



Epping Forest District Council

DECISIONS

Committee:	CABINET
Date of Meeting:	Thursday, 1 December 2016

Date of Publication:	9 December 2016
Call-In Expiry:	15 December 2016

This document lists the decisions that have been taken by the Council Housebuilding Cabinet Committee at its meeting held on Thursday, 1 December 2016, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions, which are eligible for call-in and the date by which they must be called-in.

Those decisions that are listed as being “recommended to the Council...”, or request the Chairman of the Council to waive the call-in, are not eligible for call-in.

The wording used might not necessarily reflect the actual wording that will appear in the minutes, which will take precedence as the minutes are the official record of the meeting.

If you have any queries about the matters referred to in this decision sheet then please contact:

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Call-In Procedure

If you wish to call-in any of the eligible decisions taken at this meeting you should complete the call-in form and return it to Democratic Services before the expiry of five working days following the publication date. You should include reference to the item title. Further background to decisions can be found by viewing the agenda document for this meeting at: www.eppingforestdc.gov.uk/local_democracy

Decision No:

3. MINUTES

Decision:

- (1) That the minutes of the meeting held on 12 October 2016 be taken as read and signed by the Leader of Council as a correct record; and

(2) That the minutes of the meeting held on 3 November 2016 be taken as read and signed by the Leader of Council as a correct record.

7. CORPORATE PLAN KEY ACTION PLAN 2016/17 - QUARTER 2 PROGRESS REPORT

Decision:

(1) That progress on the achievement of the Council's Key Action Plan for 2016/17 at the end of Quarter 2 be noted.

8. INTERNAL AUDIT SHARED SERVICE

Decision:

(1) That the creation of a Shared Internal Audit Service with effect from 1 April 2017 ("the Commencement Date"), or such other date as agreed between Epping Forest District Council, Harlow District Council and Broxbourne Borough Council on the basis set out in the report, be approved;

(2) That the appointment of Broxbourne Borough Council as host authority be approved;

(3) That the Council entering into an Administrative Collaboration Agreement under Section 101 of the Local Government Act 1972 with the partner authorities be approved;

(4) That authority be delegated to the Director of Governance, in consultation with the Portfolio Holder for Governance and Development Management, to agree the terms of the Administrative Collaboration Agreement which would include the provision to allow other councils to join the Shared Service in the future; and

(5) That the transfer of staff to Broxbourne Borough Council as Host Authority on the terms set put in the Administrative Collaboration Agreement from the Commencement Date be agreed.

9. LOCAL COUNCIL TAX SUPPORT SCHEME 2017/18

Decision:

(1) That the responses to the consultation on the scheme for 2017/18 be noted;

(2) That the scheme be amended to remove the family premium in the calculation for new claimants in line with other welfare reforms;

(3) That the scheme be amended to withdraw Local Council Tax Support where a person leaves Great Britain for 4 weeks or more in line with other welfare reforms;

(4) That the scheme be amended to limit the number of dependant additions to a maximum of two for all cases where dependants were born on or after 1 April 2017, in line with other welfare reforms; and

(5) That the amended Local Council Tax Support Scheme for 2017/18 be recommended to the Council for approval.

10. CAPITAL REVIEW 2016/17 - 2020/21

Decision:

- (1) That the latest five-year forecast of capital receipts be noted;
- (2) That the level of usable capital receipts currently predicted to be £1,700,000 at 31 March 2021 be noted;
- (3) That external borrowing of an estimated £24,056,000, necessary to support the General Fund capital programme, be noted; and
- (4) That the following amendments to the Capital Programme be recommended to Council to approve:
 - (a) a supplementary capital estimate in the sum of £346,000 for the St John's Road development;
 - (b) a supplementary capital estimate in the sum of £28,000 for Grounds Maintenance vehicles to be financed from external sources; and
 - (c) a supplementary Capital estimate in the sum of £130,000 for Disabled Facility Grants to be financed from a Central Government Grant;
- (5) That the following amendments to the Capital Programme be approved:
 - (a) a reduction of £191,000 in 2016/17 and £200,000 thereafter for Private Sector Housing Loans;
 - (b) virements in 2016/17 in respect of:
 - (i) £12,000 to the Museum Development project from the Bridgeman House allocation within the General Fund; and
 - (ii) £200,000 to Structural Repairs from the Kitchen Replacement Programme within the Housing Revenue Account; and
 - (c) carry forwards totalling £8,060,000 from 2016/17 to 2017/18 in respect of the General Fund Schemes listed below:

(i)	General ICT	£32,000;
(ii)	Langston Road Shopping Park	£7,190,000;
(iii)	Car Parking Schemes	£62,000;
(iv)	Waste Management Equipment	£28,000;
(v)	Flood Alleviation Schemes	£20,000;
(vi)	Purchase of Bridgeman House	£297,000;
(vii)	CCTV Systems	£128,000;

(viii)	Housing Estate Parking	£50,000;
and		
(ix)	Parking Review Schemes	£253,000;
and		

(d) carry forwards totalling £8,947,000 from 2016/17 to 2017/18 in respect of the Housing Revenue Account Capital schemes listed below:

(i)	New House Building & Purchases	£4,043,000;
(ii)	Communal Water Tanks	£100,000;
(iii)	Windows/Doors/Roofing	£225,000;
(iv)	Other Planned Maintenance	£22,000;
(v)	Structural Schemes	£100,000;
(vi)	Bathroom Replacements	£400,000;
(vii)	Garages & Environmental Improvements	£585,000;
(viii)	North Weald Depot	£3,130,000;
(ix)	Other Repairs & Maintenance	£33,000;
and		
(x)	Capital Service Enhancements	£309,000.

11. TRANSFORMATION PROGRAMME - MONITORING REPORT OCTOBER 2016

Decision:

(1) That the progress of the projects within the Transformation Programme for October 2016, alongside the planned actions for November 2016, be noted.

12. EXTERNAL PARTNERSHIPS - DELIVERING BETTER TAXPAYER VALUE FOR MONEY

Decision:

(1) That a District Development Fund allocation in the sum of £100,000 for 2017/18 be agreed to support work to integrate and increase efficiency in the delivery of public services.

13. LOCAL PLAN RESOURCES UPDATE

Decision:

(1) That expenditure from the Local Plan budget to date in the 2016/17 financial year be noted; and

(2) That an allocation of additional District Development Funding in the sum of £1,027,500 for 2017/18 and £237,000 for 2018/19 (£1,264,500 in total

over the two financial years) be agreed.

14. REVISED FUNDING FOR THE WASTE MANAGEMENT CONTRACT

Decision:

(1) That in order to respond to cost pressures on the Council's Waste Management service, the following District Development Fund and Continuing Services Budget supplementary estimates for 2016/17 be recommended to the Council for approval:

(a) a sum of £90,640 from the District Development Fund to meet the costs of additional dry recycling sacks for the period July 2015 to March 2016;

(b) a sum of £202,654 from the District Development Fund to meet the costs of a change in the composition of the dry recyclable materials collected for the period November 2015 to March 2016; and

(c) a sum of £64,000 from the District Development Fund to meet the costs of the increased number of properties within the District for the period November 2014 to March 2016; and

(2) That a Continuing Services Budget Growth Bid in the sum of £343,903 from 1 April 2016 for 2016/17 onwards be agreed comprising of:

(a) £120,853 for dry recycling sacks;

(b) £143,050 for the change in the composition of the dry recycling materials collected; and

(c) £80,000 for additional properties;

(3) That a formal amendment to the Waste Management Contract be made to address any changes in composition of dry recycling materials in future to ensure the Council could gain financially if the quality of materials collected improved; and

(4) That a further report be submitted to the Cabinet to consider service change options that could be used to mitigate the increased costs in relation to recycling sacks and composition change for the future years of the contract.

15. AWARD OF CONTRACT FOR OFF STREET ENFORCEMENT AND CASH COLLECTION

Decision:

(1) That, following a procurement exercise, the contract for off street enforcement, cash collection and first line machine maintenance be awarded to NSL Limited at a yearly cost of £181,370 for an initial period of five years with an option to extend by another two;

(2) That a new post of Car Parking and Street Furniture Supervisor be created to deal with the additional workload associated with the off street parking enforcement and a salary budget allocation in the sum of £32,030 be agreed;

(3) That a one off budget allocation of £75,000 from the Invest to Save Fund, for the purchase and set up costs of IT infrastructure (hardware and software), be agreed for the delivery of the off street enforcement operations;

(4) That, after deducting salary costs for the new post, a Continuing Services Budget saving of £58,600 from 2017/18 be noted; and

(5) That a further report be submitted to the Cabinet detailing any one-off TUPE related costs as soon as these become known.

16. BUSINESS PROCESS IMPROVEMENT - DEVELOPMENT MANAGEMENT

Decision:

(1) That a District Development Fund allocation in the sum of £51,640 be agreed to fund the appointment of a Grade 5 Technical Officer, Planning Validation from 1 April 2017 to 31 March 2019;

(2) That a District Development Fund allocation in the sum of £225,794 be agreed for the Development Management Electronic Information/Records Team for 2017/18 and 2018/19 to continue years two and three of the three year strategy to convert Development Control and Building Control paper records to electronic format; and

(3) That the total District Development Fund expenditure in the sum of £277,434 outlined above be funded by the excess over budget of Development and Building Control income.

17. TOWN AND VILLAGE CENTRES OPPORTUNITIES FUND 2016/17

Decision:

(1) That the application criteria for the Town & Village Centres Opportunities Fund, for the remainder of 2016/17 and throughout 2017/18, be widened to allow non-town centre related projects and general economic development opportunity projects to be supported and funded; and

(2) That the fund be renamed the 'Epping Forest District Economic Opportunities Fund'; and

(3) That District Development Funding be requested from the Council in the sum of £35,000 for 2017/18 to develop the work of the Epping Forest District Economic Opportunities Fund.

18. APPROVAL TO ENFORCE ON BEHALF OF LEE VALLEY REGIONAL PARK AUTHORITY

Decision:

(1) That the request by the Lee Valley Regional Park Authority (LVRPA) to manage the Waltham Abbey Gardens Car Park on their behalf, on the basis that all management and enforcement costs were recovered by the Council before any income was passed over to the Regional Park Authority, be agreed;

(2) That an Invest to Save bid in the sum of £15,000 be agreed for setting up pay and display arrangements at the Waltham Abbey Gardens Car Park;

(3) That a Continuing Services Budget growth bid be made in the sum of £12,000 from 2017/18 for ongoing management of the car park, noting that all costs would be recovered from LVRPA;

(4) That the use of the services of the North Essex Parking Partnership to make the necessary Traffic Regulation Orders to convert the Waltham Abbey Gardens Car Park to a pay-and-display regime be agreed; and

(5) That authority be delegated to the Portfolio Holder for Safer, Greener and Transport to agree the final terms of the legal agreement with Lee Valley Regional Park Authority.

19. DEMOLITION OF GARAGES IN VERE ROAD CAR PARK, LOUGHTON BROADWAY

Decision:

(1) That the demolition of the existing garages within the Vere Road Car Park 4 to create 20 additional parking spaces be approved;

(2) That, subject to planning approval, a further 11 parking spaces be created in the derelict area behind shop numbers 39 & 41 in The Broadway;

(3) That an Invest to Save bid in the sum of £55,000 for 2017/18 be agreed for undertaking these works;

(4) That a Continuing Services Budget growth bid for 2017/18 be made in the sum of £5,622 for ongoing enforcement, maintenance and associated activities; and

(5) That the use of the services of The North Essex Parking Partnership to make the necessary Traffic Regulation Orders to convert these car parks to a pay-and-display regime be agreed.

20. CALENDAR OF COUNCIL MEETINGS 2017-18

Decision:

(1) That, as attached at Appendix 1 to the report, the draft Calendar of Council Meetings for 2017/18 be recommended to the Council for adoption.

21. ANY OTHER BUSINESS

Decision:

(1) That, as agreed by the Leader of Council and in accordance with Section 100B(4)(b) of the Local Government Act 1972, the following items of urgent business be considered following the publication of the agenda:

(a) Asset Management & Economic Development Cabinet Committee – 27 October 2016; and

(b) Finance & Performance Management Cabinet Committee – 10 November 2016.

22. ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE - 27 OCTOBER 2016

Decision:

(1) That the minutes of the meeting of the Asset Management & Economic Development Cabinet Committee, held on 27 October 2016, be noted.

23. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 10 NOVEMBER 2016

Decision:

Fees & Charges 2017/18

(1) That the use of the Labour inflation rate of 2.0% as a guide for any proposed increases of the Council's fees and charges for 2017/18 be agreed;

(2) That the proposed fees and charges for 2017/18, as set out in the Appendices to the Cabinet Committee report, be approved;

(3) That the proposed schedule of Housing Revenue Account fees and charges for 2017/18 be approved; and

(4) That a full review of fees and charges at the Limes Centre be carried out and the results plus any recommendations be included in the fees and charges update for 2018/19.

Triennial Valuation of Pension Scheme

(5) That the option to fund the deficit over 19 years be approved; and

(6) That Option B as set out in the Essex County Council consultation, which allowed for the increase in deficit payments to be phased over three years and took advantage of a discount for earlier payment, be approved.

24. EXCLUSION OF PUBLIC AND PRESS

Decision:

(1) That, in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the item of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12(A) of the Act indicated and the exemption was considered to outweigh the potential public interest in disclosing the information:

<u>Agenda Item</u>	<u>Subject</u>	<u>Paragraph Number</u>
24	Award of Contract for the Management of the Council's Leisure Facilities	3

25. AWARD OF CONTRACT FOR THE MANAGEMENT OF THE COUNCIL'S LEISURE FACILITIES

Decision:

(1) That the recommendation of the Portfolio Holder Advisory Group to award Places for People Leisure Management Ltd preferred bidder status, and Sports and Leisure Management Ltd (SLM Every One Active) to be designated reserve bidder, be agreed;

(2) That, on the basis of the Final Evaluation of the Tender Submissions and Financial Implications for the Council, the Award of the Contract for the management of the Council's Leisure Facilities to Places for People Leisure Management Limited be recommended to the Council for approval;

(3) That, following the granting of outline Planning Permission for the new Waltham Abbey Leisure Centre at Hillhouse, the funding of the Section 106 Legal Agreement contribution of £137,000 to re-provide off-site compensatory playing pitch provision from within the Council's Capital Programme be agreed; and

(4) That the option to provide users with one hours free car parking at Loughton Leisure Centre at a cost of £90,000 per annum be rejected, but further discussions be entered into with the preferred Bidder to ascertain if any future parking concessions were possible at no cost to the Council.