



Uttlesford District Council

Chief Executive: Dawn French

Decisions taken in 2016

- **12 January 2016**
- **Notice of key decisions to be taken on 16 February 2016**
- **16 February 2016**
- **Notice of key decisions to be taken on 17 March 2016**
- **Notice of key decisions to be taken on 7 April 2016**
- **7 April 2016**
- **Notice of decisions taken by the Leader on 7 April 2016**
- **Notice of key decisions to be taken on 26 May 2016**
- **26 May 2016**
- **Notice of decisions taken by Leader on 8 June 2016**
- **Notice of key decisions to be taken on 14 July 2016**
- **14 July 2016**
- **Notice of key decisions to be taken on 15 September 2016**
- **15 September 2016**
- **12 October 2016**
- **Notice of key decisions to be taken on 26 October 2016**
- **26 October 2016**
- **1 December 2016**

RECORD OF DECISIONS – CABINET 12 JANUARY 2016		
Non- Key	<p>Agenda item 8 – Sale of land to the rear of 21 Churchfield Saffron Walden</p> <p>To approve the sale of the land to the rear of 21 Churchfield Saffron Walden at a price of £3,000 and restrictive covenant.</p> <p>Officers were asked to refresh the audit of similar areas of land so that consideration can be given to either disposal or exploring other uses.</p>	<p>Reasons: The offer was considered to be reasonable as this was an isolated piece of land with no potential use and if not sold it would remain with the council and would be subject to ongoing maintenance costs.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest n/a</p>
Non-Key	<p>Agenda item 9 – Financial Outlook and 2016/17 budget Strategy.</p> <p>To approve the 2016/17 Budget Strategy and key actions as set out in the report, subject to an amendment to defer consideration of whether to freeze Council Tax for 2016/17 depending on the outcome of Government funding decisions for local government.</p>	<p>Reasons: The report considered the financial outlook for 2016/17 through to 2020/21 and proposed a strategy for drawing up the 2016/17 budget.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non- Key	<p>Agenda item 10 – New Homes Bonus Consultation Response</p> <p>To approve the response to the consultation as set out in the report, subject to officers being asked to draft more robust responses to consultation questions 5 and 6 for final approval at the Cabinet</p>	<p>Reasons: To submit the council's response to the proposed changes once that response has been finally agreed.</p> <p>Other options considered and rejected: None, other than the need to make the consultation response more robust</p> <p>Any interest declared by any member of Cabinet: Councillor S Barker declared a non-pecuniary interest as an Essex County</p>

Date of Publication: 14 January 2015

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.

RECORD OF DECISIONS – CABINET 12 JANUARY 2016		
	meeting on 16 February.	Councillor. In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/a
Key	Agenda item 11 – HRA Business Plan 2016 - 2046 To agree the adoption of the HRA Business Plan 2016 – 2046 as recommended by the Housing Board, subject to suitable amendments being made to the wording of the foreword and to further consideration being given to the Council's ability to maintain the quality and quantity of the housing stock by continuing to deliver new build schemes.	Reasons: The HRA business plan had been updated earlier than planned to reflect the impact of Government policy changes on the document's original assumptions. Other options considered and rejected: none Any interest declared by any member of Cabinet: none. In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a
Key	Agenda item 12 – Housing Strategy 2016-21 To approve the adoption of the Housing Strategy 2016-21 as recommended by the Housing Board.	Reasons: To approve the document, which set out the council's vision and aims for housing in the district for the next 5 years. Other options considered and rejected: none Any interest declared by any member of Cabinet: none. In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a

Date of Publication: 14 January 2015

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.

RECORD OF DECISIONS – CABINET 12 JANUARY 2016		
Key	<p>Agenda item 13 – Homelessness Strategy To agree the adoption of the Homelessness Strategy 2016-21 as recommended by the Housing Board.</p>	<p>Reasons:.. In line with legal requirements the strategy set out the current position and included an action plan on how to meet the council's strategic priorities for the homelessness service.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>
Key	<p>Agenda item 14 – Allocation Policy amendments To agree the amendments to the council's allocation policy as recommended by the Housing Board.</p>	<p>Reasons: Following recent case law it was necessary to make amendments to the Allocations Policy around the eligibility of accepted homeless applicants and other categories of applicants who fell within reasonable preference categories as defined by the Housing Act 1996.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: none</p>
Key	<p>Agenda item 15 – ECC reduction in funding for housing related support The Cabinet notes the loss of HRS funding from ECC and recommends: a. The proposed changes to the sheltered housing scheme management service in light of the funding</p>	<p>Reasons: To enable services to sheltered housing tenants to be maintained in the light of funding reductions imposed by Essex County Council from April 2016.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: Councillor S</p>

Date of Publication: 14 January 2015

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.

RECORD OF DECISIONS – CABINET 12 JANUARY 2016

	<p>reductions from Essex County Council as follows:</p> <ul style="list-style-type: none"> i. withdrawal of gold, silver and bronze level of services ii. introduction of two levels of service: sheltered (weekly visit) and sheltered plus (daily visit) iii. continuation of Bronze service for current bronze service tenants (interim) <p>b. That charges for the council's sheltered housing scheme management service (funded from HRS charges and Intensive Housing Management charges) to be set at:</p> <ul style="list-style-type: none"> i. Sheltered: £15.80 per week ii. Sheltered plus: £17.80 per week iii. Bronze service (to be continued for existing users): £13.80 per week Page 1 <p>c. Residents are written to informing them of changes in the funding arrangements.</p> <p>d. Residents receiving the Bronze service are written to informing them that it will be phased out by April 2017.</p> <p>e. Changes to the housing related support service are reviewed 6 months after implementation of the changes.</p>	<p>Barker declared a non-pecuniary interest as an Essex County Councillor.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>
--	--	--

Date of Publication: 14 January 2015

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.

RECORD OF DECISIONS – CABINET 12 JANUARY 2016

- | | | |
|--|--|--|
| | <p>f. That the cost of community alarms be fully recovered from users.</p> <p>g. That the further reductions in HRS by Essex County Council in 2017/18 be noted.</p> | |
|--|--|--|

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISIONS

At the Cabinet meeting on 16 February 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 plan. Copies or extracts of these documents or any questions regarding the items listed should be addressed to the contact officer shown in the final column.

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510369/430/433 or by contacting committee@uttlesford.gov.uk

KEY DECISIONS CABINET 16 FEBRUARY 2016

Decision	Decision maker	Date of decision	Documents submitted to the decision maker for consideration	Portfolio Holder	Contact officer from where the documents can be obtained
To recommend to Council the following budgetary reports: Housing Revenue Account, Rent and Service Charge setting Capital Programme Medium Term Financial Strategy Robustness of estimates and adequacy of reserves General Fund and Council Tax	Cabinet	16 February 2016		Cllr Howell	Adrian Webb – Director of Finance and Corporate Services a.webb@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 16 FEBRUARY 2016		
Key	Agenda item 8 – The Corporate Plan 2016 -21 To approve the draft Corporate Plan for 2016 -21 for submission to Full Council . 	Reasons: To set out the council's priorities for the next 12 months and beyond. Other options considered and rejected: none. Any interest declared by any member of Cabinet: none In respect of any conflict of interest declared, whether dispensation is in existence for that interest n/a
Key	Budget Strategy. Agenda item 10 Robustness of estimates and adequacy of reserves. To approve, for recommendation to Full Council: <ul style="list-style-type: none"> a) That the Council takes account of the advice in the report when determining the 2016/17 General Fund budget and Council Tax. b) That the Council approves the risk assessment relating to the robustness of estimates as detailed in the report c) That the Council sets the minimum safe contingency level for 2016/17 at £1.234 million. d) That the attached Reserves Strategy is adopted. e) That the Council agrees that no transfers to 	Reasons: To report the key risks in the General Fund budget, and advice about safe levels of contingency reserves and the strategy in relation to the council's reserves. Other options considered and rejected: none. Any interest declared by any member of Cabinet: none. In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.

Date of Publication: 17 February 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 16 FEBRUARY 2016		
	or from the Working Balance should be built into the 2016/17 budget.	
Key	Agenda item 11 – Medium Term Financial Strategy To approve, for recommendation to Full Council, the Medium Term Financial Strategy as attached.	Reasons: To set out a five year plan to ensure the General Fund remains in a stable and sustainable position. Other options considered and rejected: none Any interest declared by any member of Cabinet: none. In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/a
Key	Agenda item 12 – Treasury Management 2016/17 To approve for recommendation to Full Council, the following items <ul style="list-style-type: none"> • Treasury Management Strategy 2016/17 • Prudential Indicators • Minimum Revenue Provision (MRP) statement • Economic Forecast 	Reasons: To decide how to manage cash flow and agree a strategy for prudent borrowing and investment. Other options considered and rejected: none Any interest declared by any member of Cabinet: none. In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a
Key	Agenda item 13 – Capital Programme To approve, for recommendation to Full Council, the Capital Programme and associated financing of the programme as set out in the report.	Reasons: To agree a five year plan for capital expenditure on the council's assets and the associated financing of these programmes. Other options considered and rejected: none

Date of Publication: 17 February 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 16 FEBRUARY 2016		
		<p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>
Key	<p>Agenda item 14 –Housing Revenue Account</p> <p>To approve, for recommendation to Full Council the HRA Revenue Budget and 5 Year Financial Strategy.</p>	<p>Reasons: To recommend the council's rent and service charges and spending plans .for council housing in the district for 2016/17 with a 5 year forecast.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>
Key	<p>Agenda item 15 – General Fund and Council Tax</p> <ol style="list-style-type: none"> 1 To recommend that the Full Council approves the General Fund Council Tax requirement of £4,827,584 summarised in paragraphs 15 -19. 2 To approve the schedule of fees and charges in Appendix F. 	<p>Reasons: To recommend the detailed budgets for the council's services and the proposed level of council tax.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: none</p>

Date of Publication: 17 February 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 16 FEBRUARY 2016		
Non Key	<p>Agenda item 16 – Budget Monitoring 2015-16 Period 9</p> <p>To:</p> <ul style="list-style-type: none"> 1 Note and approve this report 2 Approve the transfer of the General Fund Surplus of £1.661m to the Strategic Initiatives Fund. 	<p>Reasons:.. to consider the latest financial performance report and approve transfer of general fund surplus to the SI fund</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>
Non Key	<p>Agenda item 17 - New Homes Bonus consultation response</p> <p>To submit the appended response be to government to inform its decisions when it finalises the revised NHB scheme.</p>	<p>Reasons: To ensure that the Government is made aware of the council's views</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>
Non Key	<p>Agenda item 18 – Pay Policy 2016/17</p> <p>To approve, for recommendation to Full Council, the Pay Policy as set out in Appendix One.</p>	<p>Reasons In line with the requirement for an annual review of the policy which determines recruitment, retention and reward for both existing and new staff.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none</p>

Date of Publication: 17 February 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 16 FEBRUARY 2016		
		In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a
Non- key	Agenda Item 19 – Local Development Scheme To adopt the revised Local Development Scheme	Reasons: To agree the revised timetable for the production of the Local Plan. Other options considered and rejected: none. Any interest declared by any member of Cabinet: none In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a
Non- Key	Agenda item 20 – Statement of Community Involvement To approve the Statement of Community Involvement for formal public consultation	Reasons: To agree the approach to consultation in relation to the Local Plan process. Other options considered and rejected: none. Any interest declared by any member of Cabinet: none. In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a
None Key	Agenda Item 21 – Developer Contribution Guidance To adopt a revised Developer Contributions Guidance, which is in accordance with the updated	Reasons: To include within the document references to the recently published Housing Strategy and Strategic Housing Market Assessment Other options considered and rejected: none.

Date of Publication: 17 February 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 16 FEBRUARY 2016		
	National Planning Practice Guidance, as a material planning consideration	Any interest declared by any member of Cabinet: In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a
Non Key	Agenda item 22 – Assets of Community Value To include the following properties on the Assets of Community Value list: <ul style="list-style-type: none">• The Elmdon Dial, Elmdon• The Green Man, Takeley	Reasons: To maintain a list of community assets in the district. Other options considered and rejected: The Green Man PH was included as an ACV after an application had been submitted for a premises license. Any interest declared by any member of Cabinet: none In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a
Non Key	Agenda Item 23 – Appointment of outside body To appoint Councillor A Mills to the Uttlesford Transport Forum	Reasons: Other options considered and rejected: none. Any interest declared by any member of Cabinet: In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a
Non Key	Agenda item 24 – Sports Strategy	Reasons: To provide detailed evidence of sports facilities in the district and identify any shortfalls; to be used as a basis for a future

Date of Publication: 17 February 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 16 FEBRUARY 2016		
	To adopt the Sports Strategy into the Local Plan evidence base, as a material planning consideration and as a Sports Strategy for the District.	<p>action plan on how this shortfall could be met</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>
Non - key	<p>Agenda item 25 – Affordable Housing Contributions</p> <p>1 To approve the allocation of £112,000 towards the delivery of a rural exception scheme in Chrishall</p> <p>2 To confirm that the council remains open to granting £100,000 towards a learning disability scheme for Saffron Walden, but a firm allocation would be premature until funding by East Thames Housing Association and Essex County Council is clarified.</p>	<p>Reasons: To enable the two schemes to progress toward delivery.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: Councillor S Barker declared a non-pecuniary interest as a member of Essex County Council</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>

Date of Publication: 17 February 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISION

At the Cabinet meeting on 17 March 2016, Uttlesford District Council intends to take a key decision on the issue set out below.

Key decisions are decisions which are likely to

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

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

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

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510369/430/433 or by contacting committee@uttlesford.gov.uk

KEY DECISIONS CABINET 16 FEBRUARY 2016

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
New settlement option for the local plan	Cabinet	17 March 2016	To consider a report setting out the option of including a new settlement(s) as part of the Local Plan. Report available in agenda papers for Planning Policy Working Group on 23 February (publication of which will be by 5pm 16 February.)	Cllr Barker	Roger Harborough – Director of Public Services and Head of Paid Service rharborough@uttlesford.gov.uk

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISION

At the Cabinet meeting on 7 April 2016, Uttlesford District Council intends to take a key decision on the issue set out below.

Key decisions are decisions which are likely to

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

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

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

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510369/430/433 or by contacting committee@uttlesford.gov.uk

KEY DECISIONS CABINET 7 APRIL 2016

Private Decision	Brief details - for information	Decision maker	Date	Reason for decision to be taken in private	Portfolio Holder	Contact officer from where the documents can be obtained
Building Control Partnership (key decision)	The report considers establishing a joint service with other Essex authorities	Cabinet	7 April	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 of Public Services and Head of Paid Service rharborough@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 7 APRIL 2016

Non -Key	<p>Agenda item 8 – Economic Development Strategy</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. To adopt the Uttlesford Economic Development Strategy 2016-18. 2. To approve the actions with associated expenditure for the period 2016-17 as follows: <ul style="list-style-type: none"> 2.1 Help for local people to start and stay in business £19,000 2.2 Access to superfast broadband and mobile communications £115,000 2.3 Help for business to expand in or locate in Uttlesford £94,000 2.4 Help for town centres with their viability and vitality £70,000. 	<p>Reasons: To set out the council's economic development focus for the next two years, to facilitate growth in jobs and sustainable businesses.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non - Key	<p>Agenda item 9 – Adoption of Street Naming and Numbering Policy</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1 To adopt the Street Naming and Numbering Policy March 2016. 	<p>Reasons: To update the current policy which would put in place a process to provide the necessary checks for the application of the legislation but also allow for local comment and input.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p>

Date of Publication: 12 April 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 7 APRIL 2016		
	<p>2 To include in the document the following charges for renaming of streets or roads</p> <ul style="list-style-type: none"> • £250 plus £25 per property <p>3 To adopt the Street Naming and Numbering guide to the process.</p> <p>4 To receive a report at the next meeting around the current renaming policy, which required 100% of residents to be in agreement with the proposed change, and whether this should be amended where an accurate address was required for the emergency services.</p>	In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.
Non-Key	<p>Agenda item 10 – Transfer of Land for Specialist Housing project</p> <p>RESOLVED that the land at Newton Grove Great Dunmow that had been proposed for the project should now be used to deliver affordable housing properties.</p>	<p>Reasons: Due to a new model of working, the site was no longer required by ECC to provide housing for women suffering domestic abuse, but would be used to deliver new affordable council properties for general need clients.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/a</p>

Date of Publication: 12 April 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 7 APRIL 2016		
Non- Key	<p>Agenda item 11 – Transfer of Flitch Green Community Centre and Baynards Avenue Play Area to Flitch Green Parish Council</p> <p>RESOLVED that the Flitch Green Community Centre and Baynards Avenue Play Area are transferred to Flitch Green Parish Council along with the balance of S106 monies totalling £38,368.97 subject to no objections being received following the public notice on the proposed disposal of the assets.</p>	<p>Reasons: In line with the council's Asset Management Strategy to devolve the responsibility for owning and maintaining assets to local people.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>
No Key	<p>Agenda item 12 – Appointment of Portfolio Lead</p> <p>RESOLVED to appoint Councillor Artus as Portfolio Lead in relation to armed forces issues.</p>	

Date of Publication: 12 April 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

NOTICE OF EXECUTIVE DECISION

Decision	Reason	Decision maker	Date of decision	Reason why decision made by the Leader	Contact officer from where the documents can be obtained
To increase the maximum stay at the Common car park, Saffron Walden from 2hrs to 3hrs and set the charge for parking for up to 3 hours at £2.00.	In response to concerns of local residents and business and the effect on trading in the Town. (please see attached report)	Councillor Rolfe – Leader of the Council	7 April 2016	In order to set in train the process for implementing the decision at the earliest possible juncture.	Roger Harborough Director of Public Services rharborough@uttlesford.gov.uk

Summary

It is proposed to increase the maximum stay at the Common car park, Saffron Walden from 2 to 3 hours and to set the charge for up to 3 hours at the same level as applies in the Fairycroft Road car park.

Background

In 2015, the council commissioned the consultants ‘People and Places’ to conduct a wider review of car parking in the district. One part of the review was to look at the usage of the council’s off street car parks, and in some cases changes were suggested to the tariffs and length of stay. In relation to the Common car park, the consultants found that it was mainly functioning as a short stay car park and suggested that the length of stay permissible should be reduced from 4 to 2 hours. This was intended to ensure a frequent turnover of cars and lead to increased footfall in the town. There were other options for longer stay parking at Fairycroft Road and Swan Meadow. This report was considered by the Scrutiny Committee on 4 December and Cabinet on 10 December 2015 and the recommendations were subsequently consulted on, approved and implemented.

A number of representations had since been received about effects of implementing the change, particularly from the retail and business sector in Saffron Walden. They felt that the reduction in the maximum stay had been counterproductive, shoppers were not staying in the town so long and there had been a noticeable effect on trade. This view had been supported by a number of local residents.

Conclusion

The 3 hour maximum stay was considered to be an appropriate compromise. It responded to local concerns, whilst still achieving the objective of encouraging a turnover in parking and increasing opportunities of finding a space in this well used car park in line with the consultant’s advice.

Implications

This proposal would still need to go through the appropriate procedures, advertising the intentions of the Council, the consideration of any objections, reprogramming the ticket machines and revising the signage within the car park. The time to complete the process is three months assuming any objections can be considered expeditiously.

The financial implications are not likely to be significant. The car parking review report found that demand for parking on the Common Car Park was heavy, so a car parked for three hours would displace one parked for two hours and another for one hour. The income for three hours parking is similar to the combined income from the displaced parking.

Cllr Rolfe, Leader of the Council
7 April 2016

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISION

At the Cabinet meeting on 26 May 2016, Uttlesford District Council intends to take a key decision on the issue set out below.

Key decisions are decisions which are likely to

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

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

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

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510369/430/433 or by contacting committee@uttlesford.gov.uk

KEY DECISIONS CABINET 26 MAY 2016

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
Fairycroft House	Cabinet	26 May 2016	To approve the allocation of SIF funding to Fairycroft House	Cllr Rolfe	Dawn French – Chief Executive dfranch@uttlesford.gov.uk
Special Purpose Vehicle	Cabinet	26 May 2016	Establishment of wholly owned subsidiary companies of the Council'	Cllr Howell	Nicola Wittman – Assistant Director ICT and facilities nwittman@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 26 MAY 2016

Key	<p>Agenda item 9 – Fairycroft House</p> <p>RESOLVED to grant £80,000 from the Strategic Initiatives Fund to Fairycroft House CIC to assist in the purchase of Fairycroft House, subject to conditions and restrictions referred to within the report.</p>	<p>Reasons: The support of this community facility was in line with the criteria for funding from the Strategic Initiatives Fund.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non - Key	<p>Agenda item 10 – Adoption of Street Naming and Numbering Policy</p> <p>RESOLVED</p> <ul style="list-style-type: none"> 1 To adopt the revised Street Naming and Numbering Policy March 2016, to include an amended para 1.5.2 in relation to the renaming of an existing street. 2 To adopt the Street Naming and Numbering guide to the process, with an additional clause that district members should be informed about decisions on new street names in their ward. 	<p>Reasons: An amendment was made to the section on the renaming of existing streets to cater for instances when a request was made by the emergency services because of problems locating a street. The residents would be balloted on the proposal and this would progress if two thirds of the residents agreed.</p> <p>Other options considered and rejected: None</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non Key	<p>Agenda item 11 – Procurement Strategy</p> <p>RESOLVED to approve the Procurement Strategy 2016/17</p>	<p>Reasons: 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>

Date of Publication: 31 May 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 26 MAY 2016

		<p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: Cllr Howell had declared a disclosable pecuniary interest as his employer had been awarded a contract. However the Monitoring Officer had granted him dispensation to speak and vote on this item.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non Key	<p>Agenda item 12 – Statement of Community Involvement.</p> <p>RESOLVED to approve the amended Statement of Community Involvement.</p>	<p>Reasons: The council is required to have an update to date SCI which sets out its policy for community engagement and consultation for the Local Plan.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet:</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non -key	<p>Agenda item 13 – Proposals for a revised airspace change process</p> <p>RESOLVED</p> <p>1. To support the CAA's proposal for a revised airspace process subject to the additional comments set out in the report.</p> <p>2. To send the council's response via the dedicated online platform that the CAA has set up, by the consultation closing date of 15 June.</p>	<p>Reasons: To approve the council's response to the revised airspace change.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 31 May 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 26 MAY 2016

Non - key	<p>Agenda item 14 – Cabinet Working Groups</p> <p>To approve the list of Cabinet working groups, the terms of reference and membership for 2016/17, as attached at the end of this notice.</p>	<p>Reasons: The cabinet is required to undertake an annual review of its working groups.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non - key	<p>Agenda item 15 – Representatives on outside bodies</p> <p>To approve the list of Member representatives on outside bodies for 2016/17, as attached at the end of this notice.</p>	<p>Reasons: To make the annual appointments of member representatives on outside bodies.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non - key	<p>Agenda item 16 – Aspire</p> <p>1. approve the establishment of the following companies</p> <ul style="list-style-type: none"> • Aspire Holdings (UDC) Ltd • Aspire Rentals Ltd • Aspire Land Agreements Ltd • Aspire Property Services Ltd. <p>2 Agree the Articles of Association for each company as attached</p>	<p>Reasons: The establishment of the holding company and its subsidiaries would allow the council to explore a range of commercial opportunities, as a way to generate income in the light of the reduction in Government funding.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 31 May 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 26 MAY 2016

	<p>3Appoint the following directors to each company</p> <ul style="list-style-type: none"> a) Richard Auty (UDC Assistant Director of Corporate Services) b) Nicola Wittman (UDC Assistant Director of ICT and Facilities) c) Adrian Webb (UDC Director of Finance and Corporate Services) 	
	<p>Agenda Item 17 – Asset Management Plan</p> <p>RESOLVED to approve the Asset Management Plan 2016/17</p>	<p>Reasons: To consider the list of the council's non- housing assets and agree the strategic objectives and guiding principle for their use.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
	<p>Agenda item 18 –Appointment to Joint Committees</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 Stephanie Harris</p>	<p>Reasons: To make member appointments to joint committees</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/</p>

Date of Publication: 31 May 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

Cabinet Working Groups 2016/17

Name of Group	No of Members	Membership	
Community Achievement Panel	5	Aisha Anjum John Freeman Janice Loughlin Vic Ranger Julie Redfern	
Highways Panel	4 + 4 ECC members	<u>UDC Members</u> 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 (c) Barbara Light Geoffrey Sell Lesley Wells	
Refugee Working Group	5	Graham Barker Marie Felton Sharon Morris	Elizabeth Parr Julie Redfern (c)
Stansted Airport Advisory Panel	10	Keith Artus (c) John Davey Terry Farthing Paul Fairhurst Martin Foley Rory Gleeson	Thom Goddard John Lodge Edward Oliver (vc) Howard Ryles
Waste Strategy Panel	5	Susan Barker Terry Farthing Martin Foley Richard Freeman Lesley Wells	

Date of Publication: 31 May 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

Representatives on outside bodies 2016/17

Organisation	Number	Representative (s)
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
Cooperation for Sustainable Development Board	1	Susan Barker
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
Historic England Heritage Champion	1	Geoffrey Sell
Local Government Association - General Assembly	1	Howard Rolfe
LGA - Rural Community Partnership	1	Stephanie Harris
LGA – SPARSE Rural Assembly		Susan Barker
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 Day Centre Management Cttee	1	Sharon Morris
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

Date of Publication: 31 May 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

Uttlesford Citizens' Advice Bureau	1	Tina Knight
Uttlesford Community Travel	1	Elizabeth Parr
Uttlesford Transport Forum	4	Richard Freeman Mark Lemon Alan Mills Howard Ryles
West Essex Alliance	1	Julie Redfern
West Essex Transportation Board	1	Susan Barker

Date of Publication: 31 May 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

NOTICE OF EXECUTIVE DECISION(S)

Decision	Reason	Decision maker	Date of decision	Reason why decision made by leader	Contact officer from where the documents can be obtained
To designate the parish of Stebbing as a Neighbourhood Development Plan Area	The area designation is the first stage in the preparation of a Neighbourhood plan and the parish of Stebbing was considered to be an appropriate area to be designated as it was the area administered by Stebbing parish Council.	Councillor Rolfe – Leader of the Council	8 June 2016	The timetable for the Neighbourhood plan preparation required the decision of the area designation to be made before the next scheduled Cabinet meeting.	Roger Harborough Director of Public Services rharborough@uttlesford.gov.uk

Summary

1. The Council received an application from Stebbing Parish Council for the designation of a Neighbourhood Plan Area on 27 April 2016.
2. The application has been advertised in accordance with the Regulations for a period of 4 weeks ending on the 26 May 2016.

Recommendations

3. To designate the Parish of Stebbing as a Neighbourhood Development Plan Area.

Financial Implications

4. The District Council will be able to claim a grant of £5,000 once the designation has been confirmed to cover the costs of assessing and dealing with the submission.

Background Papers

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

None

Impact

- 6.

Communication/Consultation	<p>Consultation has taken place in accordance with the Regulations.</p> <p>The decision to Designate a Neighbourhood Plan Area will be advertised in accordance with the Regulations.</p>
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None

Sustainability	None
Ward-specific impacts	Stebbing
Workforce/Workplace	None

Situation

7. The Council received an application from Stebbing Parish Council for the designation of a Neighbourhood Development Plan Area on 27 April 2016. This request was made under Section 5-7 of The Neighbourhood Planning (General) Regulations 2012.
8. The application has been advertised in accordance with the Regulations for a period of 4 weeks ending on 26 May 2016. The application was advertised through the Councils website and via press release.
9. The Parish Council has proposed that the Neighbourhood Plan Area is contiguous with the Parish Boundaries of Stebbing (Appendix 1). The Parish Council consider that this is the appropriate area to be designated as it is the area administered by Stebbing parish Council.
10. One comment was received in support of the application from Andrew Martin Planning.

Considerations

11. The proposal is that the Neighbourhood Development Plan Area is contiguous with the Parish Boundary of Stebbing. This is a logical and sensible approach and demonstrates that the Parish Council wish to plan for the whole of their area.
12. At this stage no ideas have been developed about the type of policies which the Plan would include. However, this would be led by the Parish Council and their public consultation. The Neighbourhood Development Plan will need to be in conformity with the strategic policies of the District Local Plan for it to be accepted.

Conclusion

13. The Plan Area as submitted by Stebbing Parish Council should be supported and adopted as the Stebbing Neighbourhood Development Plan Area.

Risk Analysis

14.14.

Risk	Likelihood	Impact	Mitigating actions
Concerns and complaints may be raised about the area designated	1 – low likelihood as the boundary is contiguous with the Parish Council which is a logical boundary.	2 – Little or no impact would occur.	Full consultation in accordance with the Regulations has taken place.

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISION(S)

Uttlesford District Council intends to take key decisions on the issue set out below.

Key decisions are decisions which are likely to

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

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

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

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510369/430/433 or by contacting committee@uttlesford.gov.uk

KEY DECISIONS CABINET 14 JULY 2016

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
Sheds Lane, Saffron Walden	Cabinet	14 July	Potential site for development	Cllr Redfern	Roz Millership – Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk
Newton Grove, Great Dunmow	Cabinet	14 July	Potential site for development for council houses	Cllr Redfern	Roz Millership – Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

Private Decision	Brief details - for information	Decision maker	Date	Reason for decision to be taken in private	Portfolio Holder	Contact officer from where the documents can be obtained
Building Control Partnership (key decision)	To consider establishing a joint service with other Essex authorities	Cabinet	Tbc	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 of Public Services and Head of Paid Service rharborough@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 14 JULY 2016

Non Key	<p>Agenda item 8 – 2015-16 Final Outturn</p> <p>RESOLVED to:</p> <ul style="list-style-type: none"> - Approve the 2015/16 outturn position set out in this report - Approve the reserve transfers and reserve balances set out in the report - Approve the Capital Programme slippage requests 	<p>Reasons: to agree the Council's financial performance and the level of reserves as at 31 March 2016.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non - Key	<p>Agenda item 9 – 2017-18 Local Council Tax support scheme</p> <p>RESOLVED</p> <p>To approve that</p> <p>(a) a consultation process be carried out on the following draft proposals:</p> <ol style="list-style-type: none"> 1. The 2017/18 LCTS scheme is set on the same basis as the 2016/17 scheme and therefore the contribution rate is frozen for the third consecutive year. 2. The discretionary subsidy grant for town & parish 	<p>Reasons: to comply with the requirement to review annually the Local Council Tax Support Scheme and propose changes for the following financial year.</p> <p>Other options considered and rejected: None</p> <p>Any interest declared by any member of Cabinet: Councillor S Barker declared a non pecuniary interest as a member of Essex County Council.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: dispensation for Cllr S Barker being a member of Essex County Council.</p>

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 14 JULY 2016

	<p>councils to be reduced by 50% in 2017/18.</p> <p>(b) The LCTS scheme is aligned with the Housing Benefit and Universal Credit reforms as detailed in paragraph 26.</p> <p>(c) The LCTS scheme is aligned with the Housing Benefit and Universal Credit reforms as detailed in paragraph 27 as and when the legislation is implemented.</p>	
Non Key	<p>Agenda item 10 – Council Tax Write-off</p> <p>RESOLVED to approve the write-off of a debt of £7,655.07</p>	<p>Reasons: The debt represents an overpayment of Housing Benefit owed to the Council, arising from the claimant having failed to declare all their income, following which an Individual Voluntary Agreement was entered into by the claimant with their creditors, which prevents the Council pursuing recovery of the outstanding debt. After six years full recovery of the monies is expected, so the income will be categorised as a credit to the revenue account rather than debtors on the balance sheet.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 14 JULY 2016

Key	<p>Agenda item 11 – Development Site – Newton Grove, Newton Green, Great Dunmow</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. to authorise the site at Newton Grove to be progressed through the planning application stage 2. to note the design options considered by the Housing Board for the Newton Grove site and that the preferred option to be taken forward as part of a planning application was option 1, being a development of three 2 bedroom 4 person houses. 	<p>Reasons: to build general needshousing.</p> <p>Other options considered and rejected: This site had previously been identified for construction of a Domestic Violence Refuge, but following a change of Essex County Council priorities with regard to domestic violence services, it was proposed to use the site for development for council houses.</p> <p>Any interest declared by any member of Cabinet: In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Key	<p>Agenda item 12 – Development site – Sheds Lane, Saffron Walden</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. To authorise the sites at Sheds Lane to be progressed through the planning application stage 2. To note the design options considered by the Housing Board for these sites, which for the northern site would be two 2 bedroom 4 person houses, and for the southern site would be a 3 bedroom 5 person fully 	<p>Reasons: to develop sites for housing as part of the Council's ongoing development programme, including provision of special needs housing to meet the needs of a particular family where it is not possible to adapt their council home to meet their needs both now and for the future.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 14 JULY 2016

	wheelchair compliant bungalow.	
Key	<p>Agenda item 13 – Local Plan Development Strategy</p> <p>To recommend to Council a preferred distribution strategy for the Local Plan as follows:</p> <ol style="list-style-type: none"> 1. the preferred strategy for the Local Plan is Scenario 5 (Hybrid Distribution Strategy – New Settlement(s), Main Towns and Villages), as attached at the Appendix to the report, and that contingency is built into the Plan to allocate further homes if necessary; 2. the following conditions are stipulated as part of the adoption of Scenario 5: <ol style="list-style-type: none"> i. that a five year land supply is available; ii. the required building rate can be maintained; iii. infrastructure in existing towns and villages will be enhanced and taken into account in planning developments wherever possible; and iv. Garden City Principles will be used and application made to Government for funding 3. Scenario 4 (Combination of Development in Main Towns and Villages) will become the fall-back position if Scenario 5 cannot be adopted, but only in the circumstance that it becomes impossible to proceed with New Settlement(s) 	<p>Reasons: to recommend to the council as part of the local development scheme the overarching strategy for the Local Plan so as to be able to decide in principle the overall distribution strategy for the Plan.</p> <p>Other options considered and rejected: at a workshop on 28 June 2016 members considered the following distribution scenarios. The PPWG recommended to Cabinet the preferred and contingency strategies as set out in the left-hand column. The other options considered were:</p> <p>1) All development allocated in new settlement(s)</p> <p>Benefits</p> <ul style="list-style-type: none"> • Comprehensively plan the provision of infrastructure • Critical mass to provide additional infrastructure • Reduces development pressure on the historic settlements <p>Risks</p> <ul style="list-style-type: none"> • Relying on only 1 or 2 large sites to deliver the housing • Deliverability within the Plan period • Deprives other settlements of sustainable growth • Negative impact on 5 year land supply

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 14 JULY 2016

		<p>Conclusion - not a sound distribution strategy.</p> <p>2) All development pepper potted in villages</p> <p>Benefits</p> <ul style="list-style-type: none">• Sustains village vitality <p>Risks</p> <ul style="list-style-type: none">• Scale of development is likely to have a detrimental impact on their character, the countryside and the highway network in many circumstances• uncertainty that the scale of individual developments would provide the infrastructure required - Infrastructure deficit <p>Conclusion - not a sound distribution strategy</p> <p>3) All development in the two main towns (Saffron Walden and Great Dunmow)</p> <p>Benefits</p>
--	--	--

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 14 JULY 2016

	<ul style="list-style-type: none">• Generally sustainable locations for development• Supports existing services and facilities• Help improve infrastructure deficit <p>Risks</p> <ul style="list-style-type: none">• Significant impact on their historic character and landscape setting• Restriction of the pooling of S106 for infrastructure.• Insufficient deliverable sites <p>Conclusion - not a sound distribution strategy.</p> <p>4) Combination of development in main towns and villages</p> <p>Benefits</p> <ul style="list-style-type: none">• Towns are generally sustainable locations for development,• Sustains village vitality and diversity <p>Risks</p> <ul style="list-style-type: none">• Some villages are more constrained than others – could result in disproportionate growth• Uncertainty that the scale of individual developments would
--	---

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 14 JULY 2016

	<p>provide the infrastructure required - Infrastructure deficit</p> <p>Conclusion – potentially a sound option but not recommended</p> <p>5) Hybrid involving new settlement(s), main towns and villages</p> <p>Benefits</p> <ul style="list-style-type: none">• Towns are generally sustainable locations for development,• Provides an opportunity for some growth to sustain village vitality in the most sustainable locations• New settlements allows us to provide for the highest level of infrastructure demands and comprehensively meet development needs• Reduces development pressure on the historic settlements• Helps to maintain a 5 year supply of housing• It can lessen the impact on the highway network <p>Risks</p> <ul style="list-style-type: none">• Similar to scenarios 1-4 but to a lesser degree• Loss of countryside• Development may have detrimental impact on historic character of existing settlements
--	--

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 14 JULY 2016

		<p>Conclusion – Preferred distribution strategy</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non Key	<p>Agenda item 14 – Street cleansing – joint working with Saffron Walden Town Council</p> <p>RESOLVED</p> <ul style="list-style-type: none"> - to contribute to the cost of Saffron Walden Town Council employing an operative to carry out manual cleansing work in Saffron Walden Town Centre for a period of 12 months, and to purchase a handcart for the operative to use - the arrangement to be reviewed after 12 months to assess whether a Business Improvement District has been established and whether businesses would be prepared to fund the arrangement on an ongoing basis. 	<p>Reasons: to comply with the statutory code for litter in streets, through joint working with Saffron Walden Town Council.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non Key	<p>Agenda Item 15 – Grants</p> <p>RESOLVED</p> <ul style="list-style-type: none"> - to develop a new grants policy to centralise the various guidance documents that exist, sets out how grant funding should be used to support the council's key corporate aims and objectives and the criteria and timetable for awarding grants 	<p>Reasons: as part of a review of the council's management and administration of its support for the voluntary sector, and to ensure the council can more effectively target resources at the voluntary sector to both strengthen the sector and assist the council to achieve its corporate objectives.</p> <p>Other options considered and rejected: none.</p>

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 14 JULY 2016

	<p>under the different schemes.</p> <ul style="list-style-type: none"> - To approve specific recommendations as set out in paragraphs 31, 38, 44, 47, 52 and 56 of the report (see appendix to this decision list) 	<p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non Key	<p>Agenda item 16 –Appointment to Outside Body</p> <p>To make the following appointment:</p> <p>Councillor G Sell to Uttlesford Community Travel, in place of Cllr E Parr</p>	<p>Reasons: To make a member appointment to an outside body.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

Agenda Item 15 Grants – specific provisions:

- 1 The specific recommendations relating to each type of grant are approved as per paragraphs 31, 38, 44, 47, 52 and 56:

Paragraph	Grant Scheme	Recommendations
31	Voluntary Support Grants	<p>From 2017/18 Voluntary Support Grants are offered for a two year rolling period.</p> <p>Applications for the next financial year are made by the end of September of the current financial year, ie. for 2017/18 applications must be made by 30th September 2016. Budgets can then be set on an actual allocation forecast, not exceeding the level of funding available in 2016/17.</p> <p>Groups making requests for funding present their applications formally to an award panel (see next bullet point). This presentation would focus on how the funding would be spent/utilised over the two year period and support the funding aims identified in the application.</p> <p>A Committee of the Cabinet is established to act as the award panel.</p>

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

		<p>Funding will only be considered if applicants can demonstrate how their work will contribute towards the council meeting its corporate objectives.</p> <p>Formal feedback on the outcomes achieved by each organisation (in whole or part) through the grant is submitted within an agreed timescale. Failure to demonstrate the criteria have been met may result in the second year offunding being withdrawn</p>
38	Community Project Grants	The Director Finance and Corporate Services is given delegated powers to approve Community Project Grants in consultation with the Cabinet Member for Communities and Partnerships, except where the application is in the Cabinet Member for Communities and Partnerships' ward, in which case the Cabinet Member for Finance and Administration will fulfil this role.
44	Leisure and Cultural Grants and Sports Grants	The Director Finance and Corporate Services is given delegated powers to approve Leisure

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

		and Cultural Grants and Sports Grants in consultation with the Cabinet Member for Communities and Partnerships.
47	Youth Travel Grants	The Director Finance and Corporate Services is given delegated powers to approve Youth Travel Grants.
52	Youth Grants	The Director Finance and Corporate Services is given delegated powers to approve Youth Grants in consultation with the Cabinet Member for Communities and Partnerships. Officers are instructed to further examine this grant scheme in order to ascertain the most appropriate use and bring further recommendations back to Cabinet.
56	Other Grants	The current allocation of funds to these groups is reviewed to ensure that continued support is still appropriate and if so at what level. Recommendations covering these grants,

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

		including governance, will be brought back to Cabinet.
--	--	--

Date of Publication: 19 July 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISION(S)

Uttlesford District Council intends to take key decisions on the issue set out below.

Key decisions are decisions which are likely to

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

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

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

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510369/430/433 or by contacting committee@uttlesford.gov.uk

KEY DECISIONS CABINET 15 SEPTEMBER 2016

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
Great Dunmow Neighbourhood Plan	Cabinet	15 September	To approve the Neighbourhood Plan for a local Referendum	Cllr Barker	Roger Harborough – Director of Public Services rharborough@uttlesford.gov.uk
Air Quality Action Plan	Cabinet	15 September	To approve the Saffron Walden Air Quality Action Plan (AQAP) – UDC is required to develop and publish an AQAP outlining measures to improve air quality within the Air Quality Management Area of Saffron Walden. Following consultation of the AQMP earlier this year, the draft AQAP has been amended	Cllr Barker	Roz Millership – Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

ITEM TO BE TAKEN IN PRIVATE

Private Decision	Decision maker	Date	Reason for decision to be taken in private	Portfolio Holder	Contact officer from where the documents can be obtained
Write off	Cabinet	15 September	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).	Cllr Howell	Angela Knight – Assistant Director Finance aknight@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 15 SEPTEMBER 2016

Non Key	<p>Agenda item 8 – 2016/17 Final Outturn</p> <p>RESOLVED to note and approve the report.</p>	<p>Reasons: To consider the council's current financial performance and projected forecast to the end of the year.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non - Key	<p>Agenda item 9 – Finance Update</p> <p>RESOLVED to approve that</p> <ol style="list-style-type: none"> 1 The Council agrees in principal to opt for the multi-year settlement offer and; 2 The S151 Officer in consultation with the Finance Portfolio Holder are asked to prepare the efficiency statement for approval at the October meeting of Cabinet. 3 The S151 Officer in consultation with the Finance Portfolio Holder respond to the Business Rates Retention consultation and Fair Funding Review consultation <ul style="list-style-type: none"> (i) emphasising that the Council does not agree with removing national airports from the local list. 	<p>Reasons: To agree the council's position in relation to the Government funding settlement and to respond to the Government consultation on Business Rate Retention and the Fair Funding Review.</p> <p>Other options considered and rejected: In relation to the funding settlement, the council could continue to work on a year-by-year basis but the four year settlement would provide greater certainty for planning purposes at a time when the council's financial position was likely to become more challenging.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 16 September 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 15 SEPTEMBER 2016

	<p>(ii) Requiring government to ensure that no council receives less money under the retention scheme than they do under the current scheme.</p> <p>(iii) Emphasising that if additional responsibilities are given to councils there should be additional payment to cover the cost.</p>	
Non Key	<p>Agenda item 10 – Voluntary Support Grant Committee</p> <p>RESOLVED to establish a Cabinet committee as follows</p> <p><u>Title:</u> Voluntary Support Grants Committee</p> <p><u>Members:</u> Cllrs Rolfe, Howell and Wells.</p> <p><u>Terms of reference:</u></p> <ul style="list-style-type: none"> • The Committee, supported by officers, to oversee and approves the allocation and award of all Voluntary Sector Grants on an annual basis. • The Committee is given delegated powers to decide the allocation of grant funding to voluntary sector organisations under this scheme within the overall budget provision. • The decisions made by the Committee to be 	<p>Reasons: To establish a committee to review and agree the allocation of grant funding to the voluntary sector.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 16 September 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 15 SEPTEMBER 2016

	brought back to Cabinet for information.	
Non- Key	<p>Agenda item 11 – Assets of Community Value</p> <p>RESOLVED to not include the following garage sites on the Assets of Community Value list, but include in the unsuccessful nomination list</p> <ul style="list-style-type: none"> • Birdbush Avenue • Hunters Way • Radwinter Road • Brooke Avenue • Loompits Way • Rowntree Way • Four Acres • Newcroft • Whiteshot Way • Goddard Way • Peaslands Road 	<p>Reasons: The garage sites did not accord with the definition of an Asset of community value set out in the Localism Act 2011.</p> <p>Other options considered and rejected: None</p> <p>Any interest declared by any member of Cabinet: no</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non -Key	<p>Agenda item 12 – Scrap Metal Dealers Act 2013</p> <p>RESOLVED</p> <p>1 Members to note that, further to the report originally provided to Cabinet, part of the scheme would be funded by the licence holders but that the cost of enforcing</p>	<p>Reasons: To agree a revised fee structure at a cost recovery level.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 16 September 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 15 SEPTEMBER 2016

	<p>unlicensed dealers would be met from existing Licensing budgets.</p> <p>2 To approve the proposed revisions to the relevant fees and charges and the operation of the Council's responsibilities under the Scrap Metal Dealers Act 2013</p>	
Non- Key	<p>Agenda item 13 – Braintree Local Plan preferred options document June 2016</p> <p>RESOLVED</p> <p>The Cabinet approves the comments on Braintree District Council Preferred Options document as set out in Appendix 1 of this report and summarised below;</p> <ul style="list-style-type: none"> • It should be emphasised that UDC has yet to make any decision on its own preferred option regarding allocations or new settlements at this stage • Uttlesford District Council (UDC) continues to plan to meet its full Objectively Assessed Housing Need and so welcomes BDCs commitment to fully meet its own housing needs • Acknowledge that the joint strategic approach 	<p>Reasons: To agree the council's response to the issues and options consultation.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 16 September 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 15 SEPTEMBER 2016

	<p>of the North Essex LPAs/North Essex Part One is helping in dealing with cross-boundary issues/positively planning the scale and distribution of growth</p> <ul style="list-style-type: none">• Acknowledge that garden cities are put forward as part of a wider housing allocation strategy needed for sustainable social and economic benefits• Acknowledge a proposed strategic location with the opportunity for a co-terminus new settlement between Uttlesford and Braintree Districts• UDC will continue to liaise closely with BDC regarding;<ul style="list-style-type: none">○ considering evidence○ assessing reasonable growth options/impacts○ planning for growth/assisting BDC positively plan its preferred option○ a joint position with BDC regarding planned growth• UDC notes the opportunity regarding a Master plan framework, if applicable, to be prepared jointly between BDC and UDC	
--	---	--

Date of Publication: 16 September 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 15 SEPTEMBER 2016

	<ul style="list-style-type: none"> UDC welcomes the inclusion of proposed sustainable principles/mechanisms in the plan to support sustainable growth 	
Key	<p>Agenda item 14 – Great Dunmow Neighbourhood Plan</p> <p>RESOLVED to accept and endorse the proposed changes to the Neighbourhood Plan as set out in the Examiner's report and support the Plan to go forward to referendum.</p> <p>- .</p>	<p>Reasons: To support the proposed plan and the holding of a local Referendum</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: Councillor S Barker as a member of ECC</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non Key	<p>Agenda Item 15 –Car Parking Incentives</p> <p>RESOLVED</p> <ol style="list-style-type: none"> To agree the Christmas car parking proposals: <ul style="list-style-type: none"> Introduce 'free after 2pm' on all Council managed car parks EXCEPT Fairycroft/Waitrose from Thursday 1st December 2016 to Saturday 24th December 2016 inclusive. Introduce free parking on all Council managed car parks EXCEPT 	<p>Reasons: The proposals would support the economic vitality of the town centres over the Christmas period.</p> <p>Other options considered and rejected: A number of proposals for car parking incentives had been submitted by Great Dunmow, Saffron Walden and Stansted parish/town councils and town teams. There had been challenges with the implementation so an interim approach was suggested for 2016. In future there would be strategic approach to underpin potential car parking incentives</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether</p>

Date of Publication: 16 September 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 15 SEPTEMBER 2016

	<p>Fairycroft/Waitrose from Sunday 25 December 2016 to Monday 2nd January 2016 inclusive.</p> <p>2. To approve a supporting marketing campaign at a cost of £2,750</p> <p>3. To carry out a review of all options for car parking incentives that might operate throughout the calendar year for consideration by Cabinet to feed into the budget preparation for 2018/19.</p>	dispensation is in existence for that interest: n/a.
Key	<p>Agenda item 16 –Air Quality Action Plan</p> <p>RESOLVED the Action Plan be adopted, subject to the amendment to the second paragraph of section 2.3 Traffic management</p>	<p>Reasons: To produce an action plan for the Saffron Walden Air Quality Management Area (AQMA) setting out the actions to be taken to meet the objectives and to maintain levels below this objective for the lifetime of the plan in accordance with the Environment Act 1995.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: Cllr S Barker as a member of ECC.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>

Date of Publication: 16 September 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 15 SEPTEMBER 2016

	<p>Agenda item 17 – Equalities Scheme RESOLVED to approve the draft revised Equality Scheme for the purposes of consultation, and to use on an interim basis</p>	<p>Reasons: To update the council's equality objectives.</p> <p>Other options considered and rejected: None</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>
	<p>Agenda Item 18 – Business Rates Write Off RESOLVED to write off a business rate as detailed in the report.</p>	<p>Reasons: The council had exhausted all possible option to recover the funds.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation in existence for that interest: n/a</p>

Date of Publication: 16 September 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

UTTLESFORD DISTRICT COUNCIL

NOTICE OF KEY DECISION

At the Cabinet meeting on 26 October 2016, Uttlesford District Council intends to take a key decision on the issue set out below.

Key decisions are decisions which are likely to

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

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

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

Documents are available from the Council Offices, London Road Saffron Walden CB11 4ER. All documents and decisions are also published on the Council's website www.uttlesford.gov.uk or are available from Democratic Services 510369/430/433 or by contacting committee@uttlesford.gov.uk

KEY DECISIONS CABINET 26 OCTOBER 2016

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
Station Road, Wendens Ambo	Cabinet	26 October 2016	Sale of Council owned Land	Cllr Redfern	Roz Millership – Assistant Director Housing and Environmental Services rmillership@uttlesford.gov.uk

RECORD OF DECISIONS – CABINET 12 OCTOBER 2016

Key	<p>Agenda item 6 – Report from Scrutiny– Air Quality Action Plan</p> <p>The decision made at Cabinet on 15 September 2016 had been called –in. The Scrutiny meeting on 4 October referred the item back to Cabinet with a recommendation that improvements be made to the plan before it was approved and submitted to DEFRA.</p> <p>The Cabinet agreed not to implement the decision taken on 15 September. Officers would continue to work on the plan, taking account of the points raised at the Scrutiny Committee, and the action plan would be brought back to a future Cabinet meeting.</p>	<p>Reasons: It would be useful for the recommended actions to be prioritised before the plan was completed and for it to take account of the Local Plan proposals for Saffron Walden.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non Key	<p>Agenda item 8 – Multi year settlement</p> <p>RESOLVED to authorise the S151 Officer to submit the Multi – year settlement request and associated efficiency plan.</p>	<p>Reasons: The multi- year settlement would provide greater certainty for planning purposes at a time when the council's financial position was likely to become more challenging.</p> <p>Other options considered and rejected: The council could opt not to take up this offer and instead operate on a year by year basis. However, the Government had indicated that it would not guarantee the level of funding for authorities that took this option. Also, they would be likely to take a greater burden of any further reductions in Government funding. It was therefore considered prudent to accept the offer.</p>

Date of Publication: 17 October 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 12 OCTOBER 2016

		<p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non Key	<p>Agenda item 9 – North Essex parking partnership</p> <p>RESOLVED</p> <ul style="list-style-type: none"> 1 The Cabinet agrees that the Council should sign up to the four year extension of the Joint Committee Agreement offered to the North Essex Parking Partnership (NEPP) by Essex County Council. 2 The Cabinet will take into account the recommendations made by the Scrutiny Committee at its meeting on 22 November 2016. 	<p>Reasons: To continue to provide an on-street and off-street parking service within Uttlesford.</p> <p>Other options considered and rejected: The council could potentially take the off street service back in house. However, based on advice from NEPP on the level of resource that UDC would require to run the service, there appeared to be no financial savings. The Scrutiny Committee had concluded that it would be difficult for UDC to provide the service cheaper itself and it would be ill-advised to leave the Partnership.</p> <p>Any interest declared by any member of Cabinet: Cllr S Barker as a member of ECC.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 17 October 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 12 OCTOBER 2016

Non Key	<p>Agenda item 10 – Compliance with the waste Regulations in relation to separate collection of dry recyclables</p> <p>RESOLVED to approve the TEEP assessment attached to the report</p>	<p>Reasons: To confirm the council's scheme for a co-mingled collection of recyclable material.</p> <p>Other options considered and rejected: The Waste Regulations require that all materials for recycling should be collected separately. However the co-mingled collection operated by the council had been chosen because it was more technically practical and environmentally and economically beneficial than collecting the four materials separately.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
---------	--	---

Date of Publication: 17 October 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 26 OCTOBER 2016

Non Key	<p>Agenda item 7 – Scrutiny Enforcement Review</p> <p>RESOLVED that a report on the Council's enforcement service be considered at a future Cabinet meeting, with the report to reflect on some of the recommendations in the Scrutiny Review of Enforcement.</p>	<p>Reasons: To consider improvements to the Council's enforcement service.</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Key	<p>Agenda item 8 – Station Road Wendens Ambo</p> <p>RESOLVED that the site be sold on the open market by way of a tender and/or sealed bids, with a guide price for offers as advised by the selling agent. The guide price will be set to maximise competitiveness and interest in the plot.</p>	<p>Reasons: The proceeds of the sale will contribute to future affordable housing development.</p> <p>Other options considered and rejected: Development of the small plot for affordable housing would not financially viable. The proceeds from the sale will be ring fenced within the HRA for other viable council house development sites.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Key	<p>Agenda item 9 – Development Site Frambury Lane Newport</p> <p>RESOLVED that the site is progressed through the planning application stage, having regard to the estimated costs associated with this work, as</p>	<p>Reasons: To enable the site to be developed for new council owned homes.</p> <p>Other options considered and rejected: Aspire had considered the option of developing this site for private rented sector homes</p>

Date of Publication: 28 October 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 26 OCTOBER 2016

	<p>detailed in the report.</p>	<p>but this had been found to be commercially unviable. .</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non Key	<p>Agenda item 10 – Updating the Council’s Constitution</p> <p>RESOLVED to approve the amendments to the Executive Scheme of Delegation annexed to the report.</p>	<p>Reasons: To reflect changes to the roles and responsibility to the Scheme of Delegation of Executive functions since the retirement of the Assistant Chief Executive – Legal</p> <p>Other options considered and rejected: none</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>

Date of Publication: 28 October 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 1 DECEMBER 2016

Non Key	<p>Agenda item 8 - 2016/17 Budget monitoring – quarter 2</p> <p>RESOLVED to approve the report on 2016/17 budget monitoring for quarter 2.</p>	<p>Reasons: To monitor financial performance of the Council's general fund, housing revenue account, capital programme and treasury management.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non Key	<p>Agenda item 9 – 2015/16 Treasury management outturn</p> <p>RESOLVED to approve the 2015/16 treasury management outturn.</p>	<p>Reasons: As a requirement of the Council's constitution to receive an annual statement of the key treasury management activity and outcomes during the year.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non Key	<p>Agenda item 10 – Treasury management mid-year review 2016/17</p> <p>RESOLVED</p>	<p>Reasons: As part of the Council's treasury management strategy and regular monitoring of treasury management activity</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none.</p>

Date of Publication: 2 December 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 1 DECEMBER 2016

	<p>a. The 2016/17 Treasury Management Strategy counterparty list for UK Local Authorities, including Fire and Police are revised;</p> <ul style="list-style-type: none"> i. The investment limit of £5m to be increased to unlimited ii. The % of the portfolio investments to be increased from 70% to 100% iii. The maximum number of days from 365 days to 730 days <p>b. The Operational Boundary be increased from £101.5m to £250.0m</p>	<p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: n/a.</p>
Non Key	<p>Agenda item 11 – Local Council Tax Support (LCTS) consultation 2017/18</p> <p>RESOLVED to approve to Council the Local Council Tax Support scheme as follows:</p> <p>(a) The 2017/18 LCTS scheme is set on the same contribution rate as the 2016/17 scheme and therefore the</p>	<p>Reasons: In accordance with the requirement to review annually the LCTS and propose changes for the following year.</p> <p>Other options considered and rejected: The original proposal as set out in the recommendation and report to Cabinet on 14 July 2016 was considered, but Cabinet took into account responses received to the consultation which had been carried out, and rejected the element relating to alignment of LCTS in relation to removal of the severe disability premium where another person is</p>

Date of Publication: 2 December 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 1 DECEMBER 2016

	<p>contribution rate is frozen at 12.5% for the third consecutive year.</p> <p>(b) Discretionary subsidy for town & parish councils for 2017/18 in accordance with the principles set out below.</p> <ol style="list-style-type: none"> 1. UDC should continue to provide discretionary funding to town and parish councils at a reduced level of 50% to assist in mitigating the effect of LCTS discount taxbase reductions on the Band D Council Tax calculation. 2. The total UDC parish subsidy pot to be distributed using the formula of [2012/13 Parish Band D x 2016/17 Parish LCTS taxbase reduction] – thus avoiding UDC subsidising any precept increases made since 2013/14. The payment to then be adjusted by 50%. <p>(c) Of the six key reforms to the way</p>	<p>paid universal credit (carers element), to look after them.</p> <p>Any interest declared by any member of Cabinet: Councillor S Barker declared a non-pecuniary interest as a member of Essex County Council.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: dispensation for Councillor S Barker being a member of Essex County Council.</p>
--	---	---

Date of Publication: 2 December 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 1 DECEMBER 2016

	<p>benefits are assessed the following four have already been implemented and it is recommended that these are incorporated into the LCTS scheme for 2017/18.</p> <p>I. Removal of the family premium for all new working age claimants</p> <p>II. Reduction of backdating of a claim from 6 months to 1 month</p> <p>III. Removal of the element of the work related work activity component in the calculation of the current scheme for new employment and support allowance applicants</p> <p>IV. Period of absence from Great Britain from 13 weeks to 4 weeks whilst still being able to claim benefits</p> <p>(d) to incorporate the following proposal into the 2017/18 scheme as it becomes applicable: limiting the</p>	
--	---	--

Date of Publication: 2 December 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 1 DECEMBER 2016

	number of children within the calculation to a maximum of two.	
Non Key	<p>Agenda item 13 – Great Dunmow Neighbourhood Plan</p> <p>RESOLVED to recommend to Council that the Great Dunmow Neighbourhood Plan is formally “made” part of the statutory development plan for the District.</p>	<p>Reasons: To consider whether the Great Dunmow Neighbourhood Plan should be made by the Council as part of the statutory development plan for the District, following a successful examination and referendum.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: Councillor S Barker</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: dispensation for Councillor S Barker being a member of Essex County Council.</p>
Non Key	<p>Agenda item 14 – Corporate Plan 2017- 2021</p> <p>RESOLVED to recommend the draft Corporate Plan 2017 – 2021 for approval.</p>	<p>Reasons: to refresh the Corporate Plan to ensure it reflects the Council’s vision and priorities for the next four years, and to ensure it remains relevant and deliverable.</p> <p>Other options considered and rejected: none.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether</p>

Date of Publication: 2 December 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 1 DECEMBER 2016

dispensation is in existence for that interest: N/A		
Non Key	<p>Agenda item 15 – Kerbside garden waste subscription charges for 2017/18 RESOLVED</p> <ul style="list-style-type: none"> 1. The kerbside garden waste collection subscription remains at £40 per bin for the year 1 April 2017 to 31 March 2018 2. A £5 discount will be made for customers switching to payment by direct debit mandate. A deadline will be set to benefit from this discount. 3. There will be no reduction in subscription charges other than the direct debit discount for customers joining part way through the year. 4. The free bin for new subscribers will be withdrawn 	<p>Reasons: To achieve efficiencies in the kerbside garden waste collection scheme; to incentive residents to subscribe to the scheme, and to simplify it.</p> <p>Other options considered and rejected: The original recommendation did not specify the charge of £40 as “per bin”. The amendment to include these words was agreed to ensure the charge matched the number of bins a resident had.</p> <p>Any interest declared by any member of Cabinet: none.</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non Key	<p>Agenda item 16 – Epping Forest District draft local plan consultation</p> <p>RESOLVED to note the content of the Epping Forest draft local plan (Regulation 18) and suggested commentary, including clarity that the figure of 14,100 has not been identified yet as the council’s Objectively Assessed Housing Need, and forward</p>	<p>Reasons: to consider implications for this council arising from the key proposals in the Epping Forest District draft local plan in order to make representations.</p> <p>Other options considered and rejected: the proposals for the commentary as submitted to Cabinet were considered, but it was</p>

Date of Publication: 2 December 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.

RECORD OF DECISIONS – CABINET 1 DECEMBER 2016

	observations to Epping Forest District	<p>agreed to further clarify the response regarding the 2014 housing projections, to reflect the fact that this council was looking into the sustainability of the figures.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>
Non Key	<p>Agenda item 17 – East Herts District Council pre-submission district plan consultation</p> <p>RESOLVED to note the content of the East Herts pre-submission and suggested commentary, including clarity that the figure of 14,100 has not been identified yet as the council's Objectively Assessed Housing Need, and forward observations to East Herts District Council.</p>	<p>Reasons: to consider implications for this council arising from key proposals in the East Hertfordshire pre-submission district plan in order to make representations.</p> <p>Other options considered and rejected: the proposals for the commentary as submitted to Cabinet were considered, but it was agreed to further clarify the response regarding the 2014 housing projections, to reflect the fact that this council was looking into the sustainability of the figures.</p> <p>Any interest declared by any member of Cabinet: none</p> <p>In respect of any conflict of interest declared, whether dispensation is in existence for that interest: N/A</p>

Date of Publication: 2 December 2016

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chairman or any three members of the Scrutiny Committee objects and calls it in.