

CABINET DECISION NOTICES FOR THE MEETING HELD ON WEDNESDAY, 12 JULY 2017

**Call-in period:
Monday, 17 July 2017 to
Friday, 21 July 2017**

**Implementation Date:
Monday, 24 July 2017**

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

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CABINET DECISION NOTICE

Cabinet Area	Planning & Coastal Management
Title of Report	Draft Local Plan
Report Reference	REP1509

Purpose of Report

The Local Plan sets out the level of growth which needs to be planned in Waveney and identifies where that growth should be located and how it should be delivered. The Plan also sets out the planning policies which the Council will use to determine planning applications in its area. Cabinet is requested to agree the First Draft Local Plan for public consultation.

Options Considered

Not publishing a First Draft Local Plan for consultation would delay the preparation of the Local Plan and specific timescales would not be met. Failure to produce a timely Local Plan would increase the risk of poorly planned development taking place and an increase risk of planning appeals for developments not in accordance with the existing Local Plan.

Reason for Decision

To ensure the timely production of the Local Plan in order to ensure future growth is delivered in a sustainable and planned manner.

CABINET DECISION:

That the First Draft Local Plan contained within Appendices A and B to the report be agreed for public consultation, without modification.

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

CABINET DECISION NOTICE

Cabinet Area	Resources
Title of Report	Financial Year Outturn 2016/17
Report Reference	REP1596

Purpose of Report

To receive an overview of the Council's financial performance for 2016/17 in respect of the General Fund, Reserves, the Capital Programme and Collection Fund.

Options Considered

No other options were considered.

Reason for Decision

To give Cabinet an early update on the unaudited 2016/17 outturn for the Council's revenue and capital accounts, before the audited accounts are submitted for approval in September 2017 and to provide Members with financial information on the Council's reserves and balances to assist in formulating budget policies for 2017/18 and beyond.

CABINET DECISIONS:

1. That the details of the draft outturn position for 2016/17 together with Reserves and Balances as at 31 March 2017, be noted.
2. That the audited Statement of Accounts will be submitted for approval to the Audit and Governance Committee in September 2017.

Declarations of Interest / Conflicts of Interest

None

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CABINET DECISION NOTICE

Cabinet Area	Community Health & Safety
Title of Report	Charging for Food Hygiene Rating Scheme Revisits
Report Reference	REP1674

Purpose of Report

As a result of a recent review of the Brand Standard, the conditions applying to the Food Hygiene Rating Scheme (FHRS), guidance to local authorities has been revised to allow charges to be made for revisits to reassess food businesses under that scheme. Cabinet is requested to approve a charge for a revisit to reassess a food business and add the charge to the Council's fees and charges.

Options Considered

The option to continue providing revisits free of charge has been considered but dismissed as the Food Standards Agency (FSA) as the FSA Brand Standard has been updated. If the Council chooses not to charge, the opportunity to generate additional income will be missed and there would be inconsistency in the Council's approach compared to other Suffolk Local Authorities.

Reason for Decision

To introduce into the Council's published list of fees and charges a charge of £110 + VAT for a revisit to reassess a food business under the FHRS.

CABINET DECISION:

That the addition of a £110 + VAT fee to the Council's published list of fees and charges to cover the cost of carrying out a revisit to reassess a food business under the Food Hygiene Rating Scheme (FHRS) when requested by the Food Business Operator, be approved.

Declarations of Interest / Conflicts of Interest	None
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CABINET DECISION NOTICE

Cabinet Area	Housing
Title of Report	Introducing a new Renovation Grant in Waveney
Report Reference	REP1666

Purpose of Report

To set out a proposal for establishing a pilot for a new renovation grant policy for Waveney, utilising Section 106 monies earmarked for affordable housing. The pilot would focus on improving housing standards in the private rented section in the Harbour Ward, to improve properties hazardous to health.

Options Considered

The Section 106 monies can be used to provide additional new housing. However, finance was available for new build properties but no finance is available for renovation grants in the private rented and owner/occupiers sector. On balance, it was considered that it would be better for the money to be used for the proposed pilot scheme.

Reason for Decision

To improve standards in the private rented and owner/occupier sectors.

CABINET DECISIONS:

1. That, subject to available funding, the proposal as set out in the report for a new policy for offering Renovation grants in Waveney be adopted.
2. That the Head of Housing be authorised to approve grants and extend the areas covered by the policy more widely if funding becomes available.

Declarations of Interest / Conflicts of Interest

None

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OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Resources
Title of Report	Review of Options for the Future Use of Halesworth Local Office, London Road, Halesworth (Exempt Report)
Report Reference	REP1486

Purpose of Report To consider the future options of the Council owned building known as 29 London Road, Halesworth.	
Options Considered The report set out details of the three options considered.	
Reason for Decision To authorise the transfer of assets.	
CABINET DECISIONS: <ol style="list-style-type: none"> 1. That Delegated Authority be given to the Head of Operations in consultation with the Cabinet Member for Mergers & Communities, the Cabinet Member for Resources and the Leader of the Council, to transfer the assets as listed in the report, on terms that best protect the interests of Waveney District Council, including appropriate caveats and conditions. 2. That the transfers be accompanied with the benefit of on-going maintenance payments, for the amounts as contained in the report (REP1486), up to the date as contained in the report, and that this funding was accounted for as for maintenance purposes only. 3. That the transfer of 29 London Road, Halesworth, be subject to a covenant restricting use, as detailed in the report. 	
Declarations of Interest / Conflicts of Interest	None

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OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Leader of the Council
Title of Report	To consider HRA Funding for an Additional Staff Resource (Exempt Report)
Report Reference	REP1670

Purpose of Report To seek approval for additional spend from the Housing Revenue Account to fund a permanent Project Management role.	
Options Considered Continuing to use interim project management has been considered but discounted due to the risks of delay and disruption associated with short term contracts. The requirement to retain skills and understanding of the East Suffolk housing delivery programme will further improve delivery.	
Reason for Decision The East Suffolk Housing Development Programme is expanding and requires additional dedicated project management resource to help manage its delivery.	
CABINET DECISION: That an increase in the Housing Revenue Account budget, of the amount as contained within the report (REP1670), to provide a Project Manager resource, be approved.	
Declarations of Interest / Conflicts of Interest	None

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OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Housing
Title of Report	Procurement of a New Gas Servicing Contract (Exempt Report)
Report Reference	REP1555

Purpose of Report

To seek authority to undertake a procurement exercise in order to appoint a contractor for the provision of a new Gas Servicing Contract.

Options Considered

No alternative options are available. The servicing and maintenance of gas, oil and solid fuel appliances are a legal requirement.

Reason for Decision

To allow the Council to meet its statutory and legal obligations in respect of annual servicing and maintenance, whilst improving living conditions for tenants by assisting them to make optimum use of energy and fuel supplies available.

CABINET DECISION:

That the request to procure be approved and that Delegated Authority be granted to the Head of Housing, in consultation with the Head of Legal and Democratic Services, to award, a five year (3+1+1) contract for the servicing, maintenance and installation of gas, oil, air source and solid fuel heating and hot water systems at an estimated sum as contained within the report (REP1555), to be procured in line with the Council's Contract Procedure Rules (including EU procurement requirements) and subject to terms that protect the Council's interests.

Declarations of Interest / Conflicts of Interest	None
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OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Housing
Title of Report	Shared Ownership Development in Brampton (Exempt Report)
Report Reference	REP1661

Purpose of Report

To seek approval for the provision of affordable homes, for shared ownership, at Woodside, Brampton.

Options Considered

Not to build the development. This was rejected as not being in the best interests of the Council. All development programmes carry risk for the Council; however, the fixed price for the scheme will minimise the Council's risk and producing homes will make a positive contribution to residents in Brampton and the wider community.

Reason for Decision

The scheme will deliver six new homes for shared ownership and offers the Council value for money. It will 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 approval be granted for the Council to enter into a contract with a Housing Association to deliver 6 new homes at Woodside, Brampton.
2. That, subject to recommendation 1, the expenditure of the amounts as contained in the report (REP1661) from the Housing Revenue Account Capital Programme, and the grant from the HCA 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 limits of the overall Housing Capital Development Budget.
4. That, subject to recommendations 1 and 2, Delegated Authority be granted to the Head of Housing Services, 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 2 above.

Declarations of Interest / Conflicts of Interest

Councillor C Rivett declared a Local Non Pecuniary Interest in this item, as he was the Ward Councillor for Brampton.

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OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

Cabinet Area	Resources
Title of Report	Asset Transactions (Exempt Report)
Report Reference	REP1619

Purpose of Report

To consider the possibility of the acquisition of a significant site on London Road North, Lowestoft.

Options Considered

Not to acquire the site. This was rejected as not being in the best interests of the Council and the economy of Waveney.

Reason for Decision

The project has the potential to deliver income and secure the current lease arrangements for an important tenant.

CABINET DECISIONS:

1. That the offer of the amount, as contained in the report (REP1619), for the purchase of the freehold of the site on London Road North, Lowestoft, which was made subject to contract, be approved.
2. That the Council enters into an Option and Lock Out agreement with the vendor, that will give the Council the amount of time as agreed at the meeting, to carry out the necessary viability studies before considering whether to purchase the site outright.
3. That Delegated Authority be granted to the Strategic Director, in consultation with the Cabinet Member for Resources, to conclude the Option and Lock Out Agreement, on terms which best protect the Council's interests.
4. That the sum, as contained within the report (REP1619), be approved to carry out the necessary viability studies on the site. The necessary procurement process will be followed in order to secure these studies from a qualified provider.
5. That a further report be brought to Cabinet, outlining the results of the viability studies, and presenting a business case setting out the scope of site for redevelopment, and full financial details, before final approval is given for the exercise of the Option, and the purchase of the site.

Declarations of Interest / Conflicts of Interest

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