



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 12 September 2011

Date of Publication:	20 September 2011
Call-In Expiry:	26 September 2011

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 12 September 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:

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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 18 July 2011 be taken as read and signed by the Chairman as a correct record.

7. LOCAL DEVELOPMENT FRAMEWORK CABINET COMMITTEE - 1 AUGUST 2011

Decision:

(1) That the minutes of the meeting of the Local Development Framework Cabinet Committee, held on 1 August 2011, be noted.

8. HOUSING STRATEGY KEY ACTION PLAN 2011/12

Decision:

(1) That, as recommended by the Housing Scrutiny Panel and attached at Appendix 1 of the report, the Housing Strategy Key Action Plan for 2011/12 be adopted.

9. REVIEW OF THE PRIVATE SECTOR HOUSING TEAM

Decision:

(1) That, following the previous Cabinet decision in November 2009, the work carried out by the temporary part-time Technical Officer post in the Private Sector Housing (Technical) Team since July 2010 be noted;

(2) That, in order to maximise the significant potential income to the Council from the New Homes Bonus through bringing long-term empty properties back into use (estimated to be £210,000 over the next six years for 2010/11), the hours of the Technical Officer post be increased from 28 to 36 hours a week;

(3) That the additional cost of approximately £6,500 per annum be funded by savings on the salaries budget until April 2013 and a Continuing Services Budget growth bid in the sum of approximately £32,610 be made to fund the post after April 2013;

(4) That, in order to sustain the potential high level of income to the Council through the New Homes Bonus, the position be made permanent;

(5) That, following the recent resignation of the current post-holder, the post be advertised externally if an internal appointment could not be made; and

(6) That the Housing Scrutiny Panel be requested to review the work of the newly appointed Technical Officer and the number of empty properties brought back into use after a period of 12 months.

10. REDEVELOPMENT OF TOILETS INTO TAKEAWAY/RESTAURANT - BAKERS LANE

Decision:

(1) That a supplementary capital estimate in the sum of £5,000 to engage consultants to prepare and submit a planning application for the redevelopment of the toilet block in Bakers Lane, Epping for a restaurant/ take away service be recommended to the Council for approval.

11. TRANSFER OF PRIVATE SECTOR SEWERS TO THE WATER & SEWERAGE COMPANIES - IMPACT ON THE PRIVATE SECTOR DRAINAGE TEAM

Decision:

(1) That the transfer of most private sector sewers to the Water and Sewerage Companies on 1 October 2011 be noted; and

(2) That the deletion of post ETD/03, Drainage Technician, from the establishment when the fixed term contract ends in November 2011 be approved.

12. HIGH LEVEL OPERATIONS PLAN FOR THE WHITE WATER CENTRE - OLYMPIC GAMES 2012

Decision:

(1) That, in respect of street scene issues, joint working between Epping Forest District Council and Broxbourne Borough Council be agreed; and

(2) That the final version of the City Operations Plan be received at a future Cabinet meeting along with any financial implications arising from "Look and Feel" and the Torch Relay.

13. STREET NUMBERING AND NAMING CHARGES

Decision:

(1) That charges for Street Numbering and Naming services be introduced from 1 October 2011, as set out in Appendix 2 of the report, subject to the removal of charges for the renaming of a street at the residents' request.

14. REVIEW OF THE HOME OWNERSHIP GRANTS SCHEME

Decision:

(1) That the suspension of the Home Ownership Grant Scheme be continued in 2012/13, but that the position be reviewed again in twelve months time with a view to resuming the scheme in 2013/14 if the property market has improved.

15. RESTRICTIVE COVENANTS - HOUSES IN MULTIPLE OCCUPATION

Decision:

(1) That authority be delegated to the Director of Housing to agree future requests to vary restrictive covenants on former Council houses, in order to grant permission for their use as privately-rented shared accommodation, provided all of the conditions below have been met:

(a) That an agreement is entered into between the owner and the Council, varying the restrictive covenant to grant permission for its use as privately rented shared accommodation, rather than releasing the covenant in full, ensuring that the Council maintains control over any future changes of use to the property;

(b) That the agreement includes conditions to ensure that occupiers do not cause any general management problems including anti-social behaviour, or excessive noise nuisance, or that their occupation does not create excessive parking problems in the area;

(c) That the agreement be terminated if there are any justified complaints from the local community;

(d) That the Council's reasonable legal and management fees relating to the execution of the agreement are met by the owner;

(e) That Planning Permission is granted for the change of use, which would also take into account available parking at the property and the surrounding area;

(f) That the Director of Housing is satisfied that the property complies with the Housing Act 2004 and the Houses in Multiple Occupation (England) Regulations 2006;

(g) That the Director of Housing has no reasons why the Council should not vary the covenant; and

(h) That no request results in more than five houses being used as privately-rented shared accommodation within a 400 metre radius, in which case a report shall be submitted to the Housing Portfolio Holder for consideration and decision.

16. ICT CAPITAL REQUIREMENTS - 2012/13

Decision:

(1) That the following proposed ICT projects for the financial year 2012/13 be agreed:

(a) replacement of the Private Automated Branch Exchange;

(b) introduction of a Global System for Mobile Communications gateway and integration of SMS texts into Outlook;

(c) further Disaster Recovery work;

(d) implementation of Email archiving; and

(e) introduction of Document Management for Council Tax; and

(2) That a sum of £170,000 be included in the Capital programme for the above ICT projects for the financial year 2012/13.

17. SHELTERED HOUSING SCHEME - JESSOP COURT, WALTHAM ABBEY

Decision:

(1) That, following Essex County Council's decision to cease the provision of on-site 24 hour staffing at Jessopp Court in Waltham Abbey, the scheme be re-modelled to a sheltered housing scheme and an additional post of 1 FTE Scheme Manager be added to the Council's Establishment;

(2) That additional income of approximately £9,000 per annum received

from Essex County Council's Supporting People Team for the provision of housing-related support services at Jessopp Court be used to part-fund the new Scheme Manager post, which (when taking into account the additional income from self-funding tenants of approximately £2,600 per annum) left a remaining amount of around £9,830 to be met from the Housing Revenue Account (HRA);

(3) That the Day Centre provision at Jessopp Court be continued, with the Council entering into an agreement with Essex County Council for the use of the lounge and the provision of associated cleaning services;

(4) That the transfer of the two cleaning staff employed by Essex County Council under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) arrangements be noted and that the net cost of £10,500 for the cleaning service be funded by the HRA; and

(5) That, subject to legal advice regarding the contractual rights of staff, a review of the cleaning service at Jessopp Court be undertaken to ensure that the full cost of the cleaning service was met from the income received from tenants' cleaning charges and the charge made for this service under the Day Centre Agreement in the future.

18. REVIEW OF RECYCLING BRING BANK SCHEMES

Decision:

(1) That, in view of the success of the kerbside recycling scheme and the costs of bank maintenance, collection and processing, all bring schemes relating to the collection of cans, aerosols, and plastics be discontinued; and

(2) That tenders be sought for the provision of bring schemes for the collection of paper, textile, glass and tetra packs (cartons), with only those sites which generated a surplus for the Council being retained and with the responsibility for the acquisition and maintenance of bring banks resting with the bring bank provider.

20. 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 item of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12(A) of the Act indicated and the exemption was considered to outweigh the potential public interest in disclosing the information:

<u>Decision Item No</u>	<u>Subject</u>	<u>Exempt Info Paragraph No</u>
21	Off-Street Parking Enforcement across the District	3
22	Extension of Waste Management Contract With Sita UK	5
23	Transfer of Private Sector Sewers - Impact Upon the Private Sector Drainage Team	1, 2 and 3

21. OFF-STREET PARKING ENFORCEMENT ACROSS THE DISTRICT**Decision:**

(1) That, subject to ratification by the North Essex Parking Partnership (NEPP) Committee, the provisional offer made by NEPP for managing the Council's off street car parking enforcement arrangements be accepted in the sum of £250,000 per annum for the period 1 October 2012 to 30 September 2017;

(2) That the Portfolio Holder for Safer, Greener and Highways be authorised to amend the Council's Partnership Agreement accordingly;

(3) That the projected savings for the Continuing Services Budget in 2011/12 and 2012/13 be noted;

(4) That any further possible additional savings due to a reduction in internal employee and support service costs be noted; and

(5) That a further detailed report be submitted to a future meeting of the Cabinet regarding the full impact of the changes on staff, including any potential costs to the Council if the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) applied.

22. EXTENSION OF WASTE MANAGEMENT CONTRACT WITH SITA UK**Decision:**

(1) That the contract with Sita UK be extended for a further two years commencing on 5 November 2012 and ending on the 4 November 2014 for all of the currently contracted waste services;

(2) That the projected total savings for the Continuing Services Budget from the extension of the waste management contract for the period between January 2012 and November 2014 be noted, including an unquantifiable sum arising from the Council receiving 50% of any increase of more than 30% in the value of recyclables above the "Let's Recycle" national materials indices from the beginning of the extension;

(3) That, for reasons of quality and value for money, the Grounds Maintenance Service be retained in-house; and

(4) That a review of the current waste service specification be undertaken as part of the process leading to an EU procurement exercise for the new contract commencing in November 2014.

23. TRANSFER OF PRIVATE SECTOR SEWERS TO THE WATER & SEWERAGE COMPANIES - IMPACT ON THE PRIVATE SECTOR DRAINAGE TEAM**Decision:**

(1) That, following the transfer of most private sector sewers to the Water and Sewerage Companies on 1 October 2011, the post of Drainage Co-

ordinator (ETD/02) be retained until 1 October 2012;

(2) That a further report be received by the Cabinet when the Council was able to quantify the residual private sector drainage work and the demand for assistance from the public; and

(3) That the potential costs to the Council be noted if the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) do not apply to the post of Drainage Co-ordinator (ETD/02).

24. PROPOSED PYRLES LANE NURSERY DEVELOPMENT - ACQUISITION OF ADJOINING PROPERTY

Decision:

(1) That, in order to help facilitate the sale of the Pyrles Lane Nursery site for residential development, a supplementary capital estimate on terms to be reported by the Portfolio Holder for Finance & Economic Development to purchase 79 Pyrles Lane in Loughton be recommended to the Council for approval; and

(2) That, to also help facilitate the sale of the Pyrles Lane Nursery site for residential development, a supplementary capital estimate on terms to be reported by the Portfolio Holder for Finance & Economic Development to purchase a strip of garden from 77 Pyrles Lane in Loughton be recommended to the Council for approval.

