

**Confirmed**



Minutes of a Meeting of the **Cabinet** held in the Deben Conference Room, East Suffolk House, on **Tuesday, 6 September 2022 at 6:30 pm**

**Members of the Cabinet present:**

Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Maurice Cook, Councillor Steve Gallant, Councillor Richard Kerry, Councillor James Mallinder, Councillor David Ritchie, Councillor Mary Rudd, Councillor Letitia Smith

**Other Members present:**

Councillor Edward Back, Councillor David Beavan, Councillor Judy Cloke, Councillor Tony Cooper, Councillor Mike Deacon, Councillor Louise Gooch, Councillor Ed Thompson, Councillor Steve Wiles

**Officers present:**

Chris Bing (Head of Legal and Democratic Services), Kerry Blair (Head of Operations), Sharon Bleese (Coastal Manager - South), Neil Cockshaw (Programmes and Partnerships Manager), Karen Cook (Democratic Services Manager), Andy Jarvis (Strategic Director), Bridget Law (Programme Manager), Ryan Lee-Hagger (Senior Procurement Officer), Sue Meeken (Political Group Support Officer (Labour)), Brian Mew (Chief Finance Officer & Section 151 Officer), Amy Moye (Contract and Supply Specialist), Agnes Ogundiran (Conservative Political Group Support Officer), Nicola Parrish (Infrastructure Delivery Manager), Tom Potter (Communications and Marketing Officer), Lorraine Rogers (Deputy Chief Finance Officer), Tim Snook (Leisure Development Partnership Manager), Alli Stone (Democratic Services Officer), Ryan Taylor (Development Officer), Marie Webster-Fitch (Economic Development Manager), Ben Woolnough (Planning Manager (Development Management))

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**1 Apologies for Absence**

Apologies for absence were received from Councillor Rivett and Councillor Jepson.

**2 Declarations of Interest**

There were no declarations of interest.

**3 Minutes**

It was by consensus

**RESOLVED**

That the Minutes of the Meeting held on 5 July 2022 be agreed as a correct record and signed by the Chairman.

#### **4 Announcements**

The Leader acknowledged that Her Majesty Queen Elizabeth II had appointed a new Prime Minister earlier that day and that over the coming days both a new Cabinet and plans to address the issues faced by the nations would be announced by the Government. The Leader wished the new Prime Minister and her Cabinet well.

The Cabinet Member with responsibility for Community Health reminded everyone to get their winter flu jab, citing the importance of doing so as COVID-19 had not gone away.

#### **5 Formation of Project Board – Resilient Coasts Project**

Cabinet received report **ES/1255** by the Cabinet Member with responsibility for Planning and Coastal Management, the purpose of which was to recommend the formation of a Resilient Coasts Project Board and governance structure, led by East Suffolk Council (ESC) as Lead Authority.

The report, which was introduced by the Cabinet Member with responsibility for Transport, set out that the Resilient Coasts Project was funded by the Department for the Environment, Food and Rural Affairs (Defra) and the Environment Agency (EA) through an innovation programme and was one of 25 projects nationally that had received funding, and was one of only five projects on the coastline.

Cabinet was reminded of the dynamic coastline in the district and the ongoing issues with flooding and erosion, exacerbated by rising sea levels and climate change. The project would be run jointly with Great Yarmouth Borough Council (GYBC), with £9.1m of funding provided for six years. The project's aims were stated as to provide the tools and mechanisms to support communities at risk of flooding and coastal erosion and would create a resilience master plan.

The Cabinet Member with responsibility for Planning and Coastal Management noted that a draft business case had been approved by Cabinet at its meeting in June 2022 and this business case had since been provisionally approved by the EA. The project would be delivered by Coastal Partnership East (CPE) and would concentrate on four pilot locations - Southwold, Hemsby, Great Yarmouth and Thorpeness, along with twin location as Pakefield, Shotley Gate and Corton with Gunton.

Cabinet was advised that the Cabinet Member with responsibility for Planning and Coastal Management would chair the project board, which would be made up of members, officers and other partners. It was confirmed that the project board would make recommendations and not hold decision-making responsibilities for ESC spending.

The Cabinet Member with responsibility for Planning and Coastal Management highlighted recruitment that had recently taken place at CPE, funded by the project, which would both support the project and increase the partnership's capacity.

Cabinet gave its full support for the recommendations. The Cabinet Member with responsibility for Housing praised the report and queried the inclusion of Shotley Gate in the project; the Coastal Manager (South) explained that the project provided an opportunity to share learning with twin areas and highlighted that Shotley Gate suffered from issues in common with some of the areas included in the project. The Cabinet Member with responsibility for the Environment welcomed the project as it would enable the Council to support communities to adapt to issues in a changed climate.

Councillor Deacon expressed support for the recommendation and sought further information on the composition of the project board; the Coastal Manager noted that the full governance structure was set out in the report and the first board meeting would inform the Key Stakeholder Group and Strategic Steering Group.

The Coastal Manager confirmed that Ward Members from the selected areas would form part of the board and the fine detail of this would be agreed outside of this meeting. It was anticipated that parish councils would engage with the project through the Key Stakeholder Group; the Coastal Manager said the project was designed to be co-creative and collaborative and that parish councils would be critical in the work of the project.

Councillor Beavan was in favour of the project and was of the view that relevant parties in Southwold would be involved; he looked forward to joining the board as Ward Member for Southwold.

The Leader considered that the project was a prime example of the benefits of the CPE and the experience its officers brought to the Council.

On the proposition of Councillor Ritchie, seconded by Councillor Mallinder, it was by a unanimous vote

## **RESOLVED**

1. That the formation of a Resilient Coasts Project Board to support governance to deliver the £9.1m programme of innovative coastal adaptation along the East Suffolk and Great Yarmouth coastal frontages be supported.
2. That the appointment of the Cabinet Member with responsibility for Planning and Coastal Management as Chair of any approved project board be supported.
3. That the proposed governance structure for the Resilient Coasts Project be approved.

Cabinet received report **ES/1256** by the Cabinet Member with responsibility for Planning and Coastal Management, which set out the statutory Infrastructure Funding Statement for 2021/22, the District CIL Allocations for 2022/23 and a revised CIL Spending Strategy.

The Assistant Cabinet Member for Planning and Coastal Management was invited to introduce the report; Councillor Cooper noted that the report detailed information on CIL projects implemented and the progress of others that had received funding. Cabinet was advised that the Major Sites and Infrastructure Team had created an interactive map showing locations of CIL projects and the status of their delivery.

Councillor Cooper explained that the CIL Spending Working Group recommended the proposed CIL Spending Strategy changes to Cabinet and that these changes would align with best practice guidance.

Cabinet gave its full support to the proposals, noting the positive projects achieved through CIL and that local projects could be delivered by communities with Neighbourhood Plans, who would receive 25% of CIL contributions. The Cabinet Member with responsibility for Housing noted that where significant development took place the public did not always understand that bodies such as the NHS needed to apply for CIL funding to expand their infrastructure and suggested that this information be presented in a simple format.

The Assistant Cabinet Member for Planning and Coastal Management, along with the Infrastructure Delivery Manager, outlined a recent case in Leiston where CIL funding could not be granted to expand a GP surgery as the building was owned by the Practice; the Infrastructure Delivery Manager explained that unless a GP surgery enters into a funding agreement with the NHS, CIL funding cannot be allocated and surgeries were often reluctant to do so.

The Leader considered that the benefits of CIL were starting to be seen across the district and agreed that a simple explanation of how CIL worked should be promoted through the Council's social media channels. The Assistant Cabinet Member for Planning and Coastal Management stated that some promotional work was already planned on what had been achieved through CIL and said this could form part of that campaign.

On the proposition of Councillor Ritchie, seconded by Councillor Kerry, it was by a unanimous vote

## **RESOLVED**

1. That the Infrastructure Funding Statement 2021-22 at Appendix A of report ES/1256 be approved for publication by 31 December 2022, subject to further minor financial, typographical, and presentational amendments confirmed through the Assistant Cabinet Member for Planning & Coastal Management and the Cabinet Member with responsibility for Resources.

2. That the recommendations for allocating Community Infrastructure Levy funding towards the infrastructure projects as outlined in Appendix B of report ES/1256 be approved.
3. That the extension of the spend period of the Jetty Lane Project, Woodbridge to June 2025, subject to revised planning application being submitted by 1st April 2023 as outlined in Appendix B of report ES/1256, be approved.
4. That the recommended changes to the CIL Spending Strategy outlined in Appendix C of report ES/1256 be approved.

## **7 Procurement Strategy 2022-2025**

Cabinet received report **ES/1257** by the Deputy Leader and Cabinet Member with responsibility for Economic Development, which presented a new Procurement Strategy for Cabinet's approval along with an implementation plan.

The report was introduced by the Assistant Cabinet Member for Economic Development on behalf of the Deputy Leader and Cabinet Member with responsibility for Economic Development, who had given his apologies for the meeting. Councillor Wiles explained that the adoption of the new Strategy would support the delivery of the Council's Strategic Plan through efficient procurement and management of expenditure, and would improve the management of contracts and supplier relationships.

Cabinet was advised that the new Procurement Strategy responded to the 11 recommendations made by the independent procurement and contract review undertaken and also responded to recommendations made by the Procurement Task and Finish Group. The Assistant Cabinet Member for Economic Development considered that the Strategy would modernise operations through fundamental changes and reappraisal, which was captured in the detailed implementation plan, and would be in step with rapid market changes in the changing economic landscape.

Cabinet gave its full support to the new Procurement Strategy. The Leader noted the significant preparatory work that had gone into developing it and that officers had worked hard to develop something that would deliver against the Council's Strategic Plan.

The Cabinet Member with responsibility for the Environment added that a new Strategy would contribute to the Council meeting its environmental vision and allow it to influence how its partners worked; the Cabinet Member with responsibility for Housing reflected on his own experiences of procurement and concurred that having an effective Strategy in place would allow the ESC to procure goods and services with the best green credentials.

Councillor Deacon supported the new Strategy and thanked the officers involved along with the Procurement Task and Finish Group. Councillor Deacon was pleased to see that the Procurement Strategy included a statement noting its importance to everyone involved in procurement activity and promoted sustainable procurement. The Assistant Cabinet Member for Economic Development highlighted that the

development of the Strategy had included a desire to be understandable to everyone involved in procurement activity.

On the proposition of Councillor Gallant, seconded by Councillor Brooks, it was by a unanimous vote

## **RESOLVED**

1. That the East Suffolk Procurement Strategy 2022 be approved.
2. That the East Suffolk Procurement Strategy Implementation Plan be approved.
3. That responsibility be delegated to the Head of Operations to implement the new plan.

### **8 First Light Festival - National Portfolio Organisation application and match funding**

Cabinet received report **ES/1258** by the Deputy Leader and Cabinet Member with responsibility for Economic Development and the Cabinet Member with responsibility for Communities, Leisure and Tourism, which sought approval to provide First Light Festival Community Interest Company (CIC) with £500k of match funding over three years to support its National Portfolio Organisation (NPO) application to the Arts Council.

The report was introduced by the Cabinet Member with responsibility for Communities Leisure and Tourism, who highlighted the positive relationship between the CIC and ESC, considering that the CIC had demonstrated it could deliver an excellent Cultural Strategy for Lowestoft.

The Cabinet Member with responsibility for Communities, Leisure and Tourism said that it was important that the CIC sought alternative funding and was not wholly reliant on the Council and that the proposed match funding would support its NPO application to the Arts Council. Cabinet was informed that there was no guarantee that this application would be successful but should it be so, the match funding would support the CIC to expand its work in East Suffolk.

It was confirmed that funding would be provided on a sliding scale over three years, ie £180k for 2023/24, £170k for 2024/25 and £150k in 2025/26 as the CIC generates additional income through both the festival and as operators of East Point Pavilion.

Cabinet fully supported the proposals set out in the report.

Councillor Deacon referred to the forthcoming full evaluation of the 2022 First Light Festival mentioned in the report and asked if this information would be circulated to all Members. Both the Leader and the Head of Operations confirmed that this information would be circulated to all Members as soon as it was available.

On the proposition of Councillor Smith, seconded by Councillor Rudd, it was by a unanimous vote

## RESOLVED

1. That, in support of the Strategic Plan and the Council's emerging cultural strategy, £500k over the 3 year period, 2023/24 to 2025/26 be approved to support the continuation of First Light Festival CIC's regionally impactful cultural development programme, festival weekend and application for National Portfolio Organisation status. Council funding would be provided on a sliding scale over the three years i.e. £180k for 2023/24, £170k for 2024/25 and £150k in 2025/26 as the CIC generates additional income through both the festival and as operators of East Point Pavilion.
2. That the use of the New Homes Bonus Reserve to fund the £500k growth to the revenue budget over the three year period 2023/24 – 2025/26 be approved.

## 9 East Suffolk Visitor Economy Strategy

Cabinet received report **ES/1259** by the Cabinet Member with responsibility for Communities, Leisure and Tourism, which set out the Council's new Visitor Economy Strategy for approval.

The report, introduced by the Cabinet Member with responsibility for Communities, Leisure and Tourism, outlined the value of the East Suffolk visitor economy; Councillor Smith highlighted that in 2019 its value had been just under £700m and supported approximately 11,000 jobs, accounting for 15% of employment in East Suffolk. It was estimated that there had been an overall spend of £525m in East Suffolk in 2019.

The Cabinet Member with responsibility for Communities, Leisure and Tourism said that the Council's contribution and involvement with the East Suffolk visitor economy came at a crucial time, after Brexit and COVID-19, and the new Strategy looked to to help achieve sustainability, net zero and use the digital economy to promote East Suffolk.

Cabinet was informed of the comprehensive method used to draft the Visitor Economy Strategy. The Cabinet Member with responsibility for Communities, Leisure and Tourism outlined the structure of the East Suffolk Visitor Economy Strategy Group which would be established to oversee and guide the delivery of the new Strategy, which would include the Suffolk Coast DMO and work with groups such as Visit East of England and Visit Britain to promote East Suffolk as a tourist destination.

Cabinet fully supported the new East Suffolk Visitor Economy Strategy, commenting on the quality of the document. The Cabinet Member with responsibility for the Environment considered anything that would promote the depth of biodiversity in the district to be positive. The Cabinet Member with responsibility for Housing cited the increase in tourism in Felixstowe in 2022 and considered the new Strategy would expand on this and bring more visitors to East Suffolk.

Councillor Deacon praised the report and the new Strategy and queried if there would be a return of Tourist Information Centres across the district. The Leader, supported by the Economic Development Manager, outlined that whilst a return to traditional Tourist Information Centres was unlikely a similar service would be provided through digital technology and this would be supported by the free Wi-Fi being rolled out to

market towns in East Suffolk; it was noted that there was a network of visitor information points across the district, housed in visitor and community facilities, which directed people to online resources including the The Suffolk Coast DMO and Suffolk Onboard.

The Assistant Cabinet Member for Economic Development noted that footfall in Felixstowe over the summer period had exceeded what had been expected and considered the future of tourism in East Suffolk to be bright.

The Assistant Cabinet Member for Resources noted that a photograph of the Moot Hall in Aldeburgh within the new Strategy document was labelled incorrectly; the Economic Development Manager said she would raise this with the design team and ensure it was corrected.

Councillor Beavan commented that tourism was prevalent in his ward and that this industry should be supported; he highlighted that in Southwold several restaurants did not operate in the evening as they could not recruit kitchen staff, as workers could not afford to live in the area and the bus service was inadequate in the evening. Councillor Beavan considered more should be done to resolve these issues.

On the proposition of Councillor Smith, seconded by Councillor Brooks, it was by a unanimous vote

## **RESOLVED**

That the East Suffolk Visitor Economy Strategy be approved.

### **10 Southwold Harbour– Draft Budget Monitoring Report Quarter 4 2021/22**

Cabinet received report **ES/1268** by the Cabinet Member with responsibility for Resources, which provided the Southwold Harbour Draft Budget Monitoring Report for Quarter 4 of the 2021/22 financial year.

The report, which had been considered by the Southwold Harbour Management Committee at its meeting of 14 July 2022 and recommended for Cabinet's consideration, set out that both the Harbour and the Caravan and Camping Site had performed well in 2021/22; the Cabinet Member with responsibility for Resources reported that direct income at the Harbour had been £26,000, slightly above budget and that direct income at the Caravan and Camping Site had been £26,000, slightly under budget.

It was noted that both sites had been impacted by COVID-19 restrictions in the early part of 2021/22 but had recovered in the latter half of the year. The Cabinet Member with responsibility for Resources advised that £112,000 in compensation for loss of income at the Caravan and Camping Site had been received from the government and this was included in the figures.

Direct expenditure at both sites was reported as being under budget, with some areas requiring a review in the new year to align with actual activities and inflationary pressures.



The Cabinet Member with responsibility for Resources considered that the year-end position had been favourable; the overall net outturn position for the Harbour was a surplus of £77k and for the Caravan and Camping Site was £144k.

Cabinet noted the Draft Budget Monitoring Report.

On the proposition of Councillor Cook, seconded by Councillor Gallant, it was by a unanimous vote

## **RESOLVED**

That the Budget Monitoring Report Quarter 4 2021/22 as reviewed by the Southwold Harbour Management Committee be noted.

### **11 Environment Task Group - Quarterly Update**

Cabinet received report **ES/1269** by the Cabinet Member with responsibility for the Environment, which provided a quarterly update on the work of the Environment Task Group.

The report, introduced by the Cabinet Member with responsibility for the Environment, set out the establishment of the Environment Task Group in response to the Council's declaration of a climate emergency in 2019 and the tangible differences it had made to the way the Council worked in relation to achieving its environmental ambitions.

Cabinet was apprised of recent highlights, including focus on the climate action plan, the reduction of the Council's carbon footprint by converting vehicles to hydrotreated vegetable oil (HVO) fuel, biodiversity grants, the development of the Sustainable Construction Supplementary Planning Document (SPD), and the removal of the Woodbridge Air Quality Management status.

The Cabinet Member with responsibility for the Environment said the Council's commitment to the environment was stronger than ever before and that Cabinet and Full Council were working together to make the right decisions and take action to make a difference.

Cabinet commended the work of the Environment Task Group. The Leader asked the Group to look at further ways to engage the public in playing its part to contribute to the environment, suggesting looking at external as well as internal resources. The Leader considered the appointment of Paul Mackie as the Council's Lead Officer for Environment and Climate Change to be key in the Council delivering against its environmental agenda. The Cabinet Member with responsibility for Communities, Leisure and Tourism noted that the Council would review how its leisure facilities could contribute to the environmental agenda and was of the view that it was facing these challenges head on.

Councillor Gooch commended the Cabinet Member with responsibility for the Environment for his chairing of the Environment Task Group, describing the positive cross-party work and support from officers. Councillor Gooch raised water quality

issues and hoped that the Environment Task Group would revisit this topic as it was important to hold authorities to account on water standards.

The Assistant Cabinet Member for Economic Development highlighted that the Government had announced £59bn of funding to address outages from sewage; he hoped that this provision would be spread evenly across the country and tackle the most important issues first.

On the proposition of Councillor Mallinder, seconded by Councillor Burroughes, it was by a unanimous vote

## **RESOLVED**

1. That the report from the Environment Task Group be noted.
2. That it be confirmed that the Group is to continue to deliver the task it was set to investigate ways to cut East Suffolk Council's carbon and other harmful emissions.

## **12 Shareholder Agreement and Governance Arrangements for the Council's Group Companies**

Cabinet received report **ES/1267** by the Leader of the Council, which sought the approval to enter into a shareholder agreement with the Council's companies, create a Shareholder Reference Group (SRG) as a committee of Cabinet to undertake the Council's functions as shareholder/owner and to appoint Cabinet Members to the SRG.

The report, introduced by the Leader, set out that East Suffolk Services Limited (ESSL) had been incorporated to deliver Council services currently undertaken by East Suffolk Norse from July 2023. Councillor Gallant noted that ESS had been incorporated within the group structure East Suffolk Holdings Limited (ESHL), which contained three dormant companies - East Suffolk Property Investments Limited, East Suffolk Property Developments Limited, and East Suffolk Construction Services Limited.

The Leader explained that to provide the necessary control and governance for the Council's group companies it was proposed that a Shareholder Agreement be entered into and the SRG be established, which would be a committee of the Cabinet and have some delegated decision-making responsibilities for the group companies. Cabinet was advised that some matters would be reserved to Cabinet and Full Council, along with some rights that would be reserved to the companies themselves.

It was also proposed that the Leader of the Council and the Cabinet Members with responsibility for Economic Development, Resources, the Environment, and Customer Experience, ICT and Commercial Partnerships be appointed to the SRG each for a term of four years.

The Leader advised that he would be tabling a sixth recommendation, not in the published report, to delegate authority to the Head of Legal and Democratic Services, in consultation himself, to draft Terms of Reference for the SRG for incorporation into East Suffolk Council's Constitution.

There being no questions or comments, it was on the proposition of Councillor Gallant, seconded by Councillor Cook, and by a unanimous vote

## **RESOLVED**

1. That the entering into of the Shareholder Agreement and any associated “deeds of adherence” which commit group companies to the obligations set out in the shareholder agreement be approved.
2. That the establishment of a committee of Cabinet, to be known as the Shareholder Reference Group, be approved to undertake the functions of the Council as shareholder/ultimate owner of its group of companies and exercise the Council’s rights under the Articles of each company and under the Shareholder Agreement, with the exception of any rights which the Cabinet or Leader reserves to itself/himself from time to time or which can only be exercised by Full Council.
3. That the approval of the Consolidated Business Case, which is to be produced by the Council’s Holding Company on an annual basis, be reserved to the Cabinet (this will accordingly be a matter which is not within the delegated authority of the SRG).
4. That the appointment of the Leader of the Council along with the Cabinet Members with responsibility for Economic Development, Resources, The Environment and Customer Experience, ICT and Commercial Partnerships to act as members of the Shareholder Reference Group be approved, each for a term of 4 years (provided that where an individual Member ceases to hold the relevant role during the allotted term, their replacement in that role or such role as the Leader may identify as its replacement shall also take over the role of Member of the Shareholder Reference Group for the remainder of the term or such other term as the Leader may specify).
5. That on the appointment of the Members whose roles are identified above, the Shareholder Reference Group be hereby established on 6 September 2022 and the terms of office for the Members referred to in the second resolution above shall also commence on the same date.
6. That the Head of Legal and Democratic Services, in consultation with the Leader of the Council, be given the delegated authority to draft Terms of Reference for the Shareholder Reference Group (SRG) for incorporating into East Suffolk Council’s Constitution, including a quorum of three for meetings of the SRG which must include the Leader of the Council (or the Deputy Leader of the Council in the absence of the Leader), the appointment of a Shareholder Representative from the members of the SRG and the inclusion of such other provisions as will enable the SRG to provide strategic oversight of the Council’s companies and support the development of those companies.

## **13 Capital Programme Review 2022/23 to 2025/26**

Cabinet received report **ES/1263** by the Cabinet Member with responsibility for Resources, which provided an update of the Council's Capital Review Programme agreed by Full Council in January 2022 as part of the budget-setting process.

The report, introduced by the Cabinet Member with responsibility for Resources, accurately reflected the updates made to the Council's Capital Programme, including new schemes agreed and phased projects from the 2021/22 financial year.

The Cabinet Member with responsibility for Resources advised that the carry forwards from 2021/22 and budget increases totalled £5.68m. New projects totalled £3.2m and Councillor Cook summarised the breakdown as detailed in the report. Cabinet was advised that the re-phasing of the 2022/23 budget to later years totalled £12.14m.

Cabinet was informed that although subject to many of the same pressures as the General Fund Capital Programme, the Housing Revenue Account (HRA) Capital Programme consisted of three main block allocations (repair, project development and the new build programme) and there was no requirement for approval of additional funding at that point, with revision unlikely to occur until the budget-setting process began later in the year.

The Cabinet Member with responsibility for Resources considered it was positive that there was no requirement to increase capital finance requirements, which meant no additional borrowing would be required from 2022/23 to 2025/26.

Councillor Beavan highlighted the project at Southwold Enterprise Hub and asked how the provision of cover required by the CIPFA code would be required. The Chief Finance Officer and Strategic Director advised that the detail of this was contained within the report on the project approved by Cabinet earlier in the year and that provision would be achieved both through the purchase of the equivalent investment share in the Hub's freehold and rental income, as set out in the Heads of Terms agreed with Southwold Town Council.

On the proposition of Councillor Cook, seconded by Councillor Ritchie, it was by a unanimous vote

## **RESOLVED**

That the revised General Fund Capital Programme for 2022/23 to 2025/26 including revisions as shown in Appendix B to report ES/1263 be recommended for approval by Full Council.

## **14 Exempt/Confidential Items**

The Leader reported that, in exceptional circumstances, the Council may, by law, exclude members of the public from all, or part of, an executive decision-making meeting. The Council should, the Leader added, unless there were urgent circumstances, give notice of its intention to do so via the Forward Plan, which he reported was updated and published on its website 28 clear days prior to the meeting.

There were various reasons that the Council, on occasions, had to do this and examples were because a report contained information relating to an individual, information relating to the financial or business affairs of a particular person, or information relating to any consultations or negotiations.

Tonight, the Leader advised, Cabinet had three substantive exempt matters to consider and they were as outlined on the published agenda.

Firstly, agenda item 16 related to the North Felixstowe Garden Neighbourhood. The purpose of this report was to set out the current status of the development and seek approval and funding for ESC to progress to the next stage of work. The purpose of the recommendations within the report were to assist the Council to help drive forward the best overall solution for the land allocations within the North Felixstowe Garden Neighbourhood and to ensure the new leisure centre was built in the optimum location, the best housing, education, leisure and employment/commercial mix was found across the whole development, and to secure release of existing leisure centre site assets in Felixstowe.

Secondly, the Leader reported, agenda item 17 related to a Local Authority Trading Company Business Case. The purpose of this report was to seek approval of the Business Case that had been prepared for East Suffolk Holdings Limited, enabling it to commence its operational activities. The Business Case set out the Strategic, Legal, Commercial, Financial and Management/Operational case for ESHL.

The Leader concluded that agenda item 18 related to the purchase of New Section 106 Units in Wrentham. The recommendations within the report sought approval for expenditure for the purchase. The report provided a clear rationale for the purchase of the properties to add to ESC's Housing Revenue Account. This would assist ESC in its ambition to increase overall numbers of new build homes available to East Suffolk residents through multiple tenures. The development of this scheme would deliver 15 quality new homes and would contribute to the delivery of a number of the Council's key priorities, as set out in our Strategic Plan and associated Housing and Housing Development strategies.

On the proposition of Councillor Gallant, seconded by Councillor Mallinder, it was by a unanimous vote

## **RESOLVED**

That under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 4 of Part 1 of Schedule 12A of the Act.

### **15 Exempt Minutes**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

### **16 North Felixstowe Garden Neighbourhood**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**17 LATCo Holding Company Business Case**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 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.

**18 Purchase of New s106 Units at Chapel Road, Wrentham**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting concluded at 8.31 pm.

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Chairman