



**DECISIONS**

<b>Committee:</b>	<b>CABINET</b>
<b>Date of Meeting:</b>	<b>Thursday, 3 March 2016</b>
<b>Date of Publication:</b>	<b>11 March 2016</b>
<b>Call-In Expiry:</b>	<b>17 March 2016</b>

This document lists the decisions that have been taken by the Cabinet at its meeting held on Thursday, 3 March 2016, 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)

<b>Decision No:</b>
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**3. MINUTES**

**Decision:**

- (1) That the minutes of the meeting held on 4 February 2016 be taken as read and signed by the Leader of Council as a correct record.

## **7. COUNCIL HOUSEBUILDING CABINET COMMITTEE - 19 JANUARY 2016**

### **Decision:**

(1) That the minutes of the meeting of the Council Housebuilding Cabinet Committee, held on 19 January 2016, be noted.

## **8. COUNCIL HOUSEBUILDING PROGRAMME ANNUAL REPORT 2015/16**

### **Decision:**

(1) That the Annual Progress Report 2015/16 on the Council Housebuilding Programme be noted.

## **9. EPPING FOREST DISTRICT MUSEUM - RESILIENCE FUNDING**

### **Decision:**

(1) That the findings from the two Feasibility Studies undertaken with £55,000 funding from Arts Council England be noted;

(2) That a submission be made to Arts Council England for a further £280,000 funding, to support the recommendations from the two consultant studies;

(3) That the contributions of £10,000 each from Broxbourne Borough and Chelmsford City Councils towards the proposed Resilience Fund proposal be noted;

(4) That the Council's required match funding of £20,000 for the bid be funded from the Council's Invest to Save Fund; and,

(5) That Neighbourhoods and Community Services Select Committee be requested to consider the formation of a Development Trust for Epping Forest and Lowewood Museums.

## **10. TRANSFORMATION PROGRAMME - SCOPE AND METHODOLOGY**

### **Decision:**

(1) That the purpose of the transformation programme and the benefits statement be agreed;

(2) That the scope and approach to managing change and the transformation methodology be agreed;

(3) That arrangements to govern the transformation programme, including the Transformation Programme Board and Programme Management Office, be noted; and

(4) That the transformation workstreams be agreed and mandate further discovery be mandated to identify opportunities for change.

## **11. TRANSFORMATION PROGRAMME - CUSTOMER EXPERIENCE WORKSTREAM**

### **Decision:**

- (1) That the recommendations made to the Council by the Customer Services Review Group (as attached at Appendix 1 of the report) be accepted in principle as a starting point for the Transformation Programme - Customer Experience Workstream;
- (2) That, having considered the options, a centralised customer services function be agreed;
- (3) That the following steps be approved:
  - (a) the appointment of a Customer Services Manager and IT support post for the Council, with a further report to the Cabinet on any additional resources required and options for filling these positions;
  - (b) the Transformation Programme Board to consider the organisational structure for the customer services function;
  - (c) the repair or replacement of the atrium windows during the 2016/17 financial year with a further report to the Cabinet if additional resources be required;
  - (d) to undertake a full feasibility design and costing of the main reception including its accommodation needs by October 2016;
  - (e) to seek a recommendation from Officers on a suitable Customer Relationship Management system for the Council (formal evaluation stage to be completed by October 2016);
  - (f) to initiate discussions with public sector partners to explore the potential for sharing reception space and to accommodate this within any design; and
  - (g) to set targets and a timescale for the further discovery and implementation stages from the Transformation Programme Board, including formal monitoring of customer visits.

## **12. LOUGHTON BROADWAY PARKING REVIEW**

### **Decision:**

- (1) That, in accordance with the Cabinet Decision of October 2010, the Loughton Broadway Parking Review be proceeded with, acknowledging that this would require a comprehensive assessment of existing and projected parking provision, including the Epping Forest Shopping Park;
- (2) That the North Essex Parking Partnership be appointed to carry out a scoping exercise for the Loughton Broadway Parking Review, including the implementation of some small scale traffic regulations;
- (3) That a further report be submitted to the Cabinet detailing the full scope of scheme and financial implications; and
- (4) That Contract Standing Order C5 (contracts exceeding £25,000 but not exceeding £50,000) be set aside to enable the appointment of the North Essex Parking Partnership.

**13. WALTHAM ABBEY CONSERVATION AREA CHARACTER APPRAISAL AND MANAGEMENT PLAN**

**Decision:**

- (1) That the adoption and publication of the Character Appraisal and Management Plan for the Waltham Abbey Conservation Area be agreed;
- (2) That the boundary amendment to the Waltham Abbey Conservation Area be approved; and
- (3) That a further report be submitted to the Cabinet outlining the possible steps that could be taken by the Council to protect Thrift Cottage.

**14. KEY OBJECTIVES 2015/16 - QUARTER 3 PROGRESS**

**Decision:**

- (1) That the progress with the achievement of the Council's Key Objectives for 2015/16 at the end of Quarter 3 be noted.

**15. INVEST TO SAVE FUNDING BID - PROVISION OF THE OFF STREET PARKING ARRANGEMENTS IN THE DISTRICT**

**Decision:**

- (1) That the attached Invest to Save Funding bid for the costs associated with the procurement process for the management of the Council off street car parks be agreed; and
- (2) That a further report be submitted to the Cabinet detailing the Procurement Strategy, potential savings, set up costs and timeline for the delivery of off street parking operations outside of the North Essex Parking Partnership.

**16. EPPING FOREST SHOPPING PARK - OPTION TO TAX**

**Decision:**

- (1) That an 'Option to Tax' for the Epping Forest Shopping Park be agreed.