



Uttlesford District Council

Chief Executive: Dawn French

Decisions taken in 2011

- **16 June**
- **7 July**
- **11 August**
- **8 September**
- **7 October**
- **18 October**
- **10 November**
- **8 December**
- **20 December**

RECORD OF DECISIONS: CABINET – 16 JUNE 2011

Agenda No.	Key Dec	Item	Decision	Reasons
2		Petition in relation to the Essex Waste Strategy	The Cabinet rejected the petition's request to withdraw from the current ECC Waste Strategy.	<ul style="list-style-type: none"> • The agreement was signed over a year ago after Full Council discussion. • UDC was committed to the partnership, and to the aims of the strategy. • There were financial benefits for UDC which had enabled initiatives like the kitchen waste collection to be implemented. • Unilateral withdrawal was not an option, legal and financial penalties would be imposed.
6		Appointment of members to the Joint Committees	<p>The following members were appointed</p> <p>i) Parking Partnership Councillor S Barker</p> <p>ii) Joint Partnership Committee Councillors R Chambers, J Cheetham and J Ketteridge.</p>	
7		Appointment of working groups	<p>The appointments were agreed in line with the list circulated at the meeting, with the following additions.</p> <p>LDF Working Group – Councillor H Rolfe Olympic Working Group – Councillor S Favell.</p>	
8		Appointment of representatives on outside bodies	Appointments for 2011/12 were agreed in line with the list circulated at the meeting.	

9		Essex Partnership Consultation	The Cabinet endorsed the comments set out in the report.	To respond to the consultation from ECC on the new structure and engagement strategy for the County Council's LSP.
10		LDF verbal update	The Cabinet noted the outcome of the recent court judgment and that as a result the consultation on the revised housing figures planned for the summer would not go ahead. A meeting of the LDF Working Group would be arranged (possibly on 8 July) to discuss the way forward and report back to Cabinet	To progress the LDF process in the light of recent events.
11	Y	Installation of solar photovoltaic cells on the council's housing stock	<p>It was resolved that</p> <ol style="list-style-type: none"> 1. The project to install solar panels on the Council's housing stock with a 3rd party who will fully fund the installation and maintenance of the solar PV panels (subject to acceptable contract terms) be approved. 2. The Director of Public Services be authorised in consultation with the Leader, the Assistant Chief Executive – Finance, Assistant Chief Executive – Legal and the Portfolio Holder for Housing, to appoint a contractor, following an appraisal of proposals received in response to an open invitation. 3. The Cabinet approves necessary amendments to the terms of the tenants' leases enabling the Council to enter into contract with a supplier and receive a roof rental; the tenant to receive benefits of the electricity generated by the panel, and the supplier to claim feed in tariff. Such amendments would need to respect the right of a tenant not to agree to the property they rent being included in the programme. 	The project would produce green energy for the purpose of carbon reduction, reduce electricity costs for tenants whilst being of minimum cost to the authority and have the potential as an income generator for the council.

12		Consultation on relaxation of planning rules for change of use from commercial to residential	The Cabinet agreed the consultation response which objected to the proposals.	The proposal to allow a change of use from B1 (business) to C3 (dwelling house) without planning permission was not appropriate for Uttlesford which is a high value residential market area and where there is pressure for residential sites and employment sites are safeguarded to maintain a supply of local jobs.
13		Government consultation on draft planning policy statement for traveller sites	The consultation response to the Department for Communities and Local Government on planning for traveller sites was agreed.	The response gave the Cabinet's views on the proposed new guidance that would replace the previous PPS which had not achieved the objectives of increasing the number of traveller sites with planning permission.
14		Report on 2010/11 outturn	It was resolved to 1. Approve the 2010/11 outturn position as set out in this report 2. Approve the reserve transfers and reserve balances set out in the report 3. Approve the transfer of the net favourable variance of £641,000 to reserves as set out in paragraph 9 of the report..	To approve the 2010/11 outturn position and agree the transfer of the net favourable variance to the Change Management reserve and an additional amount to the Homelessness reserve .

Date of Publication: 17 June 2011

The decisions will come into force on the expiry of five working days after the date of publication unless the Scrutiny Committee objects and call it in.

RECORD OF DECISIONS: CABINET – 7 JULY 2011

Agenda No.	Key Dec	Item	Decision	Reasons
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Date of Publication: July 2011

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RECORD OF DECISIONS: CABINET –11 AUGUST 2011

Agenda No.	Key Dec	Item	Decision	Reasons
2	N	Petition – Waitrose Car Park	The petition was accepted. The request would be considered as part of the wider review of council finances. It would also be taken into account when the Parking Partnership looked at possible new modelling scenarios for car parking charges.	To address the request set out in the petition for an increase in the maximum stay in the Waitrose and the Common short stay car parks from 3 hours to 4 hours.
8	N	Forward Plan	The forward plan for the period 1 August to 1 November 2011 was noted.	
9	N	2010/11 Treasury Management outturn report	The Treasury Management outturn and prudential indicators 2010/11 were approved as set out in the report.	The Annual Treasury Management report was a requirement of the council's reporting procedures, to be approved by 30 September following the end of the financial year.
10	N	Write offs	The Cabinet authorised the write-off of irrecoverable debts amounting to £52,151.84	There was no prospect of recovering the balances due.
11	N	Uttlesford Local Development Scheme - revision	The amendments to the Local Development Scheme were approved and the revised LDS would be submitted to the Government and the Planning Inspectorate and posted on the Council's website.	To bring forward the programme for delivering development management policies and site allocations.
12	Y	Heritage Quest Centre	1 The following recommendations from the Museum Management Working Group were approved i) Notice is given to the Heritage Lottery Fund that the Council and the Museum Society no longer wish to proceed with the Heritage	It was no longer practical or financially viable to progress the project to build the Heritage Quest Centre on the site at Thaxted Road Saffron Walden. All parties had agreed to withdraw the current bid to the Heritage Lottery Fund in preference to submitting a

			<p>Quest Centre project</p> <p>ii) Further investigation of the option for additional storage at Newport Depot is undertaken and reported back to a future meeting of the Museum Management Working Group.</p> <p>iii) Work starts on submitting a new bid to the Heritage Lottery Fund aimed at ensuring the long term sustainability of the Museum</p> <p>2. Authority be delegated to the Assistant Chief Executive – Finance to make the necessary budgetary adjustments, including use of the Change Management Reserve, consistent with the decisions of Cabinet and the financial implications set out in the report.</p>	<p>new bid to address the long term sustainability of the Museum and its collections.</p>
13	N	Hackney Carriage Fares	<p>The Cabinet approved the increase to the current table of fares for the hiring of hackney carriage vehicles that was submitted by the Uttlesford Licensed Operators and Drivers Association (ULODO).</p>	<p>The proposed increase to the fares came out of the annual review and had been agreed by the Licensing and Environmental Health Committee.</p>
15	N	Structure Report	<p>The recommendations in the report were agreed.</p>	

Date of Publication: 15 August 2011

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RECORD OF DECISIONS: CABINET –8 SEPTEMBER 2011

Agenda No.	Key Dec	Item	Decision	Reasons
6	N	Reference from Performance and Audit Committee	Portfolio holders will follow up the performance issues with service managers and provide comments for consideration by the Performance and Audit Committee.	To continue to monitor performance of the Council's services.
8	Y	Municipal Waste Management Strategy 2011-2018	<p>It was resolved</p> <ol style="list-style-type: none"> 1. To approve the following parts of the Municipal Waste Management Strategy 2011-2018 : <ol style="list-style-type: none"> a. The introduction of a single-pass collection system <ol style="list-style-type: none"> i. The replacement of the existing 140 litre brown-lidded food waste bins with 23 litre food waste caddies ii. The introduction of glass to the dry recycling collections iii. The introduction of a 4-day working week for refuse and recycling collections b. The reduction of bring bank provision c. The removal of the weekend civic amenity skip service from April 2012 d. A new policy that developers purchase waste and recycling containers for new properties e. The removal of the trade cardboard recycling service from April 2012 f. The continued provision of Christmas tree recycling facilities where currently provided. g. The promotion of home composting by raising awareness of the availability of subsidised 	To update the Municipal Waste Strategy for the District in the light of the Joint Municipal Waste Strategy for Essex and Southend, increased financial pressures on the authority and the fleet renewal due in 2013.

			<p>composters.</p> <p>2 Grant authority to tender for the purchase of vehicles and waste containers.</p> <p>3. Members note the queries and concerns raised by residents and the responses from officers.</p> <p>4. Defer a decision on the following elements of the Strategy to the Cabinet meeting in October</p> <p>a.The introduction of a subscription-based garden waste collection.</p> <p>b.The introduction of charges for parish garden waste skip collections</p>																					
9	N	New Homes Bonus	<p>It was resolved that</p> <p>1.The Parish and Town Councils listed below are invited to consult with their communities and submit costed proposals to the District Council up to the following amounts:</p> <table data-bbox="779 845 1265 1364"> <tr> <td>Stansted</td> <td>£97,033</td> </tr> <tr> <td>Fritch Green</td> <td>£82,958</td> </tr> <tr> <td>Great Dunmow</td> <td>£69,967</td> </tr> <tr> <td>Takeley</td> <td>£68,014</td> </tr> <tr> <td>Little Canfield</td> <td>£59,424</td> </tr> <tr> <td>Saffron Walden</td> <td>£43,185</td> </tr> <tr> <td>Newport</td> <td>£16,733</td> </tr> <tr> <td>Thaxted</td> <td>£12,591</td> </tr> <tr> <td>Quendon and Rickling</td> <td>£6,095</td> </tr> <tr> <td>Total</td> <td>£456,000</td> </tr> </table>	Stansted	£97,033	Fritch Green	£82,958	Great Dunmow	£69,967	Takeley	£68,014	Little Canfield	£59,424	Saffron Walden	£43,185	Newport	£16,733	Thaxted	£12,591	Quendon and Rickling	£6,095	Total	£456,000	To agree the amounts and the mechanism for spending the New Homes Bonus for 2011/12.
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			<p>2. Each Member is allocated a personal budget of £1,000 to be spent individually or collectively within their ward(s) so as to benefit the local community (total £44,000), and that the Leader delegates authority to each Member to spend their personal budget.</p> <p>3. £214,365 of New Homes Bonus is retained in a newly-established "NHB Contingency reserve"</p> <p>4. Authorise the Assistant Chief Executive – Finance to make one-off budget adjustments to reflect the receipt of New Homes Bonus and the commitments against it.</p> <p>5. Authorise the Assistant Chief Executive – Finance to determine the arrangements by which payments of New Homes Bonus will be made..</p>	
10	N	Draft Corporate Plan	The Cabinet agreed the draft forward plan to be forwarded to Full Council for approval	The plan set out the six broad priorities of the Council and aimed to set out a clear programme for achievement and keep the council focused on its key business.
11	N	Medium Term Financial Strategy	The Cabinet noted the report and the revised financial forecast	The updated medium term financial forecast highlighted the priorities for action to ensure that the Council remained in a stable financial position.
12	N	2010/11 External Audit results	The Cabinet noted the report.	
13		2011/12 Budget Monitoring	<p>3. The Cabinet resolved to :</p> <p>a. note and approve the report.</p> <p>b. Approve the use of General Fund earmarked reserves as set out in the report</p> <p>c. Agree that £125,000 of the forecasted favourable variance is earmarked to defray Waste Strategy implementation costs</p> <p>d. Agree, in principle, that any remaining net</p>	The recommendations were based on actual expenditure and income from April to July and forecasts for the end of the financial year.

			favourable variance be allocated to the Change Management Reserve e.Approve the Capital Programme budget changes as set out in the report	
14	N	2012/13 Budget Strategy	The Cabinet approved the 2012/13 Budget Strategy and key actions set out in the report subject to an amendment to (e) to specify „to freeze district council tax“	Officers would draw up a proposed budget for review by members based on the approved strategy.
15	N	Article 4 Directions: Stansted Mountfitchet and Newport conservation areas	The Cabinet confirmed the decision to serve the Article 4 Directions.	An updated schedule and maps were approved to enable the Article 4 Directions to be served.
16	N	Article 4 Direction Swards End	It was resolved that no change is made to the Article 4 direction.	The Article 4 Direction removed certain permitted development rights from an area of land due to concerns that the area was in threat of being sub-divided into leisure plots
17	N	Funding of CCTV schemes	The Cabinet recommended full council to approve £115,500 of funding for CCTV installation as set out in the report	Reducing crime and antisocial behaviour is a key priority in the corporate plan and the schemes have been supported by the Police and local communities
18	N	Road closure orders	1 The road closure order for the Dunmow Carnival on 17 September was approved 2.The making of future road closure orders was delegated to Chief Officers.	To ensure that future orders are processed in a timely manner.

Date of Publication: 12 September 2011

The decisions will come into force and may be implemented on the expiry of five working days after the date of publication unless the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS: CABINET – 7 OCTOBER 2011

Agenda No.	Key Dec	Item	Decision	Reasons
2	N	Mead Court Stansted (referred from the Housing Board)	<p>RESOLVED that</p> <ol style="list-style-type: none"> 1 Mead Court, Stansted be demolished and redeveloped. 2 The consideration of the options to secure redevelopment be deferred until the self financing settlement and related debt cap is confirmed in November. 3 Officers use management moves outside of the CBL system to relocate existing tenant to nearby accommodation. 4 The local district Members and Stansted Parish Council be kept informed of progress at the site. 	To consider options for the under occupied older person's scheme.

Date of Publication: 7 October 2011

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RECORD OF DECISIONS: CABINET – 18 OCTOBER 2011

Agenda No.	Key Dec	Item	Decision	Reasons
8	Y	Affordable Housing Policy 2011-15 (referred from the Housing Board)	<p>RESOLVED that</p> <p>The affordable housing policy 2011-15 be adopted.</p>	<p>To update the Council's affordable housing policy in order to reflect government changes in the way affordable housing is to be funded; and to include measures to strengthen the Council's position on negotiating affordable housing provision.</p>
9	Y	Waste strategy – garden waste collection	<p>RESOLVED that</p> <ol style="list-style-type: none"> 1 A subscription based household garden waste service will be offered from April 2012. 2 Households taking out a subscription for the first year will be given a garden waste bin free of charge. The subscription charge for 2012 will be £40. From 2013, the subscription charge will be set on a cost recovery basis. The service will be provided on alternate weeks from 2 April to the end of November. 3 A parish weekend garden waste skip service will be provided, subject to capacity constraints. A weekly service for 31 weeks a year from April to end of October will be offered with the day and hour of operation to be specified by the district council. The charge will be £25.25 an hour in 2012, which is a 50% discount on the estimated 	<p>To offer to residents additional options for waste reduction and recycling in accordance with expressions of interest received.</p>

			charge needed to achieve cost recovery. The discount will only be offered in the first year only.	
10	N	Response to DfT scoping document on sustainable framework for UK aviation	RESOLVED that The draft response to the scoping document consultation be approved.	To enable the concerns of the Uttlesford community regarding airport growth to be reflected in the new national aviation policy framework.
11	N	Section 106 Community Pot – Stansted	RESOLVED that Subject to other sources of funding being investigated, the three projects suggested by Stansted Parish Council below be supported using funds provided by the developers of land at Rochford Nurseries and Forest Hall Road, Stansted under section 106 agreements, subject to agreement with the developer as required: <ol style="list-style-type: none"> 1 Provision of litter and dog waste bins on Foresthall Park 2 Improvements to the play areas described in the report 3 Public service provision at Crafton Green 	To maximise the potential use of the section 106 money by investigating other possible sources of funding first, and to enable the local community via parish councils and other bodies to fund leisure, recreational and /or community facilities which arise out of or are reasonably related to the needs of persons occupying or to occupy the dwellings in the development.
12	N	Reduction in the amount of a Fixed Penalty Notice for early payment	RESOLVED To allow offenders issued with a Fixed Penalty Notice a decrease in the amount for an early payment within 10 days of issue of the notice and within 15 days for smoking related offences.	To exercise discretion provided for by legislation to offer offenders issued with a Fixed Penalty Notice an incentive for early payment, thereby reducing administration and prosecution costs, and to bring the Council into line with common practice.
<p>Date of Publication: 19 October 2011 <i>The decisions will come into force and may be implemented on the expiry of five working days after the date of publication unless the Scrutiny Committee objects and calls it in.</i></p>				

RECORD OF DECISIONS: CABINET – 10 NOVEMBER 2011

Agenda No.	Key Dec	Item	Decision	Reasons
8	N	2011/12 Budget Monitoring	The Cabinet noted the report.	The report gave details of financial performance from April to September 2011 and forecasts to the end of the financial year.
9	N	Article 4 Direction: Stansted Mountfitchet Conservation area	RESOLVED that the Article 4 Direction for the Stansted Mountfitchet Conservation Area be confirmed.	To formally confirm the Article 4 direction taking account of the representations made in response to the consultation.
10	N	Article 4 Direction: Newport Conservation area	RESOLVED that the Article 4 Direction for the Newport Conservation Area be confirmed.	To formally confirm the Article 4 direction taking account of the representations made in response to the consultation.
11	N	Historic Lanes Study	RESOLVED that the Cabinet approve expenditure of up to £17,000 from the Planning Reserve for Essex County Council to conduct a survey on historic lanes in the district.	To obtain data on historic lanes in the district to enable appropriate policies to be developed.

Date of Publication: 14 November 2011

The decisions will come into force and may be implemented on the expiry of five working days after the date of publication unless the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS: CABINET 8 DECEMBER 2011

Agenda No.	Key Dec	Item	Decision	Reasons
8	N	Review of use of Claypits Plantation	RESOLVED that the Cabinet confirm the use of the BMX track by Saffron Trails in Claypits Plantation, Saffron Walden on a continuing basis.	The use of the BMX track had been reviewed following the 2011 season and it was considered appropriate for the use to continue.
9	N	Review of Treasury Management	<p>RESOLVED that the Cabinet</p> <ol style="list-style-type: none"> 1. Approves the Treasury Management performance for the period April to October 2011 as set out in the report. 2. Approves changes to the Council's policy on the placement of new deposits with banking counterparties as set out in paragraph 29 of the report. 3. Approves the revised counterparties list detailed at Appendix C, with the removal of Clydesdale Bank. 4. The Assistant Chief Executive –Finance be authorised to amend the counterparties list when required. <p>RECOMMENDED to Full Council, that the Authorised Limit and Operational Boundary be increased by the amount of the HRA Self – Financing payment due on March 2012, as set out in paragraph 16 and Appendix D of the report.</p>	To authorise interim variations to the Treasury Management Strategy to address recent developments in the UK banking sector and a change in the Council's borrowing requirements.

10	N	Community Pot Stansted	<p>RESOLVED that</p> <ol style="list-style-type: none"> 1. The projects for the Birchanger Wood Trust and the Birchanger Nursery proposed by Birchanger Parish Council be supported and the requested funding provided, subject to agreement with the developer(s) as required. 2. This item be deferred to the Cabinet meeting on 19 January 2012, when the meeting will consider the remaining bids from Birchanger Parish Council and any further bids submitted. 3. A meeting be arranged between the Cabinet Member for Environment and the Local District members in advance of the Cabinet meeting in January. 	To agree the allocation of the Forest Hall Park 106 financial contributions in accordance with the legal agreement.
11	N	Building Control Fees	RESOLVED to adopt the revised fee schedule with effect from 1 January 2012.	This revision followed a review of the new charging regime which had been introduced after the change in regulations in 2010.
12	Y	Solar PV Panel for Council Houses Project	<p>RESOLVED that</p> <ol style="list-style-type: none"> 1. Cabinet endorses the decision not to proceed with implementation of the EON proposal. 2. the potential for a solar PV panel scheme or alternative renewable energy project be reviewed following the outcome of the Government's consultation and/or the publication of alternative initiatives. 	Following the announcement to reduce the feed in tariff rate for electricity exported to the national grid, the project would have to be radically reworked to be financially viable.

13	N	Reduction in Police front desk opening hours	<p>RESOLVED that</p> <ol style="list-style-type: none"> 1. The Leader write to the Chief Constable expressing the Council's concern at the proposed reduction in the Police front counter service and the resulting decline in Police presence in the district. 2. A representative of the Police be invited to attend a future meeting of the Scrutiny Committee. 	To address concerns at Essex Police's planned reduction in counter service that might reduce the amount of Police presence in the District.
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Date of Publication: 12 December 2011

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RECORD OF DECISIONS: CABINET 20 DECEMBER 2011

Agenda No.	Key Dec	Item	Decision	Reasons
2	Y	Development Management Policies Consultation Document	RESOLVED that the Cabinet approves the Development Plan Document – Development Management Policies for public consultation between 20 January and 5 March 2012.	To seek public views on the suite of Development Management policies intended to deliver the Core Strategy vision and objective.
3	Y	Development Strategy and Site Allocations Consultation Document	RESOLVED that the Cabinet approves the Public Participation on Development Strategy and Site Allocations Development Plan Document 2012 for public consultation between 20 January and 5 March 2012, as amended by the changes tabled at the meeting.	The Council is in the process of replacing the Uttlesford Local Plan 2005 with a new local plan which will comprise a Core Strategy, Development Management Policies and Site Allocations. The public consultation will seek public views on all of these matters.

Date of Publication: 21 December 2011

The decisions will come into force and may be implemented on the expiry of five working days after the date of publication unless the Scrutiny Committee objects and calls it in.