

**CABINET****Tuesday, 13th November, 2018**

Present:-

Councillor Ludlow (Acting Chair)

Councillors	Bagley Blank P Gilby	Councillors	T Gilby Huckle
Non-voting members	Catt Dickinson		J Innes

\*Matters dealt with under the Delegation Scheme

**51 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS  
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

**52 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Brunt, A Diouf and Serjeant.

**53 MINUTES****RESOLVED –**

That the minutes of the meeting of Cabinet held on 23 October, 2018 be approved as a correct record and signed by the Chair.

**54 FORWARD PLAN**

The Forward Plan for the four month period December, 2018 to March, 2019 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

**55** **MINUTES OF THE SHEFFIELD CITY REGION MAYORAL COMBINED AUTHORITY**

Minutes of the meeting of the Sheffield City Region Mayoral Combined Authority held on 10 September, 2018 were reported for information.

**\*RESOLVED –**

That the Minutes be noted.

**56** **REVISED CORPORATE AND HOUSING ASB POLICIES**

The Neighbourhoods Manager presented a report seeking approval for changes to the Corporate Anti-Social Behaviour Policy and the Housing Services Anti-Social Behaviour Policy.

The policies required revisions to take into account national and local developments. The review of both policies was carried out simultaneously to ensure corporate consistency whilst acknowledging that the Housing Services Anti-Social Behaviour Policy would need to include further detail on specific housing-related issues.

Where there had been changes in legislation, the policies had been updated to clarify the role of the council in tackling anti-social behaviour.

The revised policies were attached as appendices to the officer's report.

**\*RESOLVED –**

1. That the proposed changes to the Corporate Anti-Social Behaviour Policy and Housing Services Anti-Social Behaviour Policy be approved.
2. That the Assistant Director – Housing and Assistant Director – Health and Wellbeing be granted authority to consult with stakeholders regarding the proposed changes.
3. That a further report be brought to Cabinet by January 2019, following the completion of the consultation process.

**REASON FOR DECISIONS**

To take account of developments in anti-social behaviour characteristics, legislation and national and local priorities.

**57 ENVIRONMENTAL HEALTH FEES AND CHARGES 2019/20**

The Senior Environmental Health Officer submitted a report recommending for approval proposed fees and charges for various environmental health functions, including environmental permitting, dog control and pest control for 2019/20.

The proposed fees and charges were detailed at Appendix A of the officer's report.

**\*RESOLVED –**

1. That the proposals to revise the fees and charges for Environmental Health services including concessionary rates where applicable for 2019/20, as detailed in Appendix A of the officer's report, be approved and implemented from 1 April, 2019.
2. That the Senior Environmental Health Officer be granted discretion to offer reduced charges for the micro-chipping of dogs at promotional events and during campaigns.
3. That the Senior Environmental Health Officer be granted discretion to offer an alternative enforcement option for fly-tipping offences, where appropriate, instead of issuing a fixed penalty notice.

**REASON FOR DECISIONS**

To set the fees and charges for Environmental Health services for 2019/20.

**58 TRADE WASTE / OUTDOOR SPORTS AND LEISURE FEES AND CHARGES 2019/20**

The Assistant Director – Commercial Services submitted a report setting out proposed charges for the collection and disposal of trade wastes and outdoor recreation services for 2019/20.

In accordance with the Council's Budget Strategy, the fees and charges for trade waste and outdoor recreation services were reviewed annually. The fees and charges aimed to recover at least the full cost of the service, except in circumstances where there would be an opportunity to maximise income or where Members determine that a reduction or subsidy should be made for a specific reason.

**\*RESOLVED –**

That the proposals to revise the fees and charges for trade waste and outdoor recreation services for 2019/20, as detailed in Appendix 1 of the officer's report, be approved and implemented from 1 April, 2019.

**REASON FOR DECISION**

To comply with the Council's budget strategy.

59

**CEMETERY FEES AND CHARGES 2019/20**

(Councillors P Gilby and T Gilby arrived at the meeting)

The Assistant Director – Commercial Services submitted a report recommending for approval proposed fees and charges for the Council's cemeteries for 2019/20.

The fees and charges proposals had taken into account:

- the reduction in the number of burials taking place in recent years;
- the need for the Council to achieve a balanced budget;
- the level of fees and charges levied by other authorities in our family group and local cemeteries providers.

The proposed fees and charges were detailed at Appendix A of the officer's report.

**\*RESOLVED –**

That the proposals to revise the fees and charges for the cemeteries service for 2019/20, as detailed in Appendix A to the officer's report, be approved and implemented from 1 April, 2019.

**REASONS FOR DECISION**

1. There had been a decline in burial numbers over recent years which coincided with above average fee increases. It was expected that by applying an average increase, burial numbers will be consolidated.
2. To generate income to contribute to the costs of providing and maintaining a burial service.

## 60 **ANNUAL REPORT TO TENANTS**

The Assistant Director – Housing submitted a report seeking approval for the Annual Report to Tenants for 2017/18, as required by Homes England. A copy of the Annual Report was attached at Appendix A of the officer's report.

The Annual Report included details on performance, service delivery and future improvements in relation to:

- repairs and maintenance;
- allocating homes;
- rent collection;
- tenancy and estate management;
- careline;
- value for money and financial sustainability.

The Cabinet expressed their thanks to all the officers involved in the preparation of the Annual Report.

### **\*RESOLVED –**

1. That the Annual Report to Tenants for 2017/18 be approved.
2. That the Annual Report be published on the council's website and be issued to all tenants and households in the Borough through 'Our Homes' within 'Your Chesterfield'.

### **REASON FOR DECISIONS**

To comply with regulatory requirements.

## 61 **HOUSING FIRE MANAGEMENT POLICY**

The Assistant Director – Housing presented a report that provided an update on the actions undertaken in the last year in respect of delivering the Housing Fire Management Policy.

The current policy was approved by Cabinet on 3 October, 2017, following revisions due to the fire at Grenfell Tower. The policy brought together all the fire safety related information into one document including:

- documented fire risk assessments, reviews and amendments;
- fire precautions records;
- details of fire safety training and fire drills;
- fire history records.

The policy would ensure that the council complies with current fire safety legislation and would be reviewed on an annual basis.

**\*RESOLVED –**

1. That the actions undertaken in the last 12 months in respect of delivering the Housing Fire Management Policy be supported and noted.
2. That a further annual report be submitted to Cabinet by November 2019.

**REASON FOR DECISIONS**

1. To meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.
2. To meet our requirements as a social landlord.
3. To ensure the continued safety of residents living within Chesterfield Borough Council's Housing Portfolio.

**62 REVISED ADAPTATIONS POLICY**

The Assistant Director – Housing submitted a report for Cabinet to consider an amendment to the Adaptations Policy and Procedure 2017 – 2020 in relation to approval limits.

The policy had been agreed by Cabinet on 16 May, 2017 and stated that approvals for disabled adaptations where the estimated cost is in excess of £25,000 were to be made collectively by the Cabinet.

In response to a request from the Cabinet, the report sought approval to delegate authority to the Cabinet Member for Homes and Customers to approve disabled adaptations likely to exceed £25,000. This would enable a decision to be made in a timelier manner and reduce the loss of rental income.

**\*RESOLVED –**

1. That the proposed amendment to the approvals process set out within the current Adaptations Policy and Procedure 2017 – 2020 be agreed and adopted.
2. That a further review of the Adaptations Policy and Procedure 2017 – 2020 be carried out in December 2019.

**REASON FOR DECISIONS**

To contribute to the council's priorities: to improve the quality of life for local people and to deliver value for money services.

63

**OPEN MARKET FEES AND CHARGES 2019/20**

The Assistant Director – Commercial Services submitted a report recommending for approval proposed fees and charges for Chesterfield's open markets and the Sunday car boot sale, to take effect from 1 April, 2019.

It was reported that there had been a continued downward trend in occupancy and income from the market. Therefore it was proposed that the current fees and charges be unchanged for 2019/20 to help support traders to sustain their businesses.

**\*RESOLVED –**

1. That from 1 April 2019:
  - i. there will be no increase in stall fees on the general, flea and farmers markets;

- ii. there will be no increase in the fees for the car boot sale held under licence by Chesterfield Football Club at the Proact Football Stadium;
  - iii. there will be no increase in electricity and storage charges, or the publicity levy, on the open market.
2. That the Market Manager be granted authority to negotiate stall fees outside the set fees, to support new traders and existing traders that are struggling to continue, and larger traders occupying multiple stalls.
3. That there will be no rent free holiday period offered to licensed traders for 2019/20.
4. That an in-year review of the operating costs be undertaken, particularly in relation to the cleaning arrangements with Veolia.
5. That a 3% increase in stall fees for 2020/21 be considered.

## **REASONS FOR DECISIONS**

1. To continue to secure a viable open air market in Chesterfield.
2. To ensure that the council continues to receive an acceptable return on a valuable town centre asset through supporting traders during this continued economic downturn.

## **64 VENUES FEES AND CHARGES 2019/20**

The Arts and Venues Manager submitted a report recommending for approval proposed fees and charges for venue and equipment hire at the Pomegranate Theatre, the Winding Wheel, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2019/20.

The report advised that at the beginning of 2017, the venues were tasked with becoming financially self-sufficient by the end of 2020/21 and that there had already been a significant reduction in the net operational costs for the service.

Full details of the proposed fees and hire charges were attached as appendices to the officer's report.



**\*RESOLVED –**

1. That the proposals to revise the theatre hire charges for the Pomegranate Theatre for 2019/20, as detailed at Appendix A of the officer's report, be approved and implemented from 1 April 2019.
2. That the proposals to revise the room hire charges for the Winding Wheel for 2019/20, as detailed at Appendix B of the officer's report, be approved and implemented from 1 April 2019.
3. That the proposals to revise the equipment hire charges at the Winding Wheel for 2019/20, as detailed at Appendix B of the officer's report, be approved and implemented from 1 April 2019.
4. That the proposals to revise the theatre hire charges for the Winding Wheel for professional companies and commercial use for 2019/20, as detailed at Appendix C of the officer's report, be approved and implemented from 1 April 2019.
5. That the proposals to revise the room hire charges at the Assembly Rooms in the Market Hall for 2019/20, as detailed at Appendix D of the officer's report, be approved and implemented from 1 April 2019.
6. That the proposals to revise the room hire charges at Hasland Village Hall for 2019/20, as detailed at Appendix E of the officer's report, be approved and implemented from 1 April 2019.

**REASON FOR DECISIONS**

To make further progress towards a sustainable financial position for the venues.