



Uttlesford District Council

Chief Executive: Dawn French

Cabinet

Date: Thursday, 07 September 2017
Time: 19:00
Venue: Council Chamber
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

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.

- 2a Minutes of the meeting held on the 6 July 2017** 5 - 14

- 2b Minutes of the meeting held on 10 July 2017** 15 - 24

- 3 Questions or statements from non executive members of the council (standing item)**
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 (standing item)**
To receive a report from the Refugee Working Group.
- 7 Budget Monitoring report: Quarter 1 2017/18** 25 - 46
To consider the Budget Monitoring report for Q1 2017/18.
- 8 Corporate Plan Delivery Plan Progress Update: Quarter 1 2017/18** 47 - 60
To consider the Corporate Plan Delivery Plan progress update report for Q1 2017/18.
- 9 Land at De Vigier Avenue, Saffron Walden** 61 - 72
To consider the report on the Land at De Vigier Avenue, Saffron Walden.
- 10 Any other items which the Chairman considers to be urgent**
To receive any items which the Chairman considers to be urgent.
- 11 Consideration of an item containing exempt information within the meaning of paragraph 3 of schedule 12A of the Local Government Act 1972**

PART 2
Exclusion of the Public and Press

12 Use of Right to Buy Receipts

- 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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**CABINET MEETING held at COUNCIL OFFICES, LONDON ROAD,
SAFFRON WALDEN on 6 JULY 2017 at 7pm**

Present: Councillor H Rolfe (Leader)
Councillor S Barker (Deputy Leader and Cabinet Member for Environmental Services)
Councillor S Howell (Cabinet Member for Finance and Administration)
Councillor V Ranger (Cabinet Member for Communities and Partnerships)
Councillor J Redfern (Cabinet Member for Housing)
Councillor H Ryles (Cabinet Member for Economic Development)

Also present: Councillor M Foley, substituting for Councillor A Dean, Chairman of Scrutiny Committee and Liberal Democrat group Leader and Councillor P Lees, substituting for Councillor J Lodge, Leader of the Residents for Uttlesford group.

Officers in attendance: D French (Chief Executive), R Fox (Planning Policy Team Leader), R Harborough (Director of Public Services), S Pugh (Interim Head of Legal Services) and P Snow (Democratic and Electoral Services Manager)

CA16 PUBLIC SPEAKING

Ken McDonald, a resident of Stansted, and David Beedle, a Great Dunmow Town Councillor, made public statements about the Local Plan. Their statements are appended to the Minutes.

In respect of the comments made by Mr McDonald doubting the validity of the forecast of housing need, the Leader said he took the point raised seriously.

The Planning Policy Team Leader commented that the population projections used by the consultants were nationally recognised and had been supported by the Planning Inspectorate on public examination.

Councillor Rolfe further commented that clarity had been achieved around the housing numbers and this was essential to the process of public consultation. If a particular site was found not to be appropriate adjustments would be considered as long as the overall housing numbers would be undisturbed.

CA17 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

An apology for absence was received from Councillor Lodge.

Councillor Barker declared a personal interest as a member of Essex County Council.

Councillor Redfern asked whether she should declare an interest as a member of Great Chesterford Parish Council. The Interim Head of Legal

Services said there was no need for her to do so unless the parish Council had an interest in land affected by potential development.

CA18 **MINUTES**

The Minutes of the meeting held on 25 May 2017 were received, confirmed and signed by the Chairman as a correct record.

CA19 **REGULATION 18 DRAFT UTTLESFORD LOCAL PLAN**

Councillor S Barker proposed that the Council be recommended to approve the draft Local Plan for consultation in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

At the same time, recommendation 4 in the report was being withdrawn.

She thanked the officers for the tremendous work the officers had put in to prepare the plan ready for consultation. This had involved a huge amount of information gathering and interrogation.

There were three parts to the consultation involving the housing allocations, the employment allocations and the development management policies. This consultation was the opportunity for everyone to comment.

In March 2016 the Council had agreed to consider a new settlement, or settlements, as a potential way of delivering its housing numbers and this option had become a reality in the draft Local Plan. Our housing numbers had been determined using 2014 data and this resulted in 14,100 new homes assessed as being needed across the district in the plan period spanning 2011 to 2033. Whilst far higher than previously anticipated, the requirement to use this latest ORS data had been cited in the East Herts plan examination and had been recommended by planning inspectors and by retained counsel. Our neighbours in East Herts, South Cambs and Braintree all had greater number to deliver, Uttlesford's figures were challenging in percentage terms against the base population.

The numbers in the plan were not just houses but were homes for our children and for their children, friends and neighbours for years to come. During the period from 2011 to 2016 almost 500 houses per year had been built and planning permission had been granted for a further 4,013 dwellings. On top of this the Council had built in a windfall allowance of 70 houses a year, accounting for a further 1,190 homes in the remaining part of the plan period. This would leave a total of 5,926 new homes to be provided.

Policy SP3 in the plan set out where these homes were proposed to be built. She outlined the housing numbers proposed in the larger towns, key village settlements and other villages. In addition, seven sites had been examined as potential new settlement sites but four of these had been rejected for a variety of reasons.

The balance of the housing supply was being proposed on new settlement sites at Easton Park, North Uttlesford, and close to Stebbing Green adjacent

to the Braintree border, as part of a new settlement to be developed in conjunction with Braintree District Council. These were on sites projected eventually to accommodate 10,000, 5,000 and 10,000 new homes respectively as new garden communities. The capacity of these sites to deliver new homes within the plan period had been assessed as 1,800, 1,900 and 970 respectively.

The professional opinion of officers was that all three sites would be needed to deliver a robust plan and to meet the assessed housing need. A building rate of between 150 and 175 was considered as a realistic target from 2021/22.

All of these new allocations would result in infrastructure needs in terms of new school, water supply and health facilities, as well as to meet recreational needs. The road and rail network would come under increasing pressure. Planned improvements at junction 8 would benefit the local economy. All of these factors would help to build a shared spirit of community in the new and existing communities.

The Local plan was designed to encourage new employment opportunities to provide the home-grown jobs that would be needed in the local economy. It was also deliver the housing needs of the area. The studies supported the need to build 640 homes per year and the plan was designed to deliver that target figure.

Councillor Rolfe seconded the motion. He said that the Cabinet, and subsequently the Council, was being asked to approve publication of the Local Plan for the Regulation 18 consultation and nothing more. There were two key points to take into account. One was the schedule of changes discussed by the Planning Policy Working Group. The second was to consider the impact of the capacity issues at Stansted Airport.

In drawing attention to policy H6, Councillor Redfern asked whether there had been a change of policy from 20% to 40% affordable housing provision on sites of 11 dwellings or more. The Director of Public Services confirmed that was the case.

Councillor Redfern commented that she supported the Regulation 18 consultation but had considerable reservations about the inclusion of the North Uttlesford Garden Community closely adjoining Great Chesterford in her ward. She felt it unreasonable to plan for a garden community in such close proximity to a key village settlement and asked for proper protection from the new settlement for Great Chesterford. The area of land up to Stump Cross should have green belt protection. She did not consider the proposed 500m protection to be sufficient to protect the historic environment and landscape.

The planned access down Park Road would become a rat run and she urged consideration to be given to new bus services linking the new settlement with Whittlesford or Audley End stations.

Councillor Rolfe said that he had noted Councillor Redfern's comments. The key was the mitigation provided by the 500m protection zone and the benefits

that would accrue to local communities from the £2.3 billion housing infrastructure fund that would be available. Local bus service provision would depend upon the outcome of the franchises on offer.

Councillor Ranger said that he supported publication of the draft Local Plan under Regulation 18 and would reserve any other comments until the outcome of the consultation was known.

Councillor Foley thanked the Leader for inviting him to speak in the absence of Councillor Dean. He expressed concerns about the effect of urban sprawl especially in relation to the short distance between the planned Easton Park development and the town of Great Dunmow. A planning application for 700 houses had already been rejected and the same considerations applied to the Eastons area.

In response to Councillor Foley's contribution, Councillor Barker said that the plan for a new garden community had potential to include a new country park that would operate as a buffer between the two settlements.

Councillor Howell confirmed his readiness to support the draft Local Plan and said that it was appropriate to consult on the basis of the document as drafted. It was right that Uttlesford as a community should come to a solution to an unpalatable and unpleasant problem. It was also correct that the local community should be in a position to take democratic decisions about housing sites rather than have solutions imposed from Whitehall.

Three years ago, no one would have expected there to be a need to build 640 homes per year and to plan three new settlements. He had sympathy and concern for local residents confronting these challenges. The process followed by the Planning Policy Working Group had been transparent and evidence based.

The inspector had halted the previous attempt to form a Local Plan in 2014 and a lot of work had gone into getting the process back on track. It amounted to more than simply a housing plan. Whilst acknowledging that it would be impossible to reconcile the competing interests of all residents, he nevertheless considered the proposal for three new settlements to be appropriate. He would support the Local Plan publication at Full Council.

Councillor Lees was invited to speak on behalf of the Residents for Uttlesford group. She said that the plan was not as evidence based as she would have liked but it was an impressive piece of work. She asked for an assurance that any good, salient points made during the public consultation would be taken on board and she sympathised with the comments made by Councillor Redfern.

She then asked whether, if planning permissions granted exceeded the number of houses needed during the plan period, suitable adjustments to numbers would be made.

Councillor Barker responded that there were very few sites available within development limits. The likelihood of any remaining sites being approved

would reduce over time. She further commented that if there were good reasons why a site would be suitable for housing development why would it not have been put forward?

Councillor Lees asked whether, in the event that a refusal for 120 dwellings were to be overturned on appeal, that would result in adjustments to housing numbers.

Councillor Rolfe drew attention to two appeals with the possibility of a third. He said that more planning approvals would make a difference and may then be a material factor in considering the consultation outcome.

The Director of Public Services confirmed that account would be taken of any further land allocated for housing.

The Leader further commented that the outcome would hinge on a three way discussion between Uttlesford planners, developers and parish councils.

Councillor Redfern asked how it would be possible to capture garden community principles in realising local community benefits from land value. She asked for reassurance that enough expertise would be available internally to ensure that developers could not escape garden community obligations.

The Director of Public Services commented that a robust and sound framework would be adopted to deliver the growth set out in the plan by demonstrating the planned rates of supply were realistic.

Councillor Foley asked about the process required to ensure the right people would be involved with the garden developments. The Director of Public Services pointed out that planning permission went with the land and was not particular to an applicant. The Planning Policy Team Leader confirmed that mechanisms were available to ensure that garden community principles were enshrined. This meant that democratic accountability could always be applied.

In summarising, Councillor Rolfe said that he supported the consultation. Although he shared the concerns expressed by Councillors Redfern and Lees, a great deal of hard work had been committed to the Local Plan process already and further discussions with developers would take place to ensure compliance with building rates and the garden principles put in place.

Members then questioned the lack of apparent detail of the garden community principles in the draft plan and asked about the availability of officer expertise.

Reassurance was given to the meeting that expertise and best practice guidance were widely available. The Leader confirmed that the Council would adhere to core principles and would pay close attention to the need to capture land value for suitable infrastructure projects.

Councillor Foley asked whether a plan B was available in the event that one of the sites did not proceed. Councillor Rolfe said the Council would stay focussed on the need to provide the required number of houses so that DCLG

intervention did not become necessary. If one plan became unworkable then alternatives must be examined. In the event that a new settlement site did not proceed the only viable alternative was dispersal.

The Director of Public Services added that some limited scope existed for adjustment but the opportunity for a radically different approach was not available.

Councillor Ranger referred Councillor Redfern to Policy SP5 stating that detailed development frameworks would be prepared. The Local Plan could not include the level of detail being discussed.

Councillor Rolfe then put the motion to the vote which was duly carried.

RESOLVED to recommend to Full Council that the draft Local Plan be published in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012

CA20

LOCAL DEVELOPMENT SCHEME

Councillor Barker proposed the report to adopt the revised Local Development Scheme. She asked for amendments to the scheme concerning Stansted Airport to be appended to the Minutes. The LDS had been updated to reflect the revised timetable.

The Leader informed members that the consultation period had been extended until Monday 4 September to bridge the August Bank Holiday weekend.

Councillor Redfern said that several parish councils in her ward had already had their July meeting. The Leader suggested that parish councils could hold special meetings to consider the draft Local Plan.

RESOLVED to adopt the Local Development Scheme

CA21

BRAINTREE DISTRICT COUNCIL DRAFT LOCAL PLAN CONSULTATION

Councillor Barker proposed delegating authority to enable the submission of a formal response on Braintree's draft Local Plan. It was agreed to give all councillors sight of the draft comments before the closing date of 28 July.

RESOLVED to delegate authority to the Director of Public services in consultation with the Leader and Portfolio Holder for Environmental Services to respond formally to Braintree District Council

The meeting ended at 8:25pm.

APPENDIX – PUBLIC SPEAKING STATEMENTS

Statement by Ken McDonald, 2 Greenfields, Stansted Mountfitchet, CM24 8AH

Good evening. My name is Ken McDonald. I have lived in Uttlesford for 36 years. I am a Chartered Accountant and was for many years a financial director and company secretary. I refer to my professional background because, to me, it seems to be of relevance regarding many aspects of the Local Plan. Whilst my knowledge of planning is limited, I am accustomed to working with figures and words, and I understand the concepts of auditing and audit trails.

I wish to make two points regarding your Local Plan process. I deliberately say “your” process because, as I understand it, you are responsible. Whilst you may delegate, you don’t lose that responsibility.

I have been commenting regularly, as a “critical friend”, on the drafting of the Local Plan since October 2015 but, sadly, I have no evidence that my comments have been taken seriously, considered or answered. I have not been alone in making some of these comments. That is my first point – that you claim to consult and claim to welcome feedback, yet there is no tangible evidence that you have taken any notice.

I understand that you personally may not be familiar with some of the issues I have raised, or understand what I have been saying, but you have also failed to respond to my suggestion that you ask an independent “expert” to review my comments. I took the trouble to submit thirteen pages of comment in response to your November 2015 Local Plan consultation, yet the summary of responses reduced my comments to just three, yes three, words, “SHMA poorly evidenced”.

The Council’s record so far falls well short of the meaning of “consultation”. You seem to simply avoid transparent, evidence-based assessment or alternative views. I can only conjecture what motivates this approach. I sincerely hope that you will properly consider responses to the Regulation 18 consultation - and that the consultation will allow freedom of expression and not simply ask for boxes to be ticked.

My second point goes to the very foundation of this plan – the forecast of housing need. You may recall that I have raised this point before, but in the absence of an explanation, not just vague assurances, you will keep hearing it. There is no audit trail that shows how Uttlesford’s population-growth and housing-need forecasts have been derived. The result appears to ignore the longer-term historical trend that points to a much lower need for houses than you are now planning.

Uttlesford’s population growth over the last three decades, between Censuses, has been 8%, 4% and 15%. The recent spurt, between 2001 and 2011, was due to an exceptional period of housebuilding, approved in the 1990s to meet the anticipated need that would arise from Stansted Airport’s expansion. You are now planning for the number of dwellings to grow at the rate of 17% per decade - much higher than historical trends and higher than almost anywhere else in England.

Whatever may be your motivation, it seems to pay little regard to the well-being of the district or the wishes of your electorate.

PROPOSED REPRESENTATION BY CLLR. DAVID BEEDLE

Chairman, Councillors,

David Beedle councillor Great Dunmow Town Council, member of the Steering Group for the Gt. Dunmow Neighbourhood Plan. It took four years to produce – four years of evidence gathering, research and public consultation. The first in Uttlesford; in fact, we are the first town in the whole of Essex.

We object to draft Local Plan Site Policy GtDUN4 page 185-186 - allocation of 60 dwellings LAND SOUTH OF B1256 (STORTFORD ROAD) AND WEST OF BUTTLEYS LANE, GREAT DUNMOW it conflicts with one of the most important policies in the Neighbourhood Plan, which is the Town Development Area - Policy DS1.

This policy was justified as public consultation revealed a very strong local commitment to the rural setting of the town. Therefore, a high local priority to constrain urban sprawl which would destroy this rural setting and lead to encroachment into the surrounding countryside and merging with neighbouring settlements.

When inspecting the Neighbourhood Plan, the independent examiner stated:

- There was a robust evidence base.
- All statutory consultees had been consulted, including local land owners.
- The public consultation process represented a very substantial commitment to ensuring that issues of concern were addressed.
- The Neighbourhood Plan had been positively prepared recognising the need for new development but ensuring that it is delivered in a way that will be sustainable and contribute to, rather than, harm quality of life in the town.

You supported and approved the Neighbourhood Plan, and it subsequently passed independent examination and received an overwhelming 'Yes' vote from residents in the referendum.

To leave this site allocation in the local plan would be evidence of a developer-led decision, would be contrary to the legally adopted Neighbourhood Plan, and fly in the face of the wishes of the community.

Our second major concern is the inclusion of Easton Park as a new settlement. You will be well aware of our concerns as, over the past months, we have held meetings with Cllr. Rolfe and our District Councillors, and my colleague Councillor Wendy Barron has spoken at two of your PPWG meetings.

Therefore I will simply bullet-point our main comments:

- How can a new town built between an expanding Stansted Airport and the town of Great Dunmow be anything other than urban sprawl?

- A development at Easton Park was rejected in the recent past as being unsustainable even when shops, employment land and schools were offered – what has changed?
- Although there are 10,000 houses in the Land Sec Master Plan, the number of houses being proposed for the plan period is 1,800. Community facilities will only be provided to support each phase of new homes. Until then, there will be a burden on the facilities of Gt. Dunmow and other villages such as school places and health care.
- There will be a massive impact on traffic. There is only one way in and out of a town of 10,000 houses and this is the main access to Great Dunmow – it will also have to serve a quarry and a new business park. How can the A120 and local roads support it?

The people of Great Dunmow deserve to have the policies in their Neighbourhood Plan upheld and respected.

Finally, can you please confirm that you will be holding local public events during the consultation period so that residents can have an opportunity to see the draft local plan and ask questions so that they can be informed and encouraged to respond.

CABINET MEETING held at FOAKES HALL GREAT DUNMOW on 10 JULY 2017 at 7pm

Present: Councillor H Rolfe (Leader)
Councillor S Barker (Deputy Leader and Cabinet Member for Environmental Services)
Councillor S Howell (Cabinet Member for Finance and Administration)
Councillor V Ranger (Cabinet Member for Communities and Partnerships)
Councillor J Redfern (Cabinet Member for Housing)

Also present: Councillor A Dean (Chairman of Scrutiny Committee and Liberal Democrat Group Leader) and Councillor J Lodge (Leader of the Residents for Uttlesford Group).

Officers in attendance: D French (Chief Executive), R Auty (Assistant Director Corporate services), G Glenday (Assistant Director – Planning), A Knight (Assistant Director – Resources), S Pugh (Interim Head of Legal Services), P Snow (Democratic and Electoral Services Manager) and N Wittman (Assistant Director ICT and Facilities)

CA22 PUBLIC SPEAKING

Ray Woodcock made a statement about agenda item 15 relating to the s106 community pot at Stansted which is appended to these Minutes.

CA23 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

An apology for absence was received from Councillor Ryles.

Councillor Barker declared a personal and prejudicial interest in items 14 and 15 on the agenda as both matters fall within her remit as a Portfolio Holder at Essex County Council. She said that she would leave the room during the discussion of those items.

CA24 MINUTES

The Minutes of the meeting held on 6 July 2017 were not yet available and would be submitted for approval at the next meeting on 7 September.

CA25 REPORT FROM THE CHAIRMAN OF THE SCRUTINY COMMITTEE

Councillor Dean said the Scrutiny Committee meeting on 20 June had reviewed its work programme for 2017/18. The Committee had approved the draft proposals for the Local Council Tax Support Scheme for 2018/19. He also confirmed that the proposed terms of reference for monitoring the Local Plan had been rejected and so would not be taken on board.

CA26 **REFUGEE WORKING GROUP**

Councillor Redfern said that the Refugee Working Group had not met and she was presently discussing with the Assistant Director of Housing and Environmental Services the impact of changes in the benefits system.

CA27 **BUDGET OUTTURN 2016/17**

Councillor Howell presented a report recommending approval of the budget outturn position, as well as reserve transfers and balances, and capital programme slippage requests. He congratulated the management team for the disciplined approach to budget control leading to an underspend for 2016/17. He also thanked the Director of Finance and Corporate Services and the Assistant Director – Resources and their team for their hard work in finalising the budget position.

In summarising the report, Councillor Howell drew particular attention to sections indicating variances, both within and outside the Council's control; movements in the forecast position from period 9 reported in February 2017; the allocation of underspent items to the Strategic Initiatives Reserve; the Housing Revenue Account position; and changes to the capital programme.

The accounts would be submitted for final approval to the Governance, Audit and Performance Committee on 27 July, subject to external audit comments.

Councillor Lodge asked a question about the corporate items included within the capital programme. The Assistant Director – Resources replied that no external borrowing was required as there were cash balances in hand and the programme was funded through internal borrowing. The capital overspend had arisen mainly because of an unbudgeted housing grant. Some projects within the capital programme were offset against allocations drawn down from the general reserve.

Councillor Barker asked a question about the balance of £38k of New Homes Bonus money allocated for use by ward members. The Assistant Director – Resources said the ward grants sum had been carried forward as a balance.

RESOLVED to

- a. Approve the 2016/17 outturn position set out in the report
- b. Approve the reserve transfers and reserve balances set out in the report
- c. Approve the capital programme slippage requests

CA28 **TREASURY MANAGEMENT OUTTURN**

Councillor Howell presented the annual statement of the key treasury management activity and outcomes. He drew attention to the summary in paragraph 4 stating that no short or long-term borrowing was required to meet in year commitments, that no cash flow difficulties had been experienced, and that the Council's policy when lending money to counterparties remained cautious. As set out in the report the Council was supported in its treasury management activity by its independent financial advisors Arlingclose.

He would be reporting back to the Cabinet in due course on the Council's borrowing strategy.

In referring to the loan needed to fund the payment of £88 to the Government following reform of the housing subsidy system, Councillor Howell said that interest in the sum of £2.627m had been paid in 2016/17 and this was the final year before principal repayments would begin to be made.

The counterparty list was set out in the report and the list of overall investments detailed in appendix B.

Councillor Lodge asked a question about the Chesterford Park investment whilst appreciating that this related to the current year. The Assistant Director – Resources confirmed in response that the investment had been covered initially from internal borrowing by use of cash balances. Now that a loan had been secured the sum invested would be drawn down in three tranches.

The recommendation was put to the vote and carried.

RESOLVED to approve the 2016/17 Treasury Management Outturn as set out in the report

CA29

LOCAL COUNCIL TAX SUPPORT SCHEME 2018/19

Councillor Howell reported on the process for reviewing the Local Council Tax Support (LCTS) Scheme and the requirement to consult on the proposed scheme before submitting it to Council for approval in December.

Table 8 in the report demonstrated that Uttlesford had the lowest percentage contribution rate within Essex. People of working age in Uttlesford previously on Council Tax Benefit were expected to pay no more than 12.5% of their council tax bill. It was proposed to maintain this level of contribution for the fifth year in succession.

The transitional funding through the Revenue Support Grant (RSG) was being replaced gradually by New Homes Bonus and Business Rates Retention and in 2018/19 would be withdrawn altogether. When this happened it would no longer be possible to maintain support for those people presently benefitting from LCTS.

Paragraph 10 of the report indicated that the number of working age claimants had declined through the life of the scheme, although vulnerable and disabled claimants had increased in number.

Councillor Howell then proposed the recommendation to maintain the LCTS on the same basis as in 2017/18. The timetable for the review was set out in the report.

Councillor Dean asked the Cabinet to note the intention to consult on both the budget and the LCTS at the same time and to include an item in Uttlesford Life.

Councillor Redfern said she had been surprised by the LCTS caseload associated with the increase in the number of disabled claimants.

The Assistant Director – Resources said that this was explained partly because the reporting method had changed to separate vulnerable and disabled claimants.

Councillor Lodge drew members' attention to the table in paragraph 35 indicating that Basildon and Brentwood councils had maintained 100% funding of their parish grant. If that was the case, he felt that Uttlesford could not claim to have the most generous scheme in Essex.

Councillor Howell agreed that both of these councils did totally fund their schemes but both equally had fewer parishes than Uttlesford. The future position of the RSG was unknown in 2013/14 and there would be a loss of future funding. Uttlesford did nevertheless have the lowest contribution rate for claimants.

In proposing the recommendation, Councillor Howell said he wished to apologise for the omission of a reference to Uttlesford Life in the timetable.

RESOLVED to agree proposals for the 2018/19 LCTS scheme and consultation process as follows:

- 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 carers on a low income
- iii. The discretionary grant for town and parish councils is withdrawn

CA30

BUSINESS RATES – REVALUATION RELIEF

Councillor Howell presented the report recommending approval of a revaluation relief funding scheme for the payment of business rates by commercial properties. This followed the national revaluation of all commercial premises resulting in the allocation of new rateable values from the beginning of April 2017.

The revaluation had resulted in the business rates bill charged on many businesses and companies in Uttlesford increasing significantly. The average increase was 16%. On the other hand, Councillor Howell explained that many businesses had been taken out of liability for business rates altogether.

The 2017 Spring Budget had included provision for discretionary reliefs to support businesses facing steep increases. Any reliefs applied under the legislation would be fully funded by central government subject to qualifying criteria.

The scheme being proposed would award relief over a three year period reducing from 50% in year 1 to 12% in year 3. It would be available by application only and would exclude national and large chain businesses.

Councillor Howell proposed adoption of the scheme in order to support local businesses.

Councillor Barker asked what would happen in the event of changes to the valuations. The Assistant Director – Resources said that if revaluations were notified then businesses would be rebilled and any reliefs clawed back where necessary.

Councillor Redfern asked specifically about the impact on local businesses as some had seen significant increases applied. The Assistant Director confirmed that some local businesses had fallen under the limit but that some relief was transitional.

The Leader said that councillors would wish to know the impact on local businesses and this would become clearer when reported to Council. Councillor Howell asked for further information about the number of local businesses exempt from paying business rates.

The recommendation was put to the vote and carried.

RESOLVED to recommend to Council approval of the Revaluation Relief Funding Scheme as detailed in the report

CA31

LOCAL HERITAGE LIST OF NON-DESIGNATED HERITAGE ASSETS

Councillor Barker presented a report setting out for approval the selection criteria and methodology to manage the Local Heritage List of non-designated heritage assets in Uttlesford. Once approved, forms would become available for nominations to be submitted. These would be reviewed periodically by a panel established for that purpose. The list of selected assets would then be published on the website.

The proposed selection criteria were set out in full in the Local Heritage List report attached to the agenda.

Councillor Howell expressed his support for the proposal which he said would help to preserve and value the rich cultural heritage of the Uttlesford area. He hoped the process of establishing a heritage list would be supported by parish councils and other local community groups.

The recommendation was approved.

RESOLVED to approve for publication the proposed selection criteria and methodology, along with the nomination form to be made available on the website, and to enable proactive work to compile and manage the local heritage list

CA32

ASSET OF COMMUNITY VALUE NOMINATION – THE CROWN PUBLIC HOUSE ELSENHAM

Councillor Barker introduced the consideration of an application from Elsenham Parish Council to include The Crown Public House, Elsenham on

the list of assets of community value. She confirmed that the application made was valid. In view of the problems associated with the closure of many country pubs in recent years, she proposed that the application be approved. Councillor Ranger seconded the motion and it was duly agreed.

RESOLVED to approve the nomination of The Crown Public House as an Asset of Community Value

CA33 **ASSET OF COMMUNITY VALUE NOMINATION – THE BLACK LION PUBLIC HOUSE HIGH RODING**

An application was reported to nominate The Black Lion, High Roding as an asset of community value but the time scales had prevented the preparation of a report for consideration at this meeting. The meeting agreed to establish a sub-committee to determine the application.

RESOLVED to appoint a sub-committee consisting of the Leader and the Portfolio Holders for Environmental Services and Communities and Partnerships with delegated power to determine the nomination of The Black Lion Public House as an Asset of Community Value

Councillor Barker left the room before the consideration of the following items relating to Carver Barracks Sports Project and Stansted s106 Community Pot and took no part in the discussion or decisions.

CA34 **CARVER BARRACKS SPORTS PROJECT**

Councillor Ranger presented a proposal to make a grant payment of £500,000 to the Army for the creation of an eight lane running track at Carver Barracks. The funding would be provided from the Strategic Initiatives Fund and would enable match funding to be secured by the Army to allow the project to proceed.

He said the proposal had been in the system for a number of years on the basis of becoming a shared facility between the Army and the public. It had been delayed because of the announcement that Carver Barracks would close by 2031. The proposal provided an investment opportunity that would add local community value and it should be supported for that reason.

Councillor Lodge indicated that he was unhappy with the item in the proposed heads of terms agreement that the MOD could give 12 months' notice of termination for any reason and at any time. He also asked how the structure of fees for use of the facilities by local clubs would be determined.

In reply, Councillor Ranger said that national security considerations could be one reason for closure. He would agree for the clause concerned to be put on the table for review.

Councillor Rolfe confirmed that the Council could set fees for the use of the facilities if it chose to do so.

Before the proposal was put to the vote, it was noted that the loan decision was an executive matter for decision but that the Cabinet had selected to seek the Council's approval before proceeding any further.

The proposal was then agreed subject to the inclusion of Councillors Artus and Knight in the list of members to be consulted about the grant terms.

RESOLVED that:

- i. Subject to approval by the Council, a grant of £500,000 be made to Carver Barracks to enable match funding for the provision of an eight lane running track;
- ii. The Director of Finance and Corporate Services and the Head of Legal Services, in consultation with the Portfolio Holder for Communities and Partnerships, and with Councillors Artus and Knight, be authorised to agree the terms of the grant

CA35

S106 COMMUNITY POT STANSTED

Councillor Ranger reported on the position regarding the allocation and use of S106 financial contributions intended for the provision of leisure, recreational and/or community facilities for the benefit of residents of the Forest Hall Park development at Stansted.

A request had been received from Stansted Mountfitchet Parish Council for assistance to alleviate a problem that had arisen because of the existence of reserved rights held by a third party over all of the Parish Council owned land at Crafton Green. Advice had been received that it would be appropriate to allocate the sum of £200,000 requested to enable the release of reserved rights, as it would allow the community hub to go ahead to the overall benefit of all residents of Stansted. It would then leave £52k in the pot to allocate to community projects.

The Parish Council had given an undertaking to provide a replacement pot of money for projects at Forest Hall Park.

Councillor Dean said he wished to make clear that of the £1.4m funds provided only £7,000 had been spent so far at Forest Hall Park. The Parish Council had agreed to provide a replacement pot to be utilised at Forest Hall Park and he asked for the minute to record their agreement to provide funding for the original purpose.

Having noted the commitment given by the Parish Council, Cabinet members supported the aim of the proposal and agreed accordingly.

RESOLVED that:

- i. Subject to the agreement of the developer, a sum of £200,000 is allocated to Stansted Mountfitchet 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 of money

At this point, Councillor Barker came back into the meeting.

CA36 **APPOINTMENT OF ASPIRE (CRP) LIMITED NON EXECUTIVE DIRECTORS**

Councillor Howell proposed the appointment of Mary Archer and Alan Jones as non-executive directors to the board of Aspire (CRP) Limited. He explained their background and said their appointment would strengthen and underpin the company's board. It would be for a period of one year on a rolling contract basis.

RESOLVED to appoint Mary Archer and Alan Jones as Non-Executive Directors on the board of Aspire (CRP) Limited

CA37 **EXCLUSION OF THE PUBLIC FROM THE MEETING**

RESOLVED to exclude the public from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in paragraph 1 of part 1 of schedule 12A of the Local Government Act 1972

CA38 **ASPIRE (CRP) LTD – REQUEST FOR BUILDING REFURBISHMENT FUNDS**

Councillor Howell presented a report including exempt information about a request to provide funding to Aspire (CRP) Ltd for the provision of building refurbishment funding in the sum of £2.75m for use on one of the units at Chesterford Park.

The recommendation was subject to approval by the Council and was agreed by members of the Cabinet.

RESOLVED to recommend to Council approval of a loan of up to £2.75m to Aspire (CRP) Ltd to enable the redevelopment of a unit at Chesterford Park, on the same terms and repayment date as the original loan, and to delegate authority to the Assistant Director – Resources to determine the most appropriate method of funding, in consultation with the Finance Portfolio Holder

The meeting ended at 8:40pm.

APPENDIX – PUBLIC SPEAKING STATEMENT

Statement to UDC Cabinet on 10th July 2017

Agenda item 15, the issue.

To pay £200,000.00 to release all reserved rights held by a third party over all of the Parish Council owned land at Crafton Green.

Statement:

Chairman, Cabinet members and Parish Councillors present. I'm Ray Woodcock an active resident of Stansted Mountfitchet, I get involved with a variety of issues in our village.

The new Parish Council hub on Crafton Green, which received full planning approval a few years ago started to be constructed about 12 months ago, it is a much needed new facility. Our existing Parish Council office and meeting room is not fit for purpose and people who are less able find it difficult and others impossible to gain access to the office. The new facility will be compliant with modern access and safety standards.

I was not in favour of the design of this building and said so prior to approval but accept it now that it has full approval.

Construction work stopped about 10 months ago and rumours soon started to circulate in the village as to the reason; it is now clear that an error has been made by possibly the Parish Council or their advisors, hence this issue on the agenda. The Third Party could have informed the Parish Council of the "Reserved Rights" sadly it did not until the old Library had been demolished and construction of the "Hub" started.

It seems to me that the Third Party holder of the "Reserved Rights" could have accepted that than error was made and found a better way of resolving this issue but it's now going to cost the Community £200K, the third party gain, the community's loss. I wonder what that £200K could have provided for the benefit of the Community, we may never know.

With reluctance, I hope that you approve the Recommendation on the document prepared by District Councillor Ranger dated 10th July 2017 so that construction of the "Hub" can start again without delay.

Maybe the Third Party might consider returning this money to UDC for the benefit of Stansted Mountfitchet Community?

One final point, I hope all have learned much from this matter.

Thank You.

Ray Woodcock

High Trees, 64, Chapel Hill, CM24 8AQ

Committee: Cabinet

Agenda Item

Date: 7 September 2017

7

Title: 2017/18 Budget Monitoring – Quarter 1

Portfolio Holder: Cllr Simon Howell

Key Decision: No

Summary

1. This report details financial performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management. It is based upon actual expenditure and income from April to June and predicts a forecast for the end of the financial year.
2. The General Fund is forecasting £1,160,000 underspend.
3. The Housing Revenue Account is forecasting an overall underspend of £2,994,000.
4. The Capital Programme is forecasting to underspend by £2,656,000; the updated position includes slippage brought forward from 2016/17 and slippage of £2,571,000 to be carried forward to 2018/19.
5. Treasury management activity now includes external borrowing on both short term and long term which relates to the council's purchase of the 50% share of Chesterford Research Park by Aspire Ltd (the council's wholly owned subsidiary company)

6. Recommendations

7. The Cabinet is recommended to
 - I. note and approve the outturn forecast position
 - II. approve the reserve transfers as detailed in point 17 - 20

Financial Implications

8. Any financial implications are included in the body of the report.

Background Papers

None

Impact

Communication/Consultation	Budget holders and CMT have been consulted.
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
None Ward-specific impacts	None
Workforce/Workplace	None

General Fund

9. On the bottom line, a £1,160,000 underspend is forecasted and this is due mainly to the increased investment income from the loan to Aspire (CRP) Ltd. Full details of the councils borrowing commitment is shown in the Treasury Management section (point 24).
10. A summary of the budget by portfolio is shown below and this is set out in more detail in Appendix A.

£ '000	2016/17	2017/18			
	Outturn	Original Budget	Current Budget	Forecast Outturn	Variance
Communities & Partnerships	779	1,012	1,055	913	(142)
Housing & Economic Development	1,353	1,606	1,563	1,546	(17)
Environmental Services	2,492	3,111	3,111	3,280	170
Finance & Administration	5,164	5,720	5,771	5,524	(247)
Portfolio (Service) Budgets	9,788	11,448	11,499	11,263	(236)
Corporate Items	1,088	710	4,025	3,020	(1,005)
Total Net Budget	10,876	12,158	15,524	14,283	(1,241)
Funding	(8,410)	(6,063)	(6,064)	(5,806)	258
Net Operating Expenditure	2,466	6,095	9,460	8,477	(983)
Transfers to/from (-) Reserves	2,206	(1,059)	(4,425)	(4,602)	(177)
OVERALL NET POSITION	4,672	5,036	5,035	3,875	(1,160)

11. The current budget within corporate items shows an increase of £3,315,000 compared to the original budget, this relates to the projects carried forward (slippage) from the 2016/17 capital programme as approved by Cabinet in July 2017 as part of the Final Outturn position for 2016/17.

12. An efficiencies target was included within the 2017/18 budget of £200,000 this related to the four year funding deal the Council signed in October 2016. The table below shows a net positive variance within services of £235,835, after adjusting for movements to/from reserves; this gives a net efficiency saving of £528,895.

Portfolio	Savings/increased income		Budget adj/reduced income		Total
	One-off	On-going	One-off	On-going	
Communities & Partnerships	(11)	(49)			(60)
Housing & Economic Development	(49)	(68)	4		(113)
Environmental Services	(298)	(165)	281	54	(128)
Finance & Admin	(622)	(32)	362	45	(247)
Other minor variances	(37)		56		19
Service Variances	(1,018)	(314)	703	99	(529)
Amounts to/from Reserves		(135)	428		293
Actual net saving to Services	(1,018)	(448)	1,131	99	(236)

One off relates to current year only and ongoing is current and future years.

13. Full details of variances exceeding £20,000 are detailed below and all variances are detailed in Appendix B.

Variations within the council's control and influence

Services

Overspends

- Planning Policy - £238,000 is the net cost of agency staff relating to the additional resources of £260,000 required for the delivery of the Local Plan which is reduced by a vacancy saving of £22,000. The resourcing overspend is funded from the planning reserve and has no revenue bottom line impact.
- Legal Services - £152,000 is the net cost of agency cover of £184,000 and increased legal fees of £15,000, against the vacancy savings of £47,000. It is further offset by the Corporate Management underspend of £99,000, which is the vacancy saving for the ACE – Legal post referred to below.
- Vehicle Management - £55,000 one off increase in service costs due to repairing the faulty chassis on the 32 tonne waste trucks, this included £24,000 consultancy support costs from Dennis Eagle.
- Development Control - £77,700 one off agency costs (this is offset by income as detailed below).
- Economic Development - £73,000 increased costs are one off and relates to a £10,000 contribution to the West Essex and LSCC joint initiative and £63,000 to support the Viability and Vitality of Town

Centres. These will be funded from the reserves and have no impact on the final outturn.

- Offices - £72,000 one off increased costs is made up of £54,000 for repairs to various council sites and £18,000 for office refit to ensure they were suitable for letting.
- Human Resources – £57,700 is the cost of the continued/phase 2 of the new HR employee and payroll system. This is funded from the transformation reserve and will have no bottom line impact.

Underspends

- Corporate Management - £154,000 is the vacancy saving for the ACE – Legal post of £99,000 (this offsets an element of the agency cost in Legal). A saving off £55,000 relates to management consultancy, this was originally funded from reserves and as such the reserve is adjusted to reflect this and has no bottom line impact.
- PFI – £80,000 is the unitary charge being less than the amount identified in the PFI model. This is transferred to reserves to cover possible shortfalls in future years and has no bottom line impact.
- Waste Management - £69,000 is the net underspend relating to £96,000 vacancy and overtime saving which is offset against agency costs of £77,000 to cover the vacant posts, plus a reduction in the MRF gate fee of £50,000.
- Customer Services Centre - £22,000 underspend relates to £10,500 one off saving due to delays in recruitment and £11,500 ongoing which relates to the cessation of the Allpay service from September.
- Leisure and Performance – £23,000 on-going saving from the removal of vacant post of Business Support Officer.
- Grants and Contributions - £27,000 on-going saving relates to the contingency budget that has been underspent for several years.
- Homelessness - £28,000 is the total of a one off saving of £7,500 due to a vacant post and an ongoing saving of £20,500 for an income budget adjustment.
- Street Services - £27,000 is a one off saving due to staff vacancies.
- Lifeline - £22,000 is an ongoing saving relating to the amendments to the Careline contract.

Income

- Licensing - £81,000 one off increased taxi licensing fees issued (which will be offset by £11,000 of increased staffing costs).
- Development Control - £75,000 one off increased fee income of £50,000 plus £25,000 of S106 funding.
- Car Park - £40,000 increased income ongoing, review of the previous year's collection rate shows that we expect income to be higher than budgeted.
- Waste Management - £27,000 reduction in income is the net impact of the following items. Increased income of £25,000 for Green Waste, £12,000 Bulky Waste and £11,000 for Trade waste, this is offset against a reduction in the IAA dry recyclable income credits of £75,000.

Corporate Items

- Investment income and charges - £995,000 extra income relates to the interest return of £1,162,000 for the council loan to Aspire (CRP) and the cost of borrowing at £167,000.
- Capital Financing - £398,000 underspend is a reduction of internal borrowing for the capital programme.
- Efficiencies and Income Opportunities - £200,000 shows as unachieved as the savings and income are reflected within the direct service costs.

Variances outside of the council's control and influence

14. The key variances greater than £20,000 that are outside of officers control and influence are detailed below.

- Housing Benefits - £403,000 underspend is due to the reduction in current caseload, this figure is an estimate and the actual outcome can vary throughout the year and is dependent on various external factors.
- Business Rates Retention (BRR) - £258,000 increased income is the net effect of adjustments which relate to a successful appeal by one of our largest businesses late in 2016/17 and this reduced the collection fund balance and subsequently as the level of income decreased the amount of levy we are due to pay also reduces.
- Pension Fund Deficit - £207,000 overspend is the updated cost of the 3 year upfront payment (saving achieved by paying in advance).

15. The outturn forecast is the most informed prediction we have at this point in time and there is an element of risk to the outturn predictions in the year to

some areas. These risks could impact on the final outturn position. Detailed below are the areas which are at high risk and have the potential to affect our year-end financial position.

- Business Rates Retention - the total business rate income recognised in the Council's account is subject to change, due to the difficulty in estimating the year end business rate levy and realisation of appeals. The total business rate levy is linked to the net use of business rates appeals provision within the year. The Council is reliant on the Valuation Office Agency (VOA) to release these figures and for UDC's consultant to assess the potential impact on the appeals provision at year end promptly. The actual position is not known until year end and it is difficult to estimate this during the year.
- Planning Policy agency staff and consultancy costs are subject to change and the current forecast spends and resource requirement is dependent on the outcome of the Regulation 18 Local Plan consultation.
- Housing Benefit Subsidy Income Claims – due to the complexity of the subsidy claim, a change in number of claimants throughout the year and the high financial value of the subsidy income, even a small % change can have a significant impact on the budget. For example a 1% change to caseload can increase or decrease the bottom line by approximately £68k.
- Council Tax Sharing Agreement – Uttlesford is part of an Essex Wide Agreement to improve collection performance and reduce fraud within Council Tax. This income source could fluctuate throughout the year.

Reserves

16. The balance of the usable reserves is predicted to be £7,160,000 at the end of the 2017/18 financial year. Full details of all reserves balances and transfers are shown in Appendix C.
17. The 2016/17 underspend of £691,000 has been allocated from the SIF to the Planning Reserve; the planning reserve balance at 1 April 2017 was £73,000. Following the transfer the updated balance is £764,000 on the planning reserve and £2,767,000 remains in the SIF.
18. A drawdown from the planning reserve to cover the cost of the additional resource at £260,000 leaves a balance of £504,000.
19. The reserve in year drawdown to support specific areas or projects has increased by a net £177,000. This is made up of the following items;
 - I. £260,000 to fund the increase in planning resources plus £15,000 for Neighbourhood plans
 - II. £63,000 funding for the current Economic Development Strategy to support the Viability and Vitality of Town Centres, plus £10,000 for a joint initiative project.

- III. £58,000 funding for the continued rollout of the new HR and Payroll system
- IV. £135,000 has been transferred to the reserves relating to unused management consultancy and the PFI.
- V. £118,000 adjustment to the working balance (unusable reserve), this reserve is a statutory requirement and is based on a specific formula

Housing Revenue Account (HRA)

20. The HRA is forecasting an underspend of £487,000 on the net operating costs and a reduction in the funding requirement after adjusting for slippage from 2016/17 giving an overall surplus of £2,994,000 on the bottom line.

21. The underspend is made up of the following items

- I. Interest return on the loan to Aspire (CRP) Ltd for the element of HRA cash balances used, £398,000 (this equates to approximately 24% of balance). Full details of the loan are explained in the Treasury Management section further on in this report.
- II. The funding requirement for capital projects has reduced by £2,506,000 in the current year and this will be transferred to reserves to match the capital programme slippage and reallocated in 2018/19.

22. A summary is shown below and full details can be seen in Appendix D.

£'000	2016/17	2017/18			
	Outturn	Original Budget	Current Budget	Final Outturn	Variance
Total Service Income	(15,412)	(15,222)	(15,222)	(15,228)	(6)
Total Service Expenditure	4,304	4,251	4,251	4,226	(26)
Total Corporate Items	7,617	10,329	10,329	9,873	(456)
OPERATING (SURPLUS)/DEFICIT	(3,491)	(642)	(642)	(1,130)	(487)
Funding of Capital Programme from HRA	3,220	2,449	9,165	6,592	(2,573)
Use of Reserves	271	(1,807)	(5,529)	(5,462)	67
Total Use of Reserves/Funding	3,491	642	3,636	1,130	(2,506)
(SURPLUS)/DEFICIT	(0)	0	2,994	0	(2,994)

23. The HRA reserves are summarised below.

Reserve	Actual Balance 1 April 2017	Forecast transfer from HRA	Forecast transfer to HRA	Transfers between Reserves	Estimated Balance 31 March 2018
£'000					
<u>RINGFENCED RESERVES</u>					
Working Balance	498	67			565
	498	67	0	0	565
<u>USABLE RESERVES</u>					
<u>Revenue Reserves</u>					
Transformation/Change Management	180				180
Revenue Projects	60				60
	240	0	0	0	240
<u>Capital Reserves</u>					
Capital Projects	3,809		(1,778)		2,031
Potential Development Projects	2,298		(1,433)		865
Sheltered Housing Projects	318		(318)		0
	6,425	0	(3,529)	0	2,896
TOTAL USABLE RESERVES	6,665	0	(3,529)	0	3,136
TOTAL RESERVES	7,163	67	(3,529)	0	3,701

Capital Programme

24. The current budget has been adjusted to allow for the approved slippage from 2016/17 as identified in the final outturn report. The total cost of the capital programme is £20,132,000.

25. Forecasted capital expenditure is £2,656,000 below the current budget and this is due to slippage of £2,571,000 and a minor underspend of £85,000. The slippage relates in the main to the redevelopment of the sheltered schemes

- I. Reynolds Court
- II. Hatherley Court
- III. Walden Place

26. The capital programme is set out in more detail in Appendix E which includes a separate table detailing the current level of S106 balances held.

Treasury Management

27. The council loaned Aspire (CRP) Ltd £47,250,000 on the 3rd May to purchase the 50% share in Chesterford Research Park. The loan agreement is as follows;

- I. Interest fixed rate @ 4% pa
- II. No annual repayments, interest only with full repayment on year 50

28. The initial loan to Aspire (CRP) Ltd was funded by using the council's available cash balances and short term borrowing from other Local Authorities.

29. On the 3rd July a loan agreement was signed with Phoenix Life Limited to borrow £37,000,000 over 40 years. The structure of the loan is as follows

- I. The loan to be drawn down in 3 separate stages
 - 1. £10,000,000 on the 3rd July 2017
 - 2. £12,000,000 on the 3rd July 2020
 - 3. £15,000,000 on the 3rd July 2021
- II. No principal repayments will be made until 5th January 2022.
- III. Fixed rate of interest @ 2.86% for all 3 drawdowns.

30. A further loan was requested by Aspire (CRP) Ltd for the sum of £60,000, this is due for repayment on the 31st March 2018 and interest will be charged at 4%.

31. Investment and borrowing activity during the period 1 April to 30 June 2017 has been set out in Appendix F.

32. All transactions placed complied with the Council's Treasury Management Strategy.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Actual income and expenditure will vary from forecast, requiring adjustments to budget and/or service delivery. Detailed risks are detailed in point 12 in the main body of the report.	2 – some variability is inevitable	2 – budget will be closely monitored and prompt action taken to deal with variances	Budgetary control framework

APPENDIX A

GENERAL FUND SUMMARY

£000	2016/17 Outturn	April to June			2017/18			
		Current Budget	Actuals to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance Against Current Budget
Portfolio Budgets								
Community & Partnerships	779	417	368	(49)	1,012	1,055	913	(142)
Housing and Economic Development	1,353	393	255	(138)	1,606	1,563	1,546	(17)
Environmental	2,492	492	459	(34)	3,111	3,111	3,280	169
Finance & Administration	5,164	1,969	1,358	(611)	5,720	5,771	5,524	(247)
Sub-total - Portfolio and Committee Budgets	9,787	3,272	2,440	(832)	11,448	11,499	11,263	(236)
Corporate Items								
Capital Financing Costs	3,056	0	38	38	1,861	5,227	4,829	(398)
Interest Charge	0	0	5	5	0	0	167	167
Investment Income	(143)	(65)	(5)	60	(65)	(65)	(1,227)	(1,162)
Pension Fund - Added Years	103	92	27	(65)	92	92	74	(18)
Pension Fund - Deficit	0	770	977	207	770	770	977	207
Apprenticeship Levy	0	0	0	0	51	0	0	0
Efficiencies and Income Opportunities	0	0	0	0	(200)	(200)	0	200
Recharge to HRA	(1,594)	0	0	0	(1,507)	(1,507)	(1,507)	0
HRA Share of Corporate Core	(334)	0	0	0	(293)	(293)	(293)	0
Sub-total - Corporate Items	1,088	797	1,042	244	710	4,025	3,020	(1,005)
Sub-total Budgets	10,875	4,069	3,482	(587)	12,158	15,524	14,283	(1,241)
Funding								
Council Tax - Collection Fund Balance	(152)	0	0	0	(193)	(193)	(193)	0
DCLG Other Funding	0	0	0	0	0	0	0	0
New Homes Bonus	(4,283)	(943)	(946)	(3)	(3,772)	(3,772)	(3,772)	0
BRR - UDC Share (net of tariff)	(2,407)	0	0	0	(2,238)	(2,238)	(2,427)	(189)
BRR - Levy/(Safety Net) Payment	0	0	0	0	529	529	513	(16)
BRR - Section 31 Funding	(517)	0	0	0	(722)	(722)	(623)	99
BRR - Collection Fund Balance	(231)	0	0	0	1,009	1,009	1,372	363
BRR - Renewable Energy Schemes	(332)	0	0	0	(136)	(136)	(136)	0
Rural Service Delivery Grant	(338)	(71)	(112)	(41)	(285)	(285)	(285)	0
Settlement Funding	(684)	(64)	(60)	3	(255)	(255)	(255)	0
Sub-total - Funding	(8,410)	(1,078)	(1,118)	(40)	(6,063)	(6,064)	(5,806)	258
Net Operating Expenditure	2,465	2,991	2,364	(627)	6,094	9,460	8,477	(983)
Transfer to/(from) Reserves								
Working Balance	22	0	0	0	(13)	(13)	105	118
Business Rates	535	0	0	0	0	0	0	0
Department for Work and Pensions	(65)	0	0	0	0	0	0	0
Licensing	(17)	0	0	0	0	0	0	0
Medium Term Financial Strategy	0	0	0	0	0	0	0	0
Transformation	(194)	0	0	0	(100)	(100)	(103)	(3)
Pension Reserve	0	0	0	0	(770)	(770)	(770)	0
Economic Development	(74)	0	0	0	0	0	(63)	(63)
Elections	25	0	0	0	25	25	25	0
Homelessness	0	0	0	0	(40)	(40)	(40)	0
Health and Wellbeing	27	0	0	0	0	0	(22)	(22)
Planning and Development	(464)	0	0	0	(275)	(275)	(550)	(275)
Strategic Initiatives	2,296	0	0	0	114	(252)	(264)	(12)
Waste Depot Relocation Project	0	0	0	0	0	(3,000)	(3,000)	0
New Homes Bonus Ward Member	(1)	0	0	0	0	0	0	0
Voluntary Sector	(41)	0	0	0	0	0	0	0
Waste Management	70	0	0	0	0	0	0	0
Private Finance Initiative	87	0	0	0	0	0	80	80
Sub-total - Movement General Fund Reserves	2,206	0	0	0	(1,059)	(4,425)	(4,602)	(177)
COUNCIL TAX REQUIREMENT	4,671	2,991	2,364	(627)	5,035	5,035	3,875	(1,160)
Council Tax (Precept levied on Collection Fund)	(4,828)				(5,035)	(5,035)	(5,035)	-
OVERALL NET POSITION	(691)				0	0	(1,160)	(1,160)

COMMUNITY PARTNERSHIPS & ENGAGEMENT PORTFOLIO

Description	2016/17 Actual	April - June			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Community Information	48	19	5	(14)	49	49	48	(1)
Day Centres	22	12	9	(3)	46	46	46	(0)
Emergency Planning	45	11	11	0	47	47	47	0
Grants & Contributions	386	303	309	6	376	376	349	(27)
Leisure & Performance	73	37	31	(6)	163	163	145	(18)
Saffron Walden Museum	163	54	37	(17)	202	202	187	(15)
New Homes Bonus	99	9	15	6	78	78	78	0
Private Finance Initiative	(57)	(40)	(58)	(19)	50	50	(30)	(80)
Community Partnerships	0	11	9	(2)	0	43	43	0
	779	417	368	(49)	1,012	1,055	913	(142)

ENVIRONMENT PORTFOLIO

Description	2016/17 Actual	April - June			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Animal Warden	32	7	7	(0)	32	32	32	1
Grounds Maintenance	255	76	76	(0)	289	289	298	9
Car Park	(643)	(40)	(80)	(40)	(592)	(592)	(633)	(41)
Development Control	(352)	(106)	(33)	73	(231)	(231)	(198)	33
Depots	55	32	26	(6)	58	58	47	(11)
Env Management & Admin	44	0	0	0	0	0	0	0
Street Cleansing	296	72	86	14	302	302	311	9
Housing Strategy	45	10	15	5	112	47	47	0
Highways	(11)	15	16	0	(3)	(3)	(5)	(2)
Local Amenities	23	8	7	(1)	8	8	11	3
Licensing	(208)	(5)	(29)	(24)	(55)	(55)	(125)	(70)
Vehicle Management	373	85	118	33	380	380	432	52
Public Health	565	154	174	19	682	682	687	5
Planning Management	402	107	100	(7)	421	421	423	2
Planning Policy	789	168	176	8	571	636	889	253
Planning Specialists	164	47	45	(2)	198	198	199	1
Waste Management	239	(237)	(320)	(83)	487	487	439	(47)
Community Safety	153	25	15	(10)	154	154	153	(2)
Street Services	271	74	62	(13)	297	297	271	(26)
	2,492	492	459	(34)	3,111	3,111	3,280	169

FINANCE & ADMINISTRATION PORTFOLIO

Description	2016/17 Actual	April - June			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Enforcement	72	0	0	0	0	0	0	0
Benefits Admin	156	19	(4)	(23)	234	234	231	(3)
Business Improvement	47	0	0	0	0	0	0	0
Corporate Management	673	190	123	(68)	761	761	614	(147)
Conveniences	21	20	20	0	20	20	20	0
Central Services	382	98	93	(6)	396	396	399	2
Corporate Team	257	153	218	65	615	615	595	(20)
Conducting Elections	(32)	1	(16)	(16)	1	1	29	29
Electoral Registration	45	0	8	8	59	59	40	(19)
Financial Services	1,076	284	391	107	1,136	1,136	1,131	(5)
Housing Benefits	104	(6)	(479)	(473)	247	247	(157)	(404)
Human Resources	306	124	31	(93)	246	297	352	55
Internal Audit	113	32	30	(2)	129	129	136	7
Information Technology	1,151	688	611	(77)	1,233	1,233	1,229	(5)
Land Charges	(110)	(22)	(38)	(16)	(73)	(73)	(93)	(20)
Legal Services	221	29	71	42	97	97	264	167
Local Taxation	(61)	0	0	0	(110)	(110)	(90)	20
Non Domestic Rates	(146)	0	0	0	(145)	(145)	(147)	(2)
Office Cleaning	147	45	45	(0)	181	181	174	(7)
Offices	472	170	195	25	282	282	375	93
Revenues Admin	491	120	116	(4)	527	527	523	(5)
Council Tax Discounts	(218)	24	(57)	(81)	(117)	(117)	(102)	15
	5,164	1,969	1,358	(611)	5,720	5,771	5,524	(247)

HOUSING & ECONOMIC DEVELOPMENT PORTFOLIO

Description	2016/17 Actual	April - June			Full Year			
		Current Budget	Actual to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Building Surveying	(127)	(27)	(29)	(3)	(107)	(107)	(109)	(2)
Committee Admin	205	49	50	1	238	195	197	2
Customer Services Centre	367	105	101	(4)	419	419	397	(22)
Democratic Representation	316	83	93	10	324	324	325	2
Economic Development	189	47	34	(13)	181	181	242	61
Energy Efficiency	34	4	3	(1)	44	44	35	(10)
Housing Grants	10	3	0	(3)	3	3	0	(3)
Health Improvement	105	33	34	1	126	126	147	21
Homelessness	175	58	36	(21)	212	212	184	(28)
Lifeline	(186)	(35)	(131)	(96)	(139)	(139)	(161)	(22)
Communications	264	74	63	(11)	304	304	289	(15)
	1,353	393	255	(138)	1,606	1,563	1,546	(17)

APPENDIX B

Service Variance – full analysis

		Savings/increased income		Budget Adj/decreased income	
		One-off	On-going	One-off	On-going
Grants & Contributions	On-going saving from grant contingency budget.		(26,310)		
Leisure & Performance	Business and Performance Officer Post to be removed from establishment		(22,830)		
Saffron Walden Museum	One-off saving due to vacancy, appointment now made	(11,150)			
Communities & Partnerships		(11,150)	(49,140)	0	0
Customer Services Centre	One off salary saving due to vacant posts, on going savings relate mainly to the withdrawal of the All pay service	(10,450)	(11,550)		
Economic Development	One-off saving due to vacancy, appointment now made	(13,000)			
Energy Efficiency	New contract awards have reduced cost of monitoring and billing for utilities		(9,130)		
Housing Grants	Reduction in requirement for grant payments		(2,500)		
Health Improvement	Lower travel costs due to reduction in substantive posts/hours		(2,000)		
Homelessness	One off saving relates to staffing and seminars. Ongoing budget adjustment relates to income	(7,500)	(20,500)		
Lifeline	Additional income generated due to re-deployment of Careline units		(22,120)		
Communications	One off reduction due to staff vacancy and additional cost for Utt Life due to budget consultation.	(18,230)		4,000	
Housing & Economic Development		(49,180)	(67,800)	4,000	0
Animal Warden	Increased income for dog poo bags		(1,000)		
Grounds Maintenance	Additional spend for tree work by external contractors staff completing training during 2017 so future work should be completed in-house.			8,000	
Car Park	Budget set was underestimated and based on previous 3 years actual it is expected that income will be between £200 and £220k for Swan meadow.		(40,000)		
Development Control	£12,300 one off salary saving due to temp reduction in officer hours and £3,000 ongoing saving on travel costs £90,000 additional agency spend in part matched by additional fee income of £50,000 from several large applications. £25,000 additional income from S106. £30,000 Legal fees Public Enquiry.	(87,300)	(3,000)	120,000	
Depots	£10,000 on-going saving porta cabin rental no longer required as purchased.		(10,000)		
Street Cleansing	Agency saving plus increased full year cost for joint initiatives		(3,000)	5,000	
Highways	Equipment and agency costs reductions		(5,330)		
Licensing	Additional income from increase in volume of licences issued for both drivers and vehicles, plus additional staffing costs.	(80,000)		11,000	
Vehicle Management	Additional one off spend due to vehicle maintenance issues plus one off spend of £51,610 consultancy for workshop assessment.	(4,190)		55,010	
Public Health	One off additional income of £41,000 for food inspection (animal origin) and this is offset against £24,000 veterinary costs. Increased income of £24,000 for Peas but this income will cease from December 17, this is offset against consultancy fees. Ongoing additional grant income for Disabled facilities and additional post in the commercial team.	(65,000)	(39,000)	57,000	44,000
Planning Policy	Staff vacancy saving	(21,850)			0
Planning Specialists	Net effect of consultancy saving and staffing realignment.	0	(10,000)	0	10,000
Waste Management	One off saving of £13,660 is the net effect of staff vacancy and additional agency to cover posts, plus a one off net cost of £25,300 is a reduction in the MRF gate fee and IAA dry recyclables income. Ongoing there is a total increase in customer take up of garden, bulky and trade waste collections.	(13,660)	(53,240)	25,300	0
Street Services	One off saving for staff vacancies.	(26,270)			
Environmental Services		(298,270)	(164,570)	281,310	54,000

APPENDIX B continued....

		Savings/increased income		Budget Adj/decreased income	
		One-off	On-going	One-off	On-going
Corporate Management	Senior Mgt Legal Officer vacancy	(98,650)		0	9,370
Corporate Team	One off saving staff vacancy.	(19,920)			
Conducting Elections	Election spend £320,000 matched by reimbursement of £290,000 so net cost to UDC £30,000.			28,687	
Electoral Registration	IER grant updated allocation	(14,370)			
Financial Services	Staffing and agency savings, plus increase in broker and borrowing fees	(11,152)	(9,120)	15,000	
Housing Benefits	Reduced number of claimants in qtr 1.	(403,820)			
Human Resources	Actual cost of apprenticeship levy lower than estimated.	(7,000)			
Internal Audit	New project work (Data Protection) required an increase in hours			5,000	
Information Technology	On going saving due to reduction in costs of software support, telephones and subscriptions. One off cost due to staff vacancy and subsequent overtime/agency requirement		(15,530)	10,400	
Land Charges	Additional income based on current market activity.	(19,640)	0	0	
Legal Services	£47,600 one off saving staff vacancy. Increased cost of agency and legal fees for outsourcing work and a reduction in internally generated income	(47,600)		214,230	
Local Taxation	Reduction in court cost income				20,000
Office Cleaning	General savings across the budget, staffing and cleaning products		(7,500)		
Offices	additional repairs and equipment installation for new tenants in ground floor Wedding income reduction of £15,820.			72,770	15,820
Council Tax Discounts	Additional spend £8,000 flood relief and family annex relief, £8,000 LTCS and UDC hardship relief			16,000	
Finance & Admin		(622,152)	(32,150)	362,087	45,190
Other minor variances		(37,073)		56,003	
Service Total		(1,017,825)	(313,660)	703,400	99,190
Total Net efficiency/savings					(528,895)
Items to be funded from or added to reserves (no bottom line impact)					
Private Finance Init	Forecast is based on actual payments and budget based on model, moved to reserves for potential future years shortfalls		(79,640)		
Economic Development	£10,000 UDC's contribution to Joint Initiative with West Essex & LSCC to be funded through SIF £63,000 help with viability and vitality of town centres as per strategy - this will be offset by draw on reserve.			73,000	
Health Improvement	Draw down on Health and wellbeing grant c/fwd from 2016/17			22,000	
Human Resources	Continuation/phase 2 of the rollout of new HR and payroll system			57,700	
Planning Policy	Consultancy relating to Neighbourhood plans Additional agency relating to the Local Plan, final resource requirement is dependant on the Reg 18 consultation responses			15,000 260,000	
Corporate Management	Consultancy budget for Management		(55,000)		
Total amount to/from reserves			(134,640)	427,700	293,060
Total Service Variance (as per summary report)					(235,835)

GENERAL FUND RESERVES

Reserve £'000	Balance 1st April 2017	Forecast Transfer from General Fund	Forecast Transfer To General Fund	Forecast Transfer Between Reserves	Balance 31st March 2018
RINGFENCED RESERVES					
Business Rates	1,035				1,035
Department for Work and Pensions	71				71
Working Balance	1,268	105			1,372
TOTAL RINGFENCED RESERVES	2,374	105	0	0	2,479
USABLE RESERVES					
<u>Financial Management Reserves</u>					
Medium Term Financial Strategy	1,000				1,000
Transformation	766		(103)	1,000	1,663
	1,766	0	(103)	1,000	2,663
<u>Contingency Reserves</u>					
Emergency Response	40				40
	40	0	0	0	40
<u>Service Reserves</u>					
Economic Development	121		(63)		58
Elections	50	25			75
Homelessness	40		(40)		0
Health and Wellbeing	27		(22)		5
Neighbourhood Planning	110		(15)		95
Planning	348		(535)	691	504
Housing Strategy	34				34
Development Control	27				27
Strategic Initiatives	7,492	564	(828)	(4,461)	2,767
Pension Reserve	0		(770)	770	0
New Homes Bonus Ward Member	38				38
Voluntary Sector	0				0
Waste Depot Relocation Project	1,488		(3,000)	2,000	488
Waste Management	201				201
Private Finance Initiative	87	80			166
	10,061	669	(5,273)	(1,000)	4,456
TOTAL USABLE RESERVES	11,867	669	(5,376)	0	7,160
TOTAL RESERVES	14,241	773	(5,376)	0	9,638

APPENDIX D

HOUSING REVENUE ACCOUNT

£000	2016/17				2017/18				
	Outturn	Current Budget to July	Actual to July	Variance to July	Original Budget Full Year	Current Budget Full Year	Forecast Full Year	Outturn Full Year	Forecast Variance Full Year
Housing Revenue Account Income									
Dwellings Rent	(14,315)	(4,720)	(3,569)	1,152	(14,160)	(14,160)	(14,160)	0	
Garage Rents	(196)	(69)	(49)	19	(206)	(206)	(206)	0	
Land Rents	(6)	(1)	(2)	(1)	(3)	(3)	(3)	0	
Charges for Services & Facilities	(871)	(284)	(217)	67	(853)	(853)	(859)	(6)	
Contributions Towards Expenditure	(24)	0	(1)	(1)	0	0	0	0	
Total Service Income	(15,412)	(5,074)	(3,837)	1,237	(15,222)	(15,222)	(15,228)	(6)	
Housing Finance & Business Management									
Business & Performance Management	94	41	30	(11)	122	122	122	0	
Rents, Rates & Other Property Charges	52	68	65	(3)	75	75	75	0	
	146	108	95	(13)	197	197	197	0	
Housing Maintenance & Repairs Services									
Common Service Flats	177	63	21	(42)	189	189	189	0	
Estate Maintenance	108	49	17	(32)	147	147	147	0	
Housing Repairs	2,357	770	472	(298)	2,323	2,323	2,305	(18)	
Housing Sewerage	59	25	16	(9)	53	53	53	0	
Newport Depot	39	9	7	(2)	17	17	17	0	
Property Services	300	102	71	(30)	302	302	302	0	
	3,039	1,018	605	(413)	3,030	3,030	3,013	(18)	
Housing Management & Homelessness									
Housing Services	383	139	103	(36)	399	399	399	0	
Sheltered Housing Services	736	208	140	(68)	625	625	617	(8)	
Supporting People	0	0	0	0	0	0	0	0	
	1,119	347	243	(104)	1,024	1,024	1,016	(8)	
Total Service Expenditure	4,304	1,473	943	(530)	4,251	4,251	4,226	(26)	
Corporate Items									
Bad Debt Provision	(131)	0	0	0	178	178	100	(78)	
Depreciation - Dwellings (to MRR)	3,269	0	0	0	3,355	3,355	3,355	0	
Depreciation - Non-Dwellings (to MRR)	149	0	0	0	209	209	209	0	
Impairment - Non-Dwellings	(161)	0	0	0	0	0	0	0	
Interest / Costs - HRA Loan	2,627	0	0	0	2,625	2,625	2,625	0	
Repayment of Loan	0	0	0	0	2,000	2,000	2,000	0	
Investment Income	(60)	0	0	0	(15)	(15)	(393)	(378)	
Recharge from General Fund	1,594	0	0	0	1,507	1,507	1,507	0	
HRA Share of Corporate Core	334	0	0	0	293	293	293	0	
Pension Fund - Added Years	17	0	7	7	19	19	19	0	
Pension Fund - Deficit	0	158	200	42	158	158	158	0	
Right to Buy Admin Cost Allowance	(22)	0	(3)	(3)	0	0	0	0	
Total Corporate Items	7,617	158	204	47	10,329	10,329	9,873	(456)	
TOTAL EXPENDITURE	11,921	1,631	1,148	(484)	14,580	14,580	14,099	(482)	
OPERATING (SURPLUS)/DEFICIT	(3,491)	(3,443)	(2,690)	753	(642)	(642)	(1,130)	(487)	
Capital Receipts Reserve - Admin	0	0	0	0	(2,000)	(2,000)	(2,000)	0	
Funding of Capital Programme from HRA									
Funding of Action Plan Capital Items	3,184	0	0	0	0	0	0	0	
Funding of Capital from Revenue	36	0	0	0	2,449	9,165	6,592	(2,573)	
	3,220	0	0	0	2,449	9,165	6,592	(2,573)	
Transfers to/from (-) Reserves									
Capital Projects Reserve	0	0	0	0	510	(1,778)	(1,778)	0	
Potential Developments (new builds)	0	0	0	0	0	(1,433)	(1,433)	0	
Sheltered Housing Reserve	0	0	0	0	(317)	(318)	(318)	0	
Transformation Reserve	0	0	0	0	0	0	0	0	
Working Balance	0	0	0	0	0	0	67	67	
	0	0	0	0	193	(3,529)	(3,462)	67	
Total Use of Reserve / Funding	3,220	0	0	0	2,642	5,636	3,130	(2,506)	
(SURPLUS)/DEFICIT	(271)	(3,443)	(2,690)	753	0	2,994	0	(2,994)	

CAPITAL PROGRAMME

£'000	Actuals to June	Budget adjustment			Current Budget 2017-18	Forecast Outturn	Forecast to Budget Variance	Requested Slippage to 18/19
		Original Budget 2017-18	Slippage from 2016-17	as agreed by Cabinet/Other budget virements				
Community and Partnerships								
S/W Motte & Bailey Castle	7	0			0	0	0	
Community Project Grants	20	110	38		148	148	0	
CCTV Thaxted	35	0	30		30	30	0	
Community and Partnerships	62	110	68	0	178	178	0	0
Environmental Services								
Vehicle Replacement - Recycling	0	512	560		1,072	1,072	0	
Vehicle Replacement - Cleansing	144	861			861	841	(20)	20
Household Bins	15	70			70	70	0	
Kitchen Caddies	4	10			10	10	0	
Garden Waste Bins	0	20			20	20	0	
Trade Waste Bins	9	10			10	10	0	
Lower Street Car Park Extension	0	0	102		102	102	0	
White Street Car Park	12	0			0	0	0	
Car Parking Machine Replacement	0	92			92	92	0	
Total Environmental Services	184	1,575	662	0	2,237	2,217	(20)	20
Finance & Administration								
<u>IT Schemes</u>								
Minor Items IT	3	20			20	20	0	
PSN CoCo Works	62	30	20		50	50	0	
Mobile working - Housing	2	0			0	0	0	
PCI Compliance - Cash Receipting	29	0	29		29	29	0	
PCI Compliance - Direct Debits	0	0	18		18	18	0	
Committee management system	4	0	20		20	20	0	
Laptops and Tablets	0	0	13		13	13	0	
Scanning stations	5	0			0	0	0	
<u>New Schemes</u>								
Core Switches - replacement	0	40			40	40	0	
Replacement Electoral System	0	30			30	30	0	
Hot Desking/Mobile working	4	45			45	45	0	
<u>UDC Asset work</u>								
Council Offices Improvements								
- London Rd Building works	34	58			58	58	0	
- London Rd Electrical	0	54			54	54	0	
- London Rd Heating	5	0	36		36	36	0	
Stansted Conveniences - Grant	0	0	30		30	30	0	
New Depot	5	0	1,485	1,515	3,000	3,000	0	
Museum Buildings work	0	20			20	20	0	
Day Centres Cyclical Improvements	7	25	19		44	44	0	
Total Finance & Administration	160	322	1,670	1,515	3,507	3,507	0	0
Housing and Economic Development								
Disabled Facilities Grants	21	260			260	260	0	
Empty Dwellings	1	50			50	10	(40)	
Private Sector Renewal Grants	3	70	45		115	70	(45)	
Air Quality Equipment - Saffron Walden	0	0			0	0	0	
Compulsory Purchase Order	0	300			300	300	0	
Superfast Broadband	0		100		100	100	0	
Total Housing and Economic Development	25	680	145	0	825	740	(85)	0
Housing Revenue Account								
HRA Repairs	597	3,255			3,255	3,255	0	
UPVC Fascia's and Guttering	0	100	47		147	147	0	
Cash Incentive Scheme Grants	20	50	5		55	55	0	
Light Vans Replacement Programme	0	87			87	87	0	
Mobile Working Housing	8	0	65		65	65	0	
Housing Contractors Portal & SAM	0	0	29		29	29	0	
Business Plan Items								
Energy Efficiency Schemes	0	0	59		59	59	0	
Resurfacing access roads	0	0	150		150	150	0	
New Builds								
Unidentified	0	1,200	166		1,366	1,366	0	
Catons Lane	0	0	104		104	104	0	
Sheds Lane	4	0	577		577	577	0	
Frambury Lane	0	0			0	0	0	
Newton Grove	5	0			0	0	0	
Redevelopment Scheme								
<u>Sheltered Schemes</u>								
Reynolds Court	459	1,122	3,899		5,021	3,550	(1,471)	1,471
Hatherley Court	8	0	1,660		1,660	1,330	(330)	330
Walden Place	0	400	410		810	60	(750)	750
Total HRA	1,101	6,214	7,171	0	13,385	10,834	(2,551)	2,551
Total General Fund	431	2,687	2,545	1,515	6,747	6,642	(105)	20
CAPITAL PROGRAMME TOTAL	1,532	8,901	9,716	1,515	20,132	17,476	(2,656)	2,571

APPENDIX E

Section 106 Balances

With Conditions	31 March 2017	Income	Adjustment	Drawn Down - Capital/Revenue	Balance at 30 June 2017
	£'000	£'000		£'000	£'000
S106 Receipts in Advance					
Priors Green, Takeley	146	-	-	-	146
Land north of Ingrams, Felsted	10	-	-	-	10
Rochford Nurseries/Foresthall Park, Stansted	763	-	(129)	(62)	572
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, Flich Green, Felsted	33	-	-	-	33
Total	1,242	-	(129)	(62)	1,051
Other Bodies					
Other Bodies	31 March 2017	Income	Adjustment	Transferred to other bodies	Balance at 30 June 2017
	£'000	£'000		£'000	£'000
S106 Receipts in Advance					
Sector 4 Woodlands Park (Helena Romanes School)	165	-	-	-	165
Brewers End, Takeley	31	-	-	-	31
Land adj Hailes Wood, Elsenham	10	-	-	-	10
Land at Flich Green, Felsted	67	-	-	-	67
Land adjacent to S/W Hospital	16	-	-	-	16
Land south of Foxley House, Rickling Green	-	20	-	(20)	-
Ashdon Road Commercial Centre	129	-	-	-	129
Land south of Stansted Road, Elsenham	53	-	-	-	53
Land south of Ongar Road, Dunmow	45	-	-	-	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
Land at Bury Water Lane, Newport	-	551	-	(522)	29
Land at the North side of Stansted Road, Elsenham	-	378	-	(378)	-
Grants and Contributions to Other Bodies	691	949	-	(920)	720
Without Conditions					
Without Conditions	31 March 2017	Income	Adjustment	Drawn Down - Capital	Balance at 30 June 2017
	£'000	£'000		£'000	£'000
S106 Unapplied					
Affordable Housing;	621	-	-	-	621
-Land rear of Herb of Grace, 25 Parsonage Downs, Du	-	26	-	-	26
Drawn Down	-	-	-	-	-
Affordable Housing	621	26	-	-	647
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	878	26	-	-	904

TREASURY MANAGEMENT

April – June 2017 investments

Date of Investment	Counterparty	Amount (£)	Date of Investment	Interest Rate
03/04/2017	DMO	9,000,000	06/04/2017	0.10%
06/04/2017	Suffolk County Council	9,000,000	12/04/2017	0.15%
11/04/2017	DMO	20,000,000	18/04/2017	0.10%
12/04/2017	DMO	10,000,000	18/04/2017	0.10%
18/04/2017	Dumfries & Galloway	5,000,000	02/05/2017	0.15%
18/04/2017	DMO	31,000,000	19/04/2017	0.10%
19/04/2017	Coventry Building Society	2,000,000	02/05/2017	0.18%
19/04/2017	DMO	26,000,000	20/04/2017	0.10%
20/04/2017	DMO	21,000,000	02/05/2017	0.10%
25/04/2017	DMO	1,000,000	27/04/2017	0.10%
02/05/2017	DMO	29,000,000	03/05/2017	0.10%
05/05/2017	DMO	2,000,000	08/05/2017	0.10%
08/05/2017	DMO	2,000,000	15/05/2017	0.10%
15/05/2017	DMO	5,000,000	18/05/2017	0.10%
18/05/2017	DMO	1,000,000	22/05/2017	0.10%
25/05/2017	DMO	3,500,000	01/06/2017	0.10%
01/06/2017	DMO	8,000,000	05/06/2017	0.10%
02/06/2017	Stockport Met.Bor.Council	4,000,000	03/07/2017	0.13%
05/06/2017	DMO	6,000,000	07/06/2017	0.10%
07/06/2017	DMO	2,000,000	19/06/2017	0.10%
15/06/2017	DMO	3,000,000	19/06/2017	0.10%
Average interest rate				0.11%

April – June 2017 borrowing

Date of borrowing	Institution	Amount (£)	Date of Repayment	Interest Rate
03/05/2017	Lancashire CC Pension Fund	9,000,000	02/06/2017	0.22%
03/05/2017	Manchester CC	10,000,000	02/06/2017	0.25%
22/05/2017	Manchester CC	2,000,000	05/06/2017	0.18%
02/06/2017	Manchester CC	10,000,000	03/07/2017	0.22%
02/06/2017	Lancashire CC Pension Fund	9,000,000	03/07/2017	0.22%
19/06/2017	Newport City Council	2,500,000	03/07/2017	0.15%
Average interest rate				0.21%

Balances on call/deposit accounts

Counterparty	Amount (£)	Interest Rate
CCLA	500,000	0.36%
CCLA	500,000	0.35%
Bank of Scotland CA	1,000,000	0.40%
FIBCA	1,000,000	0.45%

Committee: Cabinet

Agenda Item

Date: 7 September 2017

8

Title: Corporate Plan Delivery Plan 2017/18:
Quarter 1 Progress Update

Portfolio Holder: Cllr Howard Rolfe

Key decision: **No**

Summary

1. The Corporate Plan was agreed by Council at its meeting on 23 February 2017 and the delivery plan was agreed by Cabinet at its meeting on 30 March 2017. This report sets out progress against the Corporate Plan Delivery Plan between April and June (Q1) although it provides more recent updates where progress since the end of June has been significant.

Recommendations

2. To note progress against the Corporate Plan Delivery Plan, attached at Appendix A.

Financial Implications

3. All financial implications arising from the delivery plan were reflected in the budget for 2017/18, as approved by Full Council on 23 February 2017.

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	Consultation specific to projects within the delivery plan is undertaken as necessary.
Community Safety	Progress on Community safety projects is included within the report.
Equalities	Equality impact assessments are undertaken in relation to specific projects, as necessary.
Health and Safety	Any health and safety implications resulting

	from actions or projects in the delivery plan are the subject of appropriate risk assessments, where necessary.
Human Rights/Legal Implications	Any human rights or legal implications arising from individual projects within the delivery plan are assessed and addressed.
Sustainability	Any sustainability implications arising from individual projects within the delivery plan are assessed and addressed.
Ward-specific impacts	Any ward specific issues arising from individual projects within the delivery plan are identified.
Workforce/Workplace	Any workforce implications arising from individual projects within the delivery plan are assessed and addressed.

Situation

6. The Corporate Plan 2017 – 2021 was adopted by Full Council at its meeting on 23 February. This included a new vision and four priorities:
 - Promote thriving, safe and healthy communities
 - Protect and enhance heritage and character
 - Support sustainable business growth
 - Maintain a financially sound and effective Council
7. The Corporate Plan Delivery Plan (CPDP), adopted by Cabinet at its meeting on 30 March, set out the more significant actions/projects (outputs), expected outcomes and performance measures by which success will be measured.
8. Appendix A sets out progress against each element of the CPDP at the end of quarter one of 2017/18, which covers the period April to June but where significant progress has been made after this period, this has been included in the narrative to give the most up to date picture.
9. It was recognised when the CPDP was adopted that it should be treated as a dynamic document that is updated to reflect changes in response to opportunities and challenges but that the Plan should be adhered to as closely as possible as only these projects have been resourced through the 2017/18 budget. No changes have been made to the CPDP since it was adopted.

Risk Analysis

10.

Risk	Likelihood	Impact	Mitigating actions
The Delivery Plan cannot be delivered	2	4	Resources have been allocated to the delivery plan and it will be monitored regularly by Cabinet
The Delivery Plan actions do not further the Council's priorities as intended	1	4	Actions have been selected that are considered most appropriate to support the Council's priorities; evaluation will be ongoing to reflect on whether the outputs achieve the outcomes expected

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.

Q1 Corporate Plan Delivery Plan Actions Report 2017-18

Promote thriving, safe and healthy communities

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
17-CPDP-01 Encouraging the production of neighbourhood plans	Support nine parish and town councils currently developing their neighbourhood plans; establish a neighbourhood plan network.	31-Mar-2018	Communities fully engaged in positively planning for sustainable development to deliver growth. Key stages reached by each neighbourhood plan Neighbourhood plan workshops for neighbourhood plan groups in March and September 2017 Neighbourhood Plan network established	-Support for Rural Community Council of Essex. £10K budget for 2017/18. -£15K budget provision for consultancy to support neighbourhood plan groups. -£35K grant in 2017/18 from Department for Communities and Local Government for community led housing delivery.	A Neighbourhood Plan Forum has been set up to share ideas and experiences across the District. As Great Dunmow has a "Made" Plan, they have offered to advise others on the lessons to be learnt from their experiences of preparing their Neighbourhood Plan. The next Forum meeting will be held in the Autumn.
17-CPDP-02 Encouraging young people to live well	Develop and deliver a campaign to raise awareness and participation in volunteering targeted at young people.	31-Mar-2018	a) Volunteering, engagement in civic life and being active. b) Young people feeling more informed and connected Decision as to whether to establish an Uttlesford Youth Council	Youth Initiatives Working Group budget	Successfully delivered Crucial Crew to 28 primary schools from across the District reaching 826 pupils with key safety messages delivered from various agencies. Creation of new Youth Council
17-CPDP-03 Engaging with communities	Develop a model for increasing community engagement (including information and consultation). Establish a Local Councils Liaison Forum.	31-Mar-2018	Residents' satisfaction with opportunities to be involved. New mechanisms for increasing engagement determined and timetable for implementation established	Support to member working group; further resources dependent on recommendations	A Local Council Liaison Forum has been established and a date at the beginning of September has been set for the first meeting. A Community Engagement Working Group has been established and work will start on this project later in 2017, following the conclusion of the youth engagement work.
17-CPDP-04 Working through the LSP and with	Develop a Health and Wellbeing Strategy that takes account of local and national priorities, including	31-Mar-2018	More effective collaboration and greater impact on health and wellbeing in Uttlesford Delivery of evidence-based programmes that	£26.5k pa - Public Health budget until Mar 2018.	New Health and Wellbeing Strategy completed and endorsed by Cabinet - the action plan is now being worked on and delivered in partnership with members of the board. Meetings held with partners

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
partners to promote and address health and wellbeing priorities and activities through Livewell	physical activity and access to sport. Contribute to the work of the Uttlesford and West Essex Health and Wellbeing boards to deliver programmes that promote living well.		contribute to improved Health and Wellbeing. Health and Wellbeing Strategy is developed to respond to identified needs Health and Wellbeing data collection – and analysis. Indicators will be measured against the Public Health Outcomes framework		to explore opportunities to operate more collectively on the HWB agenda in Uttlesford and across boundaries
17-CPDP-05 Working with partners to tackle loneliness and isolation	Pilot a new approach to improve community resilience and reduce social isolation (as part of Essex Strengthening Communities pilot) focused on three geographic locations	31-Mar-2018	Reduction in loneliness and associated health impacts	Funding from ECC for engagement of the Young Foundation	Project plan in place. Research work completed in July. Evaluation process has now started with feedback on the findings planned by the end of September
17-CPDP-06 Working with partners to improve Community Safety	All specific actions detailed in the Uttlesford Community Safety Partnership (CSP) action plan	31-Mar-2018	Reduction in fear of crime and incidents of crime and antisocial behaviour	Within existing resources of community safety officer and all departments of the council	Working alongside the police analyst to deliver new Strategic Assessment - to be completed by October. Series of events planned and delivered through partnership working; crucial crew referred to above
17-CPDP-07 Delivering a new build council homes programme	Carry out development appraisals of identified sites and review business plan capacity to develop further sites	31-Mar-2018	Well designed and affordable new homes built to replace those lost through Right To Buy sales. Making a contribution to meeting local housing needs. Delivery of approximately 6 -10 properties per year	£6.89m – development budget within the Housing Revenue Account	Construction of properties on Sheds Lane sites due to commence in September. Feasibilities/consultations continuing, with 3 further sites identified to be progressed through to planning
17-CPDP-08 Promoting high standards in private rented housing	Develop a Private Sector Housing Strategy Develop a Private Sector Housing Renewal Strategy	31-Mar-2018	Strengthened relationships with private sector landlords. Safe homes, free from category 1 hazards for those living in the private rented sector. New strategies developed	£50k pa - private sector renewal grant	Both the Private Sector Housing (PSH) Strategy and Homes Repairs Assistance Policy were approved by Cabinet in May. Work has commenced to deliver on the key priorities of the strategy as outlined within the action plan
17-CPDP-09	Improve/Increase the scope of the Disabled Facilities	31-Mar-2018	Reduction in the time people have to wait for adaptations	£260k pa – capital /Disabled Facilities Grant funding	Successful delivery of the new Tenancy Sustainment Strategy has resulted in the tenancy sustainment

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
Supporting people to remain living at home	Grant service. Enable more sustainable homes by increasing energy efficiency and reducing fuel poverty.		Reduction in cold homes and fuel poverty Updates to Corporate Management Team BRE data analysis Uttlesford's Energy Switch Scheme (3 times/year) for cheaper energy tariffs Deliver the targeted campaign in partnership with the Citizens Advice Bureau	£50k pa - private sector renewal grant	service being nominated for a Partnership Working Award in this year's You Make the Difference in Essex Awards. A new Well Homes initiative, focussing on vulnerable residents, is being developed to improve housing conditions and the health and wellbeing of residents living in private properties. Disabled Facilities Grant (DFG) services are now delivered in house resulting in streamlined processes and improved delivery times
17-CPDP-10 Delivering supported housing units for vulnerable/older people	Complete Phase I of the redevelopment of Reynolds Court and commence phase 2; remodel Hatherley Court sheltered accommodation; explore options to remodel Walden Place sheltered scheme and refurbish the listed main house for private sector flats Deliver extra care accommodation across the District.	31-Mar-2018	Provision of well designed, more suitable accommodation to meet vulnerable/older residents' needs, enabling moves from less appropriate housing, enabling older people to live independently. Handover of Reynolds Court Phase I Start on site of Reynolds Court Phase 2 Start on site of Hatherley Court remodelling scheme Completion of Radwinter Road extra care independent living scheme Start on site of Chelmsford Road Dunmow extra care independent living scheme Start on site of Everett Road scheme providing accommodation for people with learning disabilities	-£11.5m - development budget within the Housing Revenue Account	Reynolds Court phase I has completed and tenants have moved in. Phase II has now commenced and a new project timetable has been approved by the Home and Communities Agency (HCA). Remodelling of Hatherley Court is progressing well. Construction of first Independent Living Scheme in the district has commenced and currently working with partners to progress delivery of a second scheme in Great Dunmow

CP Priority 2 Protect and enhance heritage and character

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
17-CPDP-11 Producing and adopting a Local Plan	Complete preparation of local plan.	31-Mar-2018	Growth accommodated in a sustainable manner Local Development Scheme will set out milestones	-Consultancy provision in budget	Regulation 18 Preferred options consultation commenced in July and will conclude in September, which sets out the preferred plan for accommodating the District's growth for new homes, jobs, infrastructure, etc.
17-CPDP-12 Promoting Pride in Uttlesford	Address non-managed areas of estates, supplementary litter picking of roadside verges and urban roads and maintaining roundabouts.	31-Mar-2018	Improved public realm Public realm agreement with Essex County Council Love Essex campaign 2017	Additional resource for Street Services team in budget Sponsorship income from roundabouts.	Public realm agreement awaiting information from ECC about current arrangements if any for roundabouts. Maintenance of landscaped areas in the highway has commenced, within currently available capacity. Love Essex campaign in preparation for launch in September.
17-CPDP-13 Working with others to increase access to the heritage and history of the District	Work with providers to increase access to the heritage	31-Mar-2018	Greater access to the Museum collections through digitisation and outreach programmes. Better access for the general public to Museum collections. Successful HLF bid for 2-year project 'Stories of NW Essex' to run 2017-19 Temporary co-location of Fry Art Gallery on museum site Measures in 2017-18: % of collections at Shirehill Store to be digitised at inventory level No. of schools and communities around Uttlesford engaged or consulted by Learning & Outreach Officer	Bid to HLF for Project-funded Collections Access Officer for 2 years with budget for digitisation and outreach Curatorial staff- and volunteer- time from Museum	The Fry Art Gallery has moved into the School Room, providing the gallery with much-needed extra space and the museums service with an income stream. An initial enquiry document for the 2-year "Stories of NW Essex" project (Stage 1 Heritage Lottery Fund bid) has been to the Museum Management Working Group and subsequently submitted to the Heritage Lottery Fund. Council officers and Museum Society representatives are arranging a meeting with HLF staff in September to discuss. Successful recruitment has taken place for the new post of Learning and Outreach Officer and the post holder will start in September. This will, in time, increase engagement with the local community through school visits and taking collections out into the community.
17-CPDP-14 Encouraging positive planning that values heritage and promotes	Review each individual building on the buildings at risk register on an annual basis Monitor the effectiveness of local plan conservation policies for the	31-Mar-2018	Listed buildings adequately maintained. 1 property at risk safeguarded/ brought back into use per year. Yearly monitoring report	-Existing budget provision for conservation and local plan	Work has progressed to produce and promote a local heritage list of non-designated heritage assets and to publish the updated report on listed buildings at risk. A warning letter has been sent to the owners of Tilty Mill, a Grade II* listed redundant water mill and permission has been granted by council to serve a

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
growth	purposes of determining planning applications on an annual basis		Local Plan local development scheme		Repairs Notice.
17-CPDP-15 Opposing a 2nd runway at Stansted Airport	Maintain regular and positive contact with Manchester Airport Group	31-Mar-2018	Government aviation policy framework review does not support additional runway capacity at Stansted Department for Transport topic papers	Existing budget of £23k and reserves as required	The Government issued a call for evidence on the future of UK aviation in July. The council will respond in October. The government has also said that that it will be issuing a series of topic papers to inform a proposed National Policy Statement. The council will respond to these papers as they are published.

CP Priority 3 Support sustainable business growth

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
17-CPDP-16 Promoting broadband and mobile telephony to support small businesses and home working	Investment in the Superfast Essex Phase Three programme. Lobbying of Superfast Essex to maximise the level of coverage in Uttlesford. Completion of the wireless superfast broadband project	31-Mar-2018	Create a competitive business location enabling retention of existing businesses, attraction of new businesses and business start-ups. Enhancing home working. 95% premises able to access fibre based superfast broadband by end 2019.	-Up to £500k investment in Superfast Essex Phase Three programme would be required from SIF. £100k budget to support wireless projects.	The council has signed a contract with ECC in relation to its capital contribution to the Phase 3 Superfast Essex roll out. The contractor will be accountable to Superfast Essex for roll out performance, and UDC will monitor reports to Superfast Essex. Buzzcomm has secured an access agreement to the High Garrett radio mast enabling additional customers to be served by wireless services with 3 months. This has triggered a further grant payment to BuzzComm.
17-CPDP-17 Promoting town centres	Resourcing of Town Teams and Economic Development Working Group across the District. Supporting the development of Business Investment Districts (BIDs). Creation of a district wide car parking strategy and action plan.	31-Mar-2018	Sustainable socio-economic hubs providing employment, services, business opportunities and places to meet and socialise. Delivery of action plans resulting in increased footfall. Delivery of potential Saffron Walden Business Improvement District Project Plan.	-Support for Town Teams £40k -Support for BID(s) £30k -Additional capacity to enable creation of car parking strategy, action plan and its implementation.	Engagement with businesses on the potential for a BID in Saffron Walden continues. Significant progress has been made on the improvements required at Lower Street car park in Stansted Mountfitchet; recruited an additional economic development assistant to focus on the car parking strategy.
17-CPDP-18 Promoting Economic Benefits of Stansted Airport	Work with London Stansted Cambridge Corridor, Invest Essex, Meet the Buyer and other partners and initiatives.	31-Mar-2018	Sustaining local businesses through supplying the airport and enabling attraction and retention of businesses. Delivery of Meet the Buyer event New business investment attracted into the airport locality including review of use of airport northside with Manchester Airport Group Additional Business Rates	£13k contribution to Greater Cambridge Greater Peterborough £10k contribution to London Stansted Cambridge Consortium	Stansted Meet the Buyer event scheduled for 1/11/17. The Draft Local Plan has proposed a new policy to release land no longer needed for aviation use at Northside Stansted. This policy is currently out to public consultation
17-CPDP-19 Working through the Local Strategic Partnership to promote economic growth, jobs and prosperity	Contribute to the work of the Employment, Economy, Skills, Environment and Transport Group, West Essex Alliance, Local Enterprise Partnerships, London Stansted Cambridge Corridor and others to deliver	31-Mar-2018	Sustainable local economic growth Delivery of the Employment, Economy, Skills, Environment and Transport Group work plan	Contributions to Greater Cambridge Greater Peterborough Local Enterprise Partnership and London Stansted Cambridge Corridor as above.	Corporate Economic Development Strategy scope agreed, the project team has met and a project plan is now in place.

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
	programmes that promote economic prosperity				
17-CPDP-20 Encouraging more people to visit Uttlesford	Support the work of Town Teams and Economic Development Working Group in Stansted Work with the Saffron Walden Marketing Group	31-Mar-2018	Sustaining local businesses in the important visitor economy Promotion events in Dunmow and Stansted Increased visitor numbers at the key attractions in Saffron Walden i.e. Audley End House, Saffron Hall, Saffron Walden Museum, Fry Art Gallery	Support for town teams and Business Improvement District as above	Saffron Walden trial of horse and a carriage to move visitors to / from Audley End House and the town centre in July 2017. Marketing team strengthen with officers from Visit Essex (VE) & Visit Cambridge (VC). Service Level Agreements being prepared by VE and VC.
17-CPDP-21 Supporting business parks and business communities on industrial estates and support for the South Cambridge Science Cluster	Support the work of Stansted Business Forum, Stansted Airport Chamber of Commerce and Shirehill Business Network. Development of the Uttlesford Business Database. Membership of and work with Cambridge Cleantech Network. Support Chesterford Research Park.	31-Mar-2018	Sustaining local businesses growth Enhanced communication with key Uttlesford firms Growth in membership of the local business networks. Grow the Uttlesford Business Database to 2,000 entries. Deliver the Annual Business Breakfast. Additional Business Rates income for the Council	£4k Uttlesford Business Database £2k Annual Business Breakfast	Ongoing support for existing business networks; the establishment of a new Saffron Walden wide network (Meet the Town) delivered in August 2017. Annual Business Breakfast scheduled for September 2017. Partnership working with Invest Essex to create plan to promote Chesterford Research Park for inward investment.
17-CPDP-22 Encouraging the establishment of a higher education offer in Uttlesford	Work with South East Local Enterprise Partnership, Essex County Council, Harlow College and Manchester Airport Group to deliver a further education facility at Stansted airport.	31-Mar-2018	Fill gap in supply of skilled labour. Support local career path opportunities Delivery plan for further education facility	Not yet determined if any financial resources will be required	A planning application was submitted in May 2017 and approved in August. Target date of Autumn Term 2018 for opening although there is still £300k funding gap to be closed.

CP Priority 4 Maintain a financially sound and effective Council

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
17-CPDP-23 Setting a Medium Term Financial Strategy that balances prudent use of investment, reserves and capital	To provide all reports and financial data as per the timetable in measures and milestones. Finance and Revenues and Benefits to continuously monitor the income and expenditure and liaise with relevant managers.	31-Mar-2018	Balanced budget ensuring quality of service Budget setting and Council Tax approval timetable; Scrutiny – 7th February 2017 Cabinet – 16th February 2017 Full Council – 23rd February 2017 Budget monitoring carried out monthly – quarterly reports to Corporate Management Team and Cabinet Quarter 1 – September 2017 Quarter 2 – December 2017 Quarter 3 – February 2018 Quarter 4 – June 2018 Final Accounts (audited) July 2018	- within existing	A programme of monitoring and financial data collection is continuous, from official organisations regarding funding and legislative changes. Also the budget monitoring process supports identification of efficiencies and service pressures
17-CPDP-24 Maximising the use of our assets, including utilising the available space within the council offices	Rental of office space on ground floor. Apply for planning permission on any General Fund building plots that are not viable for the Council to develop so they can be sold on the open market. Dispose of De Vigier Avenue site.	31-Mar-2018	Use of Assets maximised to bring in income. Space rented Outline planning permission granted Land disposed of	-£50,000 pa income if let - £10,000 cost of planning fees Capital receipt	Two tenants now in main offices. School room and museum let and Sale of land at De Vigier Avenue advertised.
17-CPDP-25 Reviewing all services to ensure efficiency and effectiveness	Costs benefit analysis of options available.	31-Mar-2018	Decision on sharing a single depot site Decision on whether or not to proceed	Director of Finance and Corporate Services Assistant Director, ICT and Facilities £15,000 cost of options appraisal	All service budgets have been reviewed to identify one-off and any ongoing savings, some of which will be as a consequence of more efficient working. A detailed review of each service has not progressed yet.
17-CPDP-26 Developing a commercial strategy for the council, including	Develop commercial strategy Appraisal of options to purchase land for building of commercial units Acquisition of suitable land	31-Mar-2018	Additional income to support the Medium Term Financial Strategy Commercial strategy agreed Option appraisal completed and way forward agreed	Director of Finance and Corporate Services Assistant Director, ICT and Facilities Acquisition and build cost circa £4m	Initial work in developing a strategy has commenced.

Action Code & Title	Description	Due Date	Desired Outcome	Resources	Latest Status Update
trading Aspire	and commence development process		Acquisition process commenced Additional land purchased for commercial activity		
17-CPDP-27 Enabling enhanced self-service through the council website	Procurement of account system. Installation of account system. Launch and publicity for account system.	31-Mar-2018	Customers able to access council tax, business rates, housing benefits and housing rent account information on line and complete transactions/applications. Procurement of system by end 9/17 Launch of facility by end 3/18 Take-up to be measured in 18/19	Cross functional Project Team from within existing staff	This project is scheduled to begin in September, although procurement discussions are already underway. The customer account facility will allow residents to log on via the council's website and access their Council Tax, Housing Rent and Benefits accounts, check balances, make payments and make applications.

Committee: Cabinet

Agenda Item

Date: 7 September 2017

9

Title: Land at De Vigier Avenue, Saffron Walden

Portfolio Holder: Cllr Howell

Key Decision: Yes

Summary

- 1) Cabinet at its meeting in 25 May 2017 resolved to dispose of the land at De Vigier Avenue, Saffron Walden. Following the statutory advertisement three objections to the sale have been received; one from Saffron Walden Town Council (SWTC) and two from members of the public. Members are required to review their decision in light of the objections.

Recommendations

- 2) The Cabinet is recommended to
- a) Resolve that the land at De Vigier Avenue is no longer required for its current purpose as public open space;
 - b) Approve the appropriation of this piece of land for planning purposes under S122 Local Government Act 1972
 - c) Approve the disposal of the land for planning purposes under S233 Town and Country Planning Act 1990; and instruct the Director of Finance and Corporate Services to agree the terms of the sale and complete the disposal process.

Financial Implications

- 3) Agreeing to the request of SWTC would mean the Council foregoing a significant capital receipt.

Background Papers

- 4) Cabinet report 25 May 2017

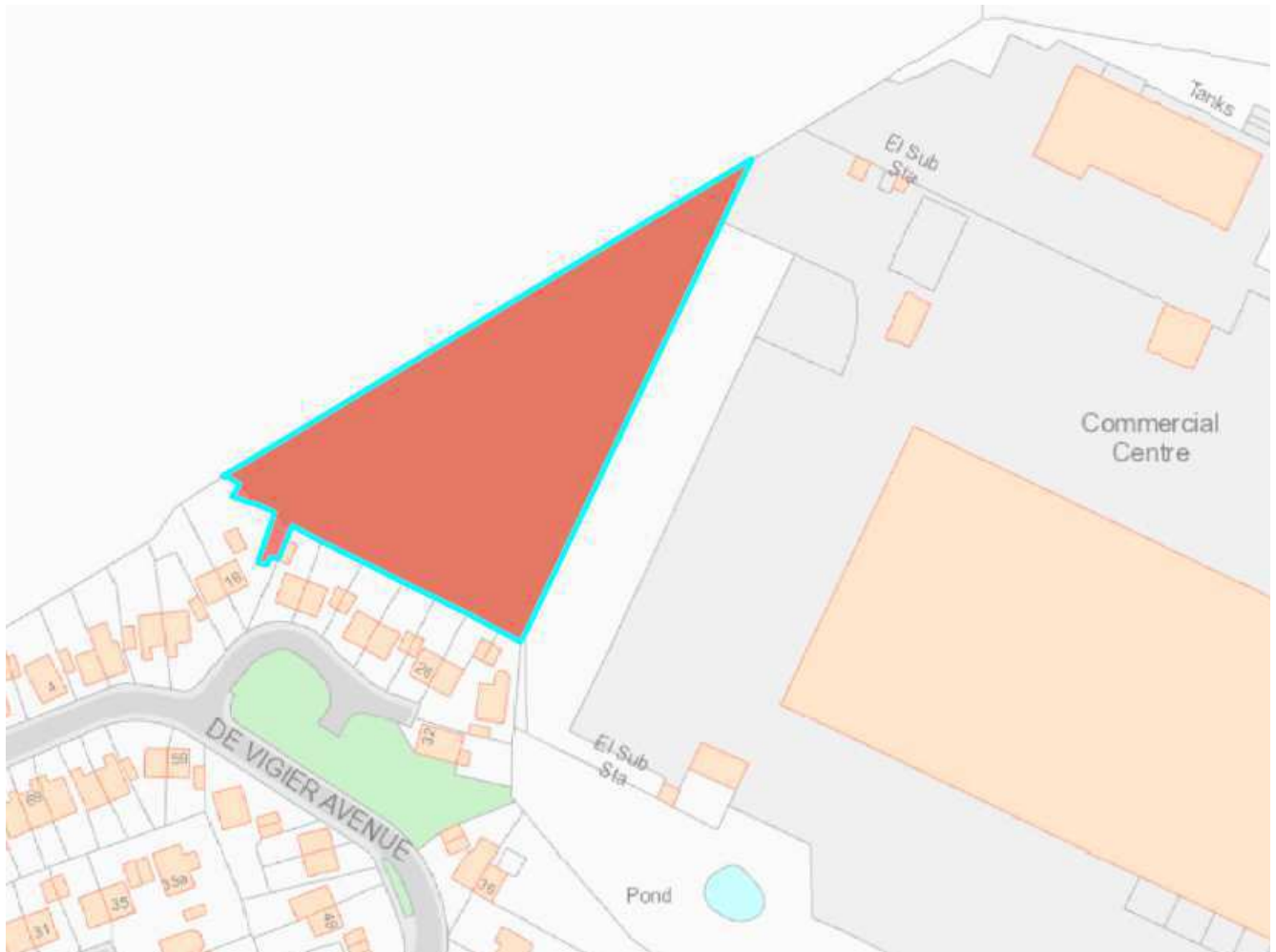
Impact

Communication/Consultation	Ward Members, Saffron Walden Town Council and the adjoining residents have been notified of the option for disposal. Meetings with the residents have been held by the Leader.
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	Saffron Walden Castle
Workforce/Workplace	None

Background

- 5) The Council owns a piece of land, shown red below, at the end of De Vigier Avenue in Saffron Walden and adjacent to the former Ridgeons building supplies site. The approved development of the Ridgeons site has given the council an opportunity to consider the future of this land and the potential for it to be sold and incorporated into the adjoining mixed use development site, which is delivering new homes, space for businesses and open space.



- 6) At its meeting on 25 May 2017 the Cabinet agreed to dispose of the land to be sold for development purposes and delegated authority to the Director of Finance and Corporate Services to agree the terms of the sale.
- 7) Following a decision to dispose of this site, it was established that the land had been acquired by the Council as part of a planning obligation to provide public open space. The land has not been used as public open space since its acquisition, has been fenced off from the public for 29 years, was effectively landlocked and does not currently perform a recreational function.

- 8) As the Council acquired the land as public open space, it is obliged to follow a statutory procedure before it can appropriate it to other uses and dispose of it.

The statutory procedure for appropriating and disposing of land held as open space.

- 9) If Council-owned land is no longer required for the purpose for which it is held, the Council can appropriate it to a different use. It can also sell the land. However, there is a special procedure that needs to be followed before the Council can appropriate or sell land it holds as public open space.
- 10) Before deciding to appropriate or sell land held for open space purposes, the Council must advertise its intention in a local newspaper for two successive weeks and invite objections. It then must consider any objections received before making a final decision.
- 11) An advertisement was duly placed asking for any objections to be sent to the Council by 24 August. Three objections have been received. These are attached to the report and are summarised below.

Objections to appropriation/ disposal

Saffron Walden Town Council (SWTC)

- 12) Saffron Walden Town Council's objection is set out in Appendix One. SWTC objects to the disposal of the land. It refers to the "section 106" agreement from 1984 (in fact at that point a "section 52 agreement") which provides for the transfer of the land for use as public open space. The objection states that "it is currently used as such. This land is a discreet, wildlife area for flora and fauna and the disposal/sale of this land would have a negative impact on this natural environment". SWTC proposes that ownership is transferred to it for a nominal sum with a view to its future retention as public open space.

Robert Tongue on behalf of the Residents of De Vigier Avenue

- 13) Mr Tongue's objection is set out in Appendix Two. He states that the land in the Council's ownership

"is under covenant which is enforceable without any limit of time to be used as a public open space. A covenant shall be enforceable (without any limit of time) against any person deriving title from the original covenantor, which is yourselves, you have failed in your duty regards this, You have ignored the correct options open to you and instead of enforcing the covenant have decided to profit from this land with you current actions."

- 14) Mr Tongue also states his view that the proposed appropriation and disposal would infringe the rights of residents under the Human Rights Act. He cites specifically Protocol 1, Article 1 of the Convention, which states that a person has the right to peaceful enjoyment of all their possessions, which includes the home and other land. He also refers to Article 8, which provides for respect for the private and family life of individuals.

Mr Storah

- 15) Mr Storah's objection is set out in Appendix Three. He mentions the planning agreement from 1984 and considers that this "requires" the Council to keep the land as public open space. Mr Storah makes a substantive point about the value of the current use of the land. He says:

This land is a discreet, wildlife area for flora and fauna and the disposal/ sale of this land would have such a serious adverse impact on this small enclave of natural environment that it would effectively be totally obliterated from the local area.... The wiping away of natural wildlife habitat from this locality surely cannot be what the council is looking to achieve on behalf of its residents."

Officer comments on the objections

- 16) Members should pay careful objection to the points raised by objectors. Even if there is not a legal bar to disposal of the land, members need to consider the issues raised before reaching a final decision. However, there are some misunderstandings and misconceptions regarding the legal and procedural aspects.
- 17) **The covenant.** The covenant referred to by the objectors is a covenant given by the developer to transfer the land to the Council for public open space purposes. It is not a covenant given by the Council, or enforceable against the Council, to maintain the land as open space. That said, the Council has separate legal obligations to manage public open space in a manner compatible with its status, and not for other purposes. In relation to public open spaces, the primary protection is the Public Open Spaces Act 1910. However, appropriation of the land under section 122, Local Government Act, 1972, or disposal under section 233, Town and Country Planning Act, 1990 explicitly overrides protection given by this Act. The Interim Head of Legal Services advises that the covenant does not prevent the appropriation and disposal of this land, provided the statutory procedure is followed and objections are properly considered.
- 18) **The Human Rights Act.** In his objection, Mr Tongue has suggested that appropriation or disposal of the land would breach the rights of residents provided by the European Convention on Human Rights, specifically Article 8 and Article 1 of the first protocol to the Convention.

Article 8 states:

"Everyone has the right to respect for his private and family life, his home and his correspondence."

Article 1 of the first protocol states:

"Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law."

The Interim Head of Legal Services does not consider that these rights are relevant to the proposed appropriation and disposal of the land.

It is difficult to see how the disposal of the land would, in fact, impinge on the right to respect for privacy and family life. Residents may consider the land to be a beneficial amenity but the removal of the amenity, by itself, would not amount to an infringement of Article 8 rights.

Mr Tongue refers to the case of Britton vs SOS. He says that "the courts reappraised the purpose of the law and concluded that the protection of the countryside falls within the

interests of Article 8. Private and family life therefore encompasses not only the home but also the surroundings.” The case concerned a planning enforcement notice served against a community living in the countryside in “benders” (a form of tent) without the benefit of planning permission. Whilst the application of Article 8 was a consideration in that case, the enforcement action had a clear impact on the home and family life of the residents who were subject to the enforcement notice.

It is difficult to see the relevance of Article 1 of the first protocol. This is concerned with “peaceful enjoyment of... possessions”. Whilst the word “possessions” has been given a broad interpretation (extending, for instance, to rights held under a statutory licence), the residents have no similar right to possession in respect of the open space.

- 19) **Preservation of the existing use.** The local residents express a clear view that the open space use of the land should continue and SWTC has offered to take over the land to secure this. Irrespective of the history of the site, it would be open to the Council to decide that the merits of open space use should prevail over the merits of appropriation and disposal. It is, as explained below, a matter for the Cabinet to decide whether or not land is still required for a particular purpose, provided that it meets the principles of good decision making, sometimes referred to as the “Wednesbury principles”.

Making a decision

- 20) As part of making the appropriation decision, members should consider whether the land “is **no longer required** for the purpose for which it is held”; i.e. as public open space. This does not mean the same thing as deciding whether the land is redundant or superfluous as public open space. It is, in simple terms, a decision whether the broad public interest is in keeping the land as public open space or in appropriating it for planning purposes as a prelude to its disposal.
- 21) In reaching a decision, the following will be the main considerations:
- (a) The current and future benefit that retention of the land would have. The objectors have set out their views on the benefits of the current use. The Ridgeons development will allow access to the site and this could provide an opportunity to enhance the open space provision. SWTC has offered to take responsibility for the land. This option may need more investigation but potentially is one that UDC could pursue. On the other hand, the land has not been used as public open space since its acquisition, has been fenced off from the public for 29 years, was effectively landlocked and does not currently perform a recreational/ open space function. Within the planning application for housing on the adjacent Ridgeons site there are four separate open space areas proposed. The Council has agreed to ensure that the existing treeline will be retained as a landscape buffer between the existing homes and the new development, and offered to the Town Council.
 - (b) The appropriation of this land for planning purposes would allow it to be incorporated into the adjoining mixed use development site, providing new homes, areas for business and open space. The development of the adjoining site provides a one-off opportunity to maximise the potential use of the land, by creating suitable access to enable the land to be developed and provide additional housing, for which there is a need. In addition, although negotiations on a disposal price have not been concluded, there is potential for generating a significant capital receipt for the Council which, in itself, is a public benefit and a matter which the Council should consider, given its general fiduciary duty.
- 22) Members may identify other relevant considerations but, broadly, it is a question of weighing the pros and cons of the two ways forward against each other and reaching a balanced decision.

23) Taking account of all of the earlier information Cabinet is, therefore, being invited to reconsider its earlier decision.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Members fail to give proper consideration to the objections as required by S122 Local Government Act 1972 and S233 Town and Country Planning Act 1990	1- This report sets out the objections	4 – Failure to review the objection or making a decision in bad faith or that is unreasonable may lead to legal challenge	This report outlines the objections and asks members to review their decision.

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Appendix One

11 Eanson Close
Saffron Walden
Essex, CB10 1HL

T: (01799) 516501
T: (01799) 516502
F: (01799) 516503



11th August 2017

The Director of Finance and Corporate Services
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

Dear Sir

Re: Notice of intended appropriation of land for planning purposes and notice of intended disposal of land – Land to the north of De Vigier Avenue, Saffron Walden, Essex

I refer to the above public notice placed in Saffron Walden Reporter newspaper on 3rd August 2017. This proposed disposal of land was discussed at the Town Council's Planning & Road Traffic Committee meeting on Thursday 10th August 2017 where the following response was agreed:

That Saffron Walden Town Council objects to the disposal of this land and notes the covenant from 1984 contained within the S106 agreement covering the original transfer of this land to Uttlesford District Council. This covenant protects the land as "public open space" and it is currently used as such. This land is a discreet, wildlife area for flora and fauna and the disposal / sale of this land would have a negative impact on this natural environment. A further copy of an extract from the S106 Agreement is enclosed for avoidance of doubt and to confirm the status of this land as public open space.

Saffron Walden Town Council requests that this land is transferred for a nominal sum to the Town Council who will ensure its future retention as a public open space in accordance with the covenant within the S106 Agreement.

The above response was unanimously agreed by the Planning & Road Traffic Committee meeting on 10th August 2017 and should be considered as the formal response from Saffron Walden Town Council in respect of the public notice.

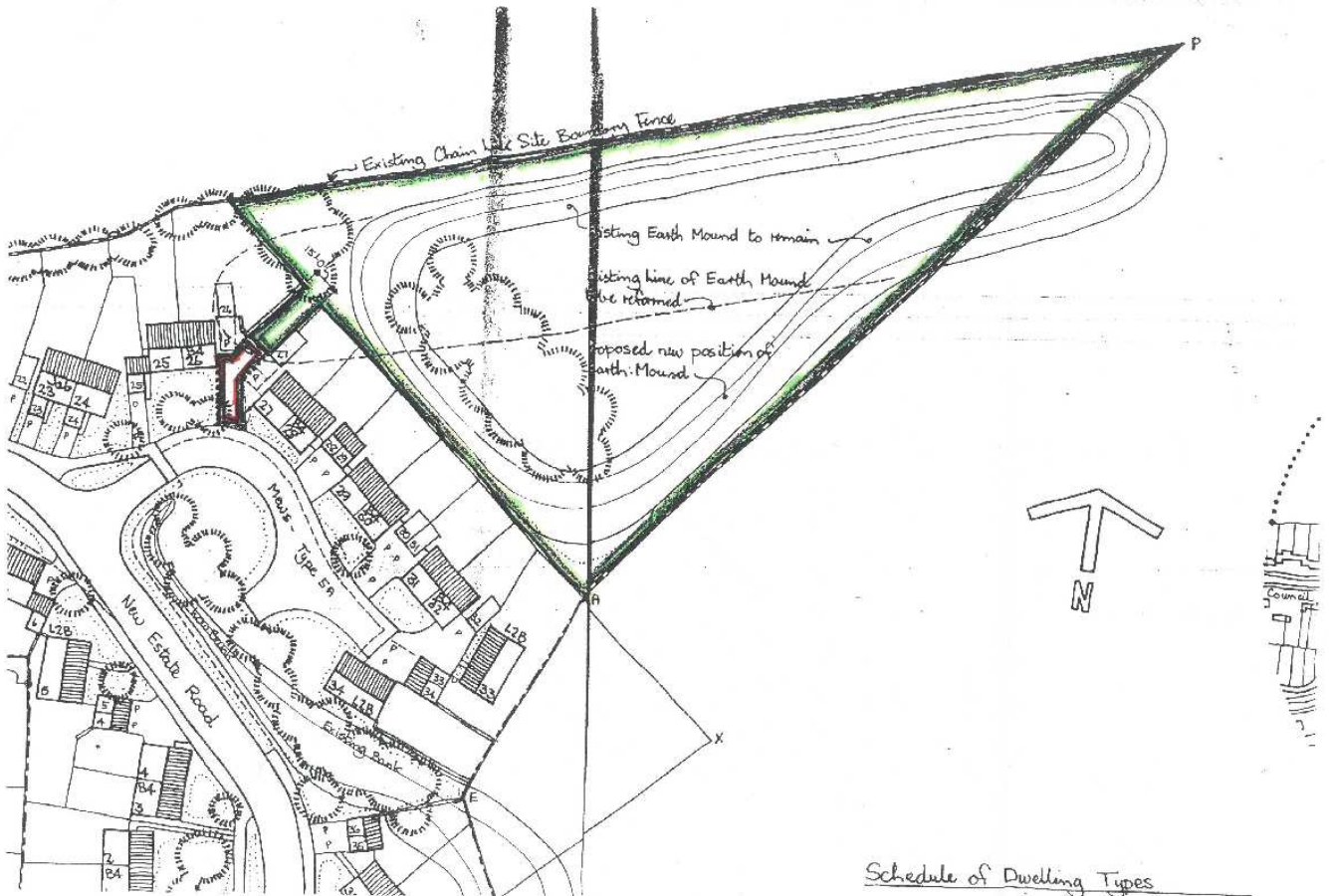
Yours sincerely

A handwritten signature in black ink, appearing to read "Lisa Courtney", enclosed in a rectangular box.

Lisa Courtney
Town Clerk

NOW THIS DEED WITNESSETH as follows:-

- 1 This agreement is made in pursuance to Section 52 of the Town and Country Planning Act 1971 _____
- 2 In consideration of the Council granting planning permission under reference number UTT/96/84 (hereinafter called "the planning permission") the Company hereby covenant with the Council pursuant to Section 33 of the Local Government (Miscellaneous Provisions) Act 1982 to the intent that this covenant shall be enforceable without any limit of time against any person deriving title from the company to its said interest in the land that the Company will convey that
* part of the land more particularly shown edged green on the plan annexed hereto for use as a public open space * (hereinafter called "the green land") in fee simple together with a right of way over the land coloured red approximately 15 foot wide and for the purpose of gaining access to the land edged green and without charge to the Council subject to the matters contained or referred to in the conveyance insofar as they affect the green land but otherwise free from incumbrances.
- 3 The company will lay out and grade and sow with grass seed the green land at its own expense and will remove all building materials and refuse from the green land and ensure that there is sufficient top soil on the green land for the purposes of a public open space to the reasonable satisfaction of the Director of Planning of the Council for the time being _____
- 4 The green land shall be conveyed to the Council as hereinafore provided as soon as eighteen plots are



Schedule of Dwelling Types

Appendix Two

Re Land North of De Vigier Avenue Appropriation and Disposal.

I on behalf of the Residents of De Vigier Avenue and myself formally object to your proposal to appropriate for planning purposes and Disposal of land north of De Vigier Avenue.

This land in your ownership is under covenant which is enforceable without any limit of time to be used as a public open space.

A covenant shall be enforceable (without any limit of time) against any person deriving title from the original covenantor, which is yourselves, you have failed in your duty regards this,

You have ignored the correct options open to you and instead of enforcing the covenant have decided to profit from this land with your current actions.

We would also like to bring to your attention you are infringing our Human Rights.

Human Rights Act

Responsibilities of the council under the Human Rights Act, in particular Protocol 1, Article 1. This states that a person has the right to peaceful enjoyment of all their possessions, which includes the home and other land.

Additionally, Article 8 of the Human Rights Act states that a person has the substantive right to respect for their private and family life. In the case of *Britton vs SOS* the courts reappraised the purpose of the law and concluded that the protection of the countryside falls within the interests of Article 8. Private and family life therefore encompasses not only the home but also the surroundings

We consider the Land you are proposing to dispose of for housing our surroundings and your actions if carried out will be breaching our Human Rights.

regards

Robert Tongue

Chairman
De Vigier Avenue Residents Group

Appendix 3

Dear Sir

Re Notice of intended appropriation of land for planning purposes and notice of intended disposal of land - Land to the north of De Vigier Avenue, Saffron Walden

With reference to the above public notice placed in Saffron Walden Reporter newspaper on 3rd August 2017, I wish to object on the following basis.

There is a covenant dated 1984 contained within the S 106 agreement covering the original transfer of this land to Uttlesford District Council. This covenant protects the land as “public open space” and it is currently used as such. This land is a discreet, wildlife area for flora and fauna and the disposal/ sale of this land would have such a serious adverse impact on this small enclave of natural environment that it would effectively be totally obliterated from the local area.

The notice states that the land “is no longer required for the purposes for which it is held”. Clearly this statement is grammatically wrong but, if it is intended to mean it is not required, then that is incorrect. The land is required. It is required to continue in its current use – a use in which it has been since its acquisition by the district council.

The wiping away of natural wildlife habitat from this locality surely cannot be what the council is looking to achieve on behalf of its residents.

Yours sincerely

A Storah

