



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 18 April 2011

Date of Publication:	28 April 2011
Call-In Expiry:	6 May 2011

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 18 April 2011, 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:

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:

4. MINUTES

Decision:

RESOLVED:

- (1) That the minutes of the meeting held on 7 March 2011 be taken as read and signed by the Chairman as a correct record.

8. LOCAL DEVELOPMENT FRAMEWORK CABINET COMMITTEE - 15 MARCH 2011

Decision:

Endorsement of the "Opportunity Essex – Integrated County Strategy"

(1) That a letter be drafted by the Director of Planning & Economic Development to Essex County Council outlining the following concerns of the Cabinet Committee with the Strategy:

(a) to expand some of the transformational changes to include the greater West Essex area and not just Harlow;

(b) the lack of relevance to the more London-centric south of the District;

(c) the absence of any public consultation undertaken in developing the Strategy; and

(d) the relationship of the Strategy to the Local Investment Plans and Local Development Frameworks currently being developed by the constituent Councils within Essex; and

(2) That the endorsement of the "Opportunity Essex – Integrated County Strategy" be recommended to the Council by the Cabinet, following consideration of any response to the Cabinet Committee's concerns by Essex County Council.

9. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE - 21 MARCH 2011

Decision:

Key Performance Indicators 2011/12

(1) That National Indicator 189 (Flood & Coastal Erosion Risk Management) be deleted as a Key Performance Indicator for 2011/12;

(2) That the revision of Local Performance Indicator 45 (Planning Appeals) to report the level of appeals allowed against the refusal of all types of planning appeals and to reflect where a Member decision to refuse a planning application was made contrary to the Planning Officer's recommendation be agreed in principle, pending a further report from the Director of Planning & Economic Development on whether to include the levels of costs awarded against the Council at appeal within the definition and a proposed target for 2011/12;

(3) That the definitions of National Indicator 157a, 157b and 157c (Planning Applications) be revised for 2011/12 to allow performance to be measured at the time of decision on individual applications rather than at the subsequent date of signing of any required Section 106 agreement;

(4) That the proposed target for Local Performance Indicator 14 (Council Tax Collection) be revised to 97.8% for 2011/12;

(5) That the proposed target for Local Performance Indicator 15 (National Non-Domestic Rates Collection) be revised to 98% for 2011/12;

- (6) That the proposed target for Local Performance Indicator 16 (Housing Benefit Claims) be revised to 23 days for 2011/12;
- (7) That the proposed target for Local Performance Indicator 17 (Housing Benefit Change of Circumstance) be revised to 8 days for 2011/12;
- (8) That, where proposed to be adopted, the targets for all other Key Performance Indicators for 2011/12 be agreed;
- (9) That any outstanding targets for Key Performance Indicators in 2011/12 be determined after the reporting of the outturn for 2010/11; and
- (10) That the corporate target for the achievement of year-on-year improvement against the adopted Key Performance Indicators for 2011/12 also be determined after the reporting of the outturn for 2010/11;

Risk Management – Amendments to the Corporate Risk Register

- (11) That the review of risk 23, Fraud, by the Risk Management Group and the Corporate Governance Group and their conclusion that the score should remain unchanged be noted;
- (12) That a new risk 33, Reform of Housing Revenue Account, be added to the Corporate Risk Register and be scored as 'Low Likelihood, Critical Impact' (D2);
- (13) That a new risk 34, Changes to the Benefit system, be added to the Corporate Risk Register and be scored as 'High likelihood, Marginal Impact' (B3);
- (14) That a new risk 35, Budget Reductions, be added to the Corporate Risk Register and be scored as 'Significant Likelihood, Critical Impact' (C2);
- (15) That the potential risks arising from the Localism Bill, including possible fraud from newly established charitable organisations, be reviewed by the Risk Management Group and the Corporate Governance Group;
- (16) That the current tolerance line on the risk matrix be considered satisfactory and not be amended; and
- (17) That, incorporating the above agreed changes, the amended Corporate Risk Register be approved.

10. NORTH WEALD AIRFIELD AND ASSET MANAGEMENT CABINET COMMITTEE - 22 MARCH 2011

Decision:

North Weald Airfield – Aviation Intensification Study

- (1) That the North Weald Airfield Aviation Intensification Study Final Report be noted;
- (2) That the option of active development be pursued; and
- (3) That market testing be undertaken with fixed base operators in order to provide more information on potential risks, investments and benefits.

11. LOCAL DEVELOPMENT FRAMEWORK CABINET COMMITTEE - 28 MARCH 2011

Decision:

Local Development Framework Issues and Options Consultation Strategy

(1) That the principles and methods set out in the Local Development Framework Core Planning Strategy Issues and Options Consultation Strategy be approved as an approach for consulting the community in the forthcoming preparation of spatial development plans;

(2) That Roydon be moved from the Rural Communities workshop area to the Waltham Abbey and Nazeing workshop area; and

(3) That North Weald be added as a workshop location;

Local Development Framework – Local Development Scheme

(4) That the methodology to update the Local Development Scheme be approved; and

(5) That the Local Development Framework be produced in accordance with the proposed timescale within the Scheme.

12. ADOPTION OF STANDARD CARAVAN SITE LICENCE CONDITIONS FOR PERMANENT RESIDENTIAL SITES

Decision:

(1) That following consultation with park home site owners, residents and statutory consultees, and having regard to the recommendations of the Overview and Scrutiny Committee and the Housing Scrutiny Panel, the revised 'Standard Park Home Site Licence Conditions for Permanent Residential Sites in Epping Forest District Council' attached at Appendix 1 of the report be adopted, including variations from the Model Standards 2008 for Caravan Sites in England as follows with regard to:

(a) domestic refuse storage disposal;

(b) two external doors being allowed if a mains-linked smoke detector was installed as required;

(c) the height of hedges and fences between park homes on new and existing sites being no more than 2 metres;

(d) trees not being considered to be hedges and therefore not being subject to any height restriction, provided they did not present any nuisance or health and safety risk;

(e) sheds not being classed as structures in relation to fire risk;

(f) timber and combustible sheds being allowed in the separation space between park homes; and

(g) qualified rather than competent persons being required for any work on gas, oil and electrical installations or appliances, as well as the electrical network within the site;

(2) That the following, being deviations from the conditions contained within the 'Standard Park Home Site Licence Conditions for Residential Sites in Epping Forest District' and also the Model Standards 2008, be allowed to remain on existing sites, provided they were in place at the date of the new site licence:

(a) any park home, or combustible structure, positioned within 3 metres of the boundary of the site;

(b) any park home that was located less than 6 metres from any other park home;

(c) any park home positioned within 2 metres of any road or communal car park within a site ; and

(d) any porches, larger than 2 metres by 1 metre, unless they posed a fire risk or other danger;

(3) That, following a further consultation exercise, site licence conditions based on these standard site licence conditions also be considered for use in respect of Gypsy and Traveller sites that have planning permission as permanent residential park home sites; and

(4) That, in due course, holiday sites be similarly licensed in accordance with the relevant model standards.

13. RELOCATION OF DEPOT FACILITIES FROM LANGSTON ROAD, LOUGHTON TO NORTH WEALD AIRFIELD

Decision:

(1) That the following be recommended to the Council for approval:

(a) the relocation of Depot facilities at Langston Road, Loughton to land adjacent to the control tower at North Weald Airfield in principle;

(b) the preparation and submission of a planning application for a permanent depot facility on land adjacent to the Control Tower at North Weald Airfield;

(c) an amendment to the Council's Key Objectives for 2011/12 within the Council Plan 2011-15 for approval to build a permanent depot facility instead of a temporary structure; and

(d) a supplementary capital estimate in the sum of £1.5million to meet the costs of site assessment, design, construction of the new depot facility and any alterations to existing buildings and car parking areas.

14. REFURBISHMENT OF FINANCE RECEPTION AREA

Decision:

(1) That no action be taken at the current time but the study and drawings for potential future use be retained, with an annual consideration of implementation when reviewing the Capital Strategy.

15. CONSTRUCTION OF OFF STREET PARKING SCHEMES - ACCEPTANCE OF TENDER & RANKINGS FOR FUTURE SCHEMES

Decision:

(1) That Wedge Contracts Limited be awarded the contract, renewable annually for up to 5 years, for the construction of Off Street Parking Schemes to various council owned locations throughout the District, in the corrected tender sum of £326,862 based on a lump-sum tender for 3 specific sites and a summation of schedule of rates for future schemes, being the lowest tender received;

(2) That the contract be let initially for the construction of the three designed schemes at Colebrook Gardens, School Lane and Hillcroft only;

(3) That the contract be varied to allow additional schemes and expenditure up to the value as agreed by the Cabinet on a rolling annual basis;

(4) That this contract be designated as a serial contract under Contract Standing Order C12 to facilitate the annual increase in the schedule of rate items in accordance with the Building Cost Indices;

(5) That a review of the existing budget provision of £2.436million (2010/11 – 2013/14), funded jointly from both the Housing Revenue Account and the General Fund be undertaken by the Cabinet in October 2011;

(6) That the schemes for the next three sites at Chester Close, Harvey Gardens and Audley Garden, which had already advanced past the resident consultation stage, be progressed to detailed design stage, submission of planning applications and scheduling of costs ready to start on site, but not committed to start on site until the review of the Capital Programme in October 2011;

(7) That any abortive design costs incurred as a result of not progressing any off-street parking schemes to construction stage be set off against revenue expenditure;

(8) That the ranking table for future off-street parking schemes at Appendix 1 of the report be approved.

(9). That no further feasibility or design works be undertaken on any schemes in Table 2 at Appendix 1 of the report until the outcome of the review of the Capital Programme in October 2011;

(10) That the Director of Housing be delegated authority to submit planning applications for future off street parking schemes at the appropriate time after the resident consultation exercise; and

(11) That Torrington Drive in Debden be added to the schemes listed in Table 2 of Appendix 1 of the report awaiting assessment.

16. APPOINTMENT OF THE REPAIRS MANAGEMENT CONTRACTOR

Decision:

(1) That Mears Plc be appointed as the Repairs Management Contractor for an initial period of 3 years, renewable every 3 years up to 9 year contract

period in total, for the supervision and management of the Council's Housing Repairs Service as an "In-Sourcing" contract, in the amended tender sum of £344,298 over the initial 3 years of the contract, as being the most economically advantageous tender received;

(2) That meetings of the Repairs Advisory Group be continued on a quarterly basis to monitor the progress and performance of the Repairs Management Contractor and report progress to the Cabinet on an annual basis; and

(3) That, at the end of the first three years of the contract and in consultation with the Repairs Advisory Group, the contract extensions and "Key Deliverables" be agreed by the Cabinet for each of the following 3 year terms.

17. EXTERNAL REPAIRS & REDECORATION - ACCEPTANCE OF TENDER

Decision:

(1) That SC Grover Ltd be awarded the contract, renewable annually for up to a total of 4 years, for the external repairs and redecorations to all Council owned properties and Council leasehold properties throughout the District, in the sum of £163,125 for the first year based on a schedule of rates contract, being the lowest tender received for the options available;

(2) That the contract be varied to allow expenditure up to the value set in the Housing Revenue Account budget for this work per annum using the tendered schedule of rates, which for 2011/12 and over the following 3 years was £851,000 per annum, totalling approximately £3.5 million; and

(3) That this contract be designated as a serial contract under Contract Standing Order C12 to facilitate the annual increase in the schedule of rate items in accordance with the Building Cost Indices.

18. FURNITURE EXCHANGE SCHEME

Decision:

(1) That District Development Funding in the sum of £20,000 be retained within the budget for the 2011/12 financial year to assist with the re-establishment of a Furniture Exchange Scheme within the District.

19. PROCESSING OF ORGANIC WASTE AFTER SEPTEMBER 2014

Decision:

(1) That, for the processing of all the District's organic waste after November 2014, the arrangements of the Essex Waste Partnership be utilised through the Inter Authority Agreement and using the processing facilities to be provided by Essex County Council in the south of Essex;

(2) That Essex County Council be informed of the Council's decision; and

(3) That the Council's Inter Authority Agreement service development plan be amended accordingly.

20. WALTHAM ABBEY REGENERATION SCHEMES

Decision:

- (1) That approval be given to fund the specific projects identified by Waltham Abbey Town Council and listed in Appendix 1 of the report to support economic development and regeneration in Waltham Abbey;
- (2) That the sum of £165,000 be ring-fenced to the projects based on the current indicative costings, i.e. £151,000 plus £14,000 contingency;
- (3) That the projects be managed and procured by Waltham Abbey Town Council, including the obtaining of all necessary consents, and that the funds be drawn down by the Town Council on completion of individual items and on receipt of evidence of relevant expenditure;
- (4) That, if the Town Council elects not to proceed with any identified project, the permission of the District Council be sought to fund an alternative scheme; and
- (5) That, in the event the Town Council might decide not to utilise the totality of the funding for approved economic development and regeneration schemes, any outstanding balance be retained by the District Council.

21. ESSENTIAL USER CAR ALLOWANCE - PART TIME STAFF

Decision:

- (1) That the lump sum element of the Essential User Car Allowance be paid in full to all eligible part time staff from 1 April 2011;
- (2) That such payments be backdated to existing eligible staff for a maximum period of 6 years (to 1 April 2005); and
- (3) That similar back payments be made to any eligible ex-Council member of staff who submits a written request.

23. IMPROVEMENT EAST - EFFICIENCY CHALLENGE GRANT AWARD

Decision:

- (1) That the award of a grant in the sum of £150,000 from the Regional Improvement and Efficiency Partnership be accepted;
- (2) That the programme of work to be funded by the Grant as set out in the report be agreed under the following headings;
 - (a) Strategy;
 - (b) Procurement;
 - (c) Income Generation; and
 - (d) Cultural Change; and
- (3) That, in order to expedite this work, the requirements of Contract Standing Orders be waived for the procurement of the work.

