



# Forest Heath District Council

**Report No: CAB/JT/18/030**

## **Decisions Plan**

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

**Date: 1 September 2018 to 31 March 2019**

**Publication Date: 3 August 2018**

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 March 2019. 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 Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7EY.

<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  (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>
<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								

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
<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
04/09/18	<b>Habitats Regulations Assessment (HRA) Report</b>  The Cabinet will be asked to consider and recommend to Council, procedural changes to the Habitats Regulations Assessment (HRA) Report which supports the Forest Heath Local Plan. The changes are required following a new European Court legal ruling to the consideration of mitigation measures.	Not applicable	(R) – Council 26/09/18	Joint Executive (Cabinet) Committee / Council	Lance Stanbury Planning and Growth 07970 947704	Julie Baird Assistant Director (Growth) 01284 757613  Marie Smith Service Manager (Planning Strategy) 01638 719260	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Council
04/09/18 <i>(Deferred from 26/06/18)</i>	<b>Mildenhall Hub</b>  Following procurement and further design, the Cabinet will be provided with an update and will be asked to sign-off the final capital and revenue budgets for the Mildenhall Hub project before delivery begins.	Exempt Appendix: paragraph 3	(R) - Council 26/09/18	Joint Executive (Cabinet) Committee / Council	James Waters Leader of the Council 07771 621038	Alex Wilson Director 01284 757695	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Council

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<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
04/09/18	<b>Annual Treasury Management Report 2017/2018 and Investment Activity 1 April to 30 June 2018</b>  The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of approval for the Annual Treasury Management Report for 2017/2018, which summarised the investment activities for the period 1 April to 30 June 2018.	Not applicable	(R) - Council 26/09/18	Joint Executive (Cabinet) Committee / Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council
18/09/18  (Extra-ordinary meeting)	<b>Barley Homes Group</b>  The Cabinet will be asked to consider and recommend to Council, a report on the future of the Barley Homes Group, including an interim	Paragraph 3	(R) – Council 26/09/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to

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<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
	business plan and governance arrangements.							Council
06/11/18 <i>(Deferred from 24/07/18)</i>	<b>Custom and Self Build Interim Policy Statement</b>  The Cabinet will be asked to agree an Interim Policy Statement which will be used to assess whether or not an application for self/custom build should be granted planning permission and how the West Suffolk Councils (Forest Heath and St Edmundsbury) plan to meet the self/custom build demand in West Suffolk.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613  Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including Interim Policy Statement
06/11/18 <i>(Deferred from 02/10/18)</i>  <i>(Since the publication</i>	<b>West Suffolk Joint Tenancy Strategy</b>  The Localism Act (2011) introduced a duty for local authorities to produce a	Not applicable	(R) - Council 21/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613  Simon Phelan	All Wards	Report to Joint Executive (Cabinet) Committee, including

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<i>of this version of the Decisions Plan, this item has been deferred to 11/12/18 with (R) to Council on 19/12/18).</i>	Tenancy Strategy. The Cabinet will be asked to consider a Strategy which outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers' approach to issues which affect tenants living in West Suffolk, including the management and allocation of affordable housing.					Service Manager (Strategic Housing) 01638 719440		Tenancy Strategy
06/11/18	<b>Revenues Collection and Performance Write-Offs</b>  The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee

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<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
11/12/18 <i>(Deferred from 02/10/18)</i>	<b>Review of the West Suffolk Housing Strategy</b>  The West Suffolk Housing Strategy is due to be reviewed in 2018. Through the review of the Housing Strategy, there will be the opportunity to reflect priorities, actions and projects set out in the recently adopted Strategic Plan 2018-2020. Furthermore, there are a number of additional changes to housing legislation that will be reflected in the Housing Strategy.  The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.	Not applicable	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070  David Collinson Assistant Director (Planning and Growth) 01284 757306  Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing Strategy review and results of consultation

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11/12/18 (Deferred from 04/09/18)  (Since the publication of this version of the Decisions Plan, this item has been deferred. New timeline to be confirmed)	<b>West Suffolk Joint Affordable Housing Supplementary Planning Document (SPD)</b>  The Affordable Housing Supplementary Planning Document (SPD) provides additional guidance to Core Strategy Policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) 'Affordable Housing' to ensure that applicants and developers have a clear understanding of affordable housing requirements when considering the submission of a planning application. The Cabinet will be asked to recommend to Council approval of this SPD.	Not applicable	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director 9Growth) 01284 757613  Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including Supplementary Planning Document



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	<b>Applications for Community Chest Grant Funding 2019/2020</b>  This item has been removed from the Decisions Plan, as this will be considered by the Shadow Executive (Cabinet), as the funding is to be awarded after 1 April 2019 when the West Suffolk Council will be created.				Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070		
11/12/18	<b>Treasury Management Report 2018/2019 Investment Activity (1 April to 30 September 2018)</b>  The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the	Not applicable	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council

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	period 1 April to 30 September 2018.							
11/12/18 <i>(Deferred from 02/10/18)</i>	<b>Asset Management Strategy and Asset Management Plan</b>  The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee regarding the adoption of a new Asset Management Strategy and associated Asset Management Plan, which has been produced jointly with St Edmundsbury Borough Council.	Possible Exempt Appendices: Paragraph 3	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Lance Stanbury Planning and Growth 07970 947704	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committee to Joint Executive (Cabinet) Committee and Council with the possibility of Exempt Appendices.
05/02/19	<b>Treasury Management Report 2018/2019 - Investment Activity (1 April to 31 December 2018)</b>  The Cabinet will be asked	Not applicable	(R) - Council 20/02/19	Joint Executive (Cabinet) Committee / Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint

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<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
	to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 31 December 2018.							Executive (Cabinet) Committee and Council
12/03/19	<b>Revenues Collection and Performance Write-Offs</b>  The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee

## **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 DEFINITIONS**

Key decisions are:

- (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 £100,000 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 Forest Heath Cabinet and their Portfolios:**

<u>Cabinet Member</u>	<u>Portfolio</u>
James Waters	Leader of the Council;
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Ruth Bowman J.P	Future Governance
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance
Lance Stanbury	Planning and Growth

**(b) Membership of the Joint Executive (Cabinet) Committee:**

<b>Authority</b>	<b>Cabinet Member</b>	<b>Portfolio</b>
Forest Heath District Council	Councillor James Waters	FHDC Leader of the Council
	Councillor Robin Millar	FHDC Deputy Leader of the Council/ Families and Communities
	Councillor David Bowman	FHDC Portfolio Holder for Operations
	Councillor Ruth Bowman J.P.	FHDC Portfolio Holder for Future Governance
	Councillor Andy Drummond	FHDC Portfolio Holder for Leisure and Culture
	Councillor Stephen Edwards	FHDC Portfolio Holder for Resources and Performance
St Edmundsbury Borough Council	Councillor Lance Stanbury	FHDC Portfolio Holder for Planning and Growth
	Councillor John Griffiths	SEBC Leader of the Council
	Councillor Sara Mildmay-White	SEBC Deputy Leader of the Council/ Housing
	Councillor Carol Bull	SEBC Portfolio Holder for Future Governance
	Councillor Robert Everitt	SEBC Portfolio Holder for Families and Communities
	Councillor Ian Houlder	SEBC Portfolio Holder for Resources and Performance
	Councillor Alaric Pugh	SEBC Portfolio Holder for Planning and Growth
	Councillor Joanna Rayner	SEBC Portfolio Holder for Leisure and Culture
	Councillor Peter Stevens	SEBC Portfolio Holder for Operations

(c) **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: 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 Paul Classen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry (Chairman)	Cllr Ian Houlder	Cllr Bruce Provan (Vice Chairman)
<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 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

Jennifer Eves  
Assistant Director (HR, Legal and Democratic Services)  
Date: 3 August 2018