



Uttlesford District Council

Chief Executive: Dawn French

Cabinet

Date: Monday, 10 July 2017
Time: 19:00
Venue: Foakes Hall, Great Dunmow
Address:

Members: Councillors H Rolfe (Leader and Chairman), S Barker, S Howell, V Ranger, J Redfern and H Ryles

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 Governance, Audit and Performance 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 meeting held on 6 July 2017 (when available)**
To consider the minutes of the meeting held 6 July 2017.

- 3 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
- 4 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
- 5 Reports from Governance, Audit and Performance and Scrutiny Committees (standing item)**
To consider any reports from the Governance, Audit and Performance and Scrutiny Committees
- 6 Refugee Working Group**
To receive a report from the Refugee Working Group (standing item)
- 7 Budget Outturn 2016-2017** 7 - 30
To consider the report on Budget Outturn for 2016-2017.
- 8 Treasury Management Outturn 2016-2017** 31 - 40
To consider the report on Treasury Management Outturn 2016-17.
- 9 Local Council Tax Support Scheme 2018-2019** 41 - 50
To consider the report on the Local Council Tax Support Scheme for 2018-2019.
- 10 Business Rates - Revaluation Relief** 51 - 54
To consider the report on the Revaluation Relief Funding Scheme.
- 11 Local Heritage Criteria Strategy** 55 - 70
To consider the Local Heritage Criteria strategy report.
- 12 Buildings at Risk Register** 71 - 136
To consider the Buildings at Risk Register report.

- 13a Asset of Community Value Nomination: The Crown, Elsenham** 137 - 148
To consider the Asset of Community Value Nomination for The Crown Public House, Elsenham.
- 13b Asset of Community Value Nomination: The Black Lion, High Roding**
The Council has recently received a nomination of the Black Lion, High Roding as an asset of community value. Ordinarily the Cabinet would decide whether or not to accept the nomination. However, the late receipt of the nomination has left insufficient time to bring this before the Cabinet meeting on 10 July. As the application needs to be determined by 14 August, officers recommend that it should be considered by a panel of three Cabinet members. The nominees for the panel are Councillors Susan Barker, Vic Ranger and Howard Rolfe.
- 14 Carver Barracks Sports Project** 149 - 156
To consider the Carver Barracks Sports Project report.
- 15 S106 Community Pot Stansted** 157 - 160
To consider the report on the S106 Community Pot request for Stansted.
- 16 Aspire (CRP) Ltd Non Executive Directors** 161 - 162
To consider the appointment of non-executive directors to Aspire (CRP) Ltd.
- 17 Any other items which the Chairman considers to be urgent**
To consider any items which the Chairman considers to be urgent.
- 18 Consideration of an item containing exempt information within the meaning of para 3 of schedule 12A of the Local Government Act 1972**

PART 2
Exclusion of the Public and Press

19 Aspire (CRP) Ltd Request for Building Refurbishment Funds

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

MEETINGS AND THE PUBLIC

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

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Committee: CABINET

Agenda Item

Date: 10 JULY 2017

7

Title: 2016/17 OUTTURN

Portfolio Holder: Councillor Simon Howell

Key Decision: No

Summary

1. This report summarises the 2016/17 Outturn position as follows:
 - General Fund: a net favourable variance of £691,000 (after allowing for planned transfers to earmarked reserves).
 - Housing Revenue Account: an in year surplus of £272,000.
 - Capital Programme: expenditure of £9,478,000 which is £9,159,000 below the current budget of £18,637,000. After allowing for slippage requests of £9,717,000, there is a net overspend of £558,000.
2. In accordance with statutory regulations, the draft 2016/17 Statement of Accounts are consistent with the 2016/17 results reported here. These figures were certified by the Director of Finance and Corporate Services on the 31 May 2017, and will reflect the Cabinet's decisions regarding use of reserves.
3. The final accounts will be submitted to the Governance, Audit and Performance Committee for approval on 27th July.
4. 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 7th September.

Recommendations

5. The Cabinet is recommended to:
 - Approve the 2016/17 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

6. The report sets out the Council's financial performance for 2016/17 and the level of reserves as at 31 March 2017. Otherwise there are no direct financial implications arising from the recommendations.

Background Papers

7. 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

8. The net operating expenditure original budget approved by Cabinet and Full Council in February 2016 was £2.895m and during the year this was updated and the current budget was £3.776m, an increase to the budget of £0.881m. The movement is due to an adjustment between Capital Financing and the Waste Depot Reserve and has no material effect on the bottom line.
9. The net operating expenditure final outturn position of £2.465m has reduced by £1.224m compared with the period 9 outturn figure of £3.688m. The final variance outturn for net operating expenditure is £1.311m favourable, compared to the previous favourable variance of £0.880m as at 31 December 2016 and reported to Members on 16 February 2017.
10. After allowing for transfers to and from earmarked reserves (subject to members approval), the final outturn for the overall net budget position is £4.136m, a net favourable variance of £0.691m against the revised budget of £4.827m. The variance is £0.030m lower than the period 9 forecasted £0.721m overall net position.
11. The table below shows the predicted variance outturn position for each quarter in 2016/17 as reported to Cabinet:

	Quarter 1 outturn £'000	Quarter 2 outturn £'000	Quarter 3 Outturn £' 000	Quarter 4 Outturn £' 000
Direct Service Budgets	95	229	269	(108)
Corporate Costs	1,219	(254)	(357)	(936)
Funding	(169)	(169)	0	(266)
Use of Reserves	(803)	(446)	(633)	620
Total	342	(640)	(721)	(691)

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

£ '000	2015/16	2016/17			
	Outturn	Original Budget	Current Budget	Final Outturn	Variance
Communities & Partnerships	775	902	902	779	(123)
Housing & Economic Development	1,227	1,398	1,398	1,353	(45)
Environmental Services	1,844	2,380	2,456	2,492	36
Finance & Administration	4,940	5,215	5,139	5,163	24
Portfolio (Service) Budgets	8,786	9,895	9,895	9,787	(108)
Corporate Items	442	805	2,024	1,088	(937)
Total Net Budget	9,228	10,700	11,919	10,875	(1,045)
Funding	(7,607)	(7,805)	(8,143)	(8,410)	(266)
Net Operating Expenditure	1,621	2,895	3,776	2,465	(1,311)
Transfers to/from (-) Reserves	1,150	1,932	1,051	1,671	620
OVERALL NET POSITION	2,771	4,827	4,827	4,136	(691)

13. The service & corporate budget outturn of £1.045m underspent is £0.957m better than the period 9 forecasts of £0.088m underspend. The following are the significant full year (under)/over spends:

14. Variances outside of the Council's control

- NNDR Funding – £266,000 increased funding is the net effect of a transfer to the business rates reserve of £555,000, no levy payment due of £505,000 and unbudgeted income of £332,000 for renewable energy schemes.
 - Business Rates Reserve – the £555,000 relates to our share of prior year surpluses being released from the collection fund to the reserve. This reserve is ring fenced to support our share of any future year deficits in the collection fund.
 - Levy Payment – the original budget predicted the payment due to Central Government for growth in business rates revenue above our baseline funding allocation would be £505,000. One of our largest businesses was successful in their appeal to the Valuation Office for an assessment of their rateable value. This revaluation was backdated to 2015 and generated a large refund and also reduced their liability for the current year. As this reduction in liability reduced our level of net collectible

income (taking us back to our baseline funding level) we no longer had an obligation to pay the levy charges to Central Government.

- Leisure PFI – £87,000 is a reduction in the payment against the current PFI model, this has been allocated to a specific reserve to cover any possible income shortfalls that may occur in future years.
- Housing Benefit - £50,000 net overspend on the Rent Rebate and Rent Allowances subsidy claim. The overspend relates to the
 - £53,000 reduction in the bad debt provision
 - £102,000 overspend is the net effect of the subsidy grant funding for the payment of housing benefit, the Council is reimbursed for approximately 98% of expenditure incurred.

15. Variances within the Council's control

Direct Service Overspends

- Planning Policy - £510,000 is for agency staff and consultants to cover vacant posts and provide expertise on progressing the local plan. This has a net nil bottom line effect as this expenditure is funded from the Planning Reserve.
- Corporate Team - £155,000 relates to the set up costs of the Council's arm's length wholly owned company 'Aspire Ltd', this expenditure is funded from the transformation reserve and has a net nil bottom line effect.
- Legal Services - £122,000 is the cost of agency staff to cover the vacant posts for Head of Legal Services and Solicitor. The head of Legal Services costs are offset by the saving in the Corporate Management budget for the vacant Assistant Chief Executive – Legal post.
- Council Offices - £117,000 is due to emergency repair works required, (mainly at the London Road Offices) and a restructure of Facilities and Stewarding.
- Human Resources - £78,000 relates to the implementation of the new Employee and Payroll system, iTrent. This is funded from the transformation reserve and has no bottom line effect.
- Economic Development - £59,000 is business rates relief to support local businesses, either for new businesses or to encourage existing businesses to continue trading in the district. This is funded from a mix of the Economic Development and Business Rates Reserve and the cost has no bottom line effect.
- Grounds Maintenance - £32,000 relates to emergency tree work due to extreme weather earlier in the year and additional agency return to complete the required hedge and grass cutting schedule.

Direct Service Underspends

- Waste Management - £240,000. Relates to increased recycling credits from ECC of £133,000. ECC also notified the Council that there would be no charge for the bulking fee (£70,000) and there was an increased uptake on green waste kerbside.

- Local Council Tax - £196,000 is the council's share of the extra income from the Fraud and Compliance sharing agreement with the major preceptors.
- Licensing - £82,000 is the increased taxi licence applications, which is directly attributable to the new licensing structure of renewals (now every 3 or 5 years).
- Housing Strategy - £70,000 relates to a late allocation of New Burdens grant of £55,000 for Community Housing Fund, new build and the house building register and £15,000 to offset costs in relation to identifying land.
- Public Health - £46,000 is the net effect of increased income relating to imported foods and subsequent higher consultancy and fees.
- Benefit Administration - £45,000 increased funding allocation for New Burdens and Universal credit.
- Land Charges - £34,000 is the increase in fee income.
- Business Improvement & Performance - £33,000 is due to a vacant post and recruitment has been frozen whilst assessing the needs of the service.
- Conducting Elections - £33,000 is the net effect of increased income for additional elections/referendums not planned.
- Office Cleaning - £32,000 relates to staffing vacancies and efficiencies gained from new window cleaning contract.
- Building Surveying - £32,000 net effect of increased fee income due to increased local construction activity and associated additional staffing costs.
- Information Technology - £30,000 reduced costs as projects delayed due to staff resources.
- Car Parking - £30,000 increased income collection.

Corporate Variances

- Capital Financing – £660,000 underspend is related to the slippage in capital expenditure as detailed in the Capital Programme detailed later in the report at point 24 to point 28. The underspend in the financing requirement have been offset against the re-profiling of internal debt for expenditure incurred in 2012/13.
- HRA Recharge – this relates to the amount of central resources allocated to the HRA and includes for example, Accountancy, Human Resources, allocation of costs of the building and utilities. The actual cost of this is £264,000 higher than budgeted and is due a higher level of support required in year than originally anticipated.

16. The movements in the outturn from the Period 9 forecasted position presented to Cabinet in February 2017, are detailed in the table below;

Outturn movement from Period 9 to Period 12		
	£ '000	£ '000
Services		
Corporate Team	94	
Information Technology	(44)	
Local Council Tax Support	50	
Council Offices	70	
Net minor variances	(64)	
Community and Partnerships	106	
Health Improvement	53	
Homelessness	(25)	
Building Surveying	(22)	
Lifeline	(20)	
Net minor variances	(30)	
Housing and Economic Development	(44)	
Waste and Recycling	(114)	
Development Management	(86)	
Housing Strategy	(55)	
Public Health	(30)	
Planning Management and Admin	(29)	
Net minor variances	(62)	
Environment	(376)	
Day Centres	(25)	
Grants and Contributions	(18)	
New Homes Bonus (Ward Member Grants)	(18)	
Net minor variances	(2)	
Finance and Administration	(63)	
Total Services		(377)
Capital Financing	(250)	
Investment Income	(78)	
Recharge to HRA	(264)	
Net minor variances	12	
Corporate Items		(580)
Business Rates income	(263)	
Net minor variances	(3)	
Funding		(266)
DWP	(115)	
Transformation Reserve	(128)	
Economic Development	(29)	
Planning	63	
Waste Depot	1,488	
Voluntary Sector	(41)	
Net minor variances	15	
Reserves		1,253
Total Movement		30

RESERVES

17. The following is a summary of General Fund reserves, based upon the outturn position set out in this report. The ring fenced reserves have increased by £0.475m, usable reserves have increased by £2.422m, which is the transfer from the original 2017/18 budget surplus and the final outturn underspend; giving an overall increase in reserves of £2.897m.
18. The 2016/17 underspend has been allocated to the Strategic Initiatives Reserve which is subject to members approval as detailed in the Recommendations in point 4 above.

Reserve £'000	Balance 1st April 2016	Transfer from General Fund	Transfer to General Fund	Balance 31st March 2017
<u>RINGFENCED RESERVES</u>				
Business Rates	500	567	(33)	1,035
Department for Work and Pensions	136		(65)	71
Licensing	17		(17)	
Working Balance	1,246	22		1,268
TOTAL RINGFENCED RESERVES	1,899	590	(114)	2,374
<u>USABLE RESERVES</u>				
Financial Management Reserves				
Medium term Financial Strategy	1,000			1,000
Transformation	960		(194)	766
	1,960		(194)	1,766
Contingency Reserves				
Emergency Response	40			40
	40			40
Service Reserves				
Economic Development	194		(74)	120
Elections	25	25		50
Homelessness	40			40
Health and Wellbeing		27		27
Neighbourhood Planning	139		(29)	110
Planning	843		(495)	348
Development Control		27		27
Housing Strategy		34		34
Strategic Initiatives	4,504	3,067	(80)	7,491
Waste Depot Relocation Project	1,488			1,488
New Homes Bonus Ward Member	39	30	(31)	38
Voluntary Sector	41		(41)	
Waste Management	131	70		201
Private Finance Initiative		87		87
	7,444	3,366	(750)	10,060
TOTAL USABLE RESERVES	9,444	3,366	(944)	11,866
TOTAL RESERVES	11,343	3,956	(1,059)	14,240

HOUSING REVENUE ACCOUNT

19. This is the fifth year of the new HRA Business Plan, following the self-financing reforms. The original HRA budget planned for an in-year operating surplus of £3.490m, with £7.503 of planned funding for capital projects and transfers from reserves of £4.013.

20. The final outturn shows a surplus is £0.272m. The variance is made up of a net operating surplus of £0.001m. The favourable variance in the HRA capital funding of £4.319m and the reduced requirement on the reserves of £4.048m is due to the delay in capital projects as detailed in the 2016/17 Capital Programme.

21. The table below gives a summary of the HRA budget; full details of the outturn and variances can be seen in Appendix B.

£'000	2015/16	2016/17			
	Outturn	Original Budget	Current Budget	Outturn	Variance to Current Budget
Total Service Income	(15,454)	(15,455)	(15,455)	(15,412)	43
Total Service Expenditure	4,338	4,240	4,240	4,304	65
Total Corporate Items	7,457	7,725	7,725	7,617	(108)
Operating Surplus/Deficit	(3,659)	(3,490)	(3,490)	(3,491)	(1)
Funding of Capital Items	2,161	7,503	7,503	3,184	(4,319)
Use of Reserves	1,498	(4,013)	(4,013)	35	4,048
Total Use of Reserves/Funding	3,659	3,490	3,490	3,218	(272)
(SURPLUS)/DEFICIT	0	0	0	(272)	(272)

VARIANCES

22. The key variances are detailed below;

- Sheltered Housing - £101,000 is the net overspend and the following are the key items
 - £126,000 overspend is the effect of the reducing Supporting People grant.
 - £33,000 increased rental income for sheltered housing units.

- Housing Repairs - £33,000 is the net overspend and the following are the key items
 - £294,000 overspends for works procured externally due to reduced resources/skill set to carry out work internally.
 - £160,000 underspends on Asbestos Management and Pre-paint repairs as less work was required than estimated, plus the Legionella Management contract renewal achieved higher than expected savings.
 - £34,000 underspends due to in year vacancies.
- Common Service Flats - £49,000 underspend relates to a reduction in utility costs.
- Estate Maintenance - £37,000 underspend is an element of planned works being delayed due to other priorities identified taking priority.
- Bad Debt Provision - £181,000 reduction in the provision is due to a realignment of the requirement relating to the previous two years. A bad debt provision is still held on the balance sheet and this is an accounting adjustment to realign the total requirement.
- General Fund Recharge - £264,000 increase in costs due to the amount of central resources allocated to the HRA and includes for example, Accountancy, Human Resources, allocation of costs of the building and utilities. The actual cost was higher than budgeted and is due a higher level of support required in year than anticipated.
- Impairment on Assets - £161,000 is a reversal of previous year's charges to the revenue account due to a higher valuation in 2016/17. This impairment reversal relates to Garages, Newport Depot and temporary accommodation units
- Funding of Capital Programme and Reserves – A total of £7.503m was budgeted in 2016/17, of this £3.49m was to be funded from revenue balances and £4.013m to be drawn from reserves. Due to delays and slippage in the capital programme only £3.184m was spent in year. This resulted in no requirement to drawdown on reserve balances.

HRA RESERVES

23. It is proposed that the 2016/17 surplus of £0.272m be earmarked for Capital Projects and this has been included in the reserves balances subject to Cabinet approval. Below is a summary of HRA reserves:

Reserve £'000	Balance st April 2016	Transfer from Revenue Account	Balance 1st March 2017
Ringfenced Reserves			
Working Balance	463	35	498
	463	35	498
Usable Reserves			
Transformation/Change Management	180		180
Revenue Projects	60		60
	240		240
Capital Reserves			
Capital Projects	3,537	272	3,809
Potential Development Projects	2,298		2,298
Sheltered Housing Projects	318		318
	6,153	272	6,425
TOTAL USABLE RESERVES	6,393	272	6,665
TOTAL RESERVES	6,856	307	7,163

CAPITAL PROGRAMME

24. The capital programme current budget, including slippage from 2015/16 as approved at previous Cabinet meetings, is £18.637m. During 2016/17 slippage requests totalling £9.717m have been identified, these relate to schemes now scheduled to either complete or take place in 2017/18.

25. Against the revised budget of £8.920m (after allowing for slippage), total capital expenditure in the year was £9.478m, £0.558m over the budget.

26. 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	Original Budget 2016-17	Slippage b/fwd from 2015/16	Current Budget 2016-17	Slippage c/fwd to 2017/18	Revised Budget 2016/17	Outturn	(Under) / Over Spend (after slippage)
Capital Expenditure							
Community and Partnerships	110	252	362	68	294	391	97
Environmental Services	549	846	1,395	662	733	648	(85)
Finance & Administration	362	1,676	2,038	1,670	368	409	41
Housing and Economic Developmen	640	166	806	145	660	1,123	463
	1,661	2,940	4,601	2,545	2,055	2,571	516
Housing Revenue Account Schemes	9,714	4,323	14,037	7,172	6,865	6,907	42
Total Capital Programme	11,375	7,262	18,637	9,717	8,920	9,478	558
Capital Financing							
Grants and Contributions	1,506		1,506			1,279	
Direct Revenue Funding - GF	793		2,730			763	
Capital receipt	273		366			69	
Direct Revenue Funding - HRA	5,092		9,174			3,383	
Major Repairs Reserve	3,280		3,428			3,255	
Internal Borrowing	431		1,433			730	
	11,375		18,637			9,478	

Variations

27. The main variations to each scheme where the outturn differs from the revised budget and slippage has not been requested are detailed below.

- Housing Strategy Grant – £570,000 is expenditure not budgeted in year. The council received a grant from Harlow Council on behalf of Hastoe Housing, this was for Growth Area Funding (also known as Programme of Development) and the capital programme was the accounting mechanism used to transfer these funds to Hastoe Housing. The expenditure shown in the capital programme is offset by this grant which is incorporated in the grants and contributions section of the capital financing and as such has no financial impact on the council's cash balances.

- Motte & Bailey Castle - £96,000 overspend is due to delays caused by inclement weather conditions in the second stage of the project. This was offset by extra funding received from English Heritage.
- Compulsory Purchase Order - £118,000 underspend, an annual rolling budget is set and this is then financed by the future sale of the property. One purchase was made in 2016/17 at a cost of £182,000 through this mechanism and the council received a total of £228,000 following the sale and reimbursement of costs.

28. 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 15) until 2017/18. CMT support the slippage requests as set out below:

£'000	Requested Slippage £ '000	Reasons for slippage
<u>General Fund</u>		
Community Project Grants	38	Further advertising of grant scheme to ensure full allocation in 2017/18
CCTV Thaxted	30	Thaxted Parish to submit Business Case to the Police to finalise CCTV arrangements
Vehicle Replacement Programme	560	Re-profiling of rolling programme, service strategies in progress to align vehicle programme with service delivery
Lower Street Car Park Extension	102	Staff resources delayed negotiations with landowners, external resources to be engaged to progress the scheme
Dunmow Depot	1,485	External factors delayed progress (ECC transfer station) and delays in identifying suitable land sites.
Superfast Broadband	100	Delayed due to planned Essex partnership working on larger project
	<u>2,315</u>	
<u>Housing Revenue Account</u>		
Resurfacing access roads	150	Programme delayed due to new contract of works being tendered
Unidentified	166	£600k of original budget transferred to Sheds Lane, remainder to be c/fwd for future projects
Catons Lane	104	Project delayed due to issues with the water supply connection. Project now complete and budget c/fwd is retention figure
Sheds Lane	577	Tender process now complete and project due to commence in August 2017
Reynolds Court	3,899	Reprofile of payments and project on schedule to complete in September 2018 as planned
Hatherley Court	1,660	Reprofile of project timetable due to initial tender too expensive, reassessment of specification and second tender successfully completed. Project now commenced and due to complete July 18
Walden Place	410	Delay due to the varying disposal methods available, which offer varying returns for the Council's asset. Further options to be considered and presented to Members
	<u>6,967</u>	
Net of other minor variances	435	
	<u>9,717</u>	

SECTION 106 BALANCES

29. A statement of Section 106 balances is included at Appendix D. As at 31 March 2017, a total of £2.8 million was held.

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)	<p>Close liaison with external auditors</p> <p>Report audit outcomes to Cabinet in September</p> <p>Statement of Accounts and the auditor's report to be received by the Governance, Audit and Performance Committee in July.</p>

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.

2016/17 GENERAL FUND SUMMARY

£000	2015/16 Outturn	2016/17				
		Original Budget	Current Budget	Forecast Outturn Period 9	Final Outturn	Variance to Current Budget
Portfolio Budgets						
Community & Partnerships	775	902	902	842	779	(123)
Housing and Economic Development	1,227	1,398	1,398	1,397	1,353	(45)
Environmental	1,844	2,380	2,456	2,867	2,492	36
Finance & Administration	4,939	5,216	5,139	5,057	5,164	24
Sub-total - Portfolio and Committee Budgets	8,786	9,895	9,895	10,164	9,787	(108)
Corporate Items						
Capital Financing Costs	1,866	2,497	3,716	3,306	3,056	(660)
Investment Income	(97)	(119)	(119)	(65)	(143)	(24)
Pension Fund - Added Years	110	92	92	92	103	11
Pension Fund - Deficit	0	0	0	0	0	0
Recharge to HRA	(1,132)	(1,330)	(1,330)	(1,330)	(1,594)	(264)
HRA Share of Corporate Core	(305)	(334)	(335)	(335)	(334)	1
Sub-total - Corporate Items	442	805	2,024	1,668	1,088	(936)
Sub-total Budgets	9,228	10,700	11,919	11,832	10,875	(1,045)
Funding						
Council Tax - Collection Fund Balance	(90)	(152)	(152)	(152)	(152)	0
Council Tax - Freeze Grant 15/16	(51)	0	0	0	0	0
DCLG Other Funding	(8)	0	0	0	0	0
New Homes Bonus	(3,603)	(4,280)	(4,280)	(4,280)	(4,283)	(3)
NNDR - UDC Share (net of tariff)	(1,793)	(2,407)	(2,407)	(2,407)	(2,407)	0
NNDR - Levy/(Safety Net) Payment	673	505	505	95	0	(505)
NNDR - Section 31 Funding	(669)	(536)	(536)	(514)	(517)	19
NNDR - Collection Fund Balance	2,338	(231)	(231)	(231)	(231)	0
NNDR - Renewable Energy Schemes	0	0	0	(148)	(332)	(332)
Transfer to/from Ringfenced Reserve	(3,170)	(20)	(20)	516	535	555
Rural Service Grant	0	0	(338)	(338)	(338)	(0)
Settlement Funding	(1,234)	(684)	(684)	(684)	(684)	(0)
Sub-total - Funding	(7,607)	(7,805)	(8,143)	(8,143)	(8,410)	(266)
Net Operating Expenditure	1,621	2,895	3,776	3,688	2,465	(1,311)
Transfer to/(from) Reserves						
Department for Work and Pensions	(123)	50	50	50	(65)	(115)
Licensing	(15)	(16)	(16)	(16)	(17)	(1)
Working Balance	(36)	34	34	34	22	(12)
Medium term Financial Strategy	0	0	0	0	0	0
Transformation	(40)	0	0	(66)	(194)	(194)
Emergency Response	0	0	0	0	0	0
Access	(200)	0	0	0	0	0
Economic Development	(50)	0	0	(45)	(74)	(74)
Elections	(70)	25	25	25	25	0
Homelessness	0	0	0	0	0	0
Health and Wellbeing	0	0	0	0	27	27
Planning	(159)	0	0	(527)	(464)	(464)
Strategic Initiatives	2,024	2,369	2,376	2,296	2,296	(80)
Waste Depot Relocation Project	(12)	(600)	(1,488)	(1,488)	0	1,488
New Homes Bonus Ward Member	39	0	0	0	(1)	(1)
Voluntary Sector	41	0	0	0	(41)	(41)
Waste Management	(249)	70	70	70	70	0
Private Finance Initiative	0	0	0	85	87	87
Sub-total - Movement General Fund Reserves	1,150	1,932	1,051	418	1,671	620
COUNCIL TAX REQUIREMENT	2,771	4,827	4,827	4,107	4,136	(691)
Council Tax (Precept levied on Collection Fund)	(4,653)	(4,828)	(4,828)	(4,828)	(4,828)	-
OVERALL NET POSITION	(1,882)	0	0	(721)	(691)	(691)

APPENDIX A (continued)

Community and Partnerships

	2015/16 Outturn £ '000	2016/17 Original Budget £ '000	2016/17 Current Budget £ '000	2016/17 Period 9 Forecast £ '000	2016/17 Outturn £ '000	Variance to Current Budget £ '000
Assisted Travel	0	0	0			0
Community Information Centres	48	47	47	46	48	1
Community & Leisure Management	60	0	0	0	0	0
Day Centres	39	35	35	47	22	(13)
Emergency Planning	42	44	44	44	45	1
Grants & Contributions	317	373	373	404	386	13
Leisure & Performance	69	76	76	76	73	(3)
Leisure PFI	(86)	30	30	(55)	(57)	(87)
Museum Saffron Walden	169	180	180	163	163	(17)
New Homes Bonus	75	117	117	117	99	(18)
Renovation Grants	(1)	0	0	0	0	0
Sports Development	43	0	0	0	0	0
Portfolio Total	775	902	902	842	779	(124)

Housing and Economic Development

	2015/16 Actual £ '000	2016/17 Original Budget £ '000	2016/17 Current Budget £ '000	2016/17 Period 9 Forecast £ '000	2016/17 Outturn £ '000	Variance to Current Budget £ '000
Building Surveying	(107)	(95)	(95)	(105)	(127)	(32)
Committee Administration	178	208	208	212	205	(3)
Communications	255	266	266	269	264	(2)
Customer Services Centre	332	384	384	378	368	(16)
Democratic Representation	313	326	326	324	316	(10)
Economic Development	133	130	130	183	189	59
Energy Efficiency	39	47	47	40	34	(13)
Health Improvement	24	112	112	52	105	(7)
Homelessness	190	175	175	200	175	0
Housing Grants	10	10	10	10	10	0
Lifeline	(140)	(165)	(165)	(166)	(186)	(21)
Portfolio Total	1,227	1,398	1,398	1,397	1,353	(45)

APPENDIX A (continued)

Environmental

	2015/16 Actual £ '000	2016/17 Original Budget £ '000	2016/17 Current Budget £ '000	2016/17 Period 9 Forecast £ '000	2016/17 Outturn £ '000	Variance to Current Budget £ '000
Animal Warden	33	32	32	31	32	0
Car Parking	(607)	(612)	(613)	(588)	(643)	(30)
Community Safety	55	149	149	169	153	4
Depots	55	60	60	54	55	(5)
Development Management	(385)	(364)	(325)	(266)	(352)	(27)
Environmental Management & Admin	107	112	64	44	44	(20)
Grounds Maintenance	211	223	223	241	255	32
Highways	(12)	(13)	(13)	(8)	(11)	2
Housing Strategy	94	113	115	100	45	(70)
Licensing	(236)	(126)	(126)	(211)	(208)	(82)
Local Amenities	28	8	8	18	23	15
Planning Management & Admin	403	388	382	431	402	20
Planning Policy	353	278	279	807	789	510
Planning Specialists	207	182	182	165	164	(18)
Public Health	377	522	611	595	565	(46)
Street Cleansing	297	294	294	291	296	2
Street Services Management & Admin	248	277	277	277	271	(6)
Vehicle Management	345	378	378	365	373	(5)
Waste Management	271	479	479	353	239	(240)
Portfolio Total	1,844	2,380	2,456	2,868	2,492	36

APPENDIX A (continued)

Finance and Administration

	2015/16 Actual	2016/17 Original Budget	2016/17 Current Budget	2016/17 Period 9 Forecast	2016/17 Outturn	Variance to Current Budget
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Benefit Administration	92	201	201	191	156	(45)
Business Improvement & Performance Team	64	80	80	47	47	(33)
Central Services	361	382	382	381	382	0
Conducting Elections	86	1	1	0	(32)	(33)
Conveniences	23	21	21	21	21	0
Corporate Management	630	667	667	651	673	6
Corporate Team	99	102	102	163	257	155
Electoral Registration	52	60	60	50	45	(15)
Enforcement	142	174	97	73	72	(25)
Financial Services	920	1,050	1,050	1,064	1,075	25
Housing Benefits	421	153	153	65	103	(50)
Human Resources	207	228	228	316	306	78
Information Technology	1,142	1,181	1,181	1,195	1,151	(30)
Internal Audit	110	114	114	114	113	(1)
Land Charges	(131)	(76)	(76)	(105)	(110)	(34)
Legal Services	23	98	98	223	220	122
Local Council Tax Support	7	(22)	(22)	(268)	(218)	(196)
Local Tax Collection	(100)	(90)	(90)	(50)	(61)	29
Non Domestic Rates	(137)	(145)	(145)	(145)	(146)	(1)
Offices	384	354	354	401	471	117
Office Cleaning	157	179	179	159	147	(32)
Revenues Administration	387	504	504	511	491	(13)
Portfolio Total	4,939	5,216	5,139	5,057	5,163	24

2016/17 HOUSING REVENUE ACCOUNT SUMMARY

£'000	2015/16 Outturn	2016/17				
		Original Budget	Current Budget	Forecast Outturn Period 9	Outturn	Variance to Current Budget
<u>Housing Revenue Income</u>						
Dwelling Rents	(14,452)	(14,335)	(14,335)	(14,335)	(14,315)	20
Garage Rents	(210)	(208)	(208)	(192)	(196)	12
Other Rents etc	(5)	(3)	(3)	(3)	(6)	(2)
Charges for Services & Facilities	(768)	(908)	(908)	(811)	(871)	37
Contributions towards Expenditure	(20)	0	0	0	(24)	(24)
Total Income	(15,454)	(15,455)	(15,455)	(15,342)	(15,412)	43
<u>Housing Finance & Business Management</u>						
Business & Performance Management	234	103	103	96	94	(9)
Rents, Rates, & Other Property Charges	83	76	76	76	52	(24)
	317	179	179	172	146	(33)
<u>Housing Maintenance & Repairs Service</u>						
Common Service Flats	210	226	226	226	177	(49)
Estate Maintenance	147	145	145	145	108	(37)
Housing Repairs	2,462	2,324	2,324	2,317	2,357	33
Housing Sewerage	54	53	53	59	59	5
Newport Depot	17	11	11	33	39	28
Property Services	282	273	273	279	300	27
	3,172	3,032	3,032	3,059	3,039	8
<u>Housing Management & Homelessness</u>						
Housing Services	267	394	394	375	383	(11)
Sheltered Housing Services	566	635	635	594	736	101
Supporting People	16	0	0	0	0	0
	849	1,029	1,029	969	1,119	90
Total Service Expenditure	4,338	4,240	4,240	4,200	4,304	65
<u>Other Costs</u>						
Bad Debt Provision	17	50	50	50	(131)	(181)
Depreciation - Transfer to MRR	3,383	3,427	3,427	3,426	3,419	(9)
Recharge from General Fund	1,132	1,330	1,330	1,330	1,594	264
HRA Share of Corporate Core	305	335	335	335	334	(2)
Impairment - Other Assets	61	0	0	0	(161)	(161)
Interest/Costs re HRA Loan	2,611	2,625	2,625	2,625	2,627	2
Investment Income	(42)	(52)	(52)	(52)	(60)	(9)
Pension Costs - Added Years	0	19	19	19	17	(2)
Right to Buy Admin Cost Allowance	(10)	(10)	(10)	(20)	(22)	(12)
Total Non-Service Expenditure	7,457	7,725	7,725	7,714	7,617	(108)
TOTAL EXPENDITURE	11,795	11,965	11,965	11,914	11,921	(43)
Operating Surplus/Deficit	(3,659)	(3,490)	(3,490)	(3,428)	(3,491)	(1)
<u>Funding of Capital Programme from HRA</u>						
Funding of Capital Items	2,161	7,503	7,503	3,607	3,184	(4,319)
	2,161	7,503	7,503	3,607	3,184	(4,319)
<u>Transfers to/from(-) Reserves</u>						
Capital Projects	0	(3,613)	(3,613)	(238)	0	3,613
Change Management Reserve	0	0	0	0	0	0
Potential Developments	1,498	(92)	(92)	0	0	92
Sheltered Housing Reserve	0	(318)	(318)	0	0	318
Transformation Reserve	0	0	0	0	0	0
Working Balance	0	10	10	59	35	25
	1,498	(4,013)	(4,013)	(179)	35	4,048
Total Use of Reserves/Funding	3,659	3,490	3,490	3,428	3,218	(272)
(SURPLUS)/DEFICIT	(0)	(0)	(0)	0	(272)	(272)

CAPITAL PROGRAMME

£'000	Original Budget 2016-17	Current Budget 2016-17	Outturn	Outturn to Budget Variance	Requested Slippage	Under / Over Spend (after slippage)
Community and Partnerships						
S/W Motte & Bailey Castle	0	200	296	96		96
Community Project Grants	110	127	89	(38)	38	0
CCTV Thaxted	0	35	5	(30)	30	0
Community and Partnerships	110	362	391	29	68	97
Environmental Services						
Vehicle Replacement Programme	301	1,147	541	(606)	560	(46)
Household Bins	70	70	72	2		2
Kitchen Caddies	10	10	7	(3)		(3)
Garden Waste Bins	20	20	21	1		1
Trade Waste Bins	10	10	8	(2)		(2)
Lower Street Car Park Extension	102	102	0	(102)	102	0
On-Board Vehicle Weighing Equipment	36	36	0	(36)	0	(36)
Total Environmental Services	549	1,395	648	(747)	662	(85)
Finance & Administration						
<u>IT Schemes</u>						
New members IT Equip	0	0	0	0		0
Minor Items IT	20	20	23	3		3
PSN CoCo Works	30	35	15	(20)	20	0
Mobile working - Housing	0	30	32	2		2
Mobile working - Planning & Env Health	0	69	76	7		7
PCI Compliance - Cash Receipting	0	32	3	(29)	29	0
PCI Compliance - Direct Debits	0	20	2	(18)	18	0
PCI Compliance - Cap Chg IT	0	0	0	0		0
UPS Server	0	0	0	0		0
Committee management system	20	20	0	(20)	20	0
Laptops and Tablets	20	20	7	(13)	13	(0)
CCTV London Road Offices	30	30	31	1		1
Scanning stations	10	10	0	(10)		(10)
<u>UDC Asset work</u>						
Council Offices Improvements						
- Building works	119	119	124	5		5
- Heating System	36	36	0	(36)	36	0
Stansted Conveniences - Grant	0	30	0	(30)	30	0
New Depot	0	0	37	37		37
Dunmow Depot	0	1,488	3	(1,485)	1,485	0
Solar Panels - Shire Hill	0	2	0	(2)		(2)
Museum Buildings work	52	52	50	(2)		(2)
Day Centres Cyclical Improvements	25	25	6	(19)	19	0
Total Finance & Administration	362	2,038	409	(1,629)	1,670	41

APPENDIX C (continued)

CAPITAL PROGRAMME

£'000	Original Budget 2016-17	Current Budget 2016-17	Outturn	Outturn to Budget Variance	Requested Slippage	Under / Over Spend (after slippage)
<u>Housing and Economic Development</u>						
Disabled Facilities Grants	260	293	360	68		68
Empty Dwellings	50	64	7	(57)		(57)
Private Sector Renewal Grants	30	49	4	(45)	45	0
Compulsory Purchase Order	300	300	182	(118)		(118)
Superfast Broadband	0	100	0	(100)	100	0
Housing Strategy Grant	0	0	570	570		570
Total Housing and Economic	640	806	1,123	318	145	463
<u>Housing Revenue Account</u>						
HRA Repairs	3,180	3,180	3,214	34	0	34
UPVC Fascia's and Guttering	100	251	204	(47)	47	(0)
Cash Incentive Scheme Grants	50	50	45	(5)	5	0
<u>Business Plan Items</u>						
Mobile Working Housing	0	65	0	(65)	65	0
Housing Contractors Portal & SAM	0	46	17	(29)	29	0
Energy Efficiency Schemes	150	252	193	(59)	59	0
Internet Café's in Sheltered Hsg	0	2	3	1		1
Resurfacing access roads	150	150	0	(150)	150	0
<u>New Builds</u>						
Unidentified	586	198	8	(190)	166	(24)
Catons Lane	0	310	206	(104)	104	0
Sheds Lane	0	600	23	(577)	577	0
Frambury Lane	0	0	13	13		13
Newton Grove	0	0	10	10		10
<u>Redevelopment Scheme</u>						
Mead court Phase 2	0	642	648	6		6
<u>Sheltered Schemes</u>						
Reynolds Court	4,200	6,174	2,275	(3,899)	3,899	(0)
Hatherley Court	898	1,707	47	(1,660)	1,660	0
Walden Place	400	410	0	(410)	410	0
Total HRA	9,714	14,037	6,907	(7,129)	7,172	42
Total General Fund	1,661	4,601	2,571	(2,029)	2,545	516
TOTAL CAPITAL PROGRAMME	11,375	18,637	9,478	(9,159)	9,717	558

SECTION 106 BALANCES

With Conditions	31 March 2016	Income	Adjustment	Drawn Down - Capital/Revenue	Balance at 31 March 2017
	£'000	£'000		£'000	£'000
S106 Receipts in Advance					
Priors Green, Takeley	146	-	-	-	146
Land north of Ingrams, Felsted	10	-	-	-	10
Oakwood Park Community Hall, Takeley	10	-	-	(10)	-
Rochford Nurseries/Foresthall Park, Stansted	662	129	102	(130)	763
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
Land adjacent to S/W Hospital	-	31	-	-	31
Land at Blossom Hill Farm, Henham	-	33	-	-	33
Land at Webb & Hallett Road, Flitch Green,	-	33	-	-	33
Total	1,054	226	102	(140)	1,242

Other Bodies	31 March 2016	Income	Adjustment	Transferred to other bodies	Balance at 31 March 2017
	£'000	£'000		£'000	£'000
S106 Receipts in Advance					
Sector 4 Woodlands Park (Helena Romanes)	165	-	-	-	165
Rochford Nurseries/Foresthall Park, Stansted	289	-	(102)	(187)	-
Chadhurst, Dunmow Road Takeley	-	85	-	(85)	-
Brewers End, Takeley	31	-	-	-	31
Land north side of Hempstead Road, Radwinter	-	261	-	(261)	-
Land east of Weaverhead Close, Thaxted	-	150	-	(150)	-
Land at 1 Pit Cottages & Gravelpit Cottages,	-	273	-	(273)	-
Land adj Hailes Wood, Elsenham	10	14	-	(14)	10
Land at Hertford End Brewery, Mill Lane, Hartford	70	-	-	(70)	-
Land at Flitch Green, Felsted	67	-	-	-	67
Land adjacent to S/W Hospital	-	309	-	(293)	16
Land south of Foxley House, Rickling Green	-	18	-	(18)	-
Land at Webb & Hallett Road, Flitch Green,	-	135	-	(135)	-
Land at Meadow House Nursery, High Roding	-	85	-	(85)	-
Ashdon Road Commercial Centre	-	129	-	-	129
Land south of Stansted Road, Elsenham	-	440	-	(387)	53
Land south of Ongar Road, Dunmow	-	649	-	(604)	45
Land at 119 Radwinter Road, adj S/W Hospital	-	15	-	-	15
Land North of Ongar Road, Gt Dunmow	-	143	-	-	143
Willow Tree Cottage/The Acorns Takeley	-	17	-	-	17
Grants and Contributions to Other Bodies	632	2,723	(102)	(2,562)	691

APPENDIX D continued...

SECTION 106 BALANCES

Without Conditions	31 March 2016	Income	Adjustment	Drawn Down - Capital	Balance at 31 March 2017
	£'000	£'000		£'000	£'000
S106 Unapplied					
Affordable Housing;					
-Debden Road, Saffron Walden	100	-	-	-	
-Friends School, Saffron Walden	28	-	-	-	
-Radwinter Mushroom Farm, Wimbish	76	-	-	-	
-High Bank and Hill View, Saffron Walden	15	-	-	-	
-Land at former Lodge Farm, Radwinter Road, Saffron Walden	395	-	-	-	
-Land adjacent to Tower House, St Edmunds Lane, Saffron Walden	-	258	-	-	
-Land rear of Herb of Grace, 25 Parsonage Down, Saffron Walden	-	77	-	-	
-Land at Ventnor Lodge, Cambridge Road, Queniborough, Saffron Walden	-	125	-	-	
-Land at Harts Yard, King Street, Saffron Walden	-	103	-	-	
Drawn Down	-	-	-	(556)	
Affordable Housing	614	563	-	(556)	621
Dunmow Eastern Sector	18	-	-	-	18
Woodlands Park, Gt Dunmow	83	-	-	-	83
Bell College, Saffron Walden	15	-	-	-	15
Priors Green, Takeley	8	-	-	-	8
Foresthall Park, Stansted	30	-	-	-	30
Lt Walden Road/Ashdon Road, Saffron Walden	98	-	-	-	98
Oakwood Park, Takeley	5	-	-	-	5
Total	871	563	-	(556)	878

Committee: Cabinet

Agenda Item

Date: 10 July 2017

8

Title: 2016/17 Treasury Management Outturn

Portfolio Holder: Councillor Simon Howell

Key decision: **No**

Summary

1. It is a requirement of the Council's Constitution that the Cabinet receives an annual statement of the key treasury management activity and outcomes during the year.
2. Treasury Management is the activity of the Council's finance function which manages cash flows, bank accounts, deposits, investments and borrowing. The objective is to manage risk effectively in order to ensure the security of funds, sufficient liquidity to enable commitments to be met, to generate income and minimise cost.
3. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of these risks.
4. In summary, during 2016/17:
 - a) No short term or long term borrowing was required to meet the Council's commitments in year.
 - b) No cash flow difficulties were experienced in year.
 - c) The Council continued to operate a cautious approach when lending money to counterparties. All deposits and investments made were in compliance with the Council's approved treasury management strategy which is prepared with the assistance of the Council's independent treasury consultants, Arlingclose Ltd.

Recommendations

5. The Cabinet is recommended to approve the 2016/17 Treasury Management Outturn as set out in this report.

Financial Implications

6. Included in the body of the report

Impact

Communication/Consultation	None
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

Background

7. Treasury management is defined as: “The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
8. The Council’s treasury management activity is underpinned by CIPFA’s Code of Practice on Treasury Management (“The Code”), which requires local authorities to produce annual Prudential Indicators and a Treasury Management Strategy on the likely financing and investment activity.
9. The Treasury Management Strategy is approved by the Council as part of the annual budget setting process. Monitoring reports relating to investments are submitted to the Cabinet as part of the quarterly budget monitoring process.
10. The Council is supported in its treasury management activity by our independent financial advisers Arlingclose Limited.
11. All responsibility for decision making rests with the Council. Under the Council’s constitution the Assistant Director of Resources is authorised to make investment and borrowing decisions in line with the policy approved by the Council.

Treasury Position:

12. The Council's Treasury Position for the year is summarised in the table below, and explained in the following sections of the report.

BALANCES		
01-Apr-16		01-Apr-17
£ m		£ m
(88,407)	Long Term Borrowing	(88,407)
0	Short Term Borrowing	0
(88,407)	Total Borrowing	(88,407)
(4,957)	Other Long Term Liabilities, PFI Contract	(4,852)
(93,364)	TOTAL EXTERNAL BORROWING	(93,259)
4,221	Funds on Call	4,847
30,000	Short Term Investments	25,000
0	Long Term Investments	0
34,221	Total Investments	29,847
(59,143)	NET TREASURY POSITION	(63,412)
(96,578)	Capital Financing Requirement * (notional indicator of need to borrow)	(118,053)

*The capital financing requirement (CFR) measures an authority's underlying need to borrow or finance by other long-term liabilities for a capital purpose.

Borrowing

13. As part of the Council's strategy for 2016/17 there was no requirement to take out external borrowing to finance capital expenditure. The table below shows how capital expenditure was financed.

2015/16		2016/17
£ '000		£ '000
247	Capital Receipts	78
938	Grants & Other Contributions	1,794
3,127	Revenue Contributions	4,119
3,334	Major Repairs Reserve	3,445
549	Underlying need to borrow	891
8,195	TOTAL	10,327

14. The Localism Act enabled the reform of council housing finance and the abolition of the housing subsidy system. This required the Council to make a one off payment of £88.407m to the Government on 28 March 2012.
15. This was funded by loans taken out from the Public Works Loans Board, in accordance with a borrowing strategy approved by the Council on 23 February 2012. The loans taken out were as follows:

Amount (£m)	Loan Type	Remaining Term	Interest rate	Fixed or Variable	Maturity Date
2.000	Maturity	1 year	0.65%	Variable	28/03/2018
2.000	Maturity	2 years	0.65%	Variable	28/03/2019
2.000	Maturity	3 years	0.65%	Variable	28/03/2020
2.000	Maturity	4 years	0.65%	Variable	28/03/2021
2.000	Maturity	5 years	0.65%	Variable	28/03/2022
2.000	Maturity	6 years	2.56%	Fixed	28/03/2023
3.000	Maturity	7 years	2.70%	Fixed	28/03/2024
3.000	Maturity	8 years	2.82%	Fixed	28/03/2025
3.000	Maturity	9 years	2.92%	Fixed	28/03/2026
3.000	Maturity	10 years	3.01%	Fixed	28/03/2027
3.000	Maturity	11 years	3.08%	Fixed	28/03/2028
3.000	Maturity	12 years	3.15%	Fixed	28/03/2029
4.000	Maturity	13 years	3.21%	Fixed	28/03/2030
4.000	Maturity	14 years	3.26%	Fixed	28/03/2031
4.000	Maturity	15 years	3.30%	Fixed	28/03/2032
4.000	Maturity	16 years	3.34%	Fixed	28/03/2033
4.000	Maturity	17 years	3.37%	Fixed	28/03/2034
4.000	Maturity	18 years	3.40%	Fixed	28/03/2035
4.000	Maturity	19 years	3.42%	Fixed	28/03/2036
5.000	Maturity	20 years	3.44%	Fixed	28/03/2037
5.000	Maturity	21 years	3.46%	Fixed	28/03/2038
5.000	Maturity	22 years	3.47%	Fixed	28/03/2039
5.000	Maturity	23 years	3.48%	Fixed	28/03/2040
5.000	Maturity	24 years	3.49%	Fixed	28/03/2041
5.407	Maturity	25 years	3.50%	Fixed	28/03/2042
88.407	Total				

16. These loans were taken out on the basis of interest only for the first five years. The interest paid in 2016/17 was £2.627m and this is the final year where there are no principal repayments.
17. No short term borrowing was required in order to meet cash flow commitments.
18. The only other debt during the year was the Council's ongoing long term liability relating to the PFI Contract and Finance Leases, which under accounting rules is recognised as a debt on the Council's balance sheet.

Investments

19. The approved latest investment strategy for 2016/17 is summarised as follows:

- To prioritise security and liquidity of the investment over yield
- To place funds with UK Banks and Building Societies that have a minimum credit rating of BBB+ or to place funds with the UK Government bodies or approved Building Societies.

20. The table below summarises counterparty list and the risk appetite of the Council in 2016/17 as approved by the Cabinet in February 2016 and amended in December 2016:

General Counterparty List *	Credit Rating	Cash Limit £'M	Time Limit Days
Banks and other organisations whose lowest published long-term credit rating from Fitch, Moody's and Standard & Poor's is;	AAA AA + AA AA - A + A A - BBB +	3 3 3 3 3 3 3 1	365 365 365 365 365 365 365 100
Council's General Bank Account if it fails to meet the above criteria, excluding fixed term deposit accounts		2	Next Day
UK Central Government (Debt Management Office, DMO)	N/A	Unlimited	50 years
UK Local Authorities including Police and Fire Authorities (irrespective of credit rating) per authority (From 1st December 2016)	N/A	Unlimited	730
UK Local Authorities including Police and Fire Authorities (irrespective of credit rating) per authority (1st April - 30th November 2016)	N/A	5	365
UK Building Societies without credit ratings		1	365
Saffron Building Society		0.5	100
Money Market Funds (per fund)	AAA	3	Next Day
* This list is the maximum risk appetite the Council is willing to take and is within the limit set by Arlingclose Counterparty List. For practicality UDC cash limit is set prior to start of the year. The time limit set by Arlingclose in their regularly updated counterparty report will not be exceeded even if it is shorter than the limit shown above.			

21. During the year 2016/17 we were advised by our Treasury Management Consultants, Arlingclose that investing with UK Local Authorities was as secure as investing with the DMO.

22. Following this advice and to maximise our invest income, the Cabinet approved as part of the Treasury Management mid-year review (1st December 2016) the following amendments to the Counterparty List relating to UK Local Authorities;

- The cash limit be increased from £5m to unlimited
- The previous restriction that only 70% of investments could be deposited be increased to 100%
- The time limit be increased from 365 to 730 days

23. All deposits placed during the year complied with the Council's policy. All deposits expected to be repaid during the year were received without difficulty. The table below summarises the investment activity during the year;

Institutions	Balance	Investments	Investments	Balance
	31/03/2016	Made	Repaid	31/03/2017
	£ '000	£ '000	£ '000	£ '000
Local Authorities	0	83,500	60,500	23,000
Government Deposits	30,000	195,500	223,500	2,000
Barclays Call Accounts	2,000	0	1,000	1,000
Barclays Stockbroker	0	1,000	1,000	0
Bank of Scotland Call Account	1,000	3,000	3,000	1,000
Nationwide	0	1,000	1,000	0
MMF CCLA	1,000	0	0	1,000
TOTAL	34,000	284,000	290,000	28,000

24. The Authority assessed and monitored counterparty credit quality with reference to credit ratings; Gross Domestic Product (GDP) of the country in which the institution operates; the country's net debt as a percentage of GDP and share price.
25. The minimum long term counterparty credit rating determined by the authority for 2016/17 treasury strategy was [BBB+] across rating agencies Fitch, S&P and Moody's.
26. The total cash investments for 2016/17 and the average interest rate are summarised by individual counterparty in the table below. A full list of all investments is detailed in Appendix B.

Institution	Treasury Deals	No. of Deposits	Average No. of Days	Credit Rating	Average Interest
	£M				Rate %
Debt Management Office, (DMO)	195.5	58	17	AA	0.18
Nationwide Building Society	3.0	1	182	A	0.42
Bank of Scotland/Lloyds	4.0	3	178	A+	0.40
Lancashire County Council	5.0	1	325	N/A	0.65
Dunfries & Galloway Council	1.0	1	77	N/A	0.20
West Dunbartonshire Council	5.0	1	294	N/A	0.55
Salford City Council	5.0	2	85	N/A	0.25
Plymouth Council	2.0	1	134	N/A	0.27
Telford & Wrekin Council	3.0	1	202	N/A	0.50
Leeds City Council	5.5	2	109	N/A	0.36
Herefordshire Council	5.0	1	358	N/A	0.63
Birmingham City Council	5.0	1	322	N/A	0.59
Thames Valley PCC	5.0	1	6	N/A	0.42
Dundee City Council	5.0	1	183	N/A	0.50
Lincolnshire County Council	3.0	1	120	N/A	0.25
North Lanarkshire Council	2.0	1	151	N/A	0.28
Central Bedfordshire Council	10.0	2	14	N/A	0.29
Bromsgrove District Council	2.0	1	10	N/A	0.14
Brentwood Council	5.0	2	3	N/A	0.26
London Borough of Haringey	10.0	1	11	N/A	0.35
West Yorkshire PCC	5.0	1	11	N/A	0.35
FIBCA, (Barclays Call Account)	1.0	2	365	A	0.10
CCLA, (MMF)	1.0	2	365	AA	0.26
Barclays Stockbroker	1.0	1	365	A	0.37
Total	289.0	89.0			

27. The average rate of interest achieved over the year was 0.25% and the total investment income received was £143,000, which was £24,000 higher than budgeted.

Liquidity Management

28. In keeping with the DCLG’s guidance on Investments, the authority maintained a sufficient level of liquidity averaging £1.112m through the use of its main call account.

Prudential Indicators

29. The Council is required to calculate and publish a set of statutory prudential indicators. These are technical measurements of the Council’s indebtedness and exposure to risk, and are intended to ensure that treasury management is prudent, sustainable and affordable.

30. The prudential indicators are set out in Appendix A of this report. There are no concerns or issues to highlight for Members’ attention.

Compliance

31. The Authority confirms that it has complied with its Prudential Indicators for 2016/17 which was approved as part of the Council’s Treasury Management Strategy Statement.

32. The authority also confirms that during 2016/17 it complied with its Treasury Management Policy Statement and Treasury Management Practices.

Investment Training

33. The needs of The Authority’s treasury management staff for training in investment management are assessed regularly as part of the appraisal process. During 2016/17 staff attended training courses, seminars and conferences provided by Arlingclose, CIPFA and other relevant organisations.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Loss of council funds through failure of banking counterparty	1 (minimal risk due to nature of institutions used)	4 (significant sums are placed on deposit)	Treasury Management Strategy and regular monitoring with independent advice from Arlingclose Treasury consultants.

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.

PRUDENTIAL INDICATORS**INVESTMENTS**

	2016/17 Estimate*	2016/17 outturn
Upper limit for principal sums invested for over 364 days	£0	£0

INTEREST RATE EXPOSURE

	2016/17 Estimate*	2016/17 outturn
Upper limit for fixed interest rate exposure	£78.4m	£78.4m
Upper limit for variable interest rate exposure	£10m	£10m

BORROWING LIMITS

	2016/17 Estimate*	2016/17 outturn
Authorised Limit (maximum level of external borrowing)	£93.5m	£250.0m
Operational Boundary (risk of Authorised Limit breach)	£101.5m	£250.8m

DEBT PORTFOLIO - MATURITY

Maturity structure of fixed rate borrowing	2016/17 Estimate* (as per HRA borrowing strategy)	2016/17 outturn (as per actual HRA loans)
Under 12 months	0%	0%
12-24 months	0%	0%
24 months – 5 years	0%	0%
<6 to 10 years	11.00%	11.00%
<11 to 20 years	32.54%	32.54%
<21 to 25 years	20.84%	20.84%

CAPITAL FINANCING COSTS

	2016/17 Estimate*	2016/17 outturn
Incremental impact of capital investment financed from Internal Borrowing – General Fund	£54.31	£17.11
Incremental impact of capital investment financed from Internal Borrowing – Housing Revenue Account	£(2.51)	£(0.32)
Ratio of financing costs to non-HRA net revenue stream	14.6%	16.4%
Ratio of financing costs to HRA net revenue stream	16.11%	16.2%
Minimum Revenue Provision charged to the accounts	£1,712,000	£573,000

*Estimate from the 2016/17 Treasury Management Strategy approved by the Cabinet in February 2016.

BALANCED BUDGET REQUIREMENT

The Council complied with the statutory requirement to set and remain within a balanced budget.

Appendix B

2016/17 INVESTMENTS

Investment Date	Borrower	Amount	Rate	No of Days
01-Apr-15	CCLA	500,000	0.26%	0
01-Apr-15	CCLA	500,000	0.26%	0
01-Apr-15	Barclays StockBroker	1,000,000	0.38%	562
01-Apr-15	Bank of Scotland CA	1,000,000	0.40%	0
03-Aug-15	FIBCA	1,000,000	0.15%	0
30-Mar-16	DMO	23,000,000	0.25%	8
31-Mar-16	DMO	7,000,000	0.25%	19
01-Apr-16	Bank of Scotland	1,500,000	0.80%	180
07-Apr-16	Herefordshire Council	5,000,000	0.63%	358
07-Apr-16	Bank of Scotland	1,500,000	0.97%	355
29-Apr-16	Lancashire County Council	5,000,000	0.65%	325
07-Apr-16	DMO	18,000,000	0.25%	22
29-Apr-16	Birmingham City Council	5,000,000	0.59%	322
15-Apr-16	DMO	2,000,000	0.25%	33
29-Apr-16	West Dunbartonshire	5,000,000	0.55%	294
19-Apr-16	DMO	2,000,000	0.25%	29
29-Apr-16	Telford & Wrekin Council	3,000,000	0.50%	202
10-May-16	DMO	1,000,000	0.25%	7
16-May-16	DMO	2,500,000	0.25%	15
23-May-16	DMO	2,500,000	0.25%	8
01-Jun-16	Thames Valley PCC	5,000,000	0.42%	6
06-Jun-16	Dundee City Council	5,000,000	0.50%	183
03-Jun-16	DMO	5,000,000	0.25%	3
05-Aug-16	Leeds City Council	3,500,000	0.48%	153
08-Jun-16	DMO	5,000,000	0.25%	12
10-Jun-16	DMO	2,000,000	0.25%	3
13-Jun-16	DMO	1,500,000	0.25%	3
21-Jun-16	DMO	2,000,000	0.25%	9
30-Jun-16	DMO	2,500,000	0.25%	53
01-Jul-16	DMO	4,500,000	0.25%	17
06-Jul-16	DMO	1,000,000	0.25%	26
15-Jul-16	DMO	4,000,000	0.25%	3
18-Jul-16	DMO	8,500,000	0.25%	1
19-Jul-16	DMO	1,000,000	0.25%	3
25-Jul-16	DMO	1,000,000	0.25%	37
01-Aug-16	DMO	5,000,000	0.25%	4
02-Aug-16	DMO	1,000,000	0.25%	9
05-Aug-16	DMO	1,500,000	0.15%	6
11-Aug-16	DMO	2,500,000	0.15%	13
12-Aug-16	DMO	1,500,000	0.15%	5
15-Aug-16	DMO	3,500,000	0.15%	2
24-Aug-16	DMO	2,000,000	0.15%	68
01-Sep-16	DMO	6,000,000	0.15%	18
30-Sep-16	Nationwide BS	3,000,000	0.42%	182
17-Nov-16	Lincolnshire CC	3,000,000	0.25%	120
13-Sep-16	DMO	1,000,000	0.15%	78
15-Sep-16	DMO	1,000,000	0.15%	76
16-Sep-16	DMO	2,000,000	0.15%	3
15-Nov-16	Salford City Council	3,000,000	0.28%	120
29-Sep-16	DMO	1,000,000	0.15%	62
03-Oct-16	DMO	4,500,000	0.15%	16
17-Nov-16	Plymouth CC	2,000,000	0.27%	134
31-Oct-16	North Lanarkshire Council	2,000,000	0.28%	151
14-Oct-16	DMO	3,000,000	0.15%	38
17-Oct-16	DMO	3,500,000	0.15%	2
25-Oct-16	DMO	1,000,000	0.15%	66
01-Nov-16	DMO	4,000,000	0.15%	8
10-Nov-16	DMO	4,500,000	0.15%	7
25-Jan-17	Leeds City Council	2,000,000	0.23%	65
11-Nov-16	DMO	1,500,000	0.15%	6
01-Dec-16	Salford City Council	2,000,000	0.22%	49
30-Nov-16	DMO	3,000,000	0.15%	36
01-Dec-16	DMO	2,000,000	0.15%	49
06-Dec-16	DMO	5,000,000	0.15%	13
15-Dec-16	DMO	3,500,000	0.15%	4
20-Dec-16	DMO	2,000,000	0.15%	2
22-Dec-16	DMO	1,000,000	0.15%	6
30-Dec-16	DMO	1,000,000	0.10%	26
03-Jan-17	DMO	5,000,000	0.15%	8
05-Jan-17	DMO	7,000,000	0.15%	7
09-Jan-17	DMO	1,000,000	0.15%	17
11-Jan-17	DMO	5,000,000	0.15%	1
13-Jan-17	Dumfries & Galloway Council	1,000,000	0.20%	77
16-Jan-17	DMO	2,000,000	0.15%	2
17-Jan-17	DMO	2,000,000	0.15%	1
20-Jan-17	DMO	1,000,000	0.15%	3
01-Feb-17	DMO	1,000,000	0.15%	8
15-Feb-17	DMO	3,000,000	0.15%	5
15-Mar-17	Central Bedfordshire Council	5,000,000	0.22%	16
17-Mar-17	DMO	2,000,000	0.10%	3
21-Mar-17	Bromsgrove D C	2,000,000	0.14%	10
28-Mar-17	Brentwood Council	2,000,000	0.23%	3
22-Mar-17	DMO	1,000,000	0.10%	6
31-Mar-17	L B of Haringey	10,000,000	0.35%	11
31-Mar-17	Brentwood Council	3,000,000	0.30%	3
31-Mar-17	PCC West Yorks	5,000,000	0.35%	11
31-Mar-17	Central Bedfordshire Council	5,000,000	0.35%	11
31-Mar-17	DMO	2,000,000	0.05%	3
		289,000,000	0.25%	

Committee: Cabinet

Agenda Item

Date: 10th July 2017

9

Title: 2018/19 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%. This increased in 2014/15 to 12.5% and it has remained at this rate for each subsequent year.

Recommendations

4. The Cabinet is requested to review and agree the proposals for the 2018/19 LCTS scheme and consultation process as set out below :
 - i. The 2018/19 LCTS scheme is set on the same basis as the 2017/18 scheme and therefore the contribution rate is frozen for the fourth consecutive year.
 - ii. The Council continues to protect Vulnerable and Disabled Residents and Carer's on a low income.
 - iii. The discretionary subsidy grant for Town & Parish councils is withdrawn.

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) In 2017/18 it was agreed that the LCTS scheme would adopt the following principals in line with Housing Benefit legislation;
 - i. Removal of the family premium for all new working age claimants
 - ii. Reduction of backdating of a claim from 6 months to 1 month

- iii. 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
- iv. Period of absence from Great Britain reduced from 13 weeks to 4 weeks whilst still being able to claim benefits

Contribution Rates across Essex

8. The council has the lowest percentage liability cap within Essex.

	Contribution Rate (%)				
	2013/14	2014/15	2015/16	2016/17	2017/18 *
Basildon	15	25	25	25	25
Braintree	20	20	20	20	24
Brentwood	20	20	20	20	20
Castle Point	30	30	30	30	30
Chelmsford	20	23	23	23	23
Colchester	20	20	20	20	20
Epping Forest	20	20	20	25	25
Harlow	24	24	24	26	24
Maldon	20	20	20	20	20
Rochford	20	20	20	20	28
Southend-on-Sea	25	25	25	25	25
Tendring	15	15	20	20	20
Thurrock	25	25	25	25	25
Uttlesford	8.5	12.5	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 through the life of the scheme, although there is an increase in the number of vulnerable and disabled claimants.
- 10. Whilst the decrease in working age claimants is positive it does mean any future changes to the scheme are directly impacting on a much smaller group of people. In addition, as the group is smaller the revenue raised from increasing the contribution rate has also decreased.

LCTS Caseload								
	2013/14 Caseload	2014/15 Caseload	2014/15 % change	2015/16 Caseload	2015/16 % change	2016/17 Caseload	2016/17 % change	Total % change all years
Pensionable Age	2,014	1,901	-6%	1,811	-5%	1,740	-4%	-14%
Vulnerable/Disabled	503	631	25%	658	4%	659	0%	31%
Working Age	1,222	972	-20%	784	-19%	785	0%	-36%
	3,739	3,504		3,253		3,184		

The drop in pensioner may be a consequence of the change in retirement age from 65 to 66

Costs

11. 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.
12. 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 2018/19 the council will no longer receive RSG.
13. The forecast cost of the 2017/18 scheme for UDC is £261,000 this included the 50% reduction in the Parish and Town Council Grants and the extra income generated through the Essex Sharing Agreement (see point 18).
14. It is anticipated that for 2018/19 with the withdrawal of 100% of the Town and Parish grant funding this will reduce the cost of the scheme to £184,000.
15. The cost of the scheme would be further reduced if the contribution rate was increased for Working Age group claimants.

Increasing the Contribution Rate

16. 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.
17. 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%.
18. 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%.
19. For each increase of 2.5% in the contribution rate it would generate an additional council tax potential income of £27,071 across the major preceptors of which the council would retain £4,061.
20. The impact of each 2.5% increase on a Working Age claimant who receives the maximum amount of LCTS would be an additional 66p per week to pay, adding up to £34 for a full year.
21. The financial gain and the claimant impact are detailed in the table below, the costings are based on all working age claimants paying a 12.5% contribution, as it is impossible to identify and calculate precise figures as the contribution level varies dependant on the claimant's circumstances.

Average total					
Percentage Contribution	liability income due (£)	90% Collection Rate (£)	Increase @ 2.5% increments (£)	Cost per year to claimant (£)	Cost per week per claimant (£)
12.50%	150,397	135,357			
15%	180,477	162,429	27,071	34	0.66
17.50%	210,556	189,500	54,143	69	1.33
20%	240,635	216,572	81,214	103	1.99

Income Sharing Agreement

22. An Essex wide income sharing agreement was entered into with all billing authorities and major preceptors at the time of implementation of the new LCTS scheme.
23. The main principles of the agreement are to ensure a joint approach in maximising income collection, reduce fraud and ensure compliance.
24. By 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.
25. Preceptors receive a share of all income generated for Council Tax and this is allocated through the Collection Fund at year end.
26. 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.
27. 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.
28. We are currently working with Essex County and other Local Authorities on the 'Next Steps for the Sharing Agreement'. Due to the success of this agreement for all parties it is anticipated that this will continue.
29. The income generated directly from this work will also be shared as per the agreement.

Funding for Town/Parish Councils

30. 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.
31. 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.
32. 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.
33. This approach of funding Parish and Town Councils has continued for subsequent years up to and including 2016/17.
34. As discussed in point 12 with the removal of RSG in 2018/19 means the council will bear the financial burden of the LCTS scheme including the element for Parish and Town Councils.

35. The following table shows, (where this information is available, last year's data as current year is not available at this time), 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

36. A 50% reduction in the grant funding for the Parish and Town Councils was included in the 2017/18 scheme to reflect the cut in RSG funding.
37. It is proposed that in 2018/19 the Parish and Town grant funding be withdrawn completely and this is reflected in the table of costs in point 45.
38. The table below details the amount of grant received by Parish and Town Councils in 2017/18, the proposal recommends there will be no grant funding in 2018/19.

<u>LCTS Parish Grant - 2017/18</u>			
Arkesden	29	Leaden Roding	215
Ashdon	243	Lindsell	0
Aythorpe Roding	21	Little Bardfield	100
Barnston	576	Little Canfield	306
Berden	144	Little Chesterford	18
Birchanger	500	Little Dunmow	279
Broxted	338	Little Easton	359
Chickney	0	Little Hallingbury	639
Chrishall	218	Littlebury	452
Clavering	294	Manuden	114
Debden	229	Margaret Roding	163
Elmdon and Wenden Lofts	191	Newport	1,616
Elsenham	1,444	Quendon and Rickli	514
Farnham	145	Radwinter	293
Felsted	1,690	Saffron Walden	27,803
Fritch Green	301	The Sampfords	195
Great Canfield	12	Sewards End	75
Great Chesterford	1,082	Stansted	5,979
Great Dunmow	18,298	Stebbing	749
Great Easton and Tilty	298	Strethall	0
Great Hallingbury	195	Takeley	3,615
Hadstock	167	Thaxted	3,837
Hatfield broad Oak	769	Ugley	106
Hatfield Heath	737	Wendens Ambo	145
Hempstead	146	White Roding	94
Henham	443	Wicken Bonhunt	43
High Easter	108	Widdington	213
High Roding	0	Wimbish	227
Langley	35		
Total Grant paid			76,802

LCTS Administration, hardship and recovery funding

39. 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 to provide support in managing their payments and thereby avoid costly recovery action being taken.
40. 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).

Consultation

41. It is intended that the consultation would be conducted in **September (tbc)**. The consultation would include:
- a) Citizens Panel e-survey
 - b) UDC Website / online survey
 - c) All Town and Parish Councils
 - d) Major Preceptors
42. The results of the consultation will be included in the reports presented to Cabinet and Scrutiny in the autumn.

Full cost of LCTS scheme

43. The following table shows that the forecast financial position for UDC in 2017/18 is a net cost of £261,000.

£ '000	LCTS Expenditure 2017/18	County, Fire and Police Share	UDC Share 2017/18
LCTS Discounts	3,119	2,682	437
Major Preceptors - Sharing Agreement (16%)	0	222	-222
Net of LCTS Scheme & Discounts	3,119	2,904	215
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	3,211	2,950	261

44. The following table brings together all the costs and income arising from the recommendations in the report. The forecast financial position for UDC in 2018/19 is based on the same caseload as for 2017/18 and gives a net cost of £184,000.

£ '000	LCTS Expenditure 2018/19	County, Fire and Police Share	UDC Share 2018/19
LCTS Discounts	3,119	2,682	437
Major Preceptors - Sharing Agreement (16%)	0	222	-222
Net of LCTS Scheme & Discounts	3,119	2,904	215
UDC Funding of Parish/Town Councils	0	0	0
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	3,134	2,950	184

Timetable

45. The table below sets out the timetable for the setting of the 2018/19 LCTS Scheme

Scrutiny	20 th June 2017	To provide feedback on the consultation to be carried out based on the draft proposals
Cabinet	10 th July 2017	Report to agree draft proposals and initiate consultation process
Consultation process – To be confirmed	August – September 2017	Citizens Panel e-survey UDC Website / on line survey Town/parish councils Discussions with major preceptors
Scrutiny	21 st November 2017	Opportunity to review consultation outcomes and final proposals prior to consideration by Cabinet and Full Council
Cabinet	30 th November 2017	Consider consultation responses and determine final proposals for 2018/19
Full Council	7 th December 2017	Approve 2018/19 LCTS scheme

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: 10th July 2017

10

Title: Business Rates - Revaluation Relief

Author: Councillor Simon Howell and Howard Ryles Item for decision

Summary

1. The Government has undertaken a national revaluation of all commercial premises. From 1 April 2017, all premises will have been assigned a new 'rateable value' used to calculate business rates bills. The last time there was a revaluation was in 2010. This will be based on a valuation date of the 1st April 2015

The revaluation has resulted in the business rate bills charged on many businesses and companies in Uttlesford increasing significantly. Business rate bills have increased on average by 16% for most high street shops and premises within the district.

In this year's Spring Budget 2017, the Government announced additional discretionary reliefs which would be brought in under the S47 regulations, to support those businesses facing steep rises in their business rates following the revaluation.

Local Business Rate Discount – funded locally

Section 69 of The Localism Act 2011 amends Section 47 of the Local Government Finance Act 1988 and allows Councils to grant locally determined business rate discounts (in addition to the already available discretionary rate reliefs).

The new power recognises that the current business rates scheme is broadly prescribed by Central Government and its aim is to provide increased flexibility to local authorities to support organisations, recognising variations in economic conditions across and within local authority boundaries.

These new reliefs would be implemented without legislation, and would be fully funded by Central Government under a S31 grant subject to qualifying criteria.

Recommendations

2. The Cabinet is requested to recommend to Full Council for approval of the Revaluation Relief Funding scheme as detailed in the main body of the report.

Financial Implications

3. Central Government have provided specific funding and the proposals contained in this report have no impact on council funds.

Background Papers

None

Impact

Communication/Consultation	None
Community Safety	No specific implications
Equalities	An EQIA is included with the main report

Health and Safety	No specific implications
Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications

Business Rates Reliefs

4. Following the 2017 revaluation of all Businesses and the subsequent increased rateable values, the Government introduced new rate reliefs, to be administered under Local Authorities discretionary powers, these are funded from Grants, either Section 31 or a specified grant.
5. A report was presented to Cabinet on the 25th May 2017 and will be submitted to Full Council on the 25th July 2017 for approval. The report detailed the following reliefs;
 - a) **Supporting Small Businesses Relief** – for businesses who are losing some or all of their small business or rural rate relief.
 - b) **Pub Relief** – For Public Houses with a rateable value below £100,000
The two reliefs above are funded via the Section 31 grant and have no financial impact on the Council.
 - c) **Local Rural Rate Relief** – to increase the upper limit from a rateable value of £25,000 to £27,500 and this is funded locally.

Revaluation Relief Fund

6. The Government announced that £300 million Transitional Relief funding would be allocated for local councils to design a business rates relief scheme to support those businesses that face the steepest increases in their business rates bills as a result of the revaluation.
7. Small businesses under 20,001 RV are protected by the main transitional relief scheme to a 5% cap, and therefore do not need to be included in this scheme
8. The Government's extra funding will be ringfenced to support relief schemes targeted at businesses facing an increase of 12.5% or more in their business rate bills which were directly related to the 2017 revaluation.
9. The revaluation support scheme is a locally determined scheme and the Council is required to consult the major preceptors on any proposed scheme.
10. The funding is allocated over four years on a reducing basis and Uttlesford's share of this funding is shown in the table below.
11. Business Rates Information Letter (BRIL) 4/2017 stated that 'the design and administration of schemes is for authorities to decide and does not necessarily need

to follow the distribution methodology used in the consultation to determine allocations’.

12. The Council will only receive funding equal to the reliefs it has allocated; it is a ‘use it’ or ‘lose it’ scheme.

2017/18	2018/19	2019/20	2020/21	Total
£311,000	£151,000	£62,000	£9,000	£533,000

13. For businesses to qualify for the revaluation relief they must have a rateable value of less than £200,000 and suffered increases of 12.5% or more.

14. It is proposed that the scheme will be based on the following principles;

- a) The scheme will cover a period of three years, with the allocation for 2020/21 to be added to 2019/20.
- b) National and large chain businesses will be excluded*
- c) The scheme is by application only
- d) Relief will be awarded on the following basis
 - i. year 1- 50% relief
 - ii. year 2 – 25% relief
 - iii. year 3 – 12% relief
- e) A contingency pot will be held each year to cover any changes in businesses valuations

**A group of outlets owned by one company and spread across various locations nationwide or worldwide, with similar appearance and providing similar services or goods across the outlets.*

15. The revaluation relief funding is applied after all other reliefs have been allocated.

16. A detailed analysis of local businesses has been carried out to identify all businesses who have suffered large increases due to revaluation and are either not eligible for any other reliefs or still have significant increases after other reliefs have been applied.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
If these reliefs are not implemented this would cause significant financial hardship to local businesses	2	2	There are no financial risks as funding is allocated by Government

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: 10th July 2017

11

Title: Local Heritage List of Non-designated Heritage Assets.

Portfolio Holder: Councillor S Barker

Summary

1. This report serves to introduce Cabinet to the Local Heritage List of non-designated heritage assets in Uttlesford, and seeks to gain approval for the selection criteria and methodology proposed to implement and manage this project.

Recommendations

2. That the proposed selection criteria and methodology are approved for publication, along with the nomination form which will be made available via the Council's website, and that the proactive work to compile and manage the Local Heritage List is endorsed.

Financial Implications

3. The project will be managed internally and aside from officer time to compile and update the list, update the website and travel costs associated with presenting the Local Heritage List at parish council meetings, if appropriate, there will be little outlay. There may be nominal printing costs for nomination forms as requested by the public.
If any action is taken which would have a financial impact which requires Cabinet approval, this will be sought prior to any action taking 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.
 - Historic England Advice Note 7 – Local Heritage Listing, 2016

Impact

- 5.

Communication/Consultation	This document will be placed on the Uttlesford District Council website.
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Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None

6. This report and the attached document provide an introduction to the Local Heritage List including its purpose, benefits to the Authority and its limitations.
7. The supporting document sets out the proposed selection criteria, against which all nominated assets will be considered and weighed. Nominated assets will need to meet a minimum of two criteria to be eligible for inclusion.
8. The list will be compiled of assets both within and outside of the 37 Conservation Areas within the district. Those highlighted as part of the Conservation Area Appraisals as making a positive contribution to the character of the area will automatically be considered against the criteria. The number of such assets stands at 417.
9. Once approved by Cabinet, the Council's website will be updated to introduce the agreed criteria for local listing, and an online nomination form, where members of the public and Parish/ Town councils will be able to nominate assets for inclusion on the list.
10. There will be an initial period of review, and a list published in the coming months. Following this, nominations will still be accepted, and a panel will be established internally to meet periodically to review new applications, in accordance with the approved selection criteria. The suggested period for review is on a 6 monthly basis at present; however, this may be adjusted depending on the volume of nominations received.
11. The outcome of all nominations will be made public on the website for transparency, and an updated list published in accordance with the timescale above.
12. The process, methodology and selection criteria for the Local Heritage List is written in accordance with, and takes reference from, Historic England Advice Note 7: Local Heritage Listing, 2016

Risk Analysis

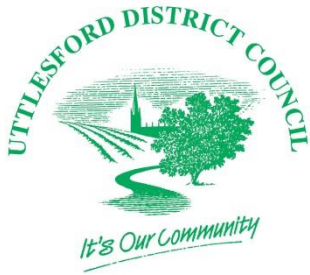
	Likelihood	Impact	Mitigating actions
Possible inaccuracies in data	1	1	Update as necessary if discrepancies are identified.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

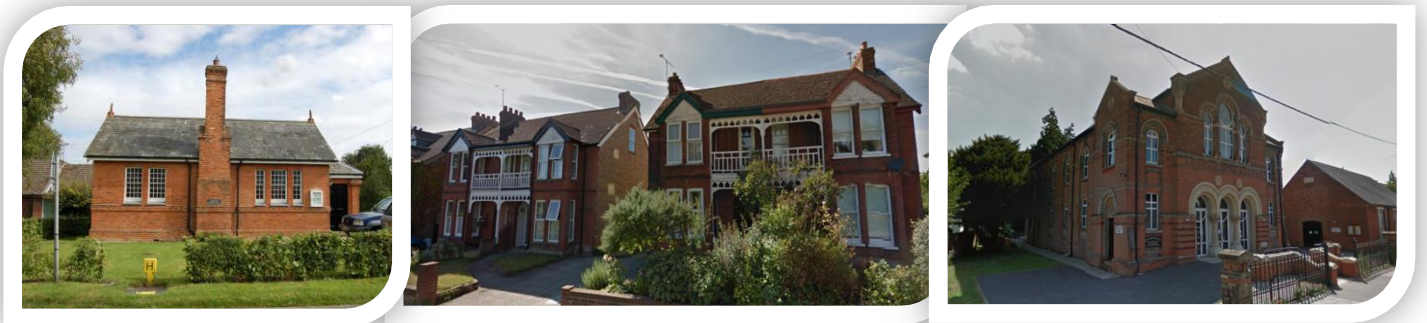
4 = Near certainty of risk occurring, catastrophic effect or failure of project.



Local Heritage List

Draft criteria for identifying and managing local
non-designated heritage assets

DRAFT



Contents

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DRAFT

1.0 Introduction

1.1 The historic environment cannot be replaced; it is a finite resource that is particularly sensitive to harmful development, particularly in an age when the needs to our society change so rapidly.

1.2 Uttlesford District is fortunate enough to benefit from a rich built heritage, with 37 designated Conservation Areas and over 3,500 listed buildings which are recognised nationally by their inclusion on the National Heritage List. This number includes houses, churches, schools, shops, castles, archaeological sites and walls; displaying a variety of styles representative of the best of architectural and historic designs from many centuries. Generally and very importantly the clear distinction between built form and open countryside has been maintained.

1.3 The District is situated in an economically buoyant region where an attractive environment, employment opportunities and excellent transport links including road, rail and air make it a popular destination to live, work and visit. The District is particularly influenced by Stansted Airport within its administrative area and by the presence of London and Cambridge within easy commuting distance. Additionally there are other towns of substance such as Chelmsford, Harlow, Bishops Stortford and others that provide employment opportunities nearby. With such dynamics the historic environment of the District is a popular destination for in-migration. The associated pressures accompanying such in-migration makes it more important to protect the high quality of both built and natural environments.

1.4 In addition to these listed buildings, there are also a wealth of non-listed buildings that are considered to be locally significant and make a positive contribution to the character and distinctiveness of Uttlesford. This may be due to their historic, aesthetic, evidential or communal value, or a combination of these factors. These are **non-designated heritage assets**.

1.5 A Local Heritage List is being compiled to formally identify and celebrate these assets of local importance, in a form that is accessible and informative to the local community, developers and planning officers. It is hoped that list will be used to inform future development proposals, with a view to ***'sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation'*** Para. 126 – National Planning Policy Framework (NPPF), 2012.

1.6 The Local Heritage List aims to identify and record these non-designated heritage assets and explain what is significant about them, including how they positively contribute to the distinctive historic and architectural character of the locality with the purpose of providing accurate, current and clear advice regarding their significance to ensure that they are given due consideration during the planning process.

1.7 This list has been compiled in accordance with the guidance set out in paragraph 126 of the National Planning Policy Framework, 2012, which advises that local planning authorities to set out ***'a positive strategy for the conservation and enjoyment of the historic environment'*** as part their Local Plan and that ***'In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance.'***

1.8 Due to their irreplaceable nature, Paragraph 135 of the NPPF states that *'the effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application'* and that a *'balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset'*.

Q&A

What is a 'heritage asset'?

The National Planning Policy Framework, 2012 defines a heritage asset as **'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)'**.

What is a 'non-designated' heritage asset?

Not all heritage assets are formally designated by the Secretary of State or included on the National Heritage List. Some are identified at a local level as being of historic or architectural significance and provided they meet the definition for a 'heritage asset' they can be considered 'non-designated heritage assets' as recognised by the NPPF.

How do Listed Buildings differ from those included on the Local Heritage List?

'Listed Buildings' are those which have been formally designated by the Government in accordance with advice from Historic England, or English Heritage as it was formally known. These buildings have been recognised for their contribution on a national level, to or architectural heritage, and are graded according to their individual significance. As such they benefit from legal protection under the Planning (Listed Buildings and conservation Areas) Act 1990 and prior consent must be obtained from the Local Planning Authority prior to certain works commencing.

Those included on the Local Heritage List are considered to be of significance at a local level, and have been recognised by the Local Authority. Although weighed against a set criteria (Section 2.0), they are not graded like Listed Buildings and do not benefit from the same legal protection. Repairs to such buildings do not require any formal consent, and in general, permitted development rights are unaffected and standard planning controls will apply. The exception to this would be where an **Article 4 Direction (Section 3.0)** has been placed on the building or structure.

2.0 Selection Criteria

2.1 The Local Authority will use the following criteria when considering the inclusion of any asset on the Local Heritage List. The asset must meet at least 2 (two) of the criteria to be included in the list. The criteria are based on those detailed the Historic England's 'Local Heritage Listing Advice Note 7'.

2.2 If the asset fails to meet 2 (two) of the criterion below, it will not be considered to be of sufficient quality to warrant inclusion on the list.

2.3 This is to ensure that all entries on the Local Heritage List are of sufficient special interest to ensure that the principle of this list is not de-valued by the inclusion of below-standard buildings or structures, and that it can be used as a valuable and robust resource to assist the Local Planning Authority in determining applications in an informed and constructive manner.

Ref	Criterion	Description
A	Rarity	Is it a rare surviving, or substantially unaltered example of a particular type, form or style of building or materials within the context of the local area?
B	Aesthetic Value	How does the aesthetic or design merit relate to the local character and distinctiveness of the district, including the form or architectural style of the asset, choice of materials and quality of workmanship?
C	Group Value	Does the asset form part of a grouping of assets which contribute positively to local character and distinctiveness?
D	Archaeological Value	Does the site possess archaeological value which informs our understanding of the historic development and past human activity in the district?
E	Archival Interest	Are there significant written or photographic records, historic or more recent, that enhance the significance of the asset? (Whilst of interest, this is unlikely to be considered reason in itself for inclusion to the LHL)
F	Historical Associations	Is the asset associated to any locally or historically significant figures including architects or builders or perhaps historic trades?
G	Landmark Status	Does the asset represent an important landmark within the district either because of its communal or historical value, or its aesthetic value?
H	Social and Communal Value	Does the asset contribute to the social and communal history of the area due to its location, form or use, or better inform our understanding of the social and communal progression of the locality and how this has shaped its local distinctive character?

3.0 Implications for development

4.1 Local listing does not have the power of statutory designation. The inclusion of a building or structure on the Local Heritage List does not remove its permitted development rights, or prevent future changes from taking place. However, **locally listed status can be viewed as a material consideration** when determining planning applications and due consideration should be given to the desirability of preserving the special interest of the heritage asset.

4.2 Should an application for demolition of a locally listed heritage asset be submitted and approved, its local listed status should require that it be fully recorded for posterity before the commencement of works, and that any replacement structure should be of sufficiently quality to ensure that it continues to preserve and contribute positively to the character and significance of the locality.

4.3 In addition to this, when considering structures for inclusion on the Local Heritage List further inspection may highlight individual cases where a higher level of protection may be beneficial, and indeed necessary, to conserve the special interest of the asset. In such cases, it may be viewed that an **Article 4 Direction** is necessary, to restrict some of the permitted development rights on the property with a view to managing positive development in the future.

4.4 If an **Article 4 Directions** is deemed desirable in the future, this will only be pursued following full public consultation and cabinet approval.

Q&A

Do repairs require consent?

No formal consent is required for repairs to locally listed assets, however, the council would encourage repairs to be carried out on a like-for-like basis.

Do alterations and extensions require consent?

In general, permitted development rights are not affected by inclusion on the Local Heritage List, and standard planning constraints will apply. The exception to this would be where an Article 4 Direction (See below) has been placed on the building or structure.

What is an Article 4 Direction?

An Article 4 Direction is a form of planning control that can be applied to a building, or a specified area, to restrict certain permitted development rights. A schedule will be agreed and published detailing the rights have been revoked under the direction, which often includes, but is not limited to, replacement of windows and doors, installation of roof lights or dormer windows, cladding of the front elevations and sometimes alterations to, or removal of, boundary treatments. Where this constraint is imposed, the owner will need to seek Planning Permission for alterations detailed on the schedule, however, there will be no fee for submitting this application.

4.0 Publishing and Updating the Local Heritage List

4.1 The Local Heritage List is an evolving document and as such, will need to be updated to allow for new additions to be included, and a review of existing list entries.

4.2 Once the Selection Criteria (Section 2.0) have been agreed, local parish and town councils will be invited to submit entries for inclusion on the list, via the council website. An e-mail invite will be distributed advising the parish and town clerks accordingly. A nomination form can be found in Section 5.0, which should be completed and submitted to the Local Authority, along with a recent photograph of the site and map for identification purposes. These entries will then be reviewed against the selection criteria by the Conservation Officer, and those which meet at least 2 criteria shall be included in the draft Local Heritage List.

4.3 In conjunction with this, the Conservation Officer will also consider those buildings identified as making an important contribution to the 37 designated Conservation Areas. Those identified will be weighed against the agreed selection criteria, and those which meet at least 2 criteria shall also be included in the draft Local Heritage List.

4.4 The list will take the form of a document, with the Selection criteria clearly detailed and a short entry for each site including a photograph, short description, statement of significance and finally, details of the selection criteria that the site is considered to meet.

4.5 For ease of reference, and in line with the strategic approaches set out in Historic England's 'Local Heritage Listing Advice Note 7', the list will be ordered geographically by parish, in alphabetical order.

4.6 A webpage will be created on the Uttlesford District Council website to launch the draft Local Heritage List. This page will feature access to this document, access to an online and printable copy of the Nomination Form, and a general introduction to the Local Heritage List.

4.7 A deadline will be stated on the website for submissions to be considered for inclusion on the first publication of the Local Heritage List.

4.8 Following this deadline, the draft Local Heritage List will be finalised and published online for a period of public consultation of 6 weeks. All responses will be collated and appropriate revisions made to the draft Local Heritage List.

4.9 The final Local Heritage List will then be submitted to Cabinet for sign-off prior to its publication on the website. A press release will also be issued to notify the public.

4.10 New additions to the list, whether identified by officers, parish/town councils, local groups or members of the public, shall be subject to review by a panel who will weigh the proposed site against the selection criteria. It is proposed that the panel meet at 6 monthly intervals in the Council Offices. New nominations shall be published on the website, and their outcome updated.

5.0 Nomination Form



UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER
 Telephone (01799) 510510, Fax (01799) 510550
 Website www.uttlesford.gov.uk

Nomination Form for the Local Heritage List

Please provide details of the heritage asset that you wish to nominate:

Name/ Number	
Street	
Town/ Village	
Parish	

Please describe the type/ use of the asset: *(domestic/ religious/ commercial/ education etc)*

Type	
------	--

Please provide an approximate date for the asset (if known):

Date	
------	--

Please identify which of the following criteria the asset satisfies and why: *(You may wish to refer to the selection criteria on page 3)*

Criteria	Please tick	Reason
1 – Rarity		
2 – Aesthetic Value		
3 – Group Value		
4 – Archaeological Value		
5 – Archival Interest		
6 – Historical Associations		
7 – Landmark Status		
8 – Social and Communal Value		

UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER
Telephone (01799) 510510, Fax (01799) 510550
Website www.uttlesford.gov.uk

Please describe the significance of the asset, in brief, and why it should be included on the Local Heritage List: *(Please include any additional information here that you feel is relevant to the nomination such as architectural or historic interest or associated people and companies)*



Please include a map and recent photograph of the site with your application.

Please provide your contact details:

Name	
Address	
Postcode	
Telephone	
E-mail	

THANK YOU FOR YOUR CONTRIBUTION

Completed forms can be e-mailed to conservation@uttlesford.gov.uk or sent to the address at the top of the page, for the attention of the Conservation Officer.



Local Heritage List Selection Criteria

Ref	Criterion	Description
A	Rarity	Is it a rare surviving, or substantially unaltered example of a particular type, form or style of building or materials within the context of the local area?
B	Aesthetic Value	How does the aesthetic or design merit relate to the local character and distinctiveness of the district, including the form or architectural style of the asset, choice of materials and quality of workmanship?
C	Group Value	Does the asset form part of a grouping of assets which contribute positively to local character and distinctiveness?
D	Archaeological Value	Does the site possess archaeological value which informs our understanding of the historic development and past human activity in the district?
E	Archival Interest	Are there significant written or photographic records, historic or more recent, that enhance the significance of the asset? (Whilst of interest, this is unlikely to be considered reason in itself for inclusion to the LHL)
F	Historical Associations	Is the asset associated to any locally or historically significant figures including architects or builders or perhaps historic trades?
G	Landmark Status	Does the asset represent an important landmark within the district either because of its communal or historical value, or its aesthetic value?
H	Social and Communal Value	Does the asset contribute to the social and communal history of the area due to its location, form or use, or better inform our understanding of the social and communal progression of the locality and how this has shaped its local distinctive character?

DRAFT



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Committee: Cabinet
Date: 10th July 2017
Title: Buildings at Risk
Portfolio Holder: Councillor S Barker

Agenda Item

12

Summary

1. This report serves to update Cabinet on the Listed Buildings at risk within the district and the work being carried out by officers.

Recommendations

2. That the updated report is published and the proactive works, working alongside owners to restore buildings and bring them back into use, is endorsed.

Financial Implications

3. None – If any action is taken which would have a financial impact which requires Cabinet approval, this will be sought prior to any action taking 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.

None

Impact

- 5.

Communication/Consultation	This document will be placed on the Uttlesford District Council website.
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None

6. This report and the attached document provides an update on the current state of the Listed Buildings at risk within Uttlesford District. Historic England publishes a national register of buildings or heritage assets at risk. The Historic England register only includes those buildings registered as Grade I or II*. Uttlesford District Council publishes its own register of those buildings at risk within Uttlesford which are Grade II listed.
7. Since the last publication in 2015 a total of 6 buildings have been removed from the council's register following communication from local authority officers and the owners carrying out required repairs. These are as follows:
 - Stable and Lodge to South of Thremhall Priory, Takeley
 - Sheering Hall, Outbuilding, Sheering'
 - Ice House, Manuden House, Manuden
 - The Old Forge, 35 Cambridge Rd, Stansted Mountfitchet
 - Yew Tree Cottage, School Lane, Molehill Green, Takeley
 - Westbury Barn, Royston Rd, Wendens Ambo
8. A total of 7 buildings have been added to the updated register.
9. The Heritage at Risk section has also been updated in-line with Historic England's current list. A total of 4 sites have been removed from their register and there are 2 new additions; Bury Hill on Castle Lane, Saffron Walden and Tilty Mill, Tilty.
10. These two documents have been combined and are published as one document.
11. Officers have visited the sites recently and identified a number of buildings which, following previous Council encouragement, have been repaired and can now be removed from the register, demonstrating the success of the Buildings at Risk Register to date. The addition of new buildings to the register demonstrates that this process is being actively reviewed and that the Authority continues to take positive action to address the buildings at risk within the district.
12. This work will progress alongside existing statutory duties and other proactive work including, but not limited to, the revision of the districts Conservation Area Appraisals and Management Plans and publication of a Local Heritage List.

Risk Analysis

	Likelihood	Impact	Mitigating actions
Possible inaccuracies in data	1	1	Update as necessary if discrepancies are identified.

- 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.

Buildings at Risk Register

A report on the heritage sites under threat
in the Uttlesford District

March 2017





Listed Buildings at Risk Register

Listed buildings are of historic and architectural importance and part of the nation's unique heritage. As part of its policy to protect and enhance the heritage assets of the District, the Council maintains a Register of Listed Buildings at Risk. The Buildings at Risk Register contains details of buildings known to be 'at risk' through neglect and decay, or vulnerable to becoming so. The register indicates the address of the property in question and the condition of the building and is available for public inspection.

Repair and maintenance of such buildings is the responsibility of the individual owners. However, under the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council has powers available to enter buildings at risk, make certain essential repairs and recover the expenditure through the courts if necessary. The objective of the Register is to highlight the plight of these buildings and initiate action towards securing their long-term conservation.

Buildings at Risk are assessed by using a check list of criteria produced by Heritage England determined by the condition of a building and whether it is occupied. The condition of the elements of each building such as roof, walls, base, windows, doorways and rain water goods are considered using the guidelines below. The register is updated on a regular basis.

Summary of Condition Grades

Very Bad	Structural failure or clear signs of instability Loss of significant areas of roof covering leading to major deterioration of the interior A major fire or other disaster affecting most of the building
Poor	Deteriorating masonry and/or a leaking roof and/or defective rainwater goods Rot outbreaks General deterioration of most of the building's elements
Fair	Structurally sound Minor repairs needed Signs of a lack of general maintenance
Good	Structurally sound Weather tight No significant repairs needed

Priority Category

The classification of a building takes account of not only the 'static' attributes of condition and occupancy, but also the 'dynamic' one of the rate of deterioration. For example, a building in fair condition whose roof is beginning to fail is a greater priority for action, than one whose roof fell in many years ago and is now subject to slow erosion of its masonry. Priority for action is graded as follows:

- A Immediate risk of further rapid deterioration or loss of fabric; no solution agreed
- B Immediate risk of further rapid deterioration or loss of fabric; solution agreed but not yet implemented
- C Slow decay; no solution agreed
- D Slow decay; solution agreed but not yet implemented
- E Under repair or in fair to good repair, but no user identified or under threat of vacancy with no obvious new user (applicable only to buildings capable of beneficial use; often specialised buildings which have become functionally redundant)
- F Repair scheme in progress and (where applicable) end use or user identified; functionally redundant buildings with new use agreed but not yet implemented.

Summary of Listed Buildings at Risk

Currently there are 19 listed buildings at risk in Uttlesford. Below is a summary table of buildings 'At Risk' included on the Register. This is followed by a detailed report on each individual building.

Parish	Building	Designation	Priority
Chickney	Barn at Chickney Hall, Chickney	Grade II	C
Chrishall	Barn at Red Cow Inn, High Street, Chrishall	Grade II	A
Debden	Roothers Farm, Debden Green, Henham Road,	Grade II	A
Elmdon	Pigots, High Street, Elmdon	Grade II*	C
Elsenham	Barn approximately 90 metres North West of Home Farmhouse, Gaunts End, Elsenham	Grade II	A
Great Dunmow	31 The Downs, Great Dunmow	Grade II	D
Great Dunmow	Gatehouse to Easton Lodge, Stortford Rd, Gt. Dunmow	Grade II	A
Great Dunmow	Bigods, Bigods Lane, Gt. Dunmow	Grade II	A
Great Dunmow	Summer House, South West of Bigods, Bigods Lane, Gt. Dunmow	Grade II	C
Great Sampford	Goddards Farmhouse, Tindon End, Great Sampford	Grade II	A
Newport	Pendean, High Street, Newport	Grade II	C
Saffron Walden	2 Bridge Street, Saffron Walden	Grade II	C
Saffron Walden	10-12 Bridge Street, Saffron Walden	Grade II	C
Saffron Walden	31 Castle Street, Saffron Walden	Grade II	D
Saffron Walden	4 High Street, Saffron Walden	Grade II	A
Saffron Walden	12, Market Hill, Saffron Walden	Grade II*	A
Saffron Walden	Gas Works, 2 Thaxted Road, Saffron Walden	Grade II	C
Stansted Mountfitchet	Three Colts Inn, 86, Cambridge Road, Stansted Mountfitchet	Grade II	A
Tilty	Tilty Mill, Tilty	Grade II*	A
Wenden Lofts	Church of St Dunstan, Wenden Lofts	Grade II	A
Wendens Ambo	1 Silver Row, Mutlow Hill, Wendens Ambo	Grade II	C

Barn at Chickney Hall, Chickney

Description

Barn. Mid C14, aisled. Timber framed and weatherboarded, with red plain tile hipped roof. 5 bays long with C17 half hipped midstrey. Arch braced tie beams, jowled arcade posts, and splayed and bridled arcade plate scarfs. Passing braces, and reversed assembly at eaves. Jowled aisle ties. Original Crown post roof rebuilt as side purlin in early C17.

Risk

Roof has now been 'mothballed' with new timbers inserted and corrugated sheeting to rear.

Suggested immediate actions

- Sections of missing weatherboarding to be replaced like-for-like
- Loose tiles to be reinstated or replaced like-for-like and localised repairs of metal sheeting
- Windows to be boarded, or repaired
- Tree stump in rear elevation to be removed



Summary

•••

Parish Chickney

Designation Grade II

List Entry ID 1112194

Priority C

Condition Poor

Date Registered 1991

Ownership Private

For sale No

Last site visit

21/2/2017

National Grid

reference TL 57649

27979

Contact 01799 510531

Map



LB at Risk
Barn at Chickney Old Hall, Chickney



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2014 Ordnance Survey 0100018688

Barn at Red Cow Inn, 11 High Street, Chrishall

Description

A 3-bay timber-framed and weather-boarded barn standing at right angles to the Red Cow Inn. Roof thatched

Risk

Roof has partially collapsed.

Suggested immediate actions

- Roof to be covered
- Vulnerable areas of structure to be propped and supported



Summary

• • •

Parish Chrishall

Conservation Area

Designation Grade II

List Entry ID 1322472

Priority A

Condition Very Bad

Date Registered 2015

Ownership Private

For sale No

Last site visit

12/6/2015

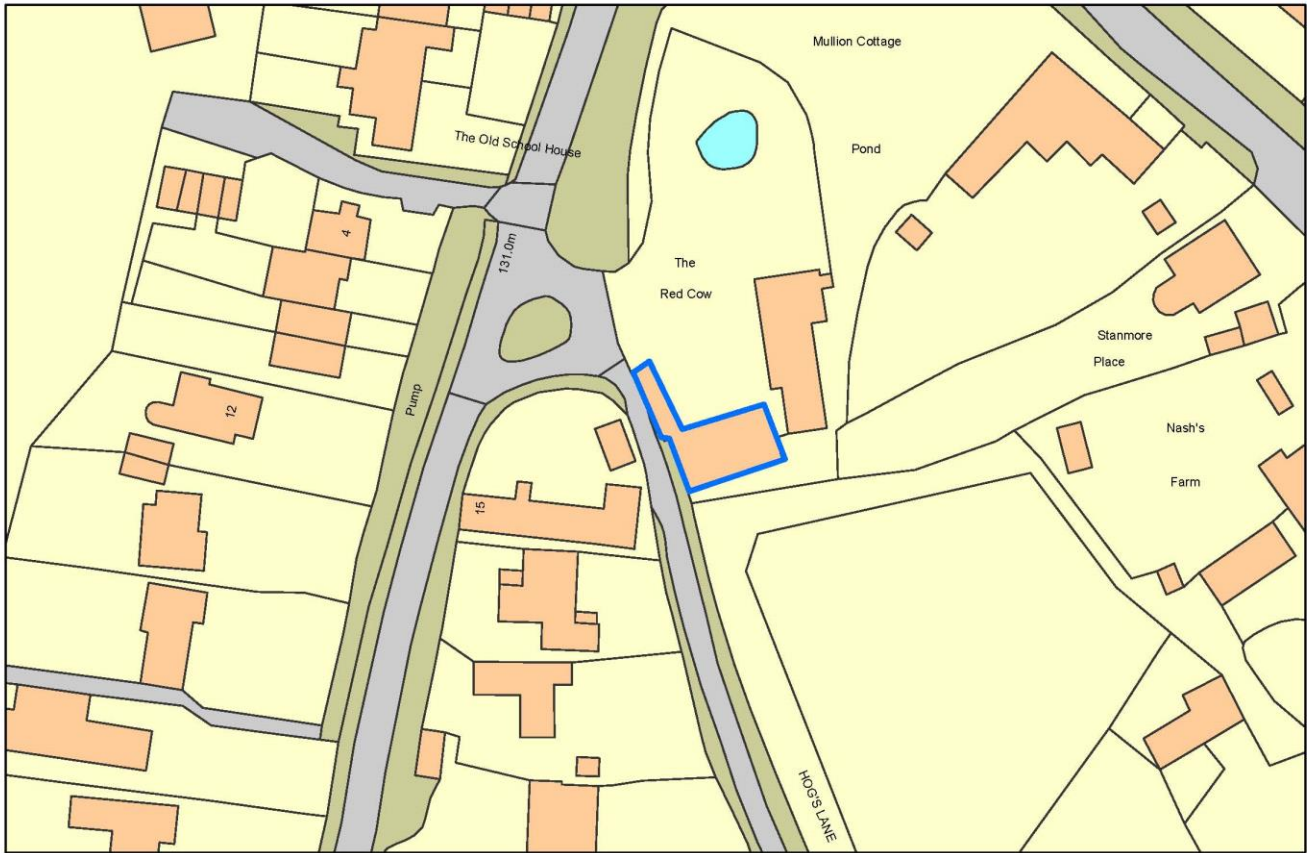
National Grid

reference TL44589

39302

Contact 01799 510531

Map



LB at Risk
Barn at Red Cow Inn, Chrishall

 UDC © Crown copyright and database rights 2014 Ordnance Survey 0100018688

Roothers Farm, Debden Green, Henham Road, Debden

Description

C17 timber-framed and plastered building with a C18 addition at the rear. Two storeys. The upper storey is jettied at the south-west end of the front. The windows are partly double-hung sashes and partly casements. Roof tiled, with one external chimney stack.

Risk

House is vacant and in a dilapidated condition with the openings unprotected, leaving the building vulnerable to further deterioration.

Suggested immediate actions

- Openings to be secured allowing for adequate ventilation

Summary

•••

Parish Debden

Designation II

List Entry ID 1305838

Priority A

Condition Poor

Date Registered

03/11/2015

Ownership Private

For sale No

Last site visit

National Grid

reference TL57860

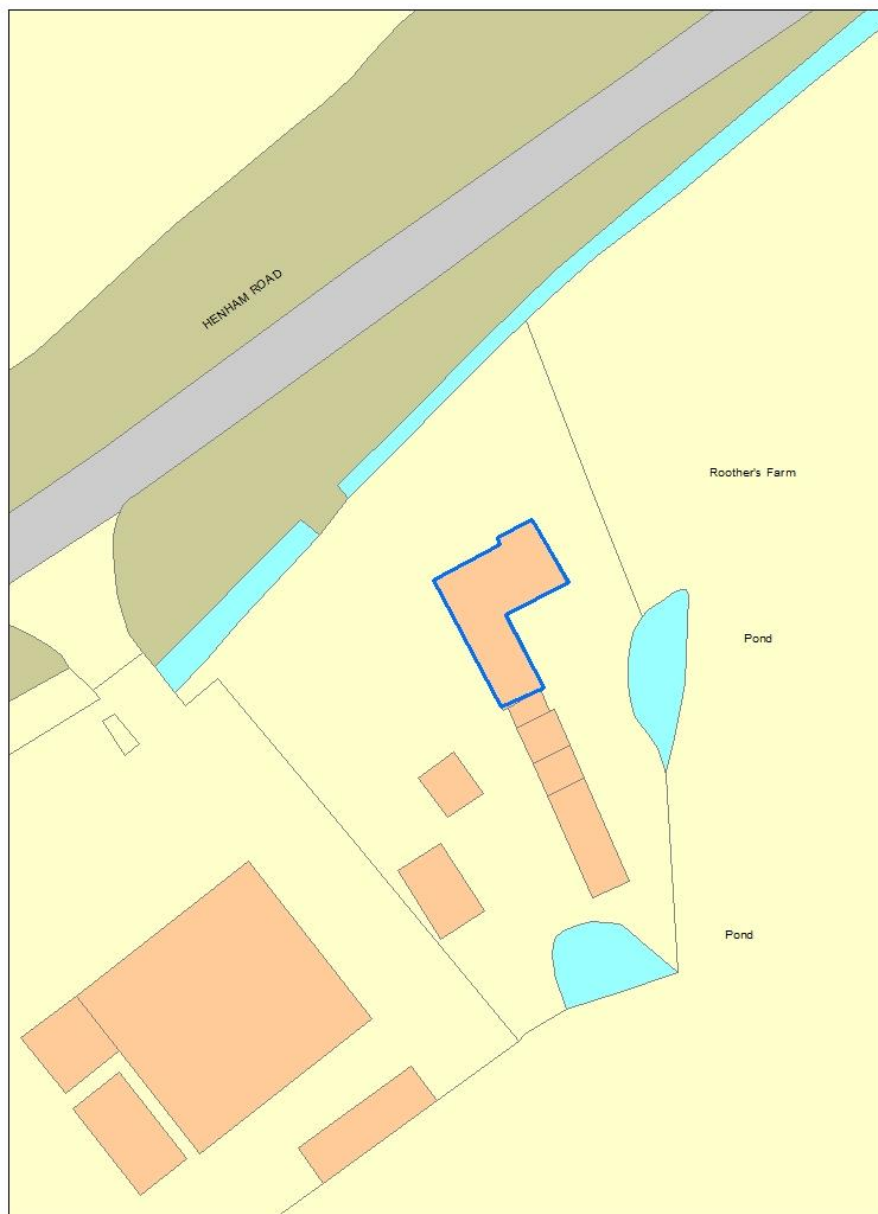
31810

Contact 01799 510531





Map



LB at Risk
Roothers, Debden Green, Henham Road, Debden



UDC © Crown copyright and database rights 2014 Ordnance Survey 0100018688

Pigots, High Street, Elmdon

Description

Early C16 moated manor house with cross wings on the north and south ends. Two storeys. The upper storeys of the cross wings are jettied on exposed joists, with the timber-framing exposed. Three window range of casements with lattice leaded lights. On the east side there is a mid C17 addition and a large external chimney stack with 3 shafts set diagonally and a panel with the initials T.M. and date 1665. Roof tiled, with a central chimney stack with shafts set diagonally (rebuilt).

Risk

Property is vacant.

Suggested immediate actions

- Openings to be secured allowing for adequate ventilation
- Vegetation close to building to be removed



Summary

• • •

Parish Elmdon

Designation Grade II*

List Entry ID 1322504

Priority C

Condition Good

Date Registered 2015

Ownership Private

For sale No

Last site visit

14/5/2015

National Grid

reference TL46337

39193

Contact 01799 510531

Map



LB at RISK
Pigots, High Street, Elmdon



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2015 Ordnance Survey 0100018688

Barn North West of Home Farmhouse, Gaunts End, Elsenham

Description

Large C17 timber-framed and weather-boarded barn with a tiled roof (there is some corrugated iron at the rear). The barn is built on an L shaped plan with a wing extending to the south at the west end and there is a gabled entrance bay on the south side.

Risk

C17 timber framed barn. Barn no longer watertight, tiles removed from entire roof leaving felt, battens and rafters exposed.

Suggested immediate actions

- Roof and sections of missing weatherboarding to be covered
- Openings to be secured, allowing for adequate ventilation



Summary

•••

Parish Elsenham

Designation Grade II

List Entry ID 1112331

Priority A

Condition Very Bad

Date Registered 1991

Ownership Private

For sale No

Last site visit

29/4/2015

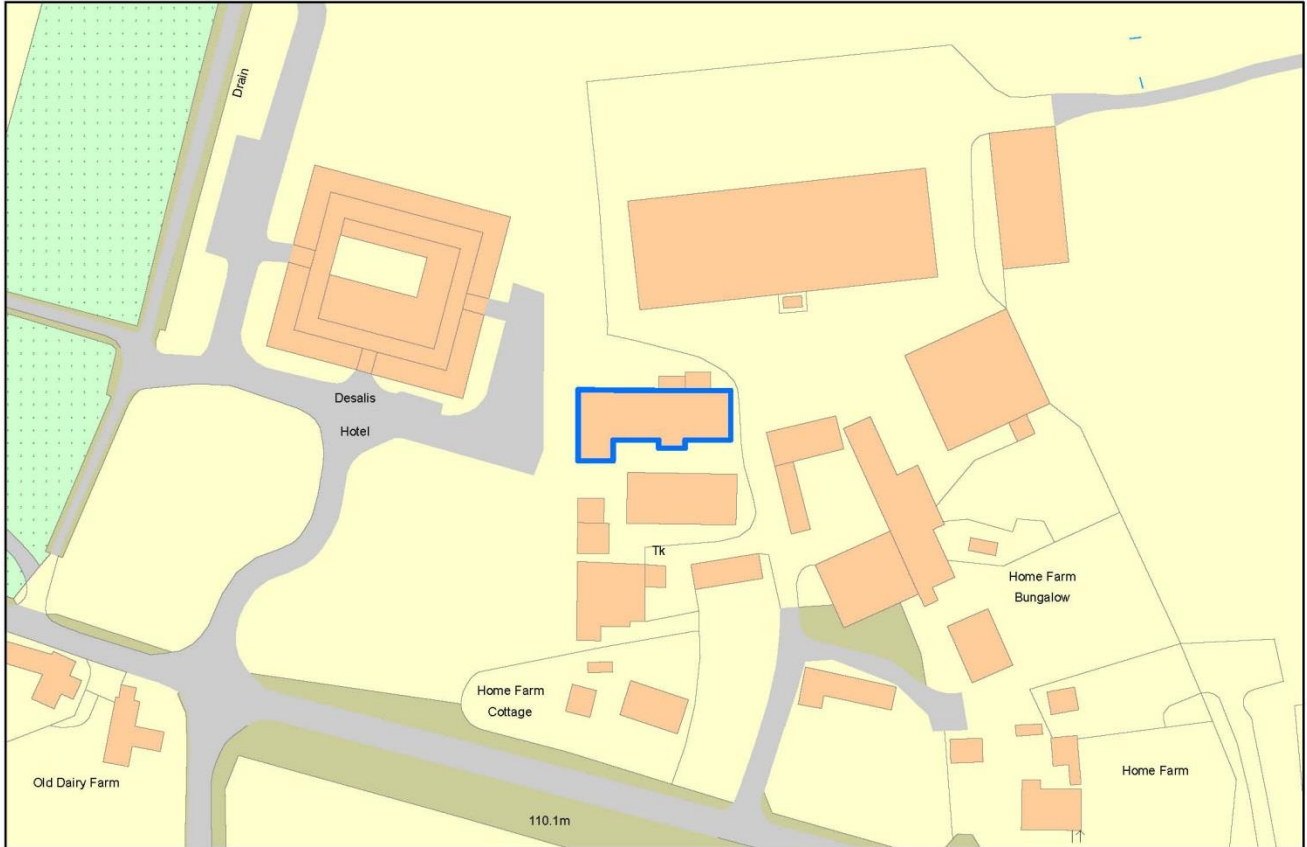
National Grid

reference TL 55104

25559

Contact 01799 510531

Map



LB at Risk
Barn NW of Home Farmhouse, Gaunts End, Eisenham



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2014 Ordnance Survey 0100018688

31 The Downs, Great Dunmow

Description Summary

One of a pair of semi-detached cottages, early C19, timber framed and plastered with slate gabled roof. 2 storeys with party wall, ridge line stack. First floor has 2 double hung sashes with small panes and one C20 sash window. Ground floor overhang at W end supported on octagonal timber post and 2 doorcases with flat hoods on scroll brackets. Early C19 sash windows.

Risk

Left-hand side overhang is showing signs of movement. Property is vacant.

Suggested immediate actions

- Roof to be covered
- Vulnerable areas of structure to be propped and supported



Summary

• • •

Parish Dunmow

Designation Grade II

List Entry ID 1098276

Priority D

Condition Poor

Date Registered 2015

Ownership Private

For sale No

Last site visit

24/6/2015

National Grid

reference TL 62644

22330

Contact 01799 510531

Map



LB at RISK
31 The Downs, Great Dunmow

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2015 Ordnance Survey 0100018668

Gatehouse to Easton Lodge, Stortford Rd, Gt. Dunmow

Description

Gatehouse. C17, partly remodelled in C18. Red brick with central carriageway and flanking lodges. Carriageway has 4 centred arch, with 2 central arches to windows. Giant pilasters in brick. Central pediment with flat parapet above. Parapet at lower level above lodges, with projecting cornices below. Hood moulds. Y-traceried glazing bars. Arched doorways to lodges.

Risk

Missing most of roof covering and requiring removal of Ivy from brickwork. Planning Permission for one residential unit approved in 1992 but not yet implemented. Existing openings boarded up and temporary arch support installed.

Suggested immediate actions

- Vegetation to be removed
- Secure vulnerable areas of brickwork



Summary

•••

Parish Great Dunmow

Designation Grade II

List Entry ID 1054701

Priority A

Condition Very bad

Date Registered 1986

Ownership Company

For sale No

Last site visit

29/4/2015

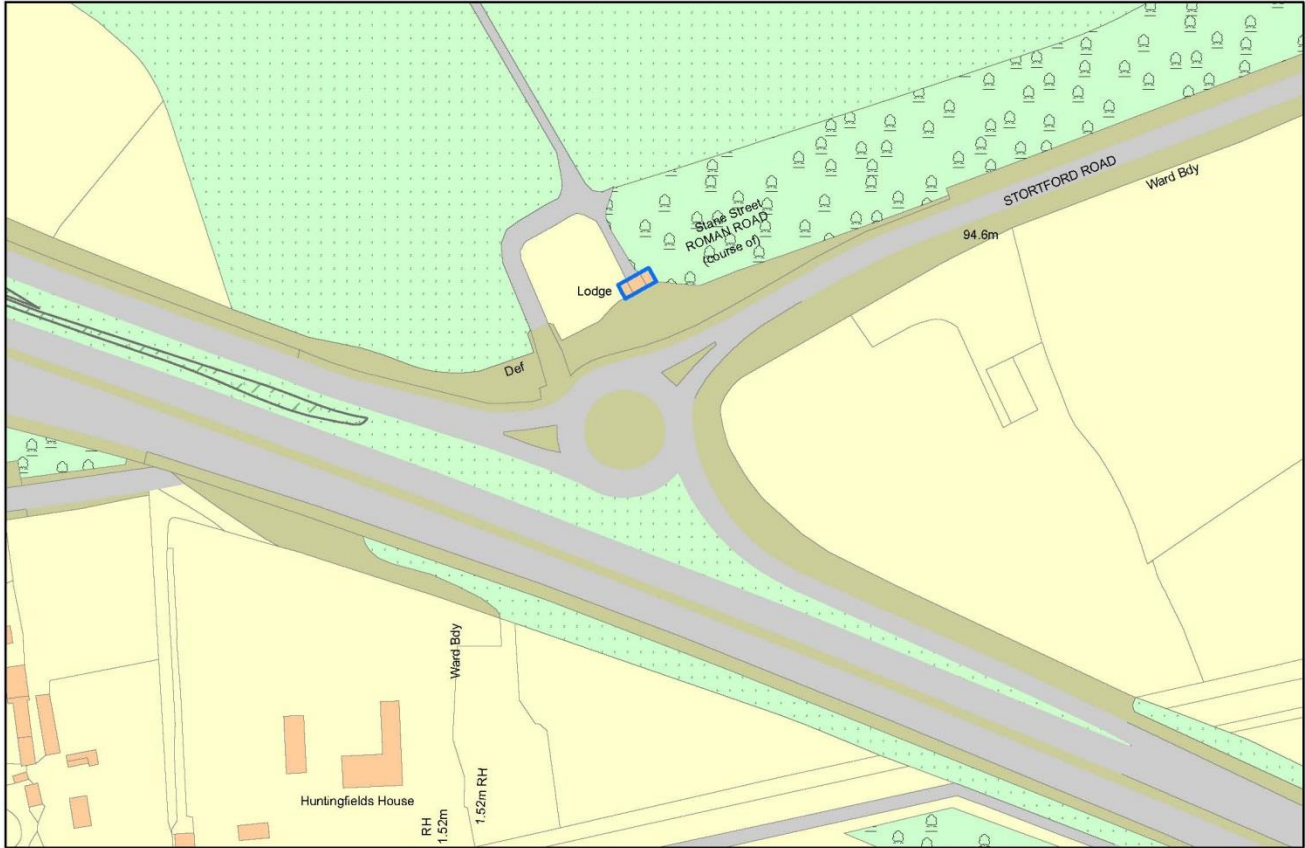
National Grid

reference TL 60561

21563

Contact 01799 510531

Map



LB at Risk
Gatehouse to Easton Lodge, Gt Dunmow



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2014 Ordnance Survey 0100018688

Bigods, Bigods Lane, Gt. Dunmow CM6 3BE

Description

House. Mid C16, extensively altered and re-fronted in yellow stock brick with red plain tile and grey slate roofs. 2 and 3 storeys. 2, 5, 1, window range C19 casements with vertical sliding sashes, with gauged brick arches. Doric porch with frieze and metopes. L shaped wing to rear. Mid C16 red brick chimney stacks with 3 octagonal shafts. C19 detailing internally.

Risk

Part of the rear wing dilapidated. Planning Permission for restoration and extension approved but not implemented.

Suggested immediate actions

- Elevations to be covered
- Openings to be secured allowing for adequate ventilation
- Loose slates to be reinstated or replaced like-for-like



Summary

• • •

Parish Great Dunmow

Designation Grade II

List Entry ID 1098282

Priority A

Condition Very Bad

Date Registered 1999

Ownership Unknown

For sale No

Last site visit

29/4/2015

National Grid

reference TL 62784

24601

Contact 01799 510531

Map



LB at Risk
Bigods, Bigods Lane Gt Dunmow



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2014 Ordnance Survey 0100018688

Summer House, South West of Bigods, Bigods Lane, Gt. Dunmow

Description

Summerhouse. Mid C16 in red brick with red plain tile roof. Curvilinear gable. 2 storeys. North gable has central quatrefoil and stucco pilasters, to semi-circular arched entrance at first floor, with blank shields in spandrels. Original transom and mullion windows to south and east sides, now blocked. Similar original window on west side.

Risk

Disused structure with extensive vegetation growth

Suggested immediate actions

- Vegetation to be removed



Summary

•••

Parish Great Dunmow

Designation Grade II

List Entry ID 1333680

Priority C

Condition Poor

Date Registered

12/10/2015

Ownership Commercial

For sale No

Last site visit

14/05/2015

National Grid

reference TL 62736

24549

Contact 01799 510531

Map



LB at Risk
Summerhouse at Bigods, Bigods Lane, Great Dunmow

N
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rights 2014 Ordnance Survey 0100018688

Goddards Farmhouse, Tindon End, Great Sampford

Description

Early C17 timber-framed and plastered house built on an L shaped plan, with the remains of a moat. Two storeys. Casement windows. Roof tiled, with an original central chimney stack with grouped shafts set diagonally on a square base.

Risk

Bulging plaster on walls, sagging rafters and attached outbuilding near to collapse.

Suggested immediate actions

- Vegetation to be removed
- Vulnerable areas of structure to be propped and supported
- Vulnerable sections of roof to be covered and areas of missing plaster to elevations
- Openings to be secured allowing for adequate ventilation



Summary

•••

Parish Great Sampford

Designation Grade II

List Entry ID 1122146

Priority A

Condition Very Bad

Date Registered 2004

Ownership Private

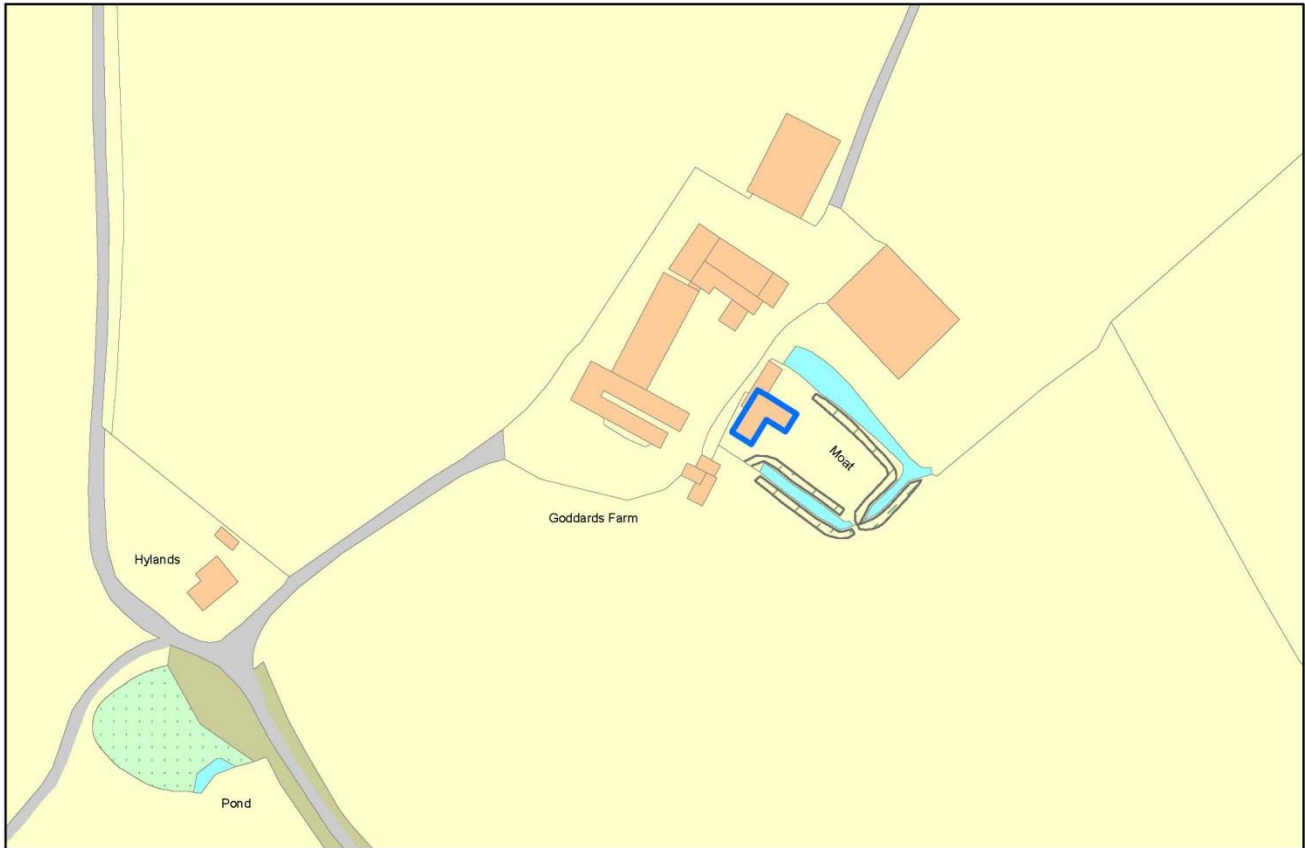
For sale No

Last site visit
29/4/2015

National Grid
reference TL 63099
35321

Contact 01799 510531

Map



LB at Risk
Goddards Farmhouse, Tindon End, Gt Sampford



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2014 Ordnance Survey 0100018688

Pendean, High Street, Newport

Description

Mid-late C19 timber-framed house with brick nogging in the Tudor style. Two storeys. The upper storey is jettied on 3 sides. Two window range on the front and one window range on the north and south ends of iron ornamental latticed casements. The ground storey has 2 oriel bay windows. Roof tiled, with a central cruciform chimney stack set diagonally on a square base.

Risk

Property is vacant. Lack of maintenance causing fabric to elevations to fail. Loose brick nogging.

Suggested immediate actions

- Localised repairs to elevations using like-for-like materials



Summary

•••

Parish Newport

Designation Grade II

List Entry ID 1234759

Priority C

Condition Fair

Date Registered
17/02/2017

Ownership Private

For sale No

Last site visit 27/08/15

National Grid reference TL 52096
33763

Contact 01799 510531

Map



2 Bridge Street, Saffron Walden

Description

2 houses, No.2A with shop. Mid C19. Red brick with scored pointing, peg-tiled hipped roof, red brick stack. Rectangular plan. 2 storeys. W front elevation: 2 units, to N, No.2: house of 2 window range, central stack between, front door at S end. Windows, ground floor, paired horned sashes, 4x2 panes, good voussoirs, splayed sills (now cement rendered, also reveals).

Risk

Missing render to elevations and lack of maintenance to windows

Suggested immediate actions

- Localised repairs to render using like-for-like materials

Summary

•••

Parish Saffron Walden

Designation Grade II

List Entry ID 1281158

Priority C

Condition Fair

Date Registered

12/10/2015

Ownership Commercial

For sale No

Last site visit 27/08/15

National Grid

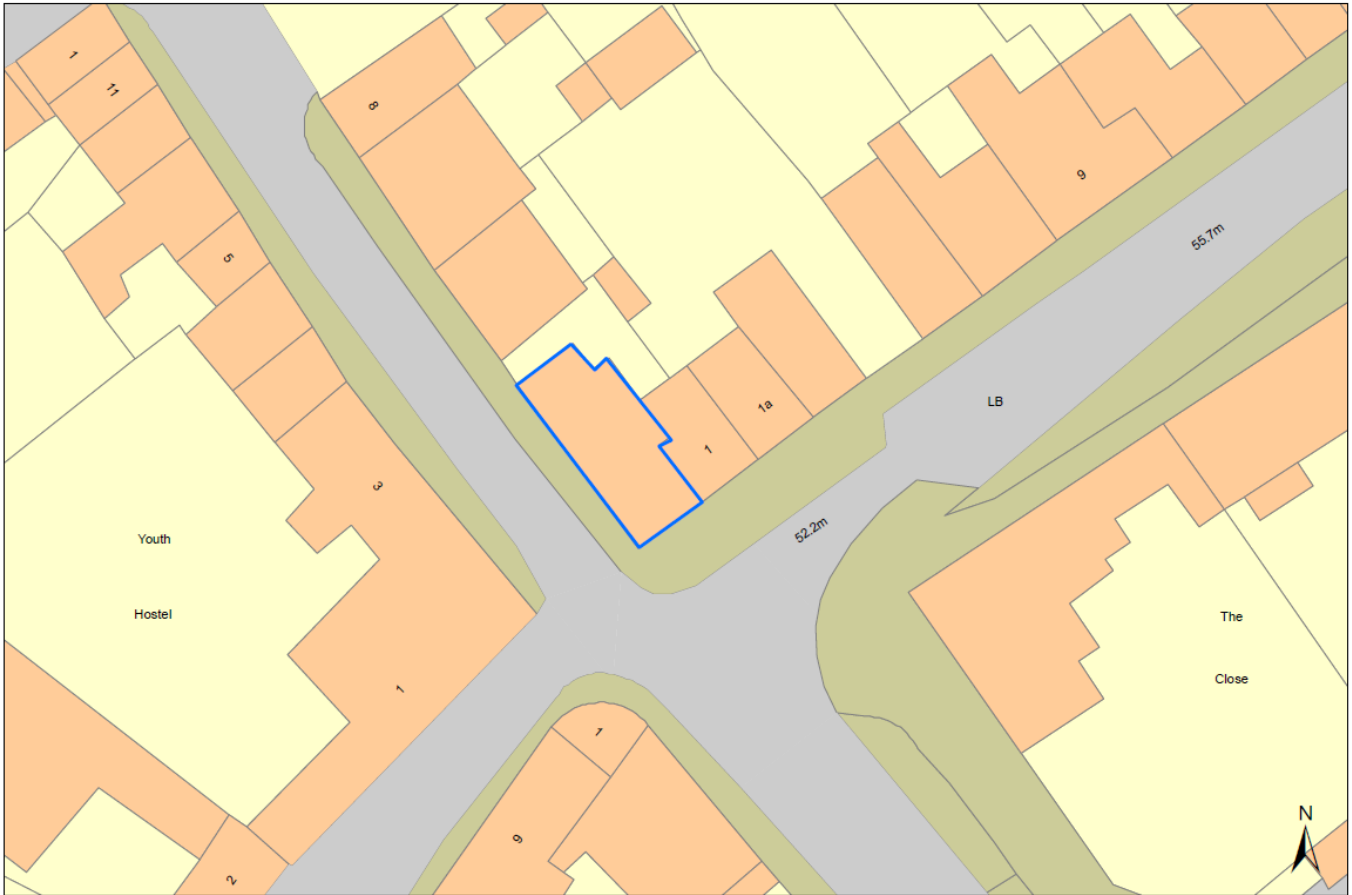
reference TL 53587

38621

Contact 01799 510510



Map



LB at Risk
2 Bridge Street Saffron Walden

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2014 Ordnance Survey 0100018688

10-12 Bridge Street, Saffron Walden

Description

House. Late C16 with C18 street range, C19 additions, C20 restoration. Timber-framed and plastered, peg and clay tiled roof. Plan T shaped, of C18 principal block with pair of conjoined C16 wings projecting at rear. 2 storey, partial attic and cellars. Front W elevation: 4 window range, all windows are sashes with moulded architraves, glazing bars, 4x4 panes.

Risk

Missing render to elevations and lack of maintenance to windows

Suggested immediate actions

- Localised repairs to render using like-for-like materials



Summary

•••

Parish Saffron Walden

Designation Grade II

List Entry ID 1297806

Priority C

Condition Fair

Date Registered

12/10/2015

Ownership Commercial

For sale No

Last site visit

27/08/2015

National Grid

reference TL 53568

38655

Contact 01799 510510

Map



LB at Risk
10-12 Bridge Street Saffron Walden

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2014 Ordnance Survey 0100018688

31 Castle Street, Saffron Walden

Description Summary

Range of 3 houses as one unit. C18 with C19 and C20 refurbishment and additions. Timber-framed and plastered with ashlar lining, brick plinth, slate roof and red brick stacks. U shaped plan of street range with E and W rear wings to N. 2 storeys. Front S elevation: irregular 3 window 3 door range, hipped roof with 2 stacks, one at W end and one towards E end (between Nos 31 & 33).

Risk

Missing render to rear elevation with timber frame exposed. Lintel missing above rear, ground floor window and doorframe missing to rear door.

Suggested immediate actions

- Localised repairs to render using like-for-like materials



Summary

•••

Parish Saffron Walden

Designation Grade II

List Entry ID 1196138

Priority D

Condition Fair

Date Registered 2015

Ownership Private

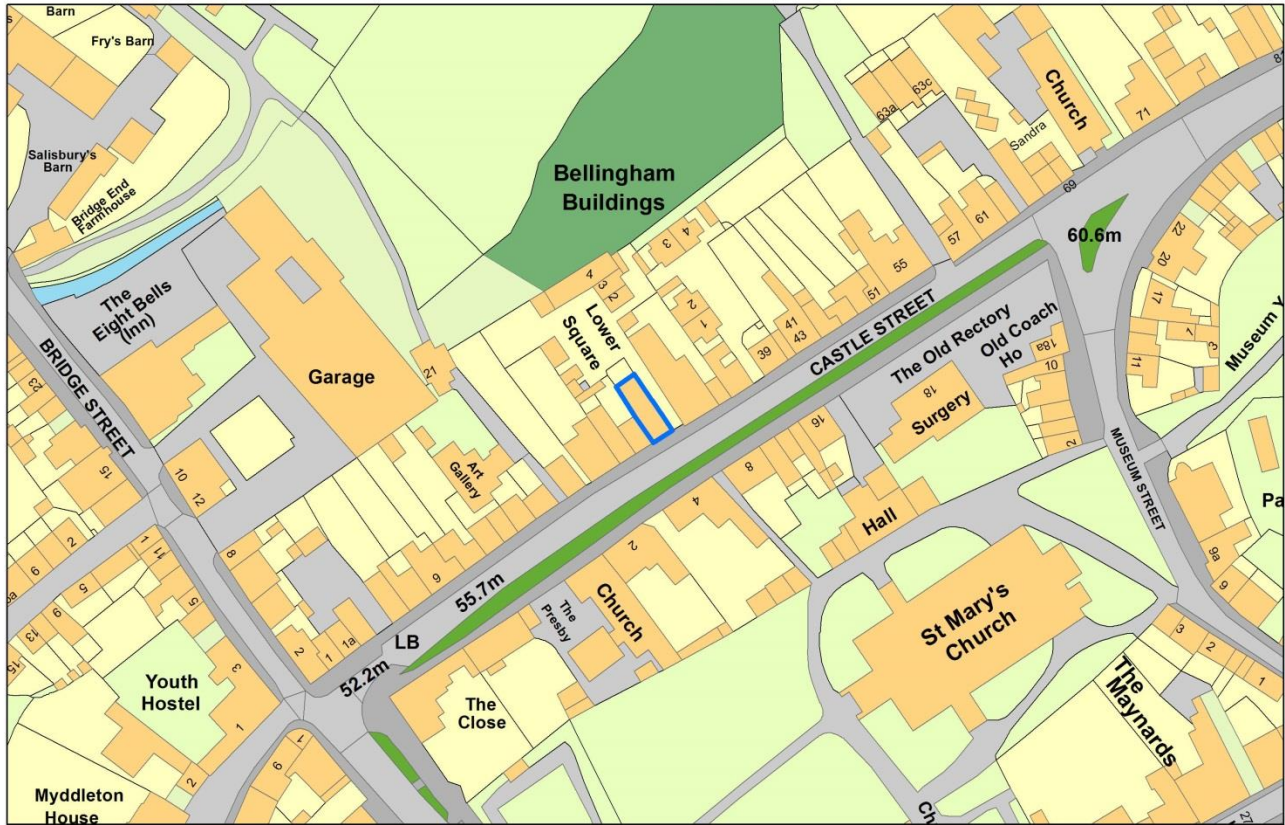
For sale No

Last site visit
27/01/2015

National Grid
reference TL 53666
38671

Contact 01799 510510

Map



LB at RISK
31 Castle Street, Saffron Walden



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2015 Ordnance Survey 0100018688

4 High Street, Saffron Walden

Description

House. Late C14, and late C15. Timber-framed and rendered with some exposed framing and C20 pargetting. Roof of plain tiles, gabled but with slate roofed rear block with hip to E. 2 storeys and attics. Plan of hall with 2 cross-wings. High Street elevation: N cross-wing has pargetted gable with 6 paned C20 casement and first floor of exposed framing, mostly original. All windows on this front are C20 small paned casements.

Risk

Defective roof and defective render allowing water ingress

Suggested immediate actions

- Localised repairs to roof in a like-for-like manner
- Localised repairs to render using like-for-like materials

Summary

•••

Parish Saffron Walden

Designation Grade II

List Entry ID 1196183

Priority A

Condition Poor

Date Registered

12/10/2015

Ownership Private

For sale No

Last site visit

27/08/2015

National Grid

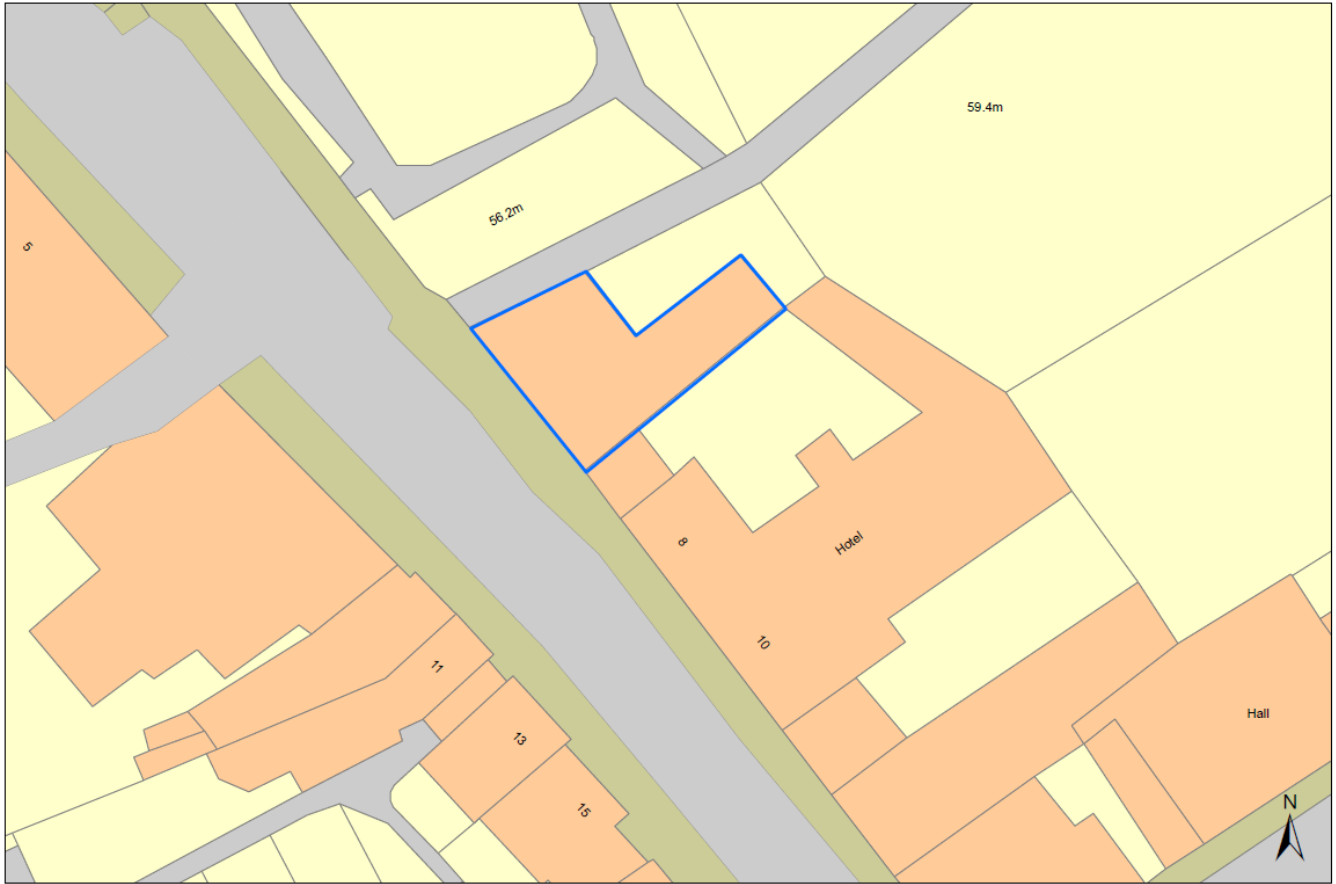
reference TL 53654

38557

Contact 01799 510510



Map



LB at Risk
4 High Streett Saffron Walden

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2014 Ordnance Survey 0100018688

12, Market Hill, Saffron Walden

Description

Shop and office. Early C16, mid C16, C19 rear addition and refronting with shop. Timber-framed and plastered, peg-tiled roof. 2 storey with partial rear attic, one prominent stack. Modified H plan of central range, jettied cross-wings, long rear lean-to extension to N wing and similar to S wing with further deep lean-to addition on N side into rear yard.

Risk

Early C16 and later timber framed building. Lack of maintenance and deterioration to rear elevation and ranges. Roof to rear inadequately protected with a tarpaulin, windows boarded to facade.

Suggested immediate actions

- Improve temporary protection to rear roof slopes



Summary

• • •

Parish Saffron Walden

Conservation Area
Saffron Walden

Designation Grade II*

List Entry ID 1196216

Priority A

Condition Poor

Date Registered 1999

Ownership Private

For sale No

Last site visit
14/5/2015

National Grid reference TL 53830
38589

Contact 01799 510510

Map



LB at Risk
12 Market Street Saffron Walden



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2014 Ordnance Survey 0100018688

Gas Works, 2 Thaxted Road, Saffron Walden

Description

Pair of buildings flanking entry, formerly gas works, now store to left, offices to right. 1836, dated on front gables. Red brick, stuccoed fronts. Slate roof to left, concrete tile roof to right. Building to left: originally 3x3 bays, now with additional bay to rear, later range to left side not of special interest. Truncated front gable stack. Front has 3 blind bays defined by pilasters, with recessed panels. Pediment above. Inscribed 'Gas Works' on frieze.

Risk

Suggested immediate actions

- Localised repairs to roof in a like-for-like manner
- Localised repairs to render using like-for-like materials



Summary

•••

Parish Saffron Walden

Conservation Area N/A

Designation Grade II

List Entry ID 1196243

Priority C

Condition Poor

Date Registered 2016

Ownership Private

For sale No

Last site visit

29/6/2016

National Grid reference TL 54403
38384

Contact 01799 510510

Map



LB at Risk
Gas Works, Thaxted Road, Saffron Walden



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Three Colts Inn, 86, Cambridge Road, Stansted Mountfitchet

Description

C18 timber-framed and plastered house with some weather-boarding in the gables and brick faced on the ground storey (painted). Two storeys. Three window range, C20 casements on the upper storey and double-hung sashes with glazing bars on the ground storey. The outer windows on the ground storey are canted bays. A single storey addition extends at the north-east end. Roofs tiled. At the south-west end there is a large end external chimney stack.

Risk

Property has been vacant and subject to vandalism. Windows broken but now boarded.

Suggested immediate actions

- Vegetation to be removed



Summary

•••

Parish Stansted
Mountfitchet

Designation Grade II

List Entry ID 1274145

Priority A

Condition Poor

Date Registered 2015

Ownership Private

For sale No

Last site visit


**National Grid
reference** TL51255
25507

Contact 01799 510510

Map



LB at Risk
The Colts Inn, 86 Cambridge Road Stansted

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Tilty Mill, Tilty

Description

Watermill. Early C18, heightened in C19, and most of the machinery dates from the later period. Red brick with tiled roof, half-hipped with a gablet at one end and a weatherboarded lucam for sack-hoisting at the other. Two storeys and attics; 3 windows. One gabled dormer with boarded loading door below. Cambered casements and central doorcase.

Risk

Vacant early C18 watermill with mechanism still intact but suffering from structural problems and lack of maintenance. Recommendations made by the District Council and Historic England for enabling development and conversion to residential use refused by Inspector.

Suggested immediate actions

- Vegetation to be removed
- Vulnerable areas of structure to be propped and supported
- Openings to be secured allowing for adequate ventilation



Summary

• • •

Parish Tilty

Designation Grade II*

List Entry ID 1112221

Priority A

Condition Poor

Date Registered 1986

Ownership Private

For sale No

Last site visit

29/4/2015

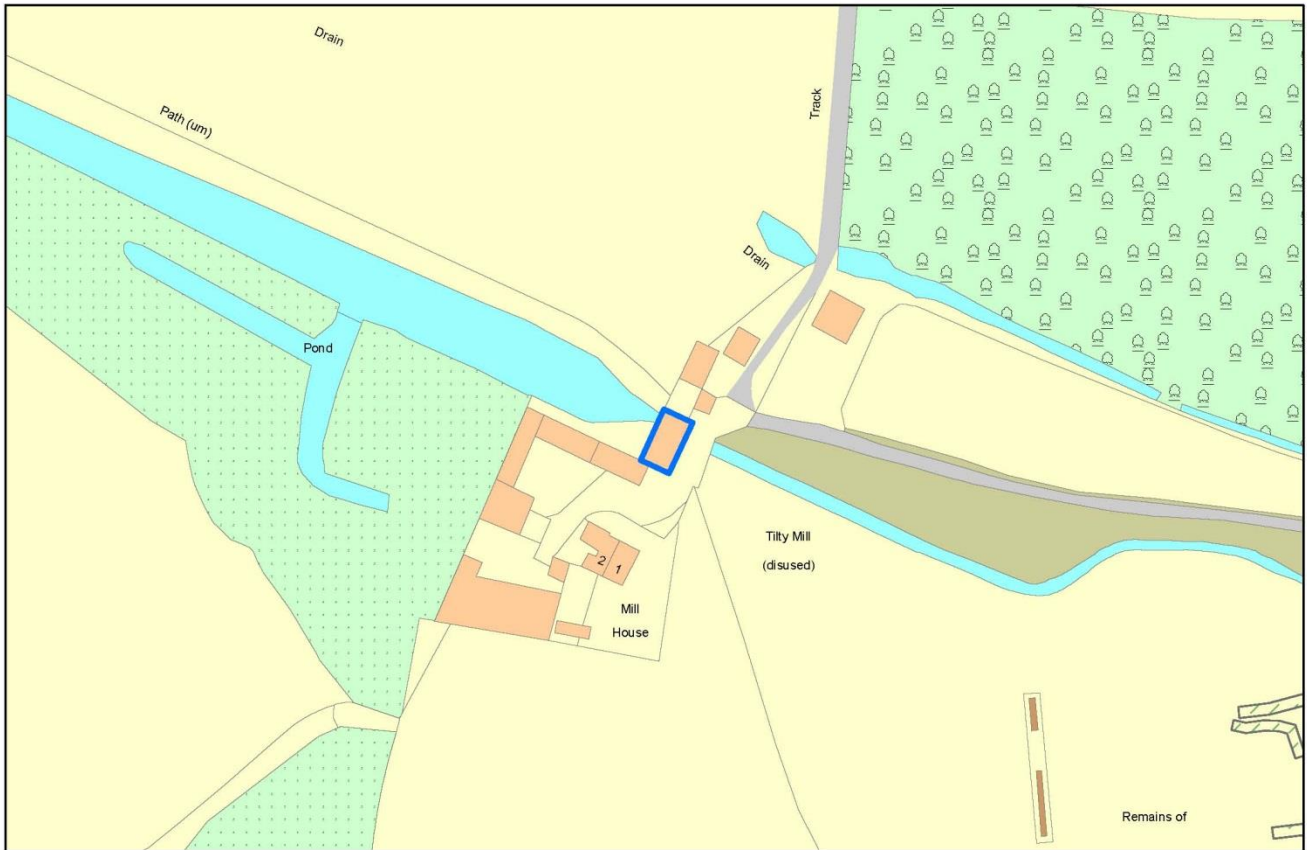
National Grid

reference TL 59944

26734

Contact 01799 510510

Map



LB at Risk
Tilty Mill



UDC © Crown copyright and database rights
2014 Ordnance Survey 0100018688

Church of St Dunstan, Wenden Lofts

Description

The original building of the C12 was completely rebuilt in 1845-6 and the original C12 south door was incorporated. The interior of the church has been entirely dismantled and the building is now a shell.

Risk

An overgrown and ruinous shell. Consolidation work to fabric required.

Suggested immediate actions

- Vegetation to be removed
- Vulnerable areas of structure to be propped and supported
- Openings to be secured as necessary.



Summary

• • •

Parish Wenden Lofts

Designation Grade II

List Entry ID 1273778

Priority A

Condition Very bad

Date Registered 1986

Ownership Private

For sale No

Last site visit

29/4/2015

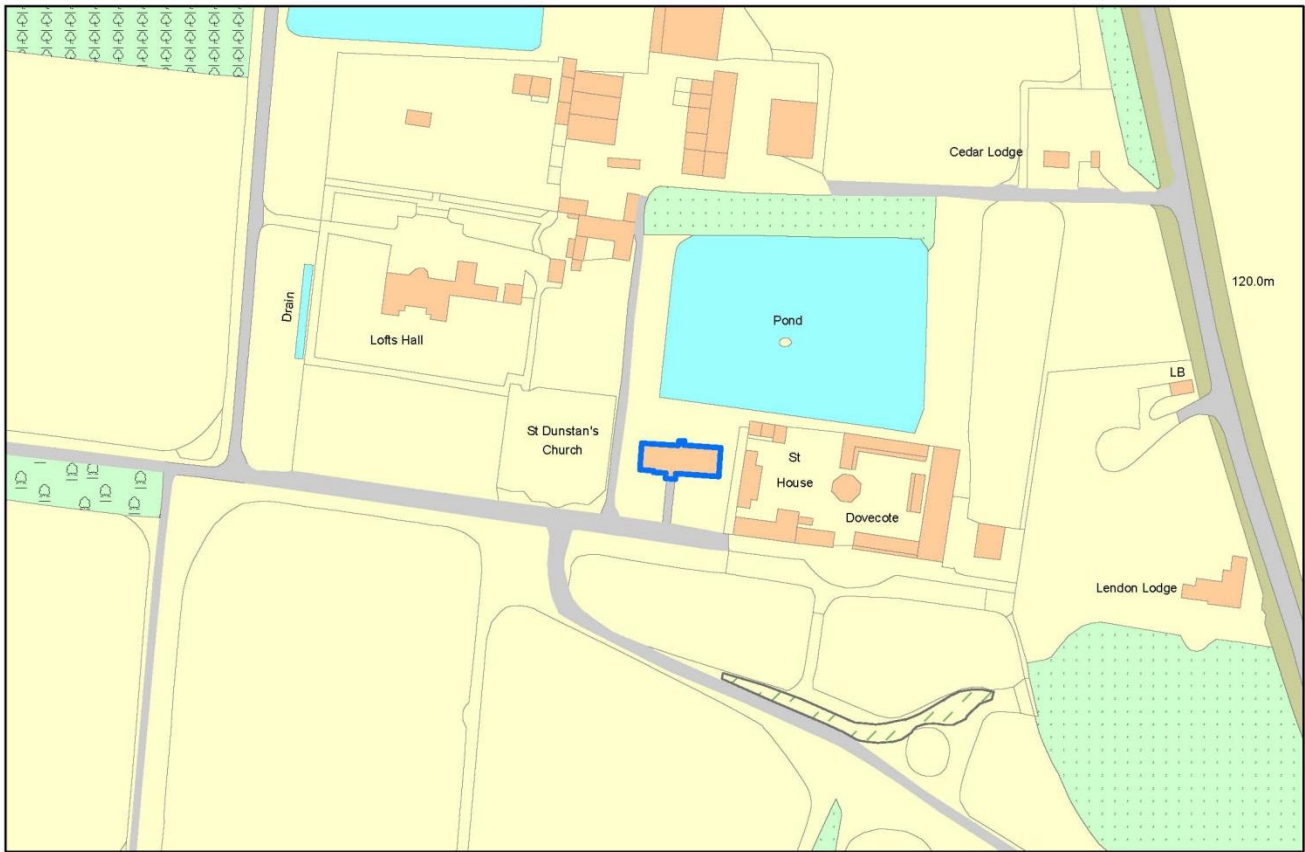
National Grid

reference TL 46387

38731

Contact 01799 510510

Map



LB at Risk
Church of Dunstan, Wenden Lofts



UDC © Crown copyright and database rights
2014 Ordnance Survey 0100018688

1 Silver Row, Mutlow Hill, Wedens Ambo

Description

Timber-framed and plastered house with late C18 or early C19 external features. Nos 1 to 6 (consec) are 2 storeyed. The 2 storeyed block has 6 window range and No 7 has 2 window range, double-hung sashes with glazing bars. Boarded doors. The east and west fronts are similar in style. The roof to the 2 storey block is pantiled.

Risk

Missing render to front and side elevations with laths and timber frame exposed

Suggested immediate actions

- Localised repairs to the lime render in a like-for-like manner
- Openings to be secured allowing for adequate ventilation



Summary

•••

Parish Wedens Ambo

Designation Grade II

List Entry ID 415554

Priority C

Condition Fair

Date Registered

14/10/2015

Ownership Private

For sale Unknown

Last site visit

14/10/2015

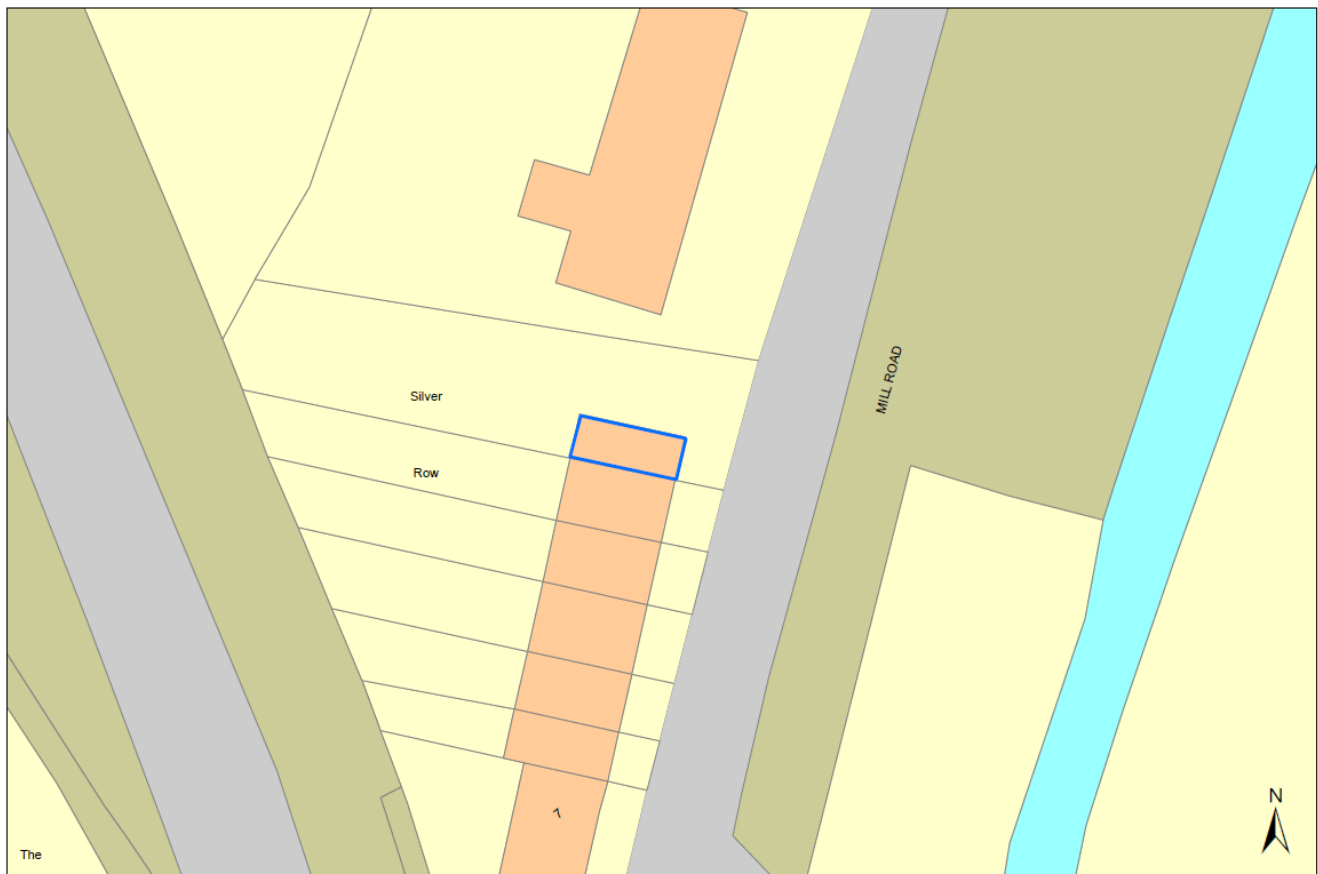
National Grid

reference TL 51972

36271

Contact 01799 510510

Map



LB at Risk
1 Silver Row, Mutlow Hill, Wendens Ambo

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2014 Ordnance Survey 0100018688



Buildings at Risk Register

A report on the heritage sites under threat
in the Uttlesford District

Details taken from Historic England Heritage at Risk Register

February 2017



Summary of Heritage at Risk

Currently there are 9 heritage sites at risk in Uttlesford. Below is a summary table of sites 'At Risk' as identified by Historic England and included on the register. This is followed by a detailed report on each individual site.

Parish	Building	Designation	Priority
Great Chesterford	Roman fort, Roman town, Roman and Anglo-Saxon cemeteries at Great Chesterford, Great Chesterford	Scheduled Monument	N/A
Great Chesterford	Romano-Celtic temple 400m south of Dell's Farm, Great Chesterford	Scheduled Monument	N/A
Little Easton	Easton Lodge Gardens, Little Easton	Grade II	D
Manuden	Church of St Mary the Virgin, The Street, Manuden	Grade II*	A
Saffron Walden	Bury Hill, Castle Lane, Saffron Walden	Scheduled Monument and Grade I	B
Takeley	Site of Waltham Hall, Takeley	Scheduled Monument	N/A
Tilty	Tilty Mill, Tilty	Grade II*	A

Roman fort, Roman town, Roman and Anglo-Saxon cemeteries at Great Chesterford, Great Chesterford

Description

The monument includes an early Roman fort which was superseded on the same site by a small Roman town, two cemeteries of Roman date and an Anglo-Saxon cemetery. It is located just to the south of the Essex-Cambridgeshire border on a terrace above the east bank of the River Cam. The monument is protected within three separate areas, divided by a rectangular quarry across the central part of the site and by Newmarket Road at its eastern end.

Risk

Arable ploughing.

Suggested immediate actions

- Contact Historic England



Summary

•••

Parish Great Chesterford

Designation Scheduled Monument

HER 1013484

Priority N/A

Condition Extensive significant problems

Date Registered N/A

Ownership Mixed, multiple owners

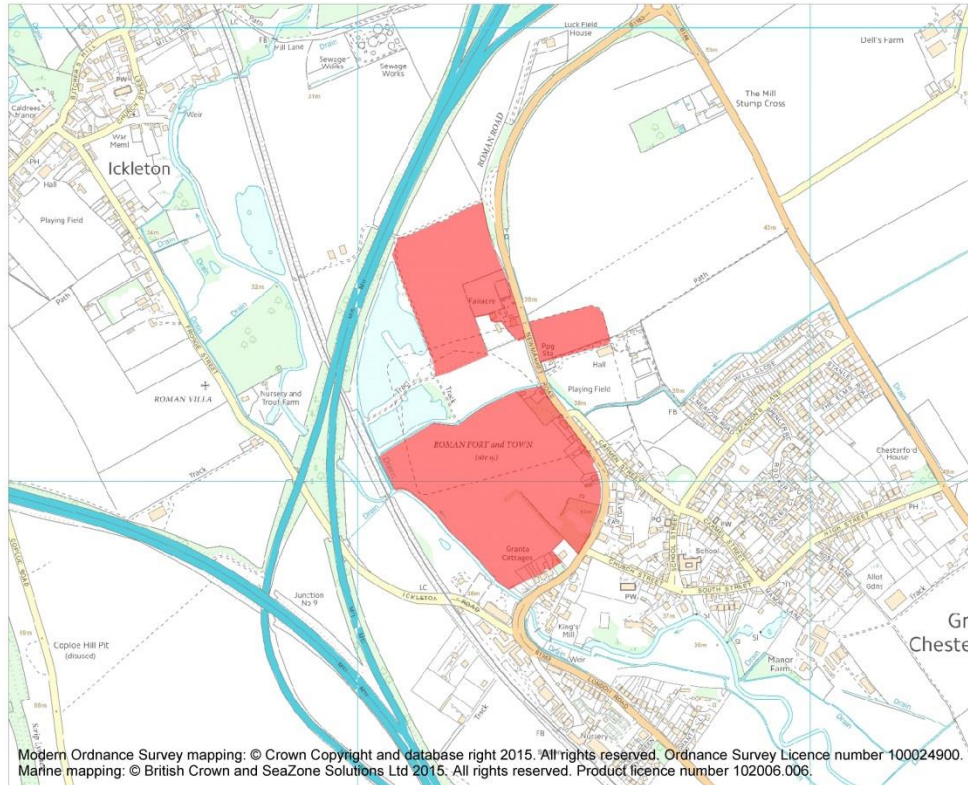
For sale No

Last site visit N/A

National Grid reference TL 50223 43423

Contact David Kenny
01223 582700

Map



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 Marine mapping: © British Crown and SeaZone Solutions Ltd 2015. All rights reserved. Product licence number 102006.006.

This is an A4 sized map and should be printed full size at A4 with no page scaling set.

Name: Roman fort, Roman town, Roman and Anglo-Saxon cemeteries at Great Chesterford

Heritage Category:	Scheduling
List Entry No :	1013484
County:	Essex
District:	Uttlesford
Parish:	Great Chesterford

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List Entry NGR:	TL 50223 43423
Map Scale:	1:10000
Print Date:	3 July 2015



Romano-Celtic temple 400m south of Dell's Farm, Great Chesterford

Description

The monument includes the buried remains of a substantial Romano-British temple complex located within an arable field on the broad sloping hillside on the east side of the River Cam, 0.5km to the north east of the village of Great Chesterford. The site of the Iron Age settlement, Roman fort and market town for which Great Chesterford is widely known, lies about 1km to the west of the temple and is the subject of a separate scheduling.

Risk

Arable ploughing.

Suggested immediate actions

- Contact Historic England



Summary

•••

Parish Great
Chesterford

Designation Scheduled
Monument

HER 1017453

Priority N/A

Condition Extensive
significant problems

Date Registered n/A

Ownership Commercial
company

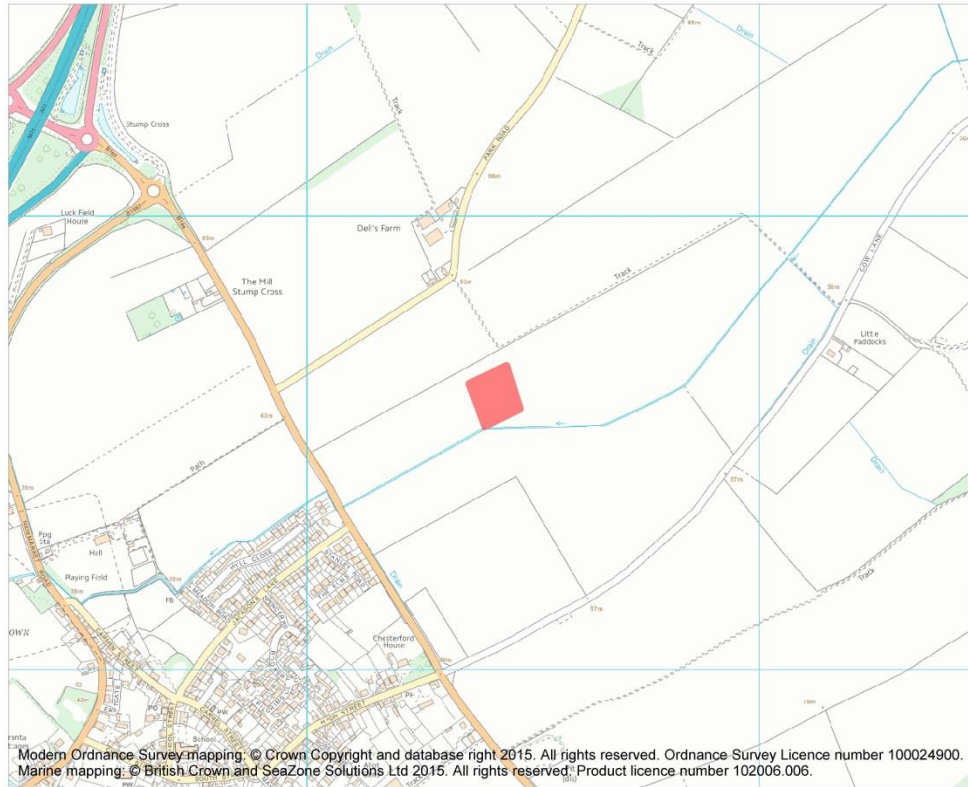
For sale No

Last site visit N/A

**National Grid
reference** TL 51414
43603

Contact David Kenny
01223 582700

Map



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This is an A4 sized map and should be printed full size at A4 with no page scaling set.

Name: Romano-Celtic temple 400m south of Dell's Farm

Heritage Category:	Scheduling
List Entry No :	1017453
County:	Essex
District:	Uttlesford
Parish:	Great Chesterford

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List Entry NGR:	TL 51414 43603
Map Scale:	1:10000
Print Date:	3 July 2015



Church of St Mary the Virgin, The Street, Manuden

Description

Church with probable C12 origins. C15 nave. Largely demolished and rebuilt in the 1860s. Constructed from flint rubble with stone dressings and a tile roof. The church forms the focal point of the village. Shingled spire showing signs of loss and curling of shingles; north transept (vestry) roof tiles are slipping. The latter are over a C15 roof structure with plastered ceiling and there is mould growth on the western part of the ceiling which is indicative of moisture ingress. Other tiles slipping elsewhere. Long term solution to be agreed.

Risk

Immediate risk of further rapid deterioration or loss of fabric; no solution agreed.

Suggested immediate actions

- Contact Historic England



Summary

•••

Parish Manuden

Designation Grade II*

HER 1233999

Priority A

Condition Poor

Date Registered N/A

Ownership Religious organisation

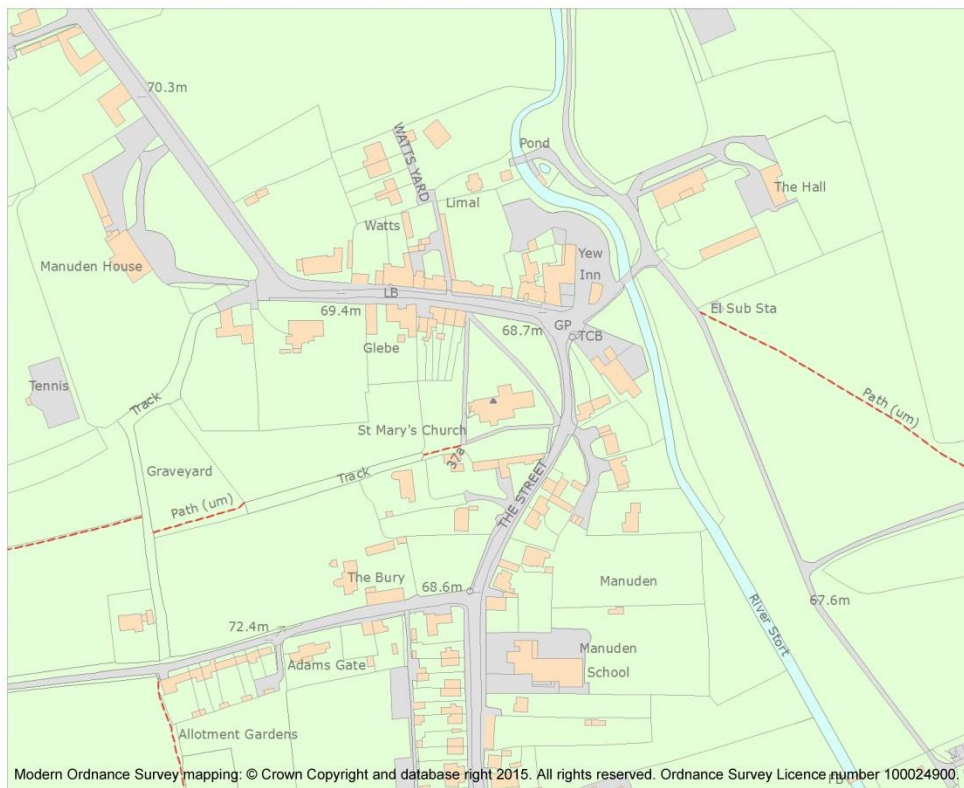
For sale No

Last site visit N/A

National Grid reference TL 49104
26665

Contact Trudi Hughes
01223 582739

Map



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Name: CHURCH OF ST MARY THE VIRGIN

Heritage Category:	Listing
List Entry No :	1233999
Grade:	II*
County:	Essex
District:	Uttlesford
Parish:	Manuden

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Any object or structure fixed to the principal building or buildings and any object or structure within the curtilage of the building, which, although not fixed to the building, forms part of the land and has done so since before 1st July, 1948 is by law to be treated as part of the listed building.

This map was delivered electronically and when printed may not be to scale and may be subject to distortions.

List Entry NGR:	TL 49104 26665
Map Scale:	1:2500
Print Date:	3 July 2015



Bury Hill, Castle Lane, Saffron Walden

Description

Norman castle remains consisting of roofless ruins of the keep. Unconsolidated flint rubble. Two phases of urgent repairs undertaken in 2013-14 and further repairs in 2015 undertaken to high level wall tops. Fabric at ground level on interior faces subject to vandalism. Grant aided work to north and western walls and to fore-building, to be completed in 2016. It is hoped that the owners may then embark on a further phase to complete the full consolidation of this important monument.

Risk

Unconsolidated flint rubble. Fabric at ground level on interior faces subject to vandalism

Suggested immediate actions

- Contact Historic England



Summary

•••

Parish Saffron Walden

Designation Scheduled Monument and Listed Building grade I, 3 LBs, CA

HER 1009307 and 1297737

Priority B (B)

Condition Poor

Date Registered N/A

Ownership Local Authority

For sale No

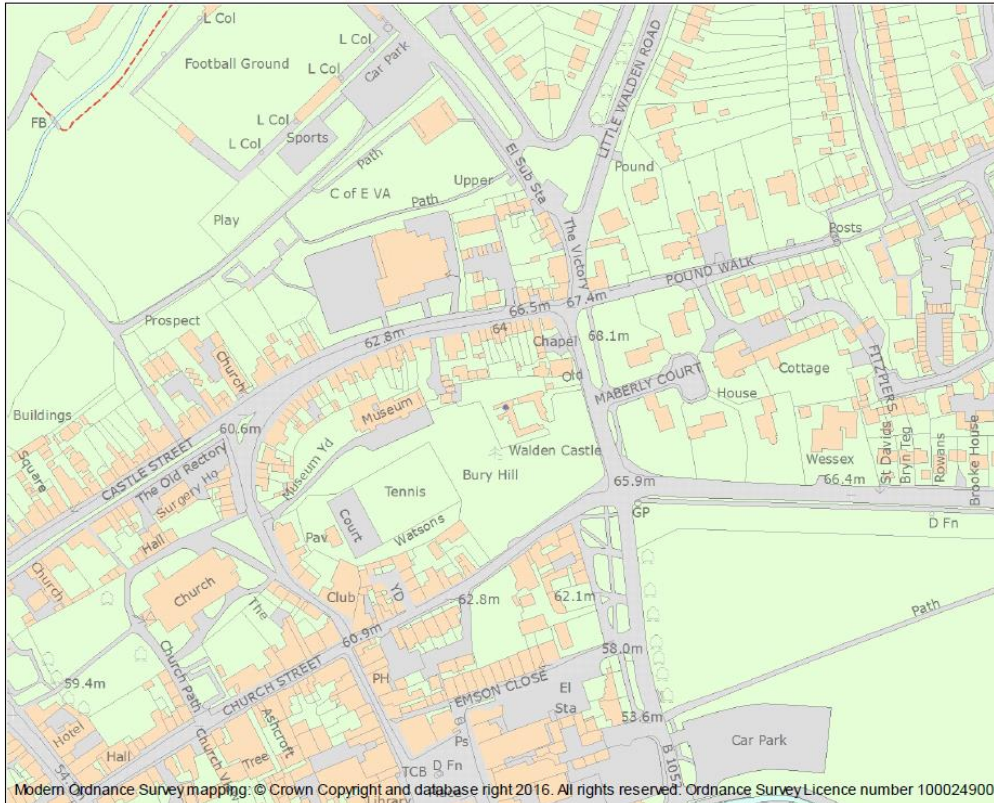
Last site visit N/A

National Grid reference TL 53907 38722

Contact Trudi Hughes
01223 582739



Map



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Name: WALDEN CASTLE

Heritage Category:	Listing
List Entry No :	1297737
Grade:	I
County:	Essex
District:	Uttlesford
Parish:	Saffron Walden

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List Entry NGR:	TL 53907 38722
Map Scale:	1:2500
Print Date:	13 February 2017



Easton Lodge Gardens, Little Easton

Description

Edwardian gardens designed by Harold Peto c1902, incorporating a late C17/early C18 grove. The house was fire damaged and finally demolished in 1950. Converted service buildings and infill development remain. Built structures within the garden have deteriorated, particularly the Italian Garden but planting improving. Ownership split between private owners of house and an investment company. Garden continues to open to public in a limited manner under the direction of the charity, The Gardens of Easton Lodge Preservation Trust.

Risk

Generally satisfactory but with significant localised problems

Suggested immediate actions

- Contact Historic England



Summary

•••

Parish Little Easton

Designation Registered
Park and Garden Grade
II

HER 1001484

Priority D

Condition Generally
satisfactory but with
significant localised
problems

Date Registered N/A

Ownership Private,
multiple owners

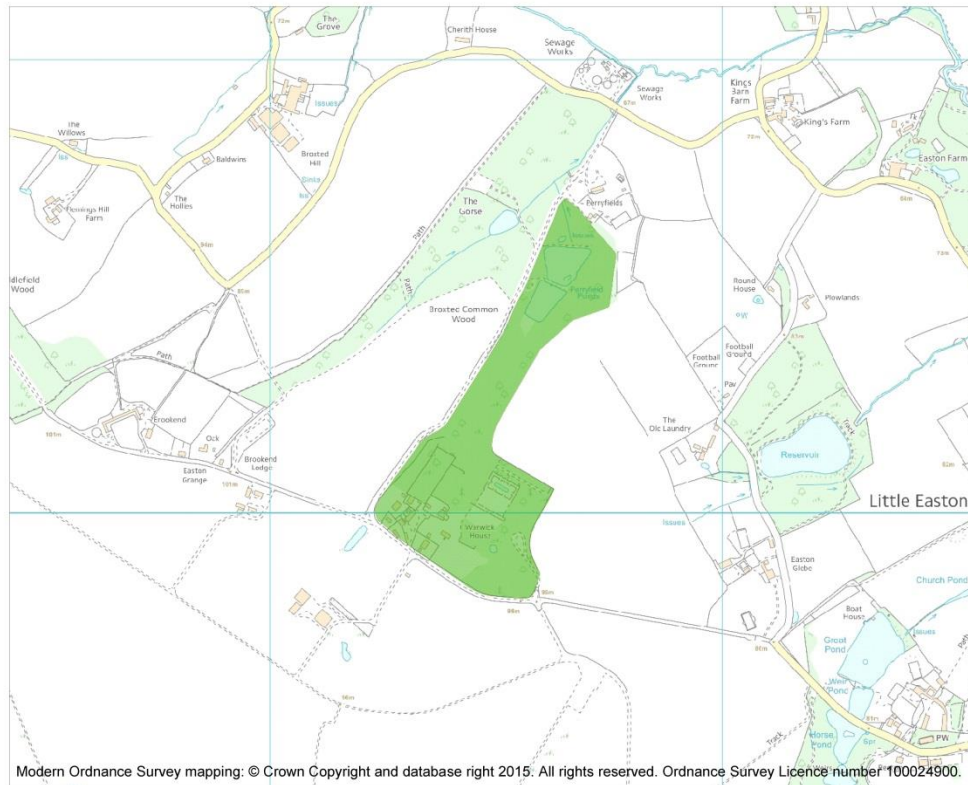
For sale No

Last site visit N/A

**National Grid
reference** TL 59497
23974

Contact Deborah
Priddy 01223 582720

Map



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Name: EASTON LODGE

Heritage Category:	Park and Garden
List Entry No :	1001484
Grade:	II
County:	Essex
District:	Uttlesford
Parish:	Little Easton

Each official record of a registered garden or other land contains a map. The map here has been translated from the official map and that process may have introduced inaccuracies. Copies of maps that form part of the official record can be obtained from Historic England.

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List Entry NGR:	TL 59497 23974
Map Scale:	1:10000
Print Date:	3 July 2015

HistoricEngland.org.uk

Site of Waltham Hall, Takeley

Description

Site of Waltham Hall.

Risk

Arable ploughing.

Suggested immediate actions

- Contact Historic England



Summary

• • •

Parish Takeley

Designation Scheduled
Monument

HER 1002161

Priority N/A

Condition Extensive
significant problems

Date Registered N/A

Ownership Commercial
company

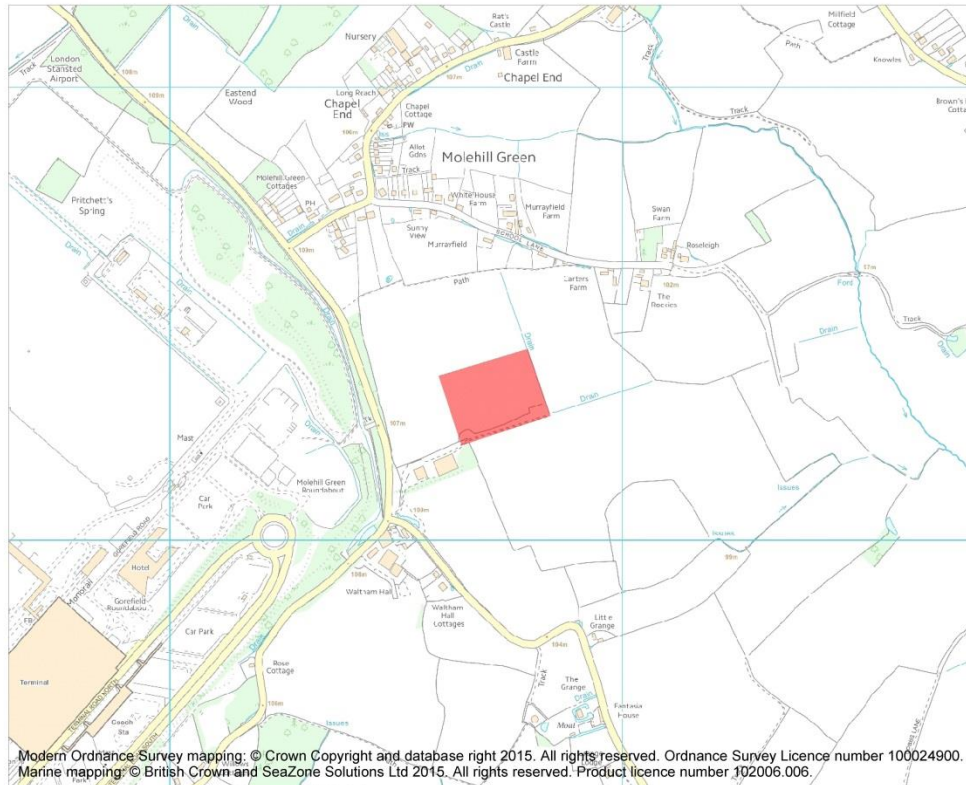
For sale No

Last site visit N/A

**National Grid
reference** TL 56717
24318

Contact David Kenny
01223 582700

Map



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Name: Site of Waltham Hall

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Heritage Category:	Scheduling
List Entry No :	1002161
County:	Essex
District:	Uttlesford
Parish:	Takeley

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List Entry NGR:	TL 56717 24318
Map Scale:	1:10000
Print Date:	3 July 2015



Tilty Mill, Tilty

Description

Watermill, early C18. Machinery intact. Evidence of defective roof tiles and some structural failure. In need of urgent structural repairs and repair work to make it safe, wind and weather tight. Owners have completed some repairs to exterior of building to address much of the weathering and security issues. Discussions are on-going with the owners, the local authority and a number of interested parties over options to save the mill.

Risk

Vacant/not in use

Suggested immediate actions

- Contact Historic England



Summary

• • •

Parish Tilty

Designation Grade II*

HER 1112221

Priority A (A)

Condition Very Bad

Date Registered N/A

Ownership Private

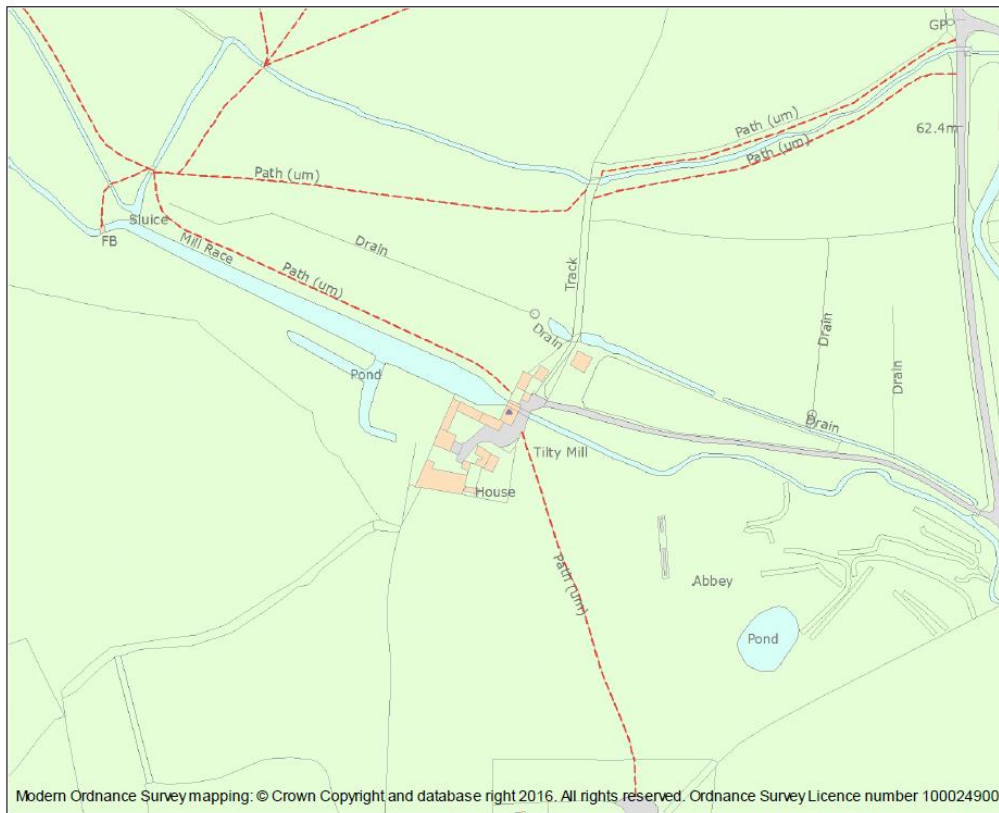
For sale N/A

Last site visit N/A

National Grid reference TL 59944
26734

Contact Trudi Hughes
01223 582739

Map



Heritage Category:	Listing
List Entry No :	1112221
Grade:	II*

County:	Essex
District:	Uttlesford
Parish:	Tilty

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List Entry NGR:	TL 59944 26734
Map Scale:	1:2500
Print Date:	13 February 2017

Name: TILTY MILL

This is an A4 sized map and should be printed full size at A4 with no page scaling set.

-END-

Committee: Cabinet

Agenda Item

Date: 10 July 2017

13a

Title: Nomination for The Crown Public House to be listed as an Asset of Community Value

Portfolio Holder: Cllr Barker

Summary

1. The Localism Act 2011 introduces a concept of an 'Asset of Community Value'. Section 87 of the Localism Act places a duty of Local Authorities to 'maintain a list of land in its area that is land of community value'.
2. An Asset is of community value if (in the opinion of the local authority) either:
 - an actual current use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community, and
 - it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.or
 - there is a time in the recent past when an actual use of the building or other land that was not an ancillary use furthered the social wellbeing or interests of the local community, and
 - it is realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community.
3. The Act states that "social interest" "includes (in particular) each of the following – (a) cultural interest, (b) recreation interest and (c) sporting interests. Pubs can qualify as assets of community value if they meet the tests set out in paragraph 2.
4. The Council have received a request from Elsenham Parish Council to include The Crown Public House, Elsenham on the list of assets.
5. The purpose of this report is to enable members to determine:
 - a. Whether this is a valid nomination
 - b. Whether the use of the building (current or recent past) furthers the social wellbeing or interests of the community.
 - c. Whether it is realistic to think that in the next 5 years the building could be used to further the social wellbeing or interests of the community.

In considering these questions, members need to consider principal, rather than ancillary, uses of the building.

If members conclude that the answers to these questions are “yes”, the building should be included in the list of assets of community value.

Recommendations

6. To determine whether to include the Crown Public House, Elsenham on the Assets of Community Value list.

Financial Implications

7. There are direct financial implications arising at this stage which relate to the formal process of identifying and contacting asset owners and, if relevant, registering an asset as a Land Charge. These costs can be met from existing budget and staff resources.
8. There is also an unquantifiable financial risk to the Council, if there was a claim for compensation. This needs to be kept under review and at an appropriate time consideration should be given to establishing a contingency reserve to mitigate the risk to the Council’s budget. However, the potential liability should not be taken into account in deciding whether or not this is an asset of community value.

Background Papers

9. 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.

Submission for consideration as Assets of Community Value and any representations

Impact

10.

Communication/Consultation	In line with paragraph 8 of The Assets of Community Value (England) Regulations 2012 the Council have taken all practicable steps to give information that it is considering listing the land to the owner of the land, freeholder and occupant. This has taken the form of letters and site notices.
Community Safety	No impact.
Equalities	The duty will affect all equally.
Health and Safety	No impact.

Human Rights/Legal Implications	Pursuant to s.19 Human Rights Act 1998 the Secretary of State has certified that in his opinion the Localism Act is compatible with the Convention rights.
Sustainability	If the land is included on the list of Community Assets it will form a Land Charge.
Ward-specific impacts	No impact.
Workforce/Workplace	Elsenham and Henham

Situation

a. Is this a valid nomination?

11. S89 of the Act states that land in a local authority area which is of community value may be included in its list of assets of community value only in response to a “community nomination”, or where permitted by regulation made by the Secretary of State. A community nomination means a nomination by a parish council in respect of land in the parish council’s area or “by a person that is a voluntary or community body with a local connection”.

12. The nomination is being made by Elsenham Parish Council. The Parish Council falls within the definition of a parish council for these purposes and the nominated land is within its area.

13. A nomination must also include:

- i. A description of the nominated land including its proposed boundaries.
- ii. Any information the nominator has about the freeholders, leaseholders and current occupants of the site.
- iii. The reasons for nominating the asset, explaining why the nominator believes the asset meets the definition in the Act.
- iv. The nominator’s eligibility to make the nomination.

It meets these requirements.

14. This is therefore a valid nomination under S89(2)(i).

b. Does the use of the building (current or recent past) further the social wellbeing or interests of the community?

15. The Crown Public House is operating as a public house. The test therefore is whether the actual current use of the building or other land that is not an

ancillary use furthers the social wellbeing or social interests of the local community.

16. Evidence has been submitted by the Parish Council in their nomination form of why it believes that the Crown furthers the social wellbeing or interests of the community. The nomination states that the Crown

- is the only public house in Elsenham and as such is the focal point for the community's social wellbeing and social interests (which include cultural, sporting or recreational interests);
- is used by the whole community including cricket teams, football teams and as a meeting point for many others;
- is favoured as a place to hold celebration birthdays, anniversaries and more poignantly the passing of local residents; and
- is the main meeting point for friends both old and young.

c. Is it realistic to think that in the next 5 years the use of the building could further the social wellbeing or interests of the community.

17. In considering this question, the test is whether it is "realistic" to think that the use of the building could further the social wellbeing or interests of the community. It is not a balance of probabilities test – realistic means "more than fanciful". The use does not have to be the same as that which took place within the recent past.

18. The Parish Council consider it is realistic to suppose that the pub could continue, over the next five years and more, to further the social wellbeing and social interest of the local community for the reasons set out in its application.

19. To date there is no current planning application relating to this property.

Representations

20. The Council has received no representations regarding the proposed asset of community value.

Conclusion

21. A valid nomination has been made to the Council.

22. Evidence has been put to the Council that the nomination furthers the social wellbeing or interests of the community through its venue as a public house for use by individuals and groups who used the property as a place to meet and socialise to further their cultural, recreational or sporting interests.

23. Members need to consider whether it is realistic to think that the property can continue to be used in a manner that furthers the social wellbeing and interests of the local community.

24. Consideration of these issues will lead the Cabinet to determine whether or not the Crown Public House, Elsenham should be included in the list of assets of community value.

Risk Analysis

25.

Risk	Likelihood	Impact	Mitigating actions
<p>The nominating body or the owner is unhappy with the decision reached.</p>	<p>High risk that one of the bodies will be unhappy with the decision.</p>	<p>The owner has rights of internal review and appeal and can claim for compensation.</p> <p>The nominating body does not have rights of review or appeal. If it felt the Council had acted unlawfully, it could seek to challenge by way of judicial review.</p>	<p>Carefully scrutinise submissions for inclusion on the Asset List so as to ensure only those which comply with the criteria are included.</p>

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.

Community Right to Bid

NOMINATION FORM

Please use this form to nominate an asset of community value.

The form is split into three sections to enable you to give details about: (a) who you are; (b) the asset you wish to nominate and (c) what community value you believe the asset has. We ask for this specific information to help assess whether your nomination meets the requirements of the legislation relating to this community right.

Guidance notes are provided at the end of the form to explain in more detail what is required and we encourage you to read these either before or as you work through this submission.

Note: This form will be published on the Council's website. Personal contact details will be removed.

Your nomination will be considered and responded to 8 weeks from the date that it is received and acknowledged.

Please submit your completed nomination form to the following address:

**Assistant Director Planning and Building Control
Uttlesford District Council
London Road
Saffron Walden
Essex
CB10 1PH**

or alternatively email it to:

planning@uttlesford.gov.uk

Section 1 ABOUT YOUR COMMUNITY ORGANISATION

Q1 Name and address of your organisation	
Organisation name:	ELSENHAM PARISH COUNCIL
Address and postcode:	Mrs. Louise Johnson, Clerk to the Parish Council Reindeer Stansted Road Elsenham Bishops Stortford Herts CM22 6LL
Registration number (if you are a charity, company, CIC or social enterprise)	

Q2 Please specify what type of organisation you are	
Category	Tick ✓
Parish/Town Council	✓
Unconstituted / unincorporated Community Group whose members include at least 21 individuals who appear on the electoral roll	
Neighbourhood Forum designated as pursuant to section 61F of the Town & Country Planning Act 1990	
Industrial & Provident Society which does not distribute any surplus it makes to its members	
Company Limited by Guarantee which does not distribute any surplus it makes to its members	
Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	
Charity	

Q3 Who should we contact to discuss this nomination?	
Name:	Mrs. Louise Johnson
Address and postcode:	Reindeer Stansted Road Elsenham Page 144 Bishops Stortford Herts CM22 6L

Q3 Who should we contact to discuss this nomination?	
Telephone number	██████████
Email address	Louise.epc@gmail.com

Section 2 ABOUT THE PROPERTY TO BE NOMINATED

Q4 Which asset do you wish to nominate?	
Name of property:	The Crown Public House
Address and postcode:	The Cross Elsenham Bishops Stortford Herts CM22 6DG
Name of property owner	Punch Taverns
Address and postcode:	Punch Taverns Jubilee House Second Avenue Burton Upon Trent Staffordshire DE14 2WF
Telephone number	01283 501 999 or 01283 502222
Email address (if known)	
Current occupier's name (if different from property owner)	Trisha Cotter (landlord of the Four Ashes Takeley)
Details of occupier's interest in property	

Section 3 DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET

Q5a Why do you feel the property is an asset of community value?

Please give as much information as possible about the current use of the asset i.e. what activities take place, what groups use the facility currently or in the recent past etc. Continue on a separate sheet if necessary. Definition of an asset of community value can be found in the guidance notes.

The Crown Inn is a Grade: II Listed: 3 July 1974 ENGLISH HERITAGE BUILDING ID: 121779. The Crown is the only Public house in Elsenham and as such is a focal point community's social well-being and social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future. This is commensurate with the definition of a Community asset as laid down in the guidance to the Localism Act 2011 and the Assets of Community Regulations 2012. It is used by the whole community including local cricket teams, football teams and as a meeting point for many others. It is favoured as a place to hold celebrations birthdays, anniversaries and more poignantly the passing of local residents. It is the main meeting point for friends both old and young in short a vital community asset.

Q5b How could the building or land be acquired and used in future?

If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community. Continue on a separate sheet if necessary.

One model would be to set up a Community Benefit Society ('CBS') with the purpose of purchasing the pub. This model is currently being used in the neighbouring village of Saffron Walden, for the Railway Arms Pub. <http://strap.org.uk/>

Under this model, community members, local businesses and anyone else interested would be invited to purchase shares in the society/pub to fund the purchase of the building. We would also seek community grants for the purchase of the building. Community share sale and grants would be preferred over mortgage or loan finance; however they could potentially be combined with these funding routes.

Shareholders would be entitled to vote on all major decisions in relation to the management strategy and how the pub is eventually run. Each member of the Community Benefit Society would have one vote only.

In addition, though the value of the shares will not increase, it is proposed that there will be an interest dividend that is paid annually to shareholders, the rate of which will be set annually. Shares may only be sold back to the society.

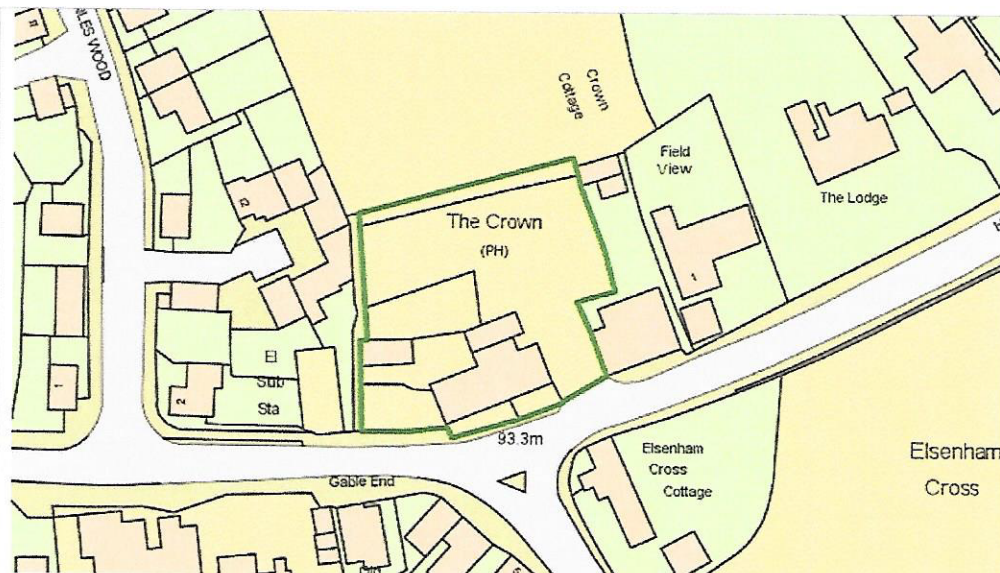
All major decisions about the management of the pub would be put to a shareholder vote, however income could come a number of sources:

- rent from tenant
- food and drink sales (if run by community volunteers rather than seeking a tenant)
- maintaining a beer tie
- letting rooms
- joint ventures

We would seek professional advice to ensure the proposed company structure and its formation meet the approvals of the Financial Conduct Authority (FCA) and Revenue and Customs ('HMRC').

Q6 What do you consider to be the boundary of the property?

Please give as much detail as you can, including an Ordnance Survey plan outlining the site.



O S GRID REFERENCE: TL5382226342 O S GRID COORDINATES: 553822, 226342
LATITUDE/LONGITUDE: 51.9144, 0.2351

Attachment checklist

- Copy of group constitution (if applicable)
- Names and home addresses of 21 members registered to vote in nomination area (if group is not constituted)
- Site boundary plan (if possible)
- Evidence of current community use e.g. activity programmes, website links etc
- Facebook link showing events and community use.

<https://en-gb.facebook.com/pages/The-Crown-pub-restaurant/164930963538766>

Declaration

I can confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate

Signed: ... 

Print Name: ... Louise JOHNSON

Position in Organisation: ... PARISH CLERK

Date: ... 25.5.17

Committee: Cabinet

Agenda Item

Date: 10 July 2017

14

Title: Carver Barracks Running Track

Portfolio Holder: Cllr Ranger

Key decision: Yes

Summary

1. This report invites the Cabinet to consider providing the sum of £500,000 by way of a grant to Carver Barracks to enable match funding for the provision of an eight lane running track. The money would be funded from the Strategic Initiatives Fund.

Recommendation

2. If Cabinet concludes that the funding should be made available, it is recommended that
 - i. Cabinet resolves to make the payment subject to endorsement by Full Council
 - ii. that the sum of £500,000 is given as a grant, with terms as set out in this report.
 - iii. That delegation is given to the Director of Finance and Corporate Services and the Head of Legal, in conjunction with the Portfolio Holder for Communities and Partnership to agree the terms of the grant.

Financial Implications

3. The funding requested will, if approved, be drawn from the Strategic Initiatives Fund. There are no other financial implications arising from this report.

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.

Sports Facilities Development Strategy: January 2016

Impact

Communication/Consultation	None
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None

Ward-specific impacts	Debden and Wimbish
Workforce/Workplace	None

Situation

Negotiations with the Army

5. There has been ongoing discussion for a number of years about the provision of a running track at Carver Barracks. The facility would be open to both the Army and the public with the administration and maintenance being undertaken by the Army. To demonstrate the commitment by councillors to the scheme the Council paid for the planning application.
6. The contribution sought by the Council would make matched funding available from the LIBOR fund for the project. It would also release further grants for the project of £196,000.
7. An agreement was close to being reached when the Ministry of Defence announced the future closure of Carver Barracks. The date of closure is currently scheduled to be 2031.
8. Lengthy discussions have been held with the Army Estates – Land Management Services as to a way forward to give an element of protection for the Council investment should the facility close early.
9. The only option offered is for a refund of approximately £35,000 for each year that the facility closes using 2031 as the baseline. For example if it closed in 2029 the Council would receive back £70,000 and if it closed in 2025 the refund would be £210,000. Both of these examples assume whole years.
10. The Army is ready to proceed with the project and say that the facility could be in place within 22 weeks, possibly quicker.
11. In addition to providing a running track, a full size football pitch would be provided in the space within the track.

Sports Facilities Development Strategy

12. Evidence for the need of a running track is contained within the Uttlesford District Council Sports Facilities Development Strategy which was adopted by Cabinet on 16 February 2016. The identified current assessed deficiency is stated as “Emerging demand for a specialist athletics facility in the north of the district”. The action to the plan is to “confirm the arrangements for secured community access to the proposed 400m track at Carver Barracks”.
13. The report makes the following audit findings regarding running facilities:
 - **Demand** - There are four local running clubs, although there is no club in the Stansted sub-area. According to the most recent ‘Active People’ survey, 8.2% of the adult population of Uttlesford runs at least once a week, compared with the national average of 6.5%.
 - **Supply** - There is no synthetic athletics track in Uttlesford, but some needs are served by two facilities in neighbouring areas.
 - **Accessibility** - Tracks in neighbouring areas are available for hire by clubs and individuals at rates that are unlikely to preclude access.
 - **Used capacity** - There is some spare capacity at both neighbouring tracks.

- **Access** - A large area in the north of the district is beyond the catchment of the nearest track.

14. The report summarises consultation findings as follows:

- **UK Athletics and England Athletics** stated that:
 - A marked-out, hard-standing and lit running route for the Saffron Striders club may provide an appropriate alternative to a track.
 - In the absence of a track and field club in Saffron Walden at present and with plans for a satellite/after school club for juniors taking time to develop, it is difficult to make a clear case for specialist track and field facilities at present.
 - Should the Carver Barracks project proceed, then UK Athletics and England Athletics would be supportive of the existing clubs using the site, although at this stage they see no need for field event facilities, since they believe that only endurance athletes would use the track.
 - Some consideration should be given to exploring demand for a Compact Athletics Facility, but given the lack of a track and field club in the area it is difficult to ascertain current demand in the area.
- **Saffron Striders Running Club** confirmed that they have 146 members at present, but 'no lit, open areas for running in the dark. Hence a lot of running takes place on roads which is not ideal for safety and has acted as a barrier to setting up junior running activities'. Specialist track and field facilities of some sort would help to rectify this.
- The Army base at Carver Barracks near Debden is the base for two Engineer Regiments who want to develop sports facilities on the base, primarily for use by the armed forces but also with community access. The Army has developed proposals that include an 8-lane 400m track as part of the package of provision.
- 100% of respondents to the sports clubs survey believe that there are too few athletics facilities in the district at present.

15. The strategy assesses current provision and need as follows:

There is some emerging demand for a facility in the north of the district. The UK Athletics 'Facilities Strategy 2014 - 2019' (2014) defines a hierarchy of athletics facilities provision, which includes the following elements at a district level:

- **Club Training Venues** - Track and field facilities (indoor and outdoor) that have a strong anchor club(s) with 100+ track and field members and a focus on athletes at the Event Group stage of the Athlete Development Model, promoting appropriate training and competition opportunities. To support site sustainability, Club Venues should have excellent social and ancillary provision and facilities that actively encourage multi-sport usage. Club venues are suitable for low level competitions only.
- **Compact Athletics Facilities** - A new generation of affordable and sustainable indoor and outdoor athletics satellite facilities that provide a stepping stone into Club Venues. Compact Athletics Facilities are designed to fit available spaces and budgets, and provide functional, inspiring, facilities at which people of all ages and abilities can improve their fitness and confidence and develop the fundamental athletics movement skills of run, jump and throw.

The provision of a Compact Athletics Facility in Saffron Walden, in conjunction with other multi-sport facility developments in the town, would be the most appropriate scale

of facility to meet the needs arising from current local development initiatives. However, the proposed provision of a 400m track at Carver Barracks, it would comprise an additional means of meeting local needs.

Conclusion

16. In order to secure the matched funding a council decision needs to be made by the end of July. The funding will come from the Strategic Initiatives Fund and is a Cabinet decision. However an undertaking was given that all councillors would be able to vote on the proposal, hence the recommendation to Full Council.
17. If Full Council endorses the allocation of funds Officers would work to agree amongst others, right and times of access to the track which would mirror those in place for the other facilities on site.
18. The current “heads of terms” for the proposed grant, submitted by the Army, are appended to this report. Further work would be needed to develop these and the recommendation proposes that officers are given delegated authority to settle these, in consultation with the Portfolio Holder for Communities and Partnerships. terms of the proposed grant. T
19. The project would take approximately 22 weeks to complete and therefore the work would be complete by early 2018

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Issues would arise as this would be a non-commercial arrangement and would therefore be based to a large extent on trust.	1 The council has an excellent working relationship with the Army and meets regularly to ensure this continues.	3 The Council investment could be at risk	The council has an excellent working relationship with the Army and meets regularly to ensure this continues. We will document the arrangement with the Army, establish regular liaison regarding community use and seek to include a dispute resolution procedure.
Access to the running track is removed earlier than 2031.			Pro-rata refund of monies paid. Potential to add running of the site to the PFI contract
The Barracks start to wind down in anticipation of closure and the Army is unable to manage the facility.	2 As the 2031 date approaches there is a risk the service personnel responsible for the administration of the site will disappear	3 The loss to the community of the facility	The running of the asset could/would transfer to 1Life as part of the PFI contract. This would include any maintenance requirements.
Adequate community access is not provided.	1 this would be set out as part of the initial grant agreement	3 the inability of local groups to access the facility	Assurances are being sought from the Army about the level of community access to be provided. This would form the basis of a more

			detailed memorandum of understanding about operation of community access. We would seek to protect the Council's position by the inclusion of a dispute resolution mechanism and provision for the Council to end the agreement and secure pro rata return of the grant if adequate community provision was not made.
Maintenance, repair and renewal. The understanding is that maintenance costs will be met by the Army. It is not clear what the position would be if major works were needed and the Army would probably be reluctant to pay for significant work as the date of expiry of the facility approaches.	2 the likelihood increases, as does the amount of work needed, as the closure date approaches	3 the potential loss of the site to users due to poor maintenance, or the requirement for the Council to take on the responsibility	Seek to include a right for the Council to terminate the agreement and secure a pro rata refund if the track is not adequately maintained.

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.



HEADS OF TERMS

**8 LANE ATHLETIC TRACK AND MULTI-USE GAMES AREA WITH FLOOD LIGHTING AT
 CARVER BARRACKS, WIMBISH, SAFFRON WALDEN**

SUBJECT TO CONTRACT

Property:	An athletics track, MUGA, associated floodlights and sufficient parking spaces (to be constructed); and an existing pavilion. Access to the Property via the public highway
1: Telephone: Contact: Solicitors:	The Secretary of State for Defence c/o Defence Infrastructure Organisation, Bazalgette Pavilion, RAF Wyton, Huntingdon, Cambridgeshire, PE28 2EA TBC
2: Telephone: Contact: Solicitors:	Uttlesford District Council, Council Offices, London Road, Saffron Walden, Essex, CB11 4ER Adrian Webb awebb@uttlesford.gov.uk TBC
Use:	Community and Health uses to be defined but likely to include: Community groups, meetings and activities Skills training/educational classes Cultural sport and leisure activities Other uses and activities agreed between MOD and UDC.
Permitted Users:	Clubs, schools and other associations approved by UDC and MOD.
Permitted hours of use:	At times and dates to be arranged in advance at the discretion of MOD.
Fees:	£500,000 contribution towards the development of the Property.
Term/Duration:	From the date the Property is ready for use until such time as the land known as Carver Barracks is sold by MOD, estimated 2031.
Break Option:	1: MOD to be able to terminate the agreement given 1 months' written notice for reasons of national security 2: MOD to be able to terminate given 12 months' written notice for any reason and at any time. 3. In the event of MOD terminating the agreement, a partial refund of

	the contribution (on the basis of straight line depreciation), is to be made to UDC.
Conditions:	Subject to military & board approvals. Subject to Contract.
Legal Fees:	Each party to pay own fees.
Dated:	14 th June 2017

Committee: Cabinet

Agenda Item

Date: 10 July 2017

15

Title: S106 Community Pot Stansted

Portfolio Holder: Cllr Ranger

Key decision: Yes

Summary

1. As part of the approval for the residential development of land at Rochford Nurseries/Forest Hall Road Stansted a number of S106 legal agreements were entered into by the developers. These have provided, amongst other things, financial contributions which are intended to be used for, "such leisure recreational and/or community facilities in the District of Uttlesford as arise out of or are reasonably related to the needs of persons occupying or to occupy the dwellings within the Development".

Recommendation

2. It is recommended that
 - i. Subject to the agreement of the developers; a sum of £200,000 is allocated to Stansted Parish Council to fund the release of all "reserved rights" held by a third party over all of the Parish Council-owned land at Crafton Green.
 - ii. The allocation of £52,290 for the skateboard park is removed and the monies added back to the available pot.

Financial Implications

3. The funding requested will be drawn from ring fenced S106 funds available for this purpose. There are no other financial implications arising from this report.

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.

None

Impact

Communication/Consultation	The community hub project has been developed following community consultation.
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None

Sustainability	None
Ward-specific impacts	Improvements to Stansted South and Stansted North wards.
Workforce/Workplace	None

Situation

5. Within the S106 Community Pot Stansted there has been £1,403,250.45 collected from developers and £1,213,695 allocated leaving a balance of £189,555.45 remaining to be allocated.
6. Within the sum of £1,213,695 there is an allocation of £52,290 towards the Stansted skatepark. Stansted Parish Council have advised that this sum is no longer needed as external grants were obtained that covered the cost. This increases the available balance to £241,845.45
7. The monies are provided by the developers to mitigate the impact of the new development and to provide the necessary leisure, recreation and community facilities within the local area to support the development.
8. The Council has received a request from Stansted Parish Council (Appendix One) which requests the release of a further sum of £200,000 from the pot to fund the release of all 'reserved rights' held by a third party over all of the Parish Council owned land at Crafton Green.
9. This is the site on which it is proposed to build the community hub and for which a sum of £600,000 has already been allocated from this pot.
10. It is appropriate for this type of legal expenditure to be funded from the pot, as by doing so it enables the community hub, which is for the benefit of all residents of Stansted including Forest Hall to go ahead.
11. It is normal practice to seek approval of the allocation from the developer(s) and they have been notified of the request.
12. Should Members and the developers agree to this allocation the pot will be left with the sum of £41,845.45 to be allocated.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The sum will be insufficient to release all reserved rights	1 The figure has been agreed between the two parties	4 The project would be delayed further	Agreement has been reached following a period of arbitration

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.

SUBMISSION TO CABINET FOR ADDITIONAL FUNDING FROM THE S.106 COMMUNITY FUND RELATING TO FORESTHALL PARK, STANSTED MOUNTFITCHET

The Parish Council wishes to apply for £200,000 to be taken from the above fund in order to fund the release of all “reserved rights” held by a third party over all of the Parish Council-owned land at Crafton Green. This will not only permit the community hub project to be re-started but will enable the Council to use the remainder of the site in the best interests of all the parishioners.

To remind members of the Cabinet, the project will deliver a modern building, environmentally sound which will house the Library, Parish Council, a public toilet, CIC representation by UDC, and will lead to the ability of the Library and Parish Council to function over much longer opening hours without an increase in costs. In addition, it will provide the ability to house the Registrar, CAB and outreach services from Essex County Council.

The contract for this project totalled £840,000 of which £600,000 was allocated out of the S.106 Community Fund for Foresthall Park. The acquisition of the rights will significantly increase the cost in completing this project and of releasing the remainder of the site from any restrictions.

It is urgent to arrive at a settlement with the third party as costs are being incurred every week that the project is delayed (project on hold from September 2016) and if funding is not available, it is unlikely that the project will be deliverable in its current form. In order for members to have a full picture, it should be borne in mind that the former library building has been demolished and thus Stansted Mountfitchet and the surrounding area is now without a permanent library and thus has deprived parishioners of a long-established service.

All of the services that would be met on this site, and anything that could occur in the future, will be of benefit to all the residents of the parish, and beyond, and thus we believe meets the requirements of the S.106 Community Fund.

Committee: Cabinet

Agenda Item

Date: 10 July 2017

16

**Title: Appointment of Aspire (CRP) Limited
Non-Executive Directors**

Portfolio Holder: Cllr Howell

Item for decision

Summary

- 1) This report seeks Cabinet approval for the appointment of two Non-Executive Directors to the board of Aspire (CRP) Limited.

Recommendations

- 2) That Mary Archer and Alan Jones are appointed as Non-Executive Directors on the board of Aspire (CRP) Limited.

Financial Implications

- 3) The cost of £1,020 will be met from the additional income receivable from the Chesterford Research Park investment.

Background Papers

- 4) None

Impact

Communication/Consultation	No specific implications
Community Safety	No specific implications
Equalities	None
Health and Safety	No specific implications
Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	None
Workforce/Workplace	None

Background

- 5) At the time of incorporating the Aspire (CRP) Limited company there was a request from Members to have two Non-Executive Directors on the board.
- 6) Due to the confidentiality requirement around the purchase, the process of recruiting to the roles commenced after completion.
- 7) There were 38 applications of which 4 were taken forward to interview. The interviews were held on 27 and 29 June with the interview panel consisting of the three Aspire Directors along with Councillor Howell.
- 8) The interview panel is recommending to Cabinet that Mary Archer and Alan Jones are appointed.
- 9) Mary Archer worked in the probation service for more than 30 years and was Chief Executive of Essex Probation for 14 years until her retirement in 2016. During the final two years of that period she led the transition from a public sector organisation to new private sector company Sodexo Justice Services, ensuring all matters relating to governance, structure, operating model, IT and financial regulations were resolved. Due to the success of this transition project she was retained as an operational consultant by Sodexo to provide solutions for any outstanding difficult areas.
- 10) Ms Archer will bring extensive skill and experience in areas including governance and strategic planning to the board of Aspire (CRP) Limited. She has board level experience, having acted as an Executive Board Member for Essex Probation and has received recognition for her achievements in her professional career, including being awarded an OBE in 2010.
- 11) Alan Jones has had a successful and varied business career for more than 30 years. His main area of focus as a senior executive has been delivering change and improving profitability in struggling businesses. Among his numerous successes are turning around and selling a £120 million pan-European shipping/container business and overseeing the privatisation and deregulation of a large public transport company. He currently provides professional expertise to SMEs and larger enterprises with a focus on restructure, reorganisation and change management.
- 12) Mr Jones will bring considerable experience in areas including business development and financial analysis to the board of Aspire (CRP) Limited. He is an experienced Non-Executive Director and in addition is a board member and trustee of the Chartered Institute to Logistics and Transport and a management committee member of that institute's Aspire Careers Foundation, a charitable foundation providing funded training, education and development opportunities.
- 13) The salary is £510 per annum including expenses and is the same as the payment given to the members of the Independent Remuneration Panel.