

CABINET DECISION NOTICES FOR THE MEETING HELD ON WEDNESDAY, 18 JULY 2018

**Decision Notice Publication Date:
Friday, 20 July 2018**

**Call-in period:
Monday, 23 July 2018 to
Friday, 27 July 2018**

**Implementation Date:
Monday, 30 July 2018**

(For clarity, where an item is 'to be noted', 'received' or 'recommended to Council' this is deemed not to be a formal Executive decision and so the call-in provisions will not apply)

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OPEN CABINET DECISION NOTICE

Cabinet Area	Housing
Title of Report	Houses in Multiple Occupation – Extension to Licensing Requirements
Report Reference	REP1570

Purpose of Report

To consider the changes introduced by the Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018. The changes bring smaller properties into the scope of licensing, with the potential for a significant increase in the number of licences issued by the Council.

Options Considered

None, as this is a mandatory licensing scheme. The option of having no incentive to apply by the deadline was considered but it was decided that it was appropriate to penalise late applications by reducing the length of the licence rather than by charging an increased fee.

Reason for Decision

To establish delegated authority, for the issuing of HMO licences under the Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018. To establish delegated authority for the issuing of Civil Penalty Notices under Section 249A of the Housing Act 2004 in pursuance of financial penalties for defined offences, these financial penalties are to be retained by the Council. The Council had adopted a policy in relation to determining the level of penalty in September 2017.

CABINET DECISIONS:

1. That Delegated Authority be granted to the Principal Environmental Health Officer (Private Sector Housing) to sign and issue licences under the Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018.
2. That Delegated Authority be granted to the Principal Environmental Health Officer (Private Sector Housing) to sign and serve Civil Penalty Notices under section 249A of the Housing Act 2004 in pursuance of financial penalties and that review of decisions be undertaken by the Head of Service or equivalent.
3. That the proposal to reduce the licence period from five years to a lesser period of between one and three years, where landlords do not meet the deadline of 1 October 2018 for submission of applications, be approved.

Declarations of Interest / Conflicts of Interest

None

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**Councillor M Bee
Leader of the Council**

OPEN CABINET DECISION NOTICE

Cabinet Area	Resources
Title of Report	Puddingmoor and Waveney Meadows, Beccles Land Drainage
Report Reference	REP1883

<p>Purpose of Report</p> <p>To consider a proposal to address the issue of flooding at Puddingmoor and Waveney Meadows and at adjoining land in Beccles.</p>	
<p>Options Considered</p> <p>Two options have been proposed. These were the replacement of the existing flap valve structure with associated maintenance of the dyke system, or the realignment of the dyke system to exit via Barsham Marshes.</p> <p>The option to replace the flap valve structure was thought too expensive to be considered, with a budget cost of £500,000 being given. The option to realign the dyke system is estimated at £80,000 including contingency.</p>	
<p>Reason for Decision</p> <p>Part of the Asset Management team's role is to continually review assets within Waveney District Council's property portfolio. This ensures that the assets continue to provide community benefit. This proposal seeks to ensure that the Council continues to maintain its asset and facilitates the remedial works affecting Council and other land.</p>	
<p>CABINET DECISIONS:</p> <ol style="list-style-type: none"> 1. That Delegated Authority be granted to the Strategic Director, to authorise the expenditure of £80,000 (inc VAT) to carry out the remedial works. 2. That Delegated Authority be granted to the Strategic Director, to undertake negotiations and agree financial contributions from other parties to offset against the overall cost above. 	
Declarations of Interest / Conflicts of Interest	None

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Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE

Cabinet Area	Resources
Title of Report	Refurbishment of East Point Pavilion, Lowestoft
Report Reference	REP1862

Purpose of Report

To consider the proposal to develop concept designs and feasibility studies for the option to redevelop the East Point Pavilion site and the surrounding areas.

Options Considered

A number of options were considered, including:

- 1 – Do nothing
- 2 – Repair and refurbish existing building
- 3 – Demolish existing building and create open space
- 4 – Demolish existing building and replace with new building

It was decided the further work was required, in order to be fully informed on how best to redevelop the site.

Reason for Decision

Part of the Asset Management Team's role is to continually review assets within Waveney District Council's property portfolio. This ensures that the assets continue to provide community benefit and financial return. This proposal seeks to ensure that the Council continues to maintain its asset.

CABINET DECISIONS:

1. That the expenditure up to £30,000 for further investigation and preliminary design work of the *main building* be approved.
2. That a bid to the Coastal Revival Fund to support the work to the *surrounding area*, reflecting the overall vision be approved.

Declarations of Interest / Conflicts of Interest

None.

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OPEN CABINET DECISION NOTICE

Cabinet Area	Resources
Title of Report	Proposed Transfer of Land at Gunton Warren, Lowestoft from Lowestoft Town Council to Waveney District Council
Report Reference	REP1892

Purpose of Report

To seek approval for the land that is owned by Lowestoft Town Council at Gunton Warren, Lowestoft, to be transferred back to Waveney District Council. As part of the establishment of Lowestoft Town Council, several property assets were transferred freehold to the Town Council, which included land at Gunton Warren, Lowestoft. However, part of the land was incorrectly omitted from the transfer process to Lowestoft Town Council and this land remains in the ownership of Waveney District Council.

Options Considered

To continue with the land ownerships as they are i.e. split between the Lowestoft Town Council and Waveney District Council. However, this would not address the concerns expressed by the Lowestoft Town Council, nor the issue of the Suffolk Wildlife Trust needing one landlord, rather than two.

Reason for Decision

The proposed freehold transfer of the land edged red from the Lowestoft Town Council back to Waveney District Council is a way of addressing the need for Suffolk Wildlife Trust to have a sole landlord. It would also help ensure a consistent approach to the management of Gunton Warren as a whole. The proposed disposal would be subject to the statutory Open Space Disposal process under the Open Spaces Act 1906. That the situation regarding the part of Gunton Warren retained by Waveney District Council and the subject of the Cabinet report REP1852 previously approved in April 2018 should be noted.

CABINET DECISIONS:

- 1) That the freehold transfer of the land at Gunton Warren, Lowestoft, shown edged in red on the plan annexed to this report, from the Lowestoft Town Council to Waveney District Council, be approved, for nil consideration.
- 2) That Delegated Authority be granted to the Head of Operations and Strategic Management, acting in consultation with the Cabinet Member for Resources, and the Head of Legal and Democratic Services, to agree the details of the transfer on terms that best protect the Council's interests.
- 3) That it be noted that Lowestoft Town Council are not willing to accept the transfer of land at Gunton Warren, edged green on the plan annexed to this report, from Waveney District Council, as approved under Cabinet Report REP1852 and, this being the case, this land will be retained by Waveney District Council.

Declarations of Interest / Conflicts of Interest	None
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OPEN CABINET DECISION NOTICE

Cabinet Area	Resources
Title of Report	Financial Year Outturn for 2017/18
Report Reference	REP1835

<p>Purpose of Report</p> <p>To receive an overview of the Council's financial performance for 2017/18 in respect of the General Fund, Reserves, the Capital Programme and Collection Fund.</p>	
<p>Options Considered</p> <p>No other options were considered.</p>	
<p>Reasons for Decision</p> <p>To give Cabinet an update on the unaudited 2017/18 outturn for the Council's revenue and capital accounts, before the audited accounts are submitted for approval to the Audit and Governance Committee on 25 July 2018. To provide Members with financial information on the Council's reserves and balances to assist in formulating budget policies for 2018/19 and beyond.</p>	
<p>CABINET DECISIONS:</p> <ol style="list-style-type: none"> 1. That the details of the draft outturn position for 2017/18 together with Reserves and Balances as at 31 March 2018 be noted. 2. That the audited Statement of Accounts will be submitted for approval to the Audit and Governance Committee on 25 July 2018. 3. That £15,000 from the outturn surplus for 2017/18, to be set aside for 'Celebrating Success' of Waveney District Council, (transfer from the In-Year Savings Reserve to the Carry Forward Reserve in 2018/19) be approved. 4. That the use of the Housing Benefit reserves and the DWP funding (£122k), set aside in the Customer Services Reserve to fund costs to the Council associated with the migration of the Revenues and Benefits system for East Suffolk, be approved. 5. That the use of the In-Year Savings Reserve to fund the Council's contribution to the Suffolk Office of Data and Analytics (SODA) of £20k per annum in 2018/19 and 2019/20 be approved. 	
<p>Declarations of Interest / Conflicts of Interest</p>	None

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**Councillor M Bee
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OPEN CABINET DECISION NOTICE

Cabinet Area	Customer Services
Title of Report	Revised East Suffolk Equality and Diversity Policy
Report Reference	REP1894

Purpose of Report	
To consider the approval of a revised Equality and Diversity Policy, which outlines the Council's aim of encouraging a supportive and inclusive culture amongst our workforce, striving to promote diversity and eliminating all forms of unlawful and unfair discrimination.	
Options Considered	
None. This is an updated version of the current Equality and Diversity Policy.	
Reasons for Decision	
To ensure that the work of the Councils is underpinned by a current Equality and Diversity Policy and that the needs of all sections of both our workforce and our community are taken into consideration in all decisions about policy and service delivery changes.	
CABINET DECISION:	
That the revised East Suffolk Equality and Diversity Policy be approved.	
Declarations of Interest / Conflicts of Interest	None

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OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Operations
Title of Report	Recycling Performance Payments (Exempt Report)
Report Reference	REP1893

Purpose of Report	
To consider a report outlining the new proposed settlement that the Council will receive for Recycling Performance Payments, on a three yearly basis.	
Options Considered	
Alternatives to a local agreement are not considered advantageous to the Council or the District.	
Reason for Decision	
The new settlement being considered is favourable for the Council.	
CABINET DECISIONS:	
<ol style="list-style-type: none"> 1. That the proposed new level of Recycling Performance Payments from 2019 onwards be approved. 2. That Waveney District Council continues its support for the joint Suffolk Waste Partnership Manager role and the Resource Efficiency Fund. 	
Declarations of Interest / Conflicts of Interest	None

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