



Uttlesford District Council

Chief Executive: Dawn French

Decisions taken in 2013

- **Notice of key decisions to be taken on 17 January**
- **17 January**
- **Notice of key decisions to be taken on 19 February**
- **19 February**
- **Notice of key decisions to be taken on 26 March**
- **26 March**
- **Decision taken by the Leader on 15 April**
- **Notice of key decisions to be taken on 9 May**
- **9 May**
- **Notice of key decisions to be taken on 20 June**
- **20 June**
- **Decision taken by the Leader on 15 July**
- **Decision taken by the Leader on 26 July**
- **Notice of key decisions to be taken on 1 August**
- **Notice of key decisions to be taken on 12 September**
- **12 September**
- **23 September**
- **Notice of key decisions to be taken on 24 October**
- **24 October**

- **Notice of key decisions to be taken on 1 November**
- **1 November**
- **Decision taken by the Leader on 8 November**
- **Notice of key decisions to be taken 5 December**
- **5 December**
- **Notice of key decisions to be taken on 16 January 2014**

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.

CABINET 17 JANURY 2013 – DECISION LIST

<p>Non Key</p>	<p>Agenda item 7 – Adoption of Conservation Area Appraisal: Arkesden</p> <p>To approve adoption of the Conservation Area Appraisal, amended in accordance with the Minutes, and its use in assisting the process of determining planning applications and implementing Management proposals.</p> <p>That the Arkesden Conservation Area boundary be formally amended.</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 and a further representation received.</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>Non Key</p>	<p>Agenda item 8 – Adoption of Conservation Area Appraisal: Ashdon</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>That an additional Conservation Area be formally designated at Church End, Ashdon.</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: Cabinet considered a representation requesting the omission of Pightle Cottage at Church End from the Conservation</p>

		<p>Area. Cabinet rejected this option for the reason that rather than the buildings themselves, it was the landscape encompassing the cottages of which Pightle Cottage was one, together with the tree cover and hedging to the frontage of the cottages, which should form part of the Conservation Area.</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 – Adoption of Conservation Area Appraisal: Manuden</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>That the Manuden Conservation Area boundary be formally amended.</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</p>

		existence for that interest: not applicable.
Non Key	<p>Agenda item 10 – Adoption of Conservation Area Appraisal: Radwinter</p> <p>To approve adoption of the Radwinter 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 11 – Pedestrian Access at The Mead, Thaxted</p> <p>To approve the sale of the entire strip of land for £15,000 to enable the formation of a pedestrian access. The land will be sold subject to conditions preventing development of the land save for use as a footpath.</p> <p>The developer to pay all legal costs incurred including the Council’s.</p>	<p>Reasons: to facilitate better pedestrian links within the town and by transferring the land to avoid future maintenance obligations for the Council.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p>

		In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.
Non Key	<p>Agenda item 12 – Street naming and numbering</p> <p>To adopt the Street Naming and Numbering Policy 2013.</p>	<p>Reasons: to comply with the Council's control of street naming and building numbering to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles are able to speedily locate any address to which they may be summoned; and the effective delivery of mail; to formalise the Council's current informal procedure.</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 13 – Trade Waste Charges</p> <p>To increase trade waste charges by 4% on 2012/13 charges.</p> <p>To review the service during 2013 to confirm the actual cost of the</p>	<p>Reasons: to take into account increased disposal costs, labour costs and ongoing reduction of the customer base; to enable customers to be informed and direct debits to be collected.</p>

	<p>service, ensure ongoing financial sustainability or review the future of the service.</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>Non Key</p>	<p>Agenda item 14 – Garden Waste Service Charges and Fees</p> <p>To approve the following fees and charges and period of service operation:</p> <p>a)</p> <p>a) The subscription fee for the household garden waste collection service from April 2013 to March 2014 be £40, with stepped reductions for households joining part way through the period. The one off charge for supply of a bin to subscribers will remain £20.</p> <p>b) Service to operate from the week beginning 5 March 2013 to Easter 2013 for 2012 subscribers; and from Easter until week ending 13 December 2013, and from week beginning 4 March 2014 until week ending 28 March 2014 for households renewing their subscription and new joiners (break in service December 2013 to March 2014).</p> <p>c) The charges to local councils for a community bring garden waste ‘skip’ service until week ending 30 March</p>	<p>Reasons: as part of the budget setting process so that an early start could be made on encouraging existing subscribers to renew their interest in the scheme and to assist local councils in their budget planning.</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>2014 will be based on the number of hours a week/ fortnight/ month the service is required:</p> <p>1 hour a week service = £1,443 1 hour a fortnight service = £722 1 hour a month service = £382 6 hours every weekend = £8,661 6 hours on alternate weekends = £4,330 Service during March 2013 would be met from 2012/13 budget.</p> <p>d) The community bring 'skip' service will operate from 2/3 March 2013 to week ending 15 December 2013 and from 1/2 March 2014 to 29/30 March 2014 for those councils participating in FY2013/14 (with service break from December to March).</p>	
Key	<p>Agenda item 15 – Voluntary sector support</p> <p>That the Leader of the Council be requested to delegate power to the Community Engagement Portfolio Holder with support from officers to assess three year funding applications from the voluntary sector.</p>	<p>Reasons: To re-launch the previous scheme for funding voluntary sector organisations to ensure an equitable process is followed.</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>Non Key</p>	<p>Agenda item 16 – Elizabeth Way Culvert collapse</p> <p>To note the remedial action taken following the collapse of the Elizabeth Way Culvert as follows:</p> <ul style="list-style-type: none"> a) Spend of up to £350,000 has been authorised by SMB, the Leader, Portfolio Holder for Finance and Portfolio Holder for Environment b) Schedule of works has been drawn up and costed c) A claim had been lodged under the Government’s Bellwin emergency scheme (please see update below) d) All the main utility agencies have been informed and brought up to speed (Gas/Water/Environmental agencies) e) The site has been made safe to prevent public access to the site (via a security boundary fence & a separate fence around the collapsed area) f) One of UDC partnering contractors will be appointed to carry out the remedial works - the costs will be based on an existing schedule of rates. On the basis of the urgency, rather than delay the process going through a traditional tender process an exception request to contract procedure rules will be submitted. This will allow works to proceed quickly <p>The following update was provided at the meeting: a letter had been received from the Bellwin Scheme’s administrator indicating that only the costs of clearing the site and not costs of repairs would be met; that clearing costs amounted to £15,000 but that under the scheme the first £15,700 was to be borne by the applicant therefore the Council could not benefit from the Scheme.</p>	<p>Reasons: to report to Members details of remedial works undertaken under emergency criteria to Elizabeth Way Culvert due to the potential danger to the public.</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>
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NOTICE OF INTENTION TO TAKE A KEY DECISION

THE CABINET OF UTTLESFORD DISTRICT COUNCIL AT THE MEETING ON 19 FEBRUARY 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
Budget Strategy	No documents available at this time		Assistant Chief Executive - Finance 01799 510628 (Councillor Chambers)
HRA Budget	No documents available at this time		Director of Public Services 01799 510457 (Councillor Redfern)

Date: 22 January 2013

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.

RECORD OF DECISIONS – 19 FEBRUARY 2013

Key	<p>Agenda item 7 – Housing Revenue Account 2013/14 budget and 5 year budget strategy</p> <p>To approve, for recommendation to Full Council:</p> <ul style="list-style-type: none"> • the 2013/14 HRA budget resulting in a forecast surplus of £144,000, including endorsing increases in rents and service charges as set out in the report. • the maintenance of an HRA working balance of £649,000 for the period to 31st March 2014. • the use of and contribution to HRA earmarked reserves as detailed at Appendix E to this report. 	<p>Reasons: To agree the HRA budget for 2013/14 which reflected the service arrangements and investment in relation to the Council’s housing Services.</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 – Treasury Management Policy, Strategy and Prudential Indicators</p> <p>To recommend to Full Council</p> <ul style="list-style-type: none"> • the Treasury Management Policy as set out at Appendix A • the Treasury Management Strategy as set out in Appendix B • The prudential indicators as set out in Appendix B • The Council’s counterparty lists and limits as proposed at Appendix 3. 	<p>Reasons: The report is required as part of the budget setting process and sets out the Council’s borrowing and investment 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 9 – Capital Programme 2013/14 – 2017/18</p> <p>To approve for recommendation to Full Council , the Capital Programme and associated financing as set out at Appendix A and B.</p>	<p>Reasons: As part of the budget setting process, the meeting agreed the planned capital expenditure on the Council’s buildings, vehicles and ICT assets together with capital gains to other organisations and individuals.</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 10 – Medium Term Financial Strategy</p> <p>To approve the Medium Term Financial Strategy for recommendation to Full Council.</p>	<p>Reasons: the MTFS is agreed annually as part of the budget setting process and is a five year rolling plan, to complement the Corporate Plan and sets out the anticipated resources to enable the delivery of corporate 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>

Key	<p>Agenda item 11 – Robustness of Estimates and Adequacy of Reserves</p> <p>to recommend that Full Council:</p> <ul style="list-style-type: none"> a) takes account of the advice in the report when determining the 2013/14 General Fund budget and Council Tax b) approves the risk assessment relating to the robustness of estimates as detailed in the report c) sets the minimum safe contingency level for 2013/14 at £1,189,000 d) agrees that no transfers to or from the Working Balance should be built into the 2013/14 budget. 	<p>Reasons: .As part of the annual budget setting process to ensure that members, in setting the budget, are fully aware of the risks and uncertainties and that adequate contingency reserves exist.</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 – General Fund and Council Tax 2013/14</p> <ul style="list-style-type: none"> 1. to recommend that Full Council approves the General Fund Budget and Council Tax Requirement of £4,646,960, as summarised in paragraph 25 and detailed in Appendices A to D. 2. to recommends that Full Council approves the schedule of fees and charges at Appendix E. 	<p>Reasons: To approve the 2013/14 General Fund Budget ahead of final determination by Full Council on 28 February.</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 13 – Assets of Community Value</p> <ul style="list-style-type: none"> 1. To agree that those assets listed in Appendix 1 (with the 	<p>Reasons: To prepare a list of ‘Assets of Community value’ under section 87 of the Localism Act 2011 which places a duty on</p>

	<p>exception of the two withdrawn before the meeting) are included on the Assets of Community Value list.</p> <p>2. To agree those assets listed in Appendix 2 are included on the Unsuccessful Community Nominations list.</p>	<p>local authorities to maintain a list of land in its area that is land of community value.</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 14 –Uttlesford Local Parking Standards</p> <p>To adopt the Uttlesford Parking Standards as a material planning consideration.</p>	<p>Reasons: The supplementary parking standards were in addition to those set out in the Essex design guide and were considered appropriate for new developments in Uttlesford.</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 – 2012/13 Budget Monitoring</p> <p>To note and approve the report.</p>	<p>Reasons: To monitor actual expenditure and income from April 2012 to December 2012 and forecast for the end of the 2012/13 financial year.</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 –Write –offs</p> <p>To authorise the write off of irrecoverable debts totalling £19,264.05 as set out in the report.</p>	<p>Reasons: The cabinet is required to write off bad debts in excess of £5,000</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: 20 February 2013</p> <p><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>		

UTTLESFORD DISTRICT COUNCIL

KEY DECISION PLANNER 1 MARCH– 30 JUNE 2013 (INCORPORATING THE FORWARD PLAN)

During the period from 1 March – 30 June 2013 Uttlesford District Council intends to take decisions on the issues set out below.

Key Decisions are decisions which are likely to

- Result in expenditure or savings which are significant having regard to the budget for the service or function to which the decision relates
- Be significant in terms of the effect on communities living or working in an area comprising two or more wards in the district.

Any decisions to be taken in private, known as Part II items, (that is in relation to which an exemption applies under Schedule 12A of the Local Government Act 1972) will be listed under a separate heading.

This Key Decision Planner will be updated on a monthly basis. Any questions on specific issues included in the Plan should be addressed to the contact name specified in the Plan.

A list of the documents forwarded to the executive for consideration in connection with the key decisions to be made is included in the plan but this list will exclude all background papers used in making that decision that have already been published elsewhere. All of the documents listed will be published on the Council's website at www.uttlesford.gov.uk but copies or extracts of those documents may be obtained from the contact officer shown in the final column.

Following the publication of this Planner, further documents may be submitted to the executive for consideration. These documents cannot be specified at this date but any such documents can be obtained in the same manner as already described above.

All other enquiries about this plan should be directed to Democratic Services on 01799 510430/433 or at Committee@uttlesford.gov.uk.

KEY DECISIONS

Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Decant Policy	N	Cabinet	26 March		Cllr Redfern	Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk
Giftling of land for housing project	N	Cabinet	26 March		Cllr Redfern	Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk
Discretionary Rate Relief	N	Cabinet	26 March		Cllr Chambers	Assistant Chief Executive - Finance sjoyce@uttlesford.gov.uk
Local Plan pre-submission consultation	N	Cabinet	on- going		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Localism Act 2011 Community empowerment	N	Cabinet	on-going		Cllr Rolfe	Chief Executive jmitchell@uttlesford.gov.uk

RECORD OF DECISIONS – 26 MARCH 2013

<p>Key</p>	<p>Agenda item 7 – Decanting and Downsizing Policy</p> <p>To agree the adoption of the Decant and Downsizing Policy and implementation from 1 April 2013.</p>	<p>Reasons: The policy sets out the process and the levels of compensation that will be given when it is necessary to rehouse a tenant, and the payments that will be made to a tenant who decides to downsize from a property.</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 – Transfer of Land for Specialist Housing Project</p> <ol style="list-style-type: none"> 1 Cabinet agrees the transfer of land at Newton Grove Dunmow to Safer Places for a specialist housing project, subject to planning consent being obtained. 2 The land is transferred at nil or less than best consideration for affordable housing subject to full financial details being provided to Members in a future report which will detail the actual terms of the sale. 	<p>Reasons: The lack of this type of provision in the District had been highlighted as a problem by partner agencies for a number of years and identified as a priority within the Housing Business Plan and Housing Strategy.</p> <p>Other options considered and rejected: Any interest declared by any member of Cabinet: none.</p>

	3 The transfer of land would be subject to terms and conditions	In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.
Key	<p>Agenda item 9 – Discretionary Payments Housing Policy</p> <p>To approve the Discretionary Housing Payments policy as set out in the report.</p>	<p>Reasons: In the light of Government changes to housing benefit, the DHP has been reviewed to ensure that the finite amount of funding is targeted at households in greatest need and the council can demonstrate fair and consistent treatment.</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 –Procurement Strategy</p> <p>To approve the Procurement Strategy.</p>	<p>Reasons: The Procurement Strategy, agreed each year, sets action plans for the 4 key priorities of efficiency improvements, value for money, local economy and collaboration and provides assurance for the external auditor that the council has a sound approach to procurement.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of</p>

		<p>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 11 – Local Plan Position Statement</p> <p>The Cabinet noted the Local Plan position statement.</p>	<p>Reasons: To advise the Cabinet of the current position regarding the on-going work on the Local 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 – Lower Street Car Park Heads of Terms</p> <p>The Heads of Terms for the Agreement, set out in paragraph 6 of the report, were approved.</p>	<p>Reasons: The agreement would enable alterations to the Lower Street car park to provide additional parking spaces and dedicated car parking for the Health Centre and the flats.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p>

		In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.
Non Key	<p>Agenda item 13 – Transfer of UDC land to Takeley Parish Council</p> <p>To agree the transfer of the land to Takeley Parish Council together with a payment of £30,000.</p>	<p>Reasons: The transfer of the land at nil value would vest the ownership and maintenance of the land with the local parish council who are in a better position to oversee and maintain the land. .</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 14 – Affordable Housing – Easement over land adjacent to Broomfields Hatfield Heath</p> <p>Agreed</p> <ol style="list-style-type: none"> 1. to note the progress of the scheme. 2. to grant an easement at nil value to enable the development of affordable housing. 3. to agree that the deed of easement be subject to terms and conditions and include an obligation to contribute to the periodic maintenance of the road. . 	<p>Reasons: To enable a vehicular and pedestrian access to 14 affordable houses and allotments.</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>

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Non- Key	<p>Agenda item 15 – Assets of Community Value</p> <ol style="list-style-type: none"> 1. To agree that those assets listed in Appendix 1 are included on the Assets of Community Value list. 2. To agree that no further action be taken on the incomplete submissions listed in Appendix 2. 	<p>Reasons: To prepare a list of ‘Assets of Community value’ under section 87 of the Localism Act 2011 which places a duty on local authorities to maintain a list of land in its area that is land of community value.</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 – Proposed traffic Regulation Orders</p> <ol style="list-style-type: none"> 1. To approve TROs numbered 1, 3 and 5 and recommend to the NEPP Board that they are implemented. 2. Agree not to consider declined schemes for a period of 5 years except in the case of exceptional circumstances. 	<p>Reasons: To consider appropriate schemes for recommendation to the NEPP board.</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>Non-Key</p>	<p>Agenda item 17 – Grants – three year voluntary sector funding</p> <p>To agree that members endorse the grant allocation for year one of the three year funding scheme as detailed in the report.</p>	<p>Reasons: the Leader had delegated power to the Community Engagement portfolio holder, to assess the grants against the agreed criteria and award funding for the first year. The funding for the second and third years would be awarded on the basis of agreed targets and performance indicators being met.</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>Non Key</p>	<p>Agenda item 18 –Write –offs</p> <p>To authorise the write-off of irrecoverable Business rate debts totalling £148, 683.97 as set out in the report.</p>	<p>Reasons: The cabinet is required to write off bad debts in excess of £5,000</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 20 – Write –offs</p> <p>To authorise the write off of irrecoverable Council Tax debts totalling £5,590.66 as set out in the report.</p>	<p>Reasons: The cabinet is required to write off bad debts in excess of £5,000</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: 28 March 2013</p> <p><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>		

OTHER DECISIONS

Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Grant of Easement across land at Hatherley, River Slade	N	Leader	15 April 2013	Market Value Report for an Easement at Radwinter Road, Saffron Walden	Cllr Redfern Cllr Chambers	Roger Harborough Director of Public Services (01799) 510457

UTTLESFORD DISTRICT COUNCIL

FORWARD PLAN (INCORPORATING THE NOTICE OF KEY DECISIONS) 1 APRIL – 31 JULY 2013

During the period from 1 March – 30 June 2013 Uttlesford District Council intends to take decisions on the issues set out below.

The Key Decisions are in the first section of the plan. These are decisions which are likely to

- Result in expenditure or savings which are significant having regard to the budget for the service or function to which the decision relates.
- Be significant in terms of the effect on communities living or working in an area comprising two or more wards in the district.

All other decisions are listed in the second part.

Decisions to be taken in private (shown in the second column) are known as part II items (this is where specific exemptions apply under Schedule 12A of the Local Government Act 1972)

This Forward Plan will be updated on a monthly basis.

A list of the documents forwarded to the executive for consideration in connection with the key decisions is included in the plan. Copies or extracts of these documents or any questions regarding the items listed should be addressed to the contact officer shown in the final column.

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510430/433 or by contacting Committee@uttlesford.gov.uk

KEY DECISIONS

Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Discretionary Rate Relief	N	Cabinet	20 June		Cllr Chambers	Assistant Chief Executive - Finance sjoyce@uttlesford.gov.uk
Local Plan pre-submission consultation	N	Cabinet	on- going		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Localism Act 2011 Community empowerment	N	Cabinet	on-going		Cllr Rolfe	Chief Executive jmitchell@uttlesford.gov.uk

RECORD OF DECISIONS – 9 MAY 2013

<p>Non Key</p>	<p>Agenda item 7 – Conservation Area Appraisal, Hatfield Broad Oak</p> <p>1 To approve adoption of the Conservation Area Appraisal and its use in assisting the process of determining planning applications and implementing Management proposals. To approve the amendment of the Hatfield Broad Oak Conservation Area boundary to include</p> <p>(a) the car park in front of the Vicarage and the Vicarage site (b) the lower end of Cage End.</p> <p>2 To agree that further consideration be given to how to preserve and enhance the character of the Broad Street Green and the setting of listed buildings around it possibly by designating a separate Conservation Area</p> <p>3 To agree that further consideration be given to whether the High Street frontage of the new village green should be included in a further extension of the existing conservation area, and whether the historic parkland of Barrington Hall should also be included.</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 and further representations received.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: pecuniary interest – Cllr S Barker as County Councillor, Essex CC</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: no.</p>
<p>Non Key</p>	<p>Agenda item 8 – Conservation Area Appraisal, High Easter</p> <p>1 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</p>

	<p>2 That the High Easter Conservation Area boundary be formally amended</p> <p>(a) to extend the boundary to include the full extent of a number of rear gardens in line with best practice</p> <p>(b) to exclude Old Vicarage Close, consisting of seven properties.</p> <p>3 To refer to the LDF Working Group the issue of whether the local plan should make provision in its strategic environmental policies for buffer zones to conservation areas, and whether buffer zones would be of benefit if defined in supplementary planning documents.</p>	<p>regard to the outcome of the consultation and further representations received.</p> <p>The reason for the exclusion of Old Vicarage Close is because the seven properties concerned are a discreetly located group of new dwellings which do not relate particularly well to the Conservation Area.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: pecuniary interest – Cllr S Barker as County Councillor, Essex CC and resident of High Easter</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: no.</p>
Non Key	<p>Agenda item 9 – Assets of Community Value</p> <p>To agree that the asset listed in Appendix A (Methodist Chapel, Castle Street, Saffron Walden) be included on the Assets of Community Value list.</p>	<p>Reasons: following a valid request for consideration of the building as an Asset of Community Value, to include it as one, as the current use furthers the social wellbeing or interests of the local community.</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</p>

		declared, whether dispensation in existence for that interest: not applicable.
Non-Key	<p>Agenda item 10 – Business Rates Write Off</p> <ol style="list-style-type: none"> 1 To agree the 2012/13 business rates write off of £1,155,066.48 relating to Eighteen Aviation Ltd 2 To agree to delegate to the Assistant Chief Executive-Finance, in consultation with the Assistant Chief Executive-Legal and the Finance Portfolio Holder, authority to write off 2013/14 business rates for Eighteen Aviation Ltd as may become necessary pending conclusion of winding up proceedings. 3 To agree that the Finance Portfolio Holder write to the Department for Communities and Local Government to express concern about the potential impact of any future defaults of this nature on the Council’s business rates collection and the resources available to it, in the context of the localised retention of business rates. 	<p>Reasons: it is necessary to write off the debt to the public purse following default by Eighteen Aviation Ltd on its 2012/13 business rates liability of £1,155.066.48, as recovery action and legal proceedings have determined that there is no prospect of recovering the amount due. It is necessary to delegate authority to write off 2013/14 business rates for this company as it is probable that for the period until the winding up of the company its liability for the next financial year will not be collectible.</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: 13 May 2013</p> <p><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>		

UTTLESFORD DISTRICT COUNCIL

FORWARD PLAN (INCORPORATING THE NOTICE OF KEY DECISIONS) 1 MAY– 31 AUGUST 2013

During the period from 1 May– 31 August 2013 Uttlesford District Council intends to take decisions on the issues set out below.

The Key Decisions are in the first section of the plan. These are decisions which are likely to

- Result in expenditure or savings which are significant having regard to the budget for the service or function to which the decision relates.
- Be significant in terms of the effect on communities living or working in an area comprising two or more wards in the district.

All other decisions are listed in the second part.

Decisions to be taken in private (shown in the second column) are known as part II items (this is where specific exemptions apply under Schedule 12A of the Local Government Act 1972)

This Forward Plan will be updated on a monthly basis.

A list of the documents forwarded to the executive for consideration in connection with the key decisions is included in the plan. Copies or extracts of these documents or any questions regarding the items listed should be addressed to the contact officer shown in the final column.

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CABINET 20 JUNE

KEY DECISIONS

Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Discretionary Rate Relief	N	Cabinet	20 June	No documents available at this time	Cllr Rolfe	Assistant Director Housing and Building Control ataylor@uttlesford.gov.uk

DECISION TO BE TAKEN IN PRIVATE

Decision	Decision maker	Date of decision	Reason for decision to be taken in private	Portfolio Holder	Contact officer from where the documents can be obtained
Local Land Charges Litigation	Cabinet	20 June	Exempt information as defined in paragraphs 3 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972	Cllr Walters	Assistant Chief Executive - Legal mperry@uttlesford.gov.uk

RECORD OF DECISIONS – 20 JUNE 2013

<p>Non Key</p>	<p>Agenda item 8 – Asset Management Plan</p> <p>Resolved to approve the Asset Management Plan as attached to the report to Cabinet.</p>	<p>Reasons: to review the Asset Management which is updated annually and to provide ongoing assurance to the external auditor that the Council has a sound approach.</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: no.</p>
<p>Non Key</p>	<p>Agenda item 9 – Developer Contributions Guidance</p> <p>To adopt the Developer Contributions Guidance as a material planning consideration with the inclusion in the introduction of a reference to the Statement of Community Involvement.</p>	<p>Reasons: as recommended in a recent internal audit review, to enable clear guidance to be issued to developers so that the Council's standard obligation and requirements are clear and in the public domain.</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: no.</p>
Non Key	<p>Agenda item 10 – Council Tax Discounts and Local Council Tax Support – consultation for 2014/15 Scheme.</p> <p>a) That a consultation process be carried out on the following draft proposals:</p> <p>a) Implement changes to the LCTS scheme as set out in paragraphs 18 to 20.</p> <p>b) Provide discretionary subsidy for town & parish councils for 2014/15 in accordance with the principles set out in paragraph 30.</p> <p>c) Provide discretionary subsidy for major preceptors for 2014/15 in accordance with the principles set out in paragraph 37.</p> <p>d) Implement Council Tax Discounts changes with effect from 1 April 2014 as set out in paragraph 44.</p>	<p>Reasons: in accordance with the Council’s agreed strategy that the Scheme for the year 2013/14 be transitional only and therefore should be reviewed this year in order to make changes for 2014/15, to initiate this review and undertake consultation.</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:</p>
Key	<p>Agenda item 11 - 2012/13 Outturn</p> <p>To:</p> <p>a) Approve the 2012/13 outturn position as set out in this report</p> <p>b) Approve the reserve transfers and reserve balances set out in the report</p>	<p>Reasons: to enable certification of the draft 2012/13 Statement of Accounts and subsequent submission of the draft accounts to the Performance and Audit Committee in compliance with statutory regulations, subject to external auditor approval.</p> <p>Other options considered and rejected: none.</p>

	c) Approve the Capital Programme slippage requests.	<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 12 – Museum Management Working Group</p> <ol style="list-style-type: none"> 1 To Approve the Museum Service Forward Plan 2013-18 2 To approve the Collections Development Policy 3 To adopt the amended terms of reference for the Museum Management Working Group 	<p>Reasons: as part of the Museum accreditation which is due for renewal, involving a review and updating of certain policies.</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 13 - Museum Store</p> <ol style="list-style-type: none"> 1 Agree the principle of building the new store on the Shire Hill depot site. 2 Authorise the Director of Corporate Services to issue the design and build tender for the new storage unit at Shire Hill on behalf of the Saffron Walden Museum Society (SWMS) 3 Delegate to the Assistant Chief Executive – Legal, Director of Corporate Services and the Executive Member for Communities and Partnerships authority to agree a 999 year lease, with financial contribution, with the SWMS 	<p>Reasons: to allow better organisation of and access to the Museum’s collections which will free up space in the Museum and benefit Museum visitors.</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</p>

	<p>4 Request the Director of Corporate Services to explore options, as part of the asset management action plan, for the Thaxted Road site that was originally designated as suitable for a Museum Heritage Quest Centre.</p>	<p>existence for that interest: not applicable.</p>
<p>Non Key</p>	<p>Agenda item 14 – appointment of Members to Joint Committees</p> <p>1 To appoint Councillor S Barker to the Joint Parking Partnership 2 to appoint Councillor Rolfe to the West Essex Wellbeing Joint Committee</p>	<p>Reasons: to enable the Council to be represented on the bodies concerned.</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: Cllr S Barker – pecuniary interest as member ECC.</p>
<p>Non Key</p>	<p>Agenda item 15 – appointment of Cabinet Working Groups</p> <p>To appoint Members to the working groups listed in the report subject to the amendment that Cllr Dean be appointed a member of the Housing Board in place of Cllr Morson.</p>	<p>Reasons: to review annually the Cabinet's working groups in accordance with the provisions of Article 11.2.4 of the Council's constitution.</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 – appointment of representatives on outside bodies</p> <p>To appoint Members to be the Council’s representatives on the bodies listed in the report.</p>	<p>Reasons: to review annually the appointments of Members to represent the Council on certain outside bodies</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: Cllr S Barker – pecuniary interest as member of ECC.</p>
Non Key	<p>Agenda item 18 – Part 2</p> <p>That under paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972 the public be excluded for the following item of business.</p>	<p>Reasons: as the item involves the likely disclosure of exempt information as defined in paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972.</p> <p>Other options considered and rejected: 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 – Local Land Charge Litigation – PART 2 ITEM</p> <p>To note the contents of the report, which contains information which is exempt from publication under paragraphs 3 and 5 of Schedule</p>	

	12A of the Local Government Act 1972.	
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Date of Publication: 24 May 2013

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.

DECISION TAKEN BY THE LEADER

Decision	Decision maker	Date of decision	Urgent decision (reason)	Decision to be taken in private? (reason)	Documents submitted to the decision maker for consideration	Contact officer from where the documents can be obtained
Garden waste kerbside promotion summer campaign	Leader	15 July 2013	In the opinion of the Leader the decision is an urgent one, and therefore not subject to call-in. Reason: any delay would prejudice the Council's position.	No	Minutes of the meeting of the Waste Strategy Board dated 5 July 2013.	Roger Harborough Director of Public Services (01799) 510457

DATE OF PUBLICATION OF NOTICE: 29 AUGUST 2013

DECISION TAKEN BY THE LEADER

Decision	Decision maker	Date of decision	Urgent decision (reason)	Decision to be taken in private? (reason)	Documents submitted to the decision maker for consideration	Contact officer from where the documents can be obtained
Competitive pricing of trade waste charges	Leader	26 July 2013	In the opinion of the Leader the decision is an urgent one and therefore not subject to call-in. Reason: any delay would prejudice the Council's position.	Yes Reason: reporting the decision would adversely impact our ability to negotiate with others and adversely affect the Council's financial position		Roger Harborough Director of Public Services (01799) 510457

DATE OF PUBLICATION OF NOTICE: 29 AUGUST 2013

UTTLESFORD DISTRICT COUNCIL

FORWARD PLAN (INCORPORATING THE NOTICE OF KEY DECISIONS)

During the period from 1 August – 30 November 2013 Uttlesford District Council intends to take decisions on the issues set out below.

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KEY DECISIONS

Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Discretionary Rate Relief	N	Cabinet	on-going		Cllr Rolfe	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Local Plan pre-submission consultation	N	Cabinet	on- going		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Localism Act 2011 Community empowerment	N	Cabinet	on-going		Cllr Rolfe	Chief Executive jmitchell@uttlesford.gov.uk

OTHER DECISIONS

Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Bridge End Garden Culvert	N	Cabinet	on-going		Cllr Chambers	Director of Corporate Services awebb@uttlesford.gov.uk
LBLC and adjoining land to rear of the Skate Park	N	Cabinet	on-going		Cllr Chambers	Director of Corporate Services awebb@uttlesford.gov.uk
Assets of Community Value	N	Cabinet	1 August		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Statement of Community Involvement	N	Cabinet	1 August		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Local Highway Improvements	N	Cabinet	To be arranged		Cllr Walters	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Proposed redevelopment of Fairycroft car park by Waitrose	N	Cabinet	On going		Cllr Chambers	Director of Public Services rharborough@uttlesford.gov.uk

Essex Energy Consortium	N	Cabinet	On going		Cllr Redfern	Director of Public Services rharborough@uttlesford.gov.uk
New lease for Turpins Bowls Club	N	Cabinet	On going		Cllr Chambers	Director of Public Services rharborough@uttlesford.gov.uk

UTTLESFORD DISTRICT COUNCIL

FORWARD PLAN (INCORPORATING THE NOTICE OF KEY DECISIONS)

During the period from 1 September 2013 – 1 January 2014 Uttlesford District Council intends to take decisions on the issues set out below.

The Key Decisions are in the first section of the plan. These are decisions which are likely to

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KEY DECISIONS

Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
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Local Plan pre-submission consultation	N	Cabinet	on- going		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Localism Act 2011 Community empowerment	N	Cabinet	on-going		Cllr Rolfe	Chief Executive jmitchell@uttlesford.gov.uk

OTHER DECISIONS

Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Great Sampford Conservation Area Appraisal	N	Cabinet	12 September		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Hempstead Conservation Area Appraisal	N	Cabinet	12 September		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Statement of Community Involvement	N	Cabinet	12 September		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Assets of Community Value	N	Cabinet	12 September		Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Local Highway Improvements	N	Cabinet	To be arranged		Cllr Walters	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Bridge End Garden Culvert	N	Cabinet	on-going		Cllr Chambers	Director of Corporate Services awebb@uttlesford.gov.uk
LBLC and	N	Cabinet	on-going		Cllr	Director of Corporate Services

adjoining land to rear of the Skate Park					Chambers	awebb@uttlesford.gov.uk
Proposed redevelopment of Fairycroft car park by Waitrose	N	Cabinet	On going		Cllr Chambers	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk
Essex Energy Consortium	N	Cabinet	On going		Cllr Redfern	Director of Public Services rharborough@uttlesford.gov.uk
New lease for Turpins Bowls Club	N	Cabinet	On going		Cllr Chambers	Director of Public Services rharborough@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 12 SEPTEMBER 2013

<p>Non Key</p>	<p>Agenda item 8 – Garden waste kerbside promotion</p> <p>This report was noted.</p>	<p>Reasons: To note an executive decision taken by the Leader on a recommendation from the Waste Strategy Panel for a promotion to be conducted for increasing subscription to the garden waste collection service; to enable the promotion to be carried out as soon as possible the decision was taken as an urgent item by the Leader.</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>Non Key</p>	<p>Agenda item 9 – Hempstead Conservation Area Appraisal</p> <ol style="list-style-type: none"> 1 To approve adoption of the Conservation Area Appraisal and its use in assisting the process of determining planning applications and implementing Management proposals. 2 To approve the amendment of the Hempstead Conservation Area boundary to include the minor adjustments set out in the report. 	<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 and further representations received.</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 – Great Sampford Conservation Area Appraisal</p> <ol style="list-style-type: none"> 1 To approve adoption of the Conservation Area Appraisal and its use in assisting the process of determining planning applications and implementing Management proposals. 2 To approve the amendment of the Great Sampford Conservation Area boundary to include the minor adjustments set out in the report. 	<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 and further representations received.</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 11 – Statement of Community Involvement</p> <p>To adopt the Statement of Community Involvement 2013 as amended following consultation and review.</p>	<p>Reasons: to comply with changes in national legislation and to provide clarity to ensure practices remain of the highest standard in involving the community in plan making.</p> <p>Other options considered and rejected:</p>

		<p>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 12 – Assets of Community Value</p> <p>To agree that the asset listed in Appendix A to the report before Cabinet be included on the assets of community value list (Allotment Gardens, The Street, High Roding)</p> <p>To agree that the assets listed in Appendix B to the report before Cabinet not be included in the assets of community value list (Car Park, Broadfield, High Roding and Land at Brick Kiln Farm, Great Dunmow)</p>	<p>Reasons: to comply with section 87 of the Localism Act 2011.</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 13 – Business rates pooling</p> <p>a) Confirm, in principle, that the Council is willing to join a business rates pool, subject to a final decision at the 24 October Cabinet meeting.</p> <p>b) Agree, in principle, that a scheme similar to that in existence in Suffolk be pursued, on the basis that no authority can be worse off in the pool than they would have been outside it</p> <p>c) Authorise the Assistant Chief Executive – Finance, in consultation with the Leader and the Finance Portfolio Holder, to contribute to the development of the pooling</p>	<p>Reasons: to minimise the amount of growth in business rates that is paid to central government thus maximising the funds retained in Essex.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: Councillor Barker declared a pecuniary interest as a member of Essex County Council.</p>

	proposal and pooling governance arrangements.	In respect of any conflict of interest declared, whether dispensation in existence for that interest: yes.
Non Key	Agenda item 14 – Museum access policy To approve the Museum access policy.	Reasons: to enable Saffron Walden Museum to provide widest possible access to its collections and services to visitors, volunteers and staff; to comply with accreditation requirements. Other options considered and rejected: none. Any interest declared by any member of Cabinet: none. In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.
Non Key	Agenda item 15 – Scrap Metal Dealers To designate to the Executive Member for Community Safety overall responsibility for the Council’s functions under the Scrap Metal Dealers Act 2013. To determine that the mechanism for dealing with applications under the Act be: the Assistant Chief Executive-Legal to deal with all non-contentious matters; contested applications to be dealt with by the Executive Member for Community Safety; and to grant necessary delegations as set out in the attached document (see pp 7-9 of this decision notice). To determine the level of fees for licenses granted under the Act as	Reasons: to make provision for the regulation of scrap metal dealers and motor salvage operators under the Scrap Metal Dealers Act 2013, which unusually for legislation of this type does not exclude such functions from being executive functions. Other options considered and rejected: none. Any interest declared by any member of Cabinet: none. In respect of any conflict of interest

	<p>follows:</p> <ol style="list-style-type: none"> 1. For the grant of a new licence the sum of £365 plus an additional sum of £79 for each site after the first named site named in the licence 2. For a variation of a licence on the application of the licensee £157 plus an additional sum of £79 for each site added to the licence 3. For the renewal of a licence the sum of £276 plus an additional sum of £79 for each site after the first named site named in the licence. 	<p>declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 16 – bed and breakfast charges</p> <p>This item was deferred until the October Cabinet meeting.</p>	
Non Key	<p>Agenda item 17 – Housing Asset Management and Development Strategy</p> <p>To approve the adoption of the Housing Asset Management and Development Strategy as a framework to make decisions about the Council's housing assets.</p>	<p>Reasons: to meet the Council's strategic planning needs by informing the medium and long-term approach to maintaining, improving and developing the Council's housing assets.</p> <p>Other options considered and rejected: 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 – Pig Market Trust</p> <p>To note an update on the work of the Pig Market Trust and future issues which will need to be considered over the coming months.</p>	<p>Reasons: to remind Cabinet of the status of the Pig Market Trust during the development being considered of the Faircroft car park.</p>

		<p>Other options considered and rejected: 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 – Trade Waste – PART 2</p> <p>To note the urgent decision taken by the Leader on 26 July 2013 regarding trade waste charges.</p>	<p>Reasons: this item was heard in private as it contained exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972.</p> <p>Other options considered and rejected: 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: 17 September 2013</p> <p><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>		

SCRAP METAL DEALERS ACT 2013 – AGENDA ITEM 15

Proposal :-

The procedure for dealing with applications for licenses under the Scrap Metal Act 2013 shall be as follows:-

1. Upon receipt of an application for a licence the council shall consult with:-
 - 1.1. The Environment Agency
 - 1.2. The Police
 - 1.3. Any other local authority where the applicant has in the 5 years preceding the date of application been licensed or registered as a scrap metal dealer or as a motor salvage operator

2. The Assistant Chief Executive – Legal shall have delegated authority to grant licences under the Act in cases where no objections have been received from the consultees referred to above within 4 weeks of them being notified of the application and there are no other grounds upon which the Assistant Chief Executive – Legal considers that the applicant for a licence may not be a suitable person having regard in particular to any guidance on determining suitability to hold a licence from time to time issued by the Secretary of State

3. The Assistant Chief Executive – Legal shall have delegated authority to refuse applications for licences where because of representations received from consultees or for any other grounds he considers that the applicant is not a suitable person to hold a licence under the Act and he has given notice to the applicant that he proposes to refuse the application for a licence and either:-
 - 3.1. The applicant has not made any representations or indicated that he or she wishes to make representations within the period of 14 days from the date that such notice is given or
 - 3.2. The applicant has not made any representations within the period of 14 days from the date that such notice is given but has indicated within that period that he or she wishes to do so and the applicant has failed to make any representations within the period of 28 days from the date that such notice is given

4. The Assistant Chief Executive – Legal shall have delegated authority to vary licences under paragraph 3 Schedule 1 of the Act upon receipt of an application from a licensee
5. The Assistant Chief Executive – Legal shall have delegated authority to revoke licences on any of the grounds set out in s.4 (1) – (3) of the Act where he has given notice to the licensee that he proposes to revoke the licence and either:-
 - 5.1. The licensee has not made any representations or indicated that he or she wishes to make representations within the period of 14 days from the date that such notice is given or
 - 5.2. The licensee has not made any representations within the period of 14 days from the date that such notice is given but has indicated within that period that he or she wishes to do so and the applicant has failed to make any representations within the period of 28 days from the date that such notice is given
6. Where a licensee or any site manager named in the licence has been convicted of a relevant offence the Assistant Chief Executive – Legal shall have delegated authority to vary the to add any conditions authorised to be added by s.4 (5) of the Act where he has given notice to the licensee that he proposes to revoke the licence and either:-
 - 6.1. The licensee has not made any representations or indicated that he or she wishes to make representations within the period of 14 days from the date that such notice is given or
 - 6.2. The licensee has not made any representations within the period of 14 days from the date that such notice is given but has indicated within that period that he or she wishes to do so and the applicant has failed to make any representations within the period of 28 days from the date that such notice is given
7. Where the Assistant Chief Executive – Legal has given notice to an applicant for a licence that he proposes to refuse the application or has given notice to a licensee that he proposes to revoke a licence or to vary it by imposing conditions and either:-
 - 7.1. The applicant or the licensee has made any representations within the period of 14 days from the date that such notice is given or

7.2. The applicant or the licensee has not made any representations within the period of 14 days from the date that such notice is given but has indicated within that period that he or she wishes to do so and the applicant has made such representations within the period of 28 days from the date that such notice is given

the Executive Member with responsibility for licensing or (if none or if he or she should for any reason be unable to undertake the determination of the application/revocation/variation any other member of the Executive appointed by the Leader of the Council for that purpose) shall have delegated authority to determine the application including (if required by the applicant or licensee) the holding of any hearing which may be necessary

The fees for applications under the Act shall be as follows:-

4. For the grant of a new licence the sum of £365 plus an additional sum of £79 for each site after the first named site named in the licence
5. For a variation of a licence on the application of the licensee £157 plus an additional sum of £79 for each site added to the licence
6. For the renewal of a licence the sum of £276

RECORD OF DECISIONS – CABINET 23 SEPTEMBER 2013

<p>Non Key</p>	<p>Agenda item 7</p> <p>That the public be excluded for the following item under paragraph 3 of schedule 12A of the Local Government Act 1972.</p>	<p>Reasons: The public interest in maintaining the exemption outweighs the public interest in disclosing the information because the Council has been supplied confidential information, which would not have been supplied to a public forum, in order to enable it to reach its decision.</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 Decision</p>	<p>Agenda item 7a – Redevelopment of Waitrose store and Faircroft car park (part 2 decision).</p> <p>That the redevelopment of the Waitrose store and Faircroft car park be supported in principle, on the terms set out below, with the additional request by Cabinet members that the Council should consider measures to assist businesses directly affected by the temporary closure of the car park at Faircroft and users of the car park.</p>	<p>Reasons: With the aim of acting in the best interests of the Council and of the vitality and viability of Saffron Walden town centre, and in order to respond to an offer by Waitrose to enter into negotiations regarding the future of the store’s site and car park in Saffron Walden, to obtain through such negotiations a wider commercial benefit for Saffron Walden town centre and to achieve the renovation of the Faircroft car park which otherwise would</p>

	<ol style="list-style-type: none"> 1 That the Council agree to lease the land for the redeveloped Fairycroft car park to Waitrose for a period of 50 years with an underlease for 50 years less 1 day in favour of the Council and for the Council to manage all the car park under a Car Park Management Agreement. 2 To enter into a Car Park Management Agreement with Waitrose for 25 years which will provide for the maintenance of the car park and sharing of the net income with the Council to approve the car parking charges each year for the redeveloped Fairycroft car park to ensure they are generally in line with the other car parks in Saffron Walden and the town centre strategy. 3 That the portion of land owned by the Pig Market Trust and proposed to be built on by Waitrose is transferred as part of a land swap to the Council and the Council transfer to the Pig Market Trust a same sized piece of land adjacent to the Pig Market Trust ownership. 4 That the Council agree to sell the land the subject of the store extension to Strathclyde Pension Fund (Waitrose's landlords) for a sum of £100,000. 5 That Waitrose underwrite the Fairycroft car park income during the period of the build taking into account any uplift in income from other Saffron Walden car parks, the Rose & Crown car park to be excluded from this provision. 6 That the Council allows Waitrose to create a shopping 	<p>be the responsibility of the Council to undertake significant maintenance or replacement.</p> <p>Other options considered and rejected: various options which are by their nature also exempt from public disclosure have been considered during negotiations.</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>
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	<p>distribution hub in the Swan Meadow car park for a 6-month period and pay the pro rata season ticket rate for the spaces (expected to be 5 spaces at £300 per annum - £750).</p> <p>7 That Cabinet delegate to the Assistant Chief Executive – Legal the authority to conclude the agreement within the parameters set out above, for the Council, in consultation with the Leader of the Council as necessary subject to there being no significant adverse implications for the Council’s VAT position.</p> <p>8 That Waitrose cover the Council’s costs (including those from their advisors, Chase and Partners).</p>	
<p>Key Decision</p>	<p>Agenda item 7b –Waitrose store and Fairycroft redevelopment Pig Market Trust (part 2 decision).</p> <p>That the redevelopment of the Waitrose store and Fairycroft car park be supported in principle on the terms set out below.</p> <p>1 That the Trust agree to lease the land for the redeveloped Fairycroft car park to Waitrose for a period of 50 years with an underlease for 50 years less 1 day in favour of the Trust and for the Council to manage all the car park under a Car Park Management Agreement.</p> <p>2 To enter into a Car Park Management agreement with Waitrose which provides for the Trust to approve the car parking charges each year for the redeveloped Fairycroft car park to ensure they maintain an acceptable income level for the Trust.</p>	<p>Reasons: to ensure that the Council as Trustee of the Pig Market Trust continues to apply the charitable purposes of the Trust whilst the Council enters into negotiations with Waitrose for redevelopment of the Waitrose store and car park at Fairycroft; to enable the Trust to enter into land swapping arrangements with the Council for the purposes of the transaction contemplated with Waitrose, whilst ensuring the Trust gains replacement land suitable for its requirements and that the Trust retains its fair share of net income from the proposed car park management agreement.</p> <p>Other options considered and rejected: None.</p>

	<ol style="list-style-type: none"> 3 That the Pig Market Trust transfers the land in their ownership to the Council subject to the sale to Strathclyde Pension Fund (Waitrose's landlords) on condition that the Council transfer a same size as the portion of land to the Pig Market Trust adjacent to the Pig Market Trust ownership. 4 That the Trust agree to the temporary relocation of the 6 spaces under the control of Self Build Limited to Trust land during the period of the rebuild. 5 That Waitrose underwrite the Fairycroft car park income during the period of the build taking into account any uplift in income from other Saffron Walden car parks, the Rose & Crown car park to be excluded from this provision. 6 That the Trust delegate to the Assistant Chief Executive – Legal the authority to seek Charity Commission approval to the transactions and to carry out any necessary steps as required by them in order to conclude the agreement within the parameters set out above in consultation with Councillor J Ketteridge as the named Trustee, as necessary. 7 That Waitrose cover the Trust's costs (including those from their advisors, Chase and Partners). 	<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: 25 September 2013</p> <p><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>		

UTTLESFORD DISTRICT COUNCIL

FORWARD PLAN (INCORPORATING THE NOTICE OF KEY DECISIONS)

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Key Decisions are decisions which are likely to

- Result in expenditure or savings which are significant having regard to the budget for the service or function to which the decision relates.
- Be significant in terms of the effect on communities living or working in an area comprising two or more wards in the district.

Decisions to be taken in private (shown in the second column) are known as part II items (this is where specific exemptions apply under Schedule 12A of the Local Government Act 1972)

A list of the documents forwarded to the executive for consideration in connection with the key decisions is included in the plan. Copies or extracts of these documents or any questions regarding the items listed should be addressed to the contact officer shown in the final column.

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KEY DECISIONS

Key Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Business Rates Pooling update	N	Cabinet	24 October	No documents available at this time	Cllr Chambers	Assistant Chief Executive-Finance sjoyce@uttlesford.gov.uk
Local Plan Consultation	N	Cabinet	24 October	No documents available at this time	Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk

DECISION TO BE TAKEN IN PRIVATE

Decision	Decision maker	Date of decision	Reason for decision to be taken in private	Portfolio Holder	Contact officer from where the documents can be obtained
Write offs	Cabinet	24 October	Debts in the name of private individuals are subject to data protection so should be considered in part 2. (Exempt information as defined in paragraphs 3 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972)	Cllr Chambers	Assistant Chief Executive - Finance sjoyce@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 24 OCTOBER 2013

<p>Non Key</p>	<p>Agenda item 8 – 2012/13 Treasury Management outturn report</p> <p>To approve the 2012/13 Treasury Management outturn as set out in the report.</p>	<p>Reasons: As required by the Council’s constitution, to receive an annual statement of the key treasury management activity and outcomes during the previous financial year.</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>Non Key</p>	<p>Agenda item 9 –2013/14 budget monitoring</p> <p>To</p> <ol style="list-style-type: none"> 1. note and approve this report. 2. Approve the capital programme budget adjustments as set out in paragraphs 23-24. 3. Agree that the Treasury Management Strategy wording relating to restrictions on the upper limits for funds placed with banks, should be amended to make clear that this does not apply to the Council’s use of the Government Deposit Account. 	<p>Reasons:To report details of the Council’s financial performance relating to the General Fund, HRA, Capital Programme and Treasury Management and agree necessary budget adjustments.</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 –2014/15 Council Tax discounts and local council tax support</p> <p>1. to approve, for recommendation to Full Council, the following changes, to apply with effect from 1 April 2014:</p> <ul style="list-style-type: none"> a) Withdrawal of the 10% discount for Second Homes. b) Reduce the Empty Homes Class A (major repairs) discount from 100% for up to 12 months to 50% for up to 12 months. c) Reduce the Empty Homes Class C (vacant dwellings) discount from 100% for up to 6 months to 50% for up to 6 months. d) Introduce an Empty Homes Premium of 50% for dwellings unfurnished and empty for more than 2 years. e) To change the liability cap such that non-vulnerable working age people previously on full CTB shall pay 12.5% of the Council Tax bill (an increase from the present 8.5% figure). f) To continue the other elements of the Uttlesford LCTS Scheme without changes, as summarised in paragraph 9. g) To provide discretionary funding support to major preceptors on the basis of the principles set out in paragraph 41. h) To provide discretionary funding support to town & parish councils on the basis of the principles set out in paragraph 52. 	<p>Reasons: to report the results of the consultation on changes to the Council Tax discounts and the Council’s Local Council Tax support scheme, prior to a recommendation to Full Council.</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 11 – Financial outlook and 2014/15 Budget Strategy</p> <p>To approve the 2014/15 budget strategy and key actions as set out in the report.</p>	<p>Reasons: to recommend strategy for drawing up the 2014/15 budget in the light of the financial outlook for the next 5 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>
Key	<p>Agenda item 12 – Pooling of business rates</p> <ol style="list-style-type: none"> 1. To continue to support the principle of joining a business rates pool 2. Agree that UDC should not put itself forward as a pooling partner for 2014/15, but to reserve the position for 2015/16. 	<p>Reasons: Due to a risk of a shortfall in the district’s business rate income, which could be detrimental to the Essex wide pool, it was not considered appropriate for the council to join the pool in 2014/15.</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 13 – Bed and breakfast charges</p> <p>To:</p> <ol style="list-style-type: none"> 1 Accept the recommendation of the Housing Board to increase the contribution clients make towards the cost of providing 	<p>Reasons. To increase the charges in line with other accommodation charges and those charged by other authorities, in order to cover the council’s current shortfall.</p> <p>Other options considered and rejected:</p>

	<p>them with emergency bed and breakfast or nightly let accommodation.</p> <p>2 agree that bed and breakfast charges are a stated exception to the Council's Pricing & Concessions Policy.</p>	<p>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: yes.</p>
Non Key	<p>Agenda item 14 – Debden Road Saffron Walden Car parks</p> <p>1. The two car parking areas on Debden Road Saffron Walden be formalised and parking permits be sold to local residents and businesses in accordance with the standard off-street charges</p> <p>2. agree to the small scale disposal of land where this would not reduce the overall number of spaces provided.</p>	<p>Reasons: In line with a key priority in the Council's Asset Management Plan 2012/13, to regulate informal use of the car park on council owned land, in order to pursue opportunities to generate additional income/ capital receipts from existing assets.</p> <p>Other options considered and rejected:</p> <p>1) To leave the site in its current condition and do nothing - this would be contrary to the Asset Management Plan.</p> <p>2) To dispose of the land - this would have a significant impact on residential parking in the area.</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 –Conservation Area Appraisal Widdington</p> <p>The Conservation Area Appraisal was approved and would be used to assist in 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</p>

		<p>regard to the outcome of the consultation and further representations received.</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 – Stansted Community Pot</p> <ol style="list-style-type: none"> 1. An additional £100,000, to make a total of £600,000, be allocated to the library/community hub in Crafton Green, Stansted, subject to agreement with the developer(s) as required. 2. Payments to be dependent on the receipt of developer contributions and will be phased if necessary. 	<p>Reasons: to ensure the funds are spent in accordance with the legal agreements in relation to the development at Rochford Nurseries/Forest Hall Road.</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 – Foodbank</p> <p>]To approve:</p> <ol style="list-style-type: none"> 1. An initial start-up fee of £1,500 and an ongoing annual running cost of £300 per annum for as long as the scheme is required. 2. The lease of the upstairs section of the Garden Room in Saffron Walden for food storage for one year, initially. 	<p>Reasons: to provide financial assistance to enable the development of services locally which are determined to be of benefit to the community.</p> <p>Other options considered and rejected: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in</p>

		existence for that interest: not applicable.
Non Key	<p>Agenda item 18 – Timebank Scheme</p> <p>To approve the contribution of a supplementary management cost of £2,520 towards the development of a Timebank scheme, subject to ensuring that there are no adverse income tax implications and for a review of the scheme in 12 months time.</p>	<p>Reasons: to provide financial assistance to enable the development of services locally, which are determined to be of benefit to the community.</p> <p>Other options considered and rejected: 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 –Write off – PART 2</p> <p>To authorise the write off of the irrecoverable debts, for Council Tax of £15,567.67and Housing Benefit of £17,237.48.</p>	<p>Reasons: Under Councils financial regulation Cabinet is required to write off bad debts in excess of £5,000.</p> <p>Other options considered and rejected: 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 2013</p> <p><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>		

UTTLESFORD DISTRICT COUNCIL

FORWARD PLAN (INCORPORATING THE NOTICE OF KEY DECISIONS)

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Decisions to be taken in private (shown in the second column) are known as part II items (this is where specific exemptions apply under Schedule 12A of the Local Government Act 1972)

A list of the documents forwarded to the executive for consideration in connection with the key decisions is included in the plan. Copies or extracts of these documents or any questions regarding the items listed should be addressed to the contact officer shown in the final column.

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KEY DECISIONS

Key Decision	Decision to be taken in private? (reason)	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Local Plan Consultation	N	Cabinet	1 November 2013	No documents available at this time	Cllr Barker	Assistant Director Planning and Building Control ataylor@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 1 NOVEMBER 2013

<p>Non Key</p>	<p>Agenda item 7– Housing numbers and plan period</p> <p>The Cabinet accepts the following as the basis on which to move forward with the Local Plan.</p> <ol style="list-style-type: none"> 1. The objectively assessed need for housing in the Local Plan should not be based on the economic scenario but should be based on the 2010 based sub-national population projections. 2. The plan should cover at least a 15 year time frame from adoption. 3. The plan period will be 2011 – 20131 and will provide for 10,460 dwellings. This requires the council to identify sites for about 2,680 homes. 4. The 5 year land supply requirement is based on the objectively assessed need of 523 dwellings a year. 	<p>Reasons: To prepare a Local Plan that will be found sound, based on a calculation of objectively assessed need in line with the NPPF and recent Government advice.</p> <p>Other options considered and rejected: These are set out in the paper to the Local Plan Working Group 17 October 2013 entitled ‘Future housing growth requirement’.</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– Consultation on housing numbers and additional sites</p> <ol style="list-style-type: none"> 1. The consultation document on additional housing numbers and sites dated November 2013 be approved as the basis for further consultation on the Draft Local Plan. 2. Authority to make minor editorial changes to the document be delegated to the Assistant Director Planning and Building Control in consultation with the Chairman. 	<p>Reasons: To consult on the amount of housing required during the plan period and on the further sites that have been identified to meet the additional requirements.</p> <p>Other options considered and rejected: These are set out in the paper to the Local Plan Working Group 1 November 2013 ‘Methodology for selecting additional housing sites’</p> <p>Any interest declared by any member of Cabinet: none</p>

		In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.
Non Key	<p>Agenda item 9</p> <ol style="list-style-type: none"> 1. To approve the revised Local Development Scheme. 2. Authority to make minor editorial changes to the document be delegated to the Assistant Director Planning and Building Control in consultation with the Chairman. 	<p>Reasons: To reflect the change in the timetable and the need for an additional stage of consultation on the revised housing numbers and the need for additional sites.</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: 1 November 2013</p> <p><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>		

NOTICE OF EXECUTIVE DECISION(S)

Decision	Decision maker	Date of decision	Urgent decision (reason)	Decision to be taken in private? (reason)	Documents submitted to the decision maker for consideration	Contact officer from where the documents can be obtained
Waiver of car parking charges over the Christmas and New Year periods.	Cllr Ketteridge	8 November 2013		No	Report entitled Christmas Parking 2013	Andrew Taylor
DATE OF PUBLICATION: 11 November 2013						

Christmas Parking 2013

Summary

It is proposed to instigate a waiving of the parking charges within all District Council managed car parks to aid traders and town centre vitality over the Christmas and New Year periods.

This would involve a number of different changes and would also involve advertising and the provision of signage within the car parks.

The Council would work with the Saffron Walden and Great Dunmow Town Teams and the Stansted Economic Development group to build on this initiative and broaden the advertising.

Recommendation

- 1) Introduce 'free after 3pm' on all Council managed car parks on Saturdays 7, 14 and 21 December 2013.
- 2) Introduce free parking on all Council managed car parks EXCEPT Fairycroft/Waitrose from Christmas Eve 2013 to Sunday 5 January 2013.
- 3) Introduce free parking all day on Saturday 7 December 2013 at Crafton Green car park at the request of the owner, Stansted Mountfitchet Parish Council.

Impact

The expected lost revenue for this would be around £1,900 in total. In addition we will have to compensate the Pig Market Trust for the loss of income to them and may need to do so for other owners (e.g. Rose and Crown). Stansted Parish Council as owners of Crafton Green car park and Waitrose as part owners of Fairycroft car park have agreed to the proposal with no financial compensation.

The loss of income to the Pig Market Trust would be in the region of £1100 based on the share set out in the Car Park Management Agreement. The Council would cover for this loss of income to the Trust.

(This is calculated on the following basis: For 2012/13, the Pig Market's share was £45,893. There are 305 chargeable days (excludes Sundays and Bank / public holidays) that gives an average daily share for the PMT of about £900. Saturdays are busier than other days (The Glanville count data showed that the Saturday was 11% busier than the Friday). The PMT's share of Saturday's income is roughly £1,100. This would allow for an 11% increase over Friday income.)

In addition the lost income from Christmas Eve to Sunday 5 January would be in the region of £10,000.

Situation

The Council owns and manages a number of car parks across the District. It sets charges and collects income from the car parks. The charges are set for traffic management reasons and to influence driver behaviour e.g. keep traffic flowing, turnover of shoppers etc. As a result Members have requested that Officers consider the car parking charging situation in the run up to Christmas and over the New Year period with the aim of boosting the number of shoppers and the vibrancy of our centres.

Consultation with interested parties has been undertaken (e.g. Gt Dunmow Town Team, Saffron Walden Town Team, Waitrose, Stansted Parish Council) to put together a workable and robust proposal.

Consultation outcome

Saffron Walden Town Team parking sub group give the proposal clear support.

Great Dunmow Town Team give the proposal support but would prefer a 1pm start time to encourage use of cafes.

Waitrose support the proposal.

Stansted Parish Council support the proposal but will require Crafton Green car park to be free all day on 7 December 2013 as this is their Christmas Fair.

Conclusion

The Council has the ability to make the suggested changes and it is considered that the changes will have a beneficial impact on the vibrancy of the centres over this key trading period.

The resulting loss to expected budget is not significant.

Decision

Signed.....
Cllr Ketteridge, Leader of the Council
AJT 8 November 2013

Date.....8 November 2013

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 5 December 2013, Uttlesford District Council intends to take key decisions on the issues set out below.

Key decisions are decisions which are likely to

- Result in expenditure or savings which are significant having regard to the budget for the service or function to which the decision relates.
- Be significant in terms of the effect on communities living or working in an area comprising two or more wards in the district.

Decisions to be taken in private are also listed (this is where specific exemptions apply under Schedule 12A of the Local Government Act 1972).

A list of the documents forwarded to the executive for consideration in connection with the key decisions is included in the plan. Copies or extracts of these documents or any questions regarding the items listed should be addressed to the contact officer shown in the final column.

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510430/433 or by contacting Committee@uttlesford.gov.uk

CABINET 5 DECEMBER 2013

KEY DECISIONS

Decision	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Sheltered Housing Management	Cabinet	5 December 2013		Cllr Redfern	Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

KEY DECISION TO BE TAKEN IN PRIVATE

Decision	Decision maker	Date of decision	Reason for decision to be taken in private	Portfolio Holder	Contact officer from where the documents can be obtained
New Build	Cabinet	5 December 2013	The commercial information provided was confidential because one possible outcome would be the re-tender of the project, in which case public knowledge of the current figures could prejudice that process. (exempt information as defined in para 3 of part 1 of schedule 12A of the Local Government Act 1972)	Cllr Redfern	Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 5 DECEMBER 2013

<p>Non Key</p>	<p>Agenda item 8 – Pension Fund Deficit</p> <p>To agree the approach to funding the pension deficit as set out in paragraph 20-24 of the report subject to approval of the budget by Full Council in February.</p>	<p>Reasons: To make payments to the pension fund according to the funding strategy approved by ECC, and recommend an approach to meet the on-going deficit commitment for the next 3 years.</p> <p>Other options considered and rejected The Council had different options in relation the timing of the deficit repayments but the approach suggested was considered to be the most economically advantageous option.</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>Non Key</p>	<p>Agenda item 9 -Bowls Hall Lease, Peaslands Road Saffron Walden</p> <ol style="list-style-type: none"> 1. The Cabinet agrees to Turpins being allowed to surrender the whole of the current lease (which has an unexpired term of 9 years) back to the council. 2. A new lease then be immediately granted to Turpins for a further period of up to 25 years with specific provision for an underlease between Turpins and Emotion Shaping Energy for use of the roof space. 	<p>Reasons; To resolve the lease arrangements between the Council and Turpins Indoor Bowls Club following the installation of solar panels on the roof of the bowls club.</p> <p>Reasons: Other options considered and rejected: Alternative approaches were set out in paragraph 10 of the report, but the action proposed was considered to be the most beneficial to both parties.</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 10 – Sheltered Housing Asset Management</p> <ol style="list-style-type: none"> The Cabinet notes progress with appraisals of the schemes and approves the following recommendations of the Housing Board: <ul style="list-style-type: none"> that consultation with residents of those schemes currently providing bedsit type accommodation take place that further investigations on options for Reynolds Court are carried out to enable accurate costs to be established cease letting to new tenants at Reynolds Court 	<p>Reasons: Action to be taken in line with the business plan to ensure the most effective use is made of the sheltered housing stock in order to meet long term housing need.</p> <p>Other options considered and rejected: Other options had been addressed in the consultant’s report commissioned by the council.</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 11 – Establishment of a working group to oversee the Tour de France event in Uttlesford</p> <ol style="list-style-type: none"> A Member/officer working group be established to oversee and support the event taking place in the district. £20,000 is earmarked in the 2014/15 budget to deal with any emerging requirements. 	<p>Reasons: To work with ECC and other agencies to ensure the successful delivery of the Tour de France event in the district.</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 12 – Conservation Area Appraisal Wendens Ambo</p> <ol style="list-style-type: none"> The Conservation Area Appraisal be approved and used to assist in the process of determining planning applications for implementing management proposals 	<p>Reasons. To review the designation of the conservation area as required under Section 69 of the Listed Buildings and Conservation Area Act 1990.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet:</p>

	2. The Wendens Ambo Conservation Area boundary be formally amended.	<p>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 13 – Conservation Area Appraisal High Roding</p> <p>The item be deferred for further consideration and a report be made to the next meeting of the Cabinet.</p>	<p>Reasons. To give further consideration to the matters raised at the meeting.</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 15 –Mead Court Tender– PART 2</p> <p>1. The Cabinet accept the fixed price proposal of £4,241,654.</p> <p>2. An additional £536,900 be authorised from the Housing Revenue Account (HRA) capital budget for the redevelopment of Mead Court Stansted.</p>	<p>Reasons: The tender figure was higher than the estimated figure due to site abnormalities found during the surveys, the approval of the additional costs would enable the project to commence as soon as possible.</p> <p>Other options considered and rejected: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>

Date of Publication: 8 December 2013

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.

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 16 January 2014, Uttlesford District Council intends to take key decisions on the issues set out below.

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- Result in expenditure or savings which are significant having regard to the budget for the service or function to which the decision relates.
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CABINET 16 JANUARY 2014

KEY DECISIONS

Decision	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
No key decisions notified by 18 December 2013					

KEY DECISION TO BE TAKEN IN PRIVATE

Decision	Decision maker	Date of decision	Reason for decision to be taken in private	Portfolio Holder	Contact officer from where the documents can be obtained
No decisions notified by 18 December 2013					