



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Thursday, 8 October 2015

Date of Publication:	16 October 2015
Call-In Expiry:	22 October 2015

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 8 October 2015, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions 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 September 2015 be taken as read and signed by the Leader of the Council as a correct record.

7. ECONOMIC EVIDENCE FOR THE NEW LOCAL PLAN

Decision:

- (1) That the findings of the 'Economic Evidence Report for West Essex and East Herts' be noted and accepted into the Local Plan Evidence Base; and
- (2) That the findings of the 'Economic and Employment Evidence to Support the Local Plan and Economic Development Strategy' report be noted and accepted into the Local Plan Evidence Base.

8. STRATEGIC HOUSING MARKET ASSESSMENT

Decision:

- (1) That the findings of the updated Strategic Housing Market Assessment be noted and accepted into the Local Plan Evidence Base.

9. DEED OF VARIATION TO THE AGREEMENT WITH NORTH ESSEX PARKING PARTNERSHIP

Decision:

- (1) That the transfer of £100,000 from a ring fenced account of the North Essex Parking Partnership be agreed for the purpose of additional resource to make and implement traffic regulation orders across the Partnership;
- (2) That the consequent Deed of Variation to the Joint Committee Agreement of 2011 be entered into; and
- (3) That authority be delegated to the Portfolio Holder for Safer, Greener and Transport to agree future minor amendments to the Deed of Variation, in consultation with the Director of Neighbourhoods.

10. CREATION OF NEW POST - WATER AND POLLUTION CONTROL OFFICER

Decision:

- (1) That a permanent new post of Water and Pollution Control Officer be created to enable the Council to meet its statutory duties in respect of water quality and pollution control;
- (2) That a growth bid in the sum of £36,650 for the Continuing Services Budget in 2016/17 be agreed; and
- (3) That a supplementary estimate for the Continuing Services Budget in the sum of £10,000 for 2015/16 be recommended to the Council for approval.

11. KEY OBJECTIVES 2015/16 - QUARTER 1 PROGRESS

Decision:

- (1) That the progress made with the achievement of the Council's Key Objectives during the first Quarter of 2015/16 be noted.

12. CORPORATE PLAN KEY ACTION PLAN 2016/17

Decision:

(1) That the Corporate Plan Key Action Plan for 2016/17 be recommended to the Council for adoption.

13. ICT CAPITAL REQUIREMENTS 2015

Decision:

(1) That a sum of £185,000 be included in the Capital Programme for 2016/17 for the following ICT projects:

- (a) replacement of security devices used for authentication of electronic payment system transactions;
- (b) upgrade to the Accountancy General Ledger system;
- (c) Storage Solution for public facing servers; and
- (d) the implementation of other projects identified from the ICT Strategy to improve productivity, efficiency or maintain service.

14. LEISURE MANAGEMENT CONTRACT - BUSINESS CASE AND PROCUREMENT STRATEGY

Decision:

(1) That, as recommended by the Portfolio Holder Advisory Group for Leisure Management, the Business Case and Procurement Strategy for the Council's new Leisure Management Contract be agreed, which would:

- (a) be through a Design, Build, Operate and Manage contract for a period of 20 years and deliver a new build replacement for Waltham Abbey Swimming Pool;
- (b) be based on the affordability levels identified seeking to maximise return on investment;
- (c) consider a detailed variant Business Case to include operating costs for a potential new Leisure Centre development at North Weald, with the option to either replace or retain Ongar and Epping Sports Centres;
- (d) enable the market to present options which were commercially more favourable to the Council; and
- (e) utilise the evaluation criteria within the Procurement Strategy to select the best future management partner; and

(2) That, in accordance with the Business Case and Procurement Strategy, the existing Leisure Management Contract with Sports & Leisure Management Limited be extended by one year from 3 January 2016 on the existing terms and conditions, and with a three month break clause included.

15. EPPING UPLAND NEIGHBOURHOOD AREA

Decision:

(1) That the area in the north of the Parish shown on the map at Appendix 1 of the report be excluded from the Neighbourhood Area applied for by Epping Upland Parish Council for the following reasons:

(a) a number of strategic cross boundary matters had been identified, which included but were not limited to Green Belt review, cross District boundary agreement of housing and job growth figures, and planning and delivery of key strategic infrastructure;

(b) the matters identified in (a) above were not within the remit of a Neighbourhood Plan to address;

(c) a comprehensive assessment of all of the possible sites around Harlow (in Epping Forest, Harlow and East Hertfordshire District Council areas) had to be carried out to ensure that the most suitable site(s) (if any at all) were allocated for development in Local Plans for those three Districts; and

(d) the proposed area to be excluded from the Neighbourhood Area designation was defined by existing physical and administrative boundaries, and did not cover an area of high existing population.

16. EPPING FOREST SHOPPING PARK - PROGRESS REPORT

Decision:

(1) That progress with the Epping Forest Shopping Park project be noted; and

(2) That, in addition to ongoing regular reports to the Cabinet, future detailed monitoring of the project be undertaken by the Asset Management & Economic Development Cabinet Committee.

17. 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 items of urgent business be considered following publication of the agenda:

(a) Finance & Performance Management Cabinet Committee – 17 September 2015;

(b) Epping Forest Shopping Park – Tendering of Building Contracts for Section 278 Works and the Main Building Contract by Electronic Submission; and

(c) Greater Essex Devolution.

**18. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE -
17 SEPTEMBER 2015**

Decision:

Invest to Save Proposals

- (1) That the proposals to invest in additional grass cutting equipment and LED Lighting in the Car Parks be agreed;
- (2) That the following proposals currently being developed be supported in principle:
 - (a) Replacement of the Cash Taking Facilities with Cash Kiosks within the District;
 - (b) Management of Off-Street Parking throughout the District;
 - (c) A Masterplanning exercise for the redevelopment of the Hill House site in Waltham Abbey for the co-location of services; and
 - (d) Provision of additional Rental Loans to homeless single people to avoid the use of bed and breakfast accommodation;
- (3) That the proposal for a pool of hybrid vans for the Housing department be investigated; and
- (4) That, when acquired by the Council, the car park at St John's Primary School be considered for use by business permit users from the car park in Baker's Lane for the interim of the development on the site;

Corporate Risk Update

- (5) That the Key Dates within the Action Plan for Risk 1, Local Plan, be updated;
- (6) That the Effectiveness of Controls/Actions for Risk 2, Strategic Sites, be updated;
- (7) That the Key Date for Risk 4, Finance Income, be amended;
- (8) That the Required Further Management Action and updated Key Date for Risk 5, Economic Development, be amended;
- (9) That the Required Further Management Action for Risk 6, Data/Information, be amended;
- (10) That the Required Further Management Action for Risk 7, Business Continuity, be amended;
- (11) That the Existing Control within Risk 8, Partnerships, be amended;
- (12) That the Existing Control and Required Further Management Action for Risk 9, Safeguarding, be updated;
- (13) That the Vulnerability and Trigger for Risk 10, Housing Capital Finance, be added;
- (14) That the identification of no new risks for inclusion in the Corporate Risk

Register by the Cabinet Committee be noted; and

(15) That, as amended above, the revised Corporate Risk Register be approved.

19. EPPING FOREST SHOPPING PARK - TENDERING OF BUILDING CONTRACTS FOR S278 WORKS AND THE MAIN BUILDING CONTRACT BY ELECTRONIC SUBMISSION

Decision:

(1) That Contract Standing Orders C17, Receipt and Custody of Quotations and Tenders, and C18, Opening of Tenders and Quotations, be waived for the tendering of the Section 278 Works and main Build Contract for the Epping Forest Shopping Park to enable the electronic receipt of tender documentation for these contracts.

20. GREATER ESSEX DEVOLUTION

Decision:

(1) That the latest position in the ongoing discussions with the Department of Communities & Local Government concerning the proposal to develop a Greater Essex Devolution deal be noted;

(2) That the continued participation of Epping Forest District Council in the discussions be agreed, with regular updates submitted to the Cabinet; and

(3) That, once the nature of the emerging Devolution proposals had been finalised, a detailed report be submitted to the Council to debate the merits of the Council's participation.