

## CABINET

### Minutes of the meeting held on 11 October 2018 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Lowe (Vice Chairman)

Cllrs. Dickins, Firth, Piper and Scholey

An apology for absence was received from Cllr. Hogarth

Cllrs. Dr Canet, Eyre and Pett were also present.

#### 27. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 13 September 2018 be approved and signed as a correct record.

#### 28. Declarations of interest

There were no additional declarations of interest.

#### 29. Questions from Members

There were none.

#### 30. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees

There were none.

#### 31. Draft Corporate Plan

Members considered the report which sought comments on and approval of the current text for the Draft Corporate Plan. The Plan has been developed in consultation with Members, and under each theme the Draft Plan set out actions that the Council would take to ensure communities had suitable homes to live in, within a safe, healthy and protected environment, supported by a strong local economy that provided the jobs and services needed.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the Draft Corporate Plan be approved; and
- b) authority be delegated to the Leader of the Council and the Chief Executive to finalise the Draft Corporate Plan and prepare a report for Council.

32. Extension of Mandatory Licensing of Houses in Multiple Occupation (HMO)

The Portfolio Holder for Housing and Health presented the report which advised that regulations extending the mandatory licensing of Houses in Multiple Occupation (HMOs) to cover all properties with 5 or more occupiers living in 2 or more households and sharing amenities, regardless of the number of storeys, had now been published and would come into force on 1 October 2018. The Housing Standards Team Leader set out that the report sought agreement to the proposals for the implementation of the extension of HMO licensing, noting the degree of uncertainty on the numbers requiring licensing and impact upon resources and the level of fees associated with the processing of applications.

The Housing and Health Advisory Committee had considered the same report and had agreed to recommend it to Cabinet.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the approach outlined within the report to deliver the extension of mandatory licensing, be approved; and
- b) the setting of the associated application fees as detailed below, be approved
  - i) an HMO with no more than 5 units of accommodation be set at £654.00 with any additional habitable rooms including bedrooms being charged at £23.00;
  - ii) renewal applications be charged at £412.00;
  - iii) costs associated with a change of HMO licence holder, if within 12 months of previous licence being proposed be £306, (after a year the usual licence fee is applicable); and
  - iv) for landlords who have become members of the various accrediting schemes run county and nationwide, a 10% discount be applied.

33. Community Plan 2017/18 Annual Report

Members considered the report which set out the annual monitoring for the second year (2017/18) of the Sevenoaks District Community Plan 2016-19.

The Community Planning and Projects Officer set out further details and advised that the Economic Community and Development Advisory Committee had received and noted the report.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

34. Bradbourne Lakes - Sevenoaks

The Portfolio Holder Direct & Trading presented a report which advised on the results of the Public Consultation carried out in August 2018 on 'The vision for Bradbourne Lakes' and sought approval to commission consultants to develop a full vision costed plan in order to be able to seek external funding.

The Direct & Trading Advisory Committee had considered the report and had agreed to recommend it to Cabinet.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the results of the Public Consultation be noted and the Land Use Consultants (LUC) be commissioned to develop a full vision costed plan and external funding opportunities explored, and for grant applications to fund the proposed improvement and restoration works be submitted; and
- b) the consultancy works (at an estimated cost of £60,000) be considered as a growth item for the 2019/20 budget.

35. The Animal Welfare (Licensing Of Activities Involving Animals) (England) Regulations 2018

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The Portfolio Holder Direct & Trading Services presented a report which advised Members on the introduction of the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018, which came into force on 1 October 2018 and sought agreement to a fee structure and enforcement approach.

The Assistant Environmental Health Manager - Environmental Protection set out that the Direct & Trading Advisory Committee had considered the report and had agreed to recommend it to Cabinet.

### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the changes by the Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018 be noted;
- b) the associated fee structure as set out below, produced in accordance with DEFRA guidance, be agreed;

Licensing Activity	New Application	Renewal Application	Current fee (no variation in new or renewal fee)
Animal Boarding	£418	£374	£250
Selling of Animals	£418	£374	£250
Hiring out horses (formerly riding establishments)	£483	£440	£278
Breeding of Dogs	£402	£358	£250
Home Boarders	£386	£342	£224
Dog Day Care	£386	£374	N/A
Performing Animals	£386	£342	£95 (previously only registration)
Dangerous Wild Animal	£418	£374	£343

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Zoo (5 year licence)	£2694	£2650	£3025
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Impact of Star Rating						
Star Risk Rating	1-2*	3-4*	5*	1-2*	3-4*	5*
Licence Period	1	2	3	1	2	3
Activity	New Application			Renewal		
Animal Boarding	£418	£209	£139	£374	£187	£125
Selling of Animals	£418	£209	£139	£374	£187	£125
Hiring out horses (formerly riding establishments)	£483	£241	£161	£440	£220	£147

- c) the enforcement approach be agreed in that initially (until April 2019) Officers be empowered to take a 'light touch' approach to enforcement, not seeking to enforce against a business operating without a licence (having not required one in the previous regime) subject to officers being satisfied that an imminent application would be received by the District Council; and
- d) working with the Portfolio Holder Direct and Trading Services and Chief Officer Environmental and Operational Services, any update to the DEFRA guidance be brought into the scheme.

### 36. Parking Management 2019/20

The Portfolio Holder Direct & Trading presented a report which sought approval of the proposed parking management proposals for public consultation. It was proposed to consult on freezing all charges on and off street across the district with the exception of a moderate increase to Bradbourne car park to keep abreast of inflationary pressures.

The Chief Officer Environmental and Operational Services set out that the Direct & Trading Advisory Committee had considered the report and had agreed to recommend it to Cabinet subject the additional recommendation that a flexible multi-year approach be adopted, to allow the Council, as a local parking provider,

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to be more responsive to economic cycles as well as the needs of its customers and communities.

### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the parking management proposals for 2019/20 be agreed for consultation; and
- b) a flexible multi-year approach be adopted, to allow the Council, as a local parking provider, to be more responsive to economic cycles as well as the needs of its customers and communities.

THE MEETING WAS CONCLUDED AT 7.50 PM

CHAIRMAN

### IMPLEMENTATION OF DECISIONS

This notice was published on 12 October 2018. The decisions contained in Minutes 31, 33 and 34 take effect immediately. The decisions contained in Minutes 32, 35 and 36 take effect on 22 October 2018.