



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Thursday, 3 December 2015

Date of Publication:	11 December 2015
Call-In Expiry:	17 December 2015

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 3 December 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:

Gary Woodhall
Democratic Services Officer
Office of the Chief Executive

Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

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 5 November 2015 be taken as read and signed by the Chairman as a correct record.

7. ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE - 15 OCTOBER 2015

Decision:

Results of a Marketing Exercise for an Operating Partner at North Weald Airfield

(1) That, in assessing the Expressions of Interest received as a result of the marketing exercise for an Operational Partner at North Weald Airfield, the following key considerations for the procurement exercise be agreed:

- (a) a long lease be granted;
- (b) the non-aviation area be excluded;
- (c) the Council might wish to invest in this project; and
- (d) the new partner would manage all existing tenants.

8. HOUSING REPAIRS AND MAINTENANCE HUB

Decision:

(1) That, subject to planning permission and contracts exchanged for the planned redevelopment at St Johns Road in Epping, a new Repairs and Maintenance Hub be constructed on Council-owned land at Blenheim Way, North Weald to enable the Housing Repairs and Maintenance Services to be co-located, thus freeing up land at the existing Epping Depot site for the planned redevelopment at St Johns Road and free up office accommodation at the Civic Offices, Epping;

(2) That Contract Standing Order C6 (Contracts in Excess of £50,000) be waived and that Pellings LLP be appointed to undertake the architectural and all other multidisciplinary building consultancy services for a fee of £170,000, subject to:

- (a) a presentation by Pellings LLP confirming their experience, expertise and proposed approach to the delivery of the project to all members of the Cabinet; and
- (b) following which the Housing Portfolio Holder be authorised to confirm or otherwise the formal appointment of Pellings LLP;

(3) That Mears be appointed to act as Project Managers to deliver the relocation/co-location project, as a "Key Deliverable" under the terms of their existing Repairs Management Contract, at their tendered rate;

(4) That the capital costs, estimated to be around £3.3million including construction costs and fees, associated with the new Repairs and Maintenance Hub be funded from the Housing Revenue Account (HRA);

(5) That a Supplementary Capital Estimate in the sum of £300,000 to cover fees and works in 2015/16 be recommended to the Council for approval, with the balance of £3million being included in the Capital Programme for 2016/17;

(6) That the required HRA funding be provided through either revenue contributions to capital outlay (RCCO) and/or further borrowing from the Public Works Loan Board (PWLB);

(7) That the Director of Resources be authorised to determine:

- (a) the most appropriate form of capital funding; and
 - (b) if further borrowing was required then the most appropriate PWLB loan to secure and obtain;
- (8) That the transfer of the land from the General Fund to the Housing Revenue Account be recommended to the Council for approval, with an appropriate adjustment being made in the balances due between the funds;
- (9) That a planning application be submitted for the new Repairs and Maintenance Hub; and
- (10) That the provision of land for a play area to be provided by North Weald Bassett Parish Council not be included as part of the development, unless a formal request was received from the Parish Council in advance of the submission of the planning application.

9. LOCAL PLAN BUDGET AND RESOURCES UPDATE

Decision:

- (1) That a growth bid in the sum of £976,390 for the District Development Fund Local Plan budget be agreed to cover the period up to and including 2018/19;
- (2) That a Continuing Services Budget supplementary estimate in the sum of £25,000 for 2015/16 be recommended to the Council for approval;
- (3) That a growth bid for the Continuing Services Budget in the sum of £75,000 in 2016/17 be agreed to formalise the previously agreed restructure of the Planning Policy team; and
- (4) That a revised figure for Public Relations Support be reported back to the Cabinet in early 2016 following the completion of the planned procurement exercise.

10. TRANSFORMATION PROGRAMME

Decision:

- (1) That the scope of the Transformation Programme be agreed;
- (2) That the appointment of the Head of Transformation from within existing resources be noted;
- (3) That the Programme was likely to identify significant changes to the way the Council delivered services, which might require significant capital investment, be noted; and
- (4) That the major changes recommended as part of the Programme be the subject of future reports to the Cabinet and supported by a fully evaluated business case.

11. DISTRICT CCTV PROVISION - STRATEGIC DIRECTION

Decision:

- (1) That, as attached to the report, the CCTV Strategy 2016-2022, including the associated Funding Plan, be approved;

(2) That the CCTV General Fund Capital Budget of £40,000 per annum be re-profiled as below over the next 4 years, and that Housing Revenue Account (HRA) Capital be funded from the HRA, to meet the requirement of the CCTV Strategy's Funding Plan:

	<u>General Fund</u>	<u>HRA</u>
2016/17	£74,000	Nil
2017/18	£23,000	£14,000
2018/19	£13,000	Nil
2019/20	£50,000	£24,000

(3) That in order to meet the extended workload generated through the ongoing development of CCTV provision, a review be undertaken by Officers across all Directorates to identify any existing capacity to support the workload of the CCTV Officer and Assistant;

(4) That, subject to decision 3 above being unsuccessful, a District Development Fund growth bid in the sum of £19,000 per annum be made for three years from 2016/17 – 2018/19 to cover the appointment of a Trainee CCTV Assistant post, on a fixed term basis;

(5) That a Continuing Services Budget growth bid in the sum of £1,000 in 2016/17 be agreed, to cover the increased costs of CCTV repairs and that future, annual budget requirements as set out in the CCTV Strategy be included in future revenue budgets over the following four years; and

(6) That opportunities for providing a CCTV service to other Local and District Councils be explored.

12. EPPING FOREST MUSEUM - CAPITAL BUDGET

Decision:

(1) That the 6% uplift in the cost of works associated with the District Museum redevelopment due to unforeseen delays, additional building works and associated professional fees be noted; and

(2) That the recommendations within the separate report on the Capital Programme in respect of the budget for this issue be noted.

13. KEY OBJECTIVES 2015/16 - QUARTER 2 PROGRESS

Decision:

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

14. HOUSES IN MULTIPLE OCCUPATION LICENSING POLICY

Decision:

(1) That the updated version of the Houses in Multiple Occupation (HMO) Licensing Policy, as attached at Appendix A of the report, be approved and adopted;

(2) That the following additional condition be added under Section 10.2 of the revised Policy, 'Mandatory and Discretionary Licence Conditions', as a result of the

introduction of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015:

- “Ensure that a Carbon Monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance and provide a declaration as to its condition and location;” and

(3) That if the Government exercised its proposal to extend the mandatory licensing of Houses in Multiple Occupation in England, the new Houses in Multiple Occupation (HMO) Licensing Policy be reviewed and updated to take into account the legislative changes.

15. LOCAL COUNCIL TAX SUPPORT SCHEME 2016/17

Decision:

- (1) That the responses received to the consultation on the scheme for 2016/17 be noted;
- (2) That the scheme be amended to reduce the maximum liability percentage for people of working age from 80% to 75%;
- (3) That a minimum income floor for self-employed people of working age be introduced into the scheme; and
- (4) That the proposed Local Council Tax Support Scheme for 2016/17 be recommended to the Council for approval and adoption.

16. YOUTH ENGAGEMENT - TASK & FINISH REVIEW

Decision:

- (1) That the Youth Council be retained, supported and developed as a vehicle for wider youth engagement;
- (2) That the Youth Council be afforded the opportunity to present a report/update twice a year to all Members of Council through a suitable meeting;
- (3) That the Youth Council be a consultee for stakeholder presentations at Overview and Scrutiny Committees;
- (4) That the current operational budget for the Youth Council be maintained at £12,000 per annum; and
- (5) That a District Development Fund growth bid in the sum of £8,000 for 2016/17 be agreed, for an enabling fund that the Youth Council could access for projects, subject to the Youth Council seeking formal approval for projects from the Cabinet on each occasion with representatives of the Youth Council attending the Cabinet meeting to present their request and answer any questions from Members.

17. CAPITAL REVIEW 2015/16 - 2019/20

Decision:

- (1) That the latest five-year forecast of Capital receipts be noted;
- (2) That the level of usable Capital receipts currently predicted to be £5,891,000

at 31 March 2020 be noted;

(3) That increased external borrowing of an estimated £25,000,000 to support the General Fund Capital Programme be noted;

(4) That the following amendments to the Capital Programme be recommended to the Council for approval:

(a) a supplementary Capital estimate in the sum of £88,000 for the museum development project;

(b) a supplementary Capital estimate in the sum of £49,000 for planned maintenance works at the Civic Offices, previously included in the Revenue accounts;

(c) a supplementary Capital estimate in the sum of £12,000 for two remaining private sector housing grants; and

(d) a supplementary Capital estimate in the sum of £7,000 for CCTV equipment at Town Mead depot, previously included in the Revenue accounts;

(5) That the following amendments to the Capital Programme be approved:

(a) carry forwards totaling £18,024,000 from 2015/16 to 2016/17 and 2017/18 in respect of the General Fund Capital schemes listed below:

(i)	Planned Maintenance Programme	£70,000;
(ii)	Upgrade of Industrial Units	£200,000;
(iii)	General ICT	£89,000;
(iv)	Langston Road Shopping Park	£16,200,000;
(v)	Oakwood Hill Depot	£200,000;
(vi)	Flood Alleviation Schemes	£31,000;
(vii)	Housing Estate Parking	£400,000;
(viii)	Purchase of Bridgeman House	£309,000;
(ix)	CCTV Systems	£124,000;
(x)	Open Market Shared Ownership Scheme	£211,000; and
(xi)	Parking Review Schemes	£190,000;

(b) a reduction of £151,000 for replacement refuse bins to be compensated by an equivalent revenue allocation and a reduction of £447,000 as a result of discontinuing the Open Market Home Ownership scheme;

(c) virements within the General Fund and Housing Revenue Account in respect of:

(i) £310,000 for increased electrical testing in Council flats from the Small Capital Repairs & Voids budget; and

(ii) £200,000 for Other Categories of Work from the Kitchen & Bathroom Replacements budget; and

(d) re-phasing of the Council Housebuilding Programme, Planned Maintenance Programme and Off-Street Parking initiative financed within the Housing Revenue Account, with carry forwards of £3,663,000 as listed below:

(i)	New House Building & Conversions	£2,395,000;
(ii)	Heating/Rewiring/Water Tanks	£100,000;
(iii)	Other Planned Maintenance	£150,000;
(iv)	Structural Schemes	£100,000;
(v)	Garages & Environmental Improvements	£685,000;
(vi)	Capital Service Enhancements	£175,000; and
(vii)	Housing DLO Vehicles	£58,000; and

(6) That the appropriation of Lindsey House from the Housing Revenue Account to the General Fund be approved.

18. TOWN AND VILLAGE CENTRES OPPORTUNITIES FUND

Decision:

(1) That a growth bid for District Development Funding in the sum of £35,000 for 2016/17 be approved to continue the work of the Town & Village Centres Opportunities Fund;

(2) That the fund be opened to all appropriately constituted organisations and bodies throughout Epping Forest District as well as Economic Development Officers from Epping Forest District Council, who would be allowed to bid for projects independently but also as partners in joint projects with other appropriate organisations; and

(3) That, prior to the launch of the 2016/17 Fund, a formal policy document be drafted to set out the nature and requirements of the Fund, detailing the criteria for both the eligibility of properly constituted groups and the eligibility of applications.

19. CALENDAR OF COUNCIL MEETINGS 2016/17

Decision:

(1) That, as attached at Appendix 1 of the report, the draft Calendar of Council Meetings for 2016/17 be recommended to the Council for adoption, subject to the following amendment:

(a) the Council meeting originally scheduled for 13 December 2016 be revised to 15 December 2016.

20. ANY OTHER BUSINESS

Decision:

(1) That, as agreed by the Leader of 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 the publication of the agenda:

- (a) Finance & Performance Management Cabinet Committee – 12 November 2015.

21. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 12 NOVEMBER 2015

Decision:

“Invest to Save” Proposals

(1) That the proposal for Rental Loans and Landlord Deposits for Homeless Applicants, in the sum of £30,000 per annum for three years, be agreed, with the following conditions:

- (a) that the scheme be reviewed within the initial three year period of operation; and
- (b) that priority within the scheme be given to Landlord Deposit Loans as these were more likely to be recovered;

(2) That a report be submitted by the Housing Portfolio Holder to the next meeting of the Cabinet to consider whether or not:

- (a) use of the agreed budget referred to in Decision (1) above should also be allowed for the provision of rental loans to potentially homeless families with dependent children;
- (b) the review referred to in Decision (1)(a) above should be undertaken by the Housing Select Committee; and
- (c) loans and deposits repaid by applicants should be recycled to provide further loans and deposits to potentially homeless households;

(3) That the proposal for the appointment of a Consultant to review the management of the Off-Street Car Parks by the North Essex Parking Partnership, in the sum of £15,000, be agreed;

Funding of Two Citizens Advice Bureau Debt Advisors

(4) That an exception be made to the moratorium for 2016/17 on the HRA Service Improvements and Service Enhancements Fund and £42,000 be used from the Fund to extend the funding of the Citizens Advice Bureau's two existing Debt Advisors for a further year from 1 April 2016, subject to the following conditions:

- (a) that the Bureau's District Manager be requested to attend an appropriate meeting of the Overview and Scrutiny Committee to make a presentation on the use and outcomes of all of the Council's Grant Funding to the Citizens Advice Bureau in 2016/17; and

- (b) that a review of the funding be undertaken in 2016;

Charging Plan for Housing Related Support Services

(5) That the separate charges for the Council's Careline Service, Scheme Management Service and Intensive Housing Management Support be increased annually in accordance with the following principles:

(a) The expected amount of reduction in Essex County Council funding for the forthcoming year should be added to the current service deficit (or subtracted from the current service surplus) - this was the total deficit/surplus to be recovered/repaid;

(b) The deficit for the Scheme Management Service should be recovered over a five-year period and should therefore be divided by the number of years remaining between April 2016 and April 2021 - this was the service deficit to be recovered in the forthcoming year;

(c) Any deficit/surplus for the Careline Service should be recovered/repaid in the following year - this was the service deficit/surplus to be recovered/repaid in the forthcoming year;

(d) The prevailing level of annual pay increases, as calculated by the Office of National Statistics (ONS), should then be applied to the total current income received from current charges and added/deducted to/from the service deficit/surplus to be recovered/repaid, in the forthcoming year - this would result in the total amount to be recovered/repaid in the forthcoming year;

(e) The total amount to be recovered/repaid should then be spread across service users, in the same proportions as currently, as follows:

(i) Scheme management and intensive housing management charges - Sheltered tenants and area tenants; and

(ii) Careline charges – Council tenants and private users;

(f) The resultant monetary increase (but not the percentage increase) for those both in receipt and not in receipt of housing benefit should be the same; and

(g) The methodology used to calculate the increases in accordance with the above principles should be as set out at Appendices 2 and 3 attached to the Cabinet Committee report;

(6) That only 50% of the expected Essex County Council Housing Related Support funding reduction in 2016/17 be taken into account when calculating Housing Related Support charges for 2016/17; and

(7) Accordingly, using the above principle and the methodology at Appendices 2 and 3 attached to the Cabinet Committee report, the Housing Related Support charges for 2016/17 be set as follows:

(a) Careline:

Council tenants:

Self-funders - £3.60 per week

In receipt of housing benefit - £0.55 per week

Private users - £112 per annum

(b) Scheme Management:

Sheltered tenants:

Self-funders - £8.61 per week

In receipt of housing benefit - £1.57 per week

Area tenants:

Self-funders - £2.16 per week

In receipt of housing benefit - £0.39 per week

(c) Intensive Housing Management (not paid by those in receipt of housing benefit)

Sheltered tenants - £1.52 per week

Area tenants - £0.38 per week

Fees and Charges 2016/17

(8) That the use of Labour Inflation Rate (2.8%) as a guide for any proposed increases of the Council's fees and charges for 2016/17 be agreed;

(9) That, as set out in the Appendices attached to the Cabinet Committee report, the proposed fees and charges for 2016/17 be approved subject to the following proposed increases within the Communities Directorate for Play in the Forest and Neighbourhoods Directorate for application events:

- (a) Play in the Forest - £3.00;
- (b) Basic food hygiene course - £75.00;
- (c) Animal boarding - £310.00;
- (d) Dog Breeding - £310.00;
- (e) Pet Animals Act - £310.00;
- (f) Dangerous wild animals - £675.00;
- (g) Riding establishment - £675.00; and
- (h) Zoo's - £550.00; ;

(10) That the proposed schedule of Housing Revenue Account fees and charges for 2016/17 be approved, subject to the following amendments agreed earlier in the meeting relating to Housing Related Support Charges:

(a) Careline:

Council tenants:

Self-funders - £3.60 per week

In receipt of housing benefit - £0.55 per week

Private users - £112 per annum

(b) Scheme Management:

Sheltered tenants:

Self-funders - £8.61 per week
In receipt of housing benefit - £1.57 per week

Area tenants:

Self-funders - £2.16 per week
In receipt of housing benefit - £0.39 per week

(c) Intensive Housing Management (not paid by those in receipt of housing benefit)

Sheltered tenants - £1.52 per week
Area tenants - £0.38 per week

22. EXCLUSION OF PUBLIC AND PRESS

Decision:

(1) That, in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the items of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraph of Part I of Schedule 12(A) of the Act indicated and the exemption was considered to outweigh the potential public interest in disclosing the information:

<u>Agenda Item</u>	<u>Subject</u>	<u>Paragraph Number</u>
23	Section 106 Affordable Housing – Barnfield, Roydon	3

23. SECTION 106 AFFORDABLE HOUSING - BARNFIELD, ROYDON

Decision:

(1) That an agreement be entered into with Linden Limited to purchase 8 affordable homes, delivered as part of a Section 106 agreement at Barnfield, Roydon, in the sum of £1.464million, funded in part from 1-4-1 RTB receipts and the balance from existing Housing Revenue Account Capital resources;

(2) That the purchase of three shared ownership properties by B3Living, one of the Council's preferred Housing Association Partners, making up the balance of the affordable housing on the Section 106 development be noted; and

(3) That the Chairman of Council be requested to waive the call-in for this decision on the grounds that there was insufficient time to wait for the call-in period to complete before the very tight deadline set by Linden Limited to complete the agreement expired.