



Uttlesford District Council

Chief Executive: Dawn French

Decisions taken in 2012

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RECORD OF DECISIONS: CABINET 19 JANUARY 2012

Agenda No.	Key Dec	Item	Decision	Reasons
8i	N	Section 106 money – Stansted and Birchanger	<p>Further to the approval at the Cabinet meeting on 8 December 2011 of section 106 funding for the Birchanger Wood Trust and the Birchanger Nursery, to approve from the remaining bids submitted by Birchanger Parish Council, subject to agreement with the developer(s) as required, the following:</p> <p>St Mary’s Church, Birchanger: comfort facilities - £90,000</p> <p>Birchanger Sports and Social Club: flat roof repairs, toilet refurbishment and disabled WC and internal modifications; combined with Birchanger Bowls Club new/refurbishment of changing rooms – combined total £80,000</p> <p>Birchanger Parish Council: Village Hall/car park enlargement and recreation ground levelling for 5 a side - £140,000 Supply/install gym equipment - £20,000 Levelling for basketball hoop - £20,000 Installation of hoop ½ - £2,295</p>	To ensure financial contributions made by the developer(s) under section 106 agreements are spent on leisure or recreational and/or community facilities benefitting the communities affected.
8ii	N	Highways Ranger Service	That the Council bid to provide the Highways Ranger Service from April 2012.	To undertake work within the district currently being provided by Essex County Council on minor highways maintenance for less cost, maximising the funding available

				within ECC's budget for local highway improvements.
8iii	Y	Commercial Waste Charges	<p>1 To approve an increase in the 2012/13 charge rate for businesses by 4% and the additional impact of the disposal charges incurred by the Council as a Waste Collection Authority in 2012/13 be included in the budget.</p> <p>2 That further consideration be given during next autumn to budget planning for 2013/14 in order to offset the withdrawal of the ECC rebate in that year.</p>	To adjust current charges for waste collection to reflect charges levied by Essex County Council on Waste Collection Authorities in order to move towards recovery of the Council's costs.
9	N	Article 4 Directions – Great Chesterford	To confirm the Article 4 Direction for the Great Chesterford Conservation Area.	To preserve the character of conservation areas in the district.
10	N	Article 4 Directions – Great Dunmow	To confirm the Article 4 Direction for the Great Dunmow Conservation Area.	To preserve the character of conservation areas in the district.
11	N	Joint Waste Development Document – preferred approach	To endorse the response submitted on behalf of the Council to the consultation on a proposed Waste Development Document between Essex County Council and Southend-on-Sea Borough Council and to send further representations to require lorries (other than the Council's own lorries on their normal collection rounds) using the proposed Municipal Solid Waste transfer station next to Hoblongs Industrial Estate, Great Dunmow to use only A roads and not to drive through Barnston	To seek compatibility of this Council's waste collection service with the county council's waste planning policies, and to avoid disruption to residents in the village of Barnston.
12	Y	Review of pay and display car parking charges	To approve the proposals set out in paragraph 21 of the report, Appendix A and Appendix B, as amended by the Scrutiny Committee	To secure an increase in income from car parking charges as a key element of the Medium Term Financial Strategy.
13	N	2011/12 Budget	To approve the 2011/12 budget monitoring report.	To report the Council's financial

		Monitoring		performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management as part of the budgetary control framework.
15	N	Write Offs	To authorise the write off of irrecoverable debts set out as follows: Appendix A Business Rates total £79,841.90 Appendix B (Part 2) Business Rates total £6,855.68 and other debt total £9,334.39	There is no prospect of recovering the balances due.
<p>Date of Publication: 20 January 2012 <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 16 FEBRUARY 2012

Agenda No.	Key Dec	Item	Decision	Reasons
8i	Y	Housing Revenue Account 2012/13 Budget and 30 Year Business Plan	<p>RECOMMEND to Full Council</p> <ol style="list-style-type: none"> 1) The Self Financing Funding Strategy as set out in paragraphs 13-19 2) The HRA Business Plan as summarised in paragraphs 20-29 and attached to the report 3) The HRA budget for 2012/13 as set out in paragraphs 30-32 and Appendix A 4) Increases in rents and service charges for 2012/13 as set out in paragraphs 33-40 5) With effect from 1 April 2012, the ring fencing of HRA capital receipts (such as Right to Buy receipts) for use by the HRA Business Plan. 	To agree plans for council housing in the district from 2012/13 – 2041/42 and details of the funding of the £88.4m self financing payment, for approval by Council as a part of the budget setting process.
8ii	Y	Treasury Management Policy, Strategy and Prudential Indicators	<p>RECOMMEND to Full Council</p> <ol style="list-style-type: none"> 1) the Treasury Management Policy as set out in Appendix A 2) the Treasury Management Strategy as set out in Appendix B 3) Prudential Indicators as set out in Appendix B 	To agree the details of how cash flow will be managed, and a strategy for prudent borrowing and investment, to be approved by Council as part of the budget setting process.
8iii	Y	Capital Programme 2012/13 – 2016/17	RECOMMEND to Full Council the Capital Programme and associated financing as set it in Appendices A and B.	To agree the 5 year plan setting out capital expenditure on the Council's assets for approval by Council.
8iv	N	Medium Term Financial Strategy	RECOMMEND to Full Council, the Medium Term Financial Strategy, as set out in the report	To agree, for recommendation to Council, the latest five year plan for ensuring that the general fund remained in a stable and sustainable position

8v	Y	Robustness of Estimates and Adequacy of Reserves	<p>RECOMMEND that Full Council:</p> <ol style="list-style-type: none"> 1) takes account of the advice in the report when determining the 2012/13 General Fund budget and Council Tax 2) approves the risk assessment relating to the robustness of estimates as detailed in the report. 3) sets the minimum safe contingency level for 2012/13 at £1,214,000 4) agrees that the 2012/13 General Fund budget should include provision to increase the Working Balance up to the minimum safe level (an increase of £33,000). 	To agree the statutory report which sets out the key risks in the General Fund budget and advise about safe level of contingency reserves, as part of the budget setting process.
8vi	Y	General Fund Budget and Council Tax	<p>RECOMMEND that Full Council:</p> <ol style="list-style-type: none"> 1) Approves the General Fund Council Tax Requirement of £4,972,771, as summarised in paragraph 23 and detailed in Appendices A to C. 2) Approves the schedule of fees and charges at Appendix E. 3) Approves the proposals for use of New Homes Bonus as set out in Appendix F. 	To agree the detailed budget for all council services(except housing) and proposals for the district share of Council Tax for recommendation to Council as part of the budget setting process.
9	N	New Homes Bonus progress report	The Cabinet noted the report.	The Committee was informed of the progress in allocating the funds.
10	N	Grants 2012-13: Voluntary Sector Support; Community Projects; Leisure and Culture	<p>RESOLVED that the recommendations in relation to the following grants be approved.</p> <p>Voluntary Sector Support Grants existing organisations have their grants confirmed for 2012/13, as shown in Appendix 1 of the report</p>	To agree the allocation of the Voluntary Sector Support, Leisure and Culture and community project grants for 2012/13 whist a review is undertaken on the criteria for allocation for future years.

			<p>That the contingency of £20,000 be allocated to the Z Bikes scheme in the current financial year 2011/12.</p> <p>Leisure & Cultural Grants Leisure and Cultural Grant funding continues to be available for 2012/13 and allocated on the existing monthly basis.</p> <p>Community Project Grants Community Project Grant funding continues to be available for 2012/13 and allocated on the existing annual basis.</p>	
11i	N	Recommendation from Highways Panel – Traffic Regulation Orders	<p>RESOLVED that</p> <p>1. that the following proposals for residents' parking schemes be supported:</p> <p>a) Stortford Road, Clavering; b) Chelmsford Road, Hoblongs, Great Dunmow; c) High Street, Great Dunmow; d) Mill Lane/ School Lane, Henham; e) Green Lane, Rickling/Quendon; f) Castle Street, Saffron Walden – and to investigate and report further on the situation at Catons Lane; g) Cambridge Road, revised restrictions outside Co-Op and Tesco (with review at a later date); h) Belmer Road, Stansted – BAA to fund the costs of a 'Rural Clearway'</p> <p>2. that the following requests should be reviewed at a later date: (a) Mount Pleasant Road, Saffron Walden - to be</p>	To address outstanding requests for new Traffic Regulation Orders

			<p>reviewed in 12 months;</p> <p>(b) Common Hill, Saffron Walden - in respect of a proposal to create a Residents' Only parking scheme at Common Hill, officers to investigate the number of properties without their own parking spaces, and to report back to the Highways Panel for a dual use scheme for residents' parking to be considered</p> <p>(c) Lower Street/Grove Hill, Stansted</p> <p>(d) Stebbing Primary School – to be reviewed in three months.</p> <p>3. that the following requests for traffic regulation schemes NOT be supported :</p> <p>(a) Birchwood, Birchanger;</p> <p>(b) Shire Hill Industrial Estate, Saffron Walden;</p> <p>(c) Audley End Road, Saffron Walden – the Parking Partnership's pilot scheme 'Rural Clearway' be implemented for the duration of traffic works at this location;</p> <p>(d) St James Court/Homebase.</p> <p>4. the Cabinet's agreed that the priority schemes were as follows</p> <p>(a) Chelmsford Road, Hoblongs Great Dunmow</p> <p>(b) Cambridge Road Stansted</p> <p>(c) Belmer Road, Stansted</p>	
11i	N	Mead Court Task Group	<p>RESOLVED</p> <p>1).That a Mead Court Task Group be set up in order to take forward the project to redevelop Mead Court in Stansted</p> <p>2) That Councillors Ranger, Redfern, Loughlin</p>	The task group was appointed to explore the options for the re-development of Mead Court Stansted.

			and Perry and Tenant Forum Chairman Sam Sproul be appointed to the Task Group. 3). That the Housing Board be given authority to co-opt an additional member to the Task Group, if required.	
13	Y	Infrastructure to support the waste collection service (vehicles, maintenance facilities and depot)	RESOLVED that 1) The Cabinet adopt an in house solution, and does not accept any of the contractor's proposals. 2) Subject to final confirmation of the respective costs of a finance lease and borrowing to fund purchase, the Council purchases the ten 32 tonne 8 wheel 4 axle refuse collection vehicles required for the 6 round single pass collection system. 3) Workshop facilities be provided by constructing purpose built accommodation in the Shire Hill depot.	It was determined that an in house solution was the most appropriate option for the procurement of the vehicles and workshop.
<p>Date of Publication: February 2012 <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 7 MARCH 2012

Agenda No.	Key Dec	Item	Decision	Reasons
8	N	2011/12 Budget Monitoring	<ol style="list-style-type: none"> 1 To note and approve the report. 2 To endorse the approach to funding the HRA self financing payment as set out in page 8 of the report. 	As part of the budget setting process.
9	N	Willow Road, Great Dunmow: play areas	To allocate a budget of £18,149 to the two play areas detailed in the report and to pass the ownership and responsibility to Great Dunmow Town Council.	Great Dunmow Town Council is considered best placed to own, manage and have responsibility for these small play areas.
10	Y	Devolution of car park and public convenience at Margaret Street Thaxted to Thaxted Parish Council	<ol style="list-style-type: none"> 1 To transfer the freehold piece of land shown in the appendix to the report to Thaxted Parish Council at no cost at the earliest possible date. 2 To pay to Thaxted Parish Council a two year grant, to assist with the upkeep of both the car park and public convenience; the approval of the final amount of the grant is delegated to the Finance and Environment Portfolio Holders in consultation with the Leader of the Council, with the final amount to take account of a possible change in the Rateable Value of the toilet. 	To devolve services that are more appropriately administered at a parish level, in accordance with the Council's strategic solutions policy under the Medium Term Financial Strategy.
11	N	Common Hill Saffron Walden: traffic regulation order	To request North Essex Parking Partnership to allocate a total of 8 residents' parking spaces on Common Hill West and Ashdon Road, and to suggest that this should be accomplished by creating two spaces from existing spaces on Common Hill; by making available up to two further spaces on Common Hill if extra parking	To permit parking for residents at the specified times, and to restrict parking for non-residents.

		<p>spaces can be created; otherwise the balance of six spaces to be created on Ashdon Road.</p> <p>That is, options for resulting spaces could be as follows:</p> <p>Option 1: two spaces on Common Hill, six on Ashdon Road;</p> <p>Option 2: three spaces on Common Hill, five on Ashdon Road; or</p> <p>Option 3: four spaces on Common Hill, four on Ashdon Road.</p> <p>The spaces to be made available to residents upon the purchase of a residents' parking permit on a dual use basis with exclusive use between 5pm and 9am on weekdays and between 5pm on Fridays and 9am on Mondays.</p> <p>The North Essex Parking Partnership to be asked to look into the possibility of providing extra spaces on Common Hill with a view to option 3 above being the preferred outcome and to report back to Cabinet prior to consultation.</p>	
<p>Date of Publication: 8 March 2012 <i>A decision 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 5 APRIL 2012

Agenda No.	Key Dec	Item	Decision	Reasons
8	Y	Report into Greater Essex Democratic forecasts	RESOLVED to note the democratic forecasts and to confirm the economic scenario as the appropriate forecast for the preparation of the new Uttlesford Local Plan.	To agree the forecast for the overall housing numbers as part of the June/July public consultation.
9	N	Council house right to buy sales	RESOLVED 1. The Cabinet confirms that the Council should sign up to the agreement with Government that the net RTB receipts will be used to fund replacement housing and that the Council will limit the use of net RTB receipts to 30% of the cost of replacement homes. 2. The Housing Board be requested to carry out a review of the HRA Business Plan and bring to Cabinet suggestions for any adjustments needed to take account of new RTB arrangements.	To confirm action to be taken following the Government's announcement of new rules intended to increase the number of right to buy sales.
10	N	Procurement Strategy	RESOLVED that the Cabinet approve the Procurement Strategy attached to the report	The strategy was required to be updated annually.
11	N	Assets of community value	RESOLVED that Cabinet 1. Note the report and the duty contained in the Localism Act. 2. Request officers to consult with parish and town councils and other voluntary or community bodies with a local connection on publication on the regulations.	To comply with the new duty contained in the Localism Act to maintain a list of land of community value.
12	N	Day centres	RESOLVED that 1 Maintenance responsibilities for the Stansted	To regularise the arrangements in terms of the responsibilities for the ownership and

			<p>Day Centre be transferred to Stansted Mountfitchet Parish Council as soon as practicable, and the district council rents the premises as a day centre for a sum equivalent to the annual average cost of maintaining the centre.</p> <p>2. The management committees for Great Dunmow, Saffron Walden, Takeley and Thaxted Day Centres retain 100% of donations and lettings income for their respective day centre.</p> <p>3. Income from WRVS use of day centre kitchens is not included in the retention arrangements and will continue to be treated as district council other day centres income.</p> <p>4. Approaches be made to the management committees for the Takeley and Thaxted centres to renegotiate the reimbursement of the costs of the cook and responsibility for employing the cook, respectively, in the context of the proposed retention of donations and lettings income (reduction in income to be tapered over 3 years).</p>	<p>maintenance of the Stansted Day Centre</p>
13	N	Duty to Cooperate	<p>RESOLVED that the report be approved.</p>	<p>As part of the LDF process, to list those bodies that the council cooperates with on cross boundary issues.</p>
14	N	Objectives under the Equality Act 2012	<p>RESOLVED that two objectives under the Equalities Act be agreed as follows</p> <ul style="list-style-type: none"> • To develop an improved level of understanding of Uttlesford's community and its needs through data gathering, research and community mapping. • To continue to work to improve access to 	<p>To comply with the Equality Act 2012 (specific duties) Regulations 2011 to prepare and publish one or more objectives to achieve by 6 April 2012 and at least every four years thereafter.</p>

			and take-up of council services by developing engagement across all the protected equality groups.	
15	N	Waste collection service	The report was noted.	To advise of service arrangements that are now in place or shortly to come into operation.
16	N	Carver Barracks play area	This item was deferred for further information.	
<p>Date of Publication: April 2012 <i>A decision 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 24 MAY 2012

Agenda No.	Key Dec	Item	Decision	Reasons
8	N	LDS Scheme – revision and resourcing	<p>1 That the amendments to the LDS are approved and the revised LDS is submitted to the Planning Inspectorate and posted on the Council’s website.</p> <p>2. That a total of £50,000 be made available from the Planning reserve to provide the funding to employ a Programme Officer for the examination and its preparation, and to provide additional resources to deliver the Local Plan to timetable.</p>	<p>The amendments to the LDS will ensure a robust programme for delivering the local plan.</p> <p>The programme officer is required to provide assistance with preparing the consultation responses and manage the examination in conjunction with the Inspector.</p> <p>Additional resource is also needed for the technical work to achieve the timetable.</p>
9	N	Local Plan Consultation	To approve the Local Plan Policies for public consultation between Friday 8 June and Monday 23 July with any amendments subject to delegation to the Assistant Director Planning and Building Control in consultation with the Leader of the Council.	Public consultation is necessary before the local plan can progress to the next stage in the process that will lead to its adoption
10	N	Appointment of members to 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>	
11	N	Appointment of Cabinet Working Groups	The Cabinet Working Groups for 2012/13 and the member appointments were approved as per the list circulated at the meeting.	
12	N	Appointment of members to outside bodies	The list of member representatives on outside bodies was approved.	

Date of Publication: 25 May 2012

A decision 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.

Date: 11 June 2012

Title: Devolution of Car Park and Public Convenience at Margaret Street Thaxted to Thaxted Parish Council

Members: Cllr Chambers & Cllr Barker with the Leader

Key decision: Yes

Background

1. At the Cabinet meeting on 7 March 2012 Members were presented with a report recommending the transfer of the Car Park and Public Convenience at Margaret Street Thaxted to Thaxted Parish Council. Councillor Chambers updated the meeting with information that the Rateable Value (which determines the Business Rates payable) for the public convenience was wrong as the Valuation Office had used a value attributed to a much smaller unit on the same street which was replaced several years ago. This matter had been referred to the Valuation Office and consequently Members agreed the following recommendations
 - a. That the freehold of the piece of land as shown in Appendix One is transferred to Thaxted Parish Council at no cost at the earliest possible date.
 - b. That the council agrees to pay to Thaxted Parish Council a two year grant, to assist with the upkeep of both the Car Park and Public Convenience. The approval of the final amount of the grant is delegated to the Finance and Environment Portfolio Holders in conjunction with the Leader of the Council.
2. The new valuation has now been received and the Business Rates cost has risen from £765 to £2,880 per annum. This is a significant increase in the cost to be borne in the future by the Parish Council and it is therefore proposed to increase the total grant by an amount equivalent to 5 years of the Business Rates cost increase.

Recommendations

3. That the freehold of the piece of land as shown in Appendix One is transferred to Thaxted Parish Council at no cost at the earliest possible date.
4. That the council agrees to pay to Thaxted Parish Council a two year grant, to assist with the upkeep of both the Car Park and Public Convenience, as set out in paragraph 5 of this report.

Financial Implications

5. The grant will be £29,300 for 2012/13 (to include a contribution of £1,000 towards replacement white lining) and £28,300 for 2013/14 as set out in paragraph 16 of this report. Thereafter an annual Strategic Solutions saving of £23,000 will be achieved. The £23,000 is the original proposed grant amount included within the approved 2012/13 base budget.
6. The revised grant will lead to an adverse variance on the 2012/13 public convenience budget.

Background Papers

7. Cabinet report of 7 March 2012 and copy of Cllr Chambers revised recommendations and explanation.

Recommendations Approved

Cllr Ketteridge
Date 11 June 2012

Cllr Mrs Barker

Cllr Chambers

Committee: Cabinet **Agenda Item**
Date: 7 March 2012
Title: Devolution of Car Park and Public Convenience at Margaret Street Thaxted to Thaxted Parish Council
Portfolio Holder: Cllr Chambers & Cllr Barker Key decision: Yes

Summary

1. The report recommends that the Margaret Street Public Convenience and Car Park is transferred to Thaxted Parish Council with a two year grant from this council to assist with the upkeep.

Recommendations

2. That the freehold of the piece of land as shown in Appendix One is transferred to Thaxted Parish Council at no cost at the earliest possible date.
3. That the council agrees to pay to Thaxted Parish Council a two year grant, to assist with the upkeep of both the Car Park and Public Convenience, as set out in paragraph 16 of this report.

Financial Implications

4. The grant will be £23,000 for 2012/13 and £24,000 for 2013/14 as set out in paragraph 16 of this report. Thereafter an annual Strategic Solutions saving of £23,000 will be achieved. The £23,000 is included within the approved 2012/13 base budget.

Background Papers

5. None

Impact

Communication / Consultation	Discussions have been held with Thaxted Parish Council and it has been the subject of agenda items at their Parish meetings. The Parking Partnership has been informed of the proposal.
Community Safety	None
Equalities	None. The only change is to the land owner not to the services provided.
Health and Safety	No issues.

Human Rights/Legal Implications	As referred to in paragraph 13 of this report
Sustainability	Conserves the provision of free parking and toilet facilities in the village.
Ward-specific impacts	Thaxted.
Workforce/Workplace	The cleaning of the toilet facilities is by way of an outsourced contract. There is no cost in ceasing the service

Situation

6. Devolution of services that are more appropriately administered at a Parish level is a key workstream of the council's Strategic Solutions which is part of the Medium Term Financial Strategy. Such an example is public toilets. In 2008 the council agreed to devolve responsibility for the public conveniences in Great Dunmow to the Town Council. Unfortunately, in 2009 due to budgetary constraints the public toilets at Felsted were closed as the Parish Council was not in a position to take on the facility.
7. With the termination, in November 2010 of the Supaloo contract this leaves the council with only the Thaxted and Saffron Walden toilets.
8. Discussions have been held with Thaxted Parish Council and they are now in a position to be able to take over ownership of the Margaret Street toilet.
9. Margaret Street car park is one of only two tarmaced car parks owned by the council for which no charges are levied. The car park has 75 spaces with 4 of these being designated for disabled use. The majority of the streets around the car park are residential and therefore not subject to parking restrictions. It is felt that whilst the car park is well used implementing charging would see cars parking in neighbouring streets instead of using the car park. It is for this reason that charging has not been implemented.
10. Thaxted Parish Council is keen to maintain a free car park for as long as possible and following discussions they have agreed to take over ownership of the car park.
11. Valuation of all council assets was undertaken on 31 March 2011 by Wilks Head and Eve LLP. At that time the public convenience was valued at £120,100 and the land on which it sits £12,780 whilst the car park had a value of £93,500

12. The land is not deemed to be an asset central to the business of this council nor a strategic asset that should be retained.
13. Section 123 Local Government Act 1972 provides that a local authority may not dispose of land (other than by way of a tenancy for less than 7 years) for less than the best consideration that can reasonably be obtained without the consent of the Secretary of State. Section 128 of the Act gives the Secretary of State power to grant a general consent for such disposals. In 2003 the secretary of state issued Circular 06/03, the Local Government Act 1972: General Disposal Consent. This applies to transactions where the shortfall between the best consideration reasonably obtainable and the actual consideration (if any) received does not exceed £2 million. In such cases where the authority is satisfied that the disposal will help to secure the promotion or improvement of the economic, social or environmental well-being of its area specific consent is unnecessary and the general consent may be relied upon. In deciding whether to dispose of land at an undervalue authorities are required by the Circular to have regard to their community strategy. It is also a requirement that the authority should comply with normal and prudent commercial policies including taking advice from a professionally qualified valuer as to the amount of the undervalue (or in the case of a gift of land the value of the land itself).
14. The value of the land is below the maximum identified in paragraph 13 above. The transfer of the land would enable the facilities to be administered at a local level ensuring free car parking for the foreseeable future and continued provision of a toilet facility which would meet the economic, social and environmental well-being of the area requirement.
15. As part of the official transfer process suitable clauses would be included to:
 - a. Enable council access to neighbouring council owned buildings and land; and
 - b. Require the Parish Council to continue to provide a car park with public convenience on the site.
16. The transfer agreement would be subject to this council providing a grant for the next two years to assist with the upkeep.

2012/13	£23,000
2013/14	£23,000
2014/15	and beyond, no grant
17. A schedule of works required prior to handover has been agreed and those works are currently being implemented. It should be noted that following the cold snap in mid February the toilet experienced a

number of burst pipes which has resulted in damage to the internal ceilings. These will also be repaired prior to handover.

18. The car park is due to be re-lined in 2013/14 and it is therefore proposed to pay the additional sum of £1,000 to the grant for that year (total of £24,000) as a contribution towards the cost. Thereafter there will be no further contributions from this council for either the car park or toilet.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The proposed transfer fails to go ahead	1- There are no significant risks arising from the proposal	1 - There are no significant risks arising from the proposal	All parties fully support and agree with the process.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

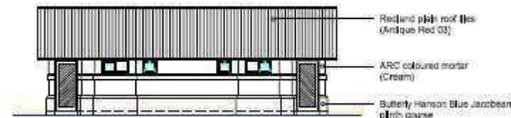
Appendix One



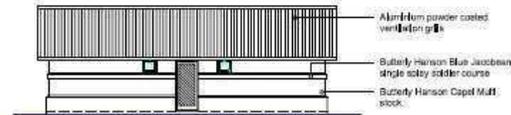
LOCATION PLAN 1:2500



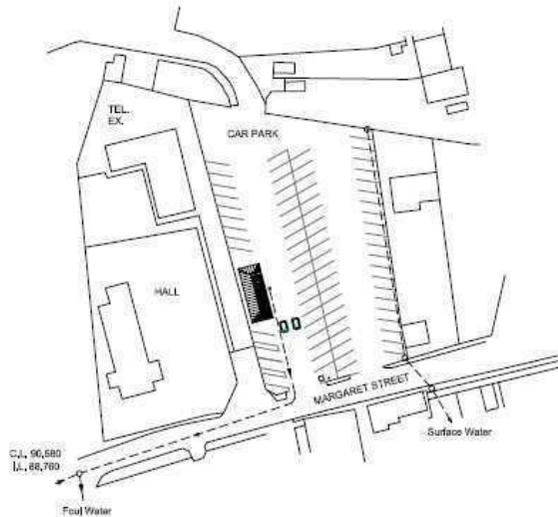
SIDE
ELEVATIONS 1:100



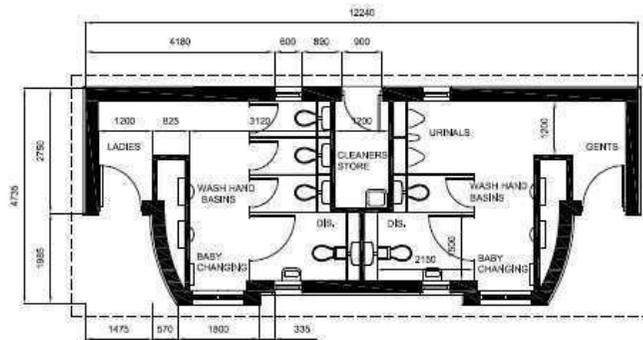
FRONT



REAR



SITE PLAN 1:500



FLOOR PLAN 1:50

Councillor Chambers revised recommendations and explanation

Whilst the substance of the report is correct I need to bring to Members attention an issue that has arisen relating to the Rateable Value of the toilet.

The Rateable Value is provided to the council by the Valuation Office and from that the Business Rates payable is calculated.

It would appear that the Rateable Value being applied to the toilet is the same figure as that which applied to the previous, significantly smaller, toilet in Margaret Street. Both the old and new toilets have the same address including postcode so it would appear that this is where the confusion has occurred.

New builds are normally picked up by the Valuation Office Inspector from building control notifications & planning information. If the inspector is aware from planning permission they will monitor progress and check for completion whilst out in the district inspecting.

We have asked the Valuation Office to provide a revised Rateable Value which can take up to 6 weeks to receive.

Given this information I would like to propose revised recommendations as follows

1. That the freehold of the piece of land as shown in Appendix One is transferred to Thaxted Parish Council at no cost at the earliest possible date.
2. That the council agrees to pay to Thaxted Parish Council a two year grant, to assist with the upkeep of both the Car Park and Public Convenience. The approval of the final amount of the grant is delegated to the Finance and Environment Portfolio Holders in conjunction with the Leader of the Council.

RECORD OF DECISIONS: CABINET 21 JUNE 2012

Agenda No.	Key Dec	Item	Decision	Reasons
5	N	Matter referred to the Executive under Overview and Scrutiny Rules – KPI15 (missed bins)	<ol style="list-style-type: none"> 1 To continue collecting data on missed bins during the transition to a single pass collection for a period of up to three months 2 To ask the Waste Strategy Project Team to review the target for missed bins when it considers the introduction of the new recycling arrangements 	To assess whether the current target is realistic in the context of the new waste collections arrangements.
7	N	Forward Plan	<p>To include</p> <ol style="list-style-type: none"> 1 a decision on the launch of a new scheme to provide support to the voluntary sector; 2 a decision on the Localism Act provisions on community empowerment. 	To provide structured support for the districts' voluntary groups and to take account of the provisions of the Localism Act 2011 due to come into effect in July on community empowerment.
8	Y	2011/12 Outturn	<ol style="list-style-type: none"> 1 To approve the 2011/12 outturn position as set out in the report; 2 To approve the reserve transfers and reserve balances set out in the report; <ol style="list-style-type: none"> a) To approve a reduction in the emergency response reserve from £200,000 to £90,000; b) To establish a hardship fund of £100,000; c) To make a one-off grant of £10,000 to Support 4 Sight; 3 To approve the capital programme slippage requests. 	To enable certification of the draft 2011/12 Statement of Accounts by the Assistant Chief Executive-Finance on or before 30 June and subsequent submission of the draft accounts to the Performance and Audit Committee in compliance with statutory regulations, subject to external audit.
9	Y	Local Council Tax Support	<ol style="list-style-type: none"> 1 To approve, for consultation purposes, elements of the draft Uttlesford Local Council Tax Support Scheme, as set out in the report paragraphs 30 to 33; 2 To approve the communication and consultation 	To determine proposals for a draft Local Council Tax Support scheme so that consultation may take place during the Summer.

			<p>plan and timetable as set out in the report;</p> <p>3 To authorise the Assistant Chief Executive-Finance, in consultation with the Finance and Administration Portfolio Holder, to initiate the consultation process;</p> <p>4 To note other information in this report, including the estimated effect on Uttlesford households, other benefits reforms in the pipeline and Equalities Impact Assessment.</p>	
10	Y	Bridge Access to Audley End Park	<p>1 Negotiations be concluded with the Audley End Estate for a temporary easement to allow construction of the bridge and a permissive footpath between the bridge and the right of way network within the park;</p> <p>2 The Director of Public Services be delegated to agree the arrangements on behalf of the Council, in consultation with the Leader, subject to all costs of the project not exceeding £16,000;</p> <p>3 A planning application for construction of the bridge and associated works be submitted;</p> <p>4 Subject to the outcome of the above, provision of the bridge be implemented as soon as possible.</p>	To provide access over the ditch between Swan Meadow Car Park and Audley End Park to meet the needs of residents who previously parked close to the gate to the park on Audley End Road and who are now prevented from doing so by the temporary rural clearway order.
<p>Date of Publication: 22 June 2012</p> <p>A decision 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.</p>				

RECORD OF DECISIONS: CABINET 2 AUGUST 2012

Agenda No.	Key Dec	Item	Decision	Reasons
8	Y	Hackney Carriage Fares	<ol style="list-style-type: none"> 1 To approve an increase in hackney carriage fares caps of 4.5%. 2 Unless representations are received following the required consultation the new Table of Fares to be implemented from 1 October 2012. 	To reflect an increase in operating costs.
9	N	Underlease of land at Gaces Acre, Newport	<p>To permit the Trustees of Newport Free Grammar School to underlet land at Gaces Acre, Newport subject to:</p> <ol style="list-style-type: none"> a. the Trustees entering into a licence to underlet with the Council with the form of underlease annexed b. the underlease containing an absolute prohibition on assignment or further sub-letting c. the underlease containing a covenant that the Academy will comply with the terms and covenants contained in the headlease; and d. the trustees' agreement to pay the Council's costs in preparing, negotiating and completing the licence to underlet. 	To enable the Trustees of Newport Free Grammar School to grant an underlease of all land and buildings occupied by the Trust to the Academy School to which the Grammar School is to be converted.
10	Y	Local Council Tax Support	<p>To:</p> <ol style="list-style-type: none"> a) Approve, for consultation purposes, the draft Uttlesford Local Council Tax Support scheme, as set out in paragraph 15 and as amended in paragraphs 19 and 29. b) Approve the definition of vulnerable groups as 	To enable consultation on the new local scheme of Council Tax Support to include new information which has become available since 21 June.

			<p>set out in paragraph 29.</p> <p>c) Agree, in principle, that the Council should subsidise the LCTS scheme to ensure cost neutrality for ECC, Police and Fire, the extent to which direct LCTS expenditure exceeds Government funding provided (estimated at £33,000 in the first year).</p> <p>d) Authorise the Assistant Chief Executive – Finance to initiate the consultation process.</p> <p>e) Authorise the Assistant Chief Executive – Finance, in consultation with the Finance Portfolio Holder, to review staffing levels in the Revenues Team to ensure that recovery work is adequately resourced, and to request funding contributions from ECC, Police and Fire towards the additional recovery costs that the Council will incur.</p> <p>f) Agree that the UDC LCTS scheme will be reviewed during 2013/14 concurrent with a review of other council tax discounts i.e. empty homes and second homes.</p> <p>g) Note the other information in this report, including the estimated effect on Uttlesford households, and the Equalities Impact Assessment.</p>	
11	Y	Co-location with Essex County	To:	To keep Members up to date with progress and seek authority to

		Council	<ol style="list-style-type: none"> 1 approve the principle of co-location with ECC staff at the earliest available date and delegate responsibility to officers to conclude negotiations and manage the building work and move. 2 Approve the refurbishment of the second floor office space, the first floor toilets and main reception area which is funded by an existing approved capital budget and a financial contribution (deferred rent) from ECC. 3 Approve changes to the layout of the car park. 	progress with the co-location.
12	Y	Business Plan priorities – improve average energy efficiency and reduce fuel costs for residents	<ol style="list-style-type: none"> 1 That the Cabinet notes the outcome of the research undertaken by the Energy Officer 2 That the Cabinet commit the environmental improvements budget of £300,000 to fund the installation of external cladding on 60 of the Council's worse performing oil heated properties making the most from external funding available 3 That, subject to confirmation that the HRA business plan can meet the RTB match funding, and subject also to confirmation that by drawing on uncommitted funds of £1.43m the Council's obligation to undertake new build would not be compromised, to draw on a proportion of the uncommitted funds of £1.43m to increase the number of properties that can be improved to up to 115 properties 4 Subject to approval to progress with the work, the project will follow due tender process to select a suitable installation firm 	To enable the Council to work towards its targets for reducing carbon emissions from its own estate as well as reducing carbon emissions in the district, and to reduce the number of vulnerable households in fuel poverty.

			<p>5 That regular reports on progress in delivering the programme will be submitted to members throughout the year, including availability of uncommitted funds</p> <p>6 That the Cabinet note that the Council's current bid for RHPP social housing funding for air source heat pumps has been successful</p>	
13	Y	Allocation Policy	To agree that the Council's allocation policy be amended so that the criteria used for allocating the size of accommodation an applicant requires matches the bedroom requirement definitions of the Local Housing Allowance.	To have regard to the effect of the welfare reform changes on the allocation of social housing.
14	Y	Tenancy Succession Policy	<p>1. That the Cabinet agree that Council tenants, providing they are not a successor (Housing Act 1985 Part IV Section 8.8), and that at the time of the tenant's death the dwelling-house is not occupied by a spouse or a civil partner of the tenant as his/her only or principal home then, as long as there is no under-occupation, an immediate family member will be allowed to succeed to the tenancy. This is providing they are assessed as being in housing need as set out in the Council's housing allocation policy and that they meet all of the succession rules set out under the Housing Act 1985 Part IV and have been residing at the property as their only or principal home for at least the three years preceding the tenant's death. These succession rights are in addition to those set out in the Localism Act which came into force on the 1st April 2012.</p>	To amend the Council's local succession policy to take account of the changes to the succession rights for secure tenants under the Localism Act 2011.

			<p>Where the property is under-occupied by an immediate family member, if the family member meets all of the succession rules set out under the Housing Act 1985 Part 1V and has been residing at the property as their only or principal home for at least the three years preceding the tenant's death, they be made one offer of suitable alternative accommodation. If the successor tenant refuses to move, then the Council would take Court action to seek possession under Ground 15A of Schedule 2 of the Act.</p> <p>2. That the Council's Standard Tenancy Agreement for all post-Localism Act Tenancies be amended (and applied retrospectively to commence from 1 April 2012) to reflect the new legislative requirements and further conditions agreed by Cabinet</p>	
15	N	Section 106 sports funding Saffron Walden	<p>1 That the urgent decision taken by the Leader of the Council to agree the distribution suggested by Saffron Walden Town Council be noted. The distribution is as follows:</p> <ul style="list-style-type: none"> a) Saffron Walden Town Football Club £91,500 b) Saffron Walden Town Football Club Junior Section £29,600 c) Crabtrees facility £30,000 	To ensure funds from the developers provided under a section 106 agreement for development of land at Bell College Saffron Walden be spent in accordance with the legal agreement.

			<p>d) Herberts Farm £100,000.</p> <p>2 That the balance of the money is retained by Uttlesford District Council until formal proposals have been received and considered.</p>	
16	N	Conservation Area Appraisal, Littlebury	To approve the Conservation Area Appraisal for Littlebury and to use it to assist in the process of determining planning applications and for implementing the management proposals.	To comply with the Council's duty under section 69 of the Listed Buildings and Conservation Area Act 1990 to consider the designation of Conservation Areas and to undertake periodic reviews and to have regard to the outcome of the consultation carried out.
17	N	Section 106 community facilities funding Priors Green, Takeley/Little Canfield	<p>1 That section 106 funds held (£203,239.08) in respect of development of land at Priors Green Takeley/Little Canfield be divided 2/3rds (£135,357,22) to Takeley Parish Council and 1/3rd (£67,881.86) to Little Canfield Parish Council to be used for enhancing community facilities in the vicinity.</p> <p>2 That UDC request project proposals from Takeley Parish Council and Little Canfield Parish Council for approval by the Assistant Director Planning and Building Control in conjunction with the Assistant Chief Executive – Finance, Cllr Barker and Cllr Chambers as the relevant Portfolio Holders and Cllr Cheetham and Cllr Jones as the two ward Councillors and in consultation with the developers as necessary.</p> <p>3 That the money held (£15,379.75) for Priors Green Community Centre be passed to Takeley Parish Council along with the ownership of the Community Centre.</p>	To ensure funds from the developers provided under a section 106 agreement for development of land at Priors Green Takeley/Little Canfield be spent in accordance with the legal agreement.

			4 That further community contributions collected from the Priors Green development be treated in the same way as set out in paragraphs 1 and 2 above.	
18	N	Community Rights in the Localism Act 2011 – preliminary report	To note the report.	To introduce the four community rights expressed in the Localism Act 2011 prior to further consideration at the October Cabinet meeting.
20	Y	Co-Location with Essex – Part 2 item	To approve the use of the capital budgets as set out in the report.	To enable competitive tendering for works to be progressed.
<p>Date of Publication: 3 August 2012 A decision 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.</p>				

Whether key decision	Agenda item and decision	Reasons/ Other options considered and rejected/ Any conflict of interest declared by any member of Cabinet/ In respect of any conflict of interest declared, whether dispensation in existence for that interest
Key	<p>Agenda item 8 - 2012/13 Budget Monitoring</p> <p>To</p> <ul style="list-style-type: none"> a) Note and approve the report. b) To approve the Capital Programme increases for the Vehicle Fleet Workshop and Holloway Crescent. c) Subject to Housing Board's decision on 10 September 2012 endorse the addition of £500,000 to the HRA Capital Programme for the Rewiring Programme. d) Endorse the funding transfer of £40,000 from the Community Partnership and Engagement Portfolio to the HRA to finance apprenticeships. 	<p>Reasons: as the Cabinet had received information on the Council's financial performance.</p> <p>To endorse the addition of £500,000 to the HRA Capital Programme for a Rewiring Programme, in order to address essential works to a number of properties over and above those in the current work programme which had been identified as requiring full re-wires in the current financial year as well as some communal areas in sheltered schemes and general needs flats that will need to be re-wired.</p> <p>To endorse the transfer of £40,000 from the Community Partnership and Engagement Portfolio to the HRA to finance apprenticeships to ensure compliance with accounting rules.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
	<p>Agenda item 9 - 2011/12 Treasury Management Outturn Report</p>	<p>Reasons: to receive and approve an annual statement of the key treasury management activity and outcomes during the year as required by the Council's constitution</p>

	<p>To approve the 2011/12 treasury management outturn as set out in this report.</p>	<p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
<p>Key</p>	<p>Agenda item 10 – Localisation of Business Rates</p> <p>To:</p> <ul style="list-style-type: none"> a. Note this report b. Agree that the Council should continue to participate in discussions with other Essex local authorities regarding setting up a pool, subject to details of how this will operate being brought to a future Cabinet meeting for approval c. Authorise officers, in consultation with Finance & Communities Portfolio Holders, to develop a new discretionary rate relief policy for future Cabinet 	<p>Reasons: to receive information on the Government’s proposals for Localisation of Business Rates and to consider the possible issues for the Council. The Council has no written policy regarding these proposals at the moment therefore the Cabinet agreed that it should continue to engage in a detailed process to develop a policy.</p> <p>Other options considered and rejected:</p> <p>The option to set up a pool with other Essex local authorities was considered and rejected. The reason for rejecting this option was that a deadline of 13 September (the date of this Cabinet meeting), imposed by Government for confirming whether the Council could complete the development work and decision-making process for making a binding commitment to a pool, could not feasibly be met. The Council will therefore investigate the option to enter into pooling with other Essex councils in 2014/15, if advantageous to Uttlesford.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: Not applicable.</p>

	approval.	
	<p>Agenda item 11 – Local Development Scheme – Revision</p> <p>That the amendments to the LDS are approved. The revised LDS will then be submitted to the Planning Inspectorate and posted on the Council’s website.</p>	<p>Reasons: to amend the LDS with regard to its timetable for submission, examination and adoption dates so as to enable the necessary information and supporting reports to be available to ensure that the LDS and the draft Local Plan are robust and sound; and therefore to take into account the fact that some of the necessary studies will not be ready to allow a consultation in November.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
	<p>Agenda item 12 – Local Plan National Planning Policy Framework Review</p> <p>to approve and adopt the Local Plan NPPF Review for Development Management purposes.</p>	<p>Reasons: to enable greater consistency in the weight to be attached to the NPPF it is necessary for Cabinet to adopt the review for Development Management purposes.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable</p>
	<p>Agenda item 13 – Conservation Area Appraisal, Henham</p>	<p>Reasons: to assist in the process of determining planning applications and for</p>

	<p>That the Conservation Area Appraisal be approved and used to assist in the process of determining planning applications and for implementing management proposals.</p>	<p>implementing management proposals.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
	<p>Agenda item 14 – Conservation Area Appraisal, Thaxted</p> <p>That the Conservation Area Appraisal be approved and used to assist in the process of determining planning applications and for implementing management proposals.</p>	<p>Reasons: to assist in the process of determining planning applications and for implementing management proposals.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: Cllr S Barker declared an interest in that her sister’s home was referred to in the report.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: there is none in existence and dispensation is not required.</p>
	<p>Agenda item 15 – Traffic Regulation Orders</p> <p>To</p> <p>1 Approve the TROs numbered 1 – 3 and recommend to the NEPP Board that they are implemented.</p>	<p>Reasons: to enable certain traffic regulation orders in the district to be pursued under delegated powers by the North East Parking Partnership.</p> <p>Other options considered and rejected: none.</p>

	<p>2 Approve the TROs numbered 5 and 19 as a comprehensive scheme and recommend to the NEPP Board that they are implemented.</p> <p>3 Agree not to reconsider declined schemes for a period of 5 years except in the case of exceptional circumstances.</p>	<p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: none.</p>
<p>Key</p>	<p>Agenda item 16 - Jubilee Funding for Community/Voluntary groups and Town/Parish Councils</p> <p>1 endorse the recommendations made by the Working Group, attached at Appendix 1 and the additional recommendations regarding Farnham Recreation Committee (in fact Farnham Parish Council) for enhancing a recreation ground in the village; and Hatfield Broad Oak Parish Council for construction of wildlife and nature areas</p> <p>2 to approve that once the further information requested for some of the Town/Parish Councils has been received and subject to appeals then the Working Group could determine whether</p>	<p>Reasons:</p> <p>to agree grants under the Council's Jubilee Fund, a fund which was set up using the New Homes Bonus allocation and which the Cabinet had agreed would be made available to voluntary and community organisations, and to town and parish councils subject to application of certain criteria.</p> <p>Regarding Hatfield Broad Oak Parish Council's application for construction of wildlife and nature areas to enable this application to be included and to be granted funding of £9,500 as requested, because the Working Group had agreed the application would have met the criteria by the Working Group, and had agreed this application could be granted.</p> <p>Regarding Farnham Recreation Committee's application to enhance a recreation ground in the village, to enable this application to be granted funding of £10,000 as this body was a committee of Farnham Parish Council and the working group had agreed its application could go forward under the different criteria that applied to town and parish councils rather than voluntary and community groups and that the allocation of money for this application would come from that</p>

	<p>or not to award funding.</p> <p>3 To agree that any monies not allocated would be transferred to the general fund.</p>	<p>budget.</p> <p>The second recommendation set out in the report was amended by Cabinet to include reference to appeals, to enable any consequential adjustments to be made prior to disposing of the remainder of the fund.</p> <p>Regarding the third recommendation in the report, to consider whether or not the remaining unallocated portion of the Town/Parish Councils' fund should be transferred to the Community/Voluntary groups' fund (as that was oversubscribed) this recommendation to be deferred for the reason that the remainder of the fund could be transferred to the general fund once any appeals had been dealt with.</p> <p>Other options considered and rejected:</p> <p>The Cabinet rejected the option to transfer the remaining unallocated portion of the Town/Parish Councils' fund to the Community/Voluntary groups' fund.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
	<p>Agenda item 17 – Travel Plan</p> <p>To approve and adopt the Travel Plan and its actions.</p>	<p>Reasons: to reduce reliance on the use of private cars by employees in travelling to work and in carrying out their work duties in delivering the Council's services and operations.</p> <p>Other options considered and rejected: none.</p>

		<p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
	<p>Agenda item 18 – Delegation of relevant powers to Essex Countywide Traveller Unit Joint Committee</p> <p>1 For Uttlesford District Council to formally sign up to the unit, and attend the appropriate Joint Committee and Officer’s Operations Board.</p> <p>2 Appointment of Cllr Susan Barker as a member of the executive to the Essex Countywide Traveller Joint Committee.</p>	<p>Reasons: To enable participation in the work of Essex County Council’s Traveller Unit Joint Committee in addressing matters of education, health and social issues related to the traveller community.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
<p>Date of Publication: 18 September 2012 A decision 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.</p>		

NOTICE OF INTENTION TO TAKE A KEY DECISION

THE CABINET OF UTTLESFORD DISTRICT COUNCIL AT THE MEETING ON 25 OCTOBER 2012 INTENDS TO TAKE THE KEY DECISIONS LISTED BELOW

Item	List of documents submitted to the decision maker for consideration	Item to be taken in private? Reasons	Contact officer/ Portfolio Holder
Voluntary sector support	No documents at this time		Chief Executive 01799 510400 (Councillor Rolfe)
Economic Development Strategy	Responses to the consultation		Director of Public Services 01799457 (Councillor Rolfe)
Review of village green waste skips	Responses to consultation with town and parish councils Snapshot survey of use 15 and 16 September		Director of Public Services 01799457 (Councillor S Barker)

The documents listed above are available from the Council Offices, London Road Saffron Walden CB11 4ER (from Democratic Services or from the contact number listed above)

Other documents may be submitted and will be available on the Council's website www.uttlesford.gov.uk or from Democratic Services 510430/433.

Members of Cabinet: Councillors J Ketteridge (Leader) J Cheetham, R Chambers, S Barker, H Rolfe, J Redfern, A Walters

CABINET 25 OCTOBER 2012 – DECISION LIST

<p>Non- Key</p>	<p>Agenda item 7 – Revenue and Benefits Partnership review</p> <p>To resolve that the Revenue and Benefits Partnership be formally terminated and the Joint Partnership dissolved.</p>	<p>Reasons: There were no financial or qualitative benefits for the council to continue with the Partnership due to external changes to local Government finance and internal changes to the Revenue and Benefits system.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
<p>Key</p>	<p>Agenda item 8 – Economic Development Strategy</p> <ol style="list-style-type: none"> 1. To adopt the Uttlesford Economic Development Strategy 2012-14. 2. To approve the spending of the £100,000 High Street Innovation Fund is as follows: <ol style="list-style-type: none"> 2.1 Help for local people to start and stay in business £30,000 2.2 Help for local businesses to start exporting or export more £5,000 2.3 Help for business to expand in or locate in Uttlesford £4.500 2.4 Help for town centres with their viability and vitality £35.500 	<p>Reasons: to assist in the performance of the Uttlesford Economy, in partnership with local businesses and partners. To use the High Street Innovation Fund to support measures in areas where a real impact could be made.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>

	2.5 Help to persuade more people to visit Uttlesford £25,000	
Non- key	<p>Agenda item 9 – Village Garden Waste Bring Scheme 2013</p> <ol style="list-style-type: none"> 1. Cabinet note the level of continuing interest in the Village Garden Waste Bring Scheme this year, notwithstanding the successful implementation of the subscription garden waste bin collection scheme 2. Subject to budget preparation for 2013/14, proposals be drawn up for a Bring Scheme for the 2013 season based on full cost recovery from participating town and parish councils 	<p>Reasons: to continue to provide a viable weekend garden waste skip collection for residents of parishes that valued this service.</p> <p>Other options considered and rejected: It was suggested that the parishes could be subsidised for a further year at a lower amount of say 25%, moving towards full cost recover for the 2014 season. This was rejected, as the scheme had been conceived on the basis of full cost recovery and the parishes were aware of this. Also, as the cost of the scheme had been less than anticipated, the Parish Council's contribution was expected to cover 58% of the expenditure in 2012, resulting a smaller than expected increase for participating councils for 2013.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: Not applicable.</p>
Non - key	<p>Agenda item 10 – Consultation on DfT's Draft Aviation Policy</p> <ol style="list-style-type: none"> 1. That the Cabinet agrees the Council's response to the draft Aviation Policy Framework. 2. That the Cabinet notes that it will be imperative for the Council to make submissions to the 	<p>Reasons: to ensure that the Council's response is fed into the current consultation process on the Draft Aviation Policy and to be aware, in the longer term, of the need to make submissions to the Independent Commission looking at future airport capacity</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: In respect of any conflict of interest declared, whether dispensation is in existence for that interest: Not applicable</p>

	Independent Commission.	
Non- key	<p>Agenda item 11 – S106 sports funding Saffron Walden</p> <ol style="list-style-type: none"> 1. . That the allocation of £2,250 to the redevelopment of Caton’s Lane Football pitches be approved. 2. That UDC request project proposals from Saffron Walden Town Council for the remaining £62,486 for approval by the Assistant Director Planning and Building Control in conjunction with the Assistant Chief Executive – Finance and Cllr Barker and Cllr Chambers as the relevant Portfolio Holders. 	<p>Reasons: To agree a process for allocating the remaining S106 monies associated with the Bell College development in Saffron Walden to be used for formal open spaces and sports pitches.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet Councillor Ketteridge declared a non-pecuniary interest as a member of Saffron Walden Town Council.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest There is none in existence and dispensation is not required.</p>
Non-key	<p>Agenda item 12 –Designation of Great Dunmow Neighbourhood Plan Area</p> <p>To designate the parish of Great Dunmow as the Great Dunmow Neighbourhood Plan Area</p> <p>.</p>	<p>Reasons: To agree the boundaries to be designated as the Great Dunmow Town Council neighbourhood Plan area.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non - key	Agenda item 13 – Wendens Ambo Parish Plan	Reasons: to assist in the process of determining planning applications and for implementing management proposals.

	That the parish plan be adopted as Council approved guidance in determining planning applications and in preparing the Local Development Framework.	<p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: None</p>
	<p>Agenda item 14 –Local Plan update</p> <p>The report was noted.</p>	<p>Reasons: To inform of the situation with the Draft Local Plan, current work, outstanding studies and future programme.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: none.</p>
Non -Key	<p>Agenda item 15 - Licensing Fees</p> <p>That members note the report and approve no change to the existing fee structure.</p>	<p>Reasons: to enable the surplus of income over expenditure to be reduced by 2013/14, and for the Trade to achieve price stability going forward and a modest increase in 2014/15 to ensure the council breaks even in future years.</p> <p>Other options considered and rejected: None</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non -key	Agenda item 16 – Underlease of land at Gaces Acre, Newport	Reasons: to enable the lease on the land to be assigned or transferred to the successor charitable or public body of the academy

	<p>1. The condition placing an absolute prohibition on assignment or transfer of the Lease should be amended so that assignment or transfer of the whole or any part of the underlease is prohibited except where the assignment or transfer of the whole of the underlease is to a successor charitable or public body of the Academy approved by the Secretary of State.</p> <p>2. The amendment to the condition should be subject to a requirement on the Academy to notify the Council if any such assignment or transfer occurs.</p>	<p>approved by the Secretary of State.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non - key	<p>Agenda item 18 – Tenancy Strategy</p> <p>That the Cabinet approve the adoption of the West Essex Tenancy Strategy</p>	<p>Reasons: To approve an overarching strategy to which Registered Providers and the Council must have regard when deciding their own tenancy policies and whether to introduce fixed term tenancies.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
<p>Date of Publication: 29 October 2012 A decision 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.</p>		

NOTICE OF INTENTION TO TAKE A KEY DECISION

THE CABINET OF UTTLESFORD DISTRICT COUNCIL AT THE MEETING ON 20 NOVEMBER 2012 INTENDS TO TAKE THE KEY DECISIONS LISTED BELOW

Item	List of documents submitted to the decision maker for consideration	Item to be taken in private? Reasons	Contact officer/ Portfolio Holder
Budget Strategy	-	-	Assistant Chief Executive – Finance 01799 510628 (Councillor Chambers)
Local Council Tax Support	-	-	Assistant Chief Executive – Finance 01799 510628 (Councillor Chambers)

Any documents listed above are available from the Council Offices, London Road Saffron Walden CB11 4ER (from Democratic Services or from the contact number listed above)

Other documents may be submitted and will be available on the Council's website www.uttlesford.gov.uk or from Democratic Services 510430/433.

Members of Cabinet: Councillors J Ketteridge (Leader) J Cheetham, R Chambers, S Barker, H Rolfe, J Redfern, A Walters

CABINET 20 NOVEMBER 2012 – DECISION LIST

<p>Non- Key</p>	<p>Agenda item 2 – Local Council Tax Support – final scheme proposals</p> <p>1 To recommend that Full Council approve the following at its meeting on 11 December 2012:</p> <ul style="list-style-type: none"> a) the Equalities Impact Assessment at Appendix F b) the UDC LCTS Scheme as set out in paragraph 43 of the report, pursuant to section 13A(2) of the Local Government Finance Act 1992 (as amended) c) confirmation that council tax discounts for Empty Homes and Second Homes will be unchanged for 2013/14, with a view to reviewing the discounts for 2014/15 d) UDC General Fund base budget funding for additional Recovery team resource of up to £40,000 (less any external contributions received) e) UDC General Fund base budget funding for exceptional hardship relief of up to £10,000 (less any external contributions received) f) Authority for the Assistant Chief Executive-Finance to submit a claim to DCLG for Transition Grant funding. 	<p>Reasons: To comply with statutory requirement to adopt a Local Council Tax Support scheme.</p> <p>Other options considered and rejected: Liberal Democrat proposal to increase the maximum support for claimants' Council Tax liability to 97.5% in Year 1 and 95% in Year 2 to be funded out of reduced Council Tax discounts on second and empty homes; and to pay for an additional staffing resource to administer discount reductions concurrently at a cost of £60K to £75K, to be funded from reserves.</p> <p>This option was rejected for the following reasons: that income from second home discounts and empty homes would be needed in any case as the proposals put forward by the Administration would require further adjustment in the longer term; and at 91.5% Uttlesford's rate of maximum Council Tax liability restriction was already significantly above that for any other local authority within Essex.</p> <p>Any interest declared by any member of Cabinet: Councillors Barker and Chambers declared their respective Disclosable Pecuniary Interests as members of Essex County Council and Essex Fire Authority.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
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	<p>2 To approve alterations to the Executive Scheme of Delegation as summarised in paragraph 68 of the report (set out below):</p> <p>To add the following to the functions delegated to the Assistant Chief Executive-Finance:</p> <ul style="list-style-type: none"> a) the administration of council tax and business rates b) the administration of housing and council tax benefits c) the completion of grant claims for housing and council tax benefit and discretionary housing payments d) the administration of sundry debtors e) the administration of the Local Council Tax Support Scheme (LCTS) f) the determination of applications for Exceptional Circumstances Hardship Relief under the LCTS. 	
Key	<p>Agenda item 3 – Budget Strategy</p> <p>To approve the 2013/14 Budget Strategy and key actions as set out in the report.</p>	<p>Reasons: to ensure a balanced budget for the year 2013/14 in accordance with legal requirements.</p> <p>Other options considered and rejected: none.</p>

		<p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non- key	<p>Agenda item 4 – local authority new build scheme for redevelopment of Mead Court, Stansted</p> <p>To proceed with a local authority new build scheme for the redevelopment of Mead Court, Stansted.</p>	<p>Reasons: to meet the housing needs of the district.</p> <p>Other options considered and rejected: none.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: Not applicable.</p>
Non-key	<p>Agenda item 5 – car parking fees Christmas and New Year 2012/13</p> <p>That car parking fees for the following car parks not be enforced for the period Monday 24 December to Tuesday 1 January inclusive:</p> <ul style="list-style-type: none"> • Angel Lane and Chequers Lane, Great Dunmow • Lower Street, Stansted Mountfitchet • Swan Meadow, Saffron Walden 	<p>Reasons: to encourage car park use in order to benefit local trade.</p> <p>Other options considered and rejected: various proposals from the Town Councils and Saffron Walden Initiative, including free parking all day on certain days before Christmas, free parking after 3pm on specific days. Rejected because no capacity in car parks to accommodate additional demand; insufficient time to reconfigure ticket machines; and proposal for free parking after 3pm will be considered in determining fees and charges as part of the budget setting process for 2013/14.</p> <p>Any conflict of interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: Not applicable</p>
<p>Date of Publication: 21 November 2012 A decision 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.</p>		

NOTICE OF INTENTION TO TAKE A KEY DECISION

**THE CABINET OF UTTLESFORD DISTRICT COUNCIL AT THE MEETING ON
13 DECEMBER 2012 INTENDS TO TAKE THE KEY DECISIONS LISTED BELOW**

Item	List of documents submitted to the decision maker for consideration	Item to be taken in private? Reasons	Contact officer/ Portfolio Holder
Corporate Plan	No documents at this time.		Chief Executive 01799 510400 (Councillor Ketteridge)
Voluntary sector Support	No documents at this time.		Chief Executive 01799 510400 (Councillor Rolfe)
Housing Strategy	Responses to the consultation. Government guidance.		Director of Public Services 01799457 (Councillor Redfern)
Rent Setting Policy	Localism Act 2011 DCLG Guidance: self -financing planning the transition		Director of Public Services 01799457 (Councillor Redfern)
Allocations Policy Review	Localism Act 2011 DCLG guidance		Director of Public Services 01799457 (Councillor Redfern)
Tenancy Policy (Uttlesford)	West Essex Tenancy Strategy Localism Act 2011 DCLG guidance		Director of Public Services 01799457 (Councillor Redfern)

Date: 13 November 2012

The documents listed above are available from the Council Offices, London Road Saffron Walden CB11 4ER (from Democratic Services or from the contact number listed above)

Other documents may be submitted and will be available on the Council's website www.uttlesford.gov.uk or from Democratic Services 510430/433.

Members of Cabinet: Councillors J Ketteridge (Leader) J Cheetham, R Chambers, S Barker, H Rolfe, J Redfern, A Walters

CABINET 13 DECEMBER 2012 – DECISION LIST

Non Key	<p>Agenda item 7 – Greater Essex demographic forecasts Phase 3</p> <p>To confirm the Phase 3 Demographic Forecasts Economic Scenario for the preparation of the new Uttlesford Local Plan.</p>	<p>Reasons: to produce a new evidence base to support the preparation of Local Plans and to contribute to other planning activities within the Greater Essex Area.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Key	<p>Agenda item 8 – Corporate Plan</p> <p>To approve the draft Corporate Plan for consideration by Council at its meeting of 28 February 2013.</p>	<p>Reasons: to set the Council's directions and priorities.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 9 – 2012/13 Budget Monitoring</p> <p>To note and approve the report.</p>	<p>Reasons: to monitor financial performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 10 – Treasury</p>	<p>Reasons: to ensure the Council's treasury management strategy</p>

	<p>Management Strategy Mid Year Review</p> <p>To approve treasury management performance for the period April to October 2012.</p>	<p>continues to minimise risk and minimise any adverse impact on the Council's budget strategy.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet:</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: none.</p>
Key	<p>Agenda item 11 – Rent and Service Charge Setting Policy</p> <p>To approve the rent and service charge setting policy and agree its immediate implementation.</p>	<p>Reasons: to determine the levels by which housing rents and service charges will be increased on an annual basis to take into account the introduction of self-financing for the HRA and development of a 30 year HRA Business Plan.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Key	<p>Agenda item 12 – Allocations Policy</p> <p>To approve the amended allocations policy and agree its implementation by 1 April 2013.</p>	<p>Reasons: to incorporate changes to the policy both required by the Localism Act 2011 and permitted as a consequence of increased flexibility under the Act.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>

Key	<p>Agenda item 13 – Tenancy Policy</p> <p>To approve the tenancy policy and agree its implementation from 1 April 2013.</p>	<p>Reasons: to comply with statutory duty on local authorities under the Localism Act 2011 to publish a tenancy strategy.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Key	<p>Agenda item 14 – Housing Strategy 2012-15</p> <p>To adopt the Council's new Housing Strategy 2012-15.</p>	<p>Reasons: in view of the fact that many of the key priorities from the Council's housing strategy of 2009 have now been achieved, to publish an updated housing strategy taking account of future priorities for the next three years.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 15 – Financial contributions from s106 agreements currently held</p> <p>To note the report.</p>	<p>Reasons: to inform Cabinet of the contributions currently held and the purposes to which the funding will be put, so that contributions are used to secure the intended benefit within any timeframe set out within an agreement.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>

Non Key	<p>Agenda item 16 – Felsted Conservation Area Appraisal</p> <p>To approve adoption of the Conservation Area Appraisal and its use in assisting the process of determining planning applications and implementing Management proposals.</p>	<p>Reasons: to comply with the Council’s duty under section 69 of the Listed Buildings and Conservation Area Act 1990 to consider the designation of Conservation Areas and to undertake periodic reviews and to have regard to the outcome of the consultation carried out.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 17 – Saffron Walden Conservation Area Appraisal</p> <p>To approve adoption of the Conservation Area Appraisal and its use in assisting the process of determining planning applications and implementing Management proposals, such proposals in relation to the revised Conservation Area Boundary to include the following amendments:</p> <ul style="list-style-type: none"> a) to extend the Conservation Area to include Elm Grove Lodge on Audley Road b) to revise the Conservation Area boundary to exclude that part of the Swan Meadow car park that currently lies within it. 	<p>Reasons: to comply with the Council’s duty under section 69 of the Listed Buildings and Conservation Area Act 1990 to consider the designation of Conservation Areas and to undertake periodic reviews and to have regard to the outcome of the consultation carried out.</p> <p>Other options considered and rejected: to extend the Conservation Area (as originally proposed in the report to Cabinet) to include the historic frontage area of the Radwinter Road Cemetery – this option was rejected following a request by Saffron Walden Town Council to take into account various changes to the way in which the cemetery will be used.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 18 – Designation of Saffron Walden Neighbourhood Plan</p>	<p>Reasons: to consent to an application from Saffron Walden Town Council for the designation of a Neighbourhood Plan Area, as the</p>

	<p>Area</p> <p>To designate the civic parish of Saffron Walden as the Saffron Walden Neighbourhood Plan Area.</p>	<p>proposal demonstrates a logical and sensible approach and shows the Town Council wishes to plan for the whole of its area.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 19 – Assets of Community Value</p> <p>To agree that those assets listed in appendix 1 to the report are included on the assets of community value list.</p> <p>To agree that those assets listed in appendix 2 to the report are included on the unsuccessful community nominations list.</p>	<p>Reasons: to comply with the duty placed on local authorities under the Localism Act 2011 to maintain a list of land in its area that is land of community value.</p> <p>Other options considered and rejected: to defer formulation of a list of assets of community value in order to allow for additional publicity to assist the owners of such land. This option was rejected as deferral would bring the Council into conflict with the time periods set out in the regulations under the Act.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 20 – West Essex Wellbeing Committee</p> <p>1 to create a West Essex Wellbeing Joint Committee with the Epping Forest and Harlow District Councils with the membership and terms of reference in paragraphs 25 and 26</p>	<p>Reasons: to enable the three West Essex Councils and other partners to engage jointly with the Clinical Commissioning Group to ensure the needs and priorities of Uttlesford and West Essex are recognised fully within the Essex Health and Wellbeing Board.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p>

	<p>in the report.</p> <p>2 subject to 1 above, to nominate two members of the Cabinet for membership of the West Essex Wellbeing Joint Committee.</p>	<p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 21 – urgent item</p> <p>To appoint as Members of the Local Development Framework Working Group Councillors Mackman and Rose.</p>	<p>Reasons: following the resignation of two members of the Local Development Framework Working Group, to make appointments to these vacant positions in order to maintain the full complement of members.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
<p>Date of Publication: 18 December 2012</p> <p>A decision 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.</p>		

NOTICE OF INTENTION TO TAKE A KEY DECISION

**THE CABINET OF UTTLESFORD DISTRICT COUNCIL AT THE MEETING ON
17 JANUARY 2013 INTENDS TO TAKE THE KEY DECISIONS LISTED BELOW**

Item	List of documents submitted to the decision maker for consideration	Item to be taken in private? Reasons	Contact officer/ Portfolio Holder
Voluntary sector support	No documents available at this time		Chief Executive 01799 510430 (Councillor Rolfe)

Date: 20 December 2012

The documents listed above are available from the Council Offices, London Road Saffron Walden CB11 4ER (from Democratic Services or from the contact number listed above)

Other documents may be submitted and will be available on the Council's website www.uttlesford.gov.uk or from Democratic Services 510430/433.

Members of Cabinet: Councillors J Ketteridge (Leader), J Cheetham, R Chambers, S Barker, H Rolfe, J Redfern, A Walters.