



## Epping Forest District Council

### DECISIONS

<b>Committee:</b>	<b>CABINET</b>
<b>Date of Meeting:</b>	<b>Monday, 4 February 2013</b>

<b>Date of Publication:</b>	<b>12 February 2013</b>
<b>Call-In Expiry:</b>	<b>18 February 2013</b>

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 4 February 2013, 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](http://www.eppingforestdc.gov.uk/local_democracy)

Decision No:
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### **3. MINUTES**

#### **Decision:**

- (1) That the minutes of the meeting held on 3 December 2012 be taken as read and signed by the Chairman as a correct record; and
- (2) That the minutes of the meeting held on 10 January 2013 be taken as read and signed by the Chairman as a correct record.

**7. NORTH WEALD AIRFIELD AND ASSET MANAGEMENT CABINET COMMITTEE - 29 OCTOBER 2013**

**Decision:**

(1) That the minutes of the meeting of the North Weald Airfield & Asset Management Cabinet Committee, held on 29 October 2012, be noted.

**8. LOCAL PLAN CABINET COMMITTEE - 26 NOVEMBER 2012**

**Decision:**

(1) That the minutes of the meeting of the Local Plan Cabinet Committee, held on 26 November 2012, be noted.

**9. DISCRETIONARY DISCOUNT POLICY FOR COUNCIL TAX AND BUSINESS RATES**

**Decision:**

(1) That the Discretionary Discount Policy for Council Tax and Business Rates be approved, subject to the addition of the exceptional circumstances criteria for any potential Business Rates discount.

**10. MARDEN CLOSE AND FAVERSHAM HALL, CHIGWELL ROW - FUTURE USE**

**Decision:**

(1) That, in principle and subject to the consent of the freeholder (Trust for London) under the terms of the existing lease, the conversion of the 20 vacant bedsits at Marden Close, Chigwell Row into 10 one-bedroomed flats be undertaken by the Council;

(2) That the Trust for London's reasonable legal and other costs be met by the Council for considering and approving its request for consent under the terms of the lease;

(3) That the development be designed and project-managed by East Thames Housing Group, through its Development Agency Agreement with the Council, using East Thames' competitively tendered rates;

(4) That the resultant receipt of a New Homes Bonus by the General Fund of around £67,000 over a six-year period be noted;

(5) That the new Council Housebuilding Cabinet Committee be authorised to oversee the delivery of the scheme, in accordance with its Terms of Reference, and in particular to:

(a) consider the Development and Financial Appraisals;

(b) approve the submission of a detailed planning application and approve the scheme being undertaken, subject to the estimated works costs being acceptable to the Cabinet Committee;

(c) approve the proposed procurement methodology of the works contractor;

- (d) award the works contract for the conversion scheme, following the receipt of competitive tenders; and
  - (e) agree the capital budget requirement for the Housing Capital Programme;
- (6) That, if considered appropriate by the Cabinet Committee, Contract Standing Orders be waived to allow the use of East Thames Group's Framework Agreement for Works, to reduce the cost and time involved with the process of procuring the works contractor;
- (7) That social rents continue to be charged for the converted properties after completion of the works;
- (8) That, subject to the final estimated costs and the views of the Housing Scrutiny Panel, appropriate capital budget be made within the Housing Capital Programme for 2013/14 and 2014/15, funded from the Housing Revenue Account's Housing Improvements and Service Enhancements Budget (supplemented if necessary from the Housing Revenue Account's Major Repairs Reserve), with authority for some or all of the 2014/15 budget provision to be brought forward to 2013/14 if necessary, to avoid any unnecessary delay in the commencement of the conversion scheme;
- (9) That Chigwell Parish Council be offered a lease for the ground floor of Faversham Hall, Chigwell Row, at a peppercorn rent for an initial period of 10 years, to let to the local community, on the following key terms (in addition to the District Council's standard lease conditions):
- (a) The inclusion of a break clause after 5 years, exercisable by either party;
  - (b) The existing fixtures, fittings and furniture in the Hall to be included as part of the lease, with fixtures, fittings and furniture of a similar standard and condition returned to the District Council at the end of the lease;
  - (c) The Parish Council to be responsible for all the running costs related solely to the hall and for undertaking all internal repairs to the hall;
  - (d) External repairs, improvements and decorations, together with the arrangement of buildings insurance, to be undertaken by the District Council;
  - (e) The costs of buildings insurance, external repairs to (and decoration of) the building (subject to survey), and any running costs attributable to both the Hall and the flat above be shared between the District Council and Parish Council, based on the floor area of the ground and first floors, with the District Council reimbursed by the Parish Council through a service charge;
  - (f) Each party to meet their own legal costs and the cost of a pre-lease building survey to be shared equally between the parties; and
  - (g) The playing of music in the hall after 9.00pm to be prohibited;
- (10) That Chigwell Parish Council be requested to confirm that it wished to obtain a lease for Faversham Hall, on the Council's key terms having regard to the outcome of the survey, within two months from the date of this meeting;
- (11) That completion of the lease by Officers and Chigwell Parish Council be

sought within two months of the Parish Council confirming its request for a lease;

(12) That, if necessary, the Housing Portfolio Holder be authorised to determine the District Council's approach to any key issues relating to the lease, including timescales;

(13) That, in case the Parish Council declined the District Council's offer of a lease or terms could not be agreed, East Thames be requested to progress Development and Financial Appraisals now for the option of converting the ground floor of Faversham Hall into two self-contained flats for inclusion within the Marden Close conversion scheme, and that in such circumstances the Council Housebuilding Cabinet Committee be delegated the same authority to approve and deliver a conversion scheme for Faversham Hall as set out in Decision (5) above for Marden Close.

#### **11. REVIEW OF NORTH WEALD AIRFIELD - APPOINTMENT OF CONSULTANTS**

##### **Decision:**

(1) That the recommendation of the North Weald Airfield and Asset Management Cabinet Committee for the appointment of Drivers Jonas Deloitte to deliver the review of North Weald Airfield at a cost of £145,000 plus meetings disbursements be agreed; and

(2) That the Chairman of Council be requested to waive the call-in period for this decision to enable work to begin on the review immediately.

#### **12. ACCEPTANCE OF TENDER - BUILDING SUPPLIES CONTRACT FOR HOUSING REPAIRS SERVICE**

##### **Decision:**

(1) That Grafton Merchanting GB Ltd (Trading as Buildbase) be awarded the contract for the supply of materials for the Housing Repairs Service in the total adjusted tendered sum of £220,178.18 per annum, being the lowest tender received; and

(2) That insurance cover for the materials stored in the Council's vehicles be explored with the Council's insurance provider.

#### **13. WASTE MANAGEMENT CONTRACT 2014 - ESTABLISHMENT OF A PORTFOLIO HOLDER ADVISORY GROUP**

##### **Decision:**

(1) That a Portfolio Holder Advisory Group to consider the letting of the Waste Management Contract in 2014 be established by the Environment Portfolio Holder; and

(2) That a bid be made for District Development Funding in the sum of £100,000 for 2013/14 in order to appoint specialist consultants to support the procurement process.

**14. EPPING FOREST CITIZENS ADVICE BUREAU - PROVISION OF FUNDING FOR TWO TEMPORARY FULL-TIME DEBT ADVISORS**

**Decision:**

(1) That, in accordance with the Welfare Reform Mitigation Action Plan previously adopted by the Cabinet, a grant of £67,900 funded from the Housing Improvements and Service Enhancement Fund be provided to the Epping Forest Citizens Advice Bureau (CAB) to fund the appointment of 2 temporary full-time Debt Advisors for 18 months from 1 April 2013;

(2) That, in accordance with the previous decision of the Cabinet, a reduced amount of £4,527 in 2013/14 and £2,264 in 2014/15 from the grant received as part of the Council's Local Government Grant settlement specifically for homeless prevention measures for the next two years, be used to meet the non-Housing Revenue Account contribution for the two temporary Citizens Advice Bureau Debt Advisors; and

(3) That, as a result of the saving agreed in decision (2) above, £710 be added to the budget for Rental Loans which would assist homeless applicants to secure accommodation in the private rented sector.

**15. TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 2013/14 - 2015/16**

**Decision:**

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

(a) Treasury Management Strategy Statement and Annual Investment Strategy 2013/14 to 2015/16;

(b) Minimum Revenue Provision (MRP) Strategy;

(c) Treasury Management Prudential Indicators for 2013/14 to 2015/16;

(d) the rate of interest to be applied to any inter-fund balances; and

(e) Treasury Management Policy Statement.

**16. 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 the publication of the agenda:

(a) Finance & Performance Management Cabinet Committee – 21 January 2013; and

(b) Proposed Refurbishment of Bakers Lane Toilets, Epping.

**17. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE -  
21 JANUARY 2013**

**Decision:**

Detailed Directorate Budgets 2013/14

- (1) That the detailed Directorate budget for the Office of the Chief Executive be approved;
- (2) That the detailed Directorate budget for Corporate Support services be approved;
- (3) That the detailed Directorate budget for the Office of the Deputy Chief Executive be approved;
- (4) That the detailed Directorate budget for Environment & Street Scene be approved;
- (5) That the detailed Directorate budget for Finance & ICT be approved;
- (6) That the detailed Directorate budget for the Housing General Fund be approved;
- (7) That the detailed Directorate budget for Planning & Economic Development be approved;
- (8) That the detailed Directorate budget for the Housing Revenue Account be approved; and
- (9) That the Finance & Performance Management Scrutiny Panel be requested to investigate the issue of recharging within the Council's budgets and make any recommendations accordingly;

Risk Management – Corporate Risk Register

- (10) That Risk 8, Business Continuity Planning, be reviewed following the completion of the Council's Corporate Business Continuity Review;
- (11) That the rating for risk 18, Loss or Theft of Data, be reduced to a score of D2 (Low Likelihood, Critical Impact);
- (12) That the Vulnerability and Trigger for Risk 30, Reduction in Government Funding, be amended to reflect the results of the Comprehensive Spending Review;
- (13) That the current Tolerance Line on the Risk Matrix be considered satisfactory and not be amended; and
- (14) That, incorporating the agreed changes above, the revised Corporate Risk Register be approved; and

Council Budgets 2013/14

- (15) That the recommendations of the Cabinet Committee be noted for consideration during the discussion on the Council Budgets for 2013/14 later in the meeting.

## **18. PROPOSED REFURBISHMENT OF BAKERS LANE TOILETS, EPPING**

### **Decision:**

- (1) That additional capital expenditure of up to £85,000 be agreed for the refurbishment of the Bakers Lane public toilet block in Epping subject to a contribution of £50,000 from Essex County Council towards the provision of disabled and changing places facilities; and
- (2) That a bid for District Development Funding in the sum of £21,000 be included in the budget for 2013/14 to relocate the Superloo in Bakers Lane, Epping to Buckhurst Hill.

## **19. COUNCIL BUDGETS 2013/14**

### **Decision:**

- (1) That the following guidelines in respect of the Council's General Fund Budgets for 2013/14 be adopted and recommended to the Council for approval:
  - (a) the revised revenue estimates for 2012/13, with an anticipated increase in the General Fund balance by £29,000;
  - (b) a reduction in the target for the 2013/14 Continuing Services Budget (CSB) from £14.91million to £14.37million (including growth items);
  - (c) an increase in the target for the 2013/14 District Development Fund (DDF) net spend from £763,000 to £984,000;
  - (d) no change in the District Council Tax for a Band 'D' property to retain the charge at £148.77;
  - (e) the estimated reduction in General Fund balances in 2013/14 of £44,000;
  - (f) the four year capital programme 2013/14 – 2016/17;
  - (g) the Medium Term Financial Strategy 2012/13 – 2016/17; and
  - (h) the Council's policy on General Fund Revenue Balances to remain that they be allowed to fall no lower than 25% of the Net Budget Requirement;
- (2) That, including the revised revenue estimates for 2012/13, the 2013/14 Housing Revenue Account (HRA) budget be agreed and recommended to the Council for approval;
- (3) That the rent increases and decreases proposed for 2012/13, resulting in an average overall increase of 4.36%, be recommended to the Council for approval; and
- (4) That the Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2013/14 budgets and the adequacy of the reserves be noted.

