



# Epping Forest District Council

## DECISIONS

|                         |                                  |
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| <b>Committee:</b>       | <b>CABINET</b>                   |
| <b>Date of Meeting:</b> | <b>Thursday, 5 November 2015</b> |

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|-----------------------------|-------------------------|
| <b>Date of Publication:</b> | <b>13 November 2015</b> |
| <b>Call-In Expiry:</b>      | <b>19 November 2015</b> |

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 5 November 2015, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions 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](http://www.eppingforestdc.gov.uk/local_democracy)

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|-------------------------|
| <b>Decision<br/>No:</b> |
|-------------------------|

### **3. MINUTES**

#### **Decision:**

- (1) That the minutes of the meeting held on 8 October 2015 be taken as read and signed by the Chairman as a correct record.

## **7. REPAIRS AND MAINTENANCE HUB - BLENHEIM WAY, NORTH WEALD**

### **Decision:**

- (1) That this item be deferred until the next meeting.

## **8. ACCEPTANCE OF TENDERS - ANNUAL GAS SERVICING AND MAINTENANCE CONTRACT**

### **Decision:**

(1) That Gracelands CMS Ltd be awarded the contract for the programmed servicing of Council owned gas appliances and the provision of breakdown and emergency repairs service to Council owned gas appliances to properties in both the north and south of the District, based on a five-year contract with the option to extend by a further five years, as the Most Economically Advantageous Tender (MEAT) based on an assessment of price and quality with a score of 74.98% for Lot 1 North and a score of 76.20% for Lot 2 South;

(2) That the benefit to the Council from a saving of around 4.9% be noted from the projected annual expenditure for gas servicing and breakdowns, based on a comparison between the expenditure incurred during the financial year 2014/15 and the tendered rates submitted by Gracelands CMS Ltd for both Lot 1 North and Lot 2 South;

(3) That the overall value of the works be limited to the sum included in the Capital Programme on an annual basis; and

(4) That this contract be designated as a serial contract under Contract Standing Order C11 to facilitate the annual increase in the schedule of rate items in accordance with The Department of Business, Innovation & Skills Building Cost Indices.

## **9. CONTRACT STANDING ORDERS C2(9) AND C2(10) - BREACHES DUE TO CUMULATIVE SPEND**

### **Decision:**

(1) That, in accordance with Contract Standing Order C2(11), the 55 breaches of Contract Standing Orders listed in the Appendix to this report involving cumulative spends with individual contractors in excess of £50,000 over a 4-year period and the reasons they have occurred be noted;

(2) That a further 205 breaches of Contract Standing Orders involving cumulative spends with individual contractors of less than £50,000 over a 4-year period be noted; and

(3) That Assistant Directors have been asked to take the required action that they have identified within the Appendix to the report (and for the other breaches with values of less than £50,000) in respect of individual contractors, to seek to ensure that no future breaches of Contract Standing Orders occur regarding contracts with those contractors be noted.

## **10. COUNCIL TAX AND HOUSING BENEFIT CIVIL PENALTY POLICY**

### **Decision:**

(1) That the Policy for the introduction of Council Tax and Housing Benefit Civil Penalties be approved.

## **11. AWARD OF CONTRACT FOR ADVERTISING ON AND MAINTENANCE OF BUS SHELTERS ACROSS THE DISTRICT**

### **Decision:**

- (1) That the successful operation of the 15 year contract for advertisement on and maintenance of 60 bus shelters in the District and its expiry on 31 December 2015 be noted;
- (2) That a contract be awarded to Clear Channel for a further four-year period from 1 January 2016 to 31 December 2019; and
- (3) That Contract Standing Orders C5 (contracts exceeding £50,000), C6 (Restricted Tendering for Contracts Exceeding £50,000 in value) and the requirement to carry out a procurement exercise be waived.

## **12. REVIEW OF EPPING CASH OFFICE**

### **Decision:**

- (1) That the manned front-line cash office at the Civic Offices in Epping be closed from 1 July 2016 and an alternative solution using payment kiosks be implemented;
- (2) That the 'Invest to Save' Fund be utilised for the purchase of two payment kiosks in the sum of £20,000 and for an additional allocation in the sum of £10,000 to cover any necessary building works;
- (3) That Contract Standing Order C4(2) be waived for the purchase of the payment kiosks due to the successful operation of the same kiosk at Waltham Abbey Library, which itself was subject to a tender process;
- (4) That one FTE Grade 4 Cashier post be deleted from the establishment;
- (5) That the post holders be treated within the provisions of the Council's Redundancy and Redeployment Procedure; and
- (6) That revenue savings in the sum of £15,170 for 2016/17 (equivalent full-year savings £20,230) through the implementation of the payment kiosks be noted.

## **13. RELEASE OF RESTRICTIVE COVENANTS - EPPING FOREST COLLEGE**

### **Decision:**

- (1) That a Deed of Release of the 1952 and 1955 Covenants be issued by the Council, consistent with the previous Deeds of Release on the land at Epping Forest College, on the following basis:

(a) *A Deed of Release of the 1952 and 1955 Covenants consistent with the previous deeds of release is executed by the Council and is held in escrow pending written confirmation from the College's Solicitors to the Council that:*

(i) *the College's application for [outline] planning permission for the development of its new Sports, Health and Well-Being facility for the benefit of the College's students and the wider community has been submitted to the Council; and*

(ii) *Contracts for the College's sale of the Middle Site and part of*

*the Playing Fields for residential development, conditional upon execution of such Deed of Release of the 1952 and 1955 Covenants, have been signed and are held in escrow pending execution and delivery of the said Deed of Release; and*

- (2) That the pre-emption rights of the Council not be exercised on the land.

#### **14. ANY OTHER BUSINESS**

**Decision:**

- (1) That, as agreed by the Leader of the Council and in accordance with Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules, the following items of urgent business be considered following publication of the agenda:

- (a) Epping Forest Shopping Park – Progress Report; and
- (b) North Weald Airfield – Licence for Outdoor Events.

#### **15. EPPING FOREST SHOPPING PARK - PROGRESS REPORT**

**Decision:**

- (1) That the progress made with the Epping Forest Shopping Park project be noted.

#### **16. 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 items of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraph 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> |
|--------------------|---|-------------------------|
| 17                 | North Weald Airfield – Licence for Outdoor Events | 3                       |

#### **17. NORTH WEALD AIRFIELD - LICENCE FOR OUTDOOR EVENTS**

**Decision:**

- (1) That, subject to the receipt of satisfactory references, the tender from Saunders Markets Limited to operate the market at North Weald Airfield for three years be accepted, with an option to extend for a further two years subject to satisfactory performance.

