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COMMITTEE: **BABERGH OVERVIEW AND SCRUTINY COMMITTEE**

VENUE: **Council Chamber, Council Offices, Corks Lane, Hadleigh**

DATE: **Monday, 24 July 2017 at 9.30 a.m.**

Members

Clive Arthey
Melanie Barrett
Peter Burgoyne
Barry Gasper

Bryn Hurren
Alastair McCraw
Fenella Swan

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AGENDA

PART 1

ITEM	BUSINESS	
		<u>Page(s)</u>
1	<u>SUBSTITUTES AND APOLOGIES</u> Any Member attending as an approved substitute to report giving his/her name and the name of the Member being substituted. To receive apologies for absence.	
2	<u>DECLARATION OF INTERESTS</u> Members to declare any interests as appropriate in respect of items to be considered at this meeting.	
3	<u>BOS/17/5 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19 JUNE 2017</u>	1 - 4
4	<u>TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME</u>	

ITEM	BUSINESS	<u>Page(s)</u>
5	<u>QUESTIONS BY THE PUBLIC</u> To consider questions from, and provide answers to, the public in relation to matters which are relevant to the business of the meeting and of which due notice has been given in accordance with the Committee and Sub-Committee Procedure Rules.	
6	<u>QUESTIONS BY COUNCILLORS</u> To consider questions from, and provide answer to, Councillors on any matter in relation to which the Committee has powers or duties and of which due notice has been given in accordance with the Committee and Sub-Committee Procedure Rules.	
7	<u>BOS/17/6 OUTSTANDING ITEMS FROM JOINT SCRUTINY COMMITTEE MEETINGS 2016/17</u>	5 - 12
8	<u>SCOPING FOR HOMELESSNESS / BED AND BREAKFAST ACCOMMODATION REVIEW</u> The Overview and Scrutiny Committee Members to use the attached Scoping Template to guide this process.	13 - 14
9	<u>SCOPING A REVIEW OF VOIDS</u> The Overview and Scrutiny Committee Members to use the attached Scoping Template to guide this process.	15 - 16
10	<u>DISCUSSION ON RISK AND PERFORMANCE AND WHERE THE OVERVIEW AND SCRUTINY COMMITTEE CAN ADD VALUE</u>	
11	<u>TRAINING UPDATE</u> The Assistant Director – Law and Governance to give an oral update on the training available.	
12	<u>BOS/17/7 BDC OVERVIEW AND SCRUTINY DRAFT FORWARD PLAN</u>	17 - 20

Please note that the next meeting is scheduled for Monday 21 August 2017 commencing at 9.30 a.m.

For further information on any of the Part 1 items listed above, please contact Committee Services on 01473 826652 or via e-mail at Committees@babermidsuffolk.gov.uk.

Agenda Item 3

BABERGH DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE BABERGH OVERVIEW AND SCRUTINY COMMITTEE HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, CORKS LANE, HADLEIGH ON MONDAY, 19 JUNE 2017

PRESENT: Barry Gasper (Chairman)

Peter Burgoyne
Alastair McCraw
Fenella Swan

Bryn Hurren
John Nunn

The following Members were unable to be present:

Clive Arthey, Melanie Barrett and Kathryn Grandon.

1 SUBSTITUTES

It was noted that in accordance with Committee and Sub-Committee Procedure Rule No 20, substitutes were in attendance as follows:-

John Nunn (substituting for Clive Arthey)
Fenella Swan (substituting for Kathryn Grandon)

2 DECLARATION OF INTERESTS

None received.

3 MINUTES

RESOLVED

That the Minutes of the meetings of the Babergh Scrutiny Committee and the Joint Scrutiny Committee held on 22 March 2017 and 19 April 2017 respectively be confirmed and signed as correct records.

4 PETITIONS

None received.

5 QUESTIONS BY THE PUBLIC

None received.

6 QUESTIONS BY COUNCILLORS

None received.

7 WAY OF WORKING FOR THE OVERVIEW AND SCRUTINY COMMITTEE

Ben Staines, Project and Research Officer, gave a presentation on the principles and roles through which the Committee might be expecting to work.

Members were aware of the main elements -

- To provide a 'Critical Friend' challenge to hold the executive to account in a constructive, non-aggressive manner.
- To enable the voice and concerns of the public to be heard, using innovative consultation and communication methods to achieve maximum feedback
- Independent-minded Councillors operating an a-political approach
- To drive improvements

to be exercised through the key areas of Pre-Scrutiny of items identified on the Forthcoming Decisions List, scrutiny of specific Service areas and Projects, Joint Scrutiny, both with Mid Suffolk and other agencies and Call-in of decisions made by the Cabinet.

Members were aware that Call-ins under the procedures as set out in the Constitution could involve additional meetings. The importance of scoping topics for the Forward Plan was recognised, together with identifying the method which would be most appropriate – for example, setting up a Task and Finish Group, commissioning an officer report or tasking an individual member of the Committee to research a topic in detail before reporting to the Committee or a sub group.

The Chairman emphasised the need to be proactive and cited his recent discussions with Katherine Steel around better understanding of the assumptions underlying the Budget process. He also referred to arrangements for Cabinet Members to attend Overview and Scrutiny meetings on a regular basis, as well as for specific items, which would be set up in liaison with the Leader of the Council. The need for appropriate links with the Joint Audit and Standards Committee to avoid duplication was also recognised, and in this connection Members were aware that Councillor McCraw sits on the Joint Audit and Standards Committee as well as Overview and Scrutiny.

Members noted the position.

8 BOS/17/3 - SCRUTINY FORWARD PLAN FOR 2017/18

Members had before them Paper BOS/17/3 which listed the outcomes to date from decisions and recommendations made by the Joint Scrutiny Committee, together with the Forthcoming Decisions List. A discussion then ensued through which Members identified items which they wished to be included in the Scrutiny Forward Plan 2017/18, together with other items which required further consideration before deciding whether to add them to the Plan. Members were advised that a draft Forward Plan would be presented to the next meeting of the Committee for further deliberation on its content and timings.

In the meantime, officers confirmed that Member queries regarding matters raised including terminology / format of the Forthcoming Decisions List; Assets and Investment Business Case; Emergency Planning / Business Continuity would be addressed outside the meeting and reported back where necessary.

RESOLVED

(1) That the following items be included in the Scrutiny Forward Plan:-

- **Regular / annual items eg Budget scrutiny; external funding and grants; outturns**
- **BMBS – after a suitable period of operation**
- **Pre-Application Planning Service – to be scoped after 3 months from introduction on 1 July, and reviewed after six months**
- **CIL**
- **Costs of move to Endeavour House – 3 months after completion of move**
- **Homeless / Bed and Breakfast Accommodation Review**

(2) That the following items be the subject of further consideration as possible areas for scrutiny;-

- **Fuel poverty – whether further action is needed at this stage, in the light of it being incorporated in a Suffolk-wide strategy**
- **Home ownership review**
- **Leisure Strategy – when its timetabling in the Forthcoming Decisions List is known**

9 TRAINING FOR MEMBERS OF THE OVERVIEW AND SCRUTINY COMMITTEE AND OFFICERS SUPPORTING THE COMMITTEE

Ben Staines – Project and Research Officer outlined the proposed training offered by the Centre for Public Scrutiny, which could include the following topics:-

- Role descriptions for Councillors and officers
- Rights of Councillors to seek information
- Powers to support change
- Engagement

Further details would be circulated in due course.

10 BOS/17/4 - THE HOUSING REVENUE ACCOUNT 30 YEAR BUSINESS AND FINANCE PLAN UPDATE 2017

Jan Osborne - Cabinet Member for Housing introduced this item before handing over to Kevin Jones who referred to the main updates and, together with Ian Winslet – Investment and Development Consultant, answered Members' questions.

Members queried the projected figures for Council House sales and the basis on which the financial information in the Business Plan had been calculated. Officers explained that the Chartered Institute of Housing model had been used and that it provided a stress tested verification process – further information about the model could be provided outside the meeting. In relation to forthcoming Government Regulations, including those anticipated on the high value asset levy, it was confirmed that these would be reflected in the Business Case.

Members were aware of the situation regarding the BMBS element of the Plan and the work that was on-going to refine the data and assumptions on which the original forecasts had been based – as referred to in Minute No 8 above, scrutiny of the Service is being scheduled in the Committee’s Forward Plan, with the likely timings for scoping and review being February 2018 and March 2018 respectively.

RECOMMENDED TO CABINET AND COUNCIL

That the updated 30 year HRA Business and Financial Plan (Appendix A to Paper BOS/17/4) be approved.

The business of the meeting was concluded at 11.45 a.m.

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Chairman

Agenda Item 7

BABERGH DISTRICT COUNCIL

From: Ben Staines, Project and Research Officer	Report Number: BOS/17/6
To: Babergh Overview and Scrutiny Committee	Date of meeting: 24 July 2017

OUTSTANDING ITEMS FROM JOINT SCRUTINY COMMITTEE MEETINGS, 2016/17

1. Purpose of Report

- 1.1 To inform Members of the items considered by the Joint Scrutiny Committee in 2016/2017 and recorded as still requiring action or ongoing.
- 1.2 To enable Members to decide which items they wished to be added to the forward plan for Babergh's Overview and Scrutiny Committee.

2. Recommendation

- 2.1 That the members of the Committee decide which items previously considered by the Joint Scrutiny Committee be added to the forward plan for the Overview and Scrutiny Committee.

3. Financial Implications

- 3.1 There are no specific financial implications identified from this report.

4. Legal Implications

- 4.1 There are no legal implications identified from this report.

5. Risk Management

- 5.1 This report is not linked to any risks identified on the Council's Significant Risk Register, however key risks are set out below

Risk Description	Likelihood	Impact	Mitigation Measures
If Babergh Overview and Scrutiny Committee do not identify the right areas for review in their forward plan, then the Council's priorities may not be achieved.	Unlikely (2)	Noticeable (2)	Babergh Overview and Scrutiny Committee will examine the list of items previously considered by the Joint Scrutiny Committee and scrutinise those where it is assessed not doing so could impact on the achievement of the Council's priorities.

6. Consultations

6.1 Officers were consulted to provide updates on the current position for each of the items listed below.

7. Equality Analysis

7.1 This report has no inherent equality and diversity impact.

8. Shared Service / Partnership Implications

8.1 None.

9. Links to Joint Strategic Plan

9.1 This report itself does not link directly to the Joint Strategic Plan. Links to the delivery of the Joint Strategic Plan are considered in the selection of topics for review.

10. Key Information

10.1 Below is a list of the topics scrutinised by the Joint Scrutiny Committee in the 2016 year and recorded as not being complete. This includes some items brought forward from previous years which the Committee wanted to retain on their list of topics that may require further scrutiny.

Topic	Date scrutinised	Excerpt from minutes	Current position
Fuel Poverty	June 2015	<p>June 2015 position Martin King, Head of Service Housing, has been identified as lead officer.</p> <p>Seven Recommendations from the task and finish group were presented to the 11 February 2015 Joint Scrutiny meeting where they were approved and the recommendations passed onto Executive (09/03/15) and Strategy (12/03/15) Committees where the recommendations were delegated to the relevant Programme Steering Boards to be adopted as part of the work programme with reports to be made back to Strategy and Executive.</p>	<p>As noted in April 2016, the Fuel Poverty Strategy is being incorporated into the overall Poverty Strategy.</p> <p>Babergh and Mid Suffolk Councils are both on the Poverty Strategy Steering Group which has as an ambition to 'reduce levels of food and fuel poverty'. The Councils are signed up to the Suffolk Joint Strategic Needs Assessment (JSNA) 'Working together to tackle poverty', this including a section on a joint fuel poverty strategy.</p> <p>Outcomes from this will be verbally reported at the meeting to assist members in deciding whether they wished Fuel Poverty to be added to the forward plan.</p>

Topic	Date scrutinised	Excerpt from minutes	Current position
Supporting Business Growth	October 2015	Further examination of measures for supporting micro and small businesses has been added to the proposed forward plan.	<p>Since 2015 the Councils have continued with the development and expansion of the Open for Business services.</p> <p>There is now a dedicated page on the Babergh/Mid Suffolk website that includes a detailed start-up pack to assist any business developing in the Districts.</p> <p>This is available to view on the Council's website in the section headed 'Business' and then the sub-section 'support for businesses'.</p> <p>It was suggested at the June Overview and Scrutiny committee meeting that a summary of current activities under the Open for business programme be reported to the committee at a future meeting (yet to be timetabled)</p>
Void performance	February 2016	<p>Members asked for the following to be provided at future meetings:</p> <ul style="list-style-type: none"> • An update on the progress of the new Responsive Repairs service 12 months after implementation; • Void performance for Sheltered Housing to be provided separately from other council properties; • An overview as to how void performance fits in the wider performance management review 	This is in the draft forward plan to be scoped at the July 2017 O&S meeting.
Community grants	February 2016 and June 2016	Members commended the team for all their hard work and the support they offer.	The Corporate Manager – Strong Communities will give a verbal report on the current position at the meeting.

Topic	Date scrutinised	Excerpt from minutes	Current position
		The Corporate Manager – Strong Communities, advised that a further report detailing the outcome of the health check would be brought to a future Committee for Members consideration.	
Scoping a review of the waste services	February 2016	Some Members expressed a view that consideration should be given to residents' views to ensure any changes to the waste collection system were user-friendly, in particular from smaller properties and properties in heavily built-up and rural locations. Members felt it appropriate that the Committee scrutinise the plan for post 2019 and requested a further report be brought at that time	This will be included in the draft forward plan for scrutinising when it appears on the forthcoming decisions list.
Housing delivery	February 2016 and April 2016	Councillor Rachel Eburne commented that the Forward Plan had been populated up to April, when the last meeting for the current Council year would take place. When new Committee Members were elected, they might wish to set a different agenda going forward. She advised that Councillors Peter Burgoyne, David Card, Kathryn Grandon and herself had met with housing officers to establish what aspects of housing delivery were to be scrutinised. Further work was to be done with Portfolio Holders to ensure the required skills currently provided by external consultants were transferred to enable delivery by Officers.	<p>The excerpt is from the minutes of the meeting in February 2016.</p> <p>When the topic was brought to the April meeting the resolution below was proposed and agreed:</p> <p>(1) That the information provided about the progress of the Councils' own affordable housing delivery programme in Paper JSC/03/16 be noted.</p> <p>(2) That the plans to recruit skills and expertise when required and develop skills within the organisation to enable the Councils to deliver an affordable housing programme and develop its wider housing delivery function be noted.</p>

Topic	Date scrutinised	Excerpt from minutes	Current position
		Portfolio Holders had requested Scrutiny Committee look at where the barriers were and a report would be brought to the April meeting.	
Opportunities for Joint Scrutiny in Suffolk	April 2016	Peter Quirk, Interim Projects – Governance and Elections, introduced the debate by giving a brief overview of possible areas for collaboration across Suffolk. During the course of a discussion regarding the opportunities and potential approaches for Joint Scrutiny working, Members identified the following areas including budget activity, proactive approach, pre-decision scrutiny and devolution which could form part of a Joint Scrutiny framework in Suffolk.	<p>No areas were identified for joint scrutiny work by the JSC.</p> <p>Some Members and officers did attend a workshop on Scrutiny without boundaries in March 2016 and Members and officers have attended scrutiny committee meetings at Suffolk County Council.</p> <p>Discussions took place at a member and officer level on opportunities for joint working between the Suffolk Councils and some opportunities were identified, including Gypsy and Traveller sites in Suffolk and what scrutiny of a combined authority might look like.</p> <p>When the 2017/18 forward plan is agreed the Overview and Scrutiny support officer will liaise with other Suffolk Councils' officers to identify whether there are any opportunities for joint working.</p>
Planning appeals	August 2016 and December 2016	<p>Minutes August 2016 - Members also specifically requested that further consideration be given to the following:</p> <p>1. How does the Committee provide support in understanding why Members refer delegated matters to the Planning / Development Control Committees and how is this better managed?</p>	<p>The minutes of the December 2016 meeting include the following:</p> <p>Members were aware of the effect of factors such as lack of a five year land supply on some decisions, and the need for Committees to fully articulate their reasons when making a proposal which was not in accordance with an officer recommendation.</p>

Topic	Date scrutinised	Excerpt from minutes	Current position
		<p>2. How does the Committee make recommendations to support Planning / Development Control when we are dealing with complicated appeals?</p> <p>3. How best to engage Members from Planning / Development Control Committees in appeals processes when they have overruled officer recommendations and also engage with all stakeholders to ensure, as far as possible, that appeals are avoided?</p> <p>RESOLVED That the contents of Paper JSC/08/16 be noted and the items raised during the discussion, as referred to above, be progressed appropriately.</p>	<p>However, a proposal to establish a Member working group to review the area of 'overturns' in relation to officer recommendations and the effect on the appeals record was lost on being put to the vote.</p> <p>Members agreed that the position as reported by the Professional Lead be noted.</p> <p>The Professional Lead will provide a verbal update to the meeting on the current position on planning appeals.</p>
Neighbourhood planning	April 2017	That the recommendations listed in paragraph 10.3 of Paper JSC/16/16 be supported and that the Senior Leadership Team reports back to this Committee or its successor(s) in six months' time regarding those recommendations.	The Senior leadership Team is working on the recommendations as supported by the Joint Scrutiny Committee and will report on progress in October 2017.
Community Infrastructure Levy			CIL was identified as being something the Joint Scrutiny Committee wanted to be on the forward plan for scoping and reviewing around April 2018.
Babergh and Mid Suffolk Building Services (BMBS)			It was agreed at the June Overview and Scrutiny meeting that BMBS would be timetabled for a review 12 months after its' implementation.

10.2 The draft forward plan for Babergh's Overview and Scrutiny Committee is also on the agenda for this meeting. That draft forward plan includes the topics above where a review date has already been agreed. The forward plan also includes the subjects that were agreed for scrutiny by Babergh Overview and Scrutiny Committee at the meeting of 19 June 2017 plus some topics previously noted for annual review.

11. Appendices

Title	Location
None	

12. Background Documents

12.1 None.

Authorship:

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Agenda Item 8



Overview and Scrutiny Committee – Review Scoping Document

Review Topic (name of review)	Homelessness and Bed and Breakfast placements	
Lead members		
Officer Support	Heather Sparrow - Homeless Prevention and Older Persons Ben Staines – Project and Research Officer	
Rationale Key issues and reason for the review. Include how it relates to the Joint Strategic Plan		
Purpose of the review/Objective (quantify the outcomes the review will seek to achieve)		
Success measures	What are the expected outcomes?	
	What are the likely benefits to the council and its community?	
	What value is O&S adding to the process?	
	Are there any barriers/dangers/risks?	
	How are you going to know that you have reached the end of the O&S activity?	
Background information		
Methodology/ Approach (what types of enquiry will be used to gather evidence and why)		

Resource requirements			
Project parameters			
Specify Witnesses/ Experts/ Stakeholders (who to see and when)- subject to review as evidence becomes available			
Specify Evidence Sources for documents			
Specify Site Visits (where and when)			
Barriers/dangers/risks Identify any weaknesses and potential pitfalls			
Projected start date		Draft report deadline	
Meeting frequency		Projected completion date	

Agenda Item 9



Overview and Scrutiny Committee – Review Scoping Document

Review Topic (name of review)	Voids	
Lead members		
Officer Support	Sue Lister – Corporate Manager Housing Options Justin Wright-Newton - Corporate Manager BMBS Ben Staines – Project and Research Officer	
Rationale Key issues and reason for the review. Include how it relates to the Joint Strategic Plan		
Purpose of the review/Objective (quantify the outcomes the review will seek to achieve)		
Success measures	What are the expected outcomes?	
	What are the likely benefits to the council and its community?	
	What value is O&S adding to the process?	
	Are there any barriers/dangers/risks?	
	How are you going to know that you have reached the end of the O&S activity?	
Background information		
Methodology/ Approach (what types of enquiry will be used to gather evidence and why)		

Resource requirements			
Project parameters			
Specify Witnesses/ Experts/ Stakeholders (who to see and when)- subject to review as evidence becomes available			
Specify Evidence Sources for documents			
Specify Site Visits (where and when)			
Barriers/dangers/risks Identify any weaknesses and potential pitfalls			
Projected start date		Draft report deadline	
Meeting frequency		Projected completion date	

Agenda Item 12

BABERGH DISTRICT COUNCIL

From: Ben Staines, Project and Research Officer	Report Number: BOS/17/7
To: Babergh Overview and Scrutiny Committee	Date of meeting: 24 July 2017

DRAFT FORWARD PLAN FOR 2017/2018

The table below is a draft of the forward plan for the Babergh Overview and Scrutiny Committee. This table will be reviewed at each meeting and could be amended in the light of new items arising or as a result of items on the Forthcoming Decisions List being selected for scrutiny. It could also be revised to take account of items previously scrutinised by the Joint Scrutiny Committee and being reviewed at this meeting.

The Council's Constitution also stipulates that the Overview and Scrutiny Committee discharges the function of the Crime and Disorder Committee. The Crime and Disorder Committee is required by legislation to meet at least once every 12 months. The Overview and Scrutiny Committee does not need to arrange a separate meeting to discharge the function of the Crime and Disorder Committee but, as just noted, does need to plan to include this on the agenda for least one meeting every 12 months.

Date of Committee – 24 July 2017

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Scoping review of Homelessness/Bed and Breakfast service	To scope the area and identify how Overview and Scrutiny (O&S) could add value to the process	Corporate Manager – Homeless Prevention and Older Persons	Make best use of our existing Housing assets
Scoping a review of voids	To scope the area and identify how Overview and Scrutiny (O&S) could add value to the process	Sue Lister – Corporate Manager Housing Options Justin Wright-Newton – Corporate Manager Babergh and Mid Suffolk Building Services	Make best use of our existing Housing assets

Date of Committee – 21 August 2017

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Review of Homelessness/Bed and Breakfast service			Make best use of our existing Housing assets

Date of Committee – 18 September 2017

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Review of voids	To review the area and identify how Overview and Scrutiny (O&S) could add value to the process	Sue Lister – Corporate Manager Housing Options Justin Wright-Newton – Corporate Manager Babergh and Mid Suffolk Building Services	Make best use of our existing Housing assets

Date of Committee – 23 October 2017

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Neighbourhood plans	The Corporate Manager – Community Planning and Heritage was asked to report back on progress on the recommendations made by the Joint Scrutiny Committee in April 2017	Corporate Manager – Community Planning and Heritage	Communities engaged as early as possible - community led planning
Community Engagement	Senior leadership team were asked to report back regarding the recommendations from the Joint Scrutiny Committee in April 2017	Mike Evans – Strategic Director	Provide insight of growth benefits to Communities and Communities embrace new homes growth

Date of Committee – 20 November 2017

Topic	Purpose	Lead Officer	Joint Strategic plan reference
CIL	Review of the impact and delivery of the CIL regime for Infrastructure	Corporate Manager – Strategic Planning	Agree where growth goes

Date of Committee – 18 December 2017

Topic	Purpose	Lead Officer	Joint Strategic plan reference

Date of Committee – 22 January 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Draft Joint Medium Term Financial Strategy and 2017/18 Budget	To scrutinise the papers before final presentation to Full Council and to make any suggestions of changes felt appropriate	Assistant Director – Corporate Resources	Financially Sustainable Councils

Topics identified for review by O&S but not currently timetabled:

Babergh and Mid Suffolk Building Services.

Plan for this to be reviewed 12 months after the implementation of the services, in April 2018.

Community Infrastructure Levy (CIL).

It was planned for CIL to be reviewed 12 months after it was implemented. This would have been April 2017 but advice from officers was that very little had been collected in the 1st year.

Home Ownership Review.

This was on the forthcoming decisions List for July 2017 but has been deferred for consideration in August 2017.

Costs of the move to Endeavour House

This was resolved to be considered 3 months after the move has been completed.

Pre-application planning process

To be scoped three months after introduction for review after six months (probably in October 2017 and January 2018).

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