

Forest Heath District Council St Edmundsbury Borough Council

Report No: CAB/JT/18/056

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 December 2018 to 31 March 2019

Publication Date: 9 November 2018

The following plan shows both the key decisions and other decisions/matters taken in private, that the Joint Executive (Cabinet) Committee of Forest Heath District (FHDC) and St Edmundsbury Borough Councils (SEBC), 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 Joint Executive (Cabinet) Committee 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 Democratic Services, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU; or District Offices, College Heath Road, Mildenhall, Suffolk IP28 7EY.

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
11/12/18 (NEW)	<p>(PROVISIONAL – subject to receipt and content of Inspector’s Report)</p> <p>Forest Heath District Council: Core Strategy Single Issue Review / Site Allocations Local Plan Adoption</p> <p>Following the completion of the Examination in Public into the Local Plans, the appointed Planning Inspectors have concluded that, subject to a series of recommended modifications, the Plans provide an appropriate basis for the planning of the Forest Heath District. The Cabinets will be asked to recommend to Forest Heath District Council that Members agree to the adoption of the Forest Heath Core Strategy Single Issue Review: Policy CS7 Overall Housing Provision and Distribution</p>	Not applicable	(R) – FHDC Council 19/12/18	Joint Executive (Cabinet) Committee/ FHDC Council	Lance Stanbury FHDC Planning and Growth 07970 947704	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Marie Smith Service Manager (Strategic Planning) 01638 719260</p>	All FHDC Wards	Report to Joint Executive (Cabinet) Committee with recommendations to FHDC Council.

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	and the Forest Heath Site Specific Allocations Local Plan.							
11/12/18 (NEW)	Local Development Scheme The Cabinets will be asked to consider recommending to both Forest Heath District and St Edmundsbury Borough Councils, the adoption of the Local Development Scheme, which is required as part of the development of the new West Suffolk Local Plan.	Not applicable	(R) – SEBC Council 18/12/18 (R) – FHDC Council 19/12/18	Joint Executive (Cabinet) Committee/ Councils	Lance Stanbury FHDC Planning and Growth 07970 947704 Susan Glossop SEBC Planning and Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613 Marie Smith Service Manager (Strategic Planning) 01638 719260	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Councils.
11/12/18 (NEW)	Statement of Community Involvement The Cabinets will be asked to consider recommending to both Forest Heath District and St Edmundsbury Borough Councils, the adoption of the Statement of Community Involvement,	Not applicable	(R) – SEBC Council 18/12/18 (R) – FHDC Council 19/12/18	Joint Executive (Cabinet) Committee/ Councils	Lance Stanbury FHDC Planning and Growth 07970 947704 Susan Glossop SEBC Planning and Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613 Marie Smith Service Manager (Strategic Planning) 01638 719260	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Councils.

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	which is required as part of the development of the new West Suffolk Local Plan.							
11/12/18	Revenues Collection Performance and Write Offs The Cabinets will be asked to consider writing-off outstanding debts for both Forest Heath District and St Edmundsbury Borough Councils, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards FHDC Resources and Performance 07904 389982 Ian Houlder SEBC Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices
11/12/18 <i>(Deferred from 26/06/18)</i>	West Suffolk Joint Tenancy Strategy The Localism Act (2011) introduced a duty for Local Authorities to produce a Tenancy Strategy. The Strategy outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers' approach to issues which affect tenants living in	Not applicable	(D)	Joint Executive (Cabinet) Committee	Sara Mildmay-White SEBC and 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 Tenancy Strategy

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	West Suffolk, including the management and allocation of affordable housing.							
11/12/18 <i>(Deferred from 26/06/18)</i>	Review of West Suffolk's Housing Strategy West Suffolk's Housing Strategy 2014 is due to be reviewed in 2018. Through the review of the Housing Strategy, the opportunity to reflect priorities, actions and projects set out in the recently adopted West Suffolk Strategic Framework 2018-2020 will be taken. Furthermore, there are a number of additional duties and fundamental 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	Not applicable	(R) – SEBC Council 18/12/18 FHDC Council 19/12/18	Joint Executive (Cabinet) Committee / Councils	Sara Mildmay-White SEBC and West Suffolk Lead for Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070 David Collinson Assistant Director (Planning and Regulatory) 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. Recommendations to Councils.

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	Scrutiny Committees.							
11/12/18	Treasury Management Report 2018/2019 – Investment Activity (1 April to 30 September 2018) The Cabinets will be asked to recommend to each Council, the approval of the respective FHDC / SEBC Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 30 September 2018.	Not applicable	(R) – SEBC Council 18/12/18 FHDC Council 19/12/18	Joint Executive (Cabinet) Committee / Councils	Stephen Edwards FHDC Resources and Performance 07904 389982 Ian Houlder SEBC Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Councils.
	Asset Management Strategy and Asset Management Plan This item has been removed from this Decisions Plan. It is expected that the Strategy and Management Plan will not now become effective until after 1 April 2019, therefore it is now considered appropriate for				Lance Stanbury FHDC Planning and Growth 07970 947704 John Griffiths SEBC Leader 07958 700434	Julie Baird Assistant Director (Growth) 01284 757613		

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	the item to be considered by the Shadow Executive (Cabinet) on or after 5 February 2019 instead.							
<i>(Deferred from 18/06/18)</i> <i>(Deferred: New timeline to be confirmed)</i>	West Suffolk Joint Affordable Housing Supplementary Planning Document 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 submission of a planning application. The Cabinets will be asked to recommend to each Council approval of this SPD.	Not applicable	(R) – SEBC Council To be confirmed FHDC Council To be confirmed	Joint Executive (Cabinet) Committee / Councils	Sara Mildmay-White SEBC and 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 Supplementary Planning Document. Recommendations to Councils.

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22/01/19 (NEW)	Housing Delivery Plan: Update on First Phase The Cabinets will be asked to consider recommending to both Forest Heath District and St Edmundsbury Borough Councils, the adoption of a housing delivery plan for West Suffolk. The Plan will set out a range of actions and interventions that the Council can take to increase the rate of housing delivery developed from a detailed analysis of the local housing market.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Sara Mildmay-White SEBC and 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.
22/01/19	Treasury Management Report 2018/2019 – Investment Activity (1 April to 31 December 2018) The Cabinets will be asked to recommend to each Council, the approval of the respective FHDC / SEBC Treasury Management Report 2018-	Not applicable	(R) – SEBC Council 19/02/19 FHDC Council 20/02/19	Joint Executive (Cabinet) Committee / Councils	Stephen Edwards FHDC Resources and Performance 07904 389982 Ian Houlder SEBC Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Councils.

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	2019 which summarised the investment activity for the period 1 April to 31 December 2018.							
12/03/19	Revenues Collection Performance and Write Offs The Cabinets will be asked to consider writing-off outstanding debts for both Forest Heath District and St Edmundsbury Borough Councils, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards FHDC Resources and Performance 07904 389982 Ian Houlder SEBC Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee 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 the Borough / District; or
 - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Borough / District 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 the FHDC / SEBC Constitutions.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**(a) Membership of the Joint Executive (Cabinet) Committee:**

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

(b) Membership of Forest Heath Cabinet and their Portfolios:

Cabinet Member	Portfolio
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

(c) Membership of St Edmundsbury 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 Carol Bull	Portfolio Holder for Future Governance
Councillor Robert Everitt	Portfolio Holder for Families and Communities
Councillor Susan Glossop	Portfolio Holder for Planning and Growth
Councillor Ian Houlder	Portfolio Holder for Resources and Performance
Councillor Joanna Rayner	Portfolio Holder for Leisure and Culture
Councillor Peter Stevens	Portfolio Holder for Operations

(d) **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)

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

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 9 November 2018