



# Uttlesford District Council

Chief Executive: Dawn French

## Decisions taken in 2015

- **Notice of key decisions to be made on 15 January**
- **15 January 2015**
- **Notice of key decisions to be made on 17 February**
- **17 February 2015**
- **Notice of key decisions to be made on 19 March**
- **19 March 2015**
- **Notice of key decisions to be made on 18 June**
- **18 June 2015**
- **Notice of key decisions to be made on 23 July**
- **23 July 2015**
- **Notice of decision taken by the Leader on 16 September 2015**
- **17 September 2015**
- **22 October 2015**
- **10 December 2015**
- **Notice of key decisions to be made on 12 January 2016**

# UTTLESFORD DISTRICT COUNCIL

## NOTICE OF KEY DECISIONS

At the Cabinet meeting on 15 January 2015, 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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**UTTLESFORD DISTRICT COUNCIL  
FORWARD PLAN**

**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
Uttlesford Local Plan next steps	Cabinet	15 January 2015		Cllr Rolfe	John Mitchell, Chief Executive <a href="mailto:jmitchell@uttlesford.gov.uk">jmitchell@uttlesford.gov.uk</a>
Saffron Walden County High School Park and Ride Scheme	Cabinet	15 January 2015		Cllr Barker	Roger Harborough, Director of Public Services <a href="mailto:rharborough@uttlesford.gov.uk">rharborough@uttlesford.gov.uk</a>
Development at Radwinter Road, Saffron Walden	Cabinet	15 January 2015		Cllr Redfern	Roz Millership, Assistant Director Housing and Environmental Services <a href="mailto:rmillership@uttlesford.gov.uk">rmillership@uttlesford.gov.uk</a>
Development Sites	Cabinet	ongoing		Cllr J Redfern	Roz Millership, Assistant Director Housing and Environmental Services <a href="mailto:rmillership@uttlesford.gov.uk">rmillership@uttlesford.gov.uk</a>
Localism Act 2011 Community Empowerment	Cabinet	Ongoing		Cllr H Rolfe	John Mitchell, Chief Executive <a href="mailto:jmitchell@uttlesford.gov.uk">jmitchell@uttlesford.gov.uk</a>



## RECORD OF DECISIONS – CABINET 15 JANUARY 2015

<p>Non Key</p>	<p><b>Agenda Item 6 – report referred to the Executive from the Scrutiny Committee - Day Centres</b></p> <p>To approve the following recommendations:</p> <ol style="list-style-type: none"> <li>1 Officers to be requested to investigate the feasibility of providing a fixed term (1 year), part-time resource (18.5 hours) to provide support and assistance to the day centres;</li> <li>2 a review of the management agreements between the Council and the management committees that have responsibility for the day centres should be undertaken, to reflect the change in the responsibilities of the council and management committees and include agreed service levels, monitoring and the relevant communication channels.</li> </ol>	<p><b>Reason:</b> to support the management committees of day centres over the course of the fixed term of one year to enable them to gain greater self-sufficiency; and to review the use of the buildings currently being used by day centres.</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> Councillor Cheetham, as Chairman and member of Takeley Community Centre.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> no.</p>
<p>Key</p>	<p><b>Agenda item 7 – Saffron Walden Park and Ride scheme (Saffron Walden County High School)</b></p> <ol style="list-style-type: none"> <li>1 To approve the implementation of a park and ride scheme for a six month period as set out in the report;</li> <li>2 the revenue costs of up to £20,000 be met by the Strategic Initiatives Fund.</li> </ol>	<p><b>Reasons:</b> to provide for displaced parking demand on Saturdays arising from reconstruction of the council's town centre car park whilst it is reconstructed as part of Waitrose's development to extend its store.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared,</b></p>

		<b>whether dispensation in existence for that interest:</b> not applicable.
Key	<p><b>Agenda item 8 – Extra Care Scheme, Radwinter Road, Saffron Walden</b></p> <p>To approve the allocation of £500,000 towards the delivery of an Extra Care housing scheme at Radwinter Road, Saffron Walden.</p>	<p><b>Reasons:</b> through provision of this scheme, to meet one of the Council’s key targets in its housing strategy.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> Councillor S Barker, a non pecuniary interest as a Member of Essex County Council.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> no.</p>
Non Key	<p><b>Agenda item 9 – Local Plan update and next steps</b></p> <p>Agreed:</p> <ol style="list-style-type: none"> <li>1. To note the report.</li> <li>2. To agree the formation of an Uttlesford Planning Policy Working Group.</li> <li>3. To agree the membership of the Uttlesford Planning Policy Working Group to be as follows: <ul style="list-style-type: none"> <li>S Barker                      M Lemon</li> <li>P Davies                      J Loughlin</li> <li>A Dean                      E Oliver</li> <li>K Eden                      J Parry</li> <li>S Harris                      H Rolfe</li> <li>S Howell                      J Salmon</li> </ul> </li> </ol>	<p><b>Reasons:</b> To move forward following the outcome of the Examination of the Local Plan in order to prepare an updated plan taking into account the comments made by the Inspector.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable.</p>

	<p>4. To agree that the terms of reference of the Uttlesford Planning Policy Working Group will be:</p> <p>To give advice and guidance to officers in progressing the Local Plan and other planning guidance and report recommendations to Cabinet. The Working Group will meet in public and include public speaking.</p> <p>5. To disband the former Local Plan Working Group.</p>	
Non Key	<p><b>Agenda item 10 – Audley End Conservation Area Appraisal</b></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 Audley End Conservation Area boundary be formally amended as follows:</p> <p>(i) A small amendment to the boundary to the east of Audley End village former Post Office to exclude the area of an open woodland and grass verge.</p> <p>(ii) To extend the boundary to include the whole of the area currently designated as the Audley End Scheduled Monument.</p>	<p><b>Reasons:</b> To review the designation of the conservation area as required under Section 69 of the Listed Buildings and Conservation Area Act 1990.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable.</p>

<p>Non Key</p>	<p><b>Agenda item 11 – Developer Contributions Guidance</b></p> <p>To adopt revised Developer Contributions Guidance, in accordance with the updated National Planning Practice Guidance, as a material planning consideration.</p>	<p><b>Reasons:</b> to approve updated guidance reflecting the legislation.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable.</p>
<p><b>Date of Publication: 19 January 2015</b></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>		

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At the Cabinet meeting on 17 February 2015, Uttlesford District Council intends to take key decisions on the issues set out below.

Key decisions are decisions which are likely to

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## KEY DECISIONS CABINET 17 FEBRUARY 2015

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
<p>To recommend to Council the following budgetary reports:</p> <p>Housing Revenue Account, Rent and Service Charge setting</p> <p>Treasury Management Policy</p> <p>Capital Programme</p> <p>Medium Term Financial Strategy</p> <p>Robustness of estimates and adequacy of reserves</p> <p>General Fund and Council Tax</p> <p>2014/15 Budget Monitoring Report</p>	Cabinet	17 February		Cllr Chambers	<a href="mailto:awebb@uttlesford.gov.uk">awebb@uttlesford.gov.uk</a>
Temporary accommodation	Cabinet	17 February		Cllr Redfern	<a href="mailto:awebb@uttlesford.gov.uk">awebb@uttlesford.gov.uk</a>
Corporate Plan	Cabinet	17 February		Cllr Rolfe	<a href="mailto:jmitchell@uttlesford.gov.uk">jmitchell@uttlesford.gov.uk</a>

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	17 February		Cllr Rolfe	<a href="mailto:jmitchell@uttlesford.gov.uk">jmitchell@uttlesford.gov.uk</a>

## RECORD OF DECISIONS – CABINET 17 FEBRUARY 2015

<p>Key</p>	<p><b>Agenda Item 7 – Corporate Plan 2015-20 and Corporate Risk Register</b></p> <p>The draft Corporate Plan for 2015-20 and Corporate Risk Register be approved for submission to Full Council on 26 February 2015</p>	<p><b>Reason:</b> as part of the annual update of the corporate plan and corporate risk register, to set out the Council’s priorities for the next 12 months and beyond.</p> <p><b>Other options considered and rejected:</b> a suggestion was put forward by Cllr A Dean that the references to the Local Plan should include reference to a “vision and planning framework” and a mechanism to allow alternative sites to be suggested in response to those identified.</p> <p>The option was rejected as the Cabinet considered this step would detract from objective assessment of all identified sites; and because the corporate risk which was referred to specifically focussed on the delivery of housing, for which the Local Plan formed the context.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> no.</p>
<p>Key</p>	<p><b>Budget 2015-16</b></p> <p><b>Agenda item 9 – Robustness of Estimates and Adequacy of Reserves</b></p> <p>To approve, for recommendation to Full Council:</p>	<p><b>Reasons:</b> to give the Council formal advice on the robustness of estimates and adequacy of reserves, as required by section 25 of the Local Government Act 2003, setting out the key risks in the General Fund budget, and advice about safe levels of contingency</p>

	<p>a) That the Council takes account of the advice in the report when determining the 2015/16 General Fund budget and Council Tax.</p> <p>b) That the Council approves the risk assessment relating to the robustness of estimates as detailed in the report</p> <p>c) That the Council sets the minimum safe contingency level for 2015/16 at £1.214 million.</p> <p>d) That the Cabinet recommends to Full Council that it adopts the attached Reserves Strategy.</p> <p>e) That the Council agrees that no transfers to or from the Working Balance should be built into the 2015/16 budget</p>	<p>reserves, and including a new report on reserves strategy detailing the purpose and lifespan of reserves.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable.</p>
Key	<p><b>Agenda item 10 – Temporary Accommodation</b></p> <p>To recommend to Full Council that it approves the transfer of the eight designated temporary accommodation units from the HRA to the General Fund at the estimated market value cost of £1,047,000 in accordance with Secretary of State Approval.</p>	<p><b>Reasons:</b> to take the opportunity to provide the Housing Revenue Account with a capital receipt to further support the delivery of new Council housing and the upgrading of the Council’s sheltered housing, as the provision of temporary accommodation is a general fund service. No loan for this amount is possible from the General Fund to the HRA due to the debt cap on the HRA.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> no.</p>
Key	<p><b>Agenda item 11 – Medium Term Financial Strategy</b></p>	<p><b>Reasons:</b> as part of the budget setting process, to anticipate issues that might arise in the Council’s</p>

	To approve, for recommendation to Full Council, the Medium Term Financial Strategy.	<p>finance so that advance measures to address any such issues might be taken.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable.</p>
Key	<p><b>Agenda item 12 – Treasury Management Strategy 2015-16</b></p> <p>To approve, for recommendation to Full Council on 26 February, the following items:</p> <ul style="list-style-type: none"> <li>• Treasury Management Strategy 2015/16, Appendix A.</li> <li>• Prudential Indicators, Appendix A1.</li> <li>• Minimum Revenue Provision (MRP) Statement, Appendix A2</li> <li>• Economic Forecast, Appendix A3</li> </ul>	<p><b>Reasons:</b> as part of the budget setting process and in accordance with the Local Government Act 2003 and CIPFA requirements, to set out a five year strategy for prudent borrowing and investment, and to set out how cash flow will be managed.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable.</p>
Key	<p><b>Agenda item 13 – Capital Programme 2015/16</b></p> <p>To approve, for recommendation to Full Council, the Capital Programme and associated financing of the programme as set out in the report.</p>	<p><b>Reasons:</b> as part of the annual budget setting process, to set out capital expenditure on the Council's assets and associated financing of the programmes detailed in the report.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b></p>

		<p>none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable.</p>
Key	<p><b>Agenda item 14 – Housing Revenue Account 2015/16 and 5 year Business Plan Strategy</b></p> <p>To approve, for recommendation to Full Council the HRA Revenue Budget and 5 Year Financial Strategy.</p>	<p><b>Reasons:</b> to set out the budget and reserves position for the HRA for 2015/16, and to recommend service charge increases and rent increases in accordance with new government guidelines, and to set out spending plans for council housing in the district from 2015/16 with a five year forecast.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Key	<p><b>Agenda item 15 - General Fund and Council Tax 2015/16</b></p> <p>Recommend that the Full Council approves</p> <ol style="list-style-type: none"> <li>1. The General Fund Council Tax requirement of £4,653,312, summarised in paragraph 24.</li> <li>2. The schedule of fees and charges in Appendix E, subject to two amendments as shown in the amended schedule (appended).</li> <li>3. Approve the new criteria with regards to Members Allowances (New Homes Bonus) paragraph 30</li> </ol>	<p><b>Reasons:</b> to provide detailed revenue estimates for the General Fund and Council Tax for 2015/16.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>

Non Key	<p><b>Agenda Item 16 - 2014/15 Budget Monitoring</b></p> <p>The report was noted and approved.</p>	<p><b>Reasons:</b> to report on financial performance relating to the General Fund, Capital Programme and Treasury Management.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non Key	<p><b>Agenda Item 17 – Local Development Scheme</b></p> <p>The new Local Development Scheme was approved.</p>	<p><b>Reasons:</b> following the closure of the Local Plan Examination and the conclusions of the Inspector, to approve a new Local Development Scheme to reflect next steps in the work programme.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non key	<p><b>Agenda item 18 – Lower Street car park Stansted</b></p> <ol style="list-style-type: none"> <li>1. The transfer be approved subject to the council being compensated for the value of the site and the wayleaves.</li> <li>2. The Director of Public Services be authorised to deal with any further detailed asset issues arising in</li> </ol>	<p><b>Reasons:</b> to accede to a request by UK Power Networks for land to be transferred to the utility provider for the purposes of an electricity substation in connection with development of the new health centre at Lower Street, Stansted Mountfitchet.</p> <p><b>Other options considered and rejected:</b> none.</p>

	<p>relation to 1) the implementation of the development and 2) the development agreement between Hilton Developments and council which deals with the extension of the council's car park, in consultation with the relevant portfolio holders.</p>	<p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non Key	<p><b>Agenda Item 19 – Transfer of Land at Woodlands Park Great Dunmow</b></p> <p>The land be transferred to Great Dunmow Town Council, together with a payment of £46,935, subject to no objections being received following the public notice of the proposed disposal of the land, and that the Council ensures the land in question remains as amenity land for the benefit of the residents of Great Dunmow in perpetuity by means of a legal agreement.</p>	<p><b>Reasons:</b> to devolve responsibility for a public amenity to the local community and to retain the land as open space to promote the economic, social and environmental well-being of the area.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non Key	<p><b>Agenda Item 20 – Uttlesford Cycle Strategy</b></p> <ol style="list-style-type: none"> <li>1 The Cabinet adopt and publish the Uttlesford Cycle Strategy.</li> <li>2 The strategy should be used as a Material Planning Consideration when assessing planning applications.</li> </ol>	<p><b>Reasons:</b> to set out how Uttlesford District Council and Essex County Council will approach the issue of cycling in the district.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non Key	<p><b>Agenda Item 21 Stansted Community Pot</b></p> <ol style="list-style-type: none"> <li>1. A maximum of £20,290 be allocated to the Stansted</li> </ol>	<p><b>Reasons:</b> in response to a request from Stansted Mountfitchet Parish Council to allocate funds to the Stansted skateboard park rebuild project, to enable use of section 106 monies contributed in relation to</p>

	<p>skateboard redevelopment fund, subject to agreement with the developer(s) as required.</p> <p>2. The allocation will be reduced to take account any grants also awarded by ECC or Viridor to whom applications for funding this project have been made by Stansted Mountfitchet Parish Council.</p>	<p>development of land at Rochford Nurseries and Forest Hall Road in Stansted, which are intended to be used for leisure, recreational and /or community facilities in the district. Following a contribution of £30,000 from Essex County Council, the maximum amount of section 106 monies to be allocated was reduced from the original amount suggested in the report to £20,290.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non Key	<p><b>Agenda Item 22 – Farnham Parish Plan</b></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><b>Reasons:</b> to enable the views of the community of Farnham as set out in the parish plan to be taken into account in determining planning applications in the parish and as background evidence in the preparation of the Local Plan.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non Key	<p><b>Agenda Item 23 - Compliance with waste regulations</b></p>	<p><b>Reasons:</b> to confirm that separate collection of dry recyclables is not technically, environmentally or economically practicable in Uttlesford and that the Council’s collection of dry recyclables on a co-mingled</p>

		<p>basis has been chosen as the appropriate system.</p> <p><b>Other options considered and rejected:</b> Separate collection of dry recyclables.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
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## **List of Appendices**

- Appendix A – General Fund Budget Summary
- Appendix B – Portfolio Budgets
- Appendix c – Schedule of Budget Adjustments
- Appendix D – General Fund Reserves Summary
- Appendix E – Fees and Charges
- Appendix F – Council Tax Resolution 2015/16

## **APPENDIX A – GENERAL FUND SUMMARY 2015/16**

<b>£000</b>	<b>2014/15 Original Budget</b>	<b>2014/15 Restated Budget</b>	<b>2015/16 Original Budget</b>	<b>Increase / (Decrease)</b>
<b><u>Service budgets</u></b>				
Community Partnerships & Engagement	2,146	2,036	2,161	125
Community Safety	313	268	237	-31
Environmental Services	1,686	1,637	2,032	395
Finance & Administration	4,740	4,745	5,165	420
Housing (General Fund)	38	34	5	-29
<b>Sub-total – Portfolio and Committee budgets</b>	<b>8,923</b>	<b>8,720</b>	<b>9,600</b>	<b>880</b>
<b><u>Corporate items</u></b>				
Capital Financing Costs	1,611	1,611	3,454	1,843
Investment Income	-50	-50	-50	0
Pension Fund - Added Years	107	107	102	-5
Pension Fund - Deficit	1,121	373	0	-373
Recharge to HRA	-1,211	-1,211	-1,138	73
HRA Share of Corporate Core	-253	-253	-234	19
<b>Sub total - Corporate Items</b>	<b>1,325</b>	<b>577</b>	<b>2,133</b>	<b>1,556</b>
<b>Sub total - Budget</b>	<b>10,248</b>	<b>9,297</b>	<b>11,733</b>	<b>2,436</b>
<b><u>Funding</u></b>				
Council Tax - Collection Fund Balance	-256	-256	-89	167
Council Tax - Freeze Grant 15/16	-50	-50	0	50
NNDR - Retained Income	-1,279	-1,279	-1,303	-24
NNDR - Collection Fund Balance	0	0	3,148	3,148
NNDR - Section 31 Funding	0	0	-459	-459
NNDR - Transfer to/(from) Ringfenced Reserve	0	0	-2,689	-2,689
DCLG Funding - Other	-36	-36	0	36
Flood Support Schemes - Other Funding	0	0	0	0
New Homes Bonus - Grant	-2,877	-2,877	-3,598	-721
Section 106 Funding	0	-10	-10	0
Settlement Funding	-1,642	-1,642	-1,234	408
<b>Sub-total – Funding</b>	<b>-6,140</b>	<b>-6,150</b>	<b>-6,234</b>	<b>-84</b>
<b>Sub-total - Net Operating Expenditure</b>	<b>4,108</b>	<b>3,147</b>	<b>5,499</b>	<b>2,352</b>
<b><u>Transfers to/from(-) Reserves</u></b>				
Access Reserve	200	200	0	-200
Budget Equalization Reserve	0	213	0	-213
Budget Equalization Reserve - Pension Deficit	-748	0	0	0
DWP Reserve	0	0	-175	-175
Economic Development Reserve	0	0	-50	-50
Council Tax Freeze Grant Reserve	50	50	0	-50
Elections Reserve	20	20	-75	-95
LGRR Contingency Reserve	73	73	0	-73
Licensing Reserve	-25	-25	-22	3
MTFS Reserve	0	0	-28	-28
Planning Development Reserve	17	17	0	-17

**APPENDIX B  
COMMUNITY PARTNERSHIPS AND ENGAGEMENT PORTFOLIO**

<b>£'000</b>	<b>2013/14 Actual</b>	<b>2014/15 Original Budget</b>	<b>2014/15 Restated Budget</b>	<b>2015/16 Original Budget</b>	<b>Increase / (Decrease)</b>
Assisted Travel	1	1	1	0	(1)
Committee Administration	153	152	152	165	13
Communications	156	243	243	255	12
Community Information Centres	46	50	50	48	(2)
Community & Leisure Management	46	46	46	49	3
Customer Services Centre	293	307	307	351	44
Democratic Representation	343	361	361	336	(25)
Economic Development	127	203	123	135	12
Grants & Contributions	359	371	361	377	16
Leisure & Administration	75	96	96	95	(1)
Leisure PFI	(75)	(9)	(9)	10	19
Museum Saffron Walden	178	160	160	167	7
New Homes Bonus (Ward members' budgets)	88	88	88	117	29
Sports Development	29	77	57	56	(1)
<b>Portfolio Total</b>	<b>1,819</b>	<b>2,146</b>	<b>2,036</b>	<b>2,161</b>	<b>125</b>

**APPENDIX B continued..  
COMMUNITY SAFETY**

<b>£'000</b>	<b>2013/14 Actual</b>	<b>2014/15 Original Budget</b>	<b>2014/15 Restated Budget</b>	<b>2015/16 Original Budget</b>	<b>Increase / (Decrease)</b>
Community Safety	175	177	177	171	(6)
Emergency Planning	41	43	43	44	1
Enforcement	190	188	147	150	3
Highways	(11)	(15)	(15)	(13)	2
Licensing	(109)	(80)	(84)	(115)	(31)
<b>Portfolio Total</b>	<b>286</b>	<b>313</b>	<b>268</b>	<b>237</b>	<b>(31)</b>

APPENDIX B continued..  
ENVIRONMENTAL SERVICES

<b>£'000</b>	<b>2013/14 Actual</b>	<b>2014/15 Original Budget</b>	<b>2014/15 Restated Budget</b>	<b>2015/16 Original Budget</b>	<b>Increase / (Decrease)</b>
Animal Warden	30	30	30	31	1
Car Parking	(629)	(589)	(595)	(618)	(23)
Depots	40	44	44	59	15
Development Management	(610)	(129)	(129)	(434)	(305)
Environmental Management & Admin	95	88	88	110	22
Grounds Maintenance	140	157	167	224	57
Housing Strategy	88	89	89	95	6
Local Amenities	3	7	7	8	1
Pest Control	22	27	27	28	1
Planning Management & Admin	382	373	373	388	15
Planning Policy	270	244	244	244	0
Planning Specialists	171	175	175	219	44
Public Health	302	385	344	467	123
Street Cleansing	265	298	298	299	1
Street Services Management & Admin	251	340	340	319	(21)
Vehicle Management	345	346	346	372	26
Waste Management - Expenditure	1,906	2,010	1,998	2,291	293
Waste Management - Income	(2,284)	(2,209)	(2,209)	(2,070)	139
<b>Portfolio Total</b>	<b>787</b>	<b>1,686</b>	<b>1,637</b>	<b>2,032</b>	<b>395</b>

**APPENDIX B continued..  
FINANCE AND ADMINISTRATION**

£'000	2013/14 Actual	2014/15 Original Budget	2014/15 Restated Budget	2015/16 Original Budget	Increase / (Decrease)
Benefit Administration	(293)	(264)	(264)	(202)	62
Business Improvement & Performance Team	153	76	76	78	2
Central Services	407	381	372	380	8
Conducting Elections	(9)	1	1	96	95
Conveniences	27	22	9	21	12
Corporate Management	726	817	817	657	(160)
Corporate Team	113	105	105	114	9
Council Tax Benefits	(179)	0	0	0	0
Electoral Registration	24	21	21	45	24
Financial Services	907	848	845	927	82
Housing Benefits	(148)	63	63	145	82
Human Resources	253	218	218	221	3
Information Technology	1,088	1,092	1,092	1,121	29
Internal Audit	108	110	110	115	5
Legal Services	23	101	101	99	(2)
Local Council Tax Support	206	79	91	91	0
Local Tax Collection	(98)	(50)	(50)	(50)	0
Non Domestic Rates	(142)	(29)	(29)	21	50
Offices	343	324	322	274	(48)
Office Cleaning	169	176	176	166	(10)
Resources Miscellaneous	(29)	0	0	0	0
Revenues Administration	765	649	669	846	177
<b>Portfolio Total</b>	<b>4,414</b>	<b>4,740</b>	<b>4,745</b>	<b>5,165</b>	<b>420</b>

APPENDIX B continued..  
HOUSING – GENERAL FUND

<b>£'000</b>	<b>2013/14 Actual</b>	<b>2014/15 Original Budget</b>	<b>2014/15 Restated Budget</b>	<b>2015/16 Original Budget</b>	<b>Increase / (Decrease)</b>
Building Surveying	(85)	(69)	(69)	(81)	(12)
Day Centres	29	36	36	55	19
Energy Efficiency	43	47	47	47	0
Homelessness	169	211	207	167	(40)
Housing Grants	10	10	10	10	0
Land Charges	(90)	(65)	(65)	(61)	4
Lifeline	(139)	(132)	(132)	(132)	0
<b>Portfolio Total</b>	<b>(63)</b>	<b>38</b>	<b>34</b>	<b>5</b>	<b>(29)</b>

## APPENDIX C – BUDGET ADJUSTMENTS

<b>INESCAPABLE GROWTH</b>					
<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£000</b>		
All portfolios	Various services	Net inflationary increase in salaries (pay award budget netted off)	163	Ongoing	
Community Partnerships & Engagement	Leisure PFI	Leisure PFI contractual inflation (net rise for unitary payments/rental income)	19	Ongoing	
Finance & Admin	Financial Services	Insurance contract inflationary rise	14	Ongoing	
Finance & Admin	Information Technology	Contractual inflation on support costs	14	Ongoing	
			<b>Total</b>		<u><u>210</u></u>

## APPENDIX C – BUDGET ADJUSTMENTS

SERVICE INVESTMENT				
Portfolio	Service	Description	£000	
Environment	Public Health	Net growth in establishment / consultancy (offset by increase in green beans income)	71	Ongoing (inc. £21k Empty Homes post FTC one-off)
Finance & Admin	Revenues Admin	Net growth in establishment	55	Ongoing
Finance & Admin	Non-Domestic Rates	Discretionary Rate Relief Policy	50	One off (2nd of 2 years)
Environment	Grounds Maintenance	Two new operatives and associated costs of new vehicle	42	Ongoing (1st of 2 years)
Finance & Admin	Various	Net CMT pay increases*	34	Ongoing
Finance & Admin	Financial Services	Finance Systems Officer post	32	Ongoing
Community Partnerships & Engagement	Economic Development	Business Support Officer	31	One off (2nd of 2 years)
Environment	Planning Specialists	Conservation Officer	30	Ongoing
Community Partnerships & Engagement	New Homes Bonus	Net effect of additional £1k per ward member (less reduction of 5 members)	29	Ongoing
Environment	Waste Management	WYG Consultancy	25	Ongoing
Finance & Admin	Information Technology	Additional ongoing support for various software	23	Ongoing
Environment	Environmental Management	Admin Assistant to take on work previously done by HRA (where saving exists in restructure)	22	Ongoing
Community Partnerships & Engagement	Customer Services	Customer Services Advisor (transferred from HRA)	20	Ongoing
Finance & Admin	Conveniences	Grant to SWTC in respect of Hill Street Toilets	20	Ongoing (5 years max)
Housing	Day Centres	Day Centres Supervisor	15	One off
Finance & Admin	Information Technology	Revenue implications of IT capital programme	13	Ongoing
Finance & Admin	Revenues Admin	Net cost of temporary fraud officers (netted by element funded from preceptors)	11	One off
			<b>Total</b>	<b>52</b>

## APPENDIX C – BUDGET ADJUSTMENTS

EFFICIENCY SAVINGS					
Portfolio	Service	Description	£000		
Finance & Admin	Corporate Management	ACE Finance budget cost removed	(88)		Ongoing
Finance & Admin	Office Cleaning	Net establishment saving	(33)		Ongoing
Environmental	Street Services	Net saving arising from management restructure	(20)		Ongoing
Community Safety	Licensing	Net savings arising from establishment restructure	(10)		Ongoing
				<b>Total</b>	<b><u>(151)</u></b>

## APPENDIX C – BUDGET ADJUSTMENTS

<b>CHANGES TO INCOME</b>			
<b>Portfolio</b>	<b>Service</b>	<b>Description</b>	<b>£000</b>
<b>Increases</b>			
Environmental Services	Development Management	Planning Application Fees	Ongoing (1st of 2 years max)
			(350)
Finance & Admin	Offices	London Road Offices - Top floor rental income from Essex County Council	Ongoing
			(60)
Environmental	Waste Management	ECC recycling credits	Ongoing
			(58)
Housing	Homelessness	Additional rental income from 8 temporary accomodation units transferred from HRA	Ongoing
			(54)
Environmental	Waste Management	Green Waste kerbside customers	Ongoing
			(50)
Environmental	Car Parking	Revised share of Pig Market charity income	Ongoing
			(19)
Environmental	Waste Management	Trade Waste small containers	Ongoing
			(15)
Community Safety	Licensing	Taxi licences	Ongoing
			(14)
Environmental	Street Cleansing	ECC recycling credits	Ongoing
			(14)
Community Safety	Licensing	Liquor licenses	Ongoing
			(10)
Environmental Services	Car Parks	Net increase in operating income	Ongoing
			(10)
Housing	Building Surveying	Building surveying income	Ongoing
			(10)
		<b>Total</b>	<b>(664)</b>
<b>Decreases</b>			
Environmental	Public Health	Decrease in border inspection fees	Ongoing
			11
Finance & Admin	Office Cleaning	Reimbursements budget alignment as per current trend	Ongoing
			12
Environmental	Public Health	Harlow funding for Health & Safety Officer now ceased	Ongoing
			21
Finance & Admin	Revenues Admin	New Burdens Grant budget being removed	Ongoing
			48
Finance & Admin	Local Council Tax Support	Preceptors sharing agreement	Ongoing
			50
		<b>Total</b>	<b>142</b>
		<b>Net Total</b>	<b>(522)</b>

## APPENDIX C – BUDGET ADJUSTMENTS

**OTHER ADJUSTMENTS - MATERIAL ITEMS (£10K MINIMUM)**

Portfolio	Service	Description	£000	One off or Ongoing
<b>Increases</b>				
Environment	Waste Management	Net effect of recyclables contract now being a cost to UDC	470	Ongoing
Finance & Admin	Conducting Elections	Net cost of district elections in 2015 (to be covered by Elections Reserve)	95	One Off
Finance	Housing Benefits	Net increase in portion of Housing Benefit expenditure recoverable from subsidy	82	Ongoing
Environment	Vehicle Maintenance	Increase in tyre costs*	40	Ongoing
Environment	Waste Management	Other net employee-related increase (establishment/agency/overtime)	37	Ongoing
Environment	Waste Management	Additional costs of taking food waste to Haverhill	32	Ongoing
Environment	Development Management	Net consultancy increase (including SLA with ECC for history/ecology)	26	Ongoing
Finance & Admin	Revenues Admin	Net staffing increase	21	Ongoing
Finance & Admin	Electoral Registration	Postage budget returned from central pot	20	Ongoing
Environment	Public Health	Net effect of staffing restructure	18	Ongoing
Environment	Waste Management	Disposal charges increase for trade waste service	18	Ongoing
Environment	Street Cleansing	Disposal charges increase	16	Ongoing
Community Partnerships & Engagements	Customer Services	Other increase in staffing due to regradings, and officers now opted into pension scheme	13	Ongoing
Environment	Depots	Business Rates at SW Depot - larger premises with increased rateable value	12	Ongoing
Finance & Admin	Benefits Admin / LCTS	Net increase in budgets to reflect 20% of 15/16 benefit admin grant being in LCTS service	12	Ongoing
Housing	Homelessness	Temporary accomodation costs increased with current trend	10	Ongoing
			<b>922</b>	
<b>Decreases</b>				
Housing	Building Surveying	Net effect of staffing restructure	(10)	Ongoing
Environment	Waste Management	Vehicle running costs decrease	(15)	Ongoing
Environment	Vehicle Maintenance	Electricity budget for SW depot already reflected in Depots service	(17)	Ongoing
Community Partnerships & Engagements	Economic Development	Reduction in grants payable	(19)	Ongoing
Finance & Admin	Corporate Team/Information	Net budget reduction arising following Project Officer transfer to Corporate team	(21)	Ongoing
Community Partnerships & Engagements	Democratic Representation	Members allowances reduction (five less members)	(26)	Ongoing
Environment	Waste Management	Bins being transferred to Capital	(63)	Ongoing
			<b>(171)</b>	
			<b>Net Total</b>	
			<b>751</b>	

**APPENDIX D  
GENERAL FUND RESERVES 2015/16**

Reserve	Estimated Balance 01-Apr-15	Estimated Balance 31-Mar-16
£'000		
<b><u>RINGFENCED RESERVES</u></b>		
Business Rates	3,623	934
DWP Reserve	175	0
Licensing Reserve	27	5
Working Balance	1,214	1,214
	5,039	2,153
<b><u>USABLE RESERVES</u></b>		
<b><u>Financial Management Reserves</u></b>		
MTFS Reserve	1,000	972
Transformation Reserve	1,000	1,000
	2,000	1,972
<b><u>Contingency Reserves</u></b>		
Emergency Response	40	40
	40	40
<b><u>Service Reserves</u></b>		
Access Reserve	200	200
Economic Development	50	0
Elections	95	20
Homelessness	40	40
Planning	1,000	1,000
Strategic Initiatives	353	1,387
Waste Depot Relocation Project	1,500	0
Waste Management	230	200
	3,468	2,847

**APPENDIX E – FEES AND CHARGES**

# **Uttlesford District Council**

## **2015/16 Fees & Charges**



<b>Building surveying other charges</b>	<b>2014/15 charge £</b>	<b>2015/16 charge £</b>	<b>Does the charge include VAT?</b>	<b>Note</b>
Provision of Energy Performance Certificates	240.00	240.00	Yes	Standard Charge
Copying charges	10p a sheet + £25 per hour officer time if job exceeds 1 hour	10p a sheet + £25 per hour officer time if job exceeds 1 hour	Yes	Statutory limitations

<b>Street Naming and Numbering</b>	<b>2014/15 charge £</b>	<b>2015/16 charge £</b>	<b>Does the charge include VAT?</b>
Name or number change to existing dwelling	72.00	72.00	No
1 new dwelling name or number change - existing road	102.50	102.50	No
2 to 10 dwelling name or number change - existing road	175.00	175.00	No
Over 10 dwellings name or number - existing road	205.00	205.00	No
Over 10 dwellings name or number on existing road - extra charge per dwelling	20.50	20.50	No
1 to 10 dwellings on a new road	307.50	307.50	No
Over 10 dwellings name or number on new road - extra charge per dwelling	20.50	20.50	No
Parish/Town Council initiated scheme to re name/number on existing road	52.00	52.00	No
Parish/Town Council initiated scheme to			



**STANDARD CHARGES**  
**SCHEDULE 1- NEW DWELLINGS**  
 Dwelling houses and Flats

<u>Code</u>	<u>New Build Houses or Bungalows Not Exceeding 250m<sup>2</sup></u>			<u>Plan Charge</u>	<u>Inspection Charge*</u>	<u>Building Notice*</u>	<u>Regularisation Charge*</u>
HO1	1	Plot	Fee	£260.00	£385.00	£695.00	<b>£868.75</b>
			VAT	£52.00	£77.00	£139.00	
			<b>Total</b>	<b>£312.00</b>	<b>£462.00</b>	<b>£834.00</b>	
HO2	2	Plots	Fee	£330.00	£590.00	£970.00	<b>£1,212.50</b>
			VAT	£66.00	£118.00	£194.00	
			<b>Total</b>	<b>£396.00</b>	<b>£708.00</b>	<b>£1,164.00</b>	
HO3	3	Plots	Fee	£395.00	£785.00	£1,260.00	<b>£1,575.00</b>
			VAT	£79.00	£157.00	£252.00	
			<b>Total</b>	<b>£474.00</b>	<b>£942.00</b>	<b>£1,512.00</b>	
HO4	4	Plots	Fee	£465.00	£960.00	£1,525.00	<b>£1,906.25</b>
			VAT	£93.00	£192.00	£305.00	
			<b>Total</b>	<b>£558.00</b>	<b>£1,152.00</b>	<b>£1,830.00</b>	
HO5	5	Plots	Fee	£520.00	£1,085.00	£1,700.00	<b>£2,125.00</b>
			VAT	£104.00	£217.00	£340.00	
			<b>Total</b>	<b>£624.00</b>	<b>£1,302.00</b>	<b>£2,040.00</b>	
<b><u>New Build Flats Not Exceeding 250m<sup>2</sup> and Not More Than 3 Storeys</u></b>							
FL1	1	Plot	Fee	£260.00	£385.00	£695.00	<b>£868.75</b>
			VAT	£52.00	£77.00	£139.00	
			<b>Total</b>	<b>£312.00</b>	<b>£462.00</b>	<b>£834.00</b>	
FL2	2	Plots	Fee	£330.00	£590.00	£970.00	<b>£1,212.50</b>
			VAT	£66.00	£118.00	£194.00	
			<b>Total</b>	<b>£396.00</b>	<b>£708.00</b>	<b>£1,164.00</b>	
FL3	3	Plots	Fee	£395.00	£785.00	£1,260.00	<b>£1,575.00</b>
			VAT	£79.00	£157.00	£252.00	
			<b>Total</b>	<b>£474.00</b>	<b>£942.00</b>	<b>£1,512.00</b>	
FL4	4	Plots	Fee	£465.00	£960.00	£1,525.00	<b>£1,906.25</b>
			VAT	£93.00	£192.00	£305.00	
			<b>Total</b>	<b>£558.00</b>	<b>£1,152.00</b>	<b>£1,830.00</b>	
FL5	5	Plots	Fee	£520.00	£1,085.00	£1,700.00	<b>£2,125.00</b>
			VAT	£104.00	£217.00	£340.00	
			<b>Total</b>	<b>£624.00</b>	<b>£1,302.00</b>	<b>£2,040.00</b>	
<b><u>Conversion to</u></b>							
COH	Single dwelling house (Where total floor area does not exceed 150m <sup>2</sup> )	Fee	£220.00	£320.00	£590.00	<b>£737.50</b>	
		VAT	£44.00	£64.00	£118.00		
		<b>Total</b>	<b>£264.00</b>	<b>£384.00</b>	<b>£708.00</b>		
COF	Single Flat (Where total floor area does not exceed 150m <sup>2</sup> )	Fee	£220.00	£320.00	£590.00	<b>£737.50</b>	
		VAT	£44.00	£64.00	£118.00		
		<b>Total</b>	<b>£264.00</b>	<b>£384.00</b>	<b>£708.00</b>		



Car Parking	2014/15 charge	2015/16 charge	Does the charge include VAT?
	£	£	
<b><u>Saffron Walden</u></b>			
<b><i>Faircroft</i></b>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
<b><i>Common</i></b>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
3 Hours	2.00	2.00	Yes
4 Hours	3.00	3.00	Yes
<b><i>Rose &amp; Crown</i></b>			
30 Minutes	0.50	0.50	Yes
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
<b><i>Swan Meadow</i></b>			
1 Hour	0.70	0.70	Yes
2 Hours	1.20	1.20	Yes
4 Hours	2.00	2.00	Yes
6 Hours	2.50	2.50	Yes
10 Hours	3.50	3.50	Yes
Season Tickets (per annum)	300.00	300.00	Yes
<b><u>Coaches</u></b>			
5 Hours	3.00	3.00	Yes
10 Hours	6.00	6.00	Yes
<b><u>Great Dunmow</u></b>			
<b><i>WhiteStreet</i></b>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
5 Hours	2.40	2.40	Yes
10 Hours	3.50	3.50	Yes
Season Ticket (per annum)	300.00	300.00	Yes
<b><i>New Street/Chequers &amp; An Lane</i></b>			
30 Minutes	0.40	0.40	Yes
1 Hour	0.60	0.60	Yes
3 Hours	1.20	1.20	Yes
<b><u>Stansted Mountfitchet</u></b>			

Environmental Health	2014/15 charge £	2015/16 charge £	Does the charge include VAT?
<b><u>Food and Water Safety</u></b>			
Food Safety course - level 2 certificate	70.00	75.00	No
Health Certificate for Export	80.00	85.00	No
Voluntary Surrender Certificate	70.00	75.00	No
Water Samples (Airport)	20.00	25.00	Yes
Private water supply sample collection fee (plus laboratory charges)	25.00	25.00	Yes
Private water supply carrying out of Risk Assessment	45.00	45.00	No
Chemical Water Samples on request	Charged at Cost	Charged at Cost	Yes

<b><u>Imported Food Inspection Charges</u></b>			
Organic Produce Certificate - office hours (per certificate)	60.00	70.00	No
Organic Produce Certificate - outside office hours	230.00	250.00	No
POAO per CVED (Products of animal origin) (per consignment)	170.00	175.00	No
POAO per CVED Out of Hours additional fee (Products of animal origin)	65.00	75.00	No
High Risk NAO per CED (Non animal origin)	50.00	55.00	No
High Risk NAO sampling fee + laboratory charges	55.00	60.00	No
High Risk NAO per CED Out of Hours	-	65.00	No
High Risk NAO Out of Hours sampling fee + laboratory charges	-	95.00	No
High Risk destruction charge + disposal costs	55.00	60.00	No
IUU Catch Certificate EEA	15.00	25.00	No
IUU Catch Certificate non EEA	45.00	50.00	No

<b><u>Animals</u></b>			
Micro chipping - Pets - Home visit	25.00	25.00	Yes
Micro chipping - Pets - Microchip event	16.50	16.50	Yes
Stray dog - admin and call out fee - (kennel fees additional charge)	45.00	50.00	Yes

<b><u>Licences</u></b>			
Animal boarding establishment	130.00	135.00	No
Dog breeding establishment	130.00	135.00	No
Riding establishment (vet fee not included)	230.00	235.00	No
Pet shop (vet fee not included)	130.00	135.00	No

Museum	2014/15 charge £	2015/16 charge £	Does the charge include VAT?
Admission Charge adult	1.50	1.50	Yes
Admission Charge discount	0.75	0.75	Yes
Admission Charge children	0.00	0.00	n/a
Season Ticket adult	5.00	5.00	Yes
Season Ticket discount	2.50	2.50	Yes
School visits per pupil	3.00	3.00	Yes
School visits minimum charge	48.00	48.00	Yes
<b><u>Reproduction Charges</u></b>			
<b><u>Fee for providing images of collections for commercial publications</u></b>			
One country / language	108.00	108.00	Yes
Two or more countries	134.40	134.40	Yes
Regional publication	54.00	54.00	Yes
Local publication	14.40	14.40	Yes
Still image for regional TV	134.40	134.40	Yes
Still image for national TV	270.00	270.00	Yes
Film and video, regional TV	96.00	96.00	Yes
Film and video, national TV	192.00	192.00	Yes
Facility fee for use as "set"	162.00	162.00	Yes
<b><u>Hire of premises</u></b>			
Corporate and private hire per hour (first hour)	75.00	75.00	No
Hire per hour after first hour	50.00	50.00	No



Pest Control	2014/15 charge	2015/16 charge	Does the charge include VAT?
	£	£	
Mice in domestic premises	57.00	57.00	Yes
Rats at domestic premises includes up to 5 baits	25.00	45.00	Yes
Rats at domestic premises - charge per additional bait where the keeping of animals is contributing to an infestation	15.00	15.00	Yes
Rats & Mice in commercial premises initial survey	130.00	130.00	Yes
Rats & Mice in commercial premises per additional treatment	65.00	65.00	Yes
Abortive visit charge	40.00	40.00	Yes
Cancellation fee (telephone) (after booking/fee charged)	5.00	5.00	Yes
Cluster Flies per treatment	55.00	55.00	Yes
Fleas, carpet beetles, moths (initial treatment plus 1 follow up) up to 3 bed property	80.00	80.00	Yes
Fleas, carpet beetles, moths (initial treatment plus 1 follow up) more than 3 bed property	105.00	105.00	Yes
Ants per treatment	60.00	60.00	Yes
Insect identification charge (per insect type)	10.00	10.00	Yes
Wasps per nest domestic premises	58.00	58.00	Yes
Additional wasp nests domestic	29.00	29.00	Yes
Wasps per nest - commercial premises	85.00	85.00	Yes
Additional wasp nests commercial	45.00	45.00	Yes
Squirrels	92.00	92.00	Yes
Squirrels additional visit	51.00	51.00	Yes

Licensing	2014/15 charge	2015/16 charge	Does the charge include VAT?
	£	£	
<b><u>Taxi Licensing</u></b>			
Drivers	40.00	40.00	No
Operators	60.00	60.00	No
Vehicles	70.00	70.00	No
CRB checks	Charged at cost	Charged at cost	No



## Planning Applications

For the current schedule of planning application fees, please visit the Uttlesford District Council website:

<http://www.uttlesford.gov.uk/article/2160/Planning-Application-Fees>

Planning Pre-application advice	2014/15 charge £	2015/16 charge £	Does the charge include VAT?
Major Developments Written advice	300.00	n/a*	Yes
Major Developments - Meeting in office	650.00	n/a*	Yes
Major Developments - Meeting on site	850.00	n/a*	Yes
Minor Developments - written advice	150.00	n/a*	Yes
Minor Developments - Meeting in office	350.00	n/a*	Yes
Minor Development - Meeting on site	450.00	n/a*	Yes
* new charging structure			
1 - 9 Residential Units	n/a*	500.00	Yes
10 - 30 Residential Units	n/a*	1,000.00	Yes
31 - 100 Residential Units or 1,000 - 9,999 m2 commercial	n/a*	1,650.00	Yes
101 - 300 Residential Units or 10,000 m2 or above commercial	n/a*	2,400.00	Yes
301 + Residential Units	n/a*	POA	Yes
House extensions & alterations	no charge	no charge	n/a

Conservation - Listed Buildings	2014/15 charge £	2015/16 charge £	Does the charge include VAT?
<b>Listed Building Advice (all types excl. Householder)</b>			
Written	150.00	150.00	Yes
Meeting in office	350.00	350.00	Yes

Other Planning fees and charges	2014/15 charge £	2015/16 charge £	Does the charge include VAT?
Documents provided under Local Government Access to Information Act 1985 Documents - TPO, BPN, LB Planning & Building Regulation Decision Notices	10p a sheet plus £25 per hour if job exceeds 1 hour	10p a sheet plus £25 per hour if job exceeds 1 hour	Yes
Uttlesford Local Plan Adopted 2005	25.00	25.00	Yes
Weekly list of Planning Application Submissions	321.00	321.00	Yes
Rights of Way - Footpath Diversion - (Now administered by ECC)	n/a	n/a	No

<b>Refuse Collection &amp; Recycling</b>	<b>2014/15 charge</b>	<b>2015/16 charge</b>	<b>Does the charge include VAT?</b>
	<b>£</b>	<b>£</b>	
Bulky waste	15.50	16.00	No
<b><u>Trade Waste</u></b>			
Trade sacks (3 cubic feet)	1.87	1.87	No
Trade tape rolls (12 rolls = 360 sacks)	46.33	46.33	No
Green Cardboard Recycling Tape	-	-	No
Bins 240 litres	5.14	5.14	No
Bins 660 litres	11.87	11.87	No
Eurobins 1100 litres	18.28	18.28	No
Light Containers - 12 cubic yard	132.18	132.18	No
Heavy Containers - 12 cubic yard	207.29	207.29	No
Kerbside Garden Collection	40.00	40.00	No

<b>Saffron Walden Offices</b>	<b>2014/15 charge £</b>	<b>2015/16 charge £</b>	<b>Does the charge include VAT?</b>
Room hire - committee room (per hour)	57.00	60.00	Yes
Room hire - committee room (per hour) Charity Rate	25.00	25.00	Yes
Room hire - Council Chamber (per hour)	75.60	78.00	Yes
Refreshments - per 10 people	12.60	13.20	Yes

<b>Print Room</b>	<b>2014/15 charge £</b>	<b>2015/16 charge £</b>	<b>Does the charge include VAT?</b>
Printing services for town & parish councils, voluntary organisations, clubs & societies. Hourly charge. Materials charged on top. * Addition of VAT varies depending on what is being printed.	36.00	37.00	No*

<b>Sports Development</b>	<b>2014/15 charge £</b>	<b>2015/16 charge £</b>	<b>Does the charge include VAT?</b>
Nordic Walking drop in weekly	4.00	4.00	No
Nordic Walking 4 week courses	39.00	39.00	No
Nordic Walking Card 5 walks	20.00	20.00	No
Nordic Walking Card 3 months	40.00	40.00	No



# UTTLESFORD DISTRICT COUNCIL

## NOTICE OF KEY DECISIONS

At the Cabinet meeting on 19 March 2015, 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 CABINET 19 MARCH 2015**

## **DECISIONS TO BE TAKEN IN PRIVATE**

Decision	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Reason for decision to be taken in private	Portfolio Holder	Contact officer from where the documents can be obtained
Procurement – new contract for Waste and recycling	Cabinet	19 March 2015	None	The report concerns contractual issues between the council and its provider of materials recycling facility services.	Cllr Barker	Roger Harborough - Director of Public Services <a href="mailto:rharborough@uttlesford.gov.uk">rharborough@uttlesford.gov.uk</a>

## RECORD OF DECISIONS – CABINET 19 MARCH 2015

Non -Key	<p><b>Agenda item 7 – Petition in relation to commuter car parking at Lower Street Car Park, Stansted</b></p> <p>The response to the petition was noted</p>	<p><b>Reasons:</b> To consider the Cabinet’s response to a resident’s petition.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non- Key	<p><b>Agenda item 8 – Asset Management Plan</b></p> <p>To approve the Asset Management Plan</p> <p>To include an additional strategic objective (page 1 of the document), ‘to invest in new assets if for the longer term benefit of the Council.’</p>	<p><b>Reasons:</b> To demonstrate the strategic objectives for the use of the council’s non-housing assets for 2015/16 and provide assurance to the External Auditor that the council has a sound approach</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non- Key	<p><b>Agenda item 9 – Pay Policy</b></p> <p>To approve the Pay Policy for recommendation to Full Council.</p>	<p><b>Reasons:</b> To publish a Pay Policy and review annually as required under the Localism Act 2011.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> no.</p>

Non- Key	<p><b>Agenda item 11 – Local Council Tax Support Scheme Policy</b></p> <p>To approve the amendments to the Local Council Tax Support Scheme as detailed in appendix A as follows</p> <p>a. Legislative changes relating to persons from abroad and the introduction of Universal Credit.  b. Annual uprating of the specified premiums.</p>	<p><b>Reasons:</b> To update the policy to reflect legislative changes.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> Councillor Barker as a Member of Essex County Council.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable.</p>
Non - Key	<p><b>Agenda item 12 – Revisions to the Rent and Service Charge setting policy</b></p> <p>To note the new Government guidance and approve the Rent and Service Charge setting policy</p>	<p><b>Reasons:</b> To comply with Government ‘Guidance on rents for social housing’ to determine the levels by which housing rents and service charges will be increased on an annual basis.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non- Key	<p><b>Agenda item 13 – Members New Homes Bonus Scheme – progress update</b></p> <p>The report was noted</p>	<p><b>Reasons:</b> To advise of the current position regarding members’ spend on their New Homes Bonus allocation</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>

None - Key	<p><b>Agenda item 14 – Strategic Initiatives Fund</b></p> <p>To agree the allocation of</p> <ul style="list-style-type: none"> <li>i. £50,000 for the Cycle Strategy</li> <li>ii. £100,000 towards the cost of Neighbourhood Plans.</li> <li>iii. £150,000 for the installation of photovoltaic panels on the two buildings at the Shire Hill depot.</li> </ul>	<p><b>Reasons:</b> These were appropriate schemes to be funded from the Strategic Initiatives Fund</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non Key	<p><b>Agenda Item 15 – Climate Local Commitment</b></p> <p>Agreed</p> <ul style="list-style-type: none"> <li>1 UDC to sign up to the Climate Local Commitment</li> <li>2 To endorse the Climate Local Strategy and Action Plan for Uttlesford District Council</li> </ul>	<p><b>Reasons:</b> In response to the Climate Local Initiative developed by the Local Government Association</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non Key	<p><b>Agenda Item 16 – S106 Community Pot Stansted</b></p> <p>To allocate a maximum of £2,110 to provide three picnic benches and three litter bins at Rochford Square Stansted, subject to agreement with the developer(s) as required.</p>	<p><b>Reasons:</b> The proposal fell within the criteria for the use of the funds and had been requested by local residents and the parish council.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non key	<p><b>Agenda item 17 – Meeting Broadcasting</b></p> <p>Agreed to:</p> <ul style="list-style-type: none"> <li>1 Formally adopts the use of the Audiominutes</li> </ul>	<p><b>Reasons:</b> In order to make the council meetings more accessible to the public</p> <p><b>Other options considered and rejected:</b> none.</p>

	<p>broadcasting system for meetings of Full Council, Cabinet, Planning and the Uttlesford Planning Policy Working Group.</p> <p>2 Agrees to the use of the system at other key meetings as set out in paragraph 12.</p> <p>3 Agrees, subject to proof of concept design and testing, to the additional enhancements as set out in paragraphs 18 and 19.</p>	<p><b>Any interest declared by any member of Cabinet:</b> Councillor Redfern in relation to the work her husband had undertaken on this project.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
Non Key	<p><b>Part 2</b></p> <p><b>Agenda Item 19 – Materials Recovery Facilities Contract</b></p> <p>1 The Council terminates the current MRF contract with effect from 4th May 2015 and places a new contract with the successful bidder for the Uttlesford lot through the joint procurement process led by Basildon Council.</p> <p>2 Additional costs to those estimated in the budget for 2015/16 be met from the waste management reserve</p>	<p><b>Reasons:</b> To pursue new arrangements in the financial interest of the council</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> not applicable</p>
<p><b>Date of Publication: 23 March 2015</b></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 DECISION(S)

At the Cabinet meeting on 18 June 2015, 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 DECISION CABINET 18 JUNE 2015**

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
Local Council Tax Support (LCTS) Scheme 2016/17	Cabinet	18 June			Adrian Webb – Director of Finance and Corporate Services <a href="mailto:awebb@uttlesford.gov.uk">awebb@uttlesford.gov.uk</a>

## RECORD OF DECISIONS – CABINET 18 JUNE 2015

Non -Key	<p><b>Agenda item 8– 2014/15 Outturn</b></p> <p>To approve</p> <ul style="list-style-type: none"> <li>• the 2014/15 outturn position set out in this report</li> <li>• the reserve transfers and reserve balances set out in the report,</li> <li>• the Capital Programme slippage requests.</li> </ul>	<p><b>Reasons:</b> To agree the council’s financial performance and the level of reserves as at 31 March 2015</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest:</b> n/a</p>
Non- Key	<p><b>Agenda item 9 – Procurement Strategy</b></p> <p>To approve the Procurement Strategy attached to the report.</p>	<p><b>Reasons:</b> To advise members of the council’s procurement activity and provide assurance to the external auditors that the council has a sound approach to procurement</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether in existence for that interest</b> n/a</p>
Key	<p><b>Agenda item 10 – 2016/17 Local Council Tax Support Scheme</b></p> <p>To approve that a consultation process be carried out on the following draft proposals:</p> <ol style="list-style-type: none"> <li>a) The 2016/17 LCTS scheme is set on the same basis as the 2015/16 scheme and therefore the contribution rate is frozen for the second consecutive year.</li> <li>b) Provide discretionary subsidy for town &amp; parish</li> </ol>	<p><b>Reasons:</b> In accordance with statutory requirements, to consult on the draft scheme proposals for 2016/17.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest:</b> n/a.</p>

	<p>councils for 2016/17 in accordance with the principles set out in paragraph 25.</p> <p>c) The 2016/17 Council Tax discounts are set at the same rate as the 2015/16 discounts as set out in paragraphs 26 – 29.</p>	
Non- Key	<p><b>Agenda item 11 – Conservation Area Appraisal Little Easton</b></p> <p>1. The Conservation Area Appraisal be approved and used to assist in the process of determining planning applications and for implementing management proposals.</p> <p>2 The Little Easton Conservation Areas be formally designated</p>	<p><b>Reasons:</b> To review the designation of the conservation area as required under Section 69 of the Listed Buildings and Conservation Area Act 1990.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a.</p>
Non - Key	<p><b>Agenda item 12 – Conservation Area Appraisal, Quendon and Rickling</b></p> <p>1. The Conservation Area Appraisal be approved and used to assist in the process of determining planning applications and for implementing management proposals.</p> <p>2. The Quendon and Rickling Conservation Area be formally designated</p>	<p><b>Reasons:</b> To review the designation of the conservation area as required under Section 69 of the Listed Buildings and Conservation Area Act 1990.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non- Key	<p><b>Agenda item 13 – Assets of Community Value</b></p> <p>To agree to include the following on the Assets of Community Value list:</p> <ul style="list-style-type: none"> <li>• Felsted Allotments, Station Road</li> <li>• Felsted village Playing Field, Braintree Road</li> </ul>	<p><b>Reasons:</b> As a requirement of section 87 of the Localism Act 2011, the council to maintain a list of land in its area that is land of community value</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p>

	<ul style="list-style-type: none"> <li>• Ravens Crescent Play Area, Watch House Green</li> <li>• Willows Green Play Area, Evelyn Road</li> <li>• Banister Green</li> </ul>	<p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</b></p>
Non - Key	<p><b>Agenda item 14 – Great Chesterford Parish Plan</b></p> <p>To adopt the Parish Plan as council approved guidance in determining planning applications in the Parish and as background evidence in the preparation of the Local Plan</p>	<p><b>Reasons:</b> To reflect the collective view of residents on the important issues in the village and to be used to assist in future Planning</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</b></p>
Non Key	<p><b>Agenda Item 15 – designation of Great and Little Chesterford Neighbourhood Plan Area</b></p> <p>To designate the Parishes of Great and Little Chesterford as the Great and Little Chesterford Neighbourhood Development Plan Area</p>	<p><b>Reasons:</b> the boundary, contiguous with the parish boundaries of Great and Little Chesterford, is supported as a logical approach and demonstrates that the parish councils wish to plan for the whole of their area</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</b></p>
Non Key	<p><b>Agenda Item 16 – Cabinet Working Groups</b></p> <p>The Cabinet working groups, terms of reference and membership were agreed as attached at the end of this notice.</p> <p>.</p>	<p><b>Reasons:</b> The Cabinet is required to undertake an annual review of its working groups.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</b></p>

Non key	<p><b>Agenda item 17 – representatives on outside bodies</b></p> <p>To approve the list of member appointments to outside bodies attached at the end of this notice</p>	<p><b>Reasons:</b> to make the annual appointment of member representatives on outside bodies.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non Key	<p><b>Agenda item 18 –Appointment to joint committees</b></p> <p>To make the following appointments</p> <p>North Essex Parking Partnership: Councillor Susan Barker</p> <p>Essex Health and Wellbeing Joint Committee: Councillors Lesley Wells and Graham Barker</p>	<p><b>Reasons:</b> To make member appointments to joint committees</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non- key	<p><b>Agenda item 19 – Statement of Community Involvement</b></p> <p>The amended Statement of Community Involvement as set out in the report of representations be adopted</p>	<p><b>Reasons:</b> To ensure that the council has an up to date document which is in accordance with the relevant regulations</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
<p><b>Date of Publication: 19 June 2015</b></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 2015/16

Name of Group	No of Members	Membership	
Community Achievement Panel	5	John Freeman Elizabeth Parr Vic Ranger Julie Redfern 1 vacancy	
Highways Panel	4 + 4 ECC members	Robert Chambers John Freeman Alan Mills Geoffrey Sell	
Housing Board	10 + 2 tenant reps	Heather Asker Alan Dean Terry Farthing (vc) Marie Felton (c) Janice Loughlin	Alan Mills Sharon Morris Vic Ranger Julie Redfern Howard Ryles
Planning Policy Working Group	10	Susan Barker (vc) Paul Davies Alan Dean Stephanie Harris John Lodge	Janice Loughlin Alan Mills Edward Oliver Joanna Parry Howard Rolfe (c)
Museum Management Working Group	4	Robert Chambers Barbara Light Geoffrey Sell Lesley Wells	
Stansted Airport Advisory Panel	10	Keith Artus (c) John Davey Terry Farthing Paul Fairhurst Martin Foley	Rory Gleeson Thon Goddard Edward Oliver (vc) Howard Ryles 1 vacancy
Waste Strategy Panel	5	Susan Barker Terry Farthing Martin Foley Richard Freeman Lesley Wells	

## REPRESENTATIVES ON OUTSIDE BODIES 2015/16

<b>Organisation</b>	<b>Number</b>	<b>Representative (s)</b>
Birchanger Wood Management Committee	1	Geoffrey Sell
Board of Turpins Indoor Bowling Club	1	Paul Fairhurst
British Red Cross Society – Essex Branch	1	Elizabeth Parr
Campaign to protect Rural Essex	1	Simon Howell
Committee of the Friends of the Maltings	1	Vic Ranger
Council for Voluntary Service – Uttlesford	1	Eric Hicks
Crawley Prize Endowment Charity	1	Robert Chambers
Dunmow Day Centre Management Cttee	1	Eric Hicks
Dunmow Museum Management Cttee	1	Vic Ranger
Dunmow Town Strategy Group/Town Team	1	Graham Barker
Essex County Health Overview and Scrutiny Committee	1	Graham Barker
Essex County Strategic Partnership	1	Howard Rolfe
Essex County Traveller Unit	1	Susan Barker
Essex Flood Partnership Board	1	Susan Barker
Essex Waste Partnership Board	1	Susan Barker
Friends of Bridge End Gardens	1	Richard Freeman
Harlow Stansted Gateway Transportation Board	1	Susan Barker
Historic England Heritage Champion	1	Geoffrey Sell
Local Government Association - General Assembly	1	Howard Rolfe
LGA - Rural Community Partnership	1	Stephanie Harris
London Stansted Cambridge Consortium	1	Howard Rolfe
Parking and Traffic Regulation outside London Adjudication Committee	1	Susan Barker
Saffron Walden Arts Trust	1	Sharon Morris
Saffron Walden Cinema	1	John Lodge
Saffron Walden Day Centre Management Cttee	1	Vacancy
Saffron Walden Museum Society	1	Barbara Light
Stansted Airport Community Trust	1	Marie Felton
Stansted Airport Consultative Committee	1	Keith Artus
Stansted Day Centre Management Committee	1	Geoffrey Sell
Strategic Aviation Special Interest Group	1	Keith Artus
Takeley Day Centre Management Cttee	1	Derek Jones
Thaxted Day Centre Management Cttee	1	Martin Foley
Thaxted Guildhall Management Cttee	1	John Freeman
Uttlesford Carers	1	Joanna Parry
Uttlesford Citizens' Advice Bureau	1	Tina Knight

Uttlesford Community Travel	1	Elizabeth Parr
Uttlesford Transport Forum	4	Mark Lemon Howard Ryles 2 Vacancies
Uttlesford Over Sixties Association	1	Vacancy
West Essex Alliance	1	Julie Redfern

# UTTLESFORD DISTRICT COUNCIL

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**UTTLESFORD DISTRICT COUNCIL  
FORWARD PLAN**

**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
Essex Building Control Partnership (also please see below)	Cabinet	23 July 2015		Cllr Barker	Roger Harborough – Director Public Services <a href="mailto:rharborough@uttlesford.gov.uk">rharborough@uttlesford.gov.uk</a>

**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

Essex Building Control Partnership	Cabinet	23 July 2015	The information contained in the report is exempt from publication (as it falls within the category of information relating to the financial or business affairs of any particular person including the authority holding that information – Local Government Act 1972 Sch 12A s.100I para 3). 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 establishing a viable building control partnership to provide a joint service with other Essex local authorities would be likely to be prejudiced.	Cllr Barker	Roger Harborough – Director Public Services <a href="mailto:rharborough@uttlesford.gov.uk">rharborough@uttlesford.gov.uk</a>
Write offs	Cabinet	23 July 2015	The information contained in the report is exempt from publication (as it falls within the category of information relating to the financial or business affairs of any particular person including the authority holding that information – Local Government Act 1972 Sch 12A s.100I paras 1 and 3).	Cllr Howell	Angela Knight – Assistant Director Finance <a href="mailto:aknight@uttlesford.gov.uk">aknight@uttlesford.gov.uk</a>

**RECORD OF DECISIONS – CABINET 23 JULY 2015**

Non -Key	<p><b>Agenda item 7 – Land Clearance at Broxted</b></p> <p>To approve expenditure of fund to an amount up to £16,000 plus VAT for the payment of professional fees to a certified enforcement agent for direct action to clear land at Brick End, Broxted.</p>	<p><b>Reasons:</b> following unsuccessful attempts by the Council to ensure the landowner complied with enforcement notices dated 2 June 2013 and 30 January 2014, to enable direct action to be taken to secure clearance of the land.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest:</b> n/a</p>
Non- Key	<p><b>Agenda item 8 – Allocations Policy</b></p> <p>To agree the following amendments to the Council’s allocations policy:</p> <ul style="list-style-type: none"> <li>a. incorporate The Right to Move into the Allocations Policy (Appendix III)</li> <li>b. equalise the qualification period for residence and employment within the district to 3 years (5.2.iii)</li> <li>c. add clarification that tenants have to have lived in a flat for more than 2 years and have conducted their current tenancy in a satisfactory manner (8.2.4)</li> <li>d. add clarification on the eligibility criteria and</li> </ul>	<p><b>Reasons:</b> to incorporate into the housing allocations policy new government legislation and provide consequential clarification of the policy.</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether in existence for that interest:</b> n/a</p>

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	<p>the allocation of properties on rural exception sites</p> <p>e. to substitute for the wording “planning agreement” in Appendix II second paragraph, the wording “planning obligation”.</p>	
Non-Key	<p><b>Agenda item 9 – Replacement Essex Waste Local Plan</b></p> <p>That the Council’s response to consultation be as set out in appendix 2 to the report, and additionally that officers be requested to add to the response points in relation to the proposed Elsenham allocation about proximity to listed buildings and the cumulative impact of the existing mineral extraction, the proposed inert waste recycling and the existing operation at Gaunts End; and that weight restrictions for traffic approaching from Grove Hill be reinforced.</p>	<p><b>Reasons:</b> to prepare a replacement development plan, the key elements of which would be as below, and with the intention that the principle that self-sufficiency should not extend to hazardous waste if more acceptable sites outside Essex can be identified:</p> <p>having enough transfer recycling, recovery and disposal capacity to manage the waste generated within the county, with only minor cross border movements where practicable; support for the waste hierarchy; managing a reducing proportion of London’s waste.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest:</b> n/a.</p>
Non- Key	<p><b>Agenda item 10 – Buildings at Risk</b></p>	<p><b>Reasons:</b> to give an update on listed buildings at risk within the district, and to seek endorsement of officers’ proactive</p>

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	To note the report and to endorse proactive working with owners to restore buildings and bring them back to use.	<p>approach to initiate action towards securing their long-term conservation.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a.</p>
Non - Key	<p><b>Agenda item 12 – Council Tax Write Off and Housing Benefit Penalties Policy</b></p> <p>To approve the introduction of the Council Tax and Housing Benefit Civil Penalties policy as set out in the appendix to the report.</p>	<p><b>Reasons:</b> to implement a penalty policy for those customers who fail to advise the Council of a change in circumstance which affects a discount, benefit or exemption or who fail to respond to a request for information relating to those allowances.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non- Key	<p><b>Agenda item 13 – Assets of Community Value</b></p> <p>To agree to include the following on the Assets of Community Value list:</p> <ul style="list-style-type: none"> <li>• Three Willows Public House, Birchanger</li> <li>• Birchanger Social Club and Field</li> <li>• Birchanger Village Sign</li> </ul>	<p><b>Reasons:</b> As a requirement of section 87 of the Localism Act 2011, the council to maintain a list of land in its area that is land of community value</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether</b></p>

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Key Part 2 item	<p><b>Agenda item 15 – Building Control Project</b> (exempt from publication)</p> <p>To commit to joining the Essex Building Control project subject to there being a critical mass of participating councils.</p>	<p><b>dispensation in existence for that interest: n/a</b></p> <p><b>Reasons:</b></p> <p><b>Other options considered and rejected: none.</b></p> <p><b>Any interest declared by any member of Cabinet: none.</b></p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</b></p>
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## 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
<p>Approve the payment of £250 to Stephanie Grace who has been appointed to the role of shadow member of the Independent Remuneration Panel prior to her appointment as a full member from April 2016. There is no provision in the allowances scheme for a payment to be made in these circumstances.</p> <p>The offer of a shadow role has been made as the candidate performed well at interview and will be an asset to the panel. It will obviate the need to re-advertise incurring additional costs when the next vacancy arises in 2016.</p>	Cllr Howard Rolfe, Leader	16/9/15	N/A		Background papers relating to the appointment of a new member of the Independent Remuneration Panel and the allowances scheme as set out in the Constitution.	Peter Snow, Democratic and Electoral Services Officer, 01799 510430 and at <a href="mailto:psnow@uttlesford.gov.uk">psnow@uttlesford.gov.uk</a>

DATE OF PUBLICATION: 16 September 2015

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**RECORD OF DECISIONS – CABINET 17 SEPTEMBER 2015**

Non -Key	<p><b>Agenda item 7 – 2015-16 Budget Monitoring</b></p> <ol style="list-style-type: none"> <li>1 To approve a report detailing financial performance of the general fund, housing revenue account, capital programme and treasury management.</li> <li>2 To remove Catons Lane Car Park budget of £155,000 from the capital programme and put it back into the Strategic Initiatives Fund Reserve.</li> </ol>	<p><b>Reasons:</b> to monitor the council’s financial position to date, and to consider the predicted position.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest:</b> n/a</p>
Non- Key	<p><b>Agenda item 8 – Clavering Parish Plan</b></p> <p>To adopt the parish plan as Council Approved Guidance in determining planning applications in the Parish and as background evidence in the preparation of the Local Plan.</p>	<p><b>Reasons:</b> to enable the use of the Clavering Parish Plan as a resource and reference document for future planning in the parish.</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest:</b> n/a</p>
Non-Key	<p><b>Agenda item 9 – Quendon and Rickling Village Plan</b></p> <p>To adopt the village plan as Council Approved Guidance in determining planning applications in the Parish and as background evidence in the preparation of the Local Plan.</p>	<p><b>Reasons:</b> to enable the use of the Quendon and Rickling Village Plan as a resource and a reference document for future planning in the parish</p> <p><b>Other options considered and rejected:</b> none.</p>

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**RECORD OF DECISIONS – CABINET 17 SEPTEMBER 2015**

		<p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest:</b> n/a.</p>
Non- Key	<p><b>Agenda item 10 – Designation of Stansted Mountfitchet Neighbourhood Development Plan Area</b></p> <p>To designate an amended area as outlined on the map appended to this document as the Stansted Mountfitchet Neighbourhood Development Plan Area.</p>	<p><b>Reasons:</b> to consider the proposal of Stansted Mountfitchet Parish Council, as required following an application under sections 5 to 7 of The Neighbourhood Planning (General) Regulations 2012. To take into account the approach of Stansted Mountfitchet Parish Council in wishing to plan for the whole of their area. To accept an amendment to the proposal on the grounds that the line identified by the Parish is not correct in that some operational land would be included within the proposed boundary.</p> <p><b>Other options considered and rejected:</b> the original proposal of Stansted Mountfitchet Parish Council was rejected, that is, that the Plan Area should follow the main parish boundary for the village to the north, west and south, but to the south east the boundary to follow the outside line of the airport boundary rather than the parish boundary which runs through the centre of the airport, while excluding the operational airport land.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a.</p>

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**RECORD OF DECISIONS – CABINET 17 SEPTEMBER 2015**

Non - Key	<p><b>Agenda item 11 – Community Project Grant Scheme</b></p> <p>To note a report on the outcome of the community project grant scheme for 2015-16.</p>	<p><b>Reasons:</b> to receive a summary of all grants made under the scheme for the year 2015-16.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non- Key	<p><b>Agenda item 12 – Christmas Car Parking</b></p> <ol style="list-style-type: none"> <li>1 To introduce “free after 3pm” on all council-managed car parks EXCEPT Fairycroft/Waitrose from Saturday 7 November 2015 to 23 December 2015 inclusive.</li> <li>2 To introduce free parking on all council-managed car parks EXCEPT Fairycroft/Waitrose from 24 December 2015 to Sunday 4 January 2015 inclusive.</li> <li>3 To introduce free parking all day on Saturday 5 December 2015 at Lower Street car park (to note that the Crafton Green car park will be closed to host the Fayre) due to the Frost Fayre.</li> </ol>	<p><b>Reasons:</b> to aid traders and town centre vitality in the run up and over the Christmas and New Year periods.</p> <p><b>Other options considered and rejected:</b></p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>

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**RECORD OF DECISIONS – CABINET 17 SEPTEMBER 2015**

Non-Key	<p><b>Agenda item 13 - Transfer piece of land at Dunmow depot</b></p> <p>This item was withdrawn for further consideration.</p>	
Non-Key	<p><b>Agenda item 14 – Developer Contributions Guidance</b></p> <p>To adopt a revised Developer Contributions guidance which is in accordance with the updated National Planning Practice Guidance, as a material planning consideration.</p>	<p><b>Reasons:</b> to amend the guidance in accordance with the latest National Planning Practice guidance, this would enable the council to collect financial contributions for affordable housing on schemes of under 10 units.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non-Key	<p><b>Agenda item 15 – Appointment to Stansted Airport Advisory Panel</b></p> <p>To appoint Cllr J Lodge to the Stansted Airport Advisory Panel.</p>	<p><b>Reasons:</b> to enable a vacancy to be filled.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>

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**RECORD OF DECISIONS – CABINET 17 SEPTEMBER 2015**

Non-Key	<p><b>Agenda item 16 (i) – urgent business</b></p> <p>To establish a Refugee Working Group</p> <ul style="list-style-type: none"> <li>i) Comprising 5 members (3 Con, 1 LD, 1 RFU).</li> <li>ii) Membership – Councillors Julie Redfern (C), Graham Barker, Marie Felton, Elizabeth Parr and Sharon Morris,</li> <li>iii) Terms of reference - as set out in the report to Council on 16 September 2015</li> </ul> <p>A report from the Working Group to be received at each Cabinet meeting as a standing item on its agenda for the duration of the emergency.</p>	<p><b>Reasons:</b> to oversee and manage the implementation of the Council’s policies regarding support for refugees within the Uttlesford area,</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non-Key	<p><b>Agenda item 16 (ii) – urgent business</b></p> <p>RESOLVED that Councillor Susan Barker, as the relevant portfolio Holder be appointed as the Council’s representative on the Cooperation for Sustainable Development Board.</p>	<p><b>Reasons:</b> to represent the council at Local Plan Duty to Cooperate meetings.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>

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**RECORD OF DECISIONS – CABINET 22 OCTOBER 2015**

Non- Key	<p><b>Agenda item 8 – Local Plan review</b></p> <p>The Scrutiny Committee had considered the Planning Advisory Service (PAS) review of the Local Plan process and referred it to the Cabinet for consideration.</p> <p>The Cabinet agreed with the comments of the Scrutiny Committee that it welcomed the PAS report and thanked its representatives for their detailed work in identifying flaws in the past process and in making recommendations for improving the process used to produce the new local plan.</p> <p>The Cabinet said that, working through the Planning Policy Working Group, it would take account of the findings of the report and the Scrutiny Committee’s deliberations. The Leader agreed to provide regular updates to the Scrutiny Committee.</p>	<p><b>Reasons:</b> The recommendations in the report would assist the council with the preparation of the new local Plan</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest</b> n/a</p>
Non-Key	<p><b>Agenda item 9 – Treasury Management Outturn 2014/15</b></p> <p>To approve the 2014/15 Treasury Management Outturn as set out in the report.</p> <p>.</p>	<p><b>Reasons:</b> As required by the Council’s Constitution to receive an annual statement of the key treasury activity and outcomes during the year.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest:</b> n/a.</p>

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**RECORD OF DECISIONS – CABINET 22 OCTOBER 2015**

Non- Key	<p><b>Agenda item 10 – Business rate Pooling</b></p> <p>RESOLVED to</p> <ol style="list-style-type: none"> <li>1. Approve in principle to join the Essex business rates pool administered by Essex County Council</li> <li>2. Approve delegated authority be given to the Section 151 Officer, in consultation with the Finance Portfolio Holder, for the pooling proposal and governance arrangements.</li> </ol>	<p><b>Reasons:</b> Having assessed the risks and opportunities it was considered that there would be financial benefits for the council to pool its business rates income with other Essex authorities by minimising the amount of levy paid on business growth to central Government, and thereby maximising the funds retained in Essex.</p> <p><b>Other options considered and rejected:</b> None</p> <p><b>Any interest declared by any member of Cabinet::</b> Councillor S Barker as a member of ECC</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> None</p>
Non - Key	<p><b>Agenda item 11 – Fraud and Compliance</b></p> <p>The Cabinet noted progress of the Essex wide council tax sharing agreement and the Fraud Compliance Business Case and other initiatives that had been implemented to reduce fraud.</p>	<p><b>Reasons:</b> To keep the Cabinet informed of recent initiatives in this area.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>

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**RECORD OF DECISIONS – CABINET 22 OCTOBER 2015**

Non- Key	<p><b>Agenda item 12 – Carnation Nurseries Newport</b> RESOLVED</p> <ol style="list-style-type: none"> <li>1. Not to accept the offer of gifted units at the Carnation Nurseries site on the terms laid down in the report</li> <li>2. To consider all future offers of gifted units on a scheme by scheme basis</li> </ol>	<p><b>Reasons:</b> The Cabinet agreed with the Housing Board that the option securing the maximum number of affordable homes should be exercised, given the pressure on the housing waiting list and the uncertainty around proposed Government housing policies.</p> <p><b>Other options considered and rejected:</b> At the present time it was felt that the situation was too uncertain for an informed decision to be made on the gifted units proposal, but this option should not be ruled out for consideration in the future.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non-Key	<p><b>Agenda item 13 –Great Dunmow Neighbourhood Plan</b></p> <p>To approve the Council’s consultation response to the Great Dunmow Neighbourhood Development Plan pre-submission consultation document.</p>	<p><b>Reasons.</b> The council’s response would assist the Great Dunmow Neighbourhood Plan Group in the preparation of the plan prior to formally submitting the plan for independent examination.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>

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**RECORD OF DECISIONS – CABINET 22 OCTOBER 2015**

Non-Key	<p><b>Agenda item 14 – Assets of Community Value</b></p> <p>This item was withdrawn in order to consider a late representation.</p>	
Non-Key	<p><b>Agenda item 15 –Dunmow Deport Transfer of Land</b></p> <p>RESOLVED</p> <p>1) the land be sold to the owners of 72A High Street Great Dunmow for 5,000 subject to a covenant restricting its use</p> <p>2) The legal costs and the cost of erecting the boundary wall will be met by the Council</p>	<p><b>Reasons:</b> As part of a package or risk mitigation measures following an accident involving one of the council’s waste trucks which had damaged a resident’s boundary wall.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non-Key	<p><b>Agenda item 16 – Enforcement</b></p> <p>The Cabinet was informed of work carried out by the Enforcement Team within the council.</p> <p>.</p> <p>.</p>	<p><b>Reasons:</b> To note the report</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>

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**RECORD OF DECISIONS – CABINET 10 DECEMBER 2015**

Non- Key	<p><b>Agenda item 8 - Budget Monitoring 2015-16 Quarter 2</b></p> <p>To note the report and approve</p> <p>i) the transfer of £1.148m from the Business Rates Reserve to the Strategic Initiatives Fund Reserve as set out in point 10.</p> <p>ii) Approve the transfer of the General Fund Surplus of £1.213m to the Strategic Initiatives Fund.</p>	<p><b>Reasons:</b> To note the council's financial performance from April to October 2015 and the predicted forecast to the end of the financial year and to approve the subsequent transfer of funds.</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest</b> n/a</p>
Non-Key	<p><b>Agenda item 9 – Treasury Management Benchmarking Exercise.</b></p> <p>To prepare the 2016/17 Treasury Management Strategy with the aim of ensuring an improved rate of return is achieved whilst acknowledging the risk appetite of the council.</p>	<p><b>Reasons:</b> The benchmarking exercise provided evidence that the council could potentially increase its rate of return on investments without increasing its exposure to risk.</p> <p><b>Other options considered and rejected:</b> The Cabinet was reluctant to increase its risk appetite beyond a modest increase.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest:</b> n/a.</p>
Non- Key	<p><b>Agenda item 10 – Autumn Statement – an overview of key points</b></p> <p>The report was noted</p>	<p><b>Reasons:</b> To inform the Cabinet of the key points arising from the Autumn Statement, although further detail was required to clarify the council's future funding position.</p> <p><b>Other options considered and rejected:</b> None</p> <p><b>Any interest declared by any member of Cabinet::</b>none</p>

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**RECORD OF DECISIONS – CABINET 10 DECEMBER 2015**

		<b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/a</b>
Non - Key	<p><b>Agenda item 11 – 2016 -17 Local Council Tax Support Scheme</b></p> <p>To approve for recommendation to full council, the Local Council Tax Support scheme as recommended in June and set out in the report.</p>	<p><b>Reasons:</b> The annual amendments to the scheme agreed by Cabinet in June had been subject to public consultation. The consultation replies were broadly in support of the scheme and no changes were proposed.</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> Cllr S Barker as a member of ECC.</p>
Non- Key	<p><b>Agenda item 12 – Special Purpose Vehicle</b></p> <p>RESOLVED to</p> <ul style="list-style-type: none"> <li>• Approve the principle of establishing a SPV.</li> <li>• Instruct the Chief Financial Officer to establish a SPV Reserve in readiness to provide a loan to the SPV.</li> <li>• Require officers to bring an interim report to Cabinet setting out the draft Articles of Association and likely costs and timescales for establishing the SPV.</li> </ul>	<p><b>Reasons:</b> The SPV would enable the Council to explore the opportunity of generating additional sources of income and achieve higher rates of return on its investments. A separate, wholly-owned subsidiary of the Council in the form of a SPV for housing and commercial purposes would enable the Council to engage in direct development of General Fund land it owns and to also transfer assets into the SPV.</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>

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**RECORD OF DECISIONS – CABINET 10 DECEMBER 2015**

Non-Key	<p><b>Agenda item 13 – Use of council building for weddings</b></p> <p>RESOLVED to</p> <ul style="list-style-type: none"> <li>a) Allocate the sum of £20,000 from the Strategic Initiatives Fund to enable the production of a wedding brochure.</li> <li>b) Agree the 2016/17 fees and charges as set out in Appendix One.</li> </ul>	<p><b>Reasons.</b> To generate income and to work with local partners to promote businesses to provide a complete wedding service.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>
Non-Key	<p><b>Agenda item 14 – Transfer of land to Great Chesterford Parish Council</b></p> <p>RESOLVED that the land be transferred land to the east of Great Chesterford recreation ground, for nil value to Great Chesterford Parish Council</p>	<p><b>Reasons.</b> The land was obtained under a S106 agreement to provide education/community space, the transfer to the local council was considered to be the best way of managing this land.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> none</p>
Non-Key	<p><b>Agenda item 15 – Sale of land at Wood Lane Birchanger</b></p> <ul style="list-style-type: none"> <li>1. That Cabinet approves the sale of the land in front of 5 and 5a Wood Lane in Birchanger.</li> <li>2. The land will be sold subject to conditions</li> </ul>	<p><b>Reasons:</b> The land had no development potential and the sale of the small piece of land would raise a capital receipt</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none.</p>

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	preventing any development of the land and the purchasers will bear all legal and survey costs of the transaction	<b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a
Non-Key	<p><b>Agenda item 16 – Car Parking review</b></p> <ol style="list-style-type: none"> <li>1. That the new parking charges (including season ticket prices) and timings as set out in Appendix 2 and paragraph 25 be adopted following formal advertising.</li> <li>2. Discuss with Saffron Walden Town Council (the owners) the future of the Catons Lane car park with the option of either levying a parking charge in line with others in the town or passing the maintenance and running back to the Town Council.</li> <li>3. Allow season ticket parking spaces to be open to all users from 10am in the morning and all day at the weekend.</li> <li>4. Refresh all car park signage to prominently advertise Mipermit.</li> <li>5. In principle agreement to purchase an additional area of land (Appendix 4) adjacent to Lower Street car park, Stansted Mountfitchet to create an extended car park. This would be subject to independent valuation and a future Cabinet report.</li> </ol>	<p><b>Reasons:</b> To introduce improvements to the Council owned car parks which had stemmed from a number of recent reviews of the council's car parks and charges.</p> <p><b>Other options considered and rejected:</b> Following the receipt of further representations it was decided not to bring forward the proposals around blue badge charges.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest:</b> n/a</p>

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	<p>6. To carry out a review of Lower Street car park, Stansted Mountfitchet post opening of the new Medical Centre to consider any change of usage patterns. This will include a review of the season ticket pricing levels in comparison with the station car park.</p> <p>7. Arrange annually meetings with Chairs of the Saffron Walden and Great Dunmow Town Teams, Chair of the Stansted Economic Development Forum and Chairs of the relevant committees from Saffron Walden and Great Dunmow Town Councils and Stansted Mountfitchet Parish Council to discuss the effectiveness of the car parking provision. These meetings to include discussion on the best way of using car park pricing to support the economic vitality of the centres.</p> <p>8 That a “dashboard” of indicators be created and published quarterly to enable monitoring and management of the effectiveness of car parking provision.</p>	
Non- key	<p><b>Agenda item 17 –Designation of Thaxted Neighbourhood Plan area</b></p> <p>1. To designate the amended area outlined on the map at Appendix 1 as the Thaxted eighbourhood Development Plan Area.</p>	<p><b>Reasons:</b> This was an important stage in the preparation of the Thaxted Neighbourhood Plan.</p> <p><b>Other options considered and rejected:</b> none</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p>

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		<b>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a</b>
Non Key	<p><b>Agenda item 18 – RNP1 Trial at Stansted Airport</b></p> <p>1. That taking into account Government policy on noise, the Council should support the airspace change proposal as;</p> <p>i) it would result in fewer people being directly overflowed by aircraft, and</p> <p>ii) it would give more certainty about the paths that departing aircraft take</p> <p>2. That the RNP1 procedures be implemented as soon as possible on the remaining four SIDs.</p>	<p><b>Reasons:</b> The new track keeping system would enable departing aircraft to fly as close as possible to the centre line, which would reduce the number of people being overflowed.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</b></p>
	<p><b>Agenda Item 19 – Assets Of Community Value</b></p> <p>1. To agree to include the following on the Assets of Community Value list:</p> <p>a) Upper Hill Green, Clavering</p> <p>b) Fox and Hounds Public House, Clavering</p> <p>c) The Yew Tree Public House, Manuden</p>	<p><b>Reasons:</b> As part of the requirement of section 87 of the Localism Act for authorities to maintain a list of land in its area that is a land of community value.</p> <p><b>Other options considered and rejected:</b> none.</p> <p><b>Any interest declared by any member of Cabinet:</b> none</p> <p><b>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</b></p>

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## UTTLESFORD DISTRICT COUNCIL NOTICE OF KEY DECISIONS

At the Cabinet meeting on 12 January 2016, 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 schedule. 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](http://www.uttlesford.gov.uk) or are available from Democratic Services 510369/430/433 or by contacting [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk)

**UTTLESFORD DISTRICT COUNCIL  
FORWARD PLAN**

**KEY DECISIONS**

Decision	Decision maker	Date of decision	Brief information about the item and details of documents submitted for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
Housing Strategy	Cabinet	12 January 2016	To consider and adopt a new Housing Strategy  The Housing Strategy sets out how the council wants to improve both the quality of accommodation and lives of people who live in the district	Cllr J Redfern	Andrew Taylor – Assistant Director Planning and Building Control  <a href="mailto:ataylor@uttlesford.gov.uk">ataylor@uttlesford.gov.uk</a>
Homelessness Strategy	Cabinet	12 January 2016	To consider and adopt a new Homelessness Strategy  The Homelessness Strategy sets out how the council will try to prevent and tackle homelessness in the district	Cllr J Redfern	Roz Millership - Assistant Director Housing and Environmental Services  <a href="mailto:rmillership@uttlesford.gov.uk">rmillership@uttlesford.gov.uk</a>
HRA Business Plan	Cabinet	12 January 2016	To consider and adopt the revised Housing Revenue Account Business Plan  The Business Plan sets out the council's housing	Cllr J Redfern	Roz Millership - Assistant Director Housing and Environmental Services  <a href="mailto:rmillership@uttlesford.gov.uk">rmillership@uttlesford.gov.uk</a>

Decision	Decision maker	Date of decision	Brief information about the item and details of documents submitted for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
			investment priorities and sources of funding to deliver these over the next 30 years.		
Supporting People	Cabinet	12 January 2016	To consider how the Council proposes to charge for and deliver support services in light of Essex County Council's decision to cut Housing Related Support funding for sheltered housing tenants and tenants with community alarms.	Cllr J Redfern	Roz Millership – Assistant Director Housing and Environmental Services <a href="mailto:rmillership@uttlesford.gov.uk">rmillership@uttlesford.gov.uk</a>
Allocations Policy	Cabinet	12 January 2016	To consider proposed amendments required to the Council's Housing Allocations Policy following recent case law relating to homelessness applicants.	Cllr J Redfern	Roz Millership – Assistant Director Housing and Environmental Services <a href="mailto:rmillership@uttlesford.gov.uk">rmillership@uttlesford.gov.uk</a>