

30 April 2013

Dear Councillor

CABINET MEETING

A meeting of the Cabinet will be held at the Council Offices, London Road, Saffron Walden on Thursday 9 May 2013 at 7.15pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

JOHN MITCHELL
Chief Executive

Commencing at 7.00 pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements, subject to having given two working days prior notice

A G E N D A **P A R T I**

1	Apologies for absence and declarations of interest.	
2	Minutes of the meeting held on 26 March 2013.	1
3	Business arising.	
4	Members' Questions (standing item). To receive any questions or statements from non executive members of the Council on matters included on the agenda.	
5	Matters referred to the Executive (standing item). To consider matters referred to the Executive in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules.	
6	Reports from Performance and Audit Committee and Scrutiny Committee (standing item).	

7	Asset Management Plan.	
8	Bridge End Garden Culvert	
9	LBLC and adjoining land to rear of the Skate Park	
10	Hatfield Broad Oak conservation area appraisal	
11	High Easter Conservation Area Appraisal	
12	Write offs	
13	Any other urgent business.	

To: Councillors S Barker, R Chambers, J Cheetham, **J Ketteridge**, J Redfern, H Rolfe and A Walters.

Also to: K Artus, S Harris, V Ranger, J Salmon and L Wells (designated deputies)
E Godwin (Chairman of Scrutiny Committee)
S Howell (Chairman of Performance and Audit Committee)
M Lemon and D Morson (opposition group leaders)

Lead Officer: John Mitchell (01799) 510400

Democratic Services Officer: Rebecca Dobson (01799) 510433

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk.

Members of the public and representatives of parish and town councils are now permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden.

A different scheme is applicable to meetings of the Planning Committee and you should refer to the relevant information for further details.

Please note that meetings of working groups and task groups are not held in public and the access to information rules do not apply to these meetings.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, or Rebecca Dobson 01799 510433 or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

FACILITIES FOR PEOPLE WITH DISABILITIES

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email psnow@uttlesford.gov.uk as soon as possible prior to the meeting.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

- You should proceed calmly, do not run and do not use the lifts.
- Do not stop to collect personal belongings.

Once you are outside, please make your way to the flagpole near the visitor car park. Do not wait immediately next to the building. Do not re-enter the building until told to do so.