



**EASTSUFFOLK**  
COUNCIL

# **Forward Plan of Key & Exempt Decisions**

**for the period**

**February 2026 to May 2026**

This Forward Plan contains details of all of the Key/Exempt Decisions that are planned over the next four months. It will be updated and published every month. This Forward Plan is being published in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

A Key Decision is one, which is likely to:

- (a) result in the Council incurring expenditure, or making savings, in excess of £250,000, or which are significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the area of the Council.

#### **Consideration of Key/Exempt Decisions**

The majority of items will be considered at a meeting to which any member of the public may attend and observe, but may not speak. Any items marked with an asterisk \* and categorised as an 'Exempt Report' may be taken in private, if the related documentation contains "Exempt" or "Confidential" Information as defined in Schedule 12A of the Local Government Act 1972.

Cabinet Members will consider information on key decisions through reports, associated appendices and schedules etc. Other documentation relevant to the decision being made may also be submitted for consideration. Subject to the 'exemption and confidentiality' qualifications above, copies or extracts from any report or related documentation relating to a key decision will be available from the relevant Contact Officer listed in this Plan.

#### **THE CABINET – CONTACT DETAILS**

Name	Telephone Nos	E-Mail Address
Cllr Topping, Caroline (Leader)	07825 421117	<a href="mailto:caroline.topping@eastsuffolk.gov.uk">caroline.topping@eastsuffolk.gov.uk</a>
Cllr Ashton, Paul (Deputy Leader and Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets)	07824 838316	<a href="mailto:paul.ashton@eastsuffolk.gov.uk">paul.ashton@eastsuffolk.gov.uk</a>
Cllr Beavan, David (Cabinet Member for Housing)	01502 724904	<a href="mailto:david.beavan@eastsuffolk.gov.uk">david.beavan@eastsuffolk.gov.uk</a>
Cllr Daly, Tom (Cabinet Member for Energy and Climate Change)	07825 720877	<a href="mailto:tom.daly@eastsuffolk.gov.uk">tom.daly@eastsuffolk.gov.uk</a>
Cllr Wilson, Tim (Cabinet Member for Economic Development and Transport)	07823 587947	<a href="mailto:tim.wilson@eastsuffolk.gov.uk">tim.wilson@eastsuffolk.gov.uk</a>
Cllr Whitelock, Sarah (Cabinet Member for Communities, Culture, Leisure and Tourism)	07824 452388	<a href="mailto:sarah.whitelock@eastsuffolk.gov.uk">sarah.whitelock@eastsuffolk.gov.uk</a>
Cllr Langdon-Morris, Vince (Cabinet Member for Resources and Value for Money)	07935 827458	<a href="mailto:vince.langdon-morris@eastsuffolk.gov.uk">vince.langdon-morris@eastsuffolk.gov.uk</a>
Cllr Candy, Jan (Cabinet Member for Community Health)	07823 587492	<a href="mailto:jan.candy@eastsuffolk.gov.uk">jan.candy@eastsuffolk.gov.uk</a>
Cllr Noble, Sally (Cabinet Member for The Environment)	07823 814633	<a href="mailto:sally.noble@eastsuffolk.gov.uk">sally.noble@eastsuffolk.gov.uk</a>
Cllr Mark Packard (Cabinet Member for Planning & Coastal Management)	-	<a href="mailto:mark.packard@eastsuffolk.gov.uk">mark.packard@eastsuffolk.gov.uk</a>

## FORWARD PLAN OF KEY & EXEMPT DECISIONS

Expected Date of Decision	Decision Maker	Report Title	Matter for Decision	Background Papers	Main Consultees / Consultation Method	Contacts:	
18 Jan 2026	Officer	Demolition of Properties at Thorpeness	To consider covering the cost of demolition of properties at Thorpeness affected by coastal erosion since December 2025	None	Consultations are taking place with local residents by Building Control and the Coastal Management Teams	Councillor Topping, Leader of the Council Councillor Packard, Cabinet Member with responsibility of Planning and Coastal Management Councillor Langdon-Morris, Cabinet Member with responsibility for Resources and Value for Money	Chris Bally, Chief Executive

3 Feb 2026	Cabinet	Southwold Harbour Fees and Charges	To approve the discretionary fees and charges for 2026/27 in Southwold Harbour	None	N/A	Councillor Paul Ashton, Deputy Leader and Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets / Councillor David Beavan, Cabinet Member with responsibility for Housing	Nick Denny, Head of Property and Place <a href="mailto:Nick.denny@east-suffolk.gov.uk">Nick.denny@east-suffolk.gov.uk</a>  Duncan Colman, Estates Manager <a href="mailto:duncan.colman@east-suffolk.gov.uk">duncan.colman@east-suffolk.gov.uk</a>
3 Feb 2026	Cabinet	Renters' Rights Act – Resources and Responsibilities	To provide Members with an overview of the key provisions and new responsibilities introduced by the Renters' Rights Act. The report will also outline the additional resources required to ensure the Council can effectively deliver these statutory duties.	<a href="#">Renters' Rights Act: guidance for local authorities and councils - GOV.UK</a>	The provisions of the Renters' Rights Act are set out in primary legislation. To ensure local stakeholders were informed and engaged, the Council provided targeted advice and guidance to Suffolk landlords through the <b>Safe Suffolk Renters</b> initiative.	Councillor David Beavan, Cabinet Member with responsibility for Housing	Victoria Cotterill Team Leader (Private Sector Housing) <a href="mailto:Victoria.cotterill@east-suffolk.gov.uk">Victoria.cotterill@east-suffolk.gov.uk</a>

3 Feb 2026	Cabinet	<p>** Exempt</p> <p>Felixstowe Seafront Lighting</p> <p>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</p> <p>Project</p>	<p>Approval of capital funding to deliver the Felixstowe Seafront Lighting replacement and enhancement project.</p>	<p>Felixstowe Seafront Development Strategy (Oct 2025), Lighting Briefing Pack,</p>	<p>Felixstowe Seafront Strategy public, business and Town Council consultation 2025.</p>	<p>Councillor Paul Ashton, Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets</p> <p>Councillor Sarah Whitelock, Cabinet Member for Communities, Culture, Leisure and Tourism</p> <p>Councillor Tim Wilson, Cabinet Member with responsibility for Economic Development and Transport</p>	<p>Paul Wood – Head of Economic Development &amp; Regeneration, <a href="mailto:Paul.wood@eastssuffolk.gov.uk">Paul.wood@eastssuffolk.gov.uk</a></p> <p>Neil Cockshaw, Felixstowe Development Manager. <a href="mailto:Neil.cockshaw@eastssuffolk.gov.uk">Neil.cockshaw@eastssuffolk.gov.uk</a></p>
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3 Feb 2026	Cabinet	<p>Variation and extension of existing Public Spaces Protection Order in Lowestoft</p> <p>Current PSPO expires 20<sup>th</sup> October 2026</p>	<p>Cabinet to approve the Variation and extension of the existing PSPO.</p> <p>To vary and extend until 19<sup>th</sup> October 2028</p>	<p>To legally make/review/vary a PSPO under the Anti-social Behaviour, Crime and Policing Act 2014, the council must have evidence that:</p> <ol style="list-style-type: none"> <li>1) Activities are taking place (or likely to take place) in a public space.</li> <li>2) These activities have had or are likely to have a detrimental effect on the quality of life of those in the locality</li> <li>3) The effect is persistent or continuing, and unreasonable</li> </ol>	<p>Local residents Suffolk Police Local and District Councillors Local businesses Survey Monkey Social Media Community groups</p>	<p>Councillor Jan Candy Cabinet Member for Community Health</p>	<p>Nicole Rickard, Head of Communities and Leisure <a href="mailto:Nicole.Rickard@EastSuffolk.gov.uk">Nicole.Rickard@EastSuffolk.gov.uk</a></p> <p>Rachel Tucker, Senior Anti Social Behaviour Officer <a href="mailto:Rachel.Tucker@EastSuffolk.gov.uk">Rachel.Tucker@EastSuffolk.gov.uk</a></p>
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3 Feb 2026	Cabinet	<p>**Exempt</p> <p>Nationally Significant Infrastructure Projects (NSIPs) Legal Services Procurement</p> <p><i>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraph 3 of Schedule 12A to the Local Government Act 1972</i></p>	<p>Procurement of legal services to support on the engagement in the Sea Link and Lion Link DCO examinations, as well as in any other legal matters associated with the NSIP programme in East Suffolk.</p>	N/A	Cabinet	<p>Councillor Tom Daly, Cabinet Member with responsibility for Energy and Climate Change</p>	<p>Martyn Fulcher, Head of Energy Planning and Coastal Management, <a href="mailto:martyn.fulcher@eastsuffolk.gov.uk">martyn.fulcher@eastsuffolk.gov.uk</a></p> <p>Beth Rance, Energy Projects Manager <a href="mailto:bethany.rance@east-suffolk.gov.uk">bethany.rance@east-suffolk.gov.uk</a></p>
3 March 2026	Shareholder Reference Group	<p>**Exempt</p> <p>East Suffolk Services Business Plan – Quarterly Update</p> <p><i>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 and 4 of Schedule 12A to the Local Government Act 1972.</i></p>	Quarterly Update	None	None	<p>Councillor Topping, Leader of the Council</p>	<p>Kerry Blair, Strategic Director, <a href="mailto:Kerry.blair@eastsuffolk.gov.uk">Kerry.blair@eastsuffolk.gov.uk</a></p>

3 March 2026	Cabinet	Resilience and Emergency Response Fund	Decision to adapt the Terms of Reference to include resilient measures.	ES-1938 Resilience and Emergency Response Fund. ES-1938 Appendix A.	Communities impacted by previous flooding. Councillors involved in initial paper to cabinet. Feedback from Community Property Flood Resilience Event.	Councillor Vince Langdon-Morris, Cabinet Member with responsibility for Resources and Value for Money	Nick Denny, Head of Property and Place, <a href="mailto:Nick.denny@east-suffolk.gov.uk">Nick.denny@east-suffolk.gov.uk</a>  Charlie Smith, Resilience Coordinator, <a href="mailto:Charlie.Smith@Eastsuffolk.gov.uk">Charlie.Smith@Eastsuffolk.gov.uk</a>
3 March 2026	Cabinet	Approval of the Housing Asset Management Strategy	Creation of a new Housing Asset Management Strategy relating to HRA properties	None	None	Councillor David Beavan, Cabinet Member with responsibility for Housing	Michelle Burdgett, Strategic Director, <a href="mailto:Michelle.burdette@Eastsuffolk.gov.uk">Michelle.burdette@Eastsuffolk.gov.uk</a>  Heather Fisk, Head of Housing, <a href="mailto:Heather.fisk@eastsuffolk.gov.uk">Heather.fisk@eastsuffolk.gov.uk</a>

3 March 2026	Cabinet	<p><b>**Exempt</b></p> <p>Award of contract for ESC Microsoft licensing</p> <p>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</p>	Award of contract via a framework for a three-year period	None	None	Councillor Paul Ashton, Deputy Leader and Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets	Sandra Lewis, Head of Digital, Programme Management and Customer Services, <a href="mailto:sandra.lewis@east-suffolk.gov.uk">sandra.lewis@east-suffolk.gov.uk</a>
3 March 2026	Cabinet	<p><b>**Exempt</b></p> <p>Award of contract for Microsoft licensing to service our Trading Company, ESSL</p> <p>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</p>	Award of contract via a framework for a three-year period, to service our SLA with ESSL to provide digital services	None	None	Councillor Paul Ashton, Deputy Leader and Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets	Sandra Lewis, Head of Digital, Programme Management and Customer Services, <a href="mailto:sandra.lewis@east-suffolk.gov.uk">sandra.lewis@east-suffolk.gov.uk</a>

3 March 2026	Cabinet	<p><b>**Exempt</b></p> <p>Award of contract/s under Rough Sleeping Prevention and Recovery Grant (RSPARG).</p> <p>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</p>	To seek approval to award contract/s via a framework for the period the RSPAG grant is awarded.	Due diligence checks	Partners and Stakeholders	<p>Cllr David Beavan, Cabinet Member with responsibility for Housing.</p> <p>Fern Lincoln, Strategic Lead Housing Needs <a href="mailto:fern.lincoln@east-suffolk.gov.uk">fern.lincoln@east-suffolk.gov.uk</a></p>	<p>Heather Fisk, Head of Housing <a href="mailto:heather.fisk@east-suffolk.gov.uk">heather.fisk@east-suffolk.gov.uk</a></p>
3 March 2026	Cabinet	<p><b>**Exempt</b></p> <p>Sale of 4-6 Hamilton Road, Lowestoft</p> <p>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</p>	To sell the Freehold of 4-6 Hamilton Road, Lowestoft	N/A	N/A	<p>Councillor Paul Ashton, Deputy Leader and Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets</p> <p>Harry Travis, Property Management Lead, <a href="mailto:harry.travis@east-suffolk.gov.uk">harry.travis@east-suffolk.gov.uk</a></p>	<p>Michelle Burdgett, Strategic Director, <a href="mailto:Michelle.burdette@EastSuffolk.gov.uk">Michelle.burdette@EastSuffolk.gov.uk</a></p>

3 March 2026	Cabinet	<p><b>**Exempt</b></p> <p>East Point Pavilion</p> <p>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</p>	<p>To evaluate the social value that East Point Pavilion contributes to the local community and the strategic benefits it delivers to the Council, while also reviewing the level and sustainability of the ongoing financial support currently being provided.</p> <p>Given the Council's continued financial investment in the Pavilion, this discussion will also consider the ongoing long-term value for money contribution.</p>	-	-	<p>Councillor Paul Ashton, Deputy Leader and Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets</p>	<p>Mark Chambers, Operational Lead – Property Data, Contracts and Support</p> <p><a href="mailto:Mark.chambers@east-suffolk.gov.uk">Mark.chambers@east-suffolk.gov.uk</a></p> <p>Nick Denny, Head of Property and Place</p> <p><a href="mailto:Nick.denny@east-suffolk.gov.uk">Nick.denny@east-suffolk.gov.uk</a></p>
3 March 2026	Cabinet	Felixstowe carparks leading from Viewpoint to Cliff Road, and surrounding area PSPO – Variation	To approve the proposed varied PSPO until 3 <sup>rd</sup> March 2029	N/A	<p>Local residents Suffolk Police Local and District Councillors Survey Monkey Social Media Leaflets</p>	<p>Councillor Jan Candy, Cabinet Member with responsibility for Community Health</p>	<p>Chloe Lee, Communities Officer,</p> <p><a href="mailto:Chloe.Lee@east-suffolk.gov.uk">Chloe.Lee@east-suffolk.gov.uk</a></p> <p>Nicole Rickard, Head of Communities and Leisure,</p> <p><a href="mailto:Nicole.rickard@east-suffolk.gov.uk">Nicole.rickard@east-suffolk.gov.uk</a></p>

3 March 2026	Cabinet	<p>**Exempt</p> <p>Proposed Surrender of four long leases on Hamilton Road, Lowestoft and the regrant of a new lease.</p> <p><i>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</i></p>	To consider the surrender of four long leases back to ESC with the associated land and the regrant of one new lease to cover a smaller area of land, let at a commercial rent with an option to purchase the freehold of the land.	None	N/A	Councillor Paul Ashton - Deputy Leader and Cabinet Member with responsibility for Corporate Services	Duncan Colman, Estates Manager <a href="mailto:duncancolman@east-suffolk.gov.uk">duncancolman@east-suffolk.gov.uk</a>  Nick Denny, Head of Property and Place <a href="mailto:Nick.denny@east-suffolk.gov.uk">Nick.denny@east-suffolk.gov.uk</a>
31 March 2026	Cabinet	Adoption of Statement of Community Involvement	To adopt the revised Statement of Community Involvement	Consultation Statement	Public consultation in Jan-Feb 2026	Councillor Mark Packard, Cabinet Member for Planning and Coastal Management	Dickon Povey, Principal Planner (Policy and Delivery), <a href="mailto:Dickon.Povey@east-suffolk.gov.uk">Dickon.Povey@east-suffolk.gov.uk</a>  Jasmin Machen, Planner (Policy and Delivery) <a href="mailto:Jasmin.Machen@east-suffolk.gov.uk">Jasmin.Machen@east-suffolk.gov.uk</a>

31 March 2026	Cabinet	** Exempt  Britten Centre carpark  <i>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</i>	To ratify and agree the proposed plans for Britten Centre carpark	NA	NA	Councillor Paul Ashton, Deputy Leader and Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets	Nick Denny – Head of Property and Place <a href="mailto:Nick.denny@east-suffolk.gov.uk">Nick.denny@east-suffolk.gov.uk</a>  Richard Rutherford – Building Maintenance and Projects Lead <a href="mailto:Richard.Rutherford@EastSuffolk.gov.uk">Richard.Rutherford@EastSuffolk.gov.uk</a>
31 March 2026	Cabinet	** Exempt  Community Asset Transfer, Kesgrave  <i>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</i>	To seek approval for the divestment of numerous assets to Kesgrave Town Council with a supporting financial contribution	N/A	N/A	Councillor Paul Ashton, Deputy Leader and Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets	Duncan Colman, Estates Manager <a href="mailto:duncancolman@east-suffolk.gov.uk">duncancolman@east-suffolk.gov.uk</a>  Nick Denny, Head of Property and Place <a href="mailto:Nick.denny@east-suffolk.gov.uk">Nick.denny@east-suffolk.gov.uk</a>

31 March 2026	Cabinet	<p>** Exempt</p> <p>Lease Renewal of a Lease of Unit 2 Moor Business Park to the existing tenant Rexel UK Limited</p> <p><i>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraphs 3 of Schedule 12A to the Local Government Act 1972.</i></p>	To grant a new Lease of Unit 2 Moor Business Park to the existing tenant Rexel UK Limited	None	N/A	Councillor Paul Ashton, Deputy Leader and Cabinet Member for Corporate Services – Digital, Customer Services, HR and Assets	<p>Harry Travis, Property Management Lead, <a href="mailto:Harry.Travis@east-suffolk.gov.uk">Harry.Travis@east-suffolk.gov.uk</a></p> <p>Duncan Colman, Estates Manager, <a href="mailto:Duncan.Colman@east-suffolk.gov.uk">Duncan.Colman@east-suffolk.gov.uk</a></p>
21 April 2026	Cabinet	East Suffolk Energy Projects Workers' Accommodation Position Statement	Adoption of Document	SzC Deed of Obligation  SzC Draft Accommodation Plan	Public consultation with all key planning consultees has previously taken place	Councillor Mark Packard, Cabinet Member for Planning & Coastal Management	<p>Ben Woolnough, Head of Planning and Building Control. <a href="mailto:Ben.Woolnough@east-suffolk.gov.uk">Ben.Woolnough@east-suffolk.gov.uk</a></p> <p>Andrew Headley, Senior Planner Policy and Delivery. <a href="mailto:andrew.headley@east-suffolk.gov.uk">andrew.headley@east-suffolk.gov.uk</a></p>

21 April 2026	Cabinet	Environmental Impact Strategy	Approval of updated Environmental Impact Strategy document	Environmental Impact Strategy	N/A	Councillor Sally Noble, Cabinet Member for the Environment and Councillor Tom Daly, Cabinet Member for Energy and Climate Change	Nick Khan, Strategic Director <a href="mailto:nick.khan@east-suffolk.gov.uk">nick.khan@east-suffolk.gov.uk</a>

May 2026	Cabinet	Net Zero Plan	Adoption of updated Net Zero Plan document	Net Zero Plan	N/A	Councillor Tom Daly, Cabinet Member for Energy and Climate Change and Councillor Sally Noble, Cabinet Member for the Environment	Nick Khan, Strategic Director <a href="mailto:nick.khan@eastsuffolk.gov.uk">nick.khan@eastsuffolk.gov.uk</a>  Fiona Quinn, Head of Environmental Services and Port Health <a href="mailto:Fiona.Quinn@eastsuffolk.gov.uk">Fiona.Quinn@eastsuffolk.gov.uk</a>  Paul Mackie, Lead Officer, Climate Change and Sustainability <a href="mailto:Paul.Mackie@eastsuffolk.gov.uk">Paul.Mackie@eastsuffolk.gov.uk</a>  Katie Hickford, Net Zero Delivery Officer <a href="mailto:Katie.Hickford@eastsuffolk.gov.uk">Katie.Hickford@eastsuffolk.gov.uk</a>
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If you have any queries regarding this Forward Plan or require further information about Council or Committee meetings, please contact the Democratic Services Team on 01502 523521 or email: [democraticservices@eastsuffolk.gov.uk](mailto:democraticservices@eastsuffolk.gov.uk)

If you wish to make any representations as to why you feel an item that is marked as an “exempt” or confidential item should instead be open to the public, please contact the Monitoring Officer on 01394 444336 or Email: [chris.bing@eastsuffolk.gov.uk](mailto:chris.bing@eastsuffolk.gov.uk). Any such representations must be received at least 10 working days before the expected date of the decision.

Chris Bally  
Chief Executive

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If you require this document in large print, audio or Braille or in a different language, please contact the Democratic Services Manager on (01502) 523521 or email: [democraticservices@eastsuffolk.gov.uk](mailto:democraticservices@eastsuffolk.gov.uk)

