Not applicable	(KD) - Applications for the 2019/2020 year and beyond are also subject to the budget setting process	Cabinet	Robert Everitt Families and Communities 01284 769000	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations from the Grant Working Party to Cabinet.
05/12/17	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2018/2019 The Cabinet will be asked to consider proposals for	Not applicable	(R) - Council 19/12/17	Cabinet/ Council	Ian Houlter Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

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	the Local Council Tax Reduction Scheme and Council Tax technical changes for 2018/2019 prior to seeking its approval by full Council.							
05/12/17	<p>Council Tax Base for Tax Setting Purposes 2018/2019</p> <p>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 2018/2019.</p>	Not applicable	(R) - Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
05/12/17	<p>Mid Year Treasury Management Report 2017/2018 and Investment Activity (1 April to 30 September 2017)</p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of</p>	Not applicable	(R) – Council 19/12/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

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	approval for the Mid Year Treasury Management Report 2017/2018, which summarised the investment activities for the period 1 April to 30 September 2017.							
05/12/17 (NEW)	West Suffolk Operational Hub The Cabinet will be asked to consider and recommend to Council, matters to enable the next stage of the West Suffolk Operational Hub project to progress. This will also be considered by Forest Heath District Council's Cabinet and Council.	Possible Exempt Appendices: Paragraph 3	(R) – Council 19/12/17	Cabinet/ Council	Peter Stevens Operations 01787 280284	Mark Walsh Assistant Director (Operations) 01284 757300	All Wards	Report to Cabinet with possible exempt appendices and recommendations to Council
No earlier than January 2018 (NEW)	St Genevieve Lakes Masterplan (formerly known as Park Farm, Ingham) The Cabinet will be asked to consider recommending to Council, the adoption of the St Genevieve Lakes Masterplan, which has	Not applicable	(R) – Council January 2018	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Chris Rand Principal Planning Officer 01284 757352	Risby	Report to Cabinet with recommendations to Council.

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	been developed following the adoption of a Concept Statement for the area.							
No earlier than January 2018 (Deferred from 28/03/17)	Western Way Development Programme The Cabinet will receive a programme update paper, including recommendations to Council, in relation to the Western Way Development Programme. A separate proposal (which integrates with this paper) regarding the potential investment in renewable energy schemes may also be considered at this time.	Possible Exempt Appendices: Paragraph 3	(R) – Council January 2018	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Rachael Mann Assistant Director (Resources and Performance) 01638 719295 Lisa Grove Service Manager (Customer Services) 01638 719320 Peter Gudde Service Manager (Environmental Health) 01284 757042 (renewable energy scheme element)	All Wards	Report to Cabinet with recommendations to Council and possibility of Exempt Appendices.
No earlier than January 2018 (Deferred	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.

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from 05/12/17)	detailed in the exempt appendices.							
No earlier than January 2018 (NEW)	17-18 Cornhill, Bury St Edmunds (former Post Office building) The Cabinet will be asked to consider a business case for a preferred option for the future use of 17-18 Cornhill, Bury St Edmunds	Exempt Appendices: Paragraph 3	(R) – Council January 2018	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Cabinet with exempt appendices and recommendations to Council
No earlier than January 2018	West Suffolk Civil Penalties Policy Under the Housing and Planning Act 2016, local authorities have been given new powers to impose a civil penalty as an alternative to prosecution for certain housing offences. The Cabinet will be asked to consider and approve a new civil penalties policy for consultation in order to implement these new powers. This policy has	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899 Sara Mildmay-White Housing 01359 270580	David Collinson Assistant Director (Planning) 01284 757306 Andrew Newman Service Manager (Housing Standards) 01638 719276	All Wards	Report to Cabinet.

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	been jointly produced with Forest Heath District Council.							
No earlier than January 2018	<p>Review of the Cabinet's Working Parties/Joint Panels etc</p> <p>Following recent changes to the political composition and balance of the Council, the Cabinet will be asked to consider a review of the Cabinet's Working Parties/Joint Panels etc, including amended Terms of Reference for the existing West Suffolk Joint Growth Steering Group.</p>	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958 700434	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015 Leah Mickleborough Service Manager (Democratic Services)	All Wards	Report to Cabinet.
No earlier than January 2018 (NEW)	<p>Suffolk Business Park: Loan to Churchmanor</p> <p>The Cabinet will be asked to consider and recommend to Council, a proposal for a loan received from Churchmanor Estates Company for infrastructure for Suffolk</p>	Possible Exempt Appendix: Paragraph 3	(R) – Council January 2018	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Growth)	All Wards	Report to Cabinet with possible exempt appendix and recommendations to Council.

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	Business Park.					01284 757343		
No earlier than January 2018 (Deferred from 27/06/17)	<p>Leisure Investment Fund: Consideration of business case for investment in Haverhill Leisure Centre</p> <p>The Cabinet will be asked to consider a detailed proposal for investment in the Council owned leisure facilities at Haverhill to deliver a revenue saving to the Council and enhanced user experience.</p>	Exempt Appendix: Paragraph 3	(KD)	Cabinet	Joanna Rayner Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with exempt appendix
06/02/18 (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 in respect of seeking approval of a West Suffolk Information Strategy (incorporating an ICT Strategy), which has been jointly produced with Forest Heath District</p>	Not applicable	(D)	Cabinet	Ian Houlder Resources and Performance 01284 810074	<p>Rachael Mann Assistant Director (Resources and Performance) 01638 719245</p> <p>Kevin Taylor Service Manager (ICT) 01284 757230</p>	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet.

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	Council.							
06/02/18 (Deferred from 14 November 2017)	Newbury Community Centre To update Cabinet on the Newbury Community Centre project and, subject to outline planning consent being granted, to seek any necessary approvals to progress delivery in accordance with the previous decisions of the Cabinet. The timing of this report will be dependent upon progress with discussions with partners and the Charity Commission.	Not applicable	(KD)	Cabinet	Robert Everitt Families and Communities 01284 769000	Alex Wilson Director 01284 757695	St Olaves directly, and all surrounding wards	Report to Cabinet.
06/02/18	Budget and Council Tax Setting 2018/2019 and Medium Term Financial Strategy The Cabinet will be asked to consider the proposals for the 2018/2019 budget and Medium Term Financial Strategy, prior to its approval by full	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Reports to Cabinet and Council.

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	Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.							
06/02/18	<p>Treasury Management Report 2017/2018 and Investment Activity (1 April to 31 December 2017)</p> <p>The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of approval for the Treasury Management Report 2017-2018 which summarised the investment activities for the period 1 April to 31 December 2017.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
06/02/18	<p>Annual Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to

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	The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice, which must be undertaken before the start of each financial year.							Cabinet with recommendations to Council.
06/02/18	<p>Suffolk Pilot Scheme for 100% Business Rates Retention 2018/2019</p> <p>As part of consideration of the budget papers, recommendations from which will be forwarded to Council, the Cabinet will be asked to consider plans for Suffolk-wide pilot scheme for the retention of 100% business rates in 2018/2019, which had previously been agreed to progress under officer delegated authority. This will also be considered by</p>	Not applicable	(R) – Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet.

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	Forest Heath District Council's Cabinet.							
No earlier than 20 March 2018 (Deferred from 14/11/17)	West Suffolk Councils' Lettings Policy The Cabinet will be asked to consider and approve the revised West Suffolk councils' Lettings Policy (based on the joint policy agreed by the Cambridge Housing Sub-Regional Partnership). This will also be considered by Forest Heath District Council's Cabinet.	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report and draft Lettings Policy to Cabinet.
27 March 2018 (Deferred from 27/02/18)	West Suffolk Civil Penalties Policy Under the Housing and Planning Act 2016, local authorities have been given new powers to impose a civil penalty as an alternative to prosecution for certain housing offences. The Cabinet will be asked to consider and approve a new civil penalties policy	Not applicable	(KD) in part, for approval of new policy. Recommendations to Council (24/04/18) for providing new delegated powers to officers.	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899 Sara Mildmay-White Housing 01359 270580	David Collinson Assistant Director (Planning) 01284 757306 Andrew Newman Service Manager (Housing Standards) 01638 719276	All Wards	Report to Cabinet, with recommendations to Council, where applicable.

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	<p>following consultation in order to implement these new powers. The Cabinet will also be asked to recommend to Council approval of new delegations to officers so that they can use the new powers. This policy has been jointly produced with Forest Heath District Council.</p>							
27/03/18	<p>Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.</p>	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
22/05/18 (Deferred from 06/02/18)	<p>Street Vending and Trading Policy The Cabinet will be asked to consider a revised street vending and trading policy. Consultation will take place with the Licensing and Regulatory</p>	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Cabinet with revised policy.

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	Committee on the proposed content of the policy.							

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)**

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 Paul Claussen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Bruce Provan
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 Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt

Karen Points
Assistant Director (HR, Legal and Democratic Services)
Date: 3 November 2017