

**CABINET DECISION NOTICES FOR THE MEETING  
HELD ON  
WEDNESDAY, 24 MAY 2017**

**Call-in period:  
Tuesday, 30 May 2017 to  
Monday, 5 June 2017**

**Implementation Date:  
Tuesday, 6 June 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

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	East Suffolk Housing Strategy 2017-23
<b>Report Reference</b>	REP1551

### Purpose of Report

To seek approval of the East Suffolk Housing Strategy 2017-23 to go out to public consultation. The Strategy had been prepared in consultation with key stakeholder partners, Members, tenants and officers, and outlined the key priorities for the next 6 years, for housing provision in East Suffolk.

### Options Considered

Although there was no longer a statutory requirement for housing authorities to have a Housing Strategy, it was recommended that the Housing Strategy be adopted to assist Suffolk Coastal District Council and Waveney District Council in delivering the critical success factors identified for Housing in the East Suffolk Business Plan 2015-23.

### Reason for Decision

To meet the East Suffolk Business Plan's 'Housing' actions and to meet the future housing requirements for East Suffolk and the need to make the best use of public resources.

### CABINET DECISIONS:

1. That the Draft East Suffolk Housing Strategy be approved to go out to public consultation.
2. That Delegated Authority be granted to the Head of Housing Services, in consultation with the Cabinet Member with responsibility for Housing, to make any minor amendments to the East Suffolk Housing Strategy, following consultation.

### Declarations of Interest / Conflicts of Interest

None

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## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Housing Asset Disposal and Acquisition Policy
<b>Report Reference</b>	REP1627

<b>Purpose of Report</b>	
To seek approval to adopt the Draft Housing Asset Disposal and Acquisition Policy and to approve the disposal or acquisition of a housing asset that meets one or more of the criteria identified in the Policy.	
<b>Options Considered</b>	
None – The report considers a range of options that could be available to the Council as a broad approach to the provision of good quality housing in the District.	
<b>Reason for Decision</b>	
The Council has, over the last year, sought to be more pro-active in meeting the objectives of the East Suffolk Business Plan and the Housing Strategy by delivering more social housing in the district. This policy seeks to make Members aware of the various options open to the Council and to get approval for disposals and acquisitions in the future that help meet this objective.	
<b>CABINET DECISION:</b>	
That the Waveney District Council's Housing Asset Disposal and Acquisition Policy be adopted and that the disposal or acquisition of a housing asset, that meets one or more of the criteria in the policy, be approved.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Community Health & Safety
<b>Title of Report</b>	Authority to Charge for Non-Statutory Environmental Health Work
<b>Report Reference</b>	REP1631

<b>Purpose of Report</b>	
To seek approval for charges to be made, in respect of some of the Environmental Health Team's Non-Statutory work, which is currently provided free of charge. Some of the advice currently offered free of charge on a variety of subjects, goes significantly beyond the bare requirements of the statutory service required by legislation, and has commercial value.	
<b>Options Considered</b>	
Not to charge for some of the Environmental Health Team's Non-Statutory work. This was rejected, as not being in the best interests of the Council.	
<b>Reason for Decision</b>	
It was appropriate in the current local government financial climate to seek opportunities for generating income, in order to assist the Council in becoming financially self sufficient.	
<b>CABINET DECISIONS:</b>	
<ol style="list-style-type: none"> <li>1. That the report be received.</li> <li>2. That the Head of Environmental Services and Port Health be authorised to make charges for services provided by the Environmental Health Team, in accordance with the terms outlined in this report (REP1631).</li> </ol>	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Operational Partnerships
<b>Title of Report</b>	Tendering for Stray Dog Kennelling Services (Exempt Report)
<b>Report Reference</b>	REP1630

<b>Purpose of Report</b>	
To seek approval for the Council to invite tenders for a new contract for Stray Dog Kennelling Services.	
<b>Options Considered</b>	
Not to invite tenders for a new contract. This was rejected, as it was not in the best interests of the Council.	
<b>Reason for Decision</b>	
The invitation to tender for a new contract had the potential to make savings, with no reduction in the level of service being provided.	
<b>CABINET DECISIONS:</b>	
<ol style="list-style-type: none"> <li>1. That the report be received.</li> <li>2. That the Head of Environmental Services and Port Health be authorised, in consultation with the Cabinet Member for Operational Partnerships, to seek tenders and appoint a contractor for kennelling, “acceptance point”, collection, re-homing and associated services in respect of stray dogs.</li> </ol>	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Resources and Operational Partnerships
<b>Title of Report</b>	Marina Theatre Proposals and Business Case (Exempt Report)
<b>Report Reference</b>	REP1527

<b>Purpose of Report</b>	
To seek approval for the proposals, as outlined in the report, in accordance with the Marina Theatre Business Case.	
<b>Options Considered</b>	
Not to proceed with the proposals as outlined in the report. This was rejected as not being in the best interests of the Council or the Marina Theatre.	
<b>Reason for Decision</b>	
The proposed investment would contribute significantly to the sustainability and future development of the Marina Theatre, which is in the best interests of the Council.	
<b>CABINET DECISIONS:</b>	
That officers conclude the negotiations as per the amounts contained within report REP1527.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Planned Maintenance of Works 2017-20 for Fire Alarms, Door Entry Systems and Warden Call Systems (Exempt Report)
<b>Report Reference</b>	REP1558

<b>Purpose of Report</b>	
To seek approval to undertake a procurement exercise to appoint a new service, maintenance and installation contractor for the upkeep and improvement of systems installed, in accordance with the contract procedure rules and European Union (EU) procurement legislation.	
<b>Options Considered</b>	
None. No other option exists that allows equipment to remain installed for the safety and security of tenants.	
<b>Reason for Decision</b>	
To allow the ongoing budgeted and programmed, maintenance and improvement works to continue to the Council's housing stock, in order for the Council to meet its obligations as a housing provider.	
<b>CABINET DECISION:</b>	
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 fire alarms, fire fighting equipment and door entry and warden call systems at an estimated sum as contained within the report (REP1558), 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.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Award of Planned Maintenance of Works for 2017-20 for PVCU Doors and Windows (Exempt Report)
<b>Report Reference</b>	REP1559

<b>Purpose of Report</b>	
To seek approval to undertake a procurement exercise to appoint a new supplier, to supply and install PVCU windows and doors, in accordance with the Contract Procedure Rules and European Union (EU) procurement legislation.	
<b>Options Considered</b>	
No other reasonable options have been considered. To maintain safety and security for tenants and allow appropriate improvements to be made, a requirement to replace doors and windows will exist.	
<b>Reason for Decision</b>	
To allow the ongoing budgeted and programmed maintenance and improvement works to continue to the housing stock, in order for the Council to meet its obligations as a housing provider.	
<b>CABINET DECISION:</b>	
That the procurement be approved and Delegated Authority be granted to the Head of Housing, in consultation with the Head of Legal and Democratic Services, to award, a three year contract for the supply and installation of Pvcu windows and doors, at an estimated value as contained within report REP1559, in line with the Council's Contract Procedure Rules (including EU procurement requirements) and subject to terms that protect the Council's interests.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Purchase of Land in Lowestoft (EXEMPT)
<b>Report Reference</b>	REP1632

<p><b>Purpose of Report</b></p> <p>To seek approval to purchase a parcel of land in Lowestoft and to enter into a contract with a Housing Association, in order to provide 25 new affordable homes for rent on the site.</p>	
<p><b>Options Considered</b></p> <p>Not to purchase the land for development. This was rejected as not being in the best interests of the Council.</p>	
<p><b>Reason for Decision</b></p> <p>The development of the Scheme would deliver 25 new homes for rent and offered the Council value for money. It would contribute to the delivery of a number of the Council's key priorities, as set out in the East Suffolk Business Plan, and also aligned with the objectives as set out in the Lowestoft Area Action Plan.</p>	
<p><b>CABINET DECISIONS:</b></p> <ol style="list-style-type: none"> <li>1. That the purchase of land in Lowestoft, at the price as contained within the report (REP1632), be approved.</li> <li>2. That the Council enters into a contract with a Housing Association to deliver 25 new homes.</li> <li>3. That, subject to recommendation 1 and 2, the expenditure from the HRA Capital Programme, and RTB receipts to develop this scheme, for the sums as contained within the report be approved.</li> <li>4. That, subject to recommendations 1 and 2, approval be granted for the taking out of insurance policies, a restrictive covenant indemnity insurance and insurance to cover the rights of way, if necessary to protect the Council's position in the event that restrictive covenants on title, which may subsist but the details of which are unknown, are enforced against the Council at any time or the Council's rights of way over neighbouring land is challenged.</li> <li>5. 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 3 above.</li> </ol>	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Award of Contract for Minor Structural Repairs to Council Properties in Waveney (EXEMPT)
<b>Report Reference</b>	REP1541

<b>Purpose of Report</b>	
To seek approval to award a contract to a limited company in respect of the provision of minor structural repairs, in accordance with the contract procedure rules and European Union (EU) procurement legislation.	
<b>Options Considered</b>	
Not to undertake structural repairs. This was rejected, as it would prevent the Council from complying with its legal obligations under the Landlord and Tenant Act 1985.	
<b>Reason for Decision</b>	
To continue to meet the Council's obligation to repair properties, for which budget approval has already been given. To avoid increased levels of dissatisfaction from tenants in respect of the level of repairs undertaken on their home.	
<b>CABINET DECISION:</b>	
That the award of contract to a Limited Company be approved, to undertake structural repairs to domestic housing stock and sheltered housing scheme across the Waveney District Council area with a five year term (three years with the option of two further one year periods, subject to satisfactory performance) in full compliance of contract procedure rules and EU Public Contracts Regulations 2015.	
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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Procurement of a Servicing, Maintenance and Repair of Hydraulic Lifts Contract (EXEMPT)
<b>Report Reference</b>	REP1621

<p><b>Purpose of Report</b></p> <p>To seek approval to undertake a procurement exercise to appoint a new lift servicing, maintenance and repair / replacement contractor, in accordance with Contract Procedure Rules and European Union (EU) procurement legislation.</p>	
<p><b>Options Considered</b></p> <p>No other reasonable options have been considered. Maintaining the equipment is paramount to protecting tenant's safety and to preserve the Council's reputation and legal obligations. Decommissioning existing hydraulic lifts was not considered a reasonable alternative, since this would restrict tenant's ability to live independently in their homes and the Council's ability to let properties in future.</p>	
<p><b>Reason for Decision</b></p> <p>To allow the ongoing budgeted and programmed, maintenance and improvement works to continue to the housing stock and for the Council to meet its obligations as a housing provider.</p>	
<p><b>CABINET DECISION:</b></p> <p>That the procurement be approved and 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, repair and replacement of hydraulic passenger lifts, 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.</p>	
<p><b>Declarations of Interest / Conflicts of Interest</b></p>	None

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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Housing Development on Council Owned Land at Garden Close, Bungay (EXEMPT)
<b>Report Reference</b>	REP1623

<b>Purpose of Report</b>	
To seek approval to enter into a contract with a Housing Association to provide 4 new affordable homes for rent at Garden Close, Bungay on land which was currently owned by the Council's Housing Revenue Account.	
<b>Options Considered</b>	
Not to build the affordable homes. This was rejected as not being in the best interests of the Council.	
<b>Reason for Decision</b>	
The development would provide 4 new homes for affordable rent, 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.	
<b>CABINET DECISIONS:</b>	
<ol style="list-style-type: none"> <li>1. That the Council enters into a contract with a Housing Association to deliver 4 new homes at Garden Close, Bungay.</li> <li>2. That, subject to recommendation 1, the expenditure from the HRA Capital Programme, and of RTB receipts, as per the sums outlined within the report REP1623, to develop the scheme, be approved.</li> <li>3. 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.</li> </ol>	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Sale of 25 St Edmunds Road, Southwold (EXEMPT)
<b>Report Reference</b>	REP1628

<b>Purpose of Report</b>	
To seek approval for the Council to dispose of 25 St Edmunds Road, Southwold.	
<b>Options Considered</b>	
Not to sell the property. The Cabinet have the option to retain the property within the Housing Portfolio and to let it on an affordable rent.	
<b>Reason for Decision</b>	
The property has been identified as being suitable for sale. The revenue received could then be re-invested in new low maintenance stock that meets the Council's objectives in the East Suffolk Business Plan.	
<b>CABINET DECISION:</b>	
That the sale of the freehold of 25 St Edmunds Road, Southwold be approved, for the estimated value as contained within report REP1628, and the capital receipt be reinvested to meet the objectives of the Business Plan's strategic ambitions to Enable Communities and increase Economic Growth.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Resources
<b>Title of Report</b>	Provision of Architectural Services (EXEMPT)
<b>Report Reference</b>	REP1626

<b>Purpose of Report</b>	
To seek approval for the procurement and award of an Architectural Consultancy Services contract, for an initial 2 year period.	
<b>Options Considered</b>	
Not to procure and award a contract for Architectural Consultancy Services. This was rejected, as not being in the best interests of the Council.	
<b>Reason for Decision</b>	
To ensure an efficient and reliable consultancy service is maintained and that specific expertise is available as and when required to assist the delivery of development projects for the Council.	
<b>CABINET DECISION:</b>	
That Delegated Authority be granted to the Strategic Director, acting in consultation with the Cabinet Member for Resources, to approve the procurement and award of Architectural Consultancy Services up to the maximum value as discussed at the meeting, to support the future development of Council assets for an initial 2 years, with an option to extend for two further 12 month extensions at the discretion of the Council on terms that deliver best consideration.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Resources
<b>Title of Report</b>	Asset Transactions – Thirty Year Lease at Bungay Staithe, Bungay (EXEMPT)
<b>Report Reference</b>	REP1622

<b>Purpose of Report</b>	
To seek approval for the grant of a lease, longer in length than 21 years, which required Cabinet approval.	
<b>Options Considered</b>	
Not to grant the lease. This was rejected due to not being in the best interests of the Council or the local community.	
<b>Reason for Decision</b>	
To allow the Council to complete a letting and for a Tenant to remain in occupation.	
<b>CABINET DECISION:</b>	
That the request for a lease of thirty years be approved and that the lease be granted.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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