



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 3 March 2014
Date of Publication:	11 March 2014
Call-In Expiry:	17 March 2014

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 3 March 2014, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions, which are eligible for call-in and the date by which they must be called-in.

Those decisions that are listed as being "recommended to the Council...", or request the Chairman of the Council to waive the call-in, are not eligible for call-in.

The wording used might not necessarily reflect the actual wording that will appear in the minutes, which will take precedence as the minutes are the official record of the meeting.

If you have any queries about the matters referred to in this decision sheet then please contact:

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Call-In Procedure

If you wish to call-in any of the eligible decisions taken at this meeting you should complete the call-in form and return it to Democratic Services before the expiry of five working days following the publication date. You should include reference to the item title. Further background to decisions can be found by viewing the agenda document for this meeting at: www.eppingforestdc.gov.uk/local_democracy

Decision No:

3. MINUTES

Decision:

- (1) That the minutes of the meeting held on 3 February 2014 be taken as read and signed by the Chairman as a correct record.

7. COUNCIL HOUSEBUILDING CABINET COMMITTEE - 4 FEBRUARY 2014

Decision:

Prioritisation of Potential Developments

(1) That the following general strategic approach be adopted for the prioritisation of potential sites taken forward for development under the Council's Housebuilding Programme:

(a) Generally, over a period of time, development sites be spread around the towns/villages where sites are located, on a rotational basis, so that all locations have the benefit of affordable housing being provided in their area;

(b) Priority for the development of potential sites be given to areas in which the highest number of housing applicants live;

(c) Towns/villages with sites that could potentially deliver the greatest number of new properties be prioritised in preference to locations where less properties could be delivered; and

(d) If possible, development packages/phases would generally comprise sites within the same town/village, in order to reduce the contractor's site set-up costs;

(2) That, taking account of the strategic approach set out in (1) above, locations be grouped together into the following two Groups and the Priority Orders shown (*Note: applicants can express preferences for more than one area*):

Group A (Capacity for 10 or more new homes)					
Priority Order	Location	No. of Housing Applicants	No. of Sites	Max. No. of Properties	No. of Preferences From Applicants
1	Loughton	478	16 ^(#)	52 ^(#)	1,047
2	Waltham Abbey	472	18	71 ^(*)	676
3	Epping	95	5	12	1,065
4	Buckhurst Hill	80	5	23	832
5	Ongar	76	2	11	404
6	North Weald	48	2	16	456

(*) = Including the Year 1 sites
 he Broadway

(#) = Excluding the sites

Group B (Capacity for less than 10 new homes)					
Priority Order	Location	No. of Housing Applicants	No. of Sites	Max. No. of Properties	No. of Preferences From Applicants
1	Theydon Bois	19	2	5	749
2	Nazeing	15	2	7	348
3	Roydon	13	1	3	215
4	Coopersale	10	3	7	152

5	High Ongar	9	1	2	307
6	Matching Green/Tye	7	1	2	193

(3) That development packages/phases be formulated each year, on a rotational basis – in the Priority Order shown in Group A above – until the capacity for the potential number of homes in a location reduces to less than 10, at which point the location be moved into Group B;

(4) That, where less than 20 homes could be provided within a development package/phase in one of the locations within Group A above, one or more sites within Group B also be included within the development package/phase, on a rotational basis – in the Priority Order shown in Group B above – to comprise a package/phase of between 20 and 25 homes; and

(5) That an annual review of the priority orders within Groups A and B in (2) above be undertaken by the Cabinet Committee having regard to the same strategic approach set-out in (1) above.

8. HOUSING IMPROVEMENTS AND SERVICE ENHANCEMENTS FUND - 2014/15

Decision:

(1) That the latest out-turn forecasts for each of the projects funded by the Housing Improvement and Service Enhancement Fund in 2013/14, provided at Appendix 1 of the report, be noted;

(2) That the associated expenditure for any slippages on individual projects in 2013/14 be carried forward to complete the projects in 2014/15;

(3) That the following list of housing improvements and service enhancements for 2014/15, and the associated recommendations for each project (as set out at Appendix 2 of the report) be approved:

Doors of Leasehold Flats

(a) That, in order to help ensure that all front doors in blocks of Council flats were fire-protected, a scheme be introduced whereby the Council offers to contribute 75% of the cost of replacing fire-protected front doors to leasehold properties, where the door comes off of an enclosed common part, if leaseholders meet the remaining 25% cost;

(b) That, in order to treat all leaseholders equitably, where leaseholders have already agreed to pay, or have paid, the full amount for the installation of a fire-protected front door, they be given a discount/refund of 75% of the cost, with refunds for installations already paid being applied as a credit to the leaseholder's 2014/15 annual maintenance charge;

(c) That those leaseholders who, to date, have not agreed to have new fire-protected doors installed, be advised of the proposed scheme and offered to have a new door installed in 2014/15; and

(d) That the scheme be funded through an allocation of funding from the Housing Improvements and Service Enhancements Fund of £125,000 in 2014/15 and £100,000 per annum for the following three years;

Oakwood Hill Estate Enhancement Scheme

(e) That £100,000 per annum be allocated in 2014/15 and 2015/16 (£200,000 in total) to fund an Estate Enhancement Scheme at the Oakwood Hill Estate, Loughton;

(f) That the County Council's agreement in principle, at the request of the Housing Portfolio Holder, to provide match funding of £200,000 for the Enhancement Scheme be noted; and

(g) That a Member/Officer "Task Force" be established, chaired by the Housing Portfolio Holder, and including senior housing officers, ward members, the ECC divisional member, and representatives from the Oakwood Hill Estate Residents Association (OHERA), the Oakwood Senior Citizens Club and Essex CC Highways;

Communal Kitchens – Sheltered Housing Schemes

(h) That £70,000 per annum be allocated in 2014/15 and 2015/16 (£140,000 in total) to refurbish all 12 remaining communal kitchens at the sheltered housing schemes that now required renewal;

Mobility Scooter Stores

(i) That £50,000 be allocated in 2014/15 to fund the provision and installation of around 25 electric mobility scooter stores, with those schemes with the greatest demand and sufficient space to provide the stores given the greatest priority;

Garden Maintenance Scheme

(j) That Housing Revenue Account (HRA) funding of £40,000 per annum continued to be provided to VAEF for the Council's Garden Maintenance Scheme for Older and Disabled Council Tenants for a further two years from 2014/2015, with £20,000 funded from the existing budget within the HRA and the remaining £20,000 funded from the Housing Improvements and Service Enhancements Fund;

Wi-Fi – Norway House

(k) That a Wi-Fi system be provided and supported by the Council at Norway House, North Weald, funded by an allocation of one-off funding of £8,000 in 2014/15 and an ongoing support cost of £500 per annum;

(l) That an appropriate level of regulation of internet access be applied, through the use of filters;

(m) That residents not be charged for the Wi-Fi usage, with the cost of access considered to be included within their room charge;

Chalet Replacement Project – Norway House

(n) That £6,000 be allocated in 2014/15 to fund an initial feasibility study to assess the design, planning and other issues – together with the costs - associated with the provision of replacement chalets at Norway House, North Weald;

- (o) That the feasibility study includes an assessment of the potential and costs to provide an increased number of chalets in the grounds of Norway House;
 - (p) That, in principle, the costs of the Chalet Replacement Scheme be met from the Major Capital Project Reserve held within the Fund, at an appropriate time in the future, subject to the approval of the Cabinet; and
 - (q) That a site visit be arranged for the Scrutiny Panel (and any other interested members) at the appropriate time, following completion of the feasibility study and prior to further consideration being given to the Chalet Replacement Project; and
- (4) The amount allocated from the Fund to the Major Capital Projects Reserve in 2014/15 be reduced from £850,000 to £200,000, due to:
- (a) The required second year's funding for Marden Close and Faversham Hall (£508,000);
 - (b) The proposals being put forward at Appendix 2 for the allocation of resources from the Fund next year (see below); and
 - (c) The anticipated cessation of the Government's Rent Convergence Policy from April 2015;
- (5) That the proposed £200,000 within the Major Capital Projects Reserve for 2014/15 be used to either help fund a capital project next year (subject to the subsequent approval of the Cabinet or Housing Portfolio Holder), or be added to the funding made available for the Major Projects Capital Reserve in the following year (2015/16), for a larger capital project at that time; and
- (6) That, at its meeting in January 2015, the Housing Scrutiny Panel be asked to consider and recommend to the Cabinet the proposed use of the Housing Improvements and Service Enhancements Fund for 2015/16.

9. PARKING STRATEGY AND TARIFF STRUCTURE

Decision:

- (1) That the following revised District parking strategy be agreed for consultation with local businesses, business organisations and the residents:
- (1) *In order to support the economic vitality of town centres and associated businesses, the following principles be considered:*
- (a) *the provision and availability of short stay parking for up to five hours;*
 - (b) *the introduction of linear tariffs (i.e. equal steps from one charging period to the next, such as 70 pence for each hour);*
 - (c) *differential tariffs for different locations;*
 - (d) *the continuation of limited free parking on Saturdays within each town centre; and*
 - (e) *the continuation of free parking in all car parks on Saturdays in*

December of each year;

(2) The needs of locally based employers and their employees be recognised and that provision be made to facilitate their long stay parking;

(3) The wish of residents and non-residents to use the Central Line to commute to work be recognised and facilitated, but that the costs of that parking properly reflect the comparative costs of parking in station and other private parking facilities;

(4) In support of (1), (2) and (3) above, Council car parks be generally available for both short and long stay use but that the balance between those uses be controlled through:

(a) the retention of short stay only parking in designated locations (e.g. a five hour maximum stay);

(b) the tariff structure (to include season ticket arrangements);

(c) the promotion of season tickets, and subject to the available technology, the use of “smart cards” for local employers and employees; and

(d) the balance of season ticket availability within car parks;

(5) Given the difficulties of determining acceptable solutions for parking pressures around commuter stations within the District, the current policy of not undertaking any further wide area parking reviews once the existing commitments to Buckhurst Hill and Loughton, subject to available resources, have been delivered, be maintained. Following these implementations, all requests for further on-street controls or amendments to existing controls shall be referred directly to Essex County Council as the Highways Authority or to the North Essex Parking Partnership. The Council will, through its relationships with NEPP and the County Council, continue to seek to influence NEPP and the County Council in investigating on-street parking stress and determining and delivering solutions;

(6) The need to encourage alternative modes of transport to the car are recognised. However, given that the availability of public transport is limited, particularly in the more rural areas the Council will continue to seek to influence the County Council to ensure the availability of appropriate public transport. It will also endeavour, through its adopted planning policies and development control powers when approving new developments, to seek to ensure a balance between:

(a) the need to have access to and use of a car; and

(b) the proximity of and availability of public transport;

(7) The needs of those with disabilities be recognised and that:

(a) dedicated free spaces for holders of valid “blue badges” continue to be provided in the Council’s car parks; and

(b) notwithstanding (a) above, a vehicle displaying a valid blue badge can park in any space within a Council car park at no charge; and

(8) *That the cleanliness and safety of the Council's car parks be maintained such as to retain the accredited status of Park Mark.*

(2) That the following interim tariff structure be agreed to commence on 1 May 2014:

Type As is Proposed	Up to 30 min	Up to 1 hour	Up to 2 hours	Over 2 hours	Up to 3 hours	Over 3 hours	Up to 4 hours	Up to 5 Hours
Cottis Lane	0.10	0.70	1.40		2.10		2.80	3.50
Short stay	0.10	0.80	1.60		3.20	10.00		
Long stay			1.60	3.50				
Combined	0.10	0.80	1.60	3.50				

(3) That a further report be received as early as possible in the new municipal year (2014/15) setting out proposals for new 'smart' meters and revised tariffs based on the consultation referred to above.

10. CIVIC OFFICES INSTALLATION OF SOLAR PANELS - FEASIBILITY STUDY

Decision:

(1) That a scheme to install photovoltaic solar panels to two roof elevations of the Civic Offices complex be progressed in 2014/15, provided this could be achieved within the load factors identified in the structural survey;

(2) That the necessary remedial works/replacement works to the roofs of the main Civic and Conder buildings be carried out as part of the solar panel scheme;

(3) That the solar panels and associated equipment be purchased by the Council as this option provided the best rate of financial return on the investment, together with ongoing savings on energy costs and income from the feed in tariff;

(4) That British Gas be appointed to provide a 'turn key' solution for the supply and installation of the solar panels under a framework agreement in accordance with contract standing orders;

(5) That Contract Standing Orders be waived in relation to seeking competitive quotations and Stace LLP be appointed as Project Manager for the solar panels project, including the remedial roof works and roof covering replacement works; and

(6) That approval be given to make all necessary planning and building regulations applications to enable this project to proceed.

11. PARK HOME SITE LICENCE CONDITIONS - PROPOSED NEW ARRANGEMENTS

Decision:

(1) That, following the recent consultation with park home residents and site owners:

(a) the Epping Forest District Council Policy on Fees for Licensing Residential Park Home Sites, attached at Appendix 1 of the report, be adopted

from 1 April 2014; and

(b) the fees be added to the Schedule of Housing Fees and Charges and reviewed by the Finance and Performance Management Cabinet Committee on an annual basis; and

(2) That a decision on the draft conditions to be attached to site licences for Gypsy, Roma and Traveller sites, which would be the subject of a separate consultation with the owners, residents and other interested parties, be delayed pending interpretation of the implications of further guidance on recommended separation distances between park homes.

12. PAY POLICY STATEMENT

Decision:

(1) That the Pay Policy Statement, as attached at Appendix 1 of the report, be recommended to the Council for approval.

13. CHILD AND ADULT SAFEGUARDING POLICY

Decision:

(1) That the Council's new Combined Safeguarding Policy, which covered all aspects of safeguarding for children, young people and vulnerable adults, be adopted; and

(2) That appropriate training on the requirements of the Policy be undertaken by all elected Members, so that they could play a proactive role in safeguarding, within the Epping Forest District.

14. CORPORATE KEY OBJECTIVES 2013/14 - QUARTER 3 PROGRESS

Decision:

(1) That the progress in relation to the achievement of the Key Objectives for 2013/14 for the first nine months of the year be noted.

15. CHRISTMAS / NEW YEAR ARRANGEMENTS

Decision:

(1) That the Christmas/New Year Staff Leave arrangements for 2014/15 be agreed as set out in the proposed schedule at Appendix 1 of the report;

(2) That the Christmas/New Year Staff Leave arrangements for future years be considered by the Joint Consultative Committee, following consultation with residents and Members; and

(3) That a report be considered by the Joint Consultative Committee on the Christmas/New Year Staff Leave arrangements for future years by no later than 1 November 2014.

16. CHIGWELL NEIGHBOURHOOD AREA CONSULTATION

Decision:

- (1) That the area covering the Parish of Chigwell be designated a neighbourhood area, following the receipt of representations; and
- (2) That all responsibilities between designating the neighbourhood area and bringing the neighbourhood plan into force, in this and any subsequent neighbourhood plan, be delegated to the Director of Neighbourhoods.

17. DISCRETIONARY RETAIL RATE RELIEF POLICY

Decision:

- (1) That the existing Discretionary Rate Relief Policy be amended to include a Retail Rate Relief Policy, as set out in Appendix 1 of the report.

18. ANY OTHER BUSINESS

Decision:

- (1) That, as agreed by the Leader of the Council and in accordance with Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules, the following item of urgent business be considered following the publication of the agenda:

- (a) Waiver of Financial Regulation 5.22 – Disposal of Assets.

19. WAIVER OF FINANCIAL REGULATION 5.22 - DISPOSAL OF ASSETS

Decision:

- (1) That Financial Regulation 5.22 (Disposal of Assets) be waived in respect of the transfer of waste management assets from the Council to the next waste management service provider.

20. EXCLUSION OF PUBLIC AND PRESS

Decision:

- (1) That the public and press be excluded from the meeting for the items of business set out below on the grounds they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<u>Agenda Item</u>	<u>Subject</u>	<u>Paragraph Number</u>
21	Disposal of a Council Asset – 10 Newmans Lane, Loughton	3
22	Proposed Development – St Johns Road, Epping	3

21. 10 NEWMANS LANE, LOUGHTON

Decision:

- (1) That an Option Agreement for the freehold purchase of the 3-bedroom Council-house at 10 Newmans Lane, Loughton be entered into by the Council with Burney (Loughton) Ltd, based on a non-refundable deposit of £10,000;
- (2) That should the Option be exercised by Burney (Loughton) Ltd within 12 months of the agreement being signed, the outright sale of 10 Newmans Lane, Loughton be agreed in the sum of the balance of £290,000, totalling £300,000, payable to the Council; and
- (3) That the £300,000 received for the sale of 10 Newmans Lane, Loughton be allocated to the future Council House-Building Programme.

22. PROPOSED DEVELOPMENT - ST JOHNS ROAD, EPPING

Decision:

- (1) That joint negotiations alongside Essex County Council and Epping Town Council be entered into with Frontier Estates as the preferred bidder for the combined site for a fixed period of four weeks; and
- (2) That the outcome of those negotiations be reported to the next available Cabinet following the conclusion of negotiations.

