

CABINET DECISION NOTICES FOR THE MEETING HELD ON WEDNESDAY, 12 SEPTEMBER 2018

**Decision Notice Publication Date:
Friday, 14 September 2018**

**Call-in period:
Monday, 17 September 2018 to
Friday, 21 September 2018**

**Implementation Date:
Monday, 24 September 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	Planning & Coastal Management
Title of Report	Community Infrastructure Levy Spending 2018/19
Report Reference	REP1837

Purpose of Report

To consider the approval the Community Infrastructure Levy (CIL) Plan 2018 and to agree how the Community Infrastructure Levy funds should be spent for the financial year 2017/18. The CIL Plan was updated annually and further projects would be added to the plan, as they were developed. At present there was £1,123,799.37 of CIL funds available to spend.

Options Considered

Members have the option of not agreeing the CIL Infrastructure Plan 2018 and the CIL spending recommendations. Members could also make amendments to the spending recommendations.

Reason for Decision

To ensure that funding was made available to finance the projects contained within the CIL Plan 2018 and that the CIL funds were available in future years, to help meet the cost of infrastructure needed to support the development, as outlined in the Council's Local Plan.

CABINET DECISIONS:

1. That the Community Infrastructure Levy Infrastructure Plan included in Appendix A to the report (REP1837) be approved.
2. That CIL funding of £88,000, to enable the delivery of the East of England Park project, be approved.
3. That CIL funding of £56,002.50, to enable the delivery of improved footpath access to the Hill Farm Road development in Halesworth, be approved.
4. That CIL funding of £366,460, to enable the delivery of a new community centre in Bungay, be approved.
5. That CIL funding of £70,000, to enable the delivery of a new community centre in Worlingham, be approved.
6. That CIL funding of £84,000, to enable the repair or moorings at Beccles Quay, be approved.
7. That CIL funding of £74,500, to enable the delivery of a 3G pitch in Beccles, be approved.
8. That the remaining funds should be banked for use in future years. This will enable more funding to be available for critical and essential projects in the future when they are ready to be delivered.

Declarations of Interest / Conflicts of Interest	<p>Councillor M Bee declared a Local Non Pecuniary Interest as he was the Ward Councillor for Worlingham.</p> <p>Councillor N Brooks declared a Local Non Pecuniary Interest as he was a Trustee for the Beccles Fenland Charity and was the Worlingham Ward Councillor.</p> <p>Councillors G Catchpole and C Topping declared a Local Non Pecuniary Interest as they were Trustees for the Beccles Fenland Charity, Ward Councillors for Beccles and Beccles Town Councillors.</p> <p>Councillor D Ritchie declared a Local Non Pecuniary Interest as he was a former Trustee for the Honey Pot in Bungay and the Ward Councillor for Bungay.</p> <p>Councillor S Woods declared a Local Non Pecuniary Interest as he was the Ward Councillor for Bungay.</p>
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Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE

Cabinet Area	Leader of the Council
Title of Report	Business Rate Retention Pilot Funding
Report Reference	REP1915

Purpose of Report

To seek authority for the Business Rate Retention Pilot to be carried out using the Council's own resources, such as capital receipts or revenue funds, where possible. The report also sought approval to grant Delegated Authority to the Strategic Director and Section 151 Officer, in consultation with the Cabinet Member for Resources, to reallocate the funding levels to other projects within the list, should there be a change in circumstances for a particular project.

Options Considered

Not to take part in the Business Rate Retention Pilot, this was rejected as it was not in the best interests of the Council or the District.

Reason for Decision

The opportunity to retain £3.6 million of additional business rate income into the Districts for identified projects that support the delivery of the East Suffolk Business Plan.

CABINET DECISIONS:

1. That the potential income of £3.6m of additional funding for projects through the 100% Business Rate Retention pilot (£1.1m for Waveney and £2.5m for Suffolk Coastal) be noted and recommends that this additional funding stream be reported to Full Council.
2. That the list of district projects that have been put into the programme and those that have met the scheme's objectives (Section 2.1) be noted and recommends the approval of these to Full Council.
3. In an unlikely event of Suffolk County Council and this Council not reaching an agreement, which would result in a 20% reduction in the anticipated place based allocation, Cabinet recommends to Council that the projects be carried out using the Council's own funding, where possible.
4. That, should it be deemed necessary due to a change in circumstance to a particular project, Delegated Authority be granted to the Strategic Director and Section 151 Officer, in consultation with the Cabinet Member for Resources, to reallocate the funding levels to other projects on the list.

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	Treasury Management Outturn Report for 2017/18 and Mid Year Report for 2018/19
Report Reference	REP1842

Purpose of Report

The Treasury Management Policy Statement requires an annual and a mid-year report to be produced by 30 September 2018 and approved at Council. The report reviewed performance of the Treasury Management Function including prudential indicators in 2017/18 and a mid-year review of the first half of 2018/19.

Options Considered

None. The Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code requires an annual and a mid-year report to be provided by 30 September 2018 and approved at Council.

Reason for Decision

The CIPFA Treasury Management Code requires a report to be produced covering the Council's Treasury Management activities during 2017/18 and a Mid Year Review of the Treasury Management activities that have taken place during the first half of 2018/19. These reports must be approved by 30 September 2018.

RECOMMENDATION TO FULL COUNCIL:

1. That the Annual Report on the Council's Treasury Management activity for 2017/18 incorporating the Mid Year review for 2018/19 be recommended to Full Council for approval at its September meeting.
2. That the Prudential Indicators Outturn position for 2017/18 in Appendix A be noted.
3. That the Lloyds Set Off agreement as detailed at 14.2 and 14.3 be noted and approved.

Declarations of Interest / Conflicts of Interest

None.

Meeting Date	Wednesday, 12 September 2018
Call-In Period	The Call-In provisions will not apply to the above recommendations, as they are not a Cabinet level decision.
Implementation Date (If no Call-In activated)	Not Applicable

Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE

Cabinet Area	Housing
Title of Report	Housing Revenue Account Business Plan
Report Reference	REP1701

<p>Purpose of Report</p> <p>To seek approval for the draft Housing Revenue Account Business Plan 2018 – 2048. The Plan would secure the long term viability of the Housing Service, by reviewing expected income (rents) and expenditure (maintenance and management of the housing stock).</p>	
<p>Options Considered</p> <p>Not to have a Housing Revenue Account Business Plan. This was rejected as not being in the best interests of the Council, as it was important to protect the long term viability of the Housing Service, by reviewing expected income (rents) and expenditure (maintenance and management of the housing stock).</p>	
<p>Reason for Decision</p> <p>The HRA Business Plan provides a detailed financial and strategic analysis over a 30 year period to inform the Council of the financial viability of the Housing Revenue Account. The recommendation seeks to obtain Cabinet approval of the Business Plan that will inform the Housing Team’s priorities for the coming years.</p> <p>The Business Plan will be subject to regular reviews every 2-3 years to ensure that it is dynamic and relevant to the Council.</p>	
<p>CABINET DECISION:</p> <p>That the Housing Revenue Account Business Plan 2018-2048 be approved.</p>	
Declarations of Interest / Conflicts of Interest	None

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Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE

Cabinet Area	Community Health and Safety
Title of Report	Norfolk and Waveney Health and Wellbeing Board Strategy Adoption
Report Reference	REP1913

Purpose of Report

To seek approval to formally sign up to the Health and Wellbeing Strategy, and to the specific actions within it, by 31 October 2018. The Health and Wellbeing Board for Norfolk and Waveney has produced a Health and Wellbeing Strategy for the Sustainability and Transformation Partnership footprint ie Norfolk and Waveney. The Council contributes to enhancing mental and physical health and wellbeing in a number of ways, with a particular focus on prevention and early intervention, tackling inequalities and collaborating to deliver person centred care.

Options Considered

Options to support the delivery of the actions identified in the strategy, and key measures to ensure that the impact of these are in development at a Norfolk and Waveney level and the Council will be given the opportunity to contribute to these.

Reasons for Decision

Waveney District Council has been included in the Health and Wellbeing Board (HWB) for Norfolk since December 2017 when it became clear that decisions about the Norfolk and Waveney STP footprint affecting Waveney residents were being taken by the Board without Waveney being represented around the Health and Wellbeing Board table.

This Strategy represents the ambitions of the HWB over the next 4 years and therefore it is important that the Council supports and contributes towards its delivery in the Waveney area.

CABINET DECISIONS:

1. That Waveney District Council will formally sign up to the Vision, Priorities and Values set out in the Joint Health and Wellbeing Strategy 2018-22.
2. That it be suggested to the Health and Wellbeing Board that at least one Waveney case study should be included in the Strategy document.
3. That support for the Implementation of the Strategy, including by contributing to the delivery of the actions set out in 3.1 above and new actions identified in the implementation plan, be approved.
4. That a report be brought back to Cabinet, at an appropriate point, to review progress in implementing the Norfolk and Waveney Health and Wellbeing Strategy.

Declarations of Interest / Conflicts of Interest	None
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Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE

Cabinet Area	Leader of the Council
Title of Report	East Suffolk Performance Report – Quarterly Performance – Quarter 1 2018/19
Report Reference	REP183

Purpose of Report	
To receive a Corporate Performance update for the period 1 April to 30 June 2018. The East Suffolk Performance Report is a joint report for both Suffolk Coastal and Waveney District Councils and provides an overview of the Councils' performance and progress against the deliverables within the East Suffolk Business Plan.	
Options Considered	
Quarterly Performance Reports enable the Cabinet, other Members of the Council and the public to scrutinise the performance of the Council against key indicators and targets, in accordance with the approved Business Case and identified corporate priorities.	
Reasons for Decision	
To ensure that Members are kept updated on the performance of Council services.	
CABINET DECISION:	
That the East Suffolk Performance Report for Quarter 1 be received.	
Declarations of Interest / Conflicts of Interest	None

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Implementation Date (if no Call-In activated)	Not Applicable

Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE

Cabinet Area	Planning & Coastal Management
Title of Report	Local Plan – Local Development Scheme (LDS)
Report Reference	REP1917

Purpose of Report	
To consider the adoption of the Local Development Scheme and to bring it into effect on 28 September 2018.	
Options Considered	
None. Not to provide an up to date Local Development Scheme runs the risk of the Local Plan not being found sound in relation to legal requirements.	
Reason for Decision	
Not to provide an up to date Local Development Scheme runs the risk of the Local Plan not being found sound in relation to legal requirements.	
CABINET DECISIONS:	
1. That the Local Development Scheme be adopted as the Council’s official work programme for the progression of its Local Plan to March 2019.	
2. That the effective date for the Local Development Scheme to come into effect be 28 September 2018.	
Declarations of Interest / Conflicts of Interest	None

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Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE

Cabinet Area	Leader of the Council
Title of Report	Appointments to Outside Bodies for 2018/19 (Executive Functions)
Report Reference	REP1916

Purpose of Report	
To consider the appointments to statutory and non-statutory Outside Bodies for 2018/19, where the role relates to an Executive Function of the Council.	
Options Considered	
None. The Council needs to engage and work with external organisations to deliver the priorities identified within the Council's East Suffolk Business Plan for 2015 – 2023.	
Reason for Decision	
To enable the Council representation on Outside Bodies for Executive Functions deemed relevant to the Council's community and business interests.	
CABINET DECISION:	
That the relevant Cabinet Members be appointed to those Outside Bodies outlined in Appendix A to the report (REP1616), for the remainder of the 2018/19 municipal year.	
Declarations of Interest / Conflicts of Interest	None

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Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Leader of the Council
Title of Report	Award of Contract for IT Software (Exempt Report)
Report Reference	REP1906

Purpose of Report	
To seek approval for the award of a contract for IT Software.	
Options Considered	
All other options were considered and rejected as not being in the best interests of the Council.	
Reason for Decision	
The proposed award of contract is in the best interests of the Council.	
CABINET DECISION:	
That the award of the IT Software Contract, to the provider as discussed at the meeting, be approved, at a cost not to exceed the amount as agreed at the meeting.	
Declarations of Interest / Conflicts of Interest	None

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Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Resources
Title of Report	Proposed Transfer of Land at Angel Link North Car Park, Halesworth (Exempt Report)
Report Reference	REP1899

Purpose of Report	
To consider a report seeking approval of the proposed transfer of land at Angel Link North Car Park in Halesworth.	
Options Considered	
Not to agree to the transfer. This was rejected as not being in the best interests of the Council.	
Reason for Decision	
The proposed transfer will help to deliver the critical success factors within the East Suffolk Business Plan.	
CABINET DECISIONS:	
<ol style="list-style-type: none"> 3. That the transfer of the relevant land at Angel Link North Car Park in Halesworth be approved. 4. 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 & Democratic Services, to finalise any outstanding details of the transaction on terms that best protect the Council's interests. 	
Declarations of Interest / Conflicts of Interest	None

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Councillor M Bee
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OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Housing
Title of Report	Changes to the Woodside, Brampton Shared Ownership Scheme – Updated Report (Exempt Report)
Report Reference	REP1896

Purpose of Report

To consider a report seeking approval to enter into a contact with a Housing Association in order deliver new affordable housing and to revoke the previous decision made by the Cabinet on 12 July 2017, regarding this development.

Options Considered

Other options such as the provision of rented accommodation were considered, however they were rejected as not being in the best interests of the District. Shared ownership would attract grant funding and there was a significant demand for this housing in rural areas.

Reason for Decision

The new development would deliver 6 new homes for shared ownership, offered the Council value for money and would contribute to the delivery of a number of the Council’s key priorities, as set out in the East Suffolk Business Plan.

CABINET DECISIONS:

1. That the Cabinet decisions made on 12 July 2017 relating to Report REP1661 'Shared Ownership Scheme in Brampton' be rescinded.
2. That, subject to recommendation 1;
 - A) that an exemption to contract procedure rules be granted in relation to this proposal.
 - B) that the Council enters into a contract with a Housing Association to deliver six new homes at Woodside, Brampton.
 - C) that the allocation of, up to the sum as discussed at the meeting, from the Housing Revenue Account Capital Programme, using the amount as discussed at the meeting of grant funding from the Homes and Communities Agency, to develop the scheme, be approved.
3. That Delegated Authority be granted to the Chief Finance Officer to increase the funding for this scheme from the Housing Revenue Account as required, within the limits of the overall housing capital development budget.
4. That, subject to recommendations 1 and 2, Delegated Authority be granted to the Strategic Director, in consultation with the Cabinet Member for Housing, the Head of Legal and Democratic Services and the Chief Finance Officer, to enter into all necessary contracts/transfers on terms that best protect the Council's interests, to develop the scheme, within the sums approved in recommendation 2C above.
5. That Delegated Authority be granted to the Strategic Director, in consultation with the Cabinet Member for Housing, the Head of Legal and Democratic Services and the Chief Finance Officer, to agree the terms and conditions of the shared ownership leases.

Declarations of Interest / Conflicts of Interest	None
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Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Housing
Title of Report	Use of Community Housing Fund – For the Proposed Residential Development at the Former Police and Fire Station Site, Southwold (Exempt Report)
Report Reference	REP1880

<p>Purpose of Report</p> <p>To consider a report outlining the proposal for the allocation of a sum of money from the Community Housing Fund grant, to a Housing Association, in order to deliver 11 affordable homes.</p>	
<p>Options Considered</p> <p>A ‘do nothing’ approach was considered, however this option was rejected as it was not in the best interests of the Council and would not deliver any affordable homes.</p>	
<p>Reason for Decision</p> <p>The use of the Community Housing Fund grant would help to deliver 11 affordable homes for rent and shared ownership and would contribute to the delivery of a number of the Council’s key priorities, as set out in the East Suffolk Business Plan.</p>	
<p>CABINET DECISIONS:</p> <ol style="list-style-type: none"> 1 That the allocation of the sum as discussed at the meeting, of Community Housing Fund grant to a Housing Association, to deliver 11 affordable homes at the former Police and Fire Station site be approved, subject to; <ol style="list-style-type: none"> a) confirmation by the Ministry of Housing, Communities & Local Government that the scheme meets the requirement of the Community Housing Fund, b) that the Housing Association obtains planning permission to develop the site for the proposed scheme, c) that the Housing Association takes a transfer of the land required for development of the site from the Police and Crime Commissioner/Suffolk County Council, 2. That, subject to paragraph 1 of this recommendation, that Delegated Authority be granted to the Strategic Director, in consultation with the Cabinet Member for Housing, the Head of Legal and Democratic Services and the Chief Finance Officer, to negotiate and enter into the required funding and nomination agreement with the Housing Association, on terms that best protect the Council’s interests. 	
<p>Declarations of Interest / Conflicts of Interest</p>	<p>Councillor M Ladd declared a Local Non Pecuniary Interest as he was the Ward Councillor for Southwold and Reydon and was also a Southwold Town Councillor.</p>

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Councillor M Bee
Leader of the Council

OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Resources
Title of Report	Proposed Disposal of land adjacent to 16 Barnaby Green, Southwold (Exempt Report)
Report Reference	REP1911

Purpose of Report	
To consider a report outlining the proposed disposal of land adjacent to 16 Barnaby Green in Southwold.	
Options Considered	
Other options were considered and were rejected as not being in the best interests of the Council.	
Reason for Decision	
Having given consideration to all of the circumstances, the proposed disposal is in the best interests of the Council.	
CABINET DECISIONS:	
<ol style="list-style-type: none"> 1. That the current offer of the sum, as discussed at the meeting, for the freehold of the land be accepted. 2. That Delegated Authority be granted to the Head of Operations, in consultation with the Cabinet Member for Resources, and Head of Legal & Democratic Services, to resolve the matter in a manner which best protects the Council's interests. 	
Declarations of Interest / Conflicts of Interest	Councillor M Ladd declared a Local Non Pecuniary Interest as he was the Ward Councillor for Southwold and Reydon and was also a Southwold Town Councillor. He had also been lobbied in respect of this matter.

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Councillor M Bee
Leader of the Council