



Uttlesford District Council

Chief Executive: Dawn French

Cabinet

Date: Thursday, 14 July 2016
Time: 19:30
Venue: Council Chamber
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

Members: Councillors H Rolfe (Leader and Chairman), S Barker, S Howell, J Redfern and L Wells

Other attendees: Councillors A Dean (Liberal Democrat Group Leader and Chairman of Scrutiny Committee), J Lodge (Residents for Uttlesford Group Leader) and E Oliver (Chairman of Performance and Audit Committee)

Public Speaking

At the start of the meeting 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 notice by 12 noon two working days before the meeting.

AGENDA PART 1

Open to Public and Press

- 1 Apologies for absence and declarations of interest**
To receive any apologies for absence and declarations of interest.
- 2 Minutes of the previous meeting** 5 - 16
To consider the minutes of the meeting held on 26 May 2016.
- 3 Matters Arising**
To consider matters arising from the minutes

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| 4 | Questions or statements from non executive members of the Council
To receive questions or statements from non-executive members 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 and Scrutiny Committees (standing item)
To consider any reports from Performance and Audit and Scrutiny Committee | |
| 7 | Update on Refugees
To consider an update from Essex County Council on the situation regarding Refugees. | 17 - 18 |
| 8 | 2015-16 final outturn
To consider a report on the 2015-16 final outturn. | 19 - 46 |
| 9 | 2017-18 Local Council Tax support scheme
To consider the 2017-18 council tax support scheme. | 47 - 56 |
| 10 | Housing Benefit overpayment - write off
To consider a report on a Housing Benefit overpayment write off. | 57 - 58 |
| 11 | Newton Grove development site
To consider a report on development at Newton Grove. | 59 - 64 |
| 12 | Sheds Lane development site
To consider development at Sheds Lane. | 65 - 74 |
| 13 | Local Plan Development Strategy - covering report
To consider a report on the Local Plan Development Strategy. | 75 - 98 |

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| 14 | Street cleansing - joint working with Saffron Walden Town Council | 99 - 102 |
| | To consider a report on joint working proposals. | |
| 15 | Grants | 103 - 112 |
| | To consider a report on grants. | |
| 16 | Appointment to Outside Body - Uttlesford Community Travel | |
| | To appoint Councillor G Sell to Uttlesford Community Travel | |
| 17 | Any other items which the Chairman considers to be urgent | |
| | To consider any items which the Chairman considers to be urgent. | |

MEETINGS AND THE PUBLIC

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General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

**CABINET MEETING held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN on 26 MAY at 7.00pm**

Present: Councillor H Rolfe (Leader)
Councillor S Howell (Cabinet Member for Finance and Administration)
Councillor J Redfern (Cabinet Member for Housing and Economic Development)
Councillor L Wells (Cabinet Member for Communities and Partnerships)

Also present: Councillors A Dean (Liberal Democrat Group Leader and Chair of Scrutiny), J Lodge (Residents for Uttlesford Group Leader) and E Oliver (Chair of Performance and Audit Committee).

Officers in attendance: D French (Chief Executive), M Cox (Democratic Services Officer), M Perry (Assistant Chief Executive - Legal), and A Webb (Director of Finance and Corporate Services).

CA1 APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

An apology for absence was received from Councillor S Barker.

Councillor Howell said he had a disclosable pecuniary interest in item 11, Procurement Strategy as his employer had been awarded a contract, but the Monitoring Officer had granted him dispensation to speak and vote on this item.

CA2 MINUTES

The minutes of the meeting held on 7 April 2016 were signed by the Chairman as a correct record.

CA3 BUSINESS ARISING

i) Minute CA109 – Leader’s Decision, Common Car Park

Councillor Dean asked if there was evidence to support the effect of the imposition of the 2, 3 or 4 hour maximum stay charge at the Common car park. He was advised that this would be discussed when the petition was presented at item 8.

Councillor Redfern said she had declared an interest in this item at the last meeting, but it was now clear that this declaration was unnecessary as the proposal would not have an impact on her business.

REPORTS FROM PERFORMANCE AND AUDIT AND SCRUTINY COMMITTEES

i) Performance and Audit Committee

Councillor Oliver reported on the recent work of the Performance and Audit Committee.

He said that due to recent staff changes within the Finance department, the Director of Finance and Corporate Services was now the only qualified accountant currently working in the authority. It had not been possible to recruit to the vacant posts and the authority was currently relying on agency staff.

In reply, the Chief Executive said plans were in place to address this. Officers were looking at what was required in the Finance department. It is also likely that there will be a report to council recommending changes to the Pay Policy statement to facilitate the attraction of suitable candidates to these and other posts.

The committee had approved the draft Annual Governance Statement and received reports from Internal Audit on its rolling programme. It had also carried out its self- assessment exercise, and as a result had requested site of the council's procurement arrangements and this had been discussed at the last meeting.

The Performance Indicators and Risk Register were considered at each meeting of the committee. There had been a discussion about the reporting of accidents and it had been agreed that in future there would be a regular accident report from the Health and Safety Officer setting out the subsequent action taken.

ii) Scrutiny Committee

Councillor Dean said the last meeting had considered the Local Council Tax Support Scheme. There had been a discussion on whether there should be a change to the minimum council tax contribution in the light of the shortfall in Government funding. He referred to a question he had put to officers, that whether in future the council should go back to basic fundamentals, as the original calculation was no longer relevant having been based on the shortfall in funding when the council took on the scheme. He thought the council should now consider what was right and what was affordable in terms of the contributions to be made by the least well off.

The meeting had also discussed the contribution made to parish councils as part of the council's scheme and whether this should continue or if the parish councils should be asked to adjust their own tax rate to achieve their precept.

Councillor Howell said he had attended the meeting as portfolio holder and felt there had been a useful discussion on this item. He said the minutes showed that a range of issues had been discussed, which reflected the views of all members.

Councillor Dean said the Scrutiny Committee was also investigating the relationship between UDC and ECC. The main focus was on the highways Service and the communication between the two authorities.

CA5 **REFUGEE WORKING GROUP**

Councillor Redfern said there was little activity to report but the council was continuing to press ECC with its offer to accommodate refugees in the district.

The Leader said information would be obtained from ECC on the current situation, future numbers and the timetable going forward.

Councillor Dean asked if the council would be ready for the arrival of the refugees as he understood that the original identified properties had been re-let. The Leader said it was not practical for the council to retain empty properties but he was confident that it would be able to respond when required.

CA6 **PETITION**

Councillor Richard Freeman presented a petition on behalf of Saffron Walden Town Council. The petition stated the following and contained 1855 signatures.

“We, the undersigned are strongly opposed to the changing of the car parking limit at The Common car park, Common Hill from maximum stay of 4 hours to 2 hours.

We are opposed to this change on the following grounds:

1. 2 hours is insufficient time for shoppers to park, browse and return to the car
2. 2 hours is particularly insufficient time for those with disabled blue badges or who experience difficulty in walking
3. Reduction in time does not help to encourage or promote further trade in the town and does not encourage greater footfall
4. We believe that this reduction from 4 hours to 2 is not conducive to encouraging trade or footfall into the town and initial feedback from visitors and tourists is that they wish to stay longer but are unable to walk the distance from Swan Meadow car park”

Councillor Freeman said the Market Square was a vital asset for the town, and attracted visitors from home and overseas. A survey of visitors, carried out prior to the change in charges, had found that the physical appearance of the town was important, but ease of access was a key attribute.

The town traders had asked for the maximum stay to revert to 4hrs as they felt this was vital to the continued vitality of the town. The knowledge that a 4hr stay was an option gave a feel good factor for visitors. He said this was only a

small percentage of the car parking available but it was very important to the town and he asked the Cabinet to reconsider its decision.

Cllr Rolfe said the Common was previously a maximum 4hr stay car park, but the recent consultant's report on parking in the district had raised the importance of churn to ensure a frequent turnover of cars, which would lead to increase footfall. In Saffron Walden short stay car parking was catered for in the Market Square and long stay car parking at Swan Meadow. The other car parks would be medium term to encourage churn.

When the new charges were introduced , there had been a strong reaction from traders that the 2hr maximum stay was affecting their business. The Council had responded to this and an Executive decision had been taken to increase the maximum stay at the Common Car Park to 3hrs. This was in line with the charge at the Fairycroft car park and was felt to cater for most visits. Blue badge holders could still park for longer than 3hrs at the Common. He said he thought that 3hr maximum stay was the right balance but the position would be reviewed after 12 months.

Cllr Freeman replied that the consultants were experts on car parks but not experts on Saffron Walden. It was a unique town and delicately balanced as had become apparent when the Waitrose car park was closed earlier in the year.

Councillor Lodge said that new signage for the Swan Meadow car park was very important. There was a negative perception of Swan Meadow but it was an excellent long-term car park and not too far to walk to the town.

Jacqueline Portway spoke to the meeting on behalf of the market traders. She said she had many contacts in the town, all of whom supported the return of the 4hr maximum stay. She circulated a letter in support from the manager of Santander bank in Saffron Walden.

She said there had been mayhem when the 2hrs had been introduced so she had drawn up the petition in order to get something done. The small shops in the town depended on visitor numbers, and they needed sufficient time to shop and stay for lunch. She said that many people found Swan Meadow difficult to use, it required signage, lighting and toilets. She thought that 3 hrs was not a sufficient length of time and asked for the 4hr maximum stay to be reinstated.

Cllr Rolfe said he was aware of the passion and concern in the town. However, the new arrangements should be given time to bed in. The impact of the 3hr stay would be assessed as well as putting in place the new signage for Swan Meadow and the council would review the position after 12 months.

CA7

FAIRCROFT HOUSE

Cllr Lodge declared a non-pecuniary interest as a member of ECC.

The Leader presented a report, which proposed that the Council assist with the purchase of Fairycroft House, Saffron Walden. This building was in the ownership of ECC but it had stopped delivering services in 2014. In response to the closure of the building, rock musician Tim Atkinson had formed a Community Interest Company (CIC) and proposed to manage the building as an Arts and Media Centre. This was currently a very well used facility by local groups and there were many plans for the future.

It was explained that Fairycroft House CIC has raised a mortgage of £240,000 towards the purchase price of £400,000. Essex County Council had granted £80,000 from its Assisted Purchase Scheme and a further £80,000 was required to cover the full purchase price of the property. It was proposed that UDC fund the remaining £80,000 from the Strategic Initiatives Fund as it met the purpose and criteria for the grant, being of benefit to the local community/economy.

In answer to a question, it was explained that to protect UDC in the event of the building being sold, a charge had been placed on the property to protect its investment. This would last until 2036 and any repayment following a sale would be on a reducing scale over the 20 year period.

Members said this was a worthy and exciting scheme and supported the proposal.

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.

CA8

ADOPTION OF STREET NAMING AND NUMBERING POLICY

At the meeting on 7 April, the Cabinet had asked for an amendment to the section of the policy relating to the renaming of existing streets. This was specifically for cases when the emergency services had problems locating a street and asked for it to be renamed. The new policy would allow the proposal to go ahead if a two-thirds majority of residents were in favour rather than the 100% currently stipulated in the scheme.

It was explained that a request for a change of name would be made to the town/parish. They would inform the district council who would print the list of properties to be consulted and the ballot papers, which would be distributed by the local council.

Saffron Walden Town Council had submitted a letter that raised concern at the lack of consultation on this amendment and particularly the reference to conducting a ballot, which could have resource implications for town and parish councils.

Councillor Richard Freeman addressed the meeting. He spoke about the importance of town and parish councils in this process, as it was clear that the best people to name a street were those who actually lived there. He understood there was legislation in respect of the naming of streets but was

concerned at the lack of consultation with local councils on the details of the proposed scheme. It appeared that sensible local suggestions might not be allowed under the new policy. There were still points to be addressed to avoid anomalies and he would like these to be considered before the policy was adopted.

Councillor Redfern said in her experience, it was the parish council views that were taken into account when new street name suggestions came forward.

Members agreed with the proposed amendment to paragraph 1.5.2. It was also suggested that local members should be informed about proposed new street names in their wards, and this should be written into the procedure.

RESOLVED

- 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 proposals for new street names in their ward.

CA9

PROCUREMENT STRATEGY

Councillor Howell had declared an interest in this item but had received dispensation from the Monitoring Officer to speak and vote on this item

Councillor Howell presented the Procurement Strategy for 2016/17. This set out the council's procurement activity and provided assurance to the external auditor that the council had a sound approach to procurement.

Cllr Oliver said the Performance and Audit Committee had identified a need to understand more about the procurement arrangements and had considered this report at its recent meeting. He said UDC had a very professional procurement service and passed on his thanks to the Council's Procurement Team.

RESOLVED to approve the Procurement Strategy 2016/17.

CA10

STATEMENT OF COMMUNITY INVOLVEMENT

The Cabinet received the revised version of the Statement of Community Involvement. This had been updated to include some of the suggestions from statutory bodies that had been received through the recent consultation. The document had been approved at the recent meeting of the PPWG and would be used as the basis for the consultation arrangements for the new Local Plan.

Members commented that some parish councils felt increasingly that their views on planning matters were not valued or taken into account by UDC. The Cabinet said thought should be given on how to improve communication and provide better explanation about decisions taken in the local area.

RESOLVED to approve the amended Statement of Community Involvement.

CA11 PROPOSALS FOR A REVISED AIRSPACE CHANGE PROCESS

The Cabinet considered a report on the CAA proposal for a revised airspace change process, which was currently out to stakeholder consultation. The report explained the existing process, the need for change and gave details of the CAA's proposals.

The report concluded that the proposals should be supported, but set out some additional comments to be included in the Council's response. The Stansted Airport Advisory Panel (STAAP) had considered this item at its meeting on 10th May and the additional points raised had been included in the report. The Leader said he supported the new process as a more democratic and consultative approach.

RESOLVED

- 1 To support the CAA's proposal for a revised airspace process subject to the additional comments set out in the report.
- 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.

CA12 CABINET WORKING GROUPS 2016/17

Members received the annual report of the Cabinet working group, the terms of reference, composition and membership.

RESOLVED to appoint the Cabinet Working Groups for 2016/17, and agree the membership as set out in the attached appendix.

CA13 REPRESENTATIVES ON OUTSIDE BODIES

The Cabinet received the list of member appointments to outside organisations.

RESOLVED to appoint members representatives to outside bodies for 2016/17, as set out in the attached appendix.

ASPIRE

At the Cabinet meeting in December 2015, it had been agreed in principle to establish a Special Purpose Vehicle (SPV). This would be a wholly owned subsidiary of the council to develop a range of commercial opportunities. The Cabinet was now asked to approve the establishment of a holding company and three subsidiaries, for rental, land agreements and property services. The Articles of Association for each company were attached to the report. These required the appointment of directors and advice received was that the private sector businesses looked more favourably on a board that was made up of council officers only.

The next steps included formal registration, work around taxation and preparing accounts for the companies. The initial proposals for Aspire rentals would be considered at the September Cabinet meeting.

In answer to questions, it was explained that the council would set the direction of travel and appoint the cabinet to the role of Shareholder Board. The cabinet would have certain responsibilities, control and direct the operation but would not be involved in the day to day activity. It had been decided to appoint subsidiary companies as they had a clear remit and were more able to partner with the private sector.

Councillor Dean said the council should give some thought on how to manage public perception as it could be seen to be changing its focus from social to market housing. Cllr Howell said he understood these concerns but felt the council could manage this tension as it already charged fees and carried out some commercial activities. He said the Council's social agenda would always be the dominant theme. Members were supportive of this initiative.

RESOLVED to

1. approve the establishment of the following companies
 - Aspire Holdings (UDC) Ltd
 - Aspire Rentals Ltd
 - Aspire Land Agreements Ltd
 - Aspire Property Services Ltd.
- 2 Agree the Articles of Association for each company as attached
- 3 Appoint the following directors to each company
 - 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).

CA15 **ASSET MANAGEMENT PLAN**

The Cabinet received the Asset Management Plan for 2016/17. It included all the council's non-strategic assets and set out the strategic objectives and guiding principle for their use. It provided assurance to the external auditor that the council had a sound approach.

RESOLVED to approve the Asset Management Plan 2016/17.

CA16 **APPOINTMENT OF JOINT COMMITTEES**

RESOLVED that the following appointments be made to the Cabinet Joint Committees

North Essex Parking Partnership
Councillor Susan Barker

Essex Health and Wellbeing Joint Committee
Councillors Lesley Wells and Stephanie Harris

CA17 **CHAIRMAN'S URGENT ITEM**

The Chairman reported on his attendance at a Devolution meeting earlier in the day attended by all the Leaders and Chief Executives. A vote had been taken on whether to proceed with the Greater Essex Devolution proposal. The area of contention was the requirement for an elected mayor. When the vote was taken to include the elected mayor the result was split, but when this was excluded the vote was unanimously in favour.

The group was aware that neighbouring authorities, Cambridge/Peterborough and Norfolk/Suffolk had recently agreed a devolution deal and there appeared to be benefits in terms of new infrastructure investment. The next stage for the Essex bid was to have discussions with Ministers and senior officials on a possible way forward.

The meeting ended at 9.30pm.

Cabinet Working Groups 2016/17

	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	

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
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

Item 7

Update on Refugees

ECC expect 20-25 families to settle in Essex over the course of the 2016/17 financial year. Four families have arrived so far, all in Colchester.

The first family for Uttlesford is expected in September 2016. Planning is underway between ECC, UDC and WE CCG so confirmation can be given to the government by mid-July that arrangements are in place for September arrival. The current assumption is for a minimum of 3 families across West Essex. So far, in addition to a suitable property in Uttlesford, another has been identified in Epping Forest.

ECC has commissioned Migrant Help to support families arriving in Sept 2016 in West Essex. This covers pre-arrival support planning with partners, providing the initial reception and ongoing wraparound support post arrival for a 12 month period. UDC and EFDC officers have agreed to identify key operational contacts in their Housing Services for Migrant Help to contact post case acceptance. Migrant Help will, where required, be furnishing and equipping the houses in the 6 week intervening period prior to arrival. This is to ensure that the Government statement of requirements will be met. Provision of additional equipment and services e.g. computer or access to Broadband (to assist school age children to do homework) will be taken forward by Migrant Help via offers of charitable help. Migrant Help has already approached inter faith groups in West Essex for additional capacity and support. Migrant Help would flex its resources and support resettlements as required, even if family numbers increase between now and final confirmations. Migrant Help will be providing a similar role to the performed by Fresh Beginnings who will continue to support resettlement in Colchester Borough. Migrant Help has been provided with local contacts including a good furniture re-use scheme in Epping Forest and the respective CVS in Uttlesford and Epping for signposting Migrant Help to local groups.

ECC are dependent on Government to find out expected dates of future arrivals. The current indication from Government is that the next arrivals after September 2016 might be in January 2017.

Colchester is the only area in Essex to have resettled families thus far under the national scheme; it has been a positive experience so far, although still at early stages for families. The main challenge pre-arrival is the need for suitable and sustainable properties being identified at viable rent levels, which effectively rules out private sector rented stock in Uttlesford.

There has been no problem so far with schools. Children are being offered language support, as are adults via Adult Community Learning.

Committee: CABINET

Agenda Item

Date: 14 JULY 2016

8

Title: 2015/16 OUTTURN

Portfolio Holder Councillor Simon Howell

Key Decision: No

Summary

1. This report summarises the 2015/16 Outturn position as follows:
 - General Fund: a net favourable variance of £1,882,000, (after allowing for planned transfers to earmarked reserves).
 - Housing Revenue Account: an in year surplus of £1,499,000.
 - Capital Programme: expenditure of £8,054,000 which is £7,050,000 below the current budget of £15,104,000. After allowing for slippage requests of £7,262,000, there is a net overspend of £212,000.
2. In accordance with statutory regulations, the draft 2015/16 Statement of Accounts are consistent with the 2015/16 results reported here. These figures were certified by the Director of Finance and Corporate Services on the 9th June, and will reflect the Cabinet's decisions regarding use of reserves. The final accounts will be submitted to the Performance & Audit Committee for approval on 28th July.
3. All figures are subject to external audit and therefore may change before the final Statement of Accounts is produced at the end of July. Financial issues arising from the audit of the accounts, if any, will be reported to Cabinet on 15th September.

Recommendations

4. The Cabinet is recommended to:
 - 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.

Financial Implications

5. The report sets out the Council's financial performance for 2015/16 and the level of reserves as at 31 March 2016. Otherwise there are no direct financial implications arising from the recommendations.

Background Papers

6. None.

Impact

Communication/Consultation	The key issues in this report have been considered by CMT and discussed with the Finance Portfolio Holder
Community Safety	No specific issues
Equalities	No specific issues
Health and Safety	No specific issues
Human Rights/Legal Implications	No specific issues
Sustainability	No specific issues
Ward-specific impacts	No specific issues
Workforce/Workplace	No specific issues

GENERAL FUND

7. The net operating expenditure original budget approved by Cabinet and Full Council in February 2015 was £5.499m and during the year this was updated and the current budget was £5.644m, an increase to the budget of £0.145m. The movement is due to an increase of £0.100m in the planning budget for consultancy relating to the local plan and £0.050m in planning policy for the cycle strategy. The remainder is due to other minor movements within the budget relating to structure changes for Health and Wellbeing.
8. The net operating expenditure final outturn position of £1.621m has reduced by £1.191m compared with the period 9 outturn figure of £2.813m. The final variance outturn for net operating expenditure is £4.022m favourable, compared to the previous favourable variance of £2.832m as at December 2015 and reported to Members on 16th February 2016.
9. After allowing for transfers to and from earmarked reserves (subject to members approval), the final outturn for the overall net budget position is £2.771m, a net favourable variance of £1.882m against the revised budget of £4.653m. The variance is £0.221m lower than the period 9 forecasted £1.661m overall net position.

10. Details of all service budget outturns and variances are set out in Appendix A, and these are summarised in the table below:

£ '000	2014/15	2015/16			
	Outturn	Original Budget	Current Budget	Final Outturn	Variance
Communities & Partnerships	818	1,018	988	775	(213)
Housing & Economic Development	1,298	1,253	1,327	1,227	(100)
Environmental Services	1,549	2,075	2,156	1,844	(312)
Finance & Administration	4,542	5,255	5,296	4,939	(357)
Portfolio (Service) Budgets	8,207	9,601	9,767	8,786	(981)
Corporate Items	2,276	2,133	2,112	442	(1,669)
Total Net Budget	10,483	11,734	11,879	9,228	(2,650)
Funding	(5,638)	(6,235)	(6,235)	(7,607)	(1,372)
Net Operating Expenditure	4,845	5,499	5,644	1,621	(4,022)
Transfers to/from (-) Reserves	(150)	(846)	(991)	1,150	2,141
OVERALL NET POSITION	4,695	4,652	4,653	2,771	(1,882)

11. The service & corporate budget outturns detailed in this report are £1.191m better than the latest forecast. The following are the significant full year (under)/over spends:

Variances outside of the Council's control

- NNDR Funding – (£1,317,000) is the net movement in the Business Rates income, this is made up of various elements and these are detailed below separately;
 - UDC Share – (£490,000) retained income is more than budgeted due to a cautious budget approach and the income was set at the baseline funding level, this was the minimum level of income that central government deemed the council would need to retain to provide services. The council achieved higher results in collection and income generation and retained a higher level of the income collected
 - Levy Payment – £673,000 is the share of the increased income collected due to central government. No budget was set due to predictions that our income collection would only reach the baseline funding level (detailed above).
 - Section 31 Funding – (£210,000) of additional funding was received in year for the increase in business rates relief mainly small businesses and retail relief.

- Collection Fund Balance – (£810,000) is a decrease in the expected collection fund deficit balance from £3,148,000 to £2,338,000.
- Ring fenced Reserve – (£481,000) increase in the drawdown on the business rates reserve. Although overall the NNDR over achieved on the income it was appropriate to use the reserve to negate the effect of the levy payment.
- NNDR Service – (£166,000) is the discretionary rate relief budgeted for within revenue; this has been correctly accounted for within the Collection fund and has no bottom line impact.
- Capital Financing – (£1,488,000) related to the delay in the capital project for the relocation of the Dunmow Depot, the reduction in the financing requirement directly links to the slippage within the capital programme.
- Leisure PFI – (£96,000) £20k is a one off receipt in respect of the profit sharing agreement. The change from the last reporting period reflects current payments made for the unitary charge.
- Housing Benefit - £276,000 net overspend on the Rent Rebate and Rent Allowances subsidy claim. The overspend relates to the following items;
 - £223,000 is a reduction in subsidy grant received for prior year adjustments relating to the 2013/14 audit and repayment of grant to the DWP, this has a net nil bottom line effect as the corresponding amount was drawn down from the DWP reserve to match this.
 - £194,000 is the net effect of reduced subsidy grant received as the level of claimants expenditure has reduced in 2015/16.
 - (£93,000) reduction in the bad debt requirement.
 - (£49,000) increased recovery of Housing Benefit overpayments

Variiances within the Council's control

Overspends

- Waste Management – overspends are made up of the following items (there is a net effect offset by the underspends detailed below)
 - £164,000 increased costs for the new contract for the disposal of recyclable waste
 - £43,000 shortfall in income for the parish weekend Green Waste collections, due to less parishes signing up for the service.
 - £41,000 shortfall in income for tipping away payments due to the opening of the new waste disposal site.

- Offices – £110,000 is due to Essex County Council terminating the rental agreement of office space at UDC (6 month loss of income @ £30k). The increase is due to centralised ad hoc repairs that were essential at various sites.
- Development Control - £49,000 was the net effect of reduced fee income for large planning applications and a reduction in consultancy fees.

Underspends

- Grants and Contributions – (£59,000) is unallocated grant funding, this will be carried forward to 2016/17 and a new process is in place to identify voluntary/charitable bodies to award extra grant funding.
- New Homes Bonus – (£42,000) is the amount of unspent ward members' allowances. This will be carried forward into 2016/17.
- Energy Efficiency - (58,000) is the amount allocated from reserves (see point 7) for the cycle strategy and in year it was not required as costs less than expected.
- Community Safety – (£120,000) relates in the main to the Police no longer needing the PCSO funding. The remaining underspend is due to ASBO work now being undertaken by the Housing Team.
- Licensing – (£107,000) relates to changes to the Taxi Licensing Tariffs which came in to effect on the 1st October 2015. As licence renewals are now on either 3 or 5 year cycles this will generate fluctuations in income. The surplus income was previously held in a reserve but in future year's surplus and deficits will be managed within the revenue budget.
- Public Health – (£90,000) is due to changes in the legislation for the inspection of imported foods, green beans will be delisted and income ceased at the end of June. The legislation has introduced the inspection of imported peas until the 31st March 2015. Due to the impending changes to food inspections a prudent approach was taken when setting the original budget.
- Street Services Mgt. and Admin – (£52,000) net savings achieved from staffing restructure.
- Benefits Admin – (£83,000) – is the transfer of £50k of income from DCLG new burdens funding for the administration of LCTS from Local Council Tax Support, the corresponding entry is reflected in the variance below. The remaining variance is partly due to a staffing structure change and further reward funding via the Fraud and Error Reduction Incentive Scheme (FERIS) for the teams active work in identifying fraudulent activity.
- Council Tax Discounts – (£84,000) is made up of no requirement to fund the major preceptors £19k and a reduction of £11k in funding for Parishes

relating to any financial impact of the Local Council Tax Scheme. An estimated £82k is increased income generated from the Essex Council Tax sharing agreement due to high performance in maximising the tax base plus a benefit overpayment recovery of £21k. The overall increased income is netted off by the £50k of income from the DCLG new burdens grant for the administration of LCTS which has been transferred to Benefits Admin where a corresponding entry can be seen.

- Land Charges – (£70,000) is the net effect of New Burdens funding received from DCLG of £64k, increased fee income and the net effect of related costs to increased workload.
- Legal Services – (£76,000) is additional cost income received and £20k of legal fees relating to Waitrose Car Park.
- Local Taxation – (£50,000) is the change in process for bad debts which are now accounted for within the Collection fund and a reduction in the court costs for income recovery.
- Revenues Admin – (£100,000) relates to the Council Tax sharing agreement and transfer of fraud case work to the DWP. This has generated a chance to restructure staffing and there was a delayed start in the Fraud and Compliance posts for the Council Tax sharing agreement.
- Waste Management – underspends are made up of the following items (there is a net effect offset by the overspends detailed above)
 - (£86,000) reduction in diesel costs for waste vehicles.
 - (£60,000) reduction in cost of disposal for trade waste disposal due to timings in accruals, the cost was incurred in the previous year 2014/15.
 - (£39,000) increased income from ECC relating to increased recycling tonnage and subsequent increased credits.

12. The movements in the outturn from the Period 9 forecasted position presented to Cabinet in February 2016, are detailed in the table below;

Outturn movement from Period 9 to Period 12	
	£ '000
Services	
Grants and Contributions	(59)
New Homes Bonus	(42)
Museum	(19)
Net minor movements	(8)
Community and Partnerships	(128)
Building Surveying	(12)
Energy Efficiency	(22)
Health Improvement	24
Net minor movements	(19)
Housing and Economic Development	(29)
Development Control	(63)
Planning Specialists	(16)
Waste Management	(102)
Net minor movements	(2)
Environment	(183)
Financial Services	(33)
Housing Benefit	169
Information Technology	(15)
Land Charges	(14)
Legal Services	(19)
Offices	32
Revenues Administration	(24)
Net minor movements	(24)
Finance and Administration	72
Total Services	(268)
Capital Financing	(1,113)
Pension Fund Added Years	19
HRA Recharge	41
Corporate Items	(1,053)
NNDR - Levy Payment	193
Section 31 Grant	(49)
Net minor movements	(14)
Funding	130
DWP	36
Neighbourhood Front Runners	15
Planning Development	(96)
Waste Depot Relocation	888
Neighbourhood Front Runners	39
Voluntary Sectors Grant	41
Working Balance	48
Reserves	971
Total Movement	(220)

RESERVES

13. The following is a summary of General Fund reserves, based upon the outturn position set out in this report. The ring fenced reserves has decreased by £3.344m, usable reserves have increased by £3.204m, which is the transfer from the ringfenced reserve and the underspends from the original budget and the final outturn position; giving an overall decrease in reserves of £0.140m. The 2015/16 underspend has been allocated to the Strategic Initiatives Reserve which is subject to members approval as detailed in the Recommendations in point 4.

Reserve £ '000	Actual Balance 1st April 2015	Forecast transfer from GF	Forecast transfer to GF	Transfers to / from Reserves	Estimated Balance 31st March 2016
<u>RINGFENCED RESERVES</u>					
Business Rates	3,670	166	(2,338)	(998)	500
DWP Reserve	259	100	(223)		136
Licensing Reserve	31		(15)		16
Working Balance	1,282		(36)		1,246
TOTAL RINGFENCED RESERVES	5,242	266	(2,612)	(998)	1,898
<u>USABLE RESERVES</u>					
Financial Management Reserves					
MTFS Reserve	1,000				1,000
Transformation Reserve	1,000		(40)		960
	2,000	0	(40)	0	1,960
Contingency Reserves					
Emergency Response	40				40
	40	0	0	0	40
Service Reserves					
Access Reserve	200		(200)		0
Economic Development	244		(50)		194
Elections	95	25	(95)		25
Homelessness	40				40
Neighbourhood Planning	139				139
Planning	1,002		(159)		843
Strategic Initiatives *	600	2,962	(54)	998	4,506
Waste Depot Relocation Project	1,500		(12)		1,488
NHB Ward Member	0	38			38
Voluntary Sector Grant	0	40			40
Waste Management	379		(249)		130
	4,199	3,065	(819)	998	7,443
TOTAL USABLE RESERVES	6,239	3,065	(859)	998	9,443
TOTAL RESERVES	11,481	3,331	(3,471)	0	11,341

* The 2015/16 surplus of £1.882m is included in this figure

HOUSING REVENUE ACCOUNT

14. 2015/16 was the fourth year of the new HRA Business Plan, introduced following the self-financing reforms. The original HRA budget planned for an in-year operating surplus of £3.498m, with £4.811m of planned funding for capital projects and transfers from reserves of £1.313m.
15. The final outturn shows a surplus is £1.499m. The variance is made up of a net operating surplus of £0.162m. The favourable variance in the HRA capital funding of £2.650m and the reduced requirement to drawdown on the reserves £1.313m is due to the delay in capital projects as detailed in the 2015/16 Capital Programme.
16. The table below gives a summary of the HRA budget; full details of the outturn and variances can be seen in Appendix B.

£ '000	2014/15	2015/16			
	Outturn	Original Budget	Current Budget	Final Outturn	Variance
Total Service Income	(15,539)	(15,695)	(15,691)	(15,455)	236
Total Service Expenditure	4,881	4,495	4,474	4,338	(136)
Total Corporate Items	7,285	7,702	7,718	7,457	(261)
OPERATING (SURPLUS)/DEFICIT	(3,373)	(3,498)	(3,498)	(3,660)	(162)
Funding of Capital Programme from HRA	1,297	4,811	4,811	2,161	(2,650)
Use of Reserves	(237)	(1,313)	(1,313)	0	1,313
Total Use of Reserves/Funding	1,060	3,498	3,498	2,161	(1,337)
(SURPLUS)/DEFICIT	(2,313)	0	0	(1,499)	(1,499)

VARIANCES

17. The table below details the significant variances from the revised budget to final outturn;

Details of Variance	Variance £' 000 (favourable)/Adverse
Dwelling rental income reduced due to increase in void properties	221
Reduction in recharge income from Leaseholders and Sheltered clients due to reduction in utility costs	63
Reduction in Bad debt provision, originally set high due to expected impact on increased rent arrears relating to roll out of Universal Credit, no impact in 2015/16	(233)
Restructure of Business Performance relating to the new Health and Wellbeing Service	(101)
Reduction in cost of utilities within Common Service Flats and Sheltered units	(66)
Planned repairs delayed due to other ad hoc areas responsive repairs	(147)
Net overspend in Housing Repairs due to reliance on external contractors for ad hoc repairs and delay in planned painting programme	272
Delay in capital projects and funding not required in 2015/16, unused funding and reserves to be rolled forward to 2016/17	(2,650)
Reserves not required due to delayed capital projects, to be held for future years	1,313
Net of other variances	(171)
	<u><u>(1,499)</u></u>

HRA RESERVES

18. It is proposed that the 2015/16 surplus of £1.499m be earmarked for Capital Projects and this has been included in the reserves balance subject to Cabinet approval. Below is a summary of HRA reserves:

Reserve £ '000	Actual Balance 01 April 2015	Transfer from HRA	Transfer to HRA	Estimated Balance 31 March 2016
RINGFENCED RESERVES				
Working Balance	463			463
	463	0	0	463
USABLE RESERVES				
Revenue Reserves				
Revenue Projects	60			60
Transformation Reserve	180			180
	240	0	0	240
Capital Reserves				
Capital Projects	3,538			3,538
Potential Projects Reserve *	800	(1,499)		(699)
Sheltered Housing Projects Reserve	318			318
	4,656	(1,499)	0	3,157
TOTAL USABLE RESERVES	4,896	(1,499)	0	3,397
TOTAL RESERVES	5,359	(1,499)	0	3,860

*The surplus of £1.499 has been shown against this reserve

CAPITAL PROGRAMME

19. The capital programme current budget, including adjustments approved at previous Cabinet meetings, is £15.104m. Of this total, slippage requests totalling £7.261m have been identified, relating to schemes now scheduled to take place in 2016/17. Against the revised budget of £7.962m, total capital expenditure in the year was £8.054m, £0.212m below the budget. A summary of the capital programme is shown below including the sources of financing. Full details of all the capital projects can be seen in Appendix C.

£'000	Budget			Slippage		Revised Budget 2015/16	Outturn to Budget	
	Original Budget 2015/16	Slippage brought forward from 2014/15	adjustment as agreed by Cabinet	Current Budget 2015/16	carried forward to 2016/17		Outturn	Variance
Community and Partnerships	305	299	0	604	(252)	352	326	(26)
Environmental Services	730	229	200	1,159	(846)	313	346	33
Finance & Administration	1,975	373	150	2,498	(1,676)	822	887	65
Housing and Economic Development	278	162	0	440	(165)	275	277	2
	3,288	1,063	350	4,701	(2,939)	1,762	1,836	74
Housing Revenue Account Schemes	7,952	2,451	0	10,403	(4,323)	6,080	6,218	138
Total Capital Programme	11,240	3,514	350	15,104	(7,262)	7,842	8,054	212
Capital Financing								
Grants and Contributions	1,098						798	
Capital Receipts	0						247	
HRA Major Repairs Allowance	3,323						3,334	
Internal Borrowing	1,010						548	
Direct Revenue Funding - GF	1,980						968	
Direct Revenue Funding - HRA	3,829						2,159	
	11,240						8,054	

Variations

20. The table below details the main variations to each scheme where the outturn differs from the revised budget and slippage has not been requested.

£ '000	Variance Adverse/ (favourable)	Details of variance
General Fund		
Video Conferencing/Communications	57	Unexpected early cost to install new telephone system, to be funded from transformation reserve
Solar Panels - Shire Hill	(90)	Limited costing information of installation at budget setting, so estimate was used.
Other	98	Net of minor variances
Sub Total Variance	<u>65</u>	
Housing Revenue Account		
HRA Repairs	152	Unexpected repairs required to housing stock
Support Unit for people with Learning Difficulties	(100)	No longer required as expenditure funded from commuted sums
Other	86	Net of minor variances
Sub Total Variance	<u>138</u>	
Total Capital Programme Variance	<u><u>203</u></u>	

21. In some cases projects were commenced or planned by the end of the year but the actual expenditure will not be incurred until 2016/17. In these cases it is necessary to defer the relevant budget (and its associated financing, please see corresponding note in point 11) until 2016/17. CMT support the slippage requests as set out below:

Scheme	£ ' 000	Reason for Slippage
General Fund		
Motte and Bailey Castle	200	Due to issues with the external procurement this project was delayed until 2016/17
Community Project Grants	17	Some grants not spent due to late allocation of funds
CCTV Thaxted	35	A business case is required to be submitted to the police by Thaxted for the cameras, this is in process
Vehicle Replacement Programme	846	Updated profile of the 5 year rolling programme
PSN CoCo Works	5	Ongoing assessment with external bodies
Mobile working - Housing	30	Order has been placed, delay in receipt
Mobile working - Planning & Env Health	69	Reassessing requirements with new Assistant Director of Planning - carried forward to 2016/17
PCI Compliance - Cash Receipting	32	Ongoing project to ensure compliance
PCI Compliance - Direct Debits	20	Ongoing project to ensure compliance
Stansted Conveniences - Grant	30	Email from Stansted confirms timetable of project to be April/May 2016
Dunmow Depot	1,488	Delay in procuring suitable site/land for the new waste depot
Solar Panels - Shire Hill	2	£2k required for monitoring equipment
Disabled Facilities Grants	32	Applications and approvals are outsourced to Papworth HIA, this is an ongoing process
Empty Dwellings	14	Ongoing works - c/fwd to 2016/17
Private Sector Renewal Grants	19	Ongoing works - c/fwd to 2016/17
Superfast Broadband	100	Procurement issues relating to access compliance with state aid requirements.
	<u>2,939</u>	
Housing Revenue Account		
UPVC Fascia's and Guttering	151	Over accrual at year end, this is not an underspend it is the balance of the over accrual falling out in this financial year.
Service Chg Planned Rep System - ICT Schemes	65	Budget profile unsure, possible £20k per year, full amount slipped to 2016/17 subject to confirmation of programme of works
Housing Contractors Portal & SAM	46	Project ongoing over future year/s
Energy Efficiency Schemes	102	Delay completing the external cladding programme of works due to Network Power. Works are now in progress and due to complete w/c 18 July 2016
Internet Café's in Sheltered Hsg	2	
Unidentified	212	Relates to Shed's Lane building works, delay in project
Catons Lane	310	Delay in programme due to issues with utility supply (Anglian Water)
Mead court Phase 2	642	Project ongoing
Reynolds Court	1,974	Demolitions underway. Final fixed construction price to be agreed by March 16. Formal start on site April 16
Hatherley Court	809	Contractor procurement process still ongoing to ensure that scheme comes within budget
Walden Place	10	No spend expected in 15-16 for this project development
	<u>4,323</u>	
Total Slippage requested	<u><u>7,262</u></u>	

SECTION 106 BALANCES

22. A statement of Section 106 balances is included at Appendix D. As at 31 March 2016, a total of £2.6 million was held.

TREASURY MANAGEMENT

23. The statutory treasury management outturn report will be brought to a future Cabinet meeting. Meanwhile, this report brings Members up to date with the key events for the financial year 2015/16.

Deposits made

24. Deposits placed from 1 April 2015 to 31 March 2016 inclusive are set out in Appendix E, as at 31 March 2016 the total balances held in investments was £35.69m. The average interest rate for all investments in 2015/16 was 0.36%.

25. All transactions complied with the Council's approved treasury management strategy.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The reported outturn may change as a result of the external audit process	2 (no bottom line adjustments identified in the last few years)	2 (adjustments may be needed to some of the figures in the accounts, with possible effect on reserves balances)	Close liaison with external auditors Report audit outcomes to Cabinet in September Statement of Accounts and the auditor's report to be received by the Performance & Audit Committee in July.

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.

2015/16 GENERAL FUND SUMMARY

GENERAL FUND SUMMARY - TO PERIOD 12 2015/16

£ '000	2014/15	2015/16				2015/16	
	Outturn	Original Budget	Current Budget	Final Outturn	Variance	Forecast Outturn P9	Movement
Portfolio budgets							
Communities & Partnerships	818	1,018	988	775	(213)	903	(128)
Housing & Economic Development	1,549	1,253	1,327	1,227	(100)	1,256	(29)
Environmental Services	4,542	2,075	2,155	1,844	(312)	2,027	(183)
Finance & Administration	1,298	5,255	5,296	4,939	(357)	4,868	71
Sub-total – Portfolio Budgets	8,207	9,600	9,767	8,786	(981)	9,054	(268)
Corporate Items							
Capital Financing Costs	2,527	3,454	3,449	1,866	(1,583)	2,979	(1,113)
Investment Income	(58)	(50)	(50)	(97)	(47)	(97)	0
New Homes Bonus - Community Projects 15/16	15	0	0	0	0	0	0
Pension Fund - Added Years	92	102	102	110	9	92	19
Pension Fund - Deficit	1,122	0	0	0	0	0	0
Recharge to HRA	(1,069)	(1,138)	(1,138)	(1,132)	6	(1,138)	6
HRA Share of Corporate Core	(353)	(234)	(251)	(305)	(54)	(340)	35
Sub total - Corporate Items	2,276	2,133	2,112	442	(1,669)	1,495	(1,053)
Sub total - Budget	10,483	11,734	11,879	9,228	(2,650)	10,549	(1,321)
Funding							
Council Tax - Collection Fund Balance	(257)	(89)	(89)	(90)	(1)	(89)	(1)
Council Tax - Freeze Grant 14/15	(51)	0	0	0	0	0	0
Council Tax - Freeze Grant 15/16	0	0	0	(51)	(51)	(51)	0
DCLG - Other Funding	(34)	0	0	(8)	(8)	0	(8)
New Homes Bonus Grant	(2,877)	(3,598)	(3,598)	(3,603)	(5)	(3,598)	(5)
NNDR - UDC share (net of Tariff)	(1,990)	(1,303)	(1,303)	(1,793)	(490)	(1,793)	0
NNDR - Levy Payment/(Safety Net Reimbursement)	1,093	0	0	673	673	481	193
NNDR - Section 31 Funding	(538)	(459)	(459)	(669)	(210)	(620)	(49)
NNDR - Collection Fund Balance	1,275	3,148	3,148	2,338	(810)	2,338	0
NNDR - Renewable Energy Schemes	0	0	0	0	0	0	0
NNDR - Transfer to/(from) Ringfenced Reserve	(752)	(2,689)	(2,689)	(3,170)	(481)	(3,170)	0
Section 106 Funding - Transfers to/(from) S106 reserves	135	(10)	(10)	0	10	0	0
Settlement Funding	(1,643)	(1,234)	(1,234)	(1,234)	0	(1,234)	0
Sub-total – Funding	(5,638)	(6,235)	(6,235)	(7,607)	(1,372)	(7,736)	130
Sub-total – Net Operating Expenditure	4,845	5,499	5,644	1,621	(4,022)	2,813	(1,191)
Transfers to/from (-) Reserves							
Access Reserve	200	0	0	(200)	(200)	(200)	0
Budget Equalization Reserve	(1,416)	0	0	0	0	0	0
Budget Slippage Reserve	(28)	0	0	0	0	0	0
Change Management Reserve	(923)	0	0	0	0	0	0
Council Tax Freeze Grant Reserve	(174)	0	0	0	0	0	0
DWP Reserve	259	(175)	(175)	(123)	52	(159)	36
Economic Development Reserve	24	(50)	(50)	(50)	0	(50)	0
Elections Reserve	28	(75)	(75)	(70)	5	(70)	0
Emergency Response Reserve	(100)	0	0	0	0	0	0
Hardship Fund	(100)	0	0	0	0	0	0
Homelessness Reserve	(61)	0	0	0	0	0	0
LGRR Contingency Reserve	(1,385)	0	0	0	0	0	0
Licensing Reserve	(15)	(22)	(22)	(15)	7	(15)	0
MTFS Reserve	1,000	(28)	(28)	0	28	0	0
Municipal Mutual Reserve	(51)	0	0	0	0	0	0
Neighbourhood Front Runners Reserve	(57)	0	0	0	0	(15)	15
NHB Community Reserve	(15)	0	0	0	0	0	0
NHB Contingency Reserve	(790)	0	0	0	0	0	0
Planning Development Reserve	206	0	(150)	(159)	(9)	(63)	(96)
Strategic Initiatives Reserve	600	1,034	1,189	2,024	835	2,024	0
Transformation Reserve	1,000	0	0	(40)	(40)	(40)	0
Waste Depot Relocation Project	1,500	(1,500)	(1,500)	(12)	1,488	(900)	888
Waste Reserve	80	(30)	(180)	(249)	(69)	(249)	0
NHB Ward Members	0	0	0	39	39	0	39
Voluntary Sector Grants	0	0	0	41	41	0	41
Working Balance	68	0	0	(36)	(36)	(84)	48
Sub-total - Movement in Earmarked Reserves	(150)	(846)	(991)	1,150	2,141	179	971
COUNCIL TAX REQUIREMENT (BOTTOM LINE)	4,695	4,653	4,653	2,771	(1,882)	2,992	(220)
Council Tax (precept levied on Collection Fund)	(4,695)	(4,653)	(4,653)	(4,653)	0	(4,653)	0
OVERALL NET POSITION		0	0	(1,882)	(1,882)	(1,661)	(221)

APPENDIX A (continued)

Community and Partnerships

Cost Centre	2014/15 Outturn	2015/16			Full Year Variance	Period 9 Outturn	P9 - P12 Movement
		Original Budget	Current Budget	Final Outturn			
Assisted Travel	(1)	0	0	0	0	0	0
Community Information Centres	46	48	48	48	0	48	0
Day Centres	46	55	55	39	(16)	42	(3)
Emergency Planning	30	44	44	42	(2)	44	(2)
Grants and Contributions	48	377	377	318	(59)	377	(59)
Leisure Administration	351	95	78	68	(10)	70	(2)
Leisure Management	68	49	49	60	11	61	(1)
Leisure PFI	(77)	10	10	(86)	(96)	(87)	1
Museum	159	167	167	169	2	188	(19)
New Homes Bonus	76	117	117	75	(42)	117	(42)
Renovation Grants	(1)	0	0	(1)	(1)	(1)	(0)
Sports Development	73	56	44	43	(1)	43	(0)
Portfolio Total	818	1,018	988	775	(213)	903	(128)

Housing and Economic Development

	2014/15 Outturn	2015/16			Full Year Variance	Period 9 Outturn	P9 - P12 Movement
		Original Budget	Current Budget	Final Outturn			
Building Surveying	(79)	(81)	(81)	(107)	(26)	(95)	(12)
Committee Admin	165	165	176	178	2	181	(3)
Communciations	242	255	255	255	(0)	252	3
Customer Service Centre	332	351	351	332	(19)	340	(8)
Democratic Representation	353	336	336	313	(23)	314	(1)
Economic Development	136	135	135	133	(2)	139	(6)
Energy Efficiency	41	47	97	39	(58)	61	(22)
Health Improvement	0	0	13	24	11	0	24
Homlessness	231	167	167	190	23	185	5
Housing Grants	10	10	10	10	0	10	0
Lifeline	(133)	(131)	(131)	(140)	(9)	(132)	(8)
Portfolio Total	1,298	1,253	1,327	1,227	(100)	1,256	(29)

APPENDIX A (continued)

Environmental

	2014/15 Outturn	2015/16			Full Year Variance	Period 9 Outturn	P9 - P12 Movement
		Original Budget	Current Budget	Final Outturn			
Animal Warden	33	31	31	34	3	32	2
Car Parking	(646)	(618)	(618)	(608)	10	(602)	(6)
Community Safety	55	171	176	56	(120)	57	(1)
Depots	63	59	59	54	(5)	57	(3)
Development Control	(184)	(434)	(434)	(385)	49	(322)	(63)
Environment Management	105	110	110	107	(3)	106	1
Grounds Maintenance	159	224	224	211	(13)	214	(3)
Highways	(16)	(13)	(13)	(12)	1	(12)	0
Housing Strategy	91	95	95	94	(1)	94	0
Licensing	(122)	(115)	(129)	(236)	(107)	(236)	0
Local Amenities	(88)	8	8	28	20	21	7
Pest Control	25	28	28	(1)	(29)	1	(2)
Planning Management	426	388	388	403	15	398	5
Planning Policy	337	244	344	354	10	359	(5)
Planning Specialists	211	219	228	207	(21)	223	(16)
Public Health	171	467	467	377	(90)	375	2
Street Cleaning	285	299	299	297	(2)	295	2
Street Services Mgt & Admin	253	319	300	248	(52)	250	(2)
Vehicle Maintenance	357	372	372	345	(27)	345	0
Waste Management	34	221	221	271	50	373	(102)
	1,549	2,075	2,156	1,844	(312)	2,027	(183)

APPENDIX A (continued)

Finance and Administration

	2014/15 Outturn	2015/16			Full Year Variance	Period 9 Outturn	P9 - P12 Movement
		Original Budget	Current Budget	Final Outturn			
Benefits Admin	(265)	(202)	175	92	(83)	93	(1)
Business Imp & Performance	76	78	78	64	(14)	67	(3)
Central Services	377	380	380	361	(19)	366	(5)
Conducting Elections	(7)	96	96	86	(10)	83	3
Conveniences	18	21	21	23	2	23	1
Corporate Management	722	657	657	632	(25)	642	(10)
Corporate Team	99	114	108	99	(9)	99	(0)
Council Tax Discounts	63	91	91	7	(84)	3	4
Electoral Registration	14	45	45	52	7	48	4
Enforcement	174	150	150	142	(8)	152	(10)
Financial Services	867	927	927	920	(7)	953	(33)
Housing Benefit	76	145	145	421	276	252	169
Human Resources	215	221	221	207	(14)	209	(2)
Information Technology	1,207	1,121	1,152	1,142	(10)	1,157	(15)
Internal Audit	110	115	115	110	(5)	111	(1)
Land Charges	(84)	(61)	(61)	(131)	(70)	(117)	(14)
Legal Services	(4)	99	99	23	(76)	42	(19)
Local Taxation	(193)	(50)	(50)	(100)	(50)	(100)	0
Non Domestic Rates	(152)	21	21	(137)	(158)	(146)	9
Office Cleaning	154	166	166	157	(9)	167	(10)
Offices	345	274	274	384	110	352	32
Revenues Admin	730	846	486	386	(100)	410	(24)
	4,542	5,255	5,297	4,940	(357)	4,868	72

APPENDIX B

2015/16 HOUSING REVENUE ACCOUNT SUMMARY

£000	2014/15	2015/16				
	Outturn	Original Budget	Current Budget	Forecast Outturn (P9)	Final Outturn	Final Variance
<u>Housing Revenue Account Income</u>						
Dwelling Rents	(14,522)	(14,672)	(14,672)	(14,672)	(14,452)	221
Garage Rents	(207)	(184)	(184)	(184)	(210)	(26)
Land Rents	(3)	(3)	(3)	(3)	(5)	(2)
Charges for Services & Facilities	(806)	(835)	(831)	(841)	(768)	63
Contributions towards Expenditure	(1)	0	0	(41)	(20)	(20)
Total Service Income	(15,539)	(15,695)	(15,691)	(15,741)	(15,455)	236
<u>Housing Finance & Business Management</u>						
Business & Performance Management	393	378	335	273	234	(101)
Rents, Rates & Other Property Charges	74	36	36	49	83	47
	467	414	371	321	317	(54)
<u>Housing Maintenance & Repairs Service</u>						
Common Service Flats	207	241	249	248	210	(39)
Estate Maintenance	144	293	293	143	147	(147)
Housing Repairs	2,621	2,190	2,190	2,206	2,462	272
Housing Sewerage	54	54	54	57	54	0
Newport Depot	51	11	11	11	17	5
Property Services	444	320	327	286	282	(45)
	3,521	3,109	3,124	2,952	3,171	46
<u>Housing Management & Homelessness</u>						
Housing Services	314	324	333	322	267	(66)
Sheltered Housing Services	519	595	593	630	566	(27)
Supporting People	59	53	53	53	16	(37)
	892	972	978	1,005	849	(129)
Total Service Expenditure	4,881	4,495	4,474	4,278	4,338	(137)
<u>Corporate Items</u>						
Bad Debt Provision	46	250	250	50	17	(233)
Depreciation - Dwellings (<i>transfer to MRR</i>)	3,136	3,209	3,209	3,209	3,294	85
Depreciation - Non-Dwellings (<i>transfer to MRR</i>)	131	146	146	146	89	(58)
Impairment - Non-Dwellings	(304)	100	100	100	61	(39)
Interest/Costs re HRA Loan	2,636	2,625	2,625	2,625	2,611	(14)
Investment Income	(23)	(21)	(21)	(39)	(42)	(21)
Recharge from General Fund	1,069	1,138	1,138	1,138	1,132	(6)
HRA Share of Corporate Core	353	234	251	340	305	54
Pension Fund - Added Years	19	20	20	19	0	(20)
Pension Fund - Deficit	236	0	0	0	0	0
Right to Buy Admin Costs Allowance	(16)	0	0	(10)	(10)	(10)
Total Corporate Items	7,285	7,702	7,718	7,579	7,457	(261)
TOTAL EXPENDITURE	12,166	12,197	12,193	11,857	11,795	(397)
OPERATING (SURPLUS)/DEFICIT	(3,374)	(3,498)	(3,498)	(3,885)	(3,659)	(161)
<u>Funding of Capital Programme from HRA</u>						
Funding of Action Plan Capital Items	443	3,745	3,745	3,627	1,891	(1,854)
Funding of Capital from Revenue	854	1,066	1,066	121	270	(796)
	1,297	4,811	4,811	3,748	2,161	(2,650)
<u>Transfers to/from (-) Reserves</u>						
Capital Projects Reserve	0	(514)	(514)	(708)	0	514
Change Management Reserve	(200)	0	0	0	0	0
Potential Developments	0	(620)	(620)	0	0	620
Sheltered Housing Reserve	0	(221)	(221)	0	0	221
Transformation Reserve	180	42	42	20	0	(42)
Working Balance	(217)	0	0	42	0	0
	(237)	(1,313)	(1,313)	(646)	0	1,313
Total Use of Reserves/Funding	1,060	3,498	3,498	3,102	2,161	(1,337)
(SURPLUS)/DEFICIT	(2,314)	(0)	(0)	(783)	(1,499)	(1,499)

CAPITAL PROGRAMME

£'000	Budget adjustment as agreed by Cabinet			Current Budget 2015-16	Outturn to Budget		Requested Slippage
	Original Budget 2015-16	Slippage from 2014-15			Outturn	Variance	
Community and Partnerships							
Community Project Grants	110	38	0	148	131	(17)	17
S/W Motte & Bailey	195	205	0	400	200	(200)	200
CCTV Stansted	0	21	0	21	(5)	(26)	0
CCTV Thaxted	0	35	0	35	0	(35)	35
Total Community and Partnerships	305	299	0	604	326	(278)	252
Environmental Services							
Vehicle Replacement Programme	660	186	0	846	0	(846)	846
Household Bins	30	0	0	30	47	17	
Kitchen Caddies	10	0	0	10	10	(0)	
Garden Waste Bins	20	0	0	20	20	0	
Trade Waste Bins	10	0	0	10	12	2	
Swan Meadow car park	0	13	0	13	19	6	
Catons Lane car park	0	0	0	0	0	0	
Cycleways Grant	0	0	200	200	199	(1)	
Flood prevention work	0	30	0	30	29	(1)	
Repair and Renew - Flood Scheme	0	0	0	0	10	10	
Total Environmental Services	730	229	200	1,159	346	(813)	846
Finance & Administration							
IT Schemes							
New members IT Equip	18	0	0	18	18	(0)	
Minor Items IT	20	0	0	20	24	4	
Citrix Upgrade	0	8	0	8	7	(2)	
PSN CoCo Works	30	8	0	38	33	(5)	5
Mobile working - Housing	0	35	0	35	5	(30)	30
Mobile working - Planning & Env Health	25	44	0	69	0	(69)	69
Video conferencing	25	0	0	25	82	57	
Revs & Bens Server	30	0	0	30	34	4	
PCI Compliance - Cash Receipting	35	0	0	35	0	(35)	32
PCI Compliance - Direct Debits	20	0	0	20	0	(20)	20
UPS Server	0	50	0	50	59	9	
UDC Asset work					0		
Council Offices Improvements							
- Building works	146	78	0	224	234	10	
- Heating System	26	0	0	26	48	22	
Hill St Conveniences	0	120	0	120	120	0	
Stansted Conveniences - Grant	0	30	0	30	0	(30)	30
Museum Storage Facility	0	0	0	0	89	89	
Dunmow Depot	1,500	0	0	1,500	12	(1,488)	1,488
Solar Panels - Museum Store	0	0	0	0	0	0	
Solar Panels - Shire Hill	0	0	150	150	60	(90)	2
Museum Buildings work	80	0	0	80	0	(80)	
Mead Court temporary accommodation	0	0	0	0	21	21	
Day Centres Cyclical Improvements	20	0	0	20	23	3	
Thaxted Guildhall Works	0	0	0	0	17	17	
Total Finance & Administration	1,975	373	150	2,498	887	(1,611)	1,676

APPENDIX C (continued)

CAPITAL PROGRAMME

£'000	Budget adjustment as agreed by Cabinet			Current Budget 2015-16	Outturn to Budget		Requested Slippage
	Original Budget 2015-16	Slippage from 2014-15			Outturn	Variance	
Housing and Economic Development							
Disabled Facilities Grants	198	62	0	260	228	(32)	32
Empty Dwellings	50	0	0	50	36	(14)	14
Private Sector Renewal Grants	30	0	0	30	11	(19)	19
Compulsory Purchase Order	0	0	0	0	2	2	
Superfast Broadband	0	100	0	100	0	(100)	100
Total Housing and Economic Development	278	162	0	440	277	(163)	165
Housing Revenue Account							
HRA Repairs	3,260	0	0	3,260	3,412	152	
UPVC Fascia's and Guttering	140	123	0	263	112	(151)	151
Cash Incentive Scheme Grants	50	0	0	50	61	11	
Vehicle Purchase	0	0	0	0	19	19	
Business Plan Items							
Service Chg Planned Rep System - ICT Schemes	0	65	0	65	0	(65)	65
Housing Contractors Portal & SAM	55			55	9	(46)	46
Energy Efficiency Schemes	280	100	0	380	278	(102)	102
Support unit for people with learning difficulties	0	100	0	100	0	(100)	
Internet Café's in Sheltered Hsg	25	0	0	25	23	(2)	2
New Builds							
Unidentified	0	212	0	212	0	(212)	212
Catons Lane	827	73	0	900	590	(310)	310
Mead court Phase 1	0	0	0	0	50	50	
Sheds Lane	0			0	5	5	
Redevelopment Schemes							
Mead court Phase 2	0	1,768	0	1,768	1,126	(642)	642
Sheltered Schemes							
Reynolds Court	2,450	0	0	2,450	476	(1,974)	1,974
Hatherley Court	865	0	0	865	56	(809)	809
Walden Place	0	10	0	10	0	(10)	10
Total HRA	7,952	2,451	0	10,403	6,218	(4,185)	4,323
Total General Fund	3,288	1,063	350	4,701	1,836	(2,865)	2,939
CAPITAL PROGRAMME TOTAL	11,240	3,514	350	15,104	8,054	(7,050)	7,261

APPENDIX D

SECTION 106 BALANCES

	31 March 2015	Income	Drawn Down - Capital	Drawn Down - Revenue	31 March 2016
	£'000	£'000	£'000	£'000	£'000
S106 Unapplied					
Dunmow Eastern Sector	18				18
Woodlands Park, Gt Dunmow	86			(3)	83
Friends School, Saffron Walden	29			(1)	28
Bell College, Saffron Walden	80		(65)		15
Priors Green, Takeley	8				8
Foresthall Park, Elsenham	30				30
Lt Walden Road/Ashdon Road, Saffron Walden	98				98
Oakwood Park, Takeley	5				5
Debden Road, Saffron Walden	100				100
Radwinter Mushroom Farm, Wimbish		76			76
High Bank and Hill View, Saffron Walden		15			15
Land at former Lodge Farm, Radwinter Road, Saffron Walden		395			395
TOTAL	454	486	(65)	(4)	871

	31 March 2015	Income	Drawn Down - Capital	Drawn Down - Revenue	31 March 2016
	£'000	£'000	£'000	£'000	£'000
S106 Receipts in Advance					
Priors Green, Takeley	155	22	(31)		146
Felsted	10				10
Oakwood Park Community Hall, Takeley	10				10
Rochford Nurseries/Foresthall Park, Elsenham	680		(18)		662
Manuden Village Hall and Sports Facilities	27		(27)		-
The Orchard, Elsenham	42				42
Wedow Road, Thaxted	54				54
Sector 4 Woodlands Park, Gt Dunmow	10				10
Keers Green Nurseries, Aythorpe Roding	120				120
Grants and Contributions with Conditions	1,108	22	(76)		1,054

SECTION 106 BALANCES

	31 March 2015	Income	Transferred to other bodies	31 March 2016
	£'000	£'000	£'000	£'000
S106 Receipts in Advance				
Sector 4 Woodlands Park (Helena Romanes School)	165	349	(349)	165
Rochford Nurseries/Foresthall Park, Elsenham	289			289
2 Lower St, Stansted	23		(23)	
Land west of Braintree Road, Felsted		162	(162)	
Brick Kiln Farm, Gt Dunmow	352	37	(389)	
Brewers End, Takeley		440	(409)	31
Land between 3-5b Hamilton Road, Lt Canfield		37	(37)	
North View and 3 The Warren, Little Canfield	276	2	(278)	
Carnation Nurseries, Cambridge Road, Newport		175	(175)	
Land north of 4 Hamilton Road, Little Canfield	46		(46)	
Land adj Warwick Road, Priors Green	3		(3)	
Land adj Hailes Wood, Elsenham		156	(146)	10
Land at Ersamine, Dunmow Road, Little Canfield		49	(49)	
Land at Windmill Works, Keers Green, Aythorpe Roding		46	(46)	
Ashdon Road Commercial Centre		54	(54)	
Land at Blossom Hill Farm, south of Chickney Road, Henham		80	(80)	
Land west of The Chalet, Dunmow Road, Takeley		46	(46)	
Land at Maple Lane, Wimbish		41	(41)	
Land at Hertford End Brewery, Mill Lane, Hartford End		70		70
Land at Fritch Green, Felsted	50	811	(794)	67
Grants and Contributions to Other Bodies	1,204	2,555	(3,127)	632

TREASURY MANAGEMENT

Deposits made 1 April 2015 to 31 March 2016

Date of outflow	Amount £m	Institution	Interest	Return Date
01-Apr-15	2.00	Nationwide BS	0.51%	09-Jul-15
07-Apr-15	2.00	Bank of Scotland	0.57%	15-Jul-15
07-Apr-15	4.00	DMO	0.25%	17-Apr-15
07-Apr-15	1.00	DMO	0.25%	23-Apr-15
07-Apr-15	4.00	DMO	0.25%	30-Apr-15
07-Apr-15	7.00	DMO	0.25%	19-May-15
07-Apr-15	7.00	DMO	0.25%	09-Apr-15
09-Apr-15	3.00	Cornwall Council	0.40%	28-Sep-15
09-Apr-15	3.00	DMO	0.25%	14-Apr-15
13-Apr-15	1.00	National Counties BS	0.56%	20-Jul-15
14-Apr-15	3.00	Guildford Borough Council	0.40%	21-Sep-15
15-Apr-15	3.00	DMO	0.25%	17-Jun-15
01-May-15	5.00	DMO	0.25%	21-May-15
15-May-15	3.00	Dumfries & Galloway	0.38%	12-Nov-15
21-May-15	3.00	Lancashire County Council	0.40%	18-Nov-15
21-May-15	2.50	DMO	0.25%	22-Jun-15
29-May-15	2.00	DMO	0.25%	20-Jul-15
01-Jun-15	4.00	DMO	0.25%	17-Jul-15
12-Jun-15	2.00	DMO	0.25%	19-Aug-15
15-Jun-15	2.00	DMO	0.25%	22-Jun-15
01-Jul-15	6.00	DMO	0.25%	19-Aug-15
10-Jul-15	2.00	Nationwide BS	0.50%	16-Oct-15
10-Jul-15	1.00	DMO	0.25%	19-Sep-15
15-Jul-15	2.00	Bank of Scotland	0.50%	19-Oct-15
15-Jul-15	3.00	DMO	0.25%	17-Sep-15
03-Aug-15	2.00	Santander	0.60%	19-Jan-16
03-Aug-15	1.50	DMO	0.25%	19-Oct-15
14-Aug-15	1.00	DMO	0.25%	19-Oct-15
17-Aug-15	3.00	Salford City Council	0.30%	19-Nov-15
19-Aug-15	1.00	DMO	0.25%	19-Oct-15
01-Sep-15	5.00	DMO	0.25%	17-Dec-15
02-Sep-15	1.00	DMO	0.25%	23-Sep-15
11-Sep-15	2.00	DMO	0.25%	21-Sep-15
15-Sep-15	2.00	DMO	0.25%	21-Sep-15
21-Sep-15	2.00	DMO	0.25%	21-Dec-15
21-Sep-15	3.00	West Dunbartonshire	0.45%	21-Mar-16
28-Sep-15	2.00	DMO	0.25%	19-Oct-15
01-Oct-15	3.00	Cornwall Council	0.40%	30-Mar-16
01-Oct-15	1.00	Cumberland BS	0.54%	08-Jan-16
01-Oct-15	3.00	Cornwall Council	0.40%	30-Mar-16
01-Oct-15	1.00	Cumberland BS	0.54%	08-Jan-16
09-Oct-15	2.00	Glasgow City Council	0.40%	30-Mar-16

APPENDIX E continued...

TREASURY MANAGEMENT

Deposits made 1 April 2015 to 31 March 2016

Date of outflow	Amount £m	Institution	Interest	Return Date
09-Oct-15	2.00	Glasgow City Council	0.40%	30-Mar-16
15-Oct-15	1.00	National Counties BS	0.56%	19-Jan-16
15-Oct-15	3.00	DMO	0.25%	23-Nov-15
15-Oct-15	1.00	National Counties BS	0.56%	19-Jan-16
15-Oct-15	3.00	DMO	0.25%	23-Nov-15
16-Oct-15	2.00	Nationwide BS	0.60%	17-Mar-16
16-Oct-15	2.00	Nationwide BS	0.60%	17-Mar-16
02-Nov-15	2.00	Conwy Borough County Council	0.40%	31-Mar-16
02-Nov-15	1.50	Highland Council	0.40%	01-Mar-16
06-Nov-15	1.00	DMO	0.25%	17-Feb-16
12-Nov-15	3.00	Telford & Wrekin Council	0.35%	19-Jan-16
13-Nov-15	2.00	Coventry BS	0.45%	17-Feb-16
16-Nov-15	2.00	DMO	0.25%	17-Mar-16
23-Nov-15	3.00	Plymouth Council	0.40%	31-Mar-16
01-Dec-15	3.00	Stirling Council	0.45%	28-Mar-16
08-Dec-15	2.00	Leeds City Council	0.40%	22-Feb-16
15-Dec-15	3.00	Waltham Forest	0.40%	22-Feb-16
15-Dec-15	1.00	DMO	0.25%	29-Dec-15
21-Sep-15	3.00	West Dunbartonshire	0.45%	21-Mar-16
03-Aug-15	2.00	Santander	0.60%	19-Jan-16
01-Oct-15	3.00	Cornwall Council	0.40%	30-Mar-16
01-Oct-15	1.00	Cumberland BS	0.54%	08-Jan-16
02-Nov-15	2.00	Conwy Borough County Council	0.40%	31-Mar-16
09-Oct-15	2.00	Glasgow City Council	0.40%	30-Mar-16
23-Nov-15	3.00	Plymouth Council	0.40%	31-Mar-16
16-Oct-15	2.00	Nationwide BS	0.60%	17-Mar-16
15-Oct-15	1.00	National Counties BS	0.56%	19-Jan-16
02-Nov-15	1.50	Highland Council	0.40%	01-Mar-16
12-Nov-15	3.00	Telford & Wrekin Council	0.35%	19-Jan-16
06-Nov-15	1.00	DMO	0.25%	17-Feb-16
01-Dec-15	3.00	Stirling Council	0.45%	28-Mar-16
13-Nov-15	2.00	Coventry BS	0.45%	17-Feb-16
16-Nov-15	2.00	DMO	0.25%	17-Mar-16
08-Dec-15	2.00	Leeds City Council	0.40%	22-Feb-16
15-Dec-15	3.00	Waltham Forest	0.40%	22-Feb-16
04-Jan-16	6.00	DMO	0.25%	05-Jan-16
05-Jan-16	6.00	DMO	0.25%	30-Mar-16
08-Jan-16	1.00	Cumberland BS	0.52%	21-Mar-16
08-Jan-16	2.00	DMO	0.25%	22-Jan-16
15-Jan-16	3.00	DMO	0.25%	22-Jan-16
22-Jan-16	2.00	Dumfries & Galloway	0.35%	30-Mar-16
01-Feb-16	2.00	DMO	0.25%	30-Mar-16
15-Feb-16	2.00	DMO	0.25%	30-Mar-16
29-Feb-16	1.50	DMO	0.25%	30-Mar-16
01-Mar-16	2.00	Leeds City Council	0.40%	31-Mar-16
15-Mar-16	1.50	DMO	0.25%	30-Mar-16
30-Mar-16	23.00	DMO	0.25%	07-Apr-16
31-Mar-16	7.00	DMO	0.25%	19-Apr-16
Total	246.00		Average 0.36%	

TREASURY MANAGEMENT

Balances with on call deposit and current accounts as at 31 March 2016

Institution	Amount £ 'm	Interest
Barclays StockBroker	1	0.38%
Barclays Bank FIBCA	1	0.45%
Bank of Scotland CA	1	0.40%
Money Market Fund - CCLA	1	0.35%
Barclays Consolidated Account	1.69	1.50%
Total	5.69	0.40%

Committee: Cabinet

Agenda Item

Date: 14 July 2016

9

Title: 2017/18 Local Council Tax Support Scheme

Portfolio Holder: Councillor Simon Howell

Key decision: No

Summary

1. There is a requirement to annually review the Local Council Tax Support (LCTS) Scheme, and propose changes to the scheme for the following financial year. The decisions made, even if no change is proposed, must then be consulted upon before a decision is taken at Full Council in December on the final scheme for the following financial year.
2. As can be seen from the table in paragraph 8 Uttlesford has the lowest percentage contribution requirement of any authority in Essex. This demonstrates that whilst the council has had sufficient funds to support the scheme it has done so.
3. In 2013/14 when the original scheme was introduced the contribution rate was set at 8.5% and this increased in 2014/15 to 12.5%. This rate was frozen in 2015/16 and 2016/17.

Recommendations

4. The Cabinet is recommended to approve that
 - a) a consultation process be carried out on the following draft proposals:
 - i. 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.
 - ii. The discretionary subsidy grant for town & parish councils to be reduced by 50% in 2017/18.
 - b) The LCTS scheme is aligned with the Housing Benefit and Universal Credit reforms as detailed in paragraph 26.
 - 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.

Financial Implications

5. Detailed in the main body of this report.

Background Papers

6. None.

Impact

Communication/Consultation	Proposals to be subject to public consultation and discussions with major preceptors
Community Safety	None.
Equalities	An equalities impact assessment will be completed as part of developing final proposals for decisions by Cabinet and the Council later in the year.
Health and Safety	None.
Human Rights/Legal Implications	Compliance with relevant legislation.
Sustainability	The objective is to achieve a financially sustainable set of arrangements.
Ward-specific impacts	None.
Workforce/Workplace	Ongoing demands on the Revenues & Benefits, Housing and Customer Service teams

Local Council Tax Support (LCTS)

7. LCTS replaced Council Tax Benefit (CTB) from 1 April 2013. The Council has adopted a scheme which has the following key elements:
 - a) Pensioners on low income protected from adverse changes (as required by Government)
 - b) Disabled people, carers and blind people on a low income receive discretionary protection from adverse changes
 - c) Working age people previously on full CTB pay no more than 12.5% of the council tax bill
 - d) £25 per week of earned wages income disregarded from assessment (to provide a work incentive)
 - e) Child Benefit and Child Maintenance disregarded from assessment (to minimise exacerbation of child poverty, or accusations of same)

- f) Hardship Policy to enable additional support for genuine extreme hardship cases
- g) Discretionary subsidy from UDC budget to ensure cost neutrality for County, Police and Fire (because the cost of the 'generous' UDC scheme is greater than the Government funding provided)
- h) Funding of parish councils to ensure no effects on parish council tax Band D calculation (caused by LCTS discounts reducing the taxbase).

2016/17 Contribution Rates across Essex

8. The council has the lowest percentage liability cap within Essex as is shown below:

	2013/14 % Contribution	2014/15 % Contribution	2015/16 % Contribution	2016/17 % Contribution
Basildon	15	25	25	25
Braintree	20	20	20	20
Brentwood	20	20	20	20
Castle Point	30	30	30	30
Chelmsford	20	23	23	23
Colchester	20	20	20	20
Epping Forest	20	20	20	25
Harlow	24	24	24	26
Maldon	20	20	20	20
Rochford	20	20	20	20
Southend-on-Sea	25	25	25	25
Tendring	15	15	20	20
Thurrock	25	25	25	25
Uttlesford	8.5	12.5	12.5	12.5

Caseload

9. The following table details the caseload as at 31 March for each year and shows a significant drop in the number of Working Age claimants (40% between 2012/13 and 2016/17). Whilst this is positive and welcomed it does mean any future changes to the scheme are directly impacting a much smaller group of people which means for them bigger changes than previously encountered. In addition, as the group is smaller the monies raised from increasing the contribution rate has also decreased.

	2012/13 Baseline Caseload	2013/14 Caseload	2014/15 Caseload	2015/16 Caseload	2016/17 Caseload
Pensioner and Disabled Claimants	2,540	2,586	2,541	2,497	2,426*
Working Age Claimants	1,321	1,132	957	920	789
Total	3,861	3,718	3,498	3,417	3,215

* The small drop in pensioner and disabled claimants may be a consequence of the change in retirement age from 65 to 67

Costs

10. Under the old CTB scheme the council was refunded the full cost. When LCTS commenced the government only gave councils 90% of the cost with the expectation that the cost of the lost 10% would be passed onto the taxpayer. The core funding of UDC's share has been paid through the Revenue Support Grant (RSG) which has been reducing for the last few years as it is being replaced by New Homes Bonus and Business Rates Retention. In 2017/18 the RSG figure will be reduced to a negligible amount of £251,000 and in 2018/19 the RSG will be reduced to zero.
11. With the RSG forecast to decrease significantly in 2017/18 it will add an additional £131,000 to the cost of administering the current scheme.
12. The cost of the 2016/17 scheme for UDC was £209,000 and this increases to a forecast £340,000 for 2017/18. Whilst the proposal is to freeze the LCTS scheme for 2017/18, reducing RSG has led to the overall increase in cost. The total increase in cost is mitigated by the 50% reduction in the Parish and Town Council Grants and the extra income generated through the Essex Sharing Agreement (see point 18).
13. This figure would be reduced if the contribution rate was increased for Working Age group claimants.

Increasing the Contribution Rate

14. If the cap is increased the scheme would generate more income. However as the Working Age group is reducing in size the amount of additional income per percentage point is also decreasing.
15. When the LCTS scheme for Uttlesford was established it was anticipated that collection from the taxpayers may be a challenge and therefore the expected collection rate was set at 75%. Collection has not proven to be a major issue with the current rate being in excess of 95%. For this report we have assumed a collection rate of 95%.
16. An increase of contribution rate of 2.5% would generate an additional council tax potential income of £31,770 of which £26,640 would be shared between the major preceptors and the council would retain £5,130. The impact on a Working Age claimant who receives the maximum amount of LCTS would be an additional 75p per week to pay adding up to £39 for a full year.

Income Sharing Agreement

17. An Essex wide income sharing agreement was entered into with all billing authorities and the major preceptors at the time of implementation of the new LCTS scheme. The main principles of the agreement are to ensure a joint approach to maximising income collection, reduce fraud and ensure compliance. In monitoring and working proactively on fraud this ensures that our Taxbase is maintained at the maximum level generating extra revenue for both the major preceptors and billing authorities.

Preceptors receive a share of all income generated for Council Tax and this is allocated through the Collection Fund at year end.

The increased income generated specifically from these activities and internal decisions by UDC each year is monitored and the preceptors have agreed to share their element of the extra income with the Local Authorities.

Two posts are being funded through this agreement from 2015/16 for a period of three years to work directly on all areas of fraud and compliance within Council Tax. The income generated directly from this work will also be shared as per the agreement.

Funding for Town/Parish Councils

18. A key feature of the LCTS scheme is that the LCTS discounts reduce the taxbase, and therefore affect council tax calculations, including the headline Band D figure.
19. For 2013/14 UDC decided that the most appropriate course of action was to distribute funds to town & parish councils in such a way as to ensure that they are neither advantaged or disadvantaged by the LCTS taxbase adjustments. The effect is that the parish Band D figure is not affected by these adjustments, and any increase or decrease in the Band D figure was solely because of changes in the town/parish council's budget. This approach of funding Parish and Town Councils has continued for subsequent years up to and including 2016/17.
20. As shown in point 10 the significant reduction in RSG in 2017/18, means the council will bear the major financial burden of the LCTS scheme including the element for Parish and Town Councils. The following table shows, (where this information is available), the approach other Local Authorities are taking with regard to the payment of grant funding to Parish/Town Councils for the LCTS schemes.

Local Authority	Grant for Parish/Town Councils
Basildon	100% funded (no plans to change)
Brentwood	100% funded (no plans to change)
Castle Point	Decreased grant in line with RSG funding reductions
Chelmsford	Decreased grant in line with RSG funding reductions
Colchester	Decreased grant in line with RSG funding reductions
Epping Forest	Decreased grant in line with RSG funding reductions
Harlow	No Parishes
Maldon	Withdrew grant from 2016/17
Rochford	Decreased grant in line with RSG funding reductions
Southend	Decreased grant in line with RSG funding reductions
Thurrock	No Parishes

21. It is proposed that the grant funding allocated to Parish and Town Councils is reduced in line with RSG funding. This means a 50% cut to the grant funding and the following table shows the financial implications for the Parish and Town Councils for 2017/18.

Grant Payment					
Parish/Town Council	2016/17	2017/18	Parish/Town Council	2016/17	2017/18
Arkesden	130	65	Leaden Roding	458	229
Ashdon	658	329	Lindsell	0	0
Aythorpe Roding	48	24	Little Bardfield	190	95
Barnston	1,183	592	Little Canfield	591	296
Berden	248	124	Little Chesterford	48	24
Birchanger	1,016	508	Little Dunmow	698	349
Broxted	769	385	Little Easton	744	372
Chickney	0	0	Little Hallingbury	1,289	645
Chrishall	479	240	Littlebury	919	460
Clavering	503	252	Manuden	236	118
Debden	489	245	Margaret Roding	307	154
Elmdon & Wendens Lofts	357	179	Newport	3,076	1,538
Elsenham	2,650	1,325	Quendon & Rickling	970	485
Farnham	287	144	Radwinter	653	327
Felsted	3,321	1,661	Saffron Walden	56,194	28,097
Flitch Green	618	309	Sampfords, The	384	192
Great Canfield	27	14	Sewards End	144	72
Great Chesterford	2,048	1,024	Stansted	11,503	5,752
Great Dunmow	37,242	18,621	Stebbing	1,553	777
Great Easton & Tilty	798	399	Strethall	0	0
Great Hallingbury	394	197	Takeley	7,038	3,519
Hadstock	356	178	Thaxted	7,642	3,821
Hatfield Broad Oak	1,573	787	Ugley	226	113
Hatfield Heath	1,441	721	Wendens Ambo	310	155
Hempstead	352	176	White Roding	206	103
Henham	744	372	Wicken Bonhunt	87	44
High Easter	213	107	Widdington	384	192
High Roding	0	0	Wimbish	435	218
Langley	74	37			
	58,018	29,009		96,285	48,143
			Total	154,303	77,152

22. Since the implementation of the LCTS scheme Uttlesford has seen a year on year reduction in the number of working age claimants, which reduces the financial impact on both the Council and Parish and Town Councils. The table below illustrates the reducing caseload.

Year	Number of claimants	% Reduction
2013/14	2,549	
2014/15	2,398	5.9%
2015/16	2,230	6.9%
2016/17	2,013	9.8%

LCTS Administration, hardship and recovery funding

23. As part of the scheme the major preceptors (County, Fire and Police) provide funding of £34,000 per annum to employ an officer to ensure the efficient administration of the LCTS scheme. The officer also works with those people affected by the scheme so as to ensure they make their payments and thereby avoid costly recovery action being taken.
24. Essex County Council contributes £7,000 per annum towards the running of the hardship scheme which has a £15,000 annual budget (£8,000 UDC element).

Housing Benefit and Universal Credit Reforms

25. Housing Benefit and Universal Credit have been subject to changes in legislation as part of the Government reforms of the benefit system. It is recommended that the LCTS scheme adopts these changes to ensure that all benefits are aligned.
26. There are 6 key reforms to the way benefits are assessed and of these the following 3 have already been implemented and it is recommended that these are incorporated into the LCTS scheme for 2017/18.
- Removal of the family premium for all new working age claimants
 - Reduction of backdating of a claim from 6 months to 1 month
 - 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
27. There are 3 remaining reforms that are likely to be implemented by April 2017 and it is recommended that the LCTS scheme also incorporates these into the 2017/18 scheme as they become applicable.
- Reducing period of absence from Great Britain from 13 weeks to 4 weeks whilst still being able to claim benefits
 - Limiting the number of children within the calculation to a maximum of 2
 - Removal of the severe disability premium where another person is paid universal credit (carers element), to look after them

Consultation

28. It is intended that the consultation would start on or about the 1st August and would run until the end of September 2016. The consultation would include:
- a) Citizens Panel e-survey
 - b) UDC Website / online survey
 - c) All Town and Parish Councils
 - d) Major Preceptors
29. The results of the consultation will be included in the reports that go to Cabinet and Scrutiny in the autumn.

Putting it all together

30. The following table brings together all the costs and income arising from the recommendations in the report. It shows that the forecasted position for UDC in 2017/18 is a net cost of £340,000.

£ '000	Total Forecast 2017/18	County, Fire and Police Share	UDC Forecast Share 2017/18
LCTS Discounts	3,170	2,726	444
RSG - LCTS Element of funding	0	0	0
LCTS Scheme cost	3,170	2,726	444
Major Preceptors - Sharing Agreement (16%)	0	150	(150)
Net of LCTS Scheme & Discounts	3,170	2,876	294
UDC Funding of Parish/Town Councils	77	0	77
Major Preceptor LCTS Funding (Admin & Recovery)	0	34	(34)
LCTS Hardship Scheme	15	7	8
ECC Funding of Hardship Scheme	0	5	(5)
Total Net Cost	3,262	2,922	340

Timetable

31. The table below sets out the timetable for the setting of the 2016/17 LCTS Scheme

Cabinet	14 July 2016	Report to agree draft proposals and initiate consultation process
Consultation process	August – September 2016	Citizens Panel e-survey UDC Website / on line survey Town/parish councils Discussions with major preceptors
Scrutiny	22 November 2016	Opportunity to review consultation outcomes and finalised proposals prior to consideration by Cabinet and Full Council
Cabinet	30 November 2016	Consider consultation responses and determine final proposals for 2017/18
Provisional 2017/18 Local Government Finance Settlement, including LCTS funding	Late November / Early December 2016	Indication of available funding and council tax referendum limit
Full Council	8 December 2017	Approve 2017/18 LCTS scheme
Full Council	23 February 2016	2017/18 Budget setting and council tax resolution
2017/18 Council Tax bills issued	Early-Mid March 2016	2017/18 LCTS scheme implemented

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Assumptions about costs and income levels are incorrect	3 (a high degree of variability and estimation is involved)	3 (adverse or favourable cost affecting the council budget/collection fund)	Monitor trends closely and review scheme each year to make necessary adjustments.

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.

Committee: Cabinet

Agenda Item

Date: 14 July 2016

10

Title: Council Tax write off recovered

Portfolio Holder: Councillor Simon Howell

Item for decision:
Yes

Summary

1. The claimants was overpaid Housing Benefit for the period September 2012 to July 2014, due to failure to declare all their income.
2. The total value of the overpayment was £7,934.14 of which the Revenues Team recovered £279.07 from reducing their ongoing benefit entitlements.
3. Due to a change in circumstance the claimants were not eligible for Housing Benefit from the 17th November 2015.
4. The claimants had a meeting with their creditors on the 29th February 2016 and were approved for an Individual Voluntary Agreement (IVA).
5. The IVA prevents the council from pursuing recovery of the debt outstanding outside of the IVA agreement.
6. If the IVA succeeds it is expected that we should receive full recovery of monies within 6 years.

Recommendations

7. To approve to write off the debt of £7,655.07

Financial Implications

8. This will reduce debtors within the Balance sheet and will be accounted for as a cost within the General Fund revenue budget.

Background Papers

9. None

Impact

10.

Communication/Consultation	N/A
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	N/A

Risk Analysis

11.

Risk	Likelihood	Impact	Mitigating actions
Additional cost to the General Fund	1 – Amount is not material	1 – the amount owing is so low this will have no significant impact	None

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.

Committee: Cabinet

Agenda Item

Date: 14 July 2016

11

Title: Development Site – Newton Grove, Newton Green, Great Dunmow

Portfolio Holder: Cllr Julie Redfern

Key decision: Yes

Summary

1. This report provides detail relating to the proposed development of a site at Newton Grove, Newton Green, Great Dunmow.
2. This site has been identified as having potential for the development of council owned homes, as part of the council's on-going development programme.
3. The Housing Board considered options for the site on at its meeting 7th June 2016 and recommends to Cabinet that the site is progressed through the planning application stage with option 1 on the attached plan, proposing a development of 3 x 2 bedroom 4 person houses, being the preferred option.

Recommendations

4. It is recommended that Cabinet:
 - a. Authorises the site at Newton Grove to be progressed through the planning application stage
 - b. Notes the design options considered by the Housing Board for the Newton Grove site and the preferred option to be taken forward as part of a planning application

Financial Implications

5. Financial provision for the development of new Council owned homes is included within the Housing Revenue Account. The development of this site will also enable the use of Right to Buy capital receipts.
6. The Indicative cost for the scheme has been calculated by our consultant Quantity Surveyor. The scheme is at the very early stage of development, so costs are currently "ball park figures" which will be updated as further detailed information becomes available. They do, however, take account of known site constraints and prevailing market conditions. The final cost will only be known following the tender process for the selection of a building contractor.

Background Papers

7. 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.

- Minutes of Cabinet Meeting of 7th April 2016.

8.

Communication/Consultation	Existing tenants, local residents, Town Council and external agencies
Community Safety	Appropriate precautions would be taken during works
Equalities	Equality and diversity is a key issue for the Council with regards to housing provision
Health and Safety	During the management of the project all risks will be constantly reviewed, revised and managed
Human Rights/Legal Implications	Legal team have been consulted
Sustainability	An opportunity to construct new thermally efficient homes for people in housing need.
Ward-specific impacts	Great Dunmow
Workforce/Workplace	There are sufficient resources in the housing team to manage the project

Situation

9. The site is made up of a licenced garage area located to the rear of dwellings at Newton Grove, Newton Green, Great Dunmow. These are sites where people pay an annual ground rent and erect their own garage. There is currently only one garage in use on this site.

10. At the Cabinet meeting on the 7th April 2016, it was reported that this site was no longer to be transferred to Safer Places for the construction of a Domestic Violence Refuge, because Essex County Council priorities have changed with regard to Domestic Violence services. It was agreed that this site would be developed for General Needs Council Housing.

11. Attached to this report are 3 sketch options for the site, provided by our architects, The Design Partnership. It is proposed that the option that most meets housing need, would be more acceptable to planners and more user friendly for tenants living in the dwellings would be option 1. This option proposes a development of 3 x 2 bedroom 4 person houses.

12. A Planning Pre-Application has already been made when the Domestic Violence Refuge design was being progressed. Therefore, we are already aware of the key planning issues that need to be considered in relation to this site, and these include access, overlooking of adjacent dwellings and the provision of adequate car parking for the new dwellings. This will all be dealt with as part of the Design and Access Statement and scheme drawings.
13. A Topographical survey has already been undertaken. Other surveys such as Ecology, Ground Condition, Arbocultural, Contamination, Flood Risk and service enquiries will be needed and are being arranged. A drainage strategy will also be required.
14. The preliminary construction estimate for this development has been estimated at **£456,000 (£152,000 per dwelling)**. This sum does not appear to be unreasonable given current market conditions, and does allow a 10% contingency. However, this is at the very early stages of development, and therefore the estimate will be updated as more survey information is available, and the designs are developed in more detail.

Risk Analysis

15.

Risk	Likelihood	Impact	Mitigating actions
Not achieving planning permission	1 Planners supportive	4 Development not possible	Pre-planning discussions with planners
Underground services identified	2 Investigations to be carried out	3 Diversions possible but cost implications	Investigations to be undertaken at the earliest stage
Further "abnormal costs" identified.	2. Surveys being undertaken	3 Potential cost implications	Contingency already included with cost estimate

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.

①



②



③



Committee: Cabinet

Agenda Item

Date: 14 July 2016

12

Title: Development Site – Sheds Lane, Saffron Walden

Portfolio Holder: Cllr Julie Redfern

Key decision: Yes

Summary

1. This report provides detail relating to the proposed development of two garage sites at Sheds Lane, Saffron Walden.
2. The sites have been identified as having potential for the development of council owned homes, as part of the council's on-going development programme.
3. The Housing Board considered options for the sites at its meeting 7th June 2016 and recommends to Cabinet that the sites are progressed through the planning application stage

Recommendations

4. It is recommended that Cabinet:
 - a. Authorises the sites at Sheds Lane to be progressed through the planning application stage
 - b. Notes the design options considered by the Housing Board for these sites

Financial Implications

5. Financial provision for the development of new Council owned homes is included within the Housing Revenue Account. The development of these sites will also enable the use of Right to Buy capital receipts.
6. The Indicative cost for the schemes has been calculated by our consultant Quantity Surveyor having regard to site constraints and the prevailing market conditions. These indicative costs should be regarded as an estimate at this stage, and could be subject to change as further survey work is carried out, and the detailed designs are finalised. The final cost will only be known following the tender process for the selection of a building contractor.

Background Papers

7. 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.

8.

Communication/Consultation	Existing tenants, local residents, Town Council and external agencies
Community Safety	Appropriate precautions would be taken during works
Equalities	Equality and diversity is a key issue for the Council with regards to housing provision
Health and Safety	During the management of the project all risks will be constantly reviewed, revised and managed
Human Rights/Legal Implications	Legal team have been consulted
Sustainability	An opportunity to construct new thermally efficient homes for people in housing need.
Ward-specific impacts	Saffron Walden
Workforce/Workplace	There are sufficient resources in the housing team to manage the project

Situation

9. The sites are made up of two separate garage areas located on Sheds Lane in Saffron Walden. The land is currently used as parking courts comprising 50 garages in total which are constructed with concrete bases, concrete panel walls and a corrugated asbestos roof. However many are in a poor condition and at the time of starting this process, 12 of the garages were not in use.
10. Of the 38 garages in use, 24 were rented by owner-occupiers, with 14 rented by Council tenants. Garages of this age are generally too small for modern cars, and as such the majority of the usage was for storage. Notice to Quit has been served on all of the tenants, and alternative garages have been offered to those who want them.
11. The sites have excellent access directly onto Sheds Lane.
12. Saunders Boston architects have been appointed to undertake sketch schemes for the sites. For the Northern site (site B on the attached plan), they are proposing 2 x 2 bedroom 4 person houses. For the Southern site (site A on the attached plan), they are proposing 3 bedroom 5 person fully wheelchair compliant bungalow. Indicative unit type layouts are also attached to this report.

13. The 3 bedroom wheelchair compliant bungalow is being proposed to meet the specific 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.
14. A Planning Pre-Application has been made and a favourable response received. The key issues that need to be considered are access, overlooking of adjacent dwellings and the loss of car parking. This will all be dealt with as part of the Design and Access Statement.
15. Topographical, Asbestos and Ecology surveys have already been undertaken. Services enquiries have also been made. Ground condition, demolition and structural surveys are due to be undertaken, along with a drainage strategy.
16. The construction costs for this development have been estimated at **£518,000 (£173,000 per dwelling)**. Whilst this sum does appear higher than expected, given the 'Abnormal Costs' attributed to this scheme, it is not perceived to be unreasonable. If the abnormal costs are stripped out, the estimate falls to **£464,000 or £155,000 per dwelling**, which does not seem unreasonable under current market conditions.
17. The abnormal costs include the track hoist (including addition joists) and carport to the bungalow, demolition of the garages, breaking out of the whole concrete slab and additional works to the access "bell mouths". A 10% contingency has also been included because of the early stage of this scheme. The estimate will therefore be updated as more detailed information is available, and the designs developed in more detail.

Risk Analysis

18.

Risk	Likelihood	Impact	Mitigating actions
Not achieving planning permission	1 Planners supportive	4 Development not possible	Pre-planning discussions with planners
Underground services identified	2 Investigations to be carried out	3 Diversions possible but cost implications	Investigations to be undertaken at the earliest stage
Further "abnormal costs" identified.	2. Surveys being undertaken	3 Potential cost implications	Contingency already included with cost estimate

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.

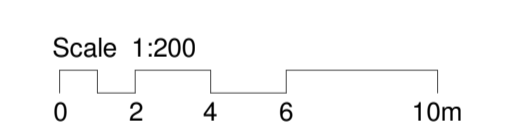
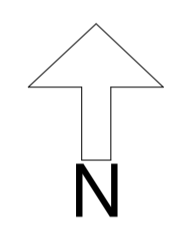


- No. Note
- 1 All dimensions to be verified on site by GENERAL CONTRACTOR and any work or setting out or preparing shop drawings.
 - 2 Drawings not to be scaled. Work to figured dimensions only.
 - 3 © copyright SAUNDERS BOSTON LIMITED. All rights reserved. This drawing remains the property of SAUNDERS BOSTON LIMITED at all times and may not be reproduced or copied in whole or in part without their prior written consent.
 - 4 This drawing and related specifications are for use only in the stated location.
 - 5 This drawing is to be read in conjunction with all other Consultants drawings and specifications.
 - 6 Drainage has not been surveyed and all pipe locations and below ground drainage runs are indicative.

ACCOMMODATION SCHEDULE

SITE A
 Site Area - 522m²
 1 no 3bed bungalow

SITE B
 Site Area - 690m²
 2no 2bed houses
 @ 82m² GIA each



C	Minor changes to design & sheets to issue	22/04/2016	CE	BR
B	Updated proposed house type, survey information inserted.	24/02/2016	CE	BR
A	House types on site B amended	17/12/2015	CE	BR
No.	Revision	Date	Chk	Auth

PRE-APPLICATION

Chartered Architects
 119 Newmarket Road
 Cambridge
 CB5 9HA
 Tel: (01223) 387733
 E-mail: office@saundersboston.co.uk

Saunders Boston

Client Uttelsford District Council	
Job Sheds Lane, Saffron Walden	
Drawing Proposed Site Plan	
Scales 1 : 200 @A1	Date 24/02/2016
Number 1461-SK-505	Chk BR Auth DIH Revision C

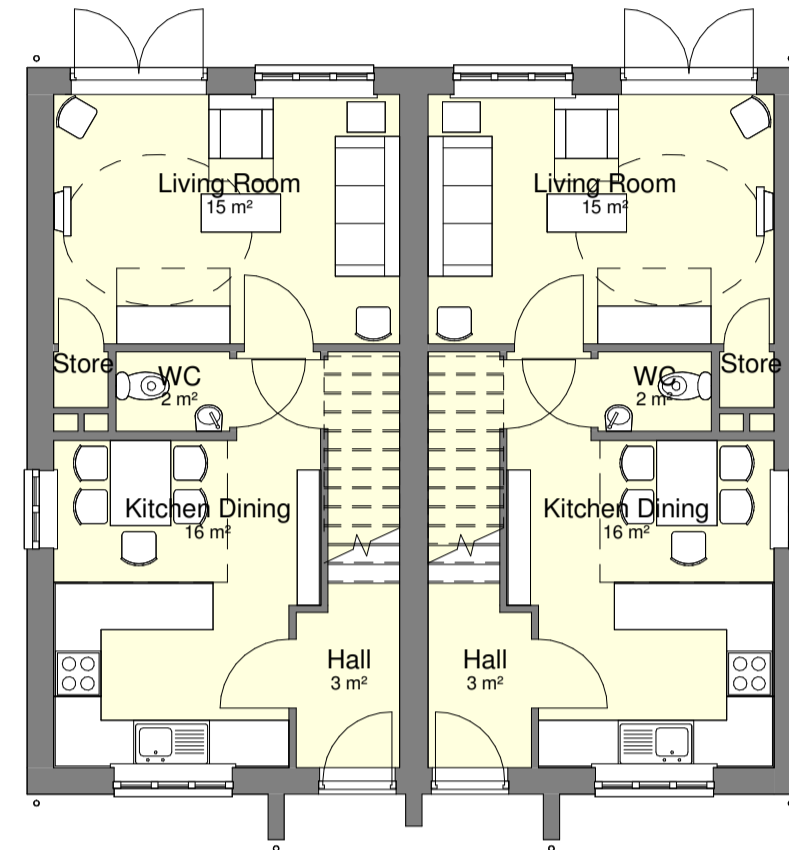
Proposed 2 Bedroom 4 Person Houses Proposed Floor Plans & Elevations 82 Sq M

Scale 1:100
0 1 2 3 5m

Key Dimensions

Kitchen/Dining - 3.5m x 4.3m
Living Room - 3.3m x 4.6m

Master Bedroom - 4.6m x 3.4m
Bedroom 2 - 2.3m x 5.5m
Bathroom - 2.3m x 2.0m



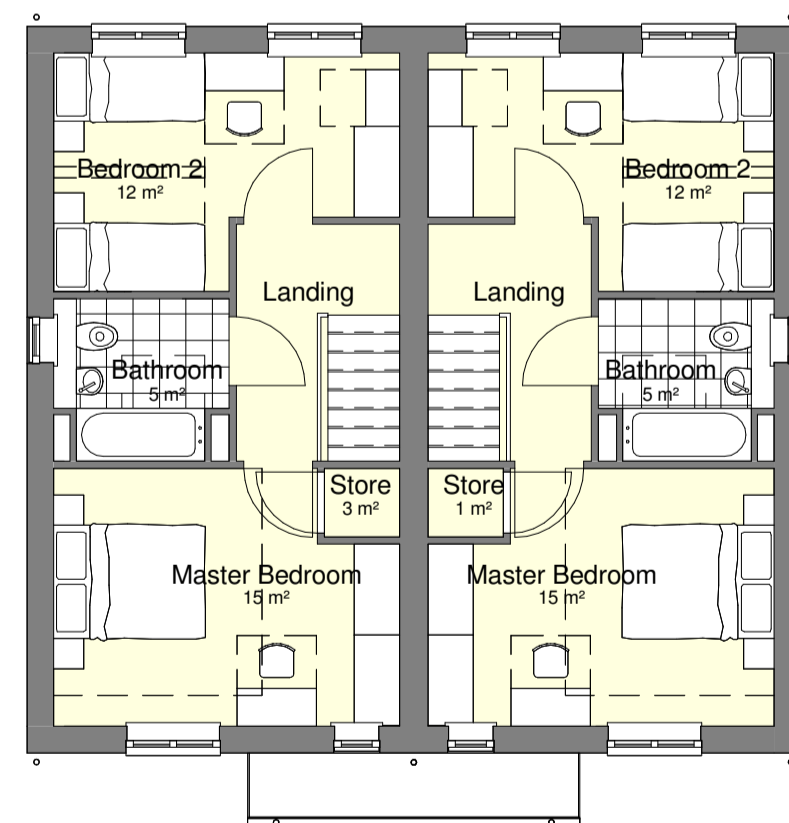
2B4P Ground Floor Plan
1 : 100



Elevation Front
1 : 100



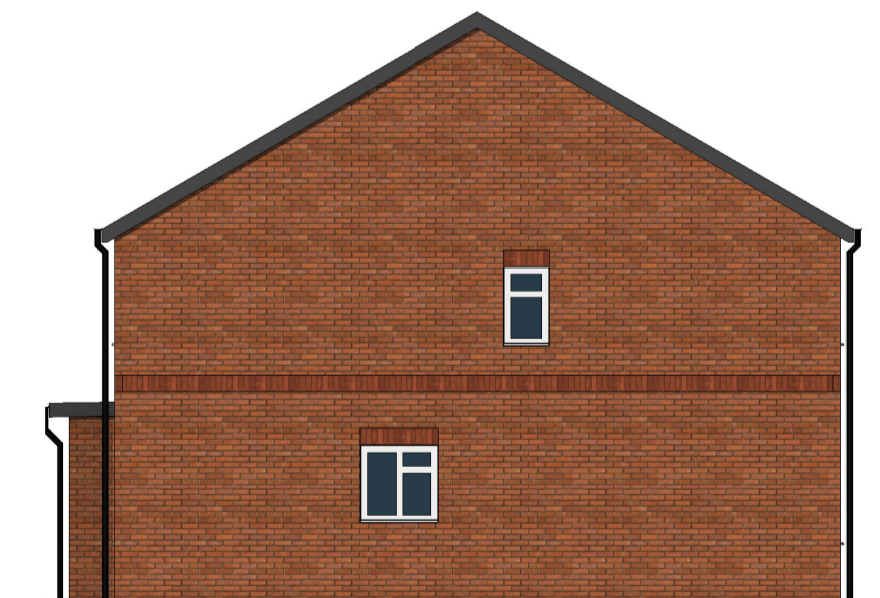
Elevation Side
1 : 100



2B4P First Floor Plan
1 : 100



Elevation Back
1 : 100




Elevation Side 2
1 : 100

No.	Note
1	All dimensions to be verified on site by GENERAL CONTRACTOR and any work or setting out or preparing shop drawings.
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5	This drawing is to be read in conjunction with all other Consultants drawings and specifications.
6	Drainage has not been surveyed and all pipe locations and below ground drainage runs are indicative.

A	Increase length and minor amendments. Comply with ADP M4(2)	2016.08.21	CE	BR
No.	Revision	Date	Chk	Auth

PRE-APPLICATION


 Chartered Architects
 115 Newmarket Road
 Cambridge
 CB5 9HA
 Tel: (01223) 387733
 E-mail: office@saundersboston.co.uk

Saunders Boston

Client
Uttelsford District Council

Job
Sheds Lane, Saffron Walden

Drawing
2B4P House Type Plans & Elevations

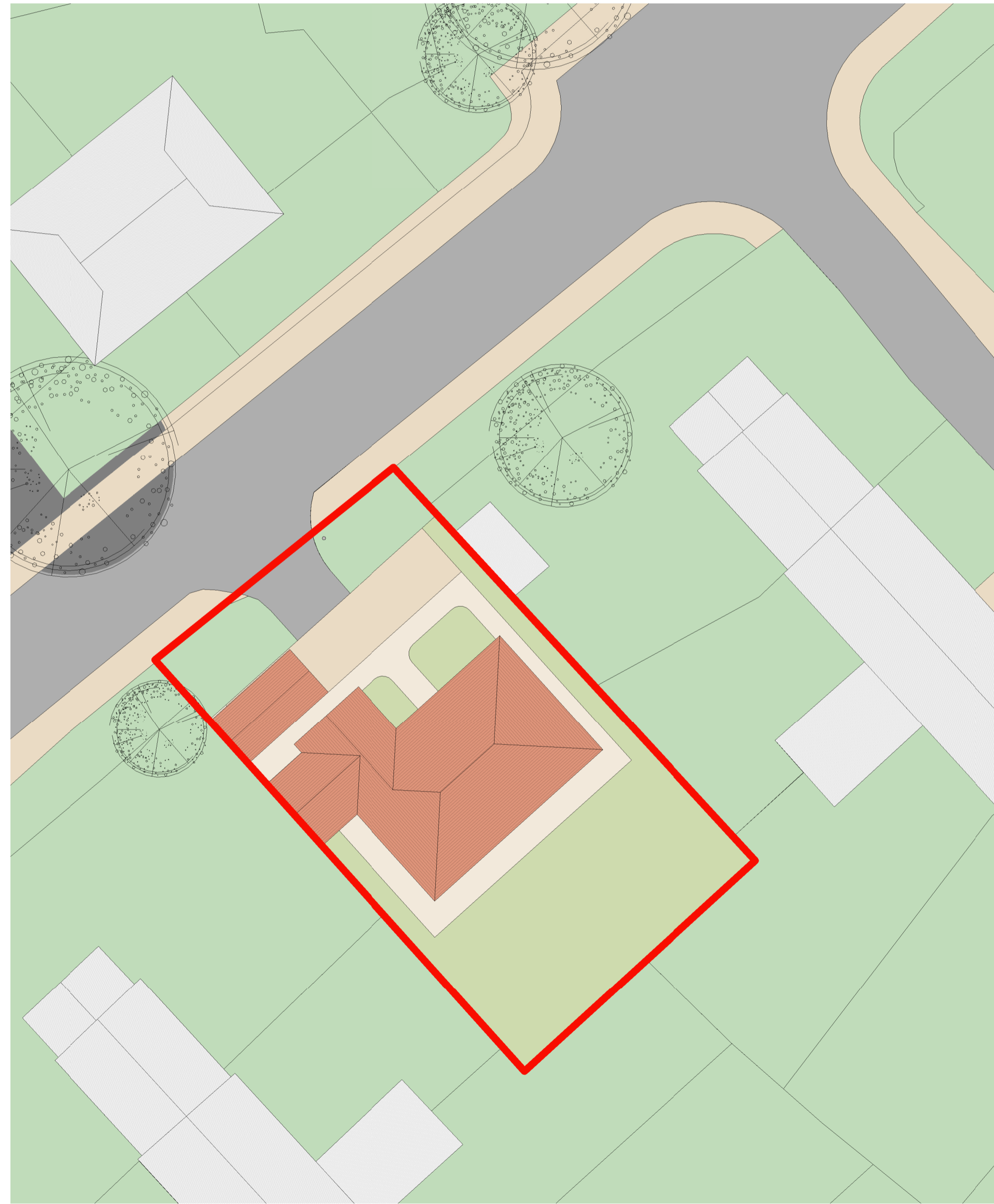
Scales 1 : 100 @A1	Date 24/02/2016
Number 1461-401	Chk CE
	Auth BR
	Revision A

Proposed 3 Bedroom 4 Person Bungalow

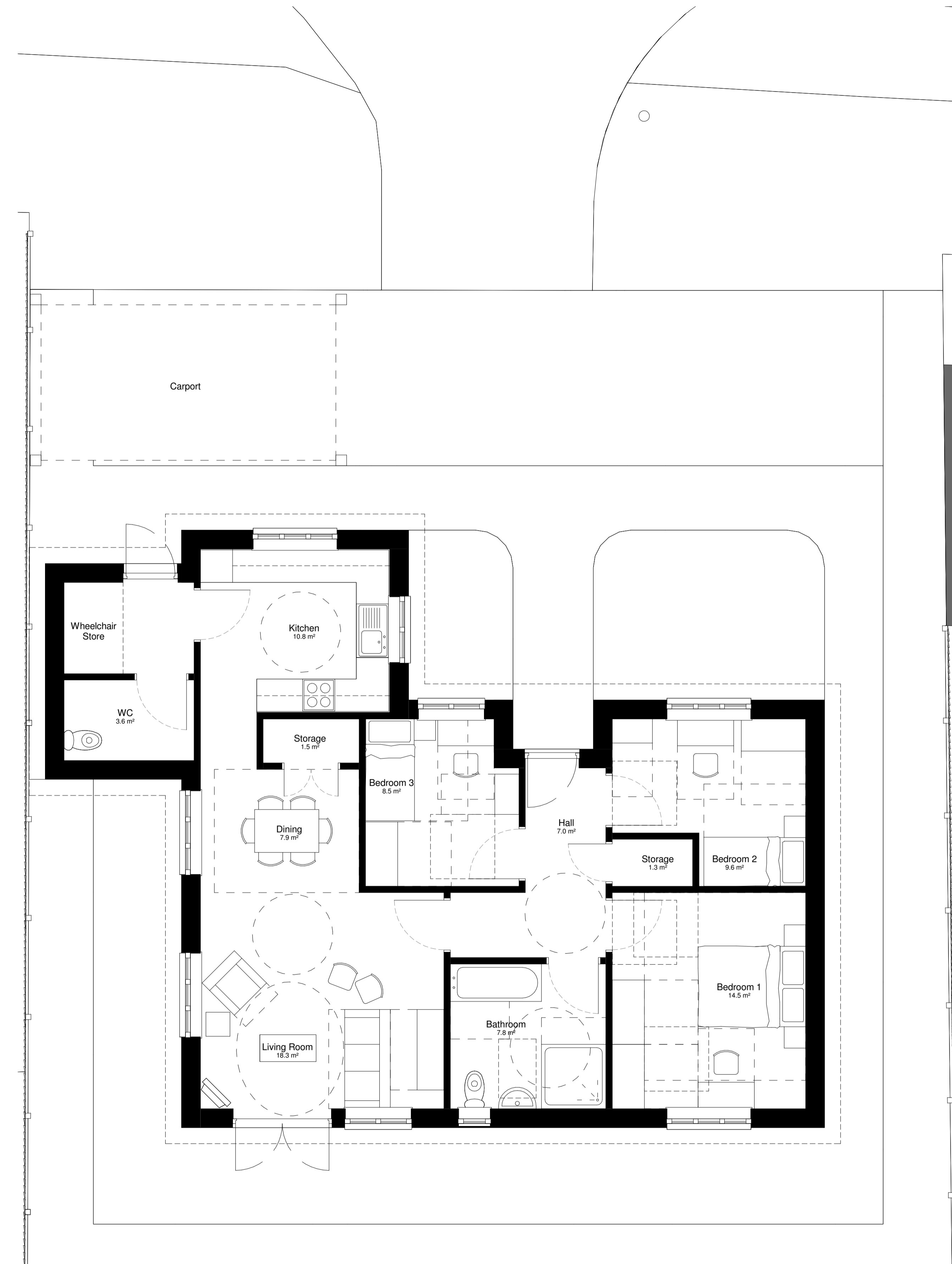
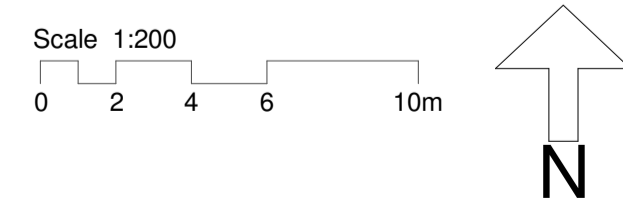
102 Sq M

Key Dimensions

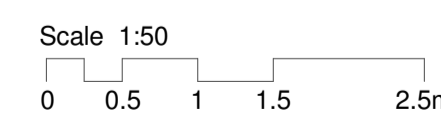
- Kitchen - 3.5m x 3.0m
- Dining - 3.0m x 2.6m
- Living Room - 4.5m x 4.0m
- Bedroom 1 - 3.5m x 4.0m
- Bedroom 2 - 3.5m x 3.0m
- Bedroom 3 - 2.6m x 3.1m
- Bathroom - 2.9m x 2.7m



Site Plan
1 : 200



Ground Floor Plan
1 : 50



No.	Note
1	All dimensions to be verified on site by GENERAL CONTRACTOR and any work or setting out or preparing shop drawings.
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5	This drawing is to be read in conjunction with all other Consultants drawings and specifications.
6	Drainage has not been surveyed and all pipe locations and below ground drainage runs are indicative.

B	Plan changes to comply with ADP M4(3)	2016-04-21	CE	BR
A	Client comments incorporated, site plan added	2016-04-07	CE	BR
No.	Revision	Date	Chk	Auth

PRE-APPLICATION

Chartered Architects

 119 Newmarket Road
 Cambridge
 CB5 9HA
 Tel: (0)1223 387733
 E-mail: office@saundersboston.co.uk

Saunders Boston

Client
Uttelsford District Council

Job
Sheds Lane, Saffron Walden - Bungalow

Drawing
Plans

Scales	As indicated @A1	Date	16/03/2016
Chk	CE	Auth	BR
Number	1461-402	Revision	B

Committee: Cabinet

Agenda Item

Date: 14 July 2016

13

Title: Local Plan Development Strategy

Portfolio Holder: Councillor Susan Barker

Key decision: Yes

Summary

1. This is a covering report for the enclosed paper and appendix that will be considered at the Planning Policy Working Group on 14 July.

Recommendations

2. That Cabinet recommend to Council a preferred distribution strategy for the Local Plan.

Financial Implications

3. The preparation of the Plan will be met from the existing planning budget. There are risks of intervention and costs if the plan is not completed on time and the potential implications of loss of New Homes Bonus if the Council does not produce a plan in timely fashion. There are also the costs of defending appeals against hostile planning applications that may be submitted there is no Plan and secure 5 year land supply in place.

Background Papers

4. 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.

Report to Planning Policy Working Group 12 July

Impact

- 5.

Communication/Consultation	There was extensive consultation on the Local Plan Issues and Options. Town and parish councils were consulted on the findings of the Strategic Land Availability Assessment.
Community Safety	This is an underlying theme of the Local Plan e.g. planning out crime by design.

Equalities	The Plan will be subject of an equalities impact assessment.
Health and Safety	N/A
Human Rights/Legal Implications	The Local Plan will need to comply with planning legislation.
Sustainability	This is an underlying theme of the Local Plan e.g. ensuring homes and jobs are provided near to each other and minimising reliance on the private car.
Ward-specific impacts	Some wards may be affected by site specific proposals but the overall distribution strategy for the Plan is a matter for all wards.
Workforce/Workplace	It is a Council Plan, to be contributed and owned by all staff, not just the planning policy team. The progress and approval of the plan is key to the delivery of the Council's objectives and work of all staff and because of the potential financial implications could impact on the size and shape of the workforce.

Situation

6. The enclosed report and Appendix will be considered by the Planning Policy Working Group (PPWG) on 12 July. The report is self-explanatory.
7. Cabinet will receive a verbal update on the recommendations of PPWG at this meeting.

Risk Analysis

8.

Risk	Likelihood	Impact	Mitigating actions
The Council fails to adopt a "sound" Plan	2 – Unlikely.	3 – Will result in the Local Plan being found unsound. Significant impact on	The Council has an adopted SHMA, undertaken a review of the evidence base, appraised the development scenarios and will

		planning policy and planning applications.	undertake a sustainability appraisal of allocations Duty to Co-operate discussions are nearing conclusion. The Council continues to monitor the outcome of other examinations, legal challenges and receives advice from critical friends.
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- 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.

Committee: Planning Policy Working Group

Agenda Item

Date: 12 July 2016

[?]

Title: Local Plan Development Strategy

Author: Richard Fox, Planning Policy Team Leader

Summary

1. This report summarises five potential distribution strategies for the Local Plan and assesses their benefits and risks following an analysis of the evidence base. A hybrid option including a combination of development in new settlement(s), town and villages is recommended as a basis for allocations in the Plan. The report emphasises the need to prepare the Plan in a timely manner.

Recommendations

2. That Planning Policy Working Group recommend to Cabinet that 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 and that contingency is built into the Plan to allocate further homes if necessary.

Financial Implications

3. The preparation of the Plan will be met from the existing planning budget. There are risks of intervention and costs if the plan is not completed on time and the potential implications of loss of New Homes Bonus if the Council does not produce a plan in timely fashion. There are also the costs of defending appeals against hostile planning applications that may be submitted there is no Plan and secure 5 year land supply in place.
- 4.

Background Papers

5. Inspector's Letter 19 December 2014
Withdrawn Local Plan
PPWG reports endorsing the evidence base

Impact

- 6.

Communication/Consultation	There was extensive consultation on the Local Plan Issues and Options. Town and parish councils were consulted on the findings of the Strategic Land Availability
----------------------------	---

	Assessment. A summary of some responses is contained In the Appendix
Community Safety	This is an underlying theme of the Local Plan e.g. planning out crime by design.
Equalities	The Plan will be subject of an equalities impact assessment.
Health and Safety	N/A
Human Rights/Legal Implications	The Local Plan will need to comply with planning legislation.
Sustainability	This is an underlying theme of the Local Plan e.g. ensuring homes and jobs are provided near to each other and minimising reliance on the private car
Ward-specific impacts	Some wards may be affected by site specific proposals but the overall distribution strategy for the Plan is a matter for all wards.
Workforce/Workplace	It is a Council Plan, to be contributed and owned by all staff, not just the planning policy team. The progress and approval of the plan is key to the delivery of the Council's objectives and work of all staff and because of the potential financial implications could impact on the size and shape of the workforce.

Situation

7. The previous Local Plan was withdrawn in January 2015 following the Inspector's findings in December 2014. The principal concerns of the Inspector related to objectively assessed housing need (OAN) for the District and proposals for a major extension to the village of Elsenham. Since then the Council has undertaken an exhaustive evidence gathering exercise to underpin the preparation of the new Plan. This has included a "call for sites" during spring and summer of last year which attracted over 300 submissions and the Issues and Options consultation during late autumn which elicited approximately 7,000 responses from nearly 700 bodies. The findings of both exercises were summarised and reported to PPWG earlier this year.
8. Technical studies have been commissioned or undertaken in-house to cover the following areas:- Strategic Housing Market Assessment (SHMA), Strategic Land Availability Assessment,(SLAA), Strategic Flood Risk Assessment (SFRA), Green Belt Review, Transport, Employment Land, Retail and the Countryside Protection Zone.

9. The SHMA relates to the housing market area which covers East Herts, Epping Forest and Harlow as well as Uttlesford and sets out the overall Housing requirement between 2011- 2033. The total figure is approximately 49,000 homes of which Uttlesford's requirement is around 12,500. Taking into account completions and existing permissions means that the Council has to allocate approximately 4,600 homes in the Local Plan.
10. The SLAA is an assessment of sites for residential or employment use to determine whether they are deliverable. In making this assessment the Council will consider the "suitability", "achievability" and "availability" of a site.
11. The SFRA is a planning tool that will assist the Council in its selection and development of sustainable development sites away from vulnerable flood risk. The purpose of this SFRA is to provide an updated high level assessment and mapping of flood risk from all sources across the district.
12. The Green Belt Review and Countryside Protection Zone (CPZ) Review adopted similar methodologies by identifying specific parcels of land and then applying the purposes of the designation to those parcels. Both studies concluded that there were no fundamental changes required to the boundaries of either the green belt or CPZ.
13. Whilst most of these studies have been concluded some, notably Transport and Employment are ongoing, albeit interim findings have shaped thinking. The conclusions of this report must, therefore, be caveated as some final pieces of evidence are outstanding. The findings of those studies that have been concluded have all been endorsed at previous meetings of PPWG as underpinning the evidence base for the Plan and can be viewed on the Council's website. These studies will ensure that informed decisions are taken about the preparation of the Plan.
14. The Council adopted a revised Local Development Scheme (effectively the plan making programme) in February 2016. Given the Government pronouncements in July 2015 about potential intervention if plans were not "produced" by March 2017, the Council approved an accelerated programme for the preparation the Plan. The Council intends to "publish" the Plan in November 2016; there will be consultation on the draft Plan prior to formal submission. It is important at this juncture, therefore, that there is exposure and endorsement for the overarching strategy for the Plan; effectively it's "direction of travel". This will form the basis for the specific site allocations etc. which will be subject of the sustainability appraisal and further Member consideration and consultation later this year.
15. A key issue facing the Council is whether to consider the principle of a new settlement (or settlements) as part of the distribution strategy. A report to that effect was considered by PPWG, Cabinet and Full Council in March 2016. Council resolved "That a new settlement (or settlements) should continue to be investigated and analysed alongside all other possible options for housing and employment distribution and should not be dismissed at this stage from the potential options for inclusion in the Local Plan".

16. Whilst the content of this report has a firm focus on housing provision it must be remembered that the Local Plan aims to realise sustainable development in Uttlesford and the three economic, social and environmental themes set out in the National Planning Policy Framework (NPPF). Specifically infrastructure such as roads, schools and health provision must be delivered in a timely manner to ensure sustainable growth. Equally, the Local Plan will need to reflect the aspirations of the Co-op Board for Sustainable Development, comprising the four Strategic Housing Market Area Authorities of Epping Forest, East Herts, Harlow and Uttlesford. It is anticipated that memoranda of understanding between the authorities relating to the geographical distribution of development across the overall Strategic Housing Market Area, transport and air quality will be signed. These memoranda will be submitted as evidence that the authorities have fulfilled their legal commitment under the Duty to Co – operate.
17. The SHMA commissioned by the four authorities has recommended that Uttlesford’s objectively assessed need is 580 dwellings per annum. However, there are outstanding issues facing the Council which may impact on the site specific allocations and draft plan to follow. These are: firstly; the outcome of two outstanding planning appeals at Elsenham and Dunmow which may have an impact on the overall housing land supply and the potential location of a new settlement; and secondly: that an Inspector at Local Plan Examination accepts the robustness of the Council’s housing figures. Whilst the latter has been tested on appeal and the Council is confident about the SHMA it is recommended that it is prudent to contingency plan to ensure that the Council achieves a “sound “Plan, giving it certainty and flexibility long term. (see paragraph 16).
18. The Issues and Options consultation included seven different development scenarios for housing growth; four based on the Council’s Objectively Assessed Housing Need (OAN) of 580 dwellings per annum and three on a higher figure of 750 dwellings, to test the implications of greater growth.
19. As there was some duplication of scenarios at that stage (i.e. the two options of new settlement or settlements and a hybrid were used for the lower and higher housing figure), for the purposes of analysing the endorsed evidence base this has been simplified to five. The five scenarios are:-
 - 1) All development allocated in new settlement(s)
 - 2) All development pepper potted in villages
 - 3) All development in the two main towns (Saffron Walden and Great Dunmow)
 - 4) Combination of development in main towns and villages
 - 5) Hybrid involving new settlement(s), main towns and villages
20. The Council now needs to decide in principle the overall distribution strategy for the Plan. The Issues and Options consultation proposed seven distribution

strategies which were the subject of detailed analysis by statutory consultees and town and parish councils. Officers have now considered the distribution scenarios as to how they could deliver 4,600 dwellings and this is summarised in the Appendix attached. There was a cross-party Member workshop on 28 June which considered the overall benefits and risks of the scenarios. These are summarised as follows:

21. The Council now needs to decide in principle the overall distribution strategy for the Plan. This has been the subject of detailed analysis by officers of the Council, statutory consultees, town and parish councils, external experts etc. and is summarised in the Appendix attached. There was a cross-party Member workshop on 28 June which considered the overall benefits and risks of the scenarios. These are summarised as follows:-

1) All development allocated in new settlement(s)

Benefits

- Comprehensively plan the provision of infrastructure
- Critical mass to provide additional infrastructure
- Reduces development pressure on the historic settlements

Risks

- 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

Conclusion - not a sound distribution strategy.

2) All development pepper potted in villages

Benefits

- Sustains village vitality

Risks

- 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

Conclusion - not a sound distribution strategy

3) All development in the two main towns (Saffron Walden and Great Dunmow)

Benefits

- Generally sustainable locations for development
- Supports existing services and facilities
- Help improve infrastructure deficit

Risks

- Significant impact on their historic character and landscape setting
- Restriction of the pooling of S106 for infrastructure.
- Insufficient deliverable sites

Conclusion - not a sound distribution strategy.

4) Combination of development in main towns and villages

Benefits

- Towns are generally sustainable locations for development,
- Sustains village vitality and diversity

Risks

- Some villages are more constrained than others – could result in disproportionate growth
- Uncertainty that the scale of individual developments would provide the infrastructure required - Infrastructure deficit

Conclusion – potentially a sound option but not recommended

5) Hybrid involving new settlement(s), main towns and villages

Benefits

- 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

Risks

- Similar to scenarios 1-4 but to a lesser degree
- Loss of countryside
- Development may have detrimental impact on historic character of existing settlements

Conclusion – Preferred distribution strategy

22. Additional unidentified housing referred to earlier in this report can be met in a number of ways; these include future proofing by an early review of the Plan. This will not delay the Plan and is an accepted approach by the Planning Inspectorate (PINS). There is also the potential for allocating contingency sites which can be brought forward into the Plan period if required.

23. Overall it is recommended that the hybrid distribution strategy represents the best option for a “sound” plan, being sustainable, deliverable and accommodating potential contingency growth.
24. The Council needs to move into the next stages of plan preparation. Critically, this involves the finalisation of the evidence base referred to above; sustainability appraisal of specific site allocations; and, further dialogue with the community in taking the Plan forward. PPWG are recommended to endorse the overall development strategy set out in the report at this stage as the preferred way forward for the Plan which will be considered by Cabinet and Council.

Risk Analysis

6)

Risk	Likelihood	Impact	Mitigating actions
The Council fails to adopt a “sound” Plan	2 – Unlikely..	3 – Will result in the Local Plan being found unsound. Significant impact on planning policy and planning applications.	The Council has an adopted SHMA, undertaken a review of the evidence base, appraised the development scenarios and will undertake a sustainability appraisal of allocations Duty to Co-operate discussions are nearing conclusion. The Council continues to monitor the outcome of other examinations, legal challenges and receives advice from critical friends.

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.

APPENDIX

Scenario 1) new settlement(s)

Response from Issues and Options Consultation

Historic England

Positive and/or negative impacts depending on its location and how it alleviates pressure for growth in existing settlements.

Anglian Water Services

The implications of this scenario would be dependent upon the location of any new settlement. Therefore we are unable to comment further at this stage.

Essex County Council

A new settlement is considered sustainable as it enables the infrastructure necessary to support a new community to be delivered effectively

Highways England

There could be some advantages in a new settlement it gives the opportunity to design in sustainable transport objectives from the start rather than try to retro fit something. The difficulty always comes with trying to ensure that services and infrastructure comes on stream at the correct time to soak up the generated demand.

Natural England

Natural England considers that new settlements may be preferable to the over- development of existing settlements, which may place excessive strain on their infrastructure. However any new settlement needs to incorporate the full range of supporting infrastructure (including green infrastructure) and, crucially, this infrastructure must be put into place at a very early stage). Include consideration of potential increase in recreational pressures on Hatfield Forest SSSI and NNR and also the potential impacts of traffic-derived air pollution upon nearby designated sites.

Others (Town & Parish Councils (T & PC), developers, individuals)

- × Slow delivery / unable to deliver 5 year supply of houses
- × Vulnerable on deliverability and viability
- × Not compatible with rural character of district
- × Lack of choice in where to live
- × Deprives remainder of district from sustainable growth/ does not respond to smaller local development needs
- × Not release enough funding at early enough stages to secure the provision of educational, health and other facilities at the time necessary for new communities to function and existing communities not to see increased pressure on their services and facilities.
- ✓ Opportunities for well-planned sustainable growth/garden city design principles
- ✓ Critical mass to support comprehensive infrastructure delivery
- ✓ Avoids piecemeal development
- ✓ Minimises impact on intrinsic character of existing towns and villages.

Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) of Scenarios in Issues and Options consultation

Potential issues to overcome

- It may be likely that any mitigation or potential remedial work could hinder the assumed delivery rate of 300 dwellings per year and affect the maintenance of a 5 year housing supply throughout the plan period.
- It is likely that there would be negative impacts on the landscape associated with the growth of Greenfield land although it should be acknowledged that such issues will be inevitable under all scenarios
- Scenario 1) would likely have some negative impacts associated with sustainable and inclusive housing growth in the District, through a focus on a single settlement. The scenario would not meet the needs that exist within individual established settlements.
- This assumed delivery rate is substantially below the 580 per year endorsed by the Local Plan inspector in the examination of the withdrawn Local Plan in 2014. The target of 580 dwellings per annum would not be achievable in the latter stages of the plan period assuming extant permissions and windfall sites have been developed to meet this target prior to the new settlement being developed (from the above assumption this would be in 2023).
- There would be interim uncertainties as to the capacity of existing infrastructure in the settlement's wider location that may have to support initial phases of housing delivery.

Summary of likely benefits

- There are likely to be minimal cumulative impacts on ecology under this scenario with the potential for them to be mitigated maximised in a single scheme
- It is likely to be the case that a focus on a new settlement would have less cumulative environmental impacts than a more dispersed distribution
- A new settlement of 10,000 homes has the ability to be built in accordance with high quality design features and 'garden settlement' principles
- The required scale would maximise the potential of wider gains in terms of serving existing communities
- The focus on a new settlement would alleviate the development pressures on the District's largely historic towns and villages
- The scale would maximise the possibility for, and viability of, the inclusion of renewable energy sources within the proposal
- The scale would reduce the likelihood of flood risk being a significant constraint, due to the possibility of developing in areas of Flood Zone 1 and / or factoring waterbodies into the design of development.
- Dependant on location to the strategic road and rail network and also the distance to existing settlements, a focus on a single new settlement would maximise the possibility of supporting sustainable transport methods to be fully integrated.
- The focus on a single new settlement and its possible scale would likely ensure that supporting open space and recreational facilities would be viable as part of the wider development. It is also possible that new healthcare facilities would be provided. This would likely offer benefits to the wider communities of surrounding existing villages.
- A focus on a new settlement will offer the largest possibility of sustainable self-contained development to be delivered
- This scenario would maximise the possibility of primary and secondary schools to be delivered on site.
- The focus on a new settlement will offer the largest possibility of sustainable self-contained development to be delivered, including the development of employment opportunities on site.

Conclusion

Although there are many benefits to new settlements namely the ability to comprehensively

plan the provision of infrastructure and that it reduces development pressure on the historic settlements, there are concerns about relying on only 1 or 2 large sites to deliver the housing and the ability for them to provide a 5 year supply of housing. It is this latter point which leads to the conclusion that this is not a sound development strategy.

Scenario 2) - Villages

Response from Issues and Options consultation

Historic England

Implications for many of the district's historic villages, although the edge of Bishop's Stortford is less constrained in terms of heritage assets. Need to consider the possible impacts on the significance of heritage assets and their setting.

Anglian Water Services

Need to consider impact on Water Recycling Centres which serve villages within Anglian Water's area of responsibility.

Essex County Council

ECC is concerned that this scenario would promote greater volumes of traffic growth on the district's rural road network; detailed considerations needs to be given to the availability of school places at the existing primary schools, whether the scale of development is sufficient to warrant a new school, whether the development would enable children to walk or cycle to school.

The gradual encircling of development within village locations may have detrimental impact of the historic cores

Others (T&PC, developers, individuals)

- × Scale of increase would have detrimental impact on villages and their heritage
- × Uncertain whether scale of development would provide the necessary infrastructure in the settlements.
- × Includes less sustainable locations such as small villages and excludes more sustainable locations such as the towns.
- ✓ Early delivery of sites / 5 year supply of houses
- ✓ Sustain existing services and facilities
- ✓ Allows proportional growth of villages

Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) of Scenarios in Issues and Options consultation

Potential issues to overcome

- The cumulative impacts of allocations in the District's villages, in addition to any extant permissions and windfall sites within them, would likely have locally significant impacts on a number of environmental sustainability objectives, including biodiversity. There is a possibility that this could also extend to the water environment in the District.
- Cumulatively, dispersal to the District's villages at the scale required could be seen to have negative impacts on green infrastructure and networks generally throughout the District
- There are likely to be Green Belt implications that may limit growth in some villages. This in turn may exacerbate issues in other villages, which would presumably have to accommodate more than proportionate growth.
- There would be a large amount of isolated and potentially cumulatively significant

impacts on landscape in a number of the District's villages. It is likely that landscape constraints and coalescence issues will exist within large areas of land

- It is possible that a significantly lower proportion of previously developed land will be developed than if a proportion of growth was directed to the District's existing towns
- Development under this scenario is unlikely to respond well to the sustainable use of land, where density requirements are likely to be lower than development under other scenarios with one or more larger allocations.
- Dispersal to the District's villages would have a strong possibility of negative impacts on numerous cultural heritage assets located in historic settlements. Conservation Areas exist in the majority of the District's Villages and numerous have Scheduled Monuments located in close proximity.
- A potential secondary impact of this scenario could be a disproportionate amount of growth dispersed to some villages with fewer constraints
- The scale of developments in each village and the focus on a larger number of small allocations would reduce the possibility for, and viability of, renewable energy sources within proposals.
- The ability to mitigate, or for proposals to be designed to factor in areas that have a risk of flooding, would be less viable than in larger scale allocations
- These settlements, aside from those that have links to the strategic rail network, currently have poor public transport services and a small amount of services and facilities in walking and cycling distance.
- It can be expected that the expected scale of development distributed to each village would not be sufficient to meet thresholds for accompanying services, facilities and infrastructure to be provided. It is also unlikely that public transport providers would extend services to more remote parts of the District.
- This dispersal would not be without a number of significant social implications, particular regarding the cohesion of existing villages and any forthcoming developments that could potentially correspond to their significant expansion
- The scenario is unlikely, as a spatial strategy, to meet future needs and requirements in the District beyond the plan period.
- There will likely be pressure on local infrastructure and schools, with a potential scenario of no single development being of the scale to meet infrastructure thresholds or ensure their viability.
- It is unlikely that any single development, or cumulative amount of growth in any one settlement under this scenario, would stimulate the need for additional schools to be provided.
- Under this scenario it would be difficult to ensure the allocation and delivery of employment development in the District strategically in reflection of existing jobs and a desire to minimise travelling distances.
- It is likely that there would exist a situation where those villages in closer proximity to existing employment opportunities would be vastly more sustainable than those that are more isolated.

Summary of likely benefits

- This dispersal scenario may limit the significance of any loss of the best and most versatile agricultural land in the District.
- A focus on the District's villages would offer a dispersed distribution of development. This would respond well to meeting the District's identified existing housing needs

Conclusion

The sustainability appraisal shows that there are numerous sustainability issues arising from

this scenario especially the necessary scale of development required in the villages which is likely to have a detrimental impact on their character, the countryside and the highway network, with the uncertainty that the scale of individual developments would provide the infrastructure required. It is therefore concluded that this is not a sound distribution strategy.

Scenario 3) - Towns – Saffron Walden and Great Dunmow

Response from Issues and Options consultation

Historic England

Diminish the sense of place and local distinctiveness of Saffron Walden and Great Dunmow plus impact on transport movements, although it would depend on site locations

Anglian Water Services

Need to consider impact on Saffron Walden and Great Dunmow Water Recycling Centres.

Essex County Council

In Saffron Walden this would generate sufficient demand for a new primary school. In relation to secondary schooling in Saffron Walden, in the long term this would lead to fewer pupils from outside the school's priority admissions area but in the medium term is likely to lead to the displacement of some pupils from within the priority admission area. Any children displaced from SWCHS would need to be accommodated at The Joyce Frankland Academy. In Great Dunmow this would generate sufficient demand for a new primary school. In relation to secondary schooling in Great Dunmow, if the existing school is relocated as previously proposed, work would need to be undertaken to ascertain if it could accommodate additional pupils or whether any adjustments to the school's paa could lead to another new school accommodating some of the additional pupils that would be generated by the additional housing.

Others (T&PC, developers, individuals)

- × Limitations of towns for edge of town growth –impact on heritage/transport
- × Already significant commitments
- × Uncertain that infrastructure can be provided to accommodate growth.
- × Not meet needs of rural areas

✓ Focus on towns as sustainable locations with access to services, facilities and infrastructure

✓ Early delivery of sites / 5 year supply of houses

Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) of Scenarios in Issues and Options consultation

Summary of potential issues to overcome

- There are a number of Local Wildlife Sites and one SSSI surrounding Great Dunmow, which may limit the suitability of extensions in certain locations.
- Regarding water quality there is the potential for negative cumulative effects arising from a number of urban extensions in the same town.
- This scenario would largely have negative landscape implications, where it can be assumed that a significant proportion of development directed to the towns would have to be accommodated through one or a number of relatively large urban extensions.
- Saffron Walden is surrounded by the best and most versatile soil in the District (Grade 2

Agricultural Land).

- Both Saffron Walden and Great Dunmow have historic cores protected as conservation areas and it is likely that there would be wider implications on character
- Specific to Saffron Walden, a significant constraint exists to the east with Audley End House and its registered historic park and garden
- It should be noted that an AQMA exists in Saffron Walden and any impacts on air quality will be magnified in this area
- Flood Risk Zones 2 and 3 are both prevalent on the edge of both towns.
- Neither town has rail links within existing development boundaries
- Significant growth would likely exacerbate transport pressures in Saffron Walden.
- The distribution of growth would not extend to meeting those needs of more rural areas.
- The distribution would be unlikely, as a spatial strategy, to meet future needs and requirements in the District beyond the plan period where further expansion of the towns should not be solely relied upon as a future strategy in line with existing constraints.
- There are likely to be concerns regarding infrastructure capacities
- Growth under this scenario would not stimulate the requirement for a new secondary school in the District
- There could be considered a discrepancy between provision in the towns and wider employment needs in the District. New employment opportunities should be well related to existing employment opportunities within the District in order for opportunities to be inclusive across a range of sectors.

Summary of likely benefits

- It is possible that a significantly higher proportion of previously developed land could be developed under this scenario than other options
- Development under this scenario is likely to respond well to the sustainable use of land, where density requirements are likely to be higher commensurate to urban locations
- Great Dunmow is largely surrounded by Grade 3 Agricultural Land
- It is possible that, supported by relevant infrastructure improvements, there would be less transport emissions resulting from expansion to the District's towns through accessibility to services
- Both towns have a good range of services and facilities, including frequent bus services to and from their centres
- Directing growth to the towns would correspond to the most socially inclusive scenario in that extensions to the existing settlements would benefit from the largest concentration of existing community facilities in the District commensurate to their status in the settlement hierarchy
- Expansion of the towns at the scale specified would require additional provision of open space, recreation and healthcare facilities. It is possible that the provision of such facilities would benefit the existing communities, dependant on scale and accessibility.
- A focus on the District's towns would direct growth to the centres of the largest population, responding well to identified housing needs in the District
- A focus on the District's main towns of Saffron Walden and Great Dunmow would see housing growth developed in what can be considered the District's most sustainable settlements in terms of existing infrastructure, jobs and services
- It is probable that the amount of growth in both settlements under this scenario would stimulate the need for additional primary schools to be provided
- The distribution of growth under this scenario would direct new housing to those settlements with existing secondary schools and their expansion would likely be required
- This scenario would see employment provision directed to those settlements with the highest population in the District

Conclusion

Towns with their range of services and facilities are generally sustainable locations for development, however a distribution strategy which directs all development to the District's two towns would have a significant impact on their historic character and landscape setting yet the scale of development may not deliver some key infrastructure. It is important to note that an assessment of the call for sites indicates that there are insufficient deliverable sites to support this distribution scenario. It is therefore concluded that this is not a sound distribution strategy.

Scenario 4) - Towns and Villages

Response from Issues and Options consultation

Historic England

Potential negative implications for the historic environment depending on location.

Anglian Water Services

Need to consider impact on Saffron Walden/Great Dunmow Water Recycling Centres and water recycling centres which serve villages within Anglian Waters area of responsibility.

Essex County Council

Concern about growth being spread throughout UDC as may not facilitate appropriate highway mitigation.

Others (T&PC, developers, individuals)

- × Harm character and integrity of market towns and villages
- × Includes less sustainable village locations
- × Unlikely to support new infrastructure

- ✓ Focus on towns as sustainable locations with access to services, facilities and infrastructure
- ✓ All take a share of the growth/lessens impacts fairest solution
- ✓ Towns and villages are sustainable locations for growth
- ✓ Less reliance/risk on just one or two sites which have potential to stall.
- ✓ Proportional growth of the villages
- ✓ Sustain existing services and facilities
- ✓ Early delivery of sites/deliver 5 year supply.

Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) of Scenarios in Issues and Options consultation

Summary of potential issues to overcome

- The cumulative impacts of allocations under this scenario, in addition to any extant permissions and windfall sites within the District, would likely have locally significant impacts on a number of environmental sustainability objectives, including biodiversity. Cumulatively, this level of dispersal at the scale required could be seen to have negative impacts on green infrastructure and networks generally throughout the District.
- There is a possibility that this could also extend to the water environment in the District, with dispersal potentially affecting a larger number of water bodies than a reliance on

fewer larger development allocations that have enhanced potential to mitigate any impacts on site

- There are a number of Local Wildlife Sites and one SSSI surrounding Great Dunmow, which may limit the suitability of extensions in certain locations.
- There are likely to be Green Belt implications that may limit growth in some villages. This in turn may exacerbate issues in other villages, which would presumably have to accommodate more than proportionate growth.
- There is the potential for negative impacts to be realised on water quality through the cumulative effects of a number of urban extensions in the same town. This may arise, for example, to the east of Great Dunmow, where extensions could be located in the Upper Chelmer River Valley, and to the south of Saffron Walden regarding the Fulfen Slade.
- There would be a large amount of isolated and potentially cumulatively significant impacts on landscape in a number of the District's villages and any extensions of the District's towns.
- It is likely that landscape constraints and coalescence issues will exist and could be significant within large areas of land contiguous with development boundaries and it will be difficult to consistently determine which pressures are more acceptable than others in the allocation of land in all locations and in consideration of their unique characteristics
- Assuming that a significant proportion of development directed to the towns would have to be accommodated through one or a number of relatively large urban extensions; the cumulative impacts with extant permissions, particularly to the west of Great Dunmow would be significantly negative
- Development in the District's villages is unlikely to respond well to the sustainable use of land, where density requirements are likely to be lower than development under other scenarios with one or more larger allocations. This in turn may have viability issues surrounding the delivery of a mix of housing without increasing the scales of development with resulting associated impacts on the environment
- There would likely be significant negative impacts on the historic environment through development of the scale proposed in this Scenario. Both Saffron Walden and Great Dunmow have historic cores protected as conservation areas, numerous also exist in the District's villages, and although development would be unlikely to be located within or adjacent to these designations, it is likely that there would be wider implications on character and potential loss of amenity through increased traffic to these centres for services
- Specific to Saffron Walden, a significant constraint exists to the east with Audley End House and its Registered Historic Park and Garden
- Dispersal to the District's Villages at the scale required would have a strong possibility of negative impacts on numerous cultural heritage assets located in historic settlements. Conservation Areas exist in the majority of the District's Villages and numerous have Scheduled Monuments located in close proximity
- It should be noted that an AQMA exists in Saffron Walden and air quality impacts will be magnified
- The ability to mitigate, or for proposals to be designed to factor in areas that have a risk of flooding, would be less viable in smaller scale allocations
- Mitigation of flood risk may affect housing densities should extensive mitigation be required.
- Neither town in the District has rail links within existing development boundaries; the nearest train station Saffron Walden can benefit from is Audley End station in Wendens Ambo, approximately a mile and a half from Saffron Walden to the south west
- Outside the main towns it should also be noted that adequate sustainable transport infrastructure is unlikely to exist to support development in many instances in terms of both suitability and capacity. It is also unlikely that public transport providers would extend services to more remote parts of the District. Rail links only exist in the villages of Stansted Mountfitchet, Elsenham, Newport, Wendens Ambo and Great Chesterford.

- Significant growth would however likely exacerbate transport pressures in Saffron Walden
- It is also unlikely that any significant improvements to the road network would be feasible through any one development, or those in accumulation in any settlement.
- Dispersal across the District's villages would not be without a number of significant social implications, particular regarding the cohesion of existing villages and developments that could possibly correspond to their significant expansion
- Directing growth to the towns would correspond to the most socially inclusive scenario in that extensions to the existing settlements would benefit from the largest concentration of existing community facilities in the District commensurate to their status in the settlement hierarchy
- This Scenario is unlikely, as a spatial strategy, to meet needs and requirements in the District beyond the plan period
- There are likely to be concerns regarding infrastructure capacities, particularly in response to a significant amount of extant permissions and windfall sites being within / extensions of these settlements
- The cumulative impacts of allocations in the villages would be a likely pressure on local infrastructure and schools, with a potential scenario of no single development being of the scale to meet infrastructure thresholds or ensure their viability.
- Under this scenario it would be difficult to ensure the allocation and delivery of employment development strategically in terms of suitability, and also in reflection of existing jobs and employment land with a desire to minimise travelling distances.
- There would exist a situation where those villages in closer proximity to existing employment opportunities would be vastly more sustainable than those that are more isolated.

Summary of likely Benefits

- This dispersal scenario may however limit the significance of any loss of the best and most versatile agricultural land in the District, should development proposals be appropriate at a smaller scale commensurate with acceptable expansion of existing settlements
- It is possible that, supported by relevant infrastructure improvements, there would be less transport emissions resulting from expansion to the District's towns with better access to services
- The size of proposals, with the potential for one or a number of relatively large extensions forming the growth specified in this scenario, may have the potential for, and viability of, the inclusion of renewable energy sources within proposals.
- The ability to mitigate, or for proposals to be designed to factor in areas that have a risk of flooding, is likely to be more relevant on larger sites.
- Both towns however have a good range of services and facilities, including frequent bus services to and from their centres
- Expansion of the towns at the scale specified would require additional provision of open space, recreation and healthcare facilities. It is possible that the provision of such facilities would benefit existing and surrounding communities, dependant on scale and accessibility
- This Scenario would have positive impacts associated with a dispersed distribution of development. This would respond well to meeting the District's identified existing housing needs
- A focus on the District's main towns of Saffron Walden and Great Dunmow would see housing growth developed in what can be considered the District's most sustainable settlements in terms of existing infrastructure
- In the towns there is increased scope for a single development to meet the threshold for a new primary school(s) under this scenario, should this be forthcoming and allocated in

preference to a larger amount of smaller urban extensions.

Conclusion

This scenario combines the benefits and disbenefits of the previous two scenarios. It directs development to the towns which are generally sustainable locations for development and to the villages helping to sustain their vitality. However, significant constraints in some of the towns and villages will result in other settlements having to accommodate more than proportionate growth exacerbating issues in these settlements. It is therefore considered that this is a potentially sound option but it is not the recommended option.

Scenario 5)- Hybrid – New settlement / towns / key villages / Type A villages

Response from Issues and Options consultation

Historic England
Mixture of the above effects

Anglian Water Services
Need to consider impact on Water Recycling Centres which serve villages within Anglian Water's area of responsibility

Essex County Council
From a highways and transportation perspective this is the least sustainable option, as it would make the deliverability of sustainable transportation challenging, and also accommodating development within the more remote rural locations throughout UDC would require intervention. It is also the least sustainable for delivery of future education services and facilities as relatively small scale housing development is unlikely to fund anything other than the expansion of an existing school which can be difficult and/or expensive.

[Note: this comment was made in response to a scenario D in the Issues and Options Consultation of 500 in each of the towns, 500 in the key villages and 500 in the Type A villages and 500 in a new settlement; and scenario G which is 1000 in each of the towns, 1000 in the key villages and 1000 in Type A villages.]

Others (T&PC, developers, individuals)

- × May not deliver infrastructure
- × Detrimental impact on towns and villages
- × Too piecemeal

- ✓ Spreads development around district fairest option
- ✓ Potential for organic growth
- ✓ Minimises impact on intrinsic character of existing towns and villages.
- ✓ Gives maximum flexibility for settlements of all sizes to respond to their own development needs.
- ✓ Provides a variety of development types.
- ✓ Spread of delivery of sites/deliver 5 year supply.
- ✓ Need to ensure new settlement is of sufficient size to provide all necessary infrastructure, services and facilities.

Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) of Scenarios in Issues and Options consultation

Summary of potential issues to overcome:

- The impacts of dispersal as specified in this scenario would likely have negative impacts on a number of environmental sustainability objectives at the local and site specific level, including biodiversity. Cumulatively, dispersal at this level could be seen to have negative impacts on green infrastructure and networks generally throughout the District.
- There is a possibility that this could also extend to the water environment in the District, with dispersal potentially affecting a larger number of water bodies than a reliance on fewer larger development allocations that have enhanced potential to mitigate any impacts on site.
- There would be a relatively large amount of isolated and potentially cumulatively significant impacts on landscape in a number of the District's villages. There is a possibility that the distribution could lead to more significant impacts in those smaller settlements where development would represent a larger proportionate expansion, with less scope for allocating land for development in less sensitive locations in regard to landscape character.
- It would be difficult to consistently determine which landscape pressures are more acceptable than others in the allocation of land in all villages and in consideration of their unique characteristics.
- There are likely to be Green Belt implications that may limit growth in some villages. This in turn may exacerbate issues in other villages, which would presumably have to accommodate more than proportionate growth.
- Development under this scenario is unlikely to respond well to the sustainable use of land, with little supplementary benefits arising from any one development in the District
- Conservation Areas exist in the majority of the District's villages and numerous have Scheduled Monuments located in close proximity
- The scale of distribution and the focus on a larger number of small allocations would reduce the possibility for, and viability of, the inclusion of renewable energy sources within proposals
- Should development at the existing towns be promoted in the form of a single urban extension in each instance, impacts relevant to pollution should also be considered in any selection criteria, particularly regarding the impact on the AQMA in Saffron Walden
- The ability to mitigate, or for proposals to be designed to factor in areas that have a risk of flooding, would be more viable in larger scale allocations forming the new settlement element of the scenario, or any single large urban extension to meet the growth distribution on the District's towns
- The villages, aside from those that have links to the strategic rail network, currently have poor public transport services and a small amount of services and facilities in walking and cycling distance. It can be expected that the expected scale of development distributed to each village would not be sufficient to meet thresholds for accompanying services, facilities and infrastructure to be provided. It is also unlikely that public transport providers would extend services to more remote parts of the District.
- It is uncertain at this stage what level of services and facilities could be expected from a new settlement at the specified scale, and the sustainability implications of this scenario, would depend on any upper limit that this new settlement could eventually reach beyond the plan period
- This dispersal would not be without a number of significant social implications, particular regarding the cohesion of existing villages and any forthcoming developments that could potentially correspond to their significant expansion under this scenario
- It is possible that there will be significant localised pressure on existing healthcare facilities under this scenario, with potentially no single development being of a larger

enough size to stimulate additional provision.

- There would be some concern however, whether such a distribution would be adequate to stimulate infrastructure improvements, particularly regarding schools and transport, with a potential scenario of no single allocated development being of the scale to meet infrastructure thresholds or ensure their viability in the plan period. The distribution of development is under the threshold for a new primary school to be provided to serve any new development
- The distribution would not respond well to the location of existing employment opportunities in the District. This distribution scenario would also lead to difficulties in ensuring the allocation and delivery of employment development in the District strategically in terms of suitability, and also in reflection of existing jobs and a desire to minimise travelling distances.

Summary of likely benefits:

- This dispersal scenario may limit the significance of any loss of the best and most versatile agricultural land in the District, should development proposals be appropriate at a smaller scale commensurate with acceptable expansion of existing settlements
- Although no rail links exist specifically at the towns, there are available a good existing level of services and facilities and public transport links exist in centres.
- The distribution of growth across the District would most likely be proportionate to the size of existing settlements should the scale and location of extant permissions and potential windfall sites additionally be considered. This ensures that new development has a reasonable level of accessibility to services.
- Distribution of development to the District's towns and to a new settlement would require open space and recreational provision that would be comparatively more easily delivered; particularly should development in the towns come forward as a single urban extension in each instance
- The hybrid option of delivery would be seen as offering the most dispersed distribution of development of all the scenarios. This would respond well to meeting the District's identified existing housing needs
- The start of a new settlement would seek to meet the future needs and requirements of the District.
- This hybrid scenario would respond well to the delivery rate of 580 dwellings per annum and adhere better to the maintenance of a 5 year housing supply over the plan period in the District than Scenario A; the only other Scenario that explores a new settlement at this delivery rate.

Conclusion

A distribution strategy based on a hybrid of the previous scenarios has the advantage of the benefits of each of the scenarios yet can distribute the scale of development in settlements so as to remove or reduce the disbenefits. This flexibility can overcome some of the concerns raised by the County Council, statutory consultees and others.

Committee: Cabinet

Agenda Item

Date: 14 July 2016

14

Title: **Street Cleansing – joint working with Saffron Walden Town Council**

Portfolio Holder: Cllr Susan Barker

Key decision: No

Summary

1. This report considers a proposal to part fund the employment by Saffron Walden Town Council of an operative to carry out manual cleansing activity to improve the cleanliness of the town centre, together with provision of suitable equipment.

Recommendations

2. The Council contributes 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 twelve months, and purchases a handcart for the operative to use.
3. The arrangement be reviewed after twelve 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.

Financial Implications

4. The costs for a twelve month period to UDC would be £9,552 (50% share of salary and on costs). This would partly fall in the current FY, and partly in 2017/18. The cost of a hand cart would be £650. At this stage in the current FY it looks unlikely that there is scope within the current approved street cleansing budget to accommodate these additional costs for 2016/17. A further modest sum would need to be built into the budget for 2017/18.

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	Meetings with Saffron Walden Town Council officers leading to a resolution by
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	the Town Council Assets and Services Committee on 27 June which, in principle, approved the transfer of litter bin emptying work to UDC and the redeployment of one of its staff to clear up debris and detritus in the town council for a twelve month trial period subject to receipt of additional funding from UDC.
Community Safety	
Equalities	
Health and Safety	
Human Rights/Legal Implications	
Sustainability	The objective of the initiative is improved levels of cleanliness in Saffron Walden Town Centre
Ward-specific impacts	Saffron Walden town centre is largely in Audley ward but it also extends into Castle and Shire wards.
Workforce/Workplace	The proposal involves some reallocation of tasks for existing UDC staff

Situation

7. Officers have been working with SWTC staff to identify the scope for better coordination of street scene activity. A pilot scheme has been operating. In 2007, UDC asked SWTC staff to take on the emptying of litter bins around the town. UDC however continued to empty the dog waste bins. This resulted in separate teams going to the same locations, with duplication of resources. Under the pilot, UDC has taken back the emptying of all bins with exception of The Common and on the land that includes the skate park next to LBFLC. This has freed up SWTC resource which has been redirected to manual tidying work in the town centre. Officers of both councils consider that there benefits to this arrangement continuing. SWTC officers, however, are requesting whether UDC would be prepared to share the ongoing cost of the operative who carries out the tidying work, and also to supply a hand cart for carrying tools and waste collected. SWTC can house the cart.
8. At UDC's request, SWTC is also implementing changes to the method of dealing with trade waste arising from the markets in the town. The established practice for some years has been for SWTC to collect the waste and convey it the UDC at Shire Hill for disposal by ECC at UDC's cost. SWTC has advised traders that they need to make their own arrangements for dealing with their trade waste.

9. UDC is responsible for ensuring compliance with the statutory code for litter in streets, although it can discharge its responsibilities by working with other bodies.
10. Several local councils in the district employ handypersons to carry out general cleaning and simple maintenance works. However, there is a proposal to establish a Business Improvement District in Saffron Walden. The BID would need to set its priorities for investment in the centre, but there would be the opportunity for it to consider picking up the cost of enhanced cleaning within the BID boundary if businesses felt that it was important to Saffron Walden's offer.

Risk Analysis

11.

Risk	Likelihood	Impact	Mitigating actions
Establishment of a BID may not be supported by Saffron Walden Town centre businesses and enhanced cleansing may not be their priority	2	2	UDC will be enabling the establishment of a BID

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.

Committee: Cabinet

Agenda Item

Date: 14 July 2016

15

Title: Grants

Portfolio Holder: Cllr Lesley Wells

Key decision: No

Summary

1. The council administers a range of grant funding schemes to support the voluntary sector, charities and community groups.
2. Total funding across the six grant schemes is in the region of £525,000 per year, with more than half of this comprising the Voluntary Support Grant Scheme which provides funding to larger charities and voluntary organisations working in the district.
3. In addition to these schemes, but outside the scope of this report, the council also awarded in 2015/16 an additional £150,000 through the Members New Homes Bonus Scheme and the Saffron Walden Pig Market Charity, making the total given to good causes almost £675,000.
4. With the restructure of the council's Community Partnerships department, responsibility for grants administration has moved into the Leisure and Performance team. A review of processes and practices has been undertaken to establish the council's current approach and consider where improvements can be made.
5. This report contains recommendations to refine processes relating to the grant schemes, including addressing governance issues, but should be viewed as the start of a longer term process to review the way grants are managed and administered by the council and the authority's relationship with the voluntary sector. This review will consider how 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.

Recommendations

6. Officers are instructed to develop a new Grants Policy to centralise the various guidance documents that exist, set 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 under the different schemes.
7. 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	From 2017/18 Voluntary Support Grants are offered for a two year rolling period. Applications for the next financial year are made by the end of September of the current financial year, ie. for 2017/18

		<p>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> <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 of funding being withdrawn</p>
38	Community Project Grants	<p>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.</p>
44	Leisure and Cultural Grants and Sports Grants	<p>The Director Finance and Corporate Services is given delegated powers to approve Leisure and Cultural Grants and Sports Grants in consultation with the Cabinet Member for Communities and Partnerships.</p>

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, including governance, will be brought back to Cabinet.

Financial Implications

- There are no recommendations in this report which would change the budgeted amount available for grant funding

Background Papers

- 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

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Communication/Consultation	Major voluntary sector organisations have already been contacted regarding proposed changes to the Voluntary Support Grants scheme. Further consultation will be required to progress changes to grant
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	award schemes in the coming years
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	Formalisation of some decision-making processes, including delegated powers to officers, are proposed in this report

Situation

11. Grants are offered by the council through various schemes to support local charities, voluntary organisations, clubs and individuals for the benefit of the Uttlesford community.
12. This report covers the following six schemes administered by council officers:
 - Voluntary Support Grants
 - Community Project Grants
 - Leisure and Cultural Grants
 - Sports Grants
 - Youth Travel Grants
 - Youth Grants
13. In addition to these six schemes, the Member New Homes Bonus Scheme provides £3,000 annually to each of the authority's 39 councillors to be spent in their ward. This scheme has been the subject of previous Cabinet consideration and is not covered in this report. The council is also the sole trustee of the Saffron Walden Pig Market Charity and income received by this charity is awarded to local groups. For 2015/16 the amount of £33,749 was awarded to the Citizens Advice Bureau.
14. Invitation to apply for community and voluntary grants is offered via the council's website, local press releases, directly through council members and through the Council for Voluntary Service Uttlesford. The administration of all grant applications has recently been transferred to the Leisure and Performance department with the exception of Youth Grants which recently transferred to the Assistant Chief Executive – Legal service area. Previously all grants were managed by the Community Partnerships Team.
15. The council does not currently have a Grants Policy to support its strategic aims with regards to grant allocation and management. Officers believe it would be of benefit to have such a policy in place.

16. Current grants processes have been reviewed by the Leisure and Performance Manager and Assistant Director of Corporate Services. It has become apparent through this work that there is a need for formal confirmation of some aspects of decision-making. Recommendations are set out in this report.
17. In addition to addressing these governance matters, officers have identified specific changes to the key grant scheme – the Voluntary Support Grants – in order to better reflect the council’s projected financial position in coming years, ensure grant applicants are providing services which help the council meet its corporate objectives and provide them with more time between application decision and the start of the new financial year
18. The council’s grant funding provision is generous, with a total revenue budget for 2016/17 of £414,120, plus £110,000 in the Capital budget programme.
19. This table shows Uttlesford’s total revenue budget and its spending on revenue community grants in the last audited year (2014/15) compared to neighbouring or similar sized councils where the information could be found:

Authority	Voluntary Sector Grants (£)	2014/15 Total Revenue Budget (£)	% spend
Maldon	84,217	8,530,000	1.0%
East Herts	327,221	18,887,000	1.7%
Castlepoint	133,886	10,720,000	1.2%
Braintree	337,000	14,653,000	2.3%
Uttlesford	351,355	8,207,697	4.3%

20. This initial review of grants should be viewed as the beginning of a wider analysis of the council’s relationship with the voluntary sector. Given the predicted financial impact of changes to local authority funding in coming years, it will be necessary to examine both the amount of money and the way the council allocates it to ensure grant funding is being used for the maximum possible benefit in delivering key corporate objectives and meeting the needs of the community.
21. Matters such as the sustainability of services provided by the voluntary sector and opportunities to use council grants for match-funding will become of increasing importance. During the proposed two-year period for the new Voluntary Sector Grants (see below) officers will further review all grant funding schemes.
22. The following sections of this report detail the six main grants and make specific recommendations for each of them.

Voluntary Support Grants

23. The council’s largest budgetary commitment for grants is the Voluntary Support Grants scheme. This has previously been managed on a three year basis. Applications are made by voluntary groups in the district outlining their funding requirements for the three year period. Applications are reviewed to ensure specific criteria will be met before being approved by Members. Recipients are requested to submit quarterly

'balanced scorecards' containing information on KPIs developed for each organisation. These are reviewed to ensure adherence to the scheme. The groups receiving the grants have then been invited to update Members regarding achievement of their funding objectives at the end of each financial year during the grant period. There is no funding limit set for individual applications and awards under the previous three year scheme have ranged from £3,000 a year to £115,000 a year.

24. The latest three year period ran from 2013/14 to 2015/16. Due to this review, it was agreed that an additional year's funding would be awarded to each of the organisations for 2016/17. Therefore the new grant period is due to begin in April 2017. The budget for Voluntary Support Grants in 2016/17 is £281,927 and there are 11 charities and voluntary organisations which receive it. These include the Uttlesford and East Herts Citizens Advice Bureaux, the Volunteer Centre Uttlesford, Uttlesford Community Travel, Support 4 Sight, the Council for Voluntary Service Uttlesford and the Volunteer Centre Uttlesford. See Appendix A.
25. The council holds a contingency budget for Voluntary Support Grants. The original budget for 2015/16 was £107,740, of which £50,000 was allocated to Youth Grants (see separate section below). This contingency fund was established for use in instances where an applicant's circumstances may have changed during the funding period and additional funds were being requested, or for new applications approved during the scheme period due to exceptional circumstances.
26. During the review officers identified areas in the process which it is recommended the council addresses.
27. The council's Medium Term Financial Strategy (MTFS) predicts a £700,000 shortfall in funding in 2018/19 due to reductions in core funding. Although the MTFS contains assumptions about changes in funding, for example with regard to New Homes Bonus, the council is not currently in a position to commit to high levels of long term funding. Therefore it is proposed that the period for the next round of Voluntary Support Grants is restricted to two years. However, it is also proposed to make the scheme a rolling programme to help organisations plan for the future.
28. The end of year presentation evening by grant recipients, while providing an opportunity for organisations to network, does not necessarily add value to the process. The decision whether to award grants has in the past been based on paper applications with no opportunity for Members to directly question the applicants before deciding whether to award grants.
29. Previously, Voluntary Support Grant decisions have been made at the end of a calendar year. There would be benefit in bringing the application and decision period forward in the council year. This would enable the council to align the grants process with its budget setting processes and the organisations making applications would have more notice before the start of the next financial year as to whether or not their application had been successful.
30. Previously grants have been approved by a panel of Cabinet Members. In order to formalise this arrangement, a Committee of the Cabinet should be established to make these decisions.
31. Recommendations for the Voluntary Support Grants process:

- From 2017/18 Voluntary Support Grants are offered for a two year rolling period.
- 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.
- 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.
- A Committee of the Cabinet is established to act as the award panel.
- Funding will only be considered if applicants can demonstrate how their work will contribute towards the council meeting its corporate objectives.
- 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 of funding being withdrawn

Community Project Grants

32. The Community Project Grant Scheme is for larger planned projects within the community such as the development of land for recreational purposes, children's play areas or refurbishment of facilities. Funding amounts are offered from £100 up to a maximum of £3,500.
33. The Community Project Grants are currently funded through the council's Capital Programme and are decided on an annual basis. Applicants have three months from the start of the new financial year to make applications.
34. Requests for funding are considered by the Cabinet Member for Communities and Partnerships and final approval given by the Leader of the Council.
35. Spend in the previous years has been £80,558 (2014/15) and £74,131 (2013/14). The unaudited spend 2015/16 is £130,649. This is against an annual budget of £110,000. However, because this scheme is funded from Capital, the grant awards are not limited to in-year spend and therefore may include an element of funding rolled over from one year to the next. See Appendix B.
36. During the review, senior finance officers expressed a view that this scheme should no longer be funded from Capital. Therefore from 2017/18 the Community Project Grants budget will transfer to the revenue budget which contains the funds from the other grants schemes. This will not have an impact on applicants.
37. Officers do not propose making any other changes to the way this scheme is administered except with regard to formalising decision-making arrangements.
38. It is recommended that for the Community Project Grants process:
 - 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.

Leisure and Cultural Grants and Sports Grants

39. Leisure and Cultural grants are available to support talented individuals, non-profit-making organisations and local charities providing services to/for the community and/or for the purpose of assisting the arts and cultural clubs. Sports grants are designed for sporting organisations and individuals who want to develop further by purchasing new equipment, undertaking training or delivering courses in the local community.
40. Both grant schemes are considered on a monthly basis and applications for funding can be no larger than £500. Each applicant is only permitted to apply for one grant each year. Applicants must have match-funded the grant but not with any other sources of money received from Uttlesford District Council, such as through the ward member New Homes Bonus scheme.
41. These two grants are administered on a single budget line totalling £12,250 a year, increased from approx. £9,500 in 2014/15. Despite the increase in available funding, applications have not increased and annual spend has been between £8,000 and £8,500 for the last two financial years, split evenly between both grant types. See Appendix C.
42. The schemes are currently administered by the Community Development Officer in consultation with the Cabinet Member for Communities and Partnerships.
43. Officers do not propose making any changes to the way this scheme is administered except with regard to formalising decision-making arrangements.
44. It is recommended that for the Leisure and Cultural and Sports Grants process:
 - The Director Finance and Corporate Services is given delegated powers to approve Leisure and Cultural Grants and Sports Grants in consultation with the Cabinet Member for Communities and Partnerships.

Youth Travel Grants

45. Youth Travel Grants offer the opportunity for groups or clubs to apply for funding of up to £200 for the hiring of transport or cost of fuel when carrying members of the organisation. Applications are limited to one per year per organisation. The £1,000 budget for this grant currently sits within the Community Safety budget although the administration of the scheme has recently transferred to the Community Development Officer and the budget will be transferred into the corporate Grants budget for 2017/18. The budget was fully spent in 2015/16. See Appendix D. Due to the small sums of money involved it is not considered necessary for Cabinet Member involvement in this scheme.
46. Officers do not propose making any changes to the way this scheme is administered except with regard to formalising decision-making arrangements.
47. It is recommended that for the Youth Travel Grants:
 - The Director Finance and Corporate Services is given delegated powers to approve Youth Travel Grants.

Youth Grants

48. The Youth Grants scheme supports organisations working with young people in the district, such as youth clubs, sports groups and Scouts/Guides. The budget of £50,000 currently sits in the Contingency grants budget line. There is a notional split in the

funding of £10,000 to support new clubs and £40,000 to support existing clubs. See Appendix E.

49. Administration of the scheme has recently transferred to the Assistant Chief Executive – Legal service area following the redistribution of functions previously undertaken by the Community Partnerships Team. As such it is the only one of the six grant schemes covered in this report not administered by the Leisure and Performance Team. Application paperwork may not be consistent with other grant schemes and there has previously been little Member involvement in considering awards, which range from £1,000 to £7,500. Therefore officers propose to transfer administration to the Community Development Officer so the council has a consistent approach to grants administration. In addition, decision-making arrangements need to be formalised.
50. Currently, the Youth Grants scheme can be used by sports clubs working with young people, allowing them to access sums of money larger than the £500 limit for the Sports Grants. However, having reviewed the council's grants schemes, officers are of the view that it may be better to manage all sports-related requests for funding through a single grant by transferring part of the Youth Grants budget to Sports Grants, increasing the maximum grant level for Sports Grants and limiting applications for Youth Grants to non-sports groups.
51. Officers will need to further analyse patterns of applications and spending in order to establish the most appropriate way to achieve this.
52. It is recommended that for 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.

Other Grants

53. In addition to the six grants schemes covered by this report, there are two standalone grants the council makes to individual organisations.
54. These are the Thaxted Festival (£3,000 funding per year) and the Dunmow Maltings/Museum (£3,750 per year). The original approval for grants to be given to these organisations was given by Members in 2007 and in 2013 Cabinet expressed a wish to maintain them.
55. There has been no formal review of these grants and officers consider it appropriate to consider them further.
56. Recommendation for 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, including governance, will be brought back to Cabinet.

Risk Analysis

57.

Risk	Likelihood	Impact	Mitigating actions
Governance arrangements are not sufficiently robust	1	3	The proposed changes formalise existing processes, improving accountability, value for money and transparency
Major grant funding awards do not contribute towards the council's objectives	2	3	Additional application steps outlined in this report will improve the decision making process

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.