



DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 3 February 2014
Date of Publication:	11 February 2014
Call-In Expiry:	17 February 2014

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 3 February 2014, 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 2 December 2013 be taken as read and signed by the Chairman as a correct record.

7. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE - 14 NOVEMBER 2013

Decision:

Fees and Charges 2014/15

- (1) That the £150,000 General Fund Savings target for 2014/15 be met through additional income from an increase in fees and charges;
- (2) That options to increase the 10 pence charge currently levied in the District's pay-and-display car parks to 20 pence be investigated by Officers;
- (3) That the proposed fees and charges for 2014/15, as attached to the report considered by the Cabinet Committee, be approved; and
- (4) That the proposed schedule of Housing Revenue Account fees and charges for 2014/15, as attached to the report considered by the Cabinet Committee, be approved;

Triennial Valuation of Pension Scheme

- (5) That the option to fund the deficit over 22.5 years be approved; and
- (6) That, as set out in the Essex County Council consultation, deficit payment option B (full increase with no stepping, year-on-year deficit increase of 4.5%, with one annual payment in April each year) be approved.

8. ASSET MANAGEMENT & ECONOMIC DEVELOPMENT CABINET COMMITTEE - 5 DECEMBER 2013

Decision:

Licence Fee for North Weald Market

- (1) That the request from Hughmark Continental Limited for the continuation of the reduced fee arrangement, subject to a review after the first quarter of 2014, be agreed.

9. REVIEW OF THE STANDARD TENANCY AGREEMENT

Decision:

- (1) That the responses received from the Council's Secure Tenants in respect of the consultation exercise on the proposed new Standard Tenancy Agreement be noted;
- (2) That the suggested amendments to the Agreement, as set out in Appendix 1 of the report, be agreed;
- (3) That the Director of Housing be authorised to:
 - (a) serve a Notice of Variation on all of the Council's Secure Tenants who were served with the Preliminary Notice to vary the Tenancy Agreement in accordance with the requirements of the Housing Act 1985, with the new Agreement taking effect for existing Secure Tenants from 1 April 2014;

- (b) serve a Preliminary Notice on all Secure Tenants whose tenancies commenced between 16 November 2013 and 17 February 2014 and deal with any minor changes which result from the consultation exercise and serve the Notice of Variation at the appropriate time;
 - (c) submit a further report to the Cabinet and the Tenants and Leaseholders Federation for consideration, should the outcome of the consultation exercise set out in Recommendation 3(b) result in any major changes; and
 - (d) require all new Tenants to sign up to the new Tenancy Agreement from 18 February 2014, following the expiry of the Cabinet call-in period;
- (4) That the Council's Standard Tenancy Agreement for new Flexible (fixed-term) Tenants be amended, so that generally the same conditions of tenancy apply to all of the Council's tenants; and
- (5) That no changes could be made to the Standard Tenancy Agreement for a small number of existing Flexible (fixed-term) Tenants be noted.

10. ENERGY EFFICIENCY AND THE GREEN DEAL

Decision:

- (1) That in order to comply with the Council's revised obligations under the Home Energy Conservation Act 1995 (HECA) and related initiatives:
- (a) the role of 'Promoter' be taken by this Council in respect of the Green Deal;
 - (b) proposals for suitable permanent staffing arrangements be brought forward for subsequent Cabinet consideration; and
 - (c) the Department of Energy and Climate Change's (DECC) proposal for a changed definition of 'Fuel Poverty' be noted.

11. ESTABLISHMENT OF AN ECONOMIC DEVELOPMENT STRATEGY

Decision:

- (1) That the continuation of work on the detailed nature of the local economy as part of the Local Plan Evidence Base be noted;
- (2) That the following points listed (a) to (j) below be agreed as the high level themes to form the basis of an Economic Development Strategy for the Epping Forest District:
- (a) policies and approaches for productive landscapes including glasshouses and pack houses;
 - (b) tourism next steps - marketing of what the area has to offer visitors;
 - (c) infrastructure including transport and high speed broadband;
 - (d) the skills agenda - in particular the role of Epping Forest College and the opportunities at Stansted airport;

- (e) further opportunities at North Weald Airfield for employment, aviation and events;
 - (f) analysis of what businesses already exist, and what support they want to develop;
 - (g) links to supply chain from growth of West Essex Enterprise zone, in particular Medical Technologies;
 - (h) promotion of the unique selling points of the District, i.e. special character, great place to live, work and do business, links to London;
 - (i) plans for other Epping Forest District Council assets; and
 - (j) links with those making significant inward investment;
- (3) That these high level themes be taken as the starting point for a more detailed Strategy, which would then be produced having regard to the Evidence Base gathered so far, and that contained within other up to date plans such as the Economic Plan for Essex;
- (4) That, to boost the Economic initiatives being undertaken, the Council be requested to add one post to the establishment, namely a grade 4 Economic Development Assistant (subject to job evaluation), with a cost of £21,170 as a Continuing Services Budget growth item; and
- (5) That District Development Funding be requested from the Council to:
- (a) continue the Town Centres fund for 2014/15 in the sum of £35,000;
 - (b) support the Food Task Force in the sum of £30,000; and
 - (c) provide for a post to follow through the recommendations of the Tourism Task Force in the sum of £25,000.

12. CONSTRUCTION OF OFF STREET PARKING ON HOUSING LAND - REVIEW OF RANKINGS FOR FUTURE SCHEMES AND CAPITAL EXPENDITURE

Decision:

- (1) That the updated ranking table for future off-street parking schemes, attached at Appendix 1 of the report, be agreed;
- (2) That the outcome of the post-construction review of the most recently completed schemes in Loughton at Barfields Gardens and the scheme at Avenue Road, Theydon Bois be noted;
- (3) That sites with no Council-owned properties be excluded from the programme and removed from the list;
- (4) That detailed feasibility studies be undertaken on the next ten schemes in the updated ranking table at:
 - Queens Road, North Weald;
 - Ladyfield Close, Loughton;
 - St Peters Avenue, Ongar;
 - Roxwell House, Buckhurst Hill;

- Stanway Road, Waltham Abbey;
 - Paley Gardens, Loughton;
 - Fullers Close, Waltham Abbey;
 - Woodford Court, Waltham Abbey; and
 - Badburgham Court, Waltham Abbey;
- (5) That planning applications be submitted for the sites listed above and they be constructed, subject to:
- (a) the successful grant of planning consent;
 - (b) the average cost per bay being no more than £5,000; and
 - (c) the works and fees being able to be delivered within the existing Capital Programme budget;
- (6) That, following on from Decision (3) above, schemes with a score of 14, including Park Square in Lambourne End and Pyrles Lane in Loughton, be added to the list instead;
- (7) That each scheme be funded from the Housing Revenue Account (HRA) and the General Fund based on the percentage split between Council and private properties respectively as assessed at the time of the works commencing on site;
- (8) That the finite resources within the General Fund budget be noted, with the possibility the programme might come to an end in 2017/18 and before the list attached at Appendix 1 of the report had been completed;
- (9) That the scheme at Centre Avenue/Green, Epping be retained on the priority list pending the outcome of the Essex County Council (ECC) Consultation on Residents Parking in the future;
- (10) That the scheme at Western Avenue, Epping be deferred and retained on the priority list pending the same ECC Consultation on Residents Parking as Centre Avenue/Green, Epping above; and
- (11) That the Council's Policy of not allocating bays to individual properties at completed sites be confirmed.

13. REVIEW OF LICENSING - STAFFING AND BUDGET

Decision:

- (1) That the following outcomes of the review of the trial licensing arrangements be noted:
- (a) Constitution & Member Services Scrutiny Panel/Overview & Scrutiny Committee - evening meetings of the Licensing Sub-Committee should only be held when desirable; and
 - (b) Licensing Committee – Licensing Policy to continue to be operated on the wider basis introduced as part of the trial;
- (2) That the additional duties of the Licensing Section as result of the Council taking responsibility for scrap metal dealer licensing and temporary road closures be noted;

- (3) That the staffing situation within Democratic Services as result of the Council adopting a new Directorate structure be noted;
- (4) That a growth item for the 2014/15 Continuing Services Budget (CSB) in the sum of £55,000 be approved in respect of:
- (a) one additional permanent post of Licensing Officer at a cost of £28,800 per annum (including on costs);
 - (b) one additional post of Democratic Services Assistant at a cost of £21,600 per annum (including on costs); and
 - (c) other associated costs (allowances, printing and GIS expenses) of £4,500 per annum; and
- (5) That the existing temporary positions of Licensing Officer and Democratic Services Assistant approved by the Council at its meeting on 23 April 2013 be made permanent.

14. TRANSFER OF HRA CAR PARKS TO THE GENERAL FUND

Decision:

- (1) That, with effect from 1 April 2014, the transfer of the car parks at Burton Road and Vere Road in Loughton from the Housing Revenue Account (HRA) to the General Fund be recommended to the Council for approval.

15. HISTORICAL PLANNING RECORDS MICROFICHE PROJECT

Decision:

- (1) That, to avoid significant deterioration and/or loss of important historical planning records, a project to convert historical planning microfiche records containing approximately four million images to electronic format and estimated to cost £75,000 be approved; and
- (2) That the funding for this project be met by:
- (a) £20,000 from the 2013/14 Document Archiving Budget in Planning & Economic Development;
 - (b) a further £20,000 from the 2014/15 Document Archiving Budget in Planning and Economic Development; and
 - (c) the remaining £35,000 to be provided as an additional District Development Fund growth item for the 2014/15 Document Archiving Budget.

16. FUNDING FOR EPPING FOREST REUSE PROJECT

Decision:

- (1) That a District Development Fund growth item in the sum of £20,000 be approved for 2014/15 to assist with the ongoing development of the furniture exchange scheme known as Epping Forest ReUse;
- (2) That the funding not be released until such time as the result of the London-Stansted-Harlow Programme of Development funding bid be known; and

(3) That the decision to release the funding be delegated to the Environment Portfolio Holder in consultation with the Director of Finance and ICT, and with regard to the outcome of the bid by Epping Forest ReUse to the London-Stansted-Harlow Programme of Development.

17. TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 2014/15 - 2016/17

Decision:

- (1) That the following be recommended to the Council for approval:
- (a) the Treasury Management Strategy Statement and Annual Investment Strategy 2014/15 to 2016/17;
 - (b) the Minimum Revenue Provision (MRP) Strategy;
 - (c) the Treasury Management Prudential Indicators for 2014/15 to 2016/17;
 - (d) the average interest earned for the year on investments as the rate of interest to be applied to any inter-fund balances; and
 - (e) the Treasury Management Policy Statement.

18. 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 item of urgent business be considered following the publication of the agenda:

- (a) Finance & Performance Management Cabinet Committee – 20 January 2014.

19. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE - 20 JANUARY 2014

Decision:

Detailed Directorate Budgets

- (1) That the detailed Directorate budget for the Chief Executive be approved;
- (2) That the detailed Directorate budget for Communities be approved, including:
- (a) an average rent increase for Council dwellings of 4.91%; and
 - (b) vacant Council properties to be re-let at their Target (Formula) Rent from 7 April 2014, and not the rent necessarily charged to the previous tenant;
- (3) That the detailed Directorate budget for Governance be approved;

- (4) That the detailed Directorate budget for Neighbourhoods be approved; and
- (5) That the detailed Directorate budget for Resources be approved;

Corporate Risk Update

- (6) That Risk 1, Local Plan, be redefined to promote a more comprehensive overview;
- (7) That the rating for Risk 6, Information/Data, be reduced to a score of C2 (Medium Likelihood, Moderate Impact);
- (8) That a new risk, Risk 9 – Safeguarding, be included in the Corporate Risk Register with a rating of B2 (High Likelihood, Moderate Impact); and
- (9) That, incorporating the above changes, the amended Corporate Risk Register be approved;

Local Council Tax Support Grant

- (10) That the Local Council Tax Support Grant available to Town and Parish Councils be reduced in line with the reduction in their Council Tax income as set out in Appendix 1 of the report considered by the Cabinet Committee; and

Draft Council Budget 2014/15

- (11) That, in respect of the Council's General Fund Budgets for 2014/15, the following guidelines be adopted:

- (a) the revised revenue estimates for 2013/14 and the anticipated reduction in the General Fund balance of £160,000;
- (b) a reduction in the target for the 2014/15 Continuing Services Budget (CSB) from £14.07million to £13.77million (including growth items);
- (c) an increase in the target for the 2014/15 District Development Fund (DDF) net spend from £142,000 to £1.6million;
- (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 of £243,000 in 2014/15;
- (f) the four-year capital programme 2014/15 – 2017/18;
- (g) the Medium Term Financial Strategy 2013/14 – 2017/18; and
- (h) General Fund Revenue Balances to be allowed to fall no lower than 25% of the Net Budget Requirement;

- (12) That, including the revised revenue estimates for 2013/14, the Housing Revenue Account (HRA) Budget for 2014/15 be agreed and incorporating:

- (a) the application of rent increases and decreases in accordance with the Government's rent reforms and the Council's approved Rent Strategy by an average overall increase of 4.91% in 2014/15; and

- (b) the renting of vacant properties at the target rent from 5 April 2014; and
- (13) That the Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's budgets in 2014/15 and the adequacy of the reserves be noted.

20. COUNCIL BUDGETS 2014/15

Decision:

(1) That the following guidelines for the Council's General Fund Budget in 2014/15 be recommended to the Council for adoption:

- (a) the revised revenue estimates for 2013/14, which were anticipated to reduce the General Fund balance by £160,000;
 - (b) a reduction in the target for the 2014/15 Continuing Services Budget (CSB) from £14.07million to £13.77million (including growth items);
 - (c) an increase in the target for the 2014/15 District Development Fund (DDF) net spend from £142,000 to £1.863million;
 - (d) no change in the District Council Tax for a Band 'D' property, to remain at £148.77;
 - (e) the estimated reduction in General Fund balances in 2014/15 of £243,000;
 - (f) the four-year Capital Programme 2014/15 – 2017/18;
 - (g) the Medium Term Financial Strategy 2013/14 – 2017/18; 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 the Housing Revenue Account (HRA) budget for 2014/15, including the revised revenue estimates for 2013/14, be recommended to the Council for approval;
- (3) That the Council be requested to approve:
- (a) the proposed rent increases and decreases for 2014/15 to give an average overall increase of 4.91%; and
 - (b) that vacant Council properties be re-let at the property target rent from 5 April 2014; 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 2014/15 budgets and the adequacy of the reserves be noted.

21. EXCLUSION OF PUBLIC AND PRESS

Decision:

- (1) That the public and press be excluded from the meeting for the items of

business set out below on the grounds they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<u>Agenda Item</u>	<u>Subject</u>	<u>Paragraph Number</u>
22	Wide Area Network Contract Renewal	3
23	Procurement of Waste Management Contract – ISDS Tenders	3

22. WIDE AREA NETWORK CONTRACT RENEWAL

Decision:

(1) That the use of Contract Standing Order C9 (Negotiated Tendering – Contracts in Excess of £50,000) for the procurement of Wide Area Network connectivity be approved.

23. PROCUREMENT OF WASTE MANAGEMENT CONTRACT - ISDS TENDERS

Decision:

(1) That the following four contractors be approved to progress to the final stage of the procurement process:

- (i) Biffa;
- (ii) Serco;
- (iii) Sita; and
- (iv) Urbaser;

(2) That an additional wheeled bin for dry recyclates not be introduced as part of the core service and the core service to be procured at the final stage of procurement (Invitation to Submit Final Tenders – ISFT) be the “as is” service level, to be tendered as two options:

- (i) residual waste and recycling collected Monday to Friday (5 day week); and
- (ii) residual waste and recycling collected Tuesday to Friday (4 day week);

and, in accordance with the revised Descriptive Document, the most economically advantageous solution (from whichever option) be accepted;

(3) That the Member Interview Panel be comprised of 5 Members to include the Leader of the Council, Environment Portfolio Holder, Finance & ICT Portfolio Holder and a Member from each of the Loughton Residents’ Association and Liberal Democrats, and the scheduling of the interviews for 1 and 2 May 2014 be noted;

(4) That the assessment of tenders at the final stage of procurement be undertaken on the basis of 50% price and 50% quality, but with the 50% quality component being allocated 40% to the technical assessment and 10% to the Member Interview Panel; and

(5) That, for the purposes of establishing the 2014/15 budget, the inclusion of the existing 2013/14 figures in the budget preparation papers be noted.

