



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Thursday, 9 March 2017

Date of Publication:	17 March 2017
Call-In Expiry:	23 March 2017

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 9 March 2017, 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 February 2017 be taken as read and signed by the Leader as a correct record.

7. EPPING FOREST DISTRICT DRAFT LOCAL PLAN REGULATION 18 CONSULTATION

Decision:

- (1) That the initial findings of the Draft Local Plan Regulation 18 consultation be noted;
- (2) That the progression of the Draft Local Plan to Pre-Submission publication under Regulation 19 of the Local Plan Regulations 2012 be agreed; and
- (3) That the updated Local Development Scheme included within this reported be agreed and published on the Council's website.

8. REVIEW OF THE COUNCIL'S ACCOMMODATION

Decision:

- (1) That the principle of retaining the Civic Offices headquarters location for the Council in Epping town centre be agreed (moving towards implementation of a modified option 4 of the Price Waterhouse Coopers report) based upon:
 - (a) the optimisation of space within the existing footprint of the main Civic Office building (without extension) to accommodate the majority of staff;
 - (b) the desire to achieve a workstation to staff ratio of no more than 7:10 through rationalisation of the layout in the building, flexible working by staff and agile business practices; and
 - (c) the phased vacation of the Condor Building, rear extension, 323 Building, link and associated car parks within 5 years with a medium term objective of making that part of the site available for residential and/or commercial use;
- (2) That an early review be undertaken of the options for the future provision of the Housing Repairs Service beyond the final 3 years of the existing repairs contract;
- (3) That the peak operational usage requirements of the Housing Repairs and the Neighbourhoods Depots be reviewed and:
 - (a) that these two services be relocated to the Oakwood Hill Depot with a further report on how this could be achieved; and
 - (b) the depot office space should be used to relocate staff there at a workstation to staff ratio of no more than 7:10;
- (4) That a planning application be submitted for the provision of a temporary Housing Repairs Depot at and around the Control Tower at North Weald Airfield (including the first floor meeting room), at an estimated cost of £17,500, with capital budget provision made for its construction once the timescale for the required vacation of the Epping Depot was known, in order to minimise rental costs;

(5) That an assessment be undertaken to evaluate if there was a net requirement for office space for staff currently based at the Civic Offices and Hemnall Street offices that could, notwithstanding flexible and agile working practices, be accommodated in the revised layout of the Civic Offices and Oakwood Hill Depot;

(6) That, if the evaluation concluded it was not possible to accommodate all staff at the Civic Offices and Hemnall Street at the reconfigured Civic Offices and Oakwood Hill Depot, a further report be considered by the Cabinet on the most appropriate way forward; and

(7) That the proposed redesign of the Council's current reception area be approved in principle to provide a centralised Customer Service Reception subject to:

- (a) the later submission of a full design;
- (b) a report on the capital budget provision required; and
- (c) procurement of a contractor and project management for the scheme.

9. OFF STREET CAR PARKING ENFORCEMENT POLICY

Decision:

(1) That the good progress being made with the mobilisation of the Off Street Car Parking Enforcement Contract with NSL, due to commence on 1 April 2017, be noted;

(2) That in order to comply with legislative and statutory requirements and enable successful operation of the Off Street enforcement contract the following be agreed:

- (a) the use of Traffic Enforcement Centre (TEC) for debt registration;
- (b) the use of Traffic Penalty Tribunal (TPT) for adjudication service in respect of disputed Penalty Charge Notice (PCN);
- (c) to apply to the Driver and Vehicle Licencing Agency (DVLA) for permission to access their database to obtain the registered keeper's details for enforcement purposes;
- (d) the appointment of enforcement agents, sometimes referred to as Bailiffs, for debt recovery in respect of Off Street operations;
- (e) that the current level of PCN at Band 2, £70 for higher more serious and £50 for lesser contraventions be retained;
- (f) that as much as possible cashless payments would be encouraged for parking permits, season tickets, pay and display, PCN payments by the use of pay by phone and online technology however the option to pay by cash and cheque would remain available;

(3) That the attached document titled Civil Parking Enforcement Policy and Guidance on the Processing of Penalty Charge Notices within the District be approved;

(4) That an annual report setting out the activities of the service be presented to Cabinet within six months of the end of each financial year;

(5) That NSL had been acquired by Marstons and that this would have no impact on the contract, be noted;

(6) That a Car Parking Partnership Board be established to provide supervision of the contract with its membership and terms of reference being determined by the Leader of the Council; and

(7) That delegated authority be given to the Director of Neighbourhoods (and officers appointed by him) to consider representations and challenges to PCNs under Part 6 of the Traffic Management Act 2004 (and enabling statutory instruments) and to determine, in accordance with the published Enforcement Policy, whether to cancel any Notice or enforcement action and determine, based on evidence or grounds for doing, whether to cancel any Notice or enforcement action.

10. COVENANTS & APPROPRIATIONS - HILLHOUSE, WALTHAM ABBEY

Decision:

(1) That, as an improvement that would contribute towards improving the social well-being of the local area;

(a) The Council's land at Hillhouse, Waltham Abbey, shown on the plan attached as an Appendix to the Cabinet Report, be appropriated for planning purposes, in order to facilitate the development of the proposed new Epping Forest District Council (EFDC) Leisure Centre on the land; and

(b) The request from Essex County Council to release the covenants on the County Council's adjoining land (also shown on the plan in the Appendix to the report) – currently restricting the use of the land for the purposes of the Education Acts or as playing fields and prohibiting any of the land to be fenced off – be agreed in order to allow the land to be developed to provide a new independent living scheme to meet the housing and care needs of older residents from the Epping Forest District and a new health centre to help meet the primary care needs of residents from the local area.

11. TRANSFORMATION PROGRAMME MONITORING REPORT - JANUARY 2017

Decision:

(1) That the progress of Projects and Programmes within the Transformation Programme for January 2017, alongside planned actions for February 2017 be noted.

12. PILOT SCHEME FOR THE PROVISION OF MODULAR TEMPORARY ACCOMMODATION FOR SINGLE, VULNERABLE HOMELESS PEOPLE - NORWAY HOUSE, NORTH WEALD

Decision:

(1) That, subject to the receipt of planning permission, a Pilot Scheme be

undertaken at Norway House, North Weald (the Council's Homeless Persons Hostel) to provide three modular units of temporary accommodation for six single vulnerable homeless people, with shared kitchen facilities, as an alternative to expensive and less desirable bed and breakfast accommodation, together with additional storage facilities and some replacement car parking provision;

(2) That authorisation be given to the submission of a detailed planning application for the proposed provision;

(3) That Section 6.1 of the Council's Procurement Rules be waived to enable Mac Container Company Ltd, a local supplier of modular accommodation based at North Weald Airfield, to be the Council's Nominated Supplier of the accommodation units;

(4) That competitive tenders be invited from contractors based on Constructionline to supply and install the modular accommodation (supplied by the Council's Nominated Supplier) and to undertake all ground and infrastructure works, through a JCT Intermediate Form of Contract;

(5) That the estimated £345,000 cost of the Pilot Scheme be funded from the existing Capital Programme budget for the Council Housebuilding Programme, which was currently subject to a temporary moratorium, with 30% of the costs funded from 1-4-1 Receipts;

(6) That revenue budgetary provision of £5,000 per annum be made (funded from HRA Balances for the first year and incorporated within the HRA Budget in future years) to fund the appointment of a security company to provide security officers to attend Norway House, on an ad-hoc basis as and when required, in order to assist, support and protect staff and other residents on occasions when they feel at risk from residents, particularly out of normal office hours and when lone working;

(7) That, subject to the success of the Pilot Scheme, consideration of whether or not, and how and where, the provision of temporary modular accommodation could be deployed in the District on a wider scale in the future be undertaken by the Housing Portfolio Holder: and

(8) That a review of the Pilot Scheme be undertaken after one year, starting from when the pods are first inhabited.

13. CORPORATE PLAN KEY ACTION PLAN 2016/17 - QUARTER 3 PROGRESS

Decision:

(1) That progress on the achievement of the Council's Key Action Plan for 2016-17 at the end of Quarter 3 be noted.

14. PLANNING APPLICATION FEES

Decision:

(1) That the offer from the Department for Communities and Local Government (DCLG) to increase planning application fees by 20% from July 2017 be accepted;

(2) That the commitment to spending the additional income on planning

functions be approved;

(3) That the Director of Resources be authorised to complete the proforma required by the DCLG to accept the offer; and

(4) That a request be made to the Chairman of Council to waive the usual call-in arrangements for the Cabinet's decisions on the grounds that, since the Cabinet's decisions would need to be actioned by 13 March 2017, it would leave insufficient time for any call-in of the decision to be considered by the Overview and Scrutiny Committee and any subsequent disagreement with the decision by the Committee to be considered by the Cabinet.