



Uttlesford District Council

Chief Executive: Dawn French

Decisions taken in 2014

- **Decision taken by the Leader on 10 January**
- **Notice of key decisions to be taken on 18 February**
- **Notice of key decision to be taken under special urgency on 18 February**
- **18 February**
- **Notice of key decisions to be taken on 27 March**
- **27 March**
- **31 March**
- **Swan Meadow revised scheme plan – April 2014**
- **Notice of key decisions to be taken on 8 May**
- **Notice of key decisions to be taken on 25 June**
- **Notice of decision to be taken in private on 25 June**
- **25 June**
- **Decision taken by the Leader on 3 July**
- **Notice of key decisions to be taken on 31 July**
- **Notice of key decision to be taken under special urgency in private on 31 July**
- **31 July**
- **Notice of key decisions to be taken on 18 August**

- **17 September**
- **Notice of key decisions to be taken on 28 October**
- **28 October**
- **Notice of key decisions to be taken on 4 December**
- **4 December**
- **Decision taken by the Leader on 10 December**

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
Household garden waste kerbside collection promotion.	Cllr Ketteridge	10 January 2014		No	Report entitled Household garden waste kerbside collection promotion	Roger Harborough
DATE OF PUBLICATION: 14 January 2014						

Household garden waste kerbside collection promotion

Summary

It is proposed to mount a pre-2014 season campaign to attract additional subscribers to the paid for household garden waste kerbside collection service.

This would involve offering a free bin to new subscribers signing up by March. Under the current fees and charges scheme agreed in February 2013 joiners have to pay £20 for a bin.

It is proposed to hold the subscription charge for emptying the bin, both for new and existing subscribers renewing, at £40 for the full season. It is also proposed that service will be provided from April 2014 to end of March 2015 with a service break between 15 December and 9 January 2015.

This is not a key decision.

Recommendation

- 1) A pre 2014 season campaign to attract additional subscribers to the paid for household garden waste kerbside collection service be mounted.
- 2) The £20 charge for provision of a bin be waived for new subscribers signing up by March.
- 3) The subscription charge for emptying the bin, both for new and existing subscribers renewing, at £40 for the full season. It is also proposed that service will be provided from April 2014 to end of March 2015 with a service break between 15 December and 9 January 2015.
- 4) 10 subscribers signing up by end of February (either renewing or new joiners) randomly selected will have their subscription charge for 2014 cancelled

Impact

The target for the campaign is to achieve a net increase in the number of scheme subscribers of 5% (150 additional households). This will generate an extra £6,000 revenue from charges, and additional recycling credits in respect of the additional tonnage collected from composting. Cancellation of the 2014 subscription charge for 10 households will result in £400 revenue being foregone. The extra costs of increasing the weeks of operation will be offset against the additional revenue and by moving costs between waste collection budgets. The offer will be open

to any household in the district but a bin sticker campaign will focus on the larger settlements and areas of recent housing growth where additional subscribers can readily be served without necessitating extra resources such as new rounds.

Situation

The existing subscriber base is 3,650 households and is relatively stable. New subscribers balance those deciding not to continue with the service but the numbers on both counts are modest. There is some spare capacity with the existing level of resourcing but some inducements are needed to stimulate take up. Feedback from existing customers suggests that they would welcome an extended period of operation. However, because resources are switched from garden waste to other domestic waste collection during the Christmas/ New Year period, additional collections could only be offered from mid January to end of March.

Conclusion

The Council has the ability to make the suggested changes and it is considered that the changes will result in an improved service.

Decision

Signed.....
Cllr Ketteridge, Leader of the Council
AJT January 2014

Date: 10 January 2014

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 18 February 2014, 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 510369/430/433 or by contacting Committee@uttlesford.gov.uk

CABINET 18 FEBRUARY 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
To recommend to Council the following budgetary reports: Housing Revenue Account, Rent and Service Charge setting Treasury Management Policy Capital Programme Medium Term Financial Strategy Robustness of estimates and adequacy of reserves General Fund and Council Tax 2013/14 Budget Monitoring Report	Cabinet	18 February 2014	Reports not yet available	Cllr Robert Chambers	Stephen Joyce, Assistant Chief Executive-Finance sjoyce@uttlesford.gov.uk
Corporate Plan 2014-19	Cabinet	18 February 2014	Report not yet available	Cllr J Ketteridge	John Mitchell, Chief Executive jmitchell@uttlesford.gov.uk

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
Corporate Risk Register	Cabinet	18 February 2014	Report not yet available	Cllr J Ketteridge	John Mitchell, Chief Executive jmitchell@uttlesford.gov.uk

DECISIONS 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 20 January 2014					

UTTLESFORD DISTRICT COUNCIL

**NOTICE OF KEY DECISIONS TO BE MADE UNDER REGULATION 11
(SPECIAL URGENCY)**

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Notice is hereby given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (“the Regulations”) regulation 11 (special urgency), that the following key decisions will be made by Cabinet on Tuesday 18 February 2014:

Agenda item 20 – Lower Street Car Park, Stansted – Heads of Terms of an Agreement

The Chairman of Council, Cllr Hicks, has agreed that compliance with the “general exception” provisions under regulation 10 is impractical and the making of this decision is urgent and cannot reasonably be deferred.

The reason that the above item is considered to be urgent is that the charge for the health centre car park spaces is one of the limited number of remaining issues that need to be resolved to enable agreements between the developer and the relevant NHS partner to be signed and development to commence and to delay this item until after the meeting of Cabinet on 18 February until the next meeting on 27 March would be prejudicial to the public’s interests.

The full report setting out the issue is attached.

Dated 11 February 2014

For further information please contact:

Roger Harborough
Director of Public Services
Uttlesford District Council
01799 510616

OR Rebecca Dobson
Democratic Services Officer
Uttlesford District Council
01799 510433

Committee: Cabinet

Agenda Item

Date: 18 February 2014

Title: **Lower Street Car Park, Stansted – Heads of Terms of an Agreement**

20

Portfolio Holder: Cllr Susan Barker and Cllr Robert Chambers

Key decision: No

Summary

1. Planning Permission has been granted for redevelopment of the Castle Lotus site in Stansted to provide retail floorspace, a health centre and residential flats. The car parking generated by this new development is intended to be accommodated in the adjoining Lower Street Car Park. The Cabinet agreed in February 2013 that the developer would pay for remodelling the car park to provide additional spaces, and the provision of dedicated car parking for the health centre and residential flats. The development provides the community of Stansted with the fit for purpose primary health care facilities it needs, an objective that the council has been working to achieve with its NHS partners for many years.
2. Following Cabinet's agreement to Heads of Terms last year, the developer has been engaged in discussions with prospective tenants for the retail floorspace and the health centre. The cost of the dedicated parking for the health centre has become an issue as the £420 per space a year, which equates to the standard season ticket rate, exceeds the relevant NHS value for money benchmark.
3. The issue has been discussed between the council's officers and NHS England with a view to removing this hurdle to delivery of the health centre, and a potential way forward has been identified. This was reported at a recent board meeting of the CCG, at which both the CCG board and NHS England were supportive of the health centre scheme, subject to resolution of outstanding issues that need resolving to their satisfaction prior to full approval. One of these outstanding issues is the gap between District Valuer's assessment of the charges for car parking spaces and the previously agreed figure. The council's assistance and support has been well received by both organisations. NHS England is still in negotiation with the developer over terms for the health centre floor space.

Recommendations

4. Dedicated parking for health centre staff attracts a revised charge of £360 including VAT for each space a year, which would be index linked. The charges would apply from a point two years from first occupation. Charges would be subject to five yearly review.

Financial Implications

5. The agreement with the relevant NHS partner would provide the council with a guaranteed minimum additional income of £7500 a year excluding VAT from a point two years after first occupation, subject to a 5 yearly review. Taking into account the 16 month construction period for the development and the two year rent free period from first occupation, the first financial year in which some additional income would be received would be 2016, with the first full year of additional income being 2017/18. Existing pay and display and season ticket income is not expected to reduce either during construction or on occupation of the development as the number of spaces available for general use would not decrease.

Background Papers

6. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

Impact

- 7.

Communication/Consultation	Ward members' views were taken into account by Cabinet in coming to the decision of February 2013.
Community Safety	
Equalities	
Health and Safety	
Human Rights/Legal Implications	

Sustainability	
Ward-specific impacts	Site lies in Stansted North
Workforce/Workplace	The car park is managed on behalf of the council by the North Essex Parking Partnership. The public parking would continue to be managed by the Partnership, but the management company would be expected to manage the spaces the health centre requires.

Situation

8. Cabinet considered this issue at its meeting on 17 February 2013. It agreed the following principal points of the Heads of Terms proposed by the Developer which are:
- The agreement would be for 20 year term to match the period of the head lease for the medical centre.
 - The costs of alterations to the car park are to be borne by the Developer, including the cost of altering or upgrading the lighting and CCTV and re-siting the pay and display machine and the installation of barriers or bollard controls;
 - A management company for the development would be established. The number of spaces required by the management company will lie within the range 64 to 85 at the option of the company. The number of spaces required can be altered by the company subject to the council being given 6 months notice, and the costs of any necessary associated changes to the car park layout would be borne by the management company;
 - The charge for the allocated spaces would be £420 a space a year, reviewed every 5 years from commencement of the agreement. £420 is the current annual season ticket rate for non businesses in this car park.
 - The agreement would commence on first occupation of the development. This is likely to be the opening of the health centre. There would be a charge free period for two years from commencement.
 - During construction, an area of the existing car park would be required for a construction compound. As a first phase of the project, the eastern end of the site would be laid out as additional

car parking so that the number of spaces available for public use would not be reduced.

- Spaces dedicated for health centre use would be made available as pay and display spaces for general public use at weekends and on bank holidays.
9. It is now proposed that there would be separate agreements between Hilton Developments and the council and between the relevant NHS partner and the council. The latter would relate solely to the leasing of spaces for staff, and public use of those spaces when not required by the health centre. It is no longer proposed to provide allocated spaces for patients, who would be expected to use pay and display spaces/ pay by phone.
 10. Under current charging arrangements for the car park there is a discounted season ticket rate of £250 including VAT for those employed in Stansted Mountfitchet. This season ticket rate does not include a dedicated space, so allocated spaces should attract a premium. It is anticipated that the CCG Board would be agreeable to a rate of £360 a space including VAT for 25 spaces a year. This would be index linked with five yearly reviews. There would also be an income sharing arrangement to reflect the availability of health centre staff spaces for the public on days when the health centre is closed. This would be based on the ratio of health centre spaces to public parking spaces and the number of days on which the health centre spaces were made available for public use in relevant income data periods.
 11. The reduced number of allocated spaces for the health centre (25 rather than 33) gives more flexibility in meeting demand for public parking.

Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
The health centre is not agreed as representing value for money and new facilities are not provided on this site	2 £420 exceeds the NHS benchmark value as advised by the District Valuer	3 Primary health care services in Stansted continue to be provided from premises that fall	

		short of guidelines	
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1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

RECORD OF DECISIONS – 18 FEBRUARY 2014

Key	<p>Agenda Item 8 – Corporate Plan 2014 – 2019 and Corporate Risk Register</p> <p>To approve the Corporate Plan and Risk Register for recommendation to Full Council</p>	<p>Reasons: To agree the priorities for the 2014/15 financial year and highlight the corporate and strategic risks.</p>
Key	<p>Agenda item 10 – Housing Revenue Account 2014/15 budget and 5 year budget strategy</p> <p>To approve, for recommendation to Full Council, the HRA Revenue Budget and 5 year financial strategy, and changes to rents and services as set out in the report</p>	<p>Reasons: To agree the HRA budget for 2014/15 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 11 – Treasury Management Strategy 2014/15</p> <p>to recommend to Full Council</p> <ul style="list-style-type: none"> • the Treasury Management Strategy 2014/15 as set out at Appendix A • The prudential indicators as set out in Appendix A1 • Minimum Revenue Provision (MRP) Statement in Appendix 2 	<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:</p> <p>Any interest declared by any member of Cabinet: none.</p>

	<ul style="list-style-type: none"> The Council's counterparty lists in Appendix 3. 	<p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Key	<p>Agenda item 12 – Capital Programme 2014/15 – 2018/19</p> <p>To approve for recommendation to Full Council, the Capital Programme and associated financing as set out in the report.</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 13 – Medium Term Financial Strategy</p> <p>To approve for recommendation to Full Council the Medium Term Financial Strategy as set out in the report. .</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>

		In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.
Key	<p>Agenda item 14 – Robustness of Estimates and Adequacy of Reserves</p> <p>To approve for recommendation to Full Council:</p> <ol style="list-style-type: none"> a) That the Council takes account of the advice in the report when determining the 2014/15 General Fund budget and Council Tax b) That the Council approves the risk assessment relating to the robustness of estimates as detailed in the report c) That the council sets the minimum safe contingency level for 2014/15 at £1,2m d) That the Council agrees that no transfers to or from the Working Balance should be built into the 2014/15 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 15 – General Fund and Council Tax 2013/14</p> <ol style="list-style-type: none"> 1. To recommend that Full Council approves the General Fund Council Tax Requirement of £4,695,046, as summarised in paragraph 23 and detailed in Appendices A to C, which balances to the available Council Tax income assuming a cut of 2% in District Council Band D. 2. To recommends approves the schedule of fees and charges at Appendix E. 	<p>Reasons: To approve the 2014/15 General Fund Budget ahead of final determination by Full Council on 27 February 2014.</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 Budget Monitoring report – 2013/14</p> <p>To note and approve the report</p>	<p>Reasons: To provide detailed information on the council’s financial performance in 2013/14 and a forecast for the end of the 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 17 – Developer Contribution Guidance</p> <p>To adopt the revised Developer Contributions Guidance as a material planning consideration with the amendment to para 2.7 to read</p> <ul style="list-style-type: none"> • 1 unit development – would provide 20% of the build cost of an affordable unit. 	<p>Reasons: Following a 6 month review, to change i) the affordable housing contribution on 1-4 units, ii) the monitoring contribution, in order to simplify the process and provide clear guidance to developers on the amount of contribution required.</p> <p>Other options considered and rejected: The revised guidance had proposed that there should be no affordable housing contribution for single dwellings. The Local Plan Working Group had recommended, and Cabinet agreed that the financial contribution should also apply to developments of one dwelling.</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 18 – Welfare garden and redecoration policy</p> <p>To approve the revised Welfare Garden and Redecoration Policy attached to the report.</p>	<p>Reasons: To ensure that welfare services are targeted to those households in the greatest need.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
	<p>Agenda item 19 – High Roding Conservation Area</p> <ol style="list-style-type: none"> 1. The Conservation Area Appraisal be approved and used to assist in the process of determining planning applications for implementing management proposals 2. The High Roding Conservation Area boundary be formally amended 	<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: 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 –Urgent item</p> <p>Lower Street Car Park Stansted – Heads of terms</p> <p>1. To approve that the dedicated parking for the health centre staff attracts a revised charge of £360 including VAT per space, to be index linked</p> <p>2. The charges to apply from a point two years from first occupation and be subject to a five yearly review.</p>	<p>Reasons: To resolve issues with the car parking arrangements in order to progress the delivery of the health centre scheme.</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: 19 February 2014</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

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 27 March 2014, 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.
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CABINET 27 MARCH 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
Business Rate Policy	Cabinet	27 March 2014	Reports not yet available	Cllr Robert Chambers	Stephen Joyce, Assistant Chief Executive-Finance sjoyce@uttlesford.gov.uk

DECISIONS 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
Bad debt Write off	Cabinet	27 March 2014	The report contains information relating to an individual (para1 if schedule 12A of the Local Government Act 1972)	Cllr Robert Chambers	Stephen Joyce, Assistant Chief Executive-Finance sjoyce@uttlesford.gov.uk

RECORD OF DECISIONS – 27 MARCH 2014

<p>Non Key</p>	<p>Agenda Item 8 – Procurement Strategy</p> <p>To approve the Procurement Strategy attached to the report.</p>	<p>Reasons: The annual update of the document provides assurance 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 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 – Asset Management Plan</p> <p>To approve the Asset Management Plan attached to the report.</p>	<p>Reasons: To detail the Council's assets and its strategic objectives for their use, 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: not applicable.</p>

Non Key	<p>Agenda item 10 – Developer Contributions Guidance</p> <p>To adopt a revised Developer Contribution Guidance, which does not collect contributions for affordable housing on schemes for individual units, as a material planning consideration.</p>	<p>Reasons: Following the decision made at the last meeting, additional information was available that prompted a review of the recommendation to include an affordable levy on individual dwellings.</p> <p>Other options considered and rejected: The levy for a single dwelling, although contributing toward affordable housing provision would have a significant effect on individual families and self-builders, was contrary to recent Government guidance and also conflicted with the aims of the scheme which was to simplify the process.</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 – New Partnerships</p> <p>To approve:</p> <ol style="list-style-type: none"> 1 the partnership with the Department for Work and Pensions (DWP) for the use of the ground floor of the Lodge for an initial 2 year period. 2 the partnership with Essex County Council’s Library Service to use the Thaxted Community Information Centre (TCIC) as the new location for the library. 	<p>Reasons: to use the council’s assets more effectively and to assist in providing new and existing services to Uttlesford residents.</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 12 – Flooding –Business Support Scheme</p> <ol style="list-style-type: none"> 1) To agree the principle of operating the scheme to support all small and medium sized business in flood affected areas that have been impacted by the floods and suffered a significant loss of trade, 2) To authorise the Assistant Chief Executive – Finance to determine the arrangements for claiming financial support and to administer the scheme. 	<p>Reasons: To administer the Government’s scheme, which would offer financial support for small businesses in the district that had been affected by flooding.</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 13 -Walden Castle To approve the masterplan and vision for the Walden Castle Site</p>	<p>Reasons: To comply with the council’s duty to maintain the Scheduled Ancient Monument.</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 – Uttlesford District Council A board approach T0</p> <ol style="list-style-type: none"> 1. Adopt the Uttlesford District Council A-Board Approach. 2. Encourage businesses to work within the existing Essex 	<p>Reasons: To agree an approach for the placement of A-boards on the public highway that would balance public safety with the requirements of local businesses.</p> <p>Other options considered and rejected: It was not considered appropriate for businesses</p>

	<p>County Council policy and the Uttlesford Guidelines for Businesses – A-Boards.</p> <p>3. Agree the Council should not require businesses to apply for consent for A-Boards and no charge should be levied.</p>	<p>to be required to apply for consent for A-boards or for the council to levy a charge.</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</p> <p>1. To note the Scrutiny report on car parking and the progress to date.</p> <p>2. Agree the scope of officers' work as per paragraph 14 of the report and request a detailed report with costings for Cabinet at the earliest opportunity.</p>	<p>Reasons: To enable further recommendations to be considered in relation to the district council's future car parking provision.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
Non Key	<p>Agenda item 16 – Felsted Parish Plan</p> <p>The parish plan be adopted as council approved guidance in determining planning applications in the parish and as background evidence in the preparation of the Local Plan</p>	<p>Reasons: To ensure that the community based plan was taken into account as a material consideration in planning applications.</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</p>

<p>Non Key</p>	<p>Agenda item 17 –Conservation Area Appraisal Little Dunmow</p> <p>The Conservation Area Appraisal be approved and used to assist in the process of determining planning applications for implementing management proposals</p>	<p>interest: not applicable.</p> <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: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.</p>
	<p>Agenda Item 18 – Write off</p> <p>To authorise the write off of irrecoverable debts as detailed in the report</p> <p>Appendix B was considered in private session, the second item listed on the schedule was withdrawn.</p>	<p>Reasons: In accordance with Council’s Financial Regulations to write off bad debt 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 Publication1 April 2014</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>		

RECORD OF DECISIONS – CABINET 31 MARCH 2014

<p>Non Key</p>	<p>Agenda Item 7 – Uttlesford Local Development Scheme</p> <p>To approve the revised Local Development Scheme with the following additional amendments to the timetable.</p> <ul style="list-style-type: none"> • Publication of the Local Plan and Pre-submission Consultation - April 2014 – June 2014 • Gypsy and Traveller Allocation Development Plan Document – June 2014 	<p>Reasons: An up to date LDS scheme setting out the timetable and programme for the production of the new and revised documents that comprise the Local Plan, is required to be sent to the Inspector as part of the submission.</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 – Pre-Submission Consultation Document – Uttlesford Local Plan</p> <p>To recommend to Full Council that</p> <ol style="list-style-type: none"> 1. The plan as proposed to be published under the Town and Country Planning (Local Planning) (England) Regulations 2012 Regulation 19 is sound; and 2. It is agreed that the document as proposed to be published is the document that it is intended the Council will submit under Regulation 22 to the Planning Inspectorate, subject to any further changes arising from the Regulation 19 consultation. 	<p>Reasons: To agree that the proposed Local Plan is sound and can form the basis of the pre submission 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: not applicable.</p>

	<p>Agenda Item 9 – Flooding repair and renewal grant</p> <ol style="list-style-type: none"> 1. To agree the principle of operating the grant scheme for repairs and renewal work to flooded businesses and homes. 2. To authorise the Director of Public services to determine the arrangements for claiming financial support and to administer the scheme. 	<p>Reasons: To administer the Government scheme to provide grants to homeowners affected by flooding.</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 April 2014</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

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 8 May 2014, 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 510369/430/433 or by contacting Committee@uttlesford.gov.uk

CABINET 8 MAY 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 9 April 2014					

DECISIONS 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 9 April 2014					

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 25 June 2014, 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.

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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
Discretionary rate relief policy	Cabinet	25 June 2014	Reports not yet available	Cllr Robert Chambers	Stephen Joyce, Assistant Chief Executive-Finance sjoyce@uttlesford.gov.uk
Development Site – Catons Lane, Saffron Walden	Cabinet	25 June 2014	Reports not yet available	Cllr Julie Redfern	Roz Millership, Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk
Development Site – Ravens Crescent, Felsted	Cabinet	25 June 2014	Reports not yet available	Cllr Julie Redfern	Roz Millership, Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

DECISIONS 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
Property in Widdington	Cabinet	25 June 2014	The information contained in the report is exempt from publication as it is information which is likely to reveal the identity of an individual. The public interest in maintaining the exemption outweighs the public interest in disclosing the information because the report relates to a private dwelling.	Cllr Julie Redfern	Roz Millership, Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

NOTICE OF DECISION MADE IN PRIVATE UNDER REGULATION 5 (PRIVATE MEETINGS)

THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Notice is hereby given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 ("the Regulations") regulation 5(7) (private meetings), that the following decision to made by Cabinet on Wednesday 25 June 2014 will be taken in private.

Cabinet Report: Strategic Initiatives Fund Part 2

The above report will be taken in private.

The reason why the public interest in exempting this information from being dealt with in public outweighs the public interest in disclosing the information is that the project costs will be subject to a competitive procurement process and disclosure of the Council's available budget for this item could affect the Council's ability to achieve value for money.

The Chairman of the Scrutiny Committee, Cllr Godwin, has agreed that compliance with the procedures prior to the date of the next Cabinet meeting was impractical and the decision cannot reasonably be deferred.

Dated: 13 June 2014

For further information please contact:

Rebecca Dobson
Principal Democratic Services Officer
Uttlesford District Council
01799 510433

RECORD OF DECISIONS – CABINET 25 JUNE 2014

<p>Key</p>	<p>Agenda Item 8 – Discretionary Rate Relief policy To approve</p> <ul style="list-style-type: none"> a. the Discretionary Rate Relief policy as attached to the report to Cabinet, with an effective date of 1 July 2014 b. the funding of the policy through the use of the Strategic Initiatives and Economic Development reserves as set out in the report. 	<p>Reasons: to review and codify the Council’s discretionary rate relief policy, and to provide incentives for business growth 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>
<p>Non Key</p>	<p>Agenda item 9 – Economic Development Strategy 2014-16 To approve the Economic Development Strategy 2014 -16 and action plan.</p>	<p>Reasons: to continue the delivery of economic initiatives within the district, by supporting the performance and growth of the Uttlesford economy.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: Councillor S Barker: in relation to provision of superfast broadband, non disclosable pecuniary interest as a customer of Buzcom.</p> <p>In respect of any conflict of interest declared,</p>

		whether dispensation in existence for that interest: not applicable.
Non key	<p>Agenda Item 10 – 2013/14 Outturn</p> <p>To approve</p> <ol style="list-style-type: none"> a. the 2013/14 outturn position as set out in the report to Cabinet; b. The reserve transfers and reserve balances set out in the report, including the proposed transfers of the General Fund favourable variance to the Change Management Reserve, and the HRA favourable variance to the Sheltered Housing Reserve; c. The Capital Programme slippage requests. 	<p>Reasons: to enable certification of the draft 2013/14 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> <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 – Development Site – Catons Lane, Saffron Walden</p> <ol style="list-style-type: none"> 1 To approve the progressing of Development Scheme Option 1 for the site at Catons Lane, Saffron Walden; 2 To approve progress of the Development Scheme Option 1 for the above site to planning application stage, having regard to the estimated costs associated with the works. 	<p>Reasons: to take forward a potential opportunity to build new homes for people in housing need.</p> <p>Other options considered and rejected: Options 2 and 3 as referred to in the report.</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(1) – Conservation Area Appraisal, Great Canfield</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 the Great Canfield Conservation Area boundary be formally amended. 	<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 12(2) – Conservation Area Appraisal, Great Easton</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 the Great Easton Conservation Area boundary be formally amended. 	<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>

		In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.
Non key	<p>Agenda item 12(3) – Conservation Area Appraisal, Great Hallingbury</p> <p>To approve adoption of the Conservation Area Appraisal and its use in assisting the process of determining planning applications and implementing management proposals.</p>	<p>Reasons: to comply with the Council’s duty under section 69 of the Listed Buildings and Conservation Area Act 1990 to consider the designation of Conservation Areas and to undertake periodic reviews and to have regard to the outcome of the consultation 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 12(4) – Conservation Area Appraisal, Hadstock</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 the Hadstock Conservation Area boundary be formally amended. 	<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</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 13 – Assets of Community Value</p> <p>a. To include on the Assets of Community Value list The White Horse PH, Newport;</p> <p>b. To remove from the Assets of Community Value list The Parish Rooms, Rickling.</p>	<p>Reasons: following valid requests for consideration regarding these buildings in accordance with the provisions of the Localism Act 2011 regarding Assets of Community Value, to include the first as one, as the current use meets all four of the criteria under the Act; and to remove the second one as its current use as a private office does not further the social wellbeing or interests of the local community and the building does not meet the other required tests.</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 – Appointment of Members to Joint Committees</p> <p>1 To appoint to the Joint Parking Partnership Councillor S</p>	<p>Reasons: to enable the Council to be represented on the joint committees concerned.</p> <p>Other options considered and rejected: none.</p>

	<p>Barker;</p> <p>2 to appoint to the West Essex Wellbeing Joint Committee Councillors Rolfe and Cheetham.</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 – Appointment of Cabinet Working Groups 2014-15</p> <p>To appoint Members to the working groups listed in the report (attached to this Decision Notice) and to appoint to the Stansted Airport Advisory Panel Councillor E Godwin.</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 to Outside Bodies 2014-15</p> <p>To appoint Members to represent the Council on the outside bodies listed in the report (attached to this Decision Notice), subject to an amendment that Cllr Salmon be appointed in place of Cllr Rich to be the representative on the Stansted Day Centre Committee.</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>

		In respect of any conflict of interest declared, whether dispensation in existence for that interest: not applicable.
Non key	<p>Agenda Item 17 – New Homes Bonus Contingency Reserve To approve:</p> <ul style="list-style-type: none"> a. The allocation of a maximum of £33,000 for use as funding for the cleaning of war memorials and sowing of poppy seeds; b. The funding to be to a maximum amount of £550 per Parish; c. Retrospective funding to be allowed where the memorial has already been cleaned in 2014; d. Written applications to be sent to the Section 151 Officer; e. A sum of up to £5,000 be allocated for the establishment of an RAF Memorial at Carver Barracks; f. The £38,000 cost identified above to be funded from the New Homes Bonus Reserve; g. The refurbishment of Hill Street toilets, Saffron Walden. 	<p>Reasons: to support three projects in the district, regarding war memorials in the district to commemorate the centenary of WW 1; the establishment of an RAF Memorial at Carver Barracks to recognise its status as an RAF Base in World War II; and the necessary refurbishment of public toilets at Hill Street, Saffron Walden.</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 18 – Strategic Initiatives Fund</p> <p>To approve, subject to the costs identified in the Part II report accompanying this item, the following projects to be funded from</p>	<p>Reasons: to progress the initiatives listed, which have been identified as fulfilling the stated purposes of the Council’s Strategic Initiatives Fund and meeting the four key criteria for</p>

	<p>the Strategic Initiatives Fund:</p> <ul style="list-style-type: none"> a. Economic Development Officer on a two year fixed term basis; b. Business Workspace Review; c. Swan Meadow Car Park capacity enhancement; d. A review of the potential for the extension of Catons Lane Car Park; e. Funding for the further roll out of Superfast broadband within Uttlesford; f. Matched Highways funding; g. Discretionary Rate Relief. 	<p>qualifying for strategic initiatives funding.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: Councillor S Barker: in relation to superfast broadband, non-disclosable pecuniary interest as a customer of Buzcom.</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 – Strategic Initiatives Fund and New Homes Bonus Contingency Reserve – PART II Item (not for publication)</p> <p>To approve the specific funding allocations for each project as agreed at Agenda Item 18 and that the remaining sum be retained as a contingency until this round of projects has been completed.</p>	<p>Reasons: to progress the initiatives listed in the report, which have been identified as fulfilling the stated purposes of the Council’s Strategic Initiatives Fund and meeting the four key criteria for qualifying for strategic initiatives funding.</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 21 – Long-term Empty Property – PART II Item (not for publication)</p> <ol style="list-style-type: none"> 1. That authority be given for the acquisition of the land identified in the report. 2. The Assistant Chief Executive Legal be authorised to make a compulsory purchase order to be known as the District Council of Uttlesford (name of property) Compulsory Purchase Order, under Section 17 of the Housing Act 1985 in respect of the land and property indicated on a map marked with the name of the Compulsory Purchase Order. 3. The Assistant Chief Executive Legal be authorised to fix the common seal of the Council to the necessary documents and make an application to the Secretary of State for confirmation of the Order. 4. The Assistant Chief Executive Legal be authorised to acquire the necessary interests in the land and property included in the confirmed compulsory purchase order by means of a general vesting declaration, on terms to be agreed by the Assistant Chief Executive Legal or on terms ordered by the Lands Tribunal. 5. That authority be given for an appropriate amount of works to be carried out to the property while it is in the Council’s possession to deal with issues of safety and security, to abate environmental nuisances and to prepare the property for marketing. The costs incurred in carrying out these 	<p>Reasons: to bring back into occupation a long-term empty property, using the Compulsory Purchase Order powers under section 17 of the Housing Act 1985 and with the support of funding from the Government-financed PLACE scheme.</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>works to be recovered from the resale price.</p> <p>6. That the Assistant Chief Executive Legal be authorised to dispose of the freehold interest in the property, on the open market, by the most suitable method and otherwise on terms and conditions to be agreed by the Assistant Chief Executive Legal.</p>	
<p>Date of Publication: 26 June 2014</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>		

CABINET WORKING GROUPS 2014/15

Name of Group	Terms of reference	No of Members	Lead Officer	Membership
Community Achievement Panel	To oversee the organisation of the Community Achievement Awards scheme and make recommendations on the recipients of those awards.	5	Gaynor Bradley	R Eastham J Rose L Smith J Loughlin J Menell
Highways Panel	<p>1) Prioritise and make recommendations for projects/schemes for the matters listed below to the ECC Cabinet Member for Highways and Transportation within the allocated budget:</p> <ul style="list-style-type: none"> •Traffic management improvements •Tackling congestion •Safer roads (including casualty reduction) •Public rights of way improvement •Cycling programme •Passenger transport improvement programme •Minor improvement schemes <p>2)Have regard to the advice from ECC officers on relevant statutory/duty of care requirements.</p> <p>3) Oversee and set priorities for schemes funded through the localism process and the work of the Highways Ranger Service.</p> <p>4) Monitor the delivery of the agreed programme and raise issues and concerns through agreed procedures.</p> <p>5) Consider any other Highways and Transportation matter referred to the panel from time to time by other council constituted bodies, panels or groups</p> <p>6).Make recommendations to ECC Cabinet Member for</p>	4 + 4 County members	Andrew Taylor	C Cant J Freeman J Salmon A Walters

Name of Group	Terms of reference	No of Members	Lead Officer	Membership	
	<p>Highways and Transportation to amend targets or discretionary policies and/or amend budget allocations between programmes if necessary to meet local priorities</p> <p>7) To advise the Cabinet on all of the above matters before recommendations are referred to the ECC Cabinet Member</p> <p>8).Take a lead role in liaison with town and parish councils</p> <p>9)To monitor spending/progress to delivery and make recommendations in relation to S106 highway contributions collected from planning applications</p> <p>0) To advise the Cabinet on any matters to be raised with the North Essex Parking Partnership regarding parking proposals, off and on street controlled car parking and any proposed Traffic Regulation Orders</p>				
Housing Board	<ol style="list-style-type: none"> 1. Inform on and monitor the performance and delivery of all Council housing related strategies and policies 2. Monitor housing related performance indicators 3. Inform on and monitor the Council's Housing 4. Monitor the Council's Housing Revenue Account 5. Monitor and inform on the delivery of affordable housing units in the District 6.Consider the use of existing housing stock and other housing assets 	10 + 2 tenant reps	Roz Millership	A Dean M Felton J Freeman J Loughlin J Menell	D Perry V Ranger J Redfern D Sadler L Smith
Local Plan Working group	To give advice and guidance to officers in progressing the Local Plan and other planning guidance and report recommendations to Cabinet.	12	Andrew Taylor	S Barker J Cheetham K Eden E Godwin J Ketteridge K	J Menell E Oliver V Ranger H Rolfe J Rose D Watson

Name of Group	Terms of reference	No of Members	Lead Officer	Membership
Museum Management Working Group	<ol style="list-style-type: none"> 1. The Group shall comprise of the Cabinet Member with responsibility for the Museum Service and three further members and four directors of the Society. 2. The Museum Curator shall attend all meetings of the Group in an advisory capacity and in accordance with the requirements of the national Accreditation Scheme for museums or any replacement thereof. 3. Meetings shall normally be held in private and the Council shall meet the costs of all MMWG meetings and be responsible for the taking of minutes at such meetings. 4. The Group is to meet a minimum of four times in a year in order to:- <ol style="list-style-type: none"> i. Receive a quarterly report from the Museum Curator about the Museum Service. ii. Agree and recommend to the Council and the Society the provision of the Uttlesford Museum Service and the Museum Service strategic objectives and long term plans iii. Discuss matters and make recommendations to the Council and the Society on matters relating to the management of the Museum Service where a decision needs to be taken or an action needs to be ratified by the Council and/or the Society including the purchase or disposal of objects and the loan of objects to other museums iv. Act as the Museum's governing body for the 	4	Carolyn. Wingfield	Mackman R Chambers K Eden D Morson H Rolfe

Name of Group	Terms of reference	No of Members	Lead Officer	Membership	
	<p>purpose of the Accreditation scheme and implementation of appropriate codes of practice</p> <p>v. Appoint from the Group the Council's representative to attend at and report on any relevant meetings of other organisations as determined by the Group</p> <p>vi. Invite representatives of other Uttlesford museums and public galleries to attend a meeting of the Group if necessary or appropriate to the matters under discussion</p> <p>vii. Recommend to the Council hours of opening to the public and the admission charges to be levied on all users of the Museum having regard to promoting accessibility of the Museum and social inclusion and any requirements imposed on the Museum Service by other agencies.</p> <p>viii. Where appropriate make recommendations to the Society and/or the Council concerning alterations to the interior or exterior of the Museum building major projects capital developments and any other significant proposals affecting the Museum</p> <p>ix. Generally promote and act as advocates for the Museum</p>				
Stansted Airport Advisory Panel	<p>1) Form an overview of policy and operational issues in relation to Stansted</p> <p>2) Monitor the activities of the airport in the interests of the people of the district.</p> <p>3) Monitor the implementation of Section 106 agreements and related undertakings by MAG and others</p> <p>4) Review and anticipate future developments at the airport</p>	10	Andrew Taylor	<p>K Artus J Cheetham A Dean D Jones M Lemon</p>	<p>K Mackman D Perry J Rich J Rose E Godwin</p>

Name of Group	Terms of reference	No of Members	Lead Officer	Membership
	and in aviation policy.			
Waste Strategy Panel	To monitor the implementation of the waste strategy and the inter authority agreement between collection and disposal authorities. To consider the need for review of policies and procedures, and enable members to contribute to resolution of recycling and street cleansing service delivery issues.	10	Ron Pridham	S Barker K Mackman C Cant M Foley J Freeman H Rolfe E Godwin J Rose S Howell L Wells

REPRESENTATIVES ON OUTSIDE BODIES 2014/15

* Changes from 2013/14 marked in bold

Organisation	Number	Representative (s)
Birchanger Wood Management Committee	1	Cllr J Salmon
Board of Turpins Indoor Bowling Club	1	Cllr R Eastham
British Red Cross Society – Essex Branch	1	Cllr C Cant
Business Development Service (North West Essex)	1	Cllr J Rose
Campaign to protect Rural Essex	1	Cllr S Howell
Committee of the Friends of the Maltings	1	Cllr V Ranger
Council for Voluntary Service – Uttlesford	1	Cllr K Mackman
Crawley Prize Endowment Charity	1	Cllr R Chambers Cllr J Loughlin
Dunmow Day Centre Management Cttee	1	Cllr C Cant
Dunmow Museum Management Cttee	1	Cllr V Ranger
Dunmow Town Strategy Group – Management Committee	1	Cllr G Barker
Essex County Health Overview and Scrutiny Committee	1	Cllr H Rolfe
Essex County Strategic Partnership	1	Cllr H Rolfe
Essex County Traveller Unit	1	Cllr S Barker
Friends of Bridge End Gardens	1	Cllr D Morson
Harlow Stansted Gateway Transportation Board	1	Cllr A Walters
Local Government Association - General Assembly	1	Cllr J Ketteridge
LGA - Rural Commission	2	Cllr H Rolfe

		Cllr S Harris
LGA - Rural Community Partnership	1	Cllr S Harris
London Stansted Cambridge Consortium	1	Cllr H Rolfe
Museums in Essex Committee	4	Cllr K Eden
Parking and Traffic Regulation outside London Adjudication Committee	1	Cllr S Barker
Saffron Walden Arts Trust	1	Cllr R Chambers
Saffron Walden Cinema	1	Cllr K Eden
Saffron Walden Day Centre Management Cttee	1	Cllr H Rolfe
Saffron Walden Initiative Partnership Board	1	Cllr H Rolfe
Saffron Walden Museum Society	1	Cllr K Eden
Stansted Airport Community Trust	1	Cllr A Walters
Stansted Airport Consultative Committee	2	Cllr J Cheetham Cllr J Rose
Stansted Day Centre Management Committee	1	Cllr S Salmon
Strategic Aviation Special Interest Group	1	Cllr J Cheetham
Takeley Day Centre Management Cttee	1	Cllr J Cheetham
Thaxted Day Centre Management Cttee	1	Cllr J Freeman
Thaxted Guildhall Management Cttee	1	Cllr J Freeman
Uttlesford Carers	1	Cllr K Mackman
Uttlesford Citizens' Advice Bureau	1	Cllr T Knight
Uttlesford Futures	4	Cllr C Cant Cllr M Lemon Cllr J Menell Cllr H Rolfe
Uttlesford Community Travel	1	Cllr Cant
Uttlesford Transport Forum	4	Cllr K Eden Cllr M Lemon Cllr D Sadler

		Cllr A Walters
Uttlesford Over Sixties Association	1	Cllr J Ketteridge
Waste Member Partnership Board	1	Cllr S Barker
West Essex Alliance	1	Cllr H Rolfe

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
To include The Citizens' Advice Bureau, Barnards Yard, Saffron Walden on the Assets of Community Value list	Cllr Ketteridge	3 July 2014		No		Andrew Taylor ataylor@uttlesford.gov.uk 01799 510510

DATE OF PUBLICATION: 3 July 2014

Committee: Executive decision
Date: 3 July 2014
Title: Assets of Community Value

Key decision: **No**

Summary

1. The Localism Act 2011 introduces a concept of an 'Asset of Community Value'. Section 87 of the Localism Act places a duty of Local Authorities to 'maintain a list of land in its area that is land of community value'.
2. Officers have requested submission from Parish and Town Councils and this report reports the responses.

Recommendations

- A) To agree to include The Citizens Advice Bureau, Barnards Yard, Saffron Walden on the Assets of Community Value list.

Financial Implications

3. There are direct financial implications arising at this stage which relate to the formal process of identifying and contacting asset owners and registering an asset as a Land Charge. These costs can be met from existing budget and staff resources.
4. There is also an unquantifiable financial risk to the Council once the scheme is operational, as described in the report. This needs to be kept under review and at an appropriate time consideration should be given to establishing a contingency reserve to mitigate the risk to the Council's budget.

Background Papers

5. Submissions for consideration as Assets of Community Value

Impact

- 6.

Communication/Consultation	Notice to the owner is required.
Community Safety	No impact.
Equalities	The duty will effect all equally.
Health and Safety	No impact.
Human Rights/Legal Implications	Pursuant to s.19 Human Rights Act 1998 the Secretary of State has certified that in his opinion the Localism Act is compatible with the Convention rights. The designation of Community Assets will form a Land Charge.
Sustainability	No impact.
Ward-specific impacts	Affects all wards
Workforce/Workplace	Work will be coordinated within the Planning and Housing Policy, Land Charges and Legal Teams.

Situation

7. The Localism Act 2011 introduces a concept of an 'Asset of Community Value'. Section 87 of the Localism Act places a duty of Local Authorities to 'maintain a list of land in its area that is land of community value'.
8. Section 87 states as follows *"s. 87 of the Act requires local authorities to maintain a list of land and buildings in their areas which are of community value. Entry of an asset on the list lasts for 5 years although it may be able to be removed earlier in certain circumstances which may be specified in secondary legislation. Subject to the Act and any regulations made under it the form of the list is in the local authority's discretion."*

9. An Asset is of community value if (in the opinion of the local authority) either:
- The current use furthers the social wellbeing or interests of the local community; and
 - it is realistic to think that at some time in the next five years the Asset will further the social wellbeing or social interests of the community or
 - there was a time in the recent past when a use of building or land had furthered the social wellbeing or interests of the community; and
 - it is realistic to think that in the next five years the building/land could further the social wellbeing or interests of the community.
10. Although it is for the local authority to determine whether an Asset falls within the criteria to be included in the list s. 89 provides that Assets may only be included in the list in response to a community nomination (a parish council or a voluntary or community body with a local connection) or in circumstances contained in secondary legislation. In addition to the List of Assets of Community Value the council must also maintain a list of land which has been the subject of unsuccessful community nominations.
11. The Act defines social wellbeing/interest as: cultural interest, recreation interest and sporting interests which is a fairly wide definition.

Assessment

Citizens Advice Bureau, Barnards Yard, Saffron Walden

12. The Citizens Advice Bureau has made this submission for the Citizens Advice Bureau to be included in the list of Assets of Community Value. The CAB meets all the four tests set out in paragraph 10 above. It is therefore recommended that it is added to the 'Assets of Community Value list'.
13. In line with paragraph 8 of The Assets of Community Value (England) Regulations 2012 the Council have taken all practicable steps to give information that it is considering listing the land to the relevant Parish Council, owner of the land, freeholder and occupant. This has taken the form of letters and site notices.
14. The Council has not received any representations against the inclusion of the suggested Assets.

Conclusion

15. The Council has received a number of valid requests for consideration and the recommendation is set out in paragraph 3.

Risk Analysis

16. 16.

Risk	Likelihood	Impact	Mitigating actions
<p>Compensation may be payable if the value of the Asset declines from the time of notification to the Council to final sale.</p>	<p>3 – Fluctuations in property value are common and unpredictable.</p>	<p>3 – Unquantifiable as this will depend on the number of Assets included on the List, the number which come up for sale, the amount of community interest in purchasing the Asset and any fluctuation in property value.</p>	<p>Carefully scrutinise submissions for inclusion on the Asset List so as to ensure only those which comply with the criteria are included.</p>

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 31 May 2014, 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 510369/430/433 or by contacting Committee@uttlesford.gov.uk

CABINET 31 JULY 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
Development Site – Ravens Crescent, Felsted	Cabinet	ongoing		Cllr J Redfern	Roz Millership, Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

DECISIONS 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 2 July 2014					

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISION TO BE MADE UNDER REGULATIONS 5(7) (PRIVATE MEETINGS) AND 11 (SPECIAL URGENCY)

Key decision to be taken in Part 2 – Cabinet 31 July 2014

Notice is hereby given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 regulations 5(7) (private meetings) and 11 (special urgency), that the Chairman of the Scrutiny Committee, Councillor Godwin, has agreed that compliance with these regulations is impractical and has agreed that:

the decision can be taken in Part 2;

the decision is urgent and cannot reasonably be deferred.

Reason for urgency

The item is urgent and cannot be deferred as the supplier of significant services to the Council has indicated an intention to breach its contract with the Council on 1 August 2014 unless the contract is re-negotiated.

Reason for Part 2

The information is exempt information under s.100I LGA 1972 and paras 3 and 5 Sch 12A (effect upon the commercial interests of the contractor concerned and upon the Council and legal privilege regarding advice which may be given regarding enforceability of a contract). The public interest test is satisfied by the application of the exemption as it may prejudice the Council's ability to secure the provision of these services if the information were to be put in the public domain.

For further information please contact:

Rebecca Dobson
Principal Democratic Services Officer
Uttlesford District Council

Date: 31 July 2014

RECORD OF DECISIONS – CABINET 31 JULY 2014

<p>Non Key</p>	<p>Agenda Item 8 – Hatherley Court, Saffron Walden</p> <p>To approve a recommendation from the Housing Board at its meeting of 22 July 2014 to progress to the planning application stage proposals to remodel Hatherley Court.</p>	<p>Reasons: To improve the existing accommodation at Hatherley Court for sheltered housing tenants.</p> <p>Other options considered and rejected: no other substantive options were considered.</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 – Reynolds Court, Newport</p> <p>To approve recommendations from the Housing Board at its meeting of 22 July 2014:</p> <ul style="list-style-type: none"> a) That the redevelopment option be progressed b) That the redevelopment option be progressed to the planning application stage, with particular emphasis on firming up the total scheme cost. 	<p>Reasons: to redevelop the sheltered housing at Reynolds Court to provide more suitable modern accommodation for sheltered housing tenants.</p> <p>Other options considered and rejected: an option for remodelling had been considered but the majority of tenants had expressed preference for a new build scheme.</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</p>

<p>Non Key</p>	<p>Agenda item 10 – appointment of Members to outside bodies To appoint to the following outside bodies:</p> <p>Council for Voluntary Service – Uttlesford – Councillor Menell</p> <p>Essex County Health Overview and Scrutiny Committee - Councillor Ranger</p> <p>Essex Flood Management Committee – Councillor S Barker</p> <p>Local Government Association – General Assembly – Councillor H Rolfe</p> <p>To note that Cllr Rolfe is the representative on the Essex Health and Wellbeing Board.</p>	<p>interest: not applicable.</p> <p>Reasons: to enable the Council to be represented on the outside 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: not applicable.</p>
<p>Non Key</p>	<p>Agenda item 11 – appointment of Members to Cabinet Working Groups To appoint to the Museum Management Working Group Councillor V Ranger in place of Councillor H Rolfe.</p>	<p>Reasons: following new Cabinet appointments by the Leader, to change the membership of a working group relevant to the role of an executive member.</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,</p>

		whether dispensation in existence for that interest: not applicable.
Non Key	<p>Agenda item 12 – appointment of Members to Joint Committees</p> <p>To appoint to the West Essex Wellbeing Joint Committee Councillor H Rolfe and Councillor V Ranger.</p>	<p>Reasons: to enable the Council to be represented on the joint committee 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: not applicable.</p>
Key	<p>Agenda item 13 – any other urgent business – Part II Key Decision (NOT FOR PUBLICATION)</p> <p>To approve a programme to recover debts owed to the Council by a supplier of services and to pursue other actions as recommended by officers.</p>	<p>Reasons: to secure the best possible outcome in view of a default on payments by the supplier to the Council and to set in place plans regarding ongoing service provision, both interim and in the longer term.</p> <p>Other options considered and rejected: Members considered various options.</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 August 2014</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</i></p>		

the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 17 SEPTEMBER 2014

<p>Non Key</p>	<p>Agenda Item 8 – Local Council Tax Support Scheme</p> <p>To endorse the position that there will be no adjustments to the Council’s Local Council Tax Support Scheme for 2015/16.</p>	<p>Reasons: there is not a strong case for further revisions to the scheme to be considered for 2015/16.</p> <p>Other options considered and rejected: an option was put forward by Cllr A Dean that the unused budget of £212,000 be passed on to council tax payers. This option was rejected, as the funding would be returned to reserves.</p> <p>Any interest declared by any member of Cabinet: pecuniary interest, Cllr S Barker, as Member of Essex County Council.</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 – Flooding due to adverse weather – Council Tax discount policy</p> <ol style="list-style-type: none"> 1. To approve the Flooding due to Adverse Weather Council Tax Discount Policy (attached) 2. That the policy start date is backdated to 1 July 2014. 	<p>Reasons: to grant locally determined council tax discounts on properties affected by flooding and to enable the discount to be applied from 1 July 2014 for residents of the district who were flooded overnight on 27/28 July.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: pecuniary interest, Cllr S Barker, as Member of Essex County Council.</p>

		In respect of any conflict of interest declared, whether dispensation in existence for that interest: no.
Non Key	<p>Agenda item 10 – devolution of public conveniences at Hill Street, Saffron Walden, to Saffron Walden Town Council</p> <ol style="list-style-type: none"> 1. That the freehold of the piece of land as shown in Appendix One to the report is transferred to Saffron Walden Town Council at no cost at the earliest possible date following the refurbishment of the facility. 2. That the council agrees to pay to Saffron Walden Town Council a five year grant, to assist with the upkeep of the Public Convenience, as set out in paragraph 13 of this report. 	<p>Reasons: in accordance with the Council’s Strategic Solutions workstream in its Medium Term Financial Strategy, to devolve services which are more appropriately administered at a Town or Parish level.</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 – contribution to the provision of new toilet facilities at Stansted</p> <ol style="list-style-type: none"> 1. That the sum of £30,000 is given to Stansted Parish Council as a contribution towards the provision of toilets at the new Crafton Green Community Centre. 2. The £30,000 cost identified above to be funded from the New Homes Bonus Contingency Reserve. 	<p>Reasons: to support the provision of toilet facilities at the redeveloped Crafton Green site, following termination of a “Supaloo” contract in 2009, following which a community toilet scheme had been in existence. The contribution to the provision of facilities at the redeveloped Crafton Green Community Centre was within the terms of the discussions held in 2009.</p> <p>Other options considered and rejected: to make a contribution to running costs of the public conveniences, suggested by Cllr Dean: this option was rejected as in discussions with</p>

		<p>Stansted Parish Council about the redevelopment of facilities at Crafton Green this option was not one which had been requested; and to continue the current community toilet scheme.</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 – apprenticeships</p> <ol style="list-style-type: none"> 1 To approve a further tranche of apprenticeships as set out in the report. 2 The sum of £40,000 is allocated from the New Homes Bonus Contingency Reserve to fund the apprenticeships. 	<p>Reasons: to provide work experience to people who are not in employment.</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 accreditation policies To:</p> <ol style="list-style-type: none"> a. Approve the Collections Development Policy b. Approve the Customer Care Policy c. Approve the Documentation Policy and Plan d. Approve the Environmental Sustainability Policy e. Approve the Learning Policy 	<p>Reasons: to enable Saffron Walden Museum to renew its accreditation with Arts Council England.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of</p>

	f. Approve the Care and Conservation Policy and Plan	<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 14 – Saffron Walden Pig Market Charity, Fairycroft Road Car Park</p> <p>To agree that the Council as Trustee of the Saffron Walden Pig Market Charity grant a new right of way to owners of 23A Hill Street, on the basis that the existing right granted in 1971 is extinguished.</p>	<p>Reasons: to reflect in the appropriate documentation and at the Land Registry the extinguishment of the original right of way which since the car park at Fairycroft Road was built has been obstructed, and to reflect the revised access route used since then.</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 – Assets of Community Value</p> <ol style="list-style-type: none"> 1 To agree not to include the Old School House, Takeley in the Assets of Community Value list 2 To facilitate discussions between the Parish and County Councils to explore community use of the property through mechanisms other than listing as an Asset of Community Value. 	<p>Reasons: the property not to be listed as an asset of community value, as it is not currently in a use which furthers the social wellbeing or interests of the local community, and the property has not in the recent past been in a use which furthers the social wellbeing or interests of the local community therefore does not meet the criteria for inclusion on the list of Assets of Community Value.</p>

		<p>Other options considered and rejected: to place the Old School House, Takeley on the Assets of Community Value list: rejected as there are no legal grounds to do so.</p> <p>Any interest declared by any member of Cabinet: disclosable pecuniary interest, Cllr S Barker, as Member of Essex County Council; disclosable pecuniary interest, Cllr J Cheetham, District Council Member for Takeley and the Canfields.</p> <p>.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: no.</p>
Non Key	<p>Agenda item 16 – 2014/15 Budget Monitoring</p> <p>To note the report on 2014/15 budget monitoring..</p>	<p>Reasons: to monitor actual expenditure and income from April 2014 to July 2014 and to forecast expenditure and income for the end of the 2014/15 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	Agenda item 18 – working group and other appointments	Reasons: to make replacement appointments

	<p>1 To approve working group appointments as follows: In place of Cllr K Mackman: Local Plan Working Group – Cllr L Wells Stansted Airport Advisory Panel – Cllr E Oliver Waste Strategy Panel – Cllr G Barker In place of Cllr D Sadler: Housing Board – Cllr J Rose</p> <p>2 To approve an outside body appointment as follows: Stansted Airport Consultative Committee – Cllr E Oliver</p> <p>To note that for the Strategic Aviation Special Interest Group Cllr E Oliver to substitute for Cllr J Cheetham</p> <p>3 To appoint as Lead Member for Economic Development Cllr J Rose.</p>	<p>to the Cabinet’s working groups and outside bodies, and to provide for a new lead member appointment.</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: 22 September 2014</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>		

Appendix One

Flooding due to Adverse Weather – Council Tax Discount Policy

If you are a householder whose house has been flooded due to adverse weather and as a consequence you have had to move out of the property you could be entitled to this discount. When applied alongside any other Empty Property Discount it will provide a cumulative 100% discount from Council Tax for the householder for a period of up to 6 months.

To obtain the discount the following criteria must be met

1. The property has been flooded in whole or part as a result of adverse weather conditions

AND

2. The property became unoccupied because of the flood

The discount will commence on the day the property met this criteria and will continue for 6 months or until the property became reoccupied whichever comes sooner.

The discount is for the impact of flooding from adverse weather conditions and not, for instance, from the failure of a water main, internal water system or the failure of a sewerage system (unless the failure itself was caused by adverse weather).

To apply for this discount please contact the Council Tax Department by email at revenues@uttlesford.gov.uk or by phone on 01799 510510.

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 18 August 2014, 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.

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CABINET 18 SEPTEMBER 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
Transfer of toilets to SWTC	Cabinet	18 September 2014		Cllr Chambers	awebb@uttlesford.gov.uk

DECISIONS 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 17 August 2014					

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 28 October 2014, 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.

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CABINET 28 OCTOBER 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
Contractual arrangements for co-mingled dry recycle	Cabinet	28 October 2014		Cllr Barker	cllrbarker@uttlesford.gov.uk

DECISIONS 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
Contractual arrangements for co-mingled dry recycle	Cabinet	28 October 2014	The information contained in the report is exempt from publication. The public interest in maintaining the exemption outweighs the public interest in disclosing the information because the report relates to matters that are commercially sensitive and if discussed in public the council's interests in procuring the recycling of comingled dry materials would likely be prejudiced.	Cllr Barker	cllrbarker@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 28 OCTOBER 2014

<p>Non Key</p>	<p>Agenda Item 8 – 2013/14 Treasury Management Outturn report</p> <p>To approve the 2013/14 Treasury Management outturn as set out in the report.</p>	<p>Reasons: In line with the requirement of the constitution to receive an annual statement of key treasury management activity and outcomes during the 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: no.</p>
<p>Non Key</p>	<p>Agenda item 9 –Treasury Management Strategy amendment 2014/15</p> <p>To approve the amended 2014/15 Treasury Management Strategy counterparty list as set out in the report.</p>	<p>Reasons: On the advice of the Treasury Management consultant the new cash limit proposed was more cautious than the 2013 /14 strategy and more practical for day to day treasury Management activities</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 – The living wage</p> <p>To recommend to Full Council that the council agrees to pay at least the living wage from 1 January 2015 and will seek to obtain accreditation with the Living Wage Foundation from that date</p>	<p>Reasons: As a responsible employer to ensure that all employees are paid a fair wage.</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 – PCSO Funding</p> <p>To defer to the next meeting</p>	<p>Reasons: to further review the options and bring firm proposals to the next 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>
Non Key	<p>Agenda item 12 – Uttlesford Local Development Scheme</p> <p>To approve the revised Local Development Scheme (LDS)</p>	<p>Reasons: to reflect the change in the timetable for the production of the Gypsy and Traveller Site Allocations DPD.</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	Agenda item 13 – Lavender Field Flood relief Scheme For information	Reasons: To inform members of a grant application under the Defra Repair and Renewal Scheme for a flood relief scheme 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 14 – Bentfield Green CAA. The Conservation Area Appraisal be approved and used to assist in the process of determining planning applications for implementing management proposals	Reasons: To review the designation of the conservation area as required under Section 69 of the Listed Buildings and Conservation Area Act 1990. 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 – Hazel End CAA The Conservation Area Appraisal be approved and used to assist in the process of determining planning applications for implementing management proposals	Reasons To review the designation of the conservation area as required under Section 69 of the Listed Buildings and Conservation Area Act 1990. Other options considered and rejected: none

		<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 – Christmas car parking</p> <p>To agree the Christmas parking proposals as follows</p> <ol style="list-style-type: none"> 1. Introduce ‘free after 3pm’ on all Council managed car parks except Fairycroft/Waitrose from 1 December to 23 December 2014. 2. Introduce free parking on all Council managed car parks except Fairycroft/Waitrose from Christmas Eve 2014 to Friday 2 January 2015. 3. Introduce free parking all day on Saturday 6 December 2014 at Crafton Green car park at the request of the owner, Stansted Mountfitchet Parish Council and Lower Street car park due to the Frost Fayre. 	<p>Reasons: The changes would have a beneficial impact on the vibrancy of the town centres over the important Christmas period</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: 30 October 2014</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

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 4 December 2014, 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).

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CABINET 4 DECEMBER 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
Contractual arrangements for co-mingled dry recycle	Cabinet	4 December 2014		Cllr Barker	ataylor@uttlesford.gov.uk
Housing Allocation Policy	Cabinet	4 December 2014		Cllr Redfern	rmillership@uttlesford.gov.uk
Anti-social behaviour Policy and Procedure	Cabinet	4 December 2014		Cllr Redfern	rmillership@uttlesford.gov.uk

DECISIONS 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
Contractual arrangements for co-mingled dry recycle	Cabinet	28 October 2014	The information contained in the report is exempt from publication. The public interest in maintaining the exemption outweighs the public interest in disclosing the information because the report relates to matters that are commercially sensitive and if discussed in public the council's interests in procuring the recycling of comingled dry	Cllr Barker	ataylor@uttlesford.gov.uk

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
			materials would likely be prejudiced.		

RECORD OF DECISIONS – CABINET 4 DECEMBER 2014

Non Key	<p>Agenda Item 7 - Financial Outlook and 2015/16 budget strategy</p> <p>To approve the financial outlook and 2015/16 budget strategy</p>	<p>Reason: As part of the budget preparation process.</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: n/a.</p>
Key	<p>Agenda item 8 – Allocations Policy</p> <p>To approve the adoption of the new Housing Allocations Policy.</p>	<p>Reasons: The scheme has been updated taking account of statutory guidance, and aimed to achieve the right balance of priorities within the scheme.</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: n/a.</p>
Key	<p>Agenda item 9 – Anti-Social Behaviour Policy and Procedure</p> <p>To approve for adoption the Anti-Social Behaviour Policy and Procedures.</p>	<p>Reasons: In response to the Anti-Social Behaviour, Crime and Policing Act 2014, the policies and procedures have been fully reviewed and amended.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet:</p>

		<p>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 10 – Saffron Walden Pig Market Charity, Fairycroft Road Car Park</p> <p>The Trustees agree</p> <ol style="list-style-type: none"> 1. To exchange the land in its ownership shown on the Plan at Appendix 8 the Surveyor’s report for the land owned by the District Council being of equivalent area shown on the same Plan on such terms and conditions as are reasonable including the granting of rights of way 2. To grant a lease (jointly with the Council) for 50 years to Waitrose Limited of the newly constructed car park on the terms set out in the Surveyor’s report 3. To accept a lease back of the newly constructed car park from Waitrose Limited for 50 years less 3 days jointly with the Council on the terms set out in the Surveyor’s 4. To the temporary relocation of the 6 spaces under the control of Self Build Limited to the Charity land during the period of the rebuild 5. To the redevelopment of the car park by Waitrose on the terms set out in the Surveyor’s report 	<p>Reasons: The council in its role as trustee needs to confirm final agreement to the proposed transactions in relation to the redevelopment and the newly constructed car park</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>6. To enter into the Car Park Management Agreement with the Council and Waitrose on the terms set out in the Surveyor's report</p> <p>7. To delegate to the Assistant Chief Executive – Legal the authority to conclude the legal documents following receipt of the Charity Commission approval and in accordance with their requirements That the Charity's share of car park income split is 22.38% (with UDC having 55.7%, and the remainder to Waitrose).</p>	
Non Key	<p>Agenda item 11 – Designation of Felsted Neighbourhood Plan Area</p> <p>To designate the Parish of Felsted as the Felsted Neighbourhood Plan Area</p>	<p>Reasons: To support Felsted Parish Council in the adoption of the plan and to comply with the Neighbourhood Planning (General) Regulations 2012</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</p> <p>1. The Conservation Area Appraisal be approved and used to assist in the process of determining planning applications for implementing management proposals</p> <p>2. The Elmdon Conservation Area boundary be formally amended.</p>	<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: 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 13 – Developer Guidance Contribution</p> <p>To adopt a revised Developer Contributions Guidance, in accordance with the updated National Planning Practice Guidance, as a material planning consideration.</p>	<p>Reasons: To conform with the recently amended Government National Planning Practice Guidance which alters the circumstances in which affordable housing contributions can be requested</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: 8 December 2014</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
Revised layout for Swan Meadow Car Park alterations, Saffron Walden .	Cllr Rolfe	10 December 2014	Revised layout to that approved by Cabinet on 25 June 2014 to allow retention of more trees and replacement tree planting, in response to representations received. The ground for urgency is that civils works need to progress as soon as possible to ensure that the project is completed before the Faircroft car park closes for redevelopment.	No	Revised layout plan and report	Roger Harborough, Director of Public Services
DATE OF PUBLICATION: 10 December 2014						

TITLE

Revised layout for Swan Meadow Car Park alterations, Saffron Walden

Summary

Representations have been received during implementation of Cabinet's decision dated 25 June 2014 to approve an alteration to the layout of Swan Meadow car park, Saffron Walden, about the loss of trees in the car park. The revised scheme still delivers the net increase of approximately 40 spaces but allows for the retention of more trees.

Recommendation

The revised scheme be approved.

Financial Impact

The original scheme was estimated at £130,000, although that had to be revised upwards to £140,000 because the estimates for civils works and space marking were insufficient. The revised scheme avoids some of the civils works in the proposal approved in June and the net impact on the project revised civils costs is estimated to be neutral. The replacement tree planting costs are estimated at £2,000. This can be accommodated within the revised £140,000 budget for the project.

Situation

9 trees have been felled under the project to increase the capacity of the car park by 10%, increasing the number of spaces from 394 by up to 40. It is possible to revise the layout from that approved in June to avoid felling 5 trees, in particular 4 relatively prominent specimens. Up to 4 trees will still need to be felled, but these will have less impact. Alternative layouts have been considered but the proposed revised scheme is the best match to the purposes of the Strategic Initiatives Fund and Corporate Plan priorities. The specification for the civils works includes a rolled shingle finish to match the existing surface, but the timing of its application is weather dependent. Contractors are likely to have return to lay the final surface at a later date, but the car park surface will still be fit for purpose in the interim. The revised completion date for the project, apart from the shingle finish and replacement tree planting, is 22 December 2014.

Conclusion

The revised scheme achieves the original objectives of making more efficient use of the car park area and achieving up to 40 additional spaces to support the vitality and viability of the town centre, delivering a car park layout that is relatively simple for drivers to read and a new objective of retaining more of the existing trees and replacing some of those removed.

Signed..... Date.....

Cllr Rolfe, Leader of the Council