

**LEISURE (PFI) BOARD MEETING held at 9.30 am on 26 JUNE 2001 at
COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN**

Present: Councillor A R Row – Chairman.
Councillors R A E Clifford, R J Copping and A J Ketteridge.

Officers in attendance: Mrs E Forbes, Mrs E D Baynes, Ms K Chapman,
Mrs S McLagan and Mrs J Postings.

PFI 104 **MINUTES**

The Minutes of the meeting of the Leisure (PFI) Board held on 13 June 2001 were received, confirmed and signed by the Chairman as a correct record.

PFI 105 **BUSINESS ARISING**

(i) Minute PFI 97– PFI Forum

The Project Manager informed the meeting that 12 replies had been received from those invited to the PFI Forum, which was to be held directly after this meeting. A presentation would be given by the Project Manager summarising the position to date.

(ii) Minute PFI 101 – Report to Full Council

It was noted that the recommendations in the report submitted to the Special Council meeting on 18 June had been agreed.

PFI 106 **UPDATE ON MEETINGS OF SENIOR OFFICER LEISURE BOARD**

The Project Manager updated members on the most recent meeting of the Senior Officer Leisure Board, which had been held earlier in the day.

PFI 107 **UPDATE ON NEGOTIATIONS WITH LINTEUM INCLUDING TIMETABLE**

The Project Manager reported on a recent meeting with Linteum Leisure Ltd. It had been agreed that Linteum Leisure Ltd would provide a detailed response to various issues by 3 July 2001 so that these matters could be discussed further at the next joint meeting scheduled to take place on 5 July 2001.

The Project Manager circulated a revised timetable prepared by the Council's solicitor. Comments had been sought from Linteum Leisure Ltd. The Project Manager explained the reasons for the number of drafts of the concession agreement detailed on the timetable. She also advised that the dates for execution of the Management Agreement would be changed. The Chairman expressed concerns about the slippage in the final date for financial close. In relation to a question as to whether there would be increased consultancy costs to the Council due to the extra work involved, it was confirmed that the Director of Resources was investigating this issue.

Members agreed that regular updates to the timetable should be presented to the Leisure (PFI) Board.

PFI 108 **HELENA ROMANES SCHOOL – LEGAL FEES & OTHER
OUTSTANDING ISSUES**

The Project Manager reported on a meeting on 21 June, which representatives of the School and Linteum Leisure Ltd had attended.

There was still a number of issues over legal fees and this needed to be resolved as soon as possible. At the Senior Officer Leisure Board meeting held earlier in the day, three options had been suggested. Members considered these options.

After discussion, it was agreed to negotiate on the basis of a combination of Options 2 and 3 at a joint meeting with the Helena Romanes PFI Bid Committee on 3 July at Helena Romanes School.

PFI 109 **UPDATE ON MOUNTFITCHET HIGH SCHOOL**

The Project Manager said there was nothing to report.

PFI 110 **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS TO BE
URGENT**

None.

PFI 111 **DATE OF NEXT MEETING**

The next meeting will be held on Tuesday, 3 July at 5.30pm at Helena Romanes School.

COUNCIL MEETING held at 7.30pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 2 JULY 2001

Present: Councillor D W Gregory – Chairman
Councillors Mrs C A Bayley, W F Bowker, Mrs C A Cant, Mrs M A Caton, R P Chambers, Mrs J F Cheetham, R A E Clifford, R J Copping, Mrs D Cornell, R C Dean, Mrs S Flack, M L Foley, M A Gayler, D M Jones, A J Ketteridge, P G F Lewis, Mrs C M Little, Mrs J I Loughlin, R A Merrion, D M Miller, D J Morson, A R Row, Mrs S V Schneider, G Sell, R C Smith, A C Streeter, Mrs E Tealby-Watson and P A Wilcock

Officers in attendance: Mrs E C Forbes, J B Dickson, A Forrow, B D Perkins,
Mrs J Postings and Mrs C Roberts

56 STATEMENT BY MS SOPHIE A CROUCH – GLOBAL WARMING

The Chairman introduced Ms Sophie Crouch who made a statement at the commencement of the meeting. A summary of the statement and the response by the Leader of the Council is attached to these Minutes.

57 APOLOGIES

Apologies for absence were received from Councillors A Dean, Mrs C M Dean, Mrs C D Down, Mrs E J Godwin, M A Hibbs, Mrs J E Menell, R J O'Neill, R W L Stone, A R Thawley and R B Tyler.

58 MINUTES

The Minutes of the meeting held on 24 April 2001, the Annual meeting held on 8 May and the special meeting held on 18 June 2001 were received, confirmed and signed by the Chairman as correct records.

59 BUSINESS ARISING

(i) Minute 347 – Speed Limits Through Villages

Councillor R C Smith thanked Members for their support and asked that the comments to be made to the Essex County Council Portfolio Officer and Officers be kept as broad as possible.

(ii) Minute 349 – Proposed Waiting Restrictions High Stile, Great Dunmow

Councillor Mrs S Flack described how, because she was a serving Governor on the Dunmow Junior School, she had been disqualified from speaking at the meeting of the County Council's Development Control and Regulation Committee held on 29 June 2001.

(iii) Minute 353 – Night Flights at Stansted Airport

It was noted that Parish Councils were giving their support to the principle of a complete night flight ban.

RESOLVED that this topic be discussed by the Airport Working Party at its meeting on 23 July 2001.

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CHAIRMAN'S COMMUNICATIONS

The Chairman reported the sad death of Mrs Ann Tyler, the wife of Councillor Barry Tyler. He described her as a most charming and gracious lady. He informed Members of the arrangements which had been made for the funeral and explained that donations had been requested to be made to Uttlesford Crossroads. Members' sympathy and thoughts were with Councillor Tyler at this time.

The Chairman updated Members on the meeting of the Community Safety Steering Group now scheduled for 18 July 2001 in Brentwood, the opening of public buildings in Dunmow (public toilets) and Thaxted (CIC), arrangements which had been made for the Chairman's charity sponsored walk of the Flitch Way on 2 September 2001 and arrangements for two street collections.

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POLICY AND RESOURCES COMMITTEE

The Minutes of the meeting of the Policy and Resources Committee held on 19 June 2001 were received.

(i) Minute 43 – Members' Allowances

Councillor G Sell commented that it was important if possible to obtain a Panel member with knowledge of local government or the public sector possibly from a local university.

RESOLVED that the Minutes of the meeting of the Policy and Resources Committee held on 19 June 2001 be approved and adopted.

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COMMUNITY SERVICES COMMITTEE

The Minutes of the meeting of the Community Services Committee held on 12 June 2001 were received.

(i) Minute 17 – Hatherley House

The Director of Community Services informed the meeting that Hatherley House had now been acquired by a private contractor.

Councillor M L Foley voiced concern that new employees were being sought by the new management and that they were being paid less than the cleaners at Stansted Airport. Councillor R P Chambers stated that there were strict guidelines about the standard of care. Councillor Mrs D Cornell assured the meeting that the Friends of Hatherley would monitor the situation and report any problems to the District Council.

(ii) Minute 19 – Hospital Community Transport

Arising on a discussion of the grant to Uttlesford Community Travel, Members commented on the need to ensure that Hospital Community Transport facilities were adequately publicised.

(iii) Minute 21 – Parking Strategy Working Party

It was noted that there was to be a meeting of the Parking Strategy Working Party with Dunmow Chamber of Trade on 12 July 2001 to discuss the report of the retiring Warden of Dunmow car park.

RESOLVED that the Minutes of the meeting of the Community Services Committee held on 12 June 2001 be approved and adopted.

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PLANNING AND DEVELOPMENT COMMITTEE

The Minutes of the meeting of the Planning and Development Committee held on 14 June 2001 were received. Councillor R P Chambers asked that the new Environment & Transport Committee consider forming a Stansted Airport Advisory Panel at the first opportunity. Councillor M A Gayler expressed agreement with the creation of this Panel but continued that it should be different from the Airport Working Party. The terms of reference, aims and objectives of the Panel should be examined in detail as well as the best methods of fulfilling the objectives.

RESOLVED that:

- 1 The Minutes of the meeting of the Planning and Development Committee held on 14 June 2001 be approved and adopted.
- 2 The Environment & Transport Committee be invited to form a new Stansted Airport Advisory Panel.

64 **LEISURE (PFI) BOARD**

The Minutes of the meetings of the Leisure (PFI) Board held on 24 April, 1 May, 15 May, 13 June and 26 June 2001 were received.

RESOLVED that the Minutes of the meetings of the Leisure (PFI) Board held on 24 April, 1 May, 15 May, 13 June and 26 June 2001 be approved and adopted.

65 **CONTRACTS BOARD**

The Minutes of the meeting of the Contracts Board held on 18 June 2001 were received.

RESOLVED that the Minutes of the meeting of the Contracts Board held on 18 June 2001 be approved and adopted.

66 **MODERNISING POLITICAL STRUCTURES**

A report was received requesting Members to approve, in principle, draft procedures and regulations which would form a large part of the Council's new constitution, namely:

Council Procedure Rules (Standing Orders)
Financial Regulations

Delegation Scheme
Access to Information Procedure Rules

Members were also asked to authorise Officers to submit a summary draft constitution based on these documents to the Department of Transport, Local Government and the Regions (DTLR) to enable the new structure to be in place by 1 September 2001.

Councillor Wilcock commented that the aim was to modernise the existing bureaucracy. He considered that the documents should be shortened and translated into language which all could understand.

Councillor Gayler felt that the key point about the new system was actually doing it during the year. Issues would arise as the Council put the system into practice. Changes could be made in a formal review in December or January. In this connection, it was noted that the Council had already agreed that Members would review the new system in March 2002.

Councillor Smith supported Councillor Gayler's remarks.

Councillor Mrs S Flack asked that all comments made by Councillors and Officers should be stored in one accessible document so that Members could be aware of all suggestions and of why they were or were not incorporated in the final document.

RESOLVED that:

- 1 the draft Council Procedure Rules, Financial Regulations, Delegation Scheme and Access to Information Procedure Rules be approved in principle
- 2 Officers be authorised to submit a summary draft constitution to the DTLR to enable the new structure to be in place by 1 September 2001
- 3 a special meeting of the Council be arranged on 21 or 28 August 2001 to approve the final document, subject to a meeting of Group Leaders taking place in mid August to decide whether a special meeting of the Council is, in fact, necessary.

BEST VALUE AUDIT REPORT

The report of the Chief Executive was received on the Best Value Audit Report. The District Audit Statutory Report was attached and explicitly stated that in the opinion of the District Audit, the plan had conformed with

the legislation and statutory guidance. The Chief Executive added that it would be appropriate for liaison to take place with the Chairmen of the Scrutiny Committees as regards the Chief Executive's response to the recommendations in the District Audit Report.

The Leader of the Council commented that Best Value costs had been very large and to that extent, Best Value might threaten to undermine its original purpose.

RESOLVED that:

- 1 the Audit Report on the Best Value Performance Plan be received.
- 2 the Chief Executive be authorised to respond to the recommendations in the report on the basis of the observations contained in paragraph 5 of the Chief Executive's report and following consultation with the Chairmen of the two Scrutiny Committees.

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JUBILEE OF HM THE QUEEN

Councillor R P Chambers reminded Members that in the year 2002 the Queen would celebrate the 50th Anniversary of her succession to the throne. It was noted that many of the Parish Councils had already begun making plans for the event. The Council could perform a useful role in providing a database of events with a view to avoiding clashes as far as possible.

RESOLVED that the Chairman and Vice Chairman consider what action the District Council should take in respect of this occasion.

The meeting ended at 8.50pm

ANNEX

Statement by Ms Sophie Crouch.

Ms Sophie Crouch referred to the letter she had sent asking the Council not to buy Esso (ExxonMobil) products until a clear commitment was given by Esso to stop undermining the Kyoto Protocol on Global Warming. She stated that weather patterns were becoming more erratic and threatening to the daily lives of all. Esso openly supported President Bush's decision to abandon the Kyoto Protocol, the international agreement to tackle Global Warming. Esso had donated over one million dollars to help Bush get elected and was credited with helping to convince Bush to walk away from the Kyoto Protocol. Esso refused to accept the link between burning fossil fuels and Global Warming.

Ms Crouch called upon the Council to comment on the behaviour of Esso in this respect.

Councillor R P Chambers expressed his pleasure at seeing a young person speaking in the Council Chamber. He assured her that the Environment and Transport Committee would discuss this subject in general and would contact Ms Crouch.

**SPECIAL COUNCIL MEETING held at 7.30 pm at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN on 28 AUGUST 2001**

Present:- Councillor D W Gregory – Chairman.
Councillors E C Abrahams, Mrs C A Bayley, W F Bowker,
Mrs C A Cant, Mrs M A Caton, R P Chambers,
Mrs J F Cheetham, R A E Clifford, R J Copping,
Mrs D Cornell, A Dean, R C Dean, Mrs C D Down, Mrs S
Flack, R D Green, D M Jones, P G F Lewis, Mrs C M Little,
Mrs J E Menell, D M Miller, D J Morson, R J O'Neill, A R
Row, G Sell, R W L Stone, A C Streeter, A R Thawley,
R B Tyler and P A Wilcock.

Officers in attendance:- Mrs E C Forbes, J B Dickson, A Forrow,
B D Perkins, Mrs J Postings and M T Purkiss.

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APOLOGIES

Apologies for absence were received from Councillors Mrs C M Dean,
M L Foley, M A Gayler, Mrs E J Godwin, M A Hibbs, A J Ketteridge,
Mrs J I Loughlin, R A Merrion, G W Powers, Mrs S V Schneider, R C
Smith and Mrs E Tealby-Watson.

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CHAIRMAN'S COMMUNICATIONS

The Chairman reminded Members that he had organised a sponsored
walk along the Flitch Way on Sunday 2 September 2001. He asked all
Members either to take part or to consider sponsoring one of the
participants.

The Chairman reminded Members that the Friends' family day would be
held in Bridge End Gardens, Saffron Walden from 3 – 5pm on Sunday
16 September 2001. The Saffron Walden Swing Band and a choral group
called the Voice Squad would be performing at the event.

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THE COUNCIL'S NEW CONSTITUTION

At its meeting on 2 July 2001, the Council had approved in principle draft
Council Procedures, Financial Regulations, Delegation Scheme and
Access to Information Procedure Rules. It also authorised the Officers to
submit a summary draft constitution to the Department of Transport Local
Government and the Regions to enable the new structure to be in place by

1 September 2001. The Chief Executive had duly submitted the draft summary constitution and receipt had been acknowledged.

The documents considered on 2 July had been revised in the light of the comments made by Members and officers. Documents relating to the Over-view and Scrutiny Procedure Rules, Finance, Contracts and Legal matters and Officer Employment Procedure Rules were also submitted for approval.

Members then considered each of the documents submitted for approval and some Members expressed disappointment at the lateness of the circulation of the documents. In relation to the summary constitution, it was clarified that item (r) related to executive arrangements which were not applicable to Uttlesford.

Councillor O'Neill said that officers should be congratulated on providing an excellent set of papers which were clear and comprehensive.

In relation to the Council Procedure Rules, Councillor A Dean felt that there needed to be consistency on deadlines, eg the discrepancy between notice of meetings and notice of motions. He added that in the event of reports not being available with the agenda, they should be deferred to the next meeting. Councillor Chambers agreed that due time needed to be given for the consideration of reports. Councillor A Dean felt that whilst the statutory period of notice was three working days, this should be extended to five working days and it was

RESOLVED accordingly.

The Financial Regulations were agreed subject to minor amendments to the text.

Members then considered details of the proposed Delegation Scheme. Following discussion, a number of amendments were made to the text and Members were also asked to consider a number of specific issues. They

RESOLVED that the provision of public conveniences should be the responsibility of the Health and Housing Committee and that issues concerning rights of way should remain with the Development Control and Licensing Committee for the time being.

Officers suggested that street naming and numbering currently with the Health and Housing Committee might be more logically within the Environment and Transport Committee. However, Members agreed that officers should investigate whether this matter could be delegated to town and parish councils.

Consideration was then given to the Access to Information Procedure Rules. Members agreed to delete any reference to "Sub-Committee" from this section.

Members considered the Overview and Scrutiny Procedure Rules. Councillors Copping and Morson, the Chairmen of the Scrutiny Committees, thanked the Assistant Chief Executive and other officers for their assistance in addressing matters which they had raised concerning these Rules. Councillor Morson expressed some concern at the timescale between the meetings of Policy and Scrutiny Committees, but agreed that this matter could be addressed in the review next year. Following detailed discussion of the Procedures, it was

RESOLVED that

- 1 Rule 7.4 should be amended so that that a decision or action could be called in at the request of the Chairman of the Scrutiny Committee, plus two other Members.
- 2 The procedure would include decisions taken by Officers but would not apply to day to day management actions of Officers.

Members had no comments to make on the section relating to Finance, Contracts and Legal matters.

In the section concerning the Statutory Officers – Protocol, it was

RESOLVED that the paragraph naming the relevant post holders should be deleted.

Members had no comments on the section relating to Officer Employment Procedure Rules.

RESOLVED that

- 1 the Council confirm its intention to adopt a political management system under the alternative arrangements provisions of the Local Government Act 2000,
- 2 the new constitution, as amended, be formally approved to take effect from 1 September 2001,

- 3 the constitution be reviewed annually and a Member only meeting be held early in 2002 to consider how the new system had worked in its first few months,
- 4 an all party Task Group be set up immediately to monitor the constitution's operation to help both the formal review process and the Member only meeting - the constitution of the Task Group to consist of two Conservatives, two Liberal Democrats, one Independent and one Labour representative.

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STANSTED AIRPORT REFERENDUM GROUP

Members considered the Minutes of the Stansted Airport Referendum Group meeting held on 25 July 2001. Councillor Lewis advised Members that the Uttlesford Association of Local Councils had decided to hold a referendum for all Uttlesford residents concerning the airport. Some Members felt that, if the Council was to proceed with a referendum, it would be appropriate to liaise with the Association of Local Councils to consider a joint exercise.

Councillor Mrs Caton moved and it was seconded by Councillor O'Neill that:

- 1 the referendum addressed the longer term strategic issues, in order to influence the development of Government policy
- 2 the Council collects information and advice so it can carry out its referendum during the consultation period on the SEERAS study
- 3 the Council decides the appropriate committee/group to progress this work.

Councillor A Dean moved an amendment which was seconded by Councillor Wilcock in the following terms:

- 1 The referendum addresses the expansion of Stansted Airport beyond existing permissions in both the short term and the long term.
- 2 The Council informs the public and, through the referendum, obtains the views of the public on the social, economic and environmental impact on the district of growth beyond the existing permissions.

- 3 The matter is referred to the relevant Scrutiny Committee to make recommendations to the Council by 20 December 2001 to proceed with the referendum by February 2002.

The amendment was put to the vote and was lost with 12 Members for and 17 against. In relation to the original motion, a number of Members suggested that the appropriate body to progress this should be the Stansted Airport Referendum Group. However, Councillor Mrs Caton pointed out that 4 of the 5 members on the Group were also members of the Development Control and Licensing Committee and suggested that the membership of the group should be reviewed.

Councillor A Dean moved a second amendment which was seconded by Councillor Wilcock and proposed that the reference to the SEERAS study be deleted and that the words "as soon as possible" should be inserted in recommendation 2 of the original motion. However, on being put to the vote, this amendment was lost. Councillors Mrs Caton and O'Neill then agreed to amend their original proposal by amending item 3 to read:

"the Stansted Airport Referendum Group be responsible for progressing this work and Group Leaders be asked to review the membership of this group;"

and by adding a fourth resolution in the following terms:

"4 Officers undertake consultation with the Uttlesford Association of Local Councils concerning their proposals to hold a referendum.

On being put to the vote this amendment was carried with 17 votes for and 4 against.

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HEAD OF LEGAL SERVICES

The Chairman reminded Members that Joy Postings, the Head of Legal Services, would be leaving the Council's employment to take up a post with Cambridgeshire County Council. On behalf of Members, the Chairman said that he would be sorry to see Mrs Postings go and thanked her for the valuable work she had undertaken and wished her well in her new career.

Members were asked to consider the establishment of a panel to appoint a replacement Head of Legal Services.

RESOLVED that a panel be established comprising two Conservative, two Liberal Democrat and one Independent Member.

NOTICES OF MOTION**(i) Chelmsford's application for City Status**

Members considered the following Notice of Motion proposed by Councillor Chambers and duly seconded:

"The Council supports Chelmsford's application to be awarded City status in 2002."

RESOLVED that the Motion be approved.

(ii) BAA's Planning Application

Members considered the following Notice of Motion proposed by Councillor A Dean and duly seconded:

"This Council requests the Resources and Environment Scrutiny Committee to investigate, and make recommendations to Council, how the Council can ensure that the general public and interested organisations are provided with information that is balanced and diverse on BAA's planning application for the expansion of Stansted Airport, so that any person or organisation wishing to make representations to the Council or participate in any referendum is fully aware of all possible implications of an expansion of the airport beyond present limits".

Following discussions, the Motion was amended to delete the reference to Resources and Environment Scrutiny Committee and to insert "the Environment and Transport Committee". On being put to the vote, it was

RESOLVED that the Motion, as amended, be approved.

The meeting ended at 9.45 pm.

PARKING STRATEGY WORKING PARTY held at 6.30 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 31 MAY 2001

Present:- Councillor M A Hibbs – Chairman.
Councillors Mrs D Cornell, R J Copping, R A Merrion and A R Row.

Officers in attendance:- Mrs L J Crowe, M R Dellow, Mrs P Halford, Mrs S McLagan and A Stewart

PS1 APOLOGIES

Apologies for absence were received from Councillors Mrs M A Caton and G Sell.

PS2 MINUTES

The Minutes of the meeting held on 20 February 2001 were approved as a correct record and signed by the Chairman.

PS3 BUSINESS ARISING

(i) Minute PS34 – Highways signage and white lining

The Community Development Manager thanked Councillor O'Neill for writing to Highways and Transportation Department about white lining in Church Street, Saffron Walden. The white lining would be carried out on 7 June and all residents have been informed by letter.

(ii) PS36 – Crafton Green Car Park, Stansted

The season ticket allocation at Crafton Green car park had now been increased by 10.

PS4 PRESENTATION BY BRIAN FAIRWEATHER ON GREAT DUNMOW CAR PARK USAGE

Members received a presentation from Brian Fairweather, the Dunmow Parking Attendant, on the usage of the car parks in Great Dunmow.

Mr Fairweather had kept statistics for the use of the three car parks over the last four years as well as the impact of displacement parking on

adjacent streets. He explained free car parking at Dunmow had been introduced to help the traders by encouraging people to drop in to Dunmow to do their shopping. There had been no evidence to suggest that more people were coming to Dunmow to shop because of the free parking. In fact, customer perception and criticism and facts and figures available showed that the disadvantages of free parking outweighed the advantages.

Councillor Copping paid tribute to the dedication that Mr Fairweather had contributed in compiling these statistics and wished him well for his impending retirement. Councillor Copping said that the Great Dunmow Chamber of Trade would not agree with Mr Fairweather's figures and any decisions would need to be handled properly. It would be helpful to have a full scale debate between the District Council and the Chamber of Commerce. Following discussion it was

RECOMMENDED that officers arrange a meeting between the Members of the Parking Strategy Working Party, and the Dunmow Chamber of Trade and Commerce to take place in Great Dunmow.

PS5 RESIDENTS' PARKING STREETS SURVEY

Members received an updated report stating the options for the use of the residents parking streets (RPS) for short term visitor parking. Officers had consulted the RPS permit holders on the PSWP's preferred option. It was felt that there was no conclusive evidence, but a recommendation should be made at this meeting. The table below sets out the implications of the recommendation.

Recommendation	Paid parking on designated areas in RPS streets.
Implications	<ul style="list-style-type: none"> ➤ RPS residents who currently pay might utilise the non-resident on-street parking spaces ➤ Potential increase in local trade ➤ Whilst there would be income generation, this has to be balanced against the potential decrease in car park revenue
Cost of Changing Order	£1,500
Staffing/Financial Implications.	£8,913
Predicted Income	@25p for 1 hour = £624 per space @30p for 1 hour = £749 per space @50p for 1 hour = £1,248 per space
Cost of Installing P&D Machines	7 machines = £21,000

Expenditure	Year One	Year Two	Year Three
Cost of Changing Order	£1,500	Nil	Nil
Staffing	£8,913**	£9,180	£9,455
7 P&D Machines	£21,000***	£2,905	£2,992
TOTAL	£31,413	£12,085	£12,447

** Indicates the necessity to employ a part time Parking Attendant for 17.5 hours per week to monitor the paid parking on designated streets.

*** £21,000 can be excluded from the total costs as the purchasing of the Pay and Display machines can be met from capital budgets. Therefore the total revenue cost of implementing this recommendation would be £10,413.

In reality, Members of the PSWP considered that occupancy would only reach 60%; the table below demonstrates the profit/loss that would be realised at 60% occupancy rate.

Income	30p per hour
Income per space (54 spaces)	£624 per space
(A) Total Income For 54 spaces (Assuming 60% Occupancy) Monday – Friday 9.00am – 5.00pm (8 hours)	£20,217
(B) Revenue Expenditure in Year One	£10,413
Predicted Income Vs. Expenditure (Year One) = (A) –(B)	£9,804

Following discussion it was

RECOMMENDED to the Community Services Committee, followed by referral to Policy and Resources Committee that :-

- 1 on-street charging be introduced within the Residents' Parking Scheme.
- 2 the charge be 30p per hour.
- 3 £21,000 be allocated from capital monies for the purchase of pay and display machines
- 4 provision be from Monday to Friday between 9.00 am – 5.00 pm, and
- 5 the scheme to be reviewed after 18 months.

PS6

DECRIMINALISATION

(a) Risk Assessment Report

The Chief Accountant presented a report illustrating an analysis of risks and opportunities in taking on decriminalisation. It appeared that the risks would be similar whether the county council or the district council administered the scheme. The Working Party discussed this matter and concluded that the financial models were only based on assumptions.

Officers would continue to liaise with Essex County Council and until there had been an assessment of what had happened in Maldon, the Council was not in a position to take any further action.

(b) Correspondence

The County Council had yet to reply as to whether or not they would give the Council complete control of the Road Traffic Orders associated with Residents' Parking and as a result Members requested that the Head of Community and Leisure Services write to Brian Goodwin for further clarification on this matter.

Councillor Hibbs thanked Mr Fairweather for his helpful presentation and wished him a long and happy retirement.

The meeting ended at 7.50 pm.

PARKING STRATEGY WORKING PARTY held at 6 pm at COUNCIL OFFICES HIGH STREET GREAT DUNMOW on 12 JULY 2001

Present:- Councillor M A Hibbs – Chairman.
Councillors Mrs M A Caton, R J Copping, R A Merrion,
R J O'Neill, A R Row and G Sell.

Officers in attendance:- Mrs L J Crowe, M R Dellow, Mrs P Halford,
Mrs S McLagan and A Stewart.

PS7

GREAT DUNMOW CHAMBER OF TRADE

The Chairman welcomed representatives from the Great Dunmow Chamber of Trade and also Brian Fairweather, the retired Dunmow Parking Attendant. The Chairman explained to the Chamber of Trade that Brian Fairweather would give a presentation on the usage of the car parks in Great Dunmow. The Chamber of Trade could then ask questions and make comments. Following this meeting a recommendation would be made to the appropriate Committee. The Great Dunmow Chamber of Trade would then have an opportunity to make representation at the start of that meeting.

Mr Fairweather said that he had kept statistics for the use of the three car parks over the last four years. He explained free parking at Dunmow had been introduced on a trial basis to help the traders by encouraging people to drop into Dunmow to do their shopping. However, there had been no evidence to suggest that more people were shopping in Dunmow because of the free parking. In fact, customer perception and criticism and facts and figures available showed that the disadvantages of free parking outweighed the advantages.

Mr Perry, (Chairman of the Great Dunmow Chamber of Trade) presented figures from a survey that he had recently carried out (a summary of this survey is attached to the Minutes). He understood that there was a waiting list for season tickets. Councillor Copping commented that he could see no reason why the car parking machines could not issue tickets before 9.00 am. Councillor O'Neill asked the representatives to consider whether it was better to maintain or end free parking in Chequers Lane and Angel Lane car parks and whether there should be more season tickets available. Mr Perry said that he had many signatures in favour of free car parking and that the surrounding competition should be considered, eg Bluewater, Freeport. He was worried about car parking spaces in the White Street car park being sold off for development. The Head of Community and Leisure explained that there would not be a loss of any car parking spaces but there would be a loss of flexibility to use

other land for parking. The Chairman summed up by saying that there had to be a means of ensuring turnover of cars parking in the Dunmow car parks and that some form of control was needed. He assured the Chamber of Trade that their comments would be treated seriously.

Members of the Great Dunmow Chamber of Trade left the meeting at 6.55 pm. Members of the Parking Strategy Working Party then continued the meeting.

PS8 **APOLOGIES**

An apology for absence was received from Councillor Mrs D Cornell.

PS9 **MINUTES**

The Minutes of the meeting held on 31 May 2001 were approved as a correct record and signed by the Chairman, subject to the following amendment:

Minute PS3 (i) – Highways Signage and White Lining

The wording “Church Street” to be amended to “Castle Street”.

PS10 **BUSINESS ARISING**

(i) Minute PS3 (ii) – Crafton Green Car Park Stansted

In reply to a question from Councillor Sell, officers said that only two of the extra season tickets had been taken up. Thirteen tickets still remained to be taken up.

(ii) Minute PS5 – Residents Parking Streets Survey

Members were informed that officers had written to Brian Goodwin of Transport and Operational Services requesting that the order be changed so that “On street” charging could be introduced within the Residents Parking Scheme, but that no reply had been received to date. Following discussion it was

RECOMMENDED that if a reply had not been received in two to three weeks the Chairman of this Working Party would write to Brian Goodwin and Councillor Williams seeking an urgent reply. A copy of this letter would be sent to County Councillors Chambers and Mrs Flack.

PS11

FUTURE PARKING ARRANGEMENTS IN GREAT DUNMOW

The Chairman thanked Brian Fairweather for his helpful presentation on the usage of car parks in Great Dunmow.

Councillor Copping said that he was not convinced that free parking had helped the trade in Dunmow. It appeared to be aspiration rather than fact. The charging policy that applied to the White Street car park should apply to Angel Lane and Chequers Lane car parks. The possibility of more or cheaper season tickets should be investigated. Councillor Sell commented that each year showed an increase in the usage of White Street car park. Members were advised that the free parking experiment could cease at the end of March 2002.

Councillor Mrs Caton said that it would be helpful if Members were given an explanation for the change of use of land at the White Street car park. Following discussion it was

RECOMMENDED to the appropriate Committee that

- (i) Charging be reintroduced at the Angel Lane and Chequers Lane car parks with the same rates being applied as White Street from April 2002.
- (ii) The Head of Local Plan and Conservation submit a short report with the Minutes of this meeting about what was happening at the Eastern Sector and
- (iii) Officers investigate different methods available for the provision of season tickets and report to Environment and Transport Committee.

Councillor Hibbs thanked Members for their support of the Parking Strategy Working Party.

The meeting ended at 7.30 pm.

**DEVELOPMENT CONTROL SUB COMMITTEE held at 2.00 pm at
COUNCIL OFFICES GREAT DUNMOW on 11 JUNE 2001**

Present: Councillor P G F Lewis – Vice Chairman in the Chair
Councillors W F Bowker, Mrs C A Cant, Mrs M A Caton, Mrs J F
Cheetham,
R A E Clifford, R J Copping, Mrs E J Godwin, R D Green, D M Miller and
A R Thawley.

Officers in attendance: Mrs L J Crowe, K R Davis, J Grayson, Mrs J
Harrison, J G Pine and Mrs J Postings.

P14

SITE MEETINGS

Councillors Mrs C A Cant, R A E Clifford, R J Copping, Mrs E J Godwin,
P G F Lewis, D M Miller and A R Thawley had attended the site visits for
the following applications:

UTT/0191/01/FUL Saffron Walden – Conversion of agricultural buildings
to one residential unit - Stonebridge Farm, Little Walden for Mr & Mrs E
Baker.

UTT/1727/00/OP Saffron Walden – Change of use of land, erection of
new village hall and creation of new vehicular access - Land adjoining St
John's Church, Little Walden for Mr M D White.

UTT/0298/01/FUL Great Chesterford – Change of use from bare land to
residential garden use in conjunction with "Luckfield" - Land adjacent to
Luckfield, Newmarket Road for M Derham.

Councillors W F Bowker, Mrs C A Cant, R A E Clifford, R J Copping, Mrs
E J Godwin, P G F Lewis, D M Miller and A R Thawley had attended the
site visit for the following application:

UTT/1731/00/OP Manuden – New community and sports centre,
formation of associated parking area, new vehicular access, new footpath
and multi-use games area – Playing Field, off the Street for Mrs G Ryan,
Parish Clerk.

Councillors W F Bowker, Mrs M A Caton, Mrs C A Cant, R A E Clifford, R
J Copping, Mrs E J Godwin, P G F Lewis, D M Miller and A R Thawley
had attended the site visit for the following applications:

- 1) **UTT/0062/01/FUL & 2) UTT/0064/01/LB Stebbing** – 1 & 2) Change of use from watermill to residential with alterations and associated works - Town Mill, Mill Lane for Goodfellows Estates Ltd.

P15 **APOLOGIES**

An apology for absence was received from Councillor R B Tyler

P16 **DECLARATIONS OF INTEREST**

Councillor R A E Clifford declared a non-pecuniary interest in planning application 0610/01/FUL Saffron Walden and did not speak or vote on the application. Councillor R J Copping declared a non-pecuniary interest in planning application 0650/01/CC Great Dunmow as a member of the Great Dunmow Town Council and also a non-pecuniary interest in 0610/01/FUL Saffron Walden as a member of the Leisure (PFI) Board and did not speak or vote on the applications. Councillor Mrs E J Godwin declared a non-pecuniary interest in planning application 0597/01/FUL Birchanger as a member of Birchanger Parish Council. Councillor Mrs J F Cheetham declared a non-pecuniary interest in planning application 0301/01/FUL Hatfield Broad Oak as she knew the applicant. Councillor A R Thawley declared an interest in Minute P5(ii) – Detached dwelling with integral garage – Land adjacent to The Three Horseshoes Public House, Bannister Green, Felsted for Asprey Estates Limited as he lives near to the site. He left the room during the discussion on the matter.

P17 **MINUTES**

The Minutes of the meeting held on 21 May 2001 were received, confirmed and signed by the Chairman as a correct record.

P18 **MATTERS ARISING**

- i) **Minute P5(ii) – Land adjacent to The Three Horseshoes Public House, Bannister Green, Felsted for Asprey Estates Limited**

The Principal Control Officer informed Members that he had received a letter from the applicant's agent stating that they wished to resolve this matter before the enforcement notice was served and were now prepared

to submit an application to reduce the height of the rear wing. The Principal Control Officer sought Members' views on this matter. Following discussion it was

RESOLVED that service of the enforcement notice be deferred until 2 July 2001 to allow time for the applicants to submit an application with a statement confirming that the height of the rear wing would be lowered so that it is no higher than the front ridge of the dwelling.

ii) Minute P7(e) – Authority to the Director of Community Services

The Sub-Committee was informed that a letter had now been received from Essex County Council confirming that the District Council was authorised to refuse application 1824/00/FUL Little Dunmow.

iii) Minute P7(g) – County Matters

Takeley-Little Canfield – Extraction of sand and gravel, installation of plant for processing, disposal of surplus clay in connection with A120 construction and restoration – Land at Frogs Hall Farm for RMC Aggregates (Eastern) Limited (0240/00/CC).

Members were informed that this application had been refused by Essex County Council on the grounds that there was a lack of need and there would be a loss of amenity.

iv) Minute P8 – Outline Application for the erection of about 400 dwellings, construction of an access to highway and provision of public open space, play area and site for school, Rochford Nurseries, Birchanger and Stansted Mountfitchet – (UTT/0443/98/OP)

Members were advised that a full report would be submitted to the next meeting of this Sub-Committee.

v) Minute P11 – Construction of Borrow Pit to supply 510,000 tonnes of as dug sand and gravel for A120 Stansted/Braintree Road – Improvement Scheme at Broadfields Farm, Felsted (revised plans) (UTT/0380/01/CC)

Members were informed that Essex County Council had approved this application subject to a Section 106 agreement.

vi) Minute P13 – Appeal Decision – change of use from builders merchants, skip and plant hire and general contractors yard to

residential use and erection of three dwellings with garages at Taylor Brothers, Wimbish (UTT/1125/00/OP)

The Sub Committee was informed that Counsel's advice had been sought. Counsel had advised that there were no issues of substance in the Inspector's letter or the procedures on which the District Council should pursue an appeal to the High Court.

P19

PLANNING APPLICATIONS

a) Approvals

RESOLVED that planning permission and listed building and conservation area consent, where applicable, be granted for the following developments, subject to the conditions, if any, recorded in the Town Planning Register.

1) 0231/01/FUL & 2) 0300/01/CA – Stansted – 1) Redevelopment of site for six apartments with ground floor parking. 2) Demolition of shop and flat – Stoner House, Silver Street for Enterprise Heritage Ltd.

0618/01/FUL – Farnham – Change of use of land to sewage pumping station including erection of plant and means of enclosure - Land at Farnham Green for Thames Water Property.

0389/01/FUL – Great Hallingbury – Replacement telecom mast 25m high with antenna, microwave disks, equipment cabin and security fencing - Anvil Cross, Off Church Road for BT Cellnet Ltd.

0597/01/FUL – Birchanger – Replacement dwelling - 249 Birchanger Lane for De Vere Homes Ltd.

0301/01/FUL – Hatfield Broad Oak – Removal of agricultural occupancy condition - Newbury, Cage End for Mr J Lukies.

1639/00/CA – Henham – Demolition of storage building - Land r/o Wood End Cottages for The Oxcroft Partnership.

b) Refusals

RESOLVED that the following applications be not granted for the reasons stated in the Town Planning Register:-

1284/00/DFO Takeley – Two/three additional floor levels of parking at existing short term car park - Stansted Airport for Stansted Airport Ltd.

Reason: Unsuitable location for structure which would detrimentally affect the setting of terminal building.

0191/01/FUL Saffron Walden – Conversion of agricultural buildings to 1 No. residential unit - Stonebridge Farm, Little Walden for Mr and Mrs E Baker.

0404/01/FUL Great Dunmow – Two-storey detached dwelling - Beaumont House, Beaumont Hill for Mrs J Hadfield.

0608/01/FUL Thaxted – Detached house and associated double garage - Land at Sibleys Green for Mr H C Crane.

Mrs R Harris of Wimbish Parish Council attended to speak on the following item. A summary of the points she raised is appended to these minutes.

0254/01/FUL Wimbish – Cattery to rear of property - Land at “Oakview”, Howlett End for Mr and Mrs N May.

1) 1794/00/FUL & 2) 1795/00/CA High Easter – 1) Two detached dwellings with garages and new access. 2) Demolition of outbuilding - Land adj. Chapel Field House for Messrs R M J & W R A Drown.

1638/00/FUL Henham – Three dwelling houses with covered parking. Creation of new access – Land r/o Wood End Cottages for The Oxcroft Partnership.

c) Deferments

RESOLVED that the determination of the following applications be deferred:

0954/00/FUL Stansted – 21 dwellings and ancillary works – St Teresa’s Church, Silver Street for Fairclough Homes.

Reason: Awaiting applicant’s instructions.

0020/01/FUL Debden – Conversion of barn to single dwelling. Construction of new vehicular access – Barn at Broctons Farm, Rookend Lane for W Bunting.

Reason: For further negotiations.

0298/01/FUL Great Chesterford – Change of use from bare land to residential garden use in conjunction with “Luckfield” – Land adjacent to Luckfield, Newmarket Road for M Dereham.

Reason:- To re-consult on amended application.

d) Referral to the Secretary of State for the Environment

RESOLVED that the Secretary of State for the Environment be recommended to grant planning permission for the following developments:-

1) 0062/01/FUL and 2) 0064/01/LB Stebbing – Change of use from Watermill to residential with alterations and associated works – Town Mill, Mill Lane for Goodfellows Estates Limited.

e) Referral to Planning & Development Committee

RESOLVED that the Planning and Development Committee be recommended to grant planning permission for the following developments subject to the conditions recorded in the Town Planning Register.

1731/00/OP Manuden – New community and sports centre, formation of associated parking area, new vehicular access, new footpath and multi-use games area – Playing Field, Off The Street for Mrs G Ryan, Parish Clerk.

1727/00/OP Saffron Walden – Change of use of land, erection of new village hall and creation of new vehicular access – Land adjoining St. John’s Church, Little Walden for Mr M D White.

f) County Matters

0650/01/CC Great Dunmow – Variation of condition no. 3 of CC/UTT/46/00 relating to traffic management measures by deletion of words “High Stile and” - Dunmow Junior School, High Stile for Director of Planning Services, Essex County Council.

RESOLVED that Essex County Council be advised that the District Council finds the proposal to be unacceptable and suggests an alternative wording reverting to the original as proposed by County Council Officers, ie. “Implementation prior to first occupation.”

Councillor Copping wished it to be recorded that he did not vote for the above resolution.

0555/01/CC Elsenham – Combined mixing and batching plant and ancillary facilities for the manufacture of mortar and concrete using indigenous primary aggregates and primary and recycled aggregates imported under the provision of external planning permissions – Elsenham Quarry, Henham Road for Environomics Limited.

RESOLVED that Essex County Council be advised that the District Council raises no objections to this application subject to conditions.

g) Development on District Council Owned Land

Members considered the following application submitted on land owned by the Council:-

0610/01/FUL Saffron Walden – New glazed draft lobby underside of existing entrance canopy – Lord Butler Fitness & Leisure Centre, Peaslands Road for Willmott Dixon Construction Ltd.

RESOLVED that pursuant to the Town & Country Planning (General) Regulations 1992, permission be granted for the development proposed under application 0610/01/FUL, subject to the conditions recorded in the Town Planning Register.

h) Site Visit

The Sub Committee agreed to visit the site of the following application on Monday 2 July 2001:-

0326/01/FUL Hatfield Broad Oak – Replacement dwelling – Anthonys, Anthonys Lane for J Schonberg.

Reason: To assess the impact of the proposed dwelling on the countryside and the differences between the proposed and the existing dwellings.

P20

BREACH OF CONDITIONS AT ELSENHAM STUD, ELSENHAM

Members received a report which recommended that no legal action be taken in respect of breaches of conditions attached to the permission for

alterations to the dwelling. The report advised that breaches had occurred relating to the new riding arena and also recommended that no action be taken at this time. Members expressed particular concern that the roof light covering was higher than the roof light shown on the approved plan and not significantly lower than the previously refused cupola. Following discussion it was

RESOLVED that

1. No action be taken regarding Condition C.90C of planning permission UTT/0933/00/FUL.
2. The landscaping schemes agreed pursuant to Condition C.4.1 of Planning Permission UTT/0933/00/FUL and Condition C.4.1 of Planning Permission UTT/0636/00/FUL be implemented by December 2001.
3. The decision whether to serve a Breach of Condition Notice in respect of Condition C.90A of Planning Permission UTT/0636/00/FUL be deferred to seek further design guidance with regard to the roof light.

P21

NOTIFICATION OF INTENT TO FELL ONE LEYLANDII CYPRESS TREE AT WALDEN PLACE, SAFFRON WALDEN – WITHIN A CONSERVATION AREA

Members considered a notice of intent made by the Council's Area Services Officer. to fell one Leylandii Cypress tree at Walden Place. The tree was on Council property and the tree had been inspected by the Council's Landscape Officer. It had been found to be in close proximity to the south west corner of the main building. The growth of adjacent box and yew trees was being suppressed by the Cypress tree. It was not considered to be of significant amenity value and was outgrowing to the detriment of adjacent trees.

RESOLVED that no objections be raised to the Leylandii Cypress tree being felled.

P22

MEMBER TRAINING IN PLANNING MATTERS – DRAFT PROGRAMME FOR FUTURE WORKSHOPS

Members received a report requesting them to review the benefits of the current year's workshops and decide whether they should continue after the summer. Councillor Mrs Cheetham suggested that repeat workshops should be held in the evening at Saffron Walden to enable other District Councillors and representatives of Town and Parish Councils to attend.

RESOLVED that Members advise Officers on the future need for and programme of training in planning matters at the meeting of the Development Control Sub Committee on 23 July 2001.

As the next Council meeting was to be held on 2 July 2001, the same day as the next Development Control Sub Committee, it was

RESOLVED that the workshop on Listed Buildings and Conservation Areas be deferred until 23 July 2001.

P23 APPEAL DECISIONS

The Sub-Committee noted the following appeal decisions which were dismissals:-

- i) Conditions attached to permission for change of use of paddock to domestic garden land, the erection of a garden shed and greenhouse - Dove Cotes, Duddenhoe End, Elmdon, Saffron Walden (UTT/1370/00/FUL),
- ii) 1.5 Storey dwelling on land at 26 Roseacres, Takeley (UTT/1111/00/FUL),
- iii) Failure to determine within eight weeks an application for planning permission for the erection of 21 dwellings at St. Teresa's Church, Silver Street, Stansted (UTT/0955/00/FUL).

P24 SITE VISITS

The Sub-Committee agreed to visit the site of Harris Yard Saffron Walden (UTT/0382/01/FUL), on Monday 2 July 2001 for residential redevelopment in order to assess the impact of the proposed residential development on the character of the area.

Members were reminded to contact the Personal Assistant to the Director of Community Services if they wished to attend the annual tour of recent developments on 18 June 2001.

P25 EXCLUSION OF THE PUBLIC

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the public be excluded for the following items of business on the grounds that they involved the likely disclosure of Exempt Information as defined in paragraphs 12 & 15 of part 1 of Schedule 12A of the Act.

P26

APPLICATION FOR CERTIFICATE OF LAWFUL USE

UTT/0036/01/CL Felsted – Application for Certificate of Lawful Use of Land for vehicle parking together with associated activities and the use of buildings for storage or other purpose ancillary to the use of vehicle parking – Trycot, Bartholomews Green for Mr L J Ely.

The Legal Officer presented a report updating Members on negotiations regarding the hours of use. It was

RESOLVED that the application be deferred to continue negotiations, and that the normal working hours be restricted and further controls be sought on the occasional vehicle movements.

P27

ENFORCEMENT OF PLANNING CONTROL/PROGRESS REPORT

The Sub-Committee received a progress report on outstanding enforcement cases.

i) Units 2/3 Boys British School, East Street, Saffron Walden

Compliance had not been achieved and enforcement action would be taken.

ii) Heathview, Pond Lane, Hatfield Heath

In connection with Unit 9, a Public Inquiry would be held on 21 August 2001.

iii) 2A Pleasant Valley, Saffron Walden

Planning permission had now been granted and the site would be monitored to ensure implementation.

iv) Angel & Harp Public House, Church End, Great Dunmow

Site visits needed to be made during opening hours to ensure that compliance had been achieved.

v) Little Bowers, Hadstock

Compliance had been achieved.

vi) Windmill Works, Keeres Green, Aythorpe Roding

Injunction proceedings were being prepared.

vii) Kings Head, Heydon Lane, Elmdon

The Public Inquiry was listed for 7 August 2001.

viii) Bridgefoot Cottage, Parsonage Road, Takeley

The Public Inquiry had taken place on 5 June 2001. The Council had applied for costs.

ix) Red Star Garage, London Road, Quendon

Compliance had now been achieved.

x) 21 High Street, Saffron Walden

Compliance was anticipated.

xi) Camp Farm, Mill Lane, Hatfield Heath

Compliance was anticipated.

xii) Twin Ridge, Chelmsford Road, Hatfield Heath

Planning permission had now been granted.

xiii) 1 The Chestnuts, Hatfield Heath

An appeal had been received against refusal of advertisement consent.

xiv) Little Warren, Ashdon Road, Radwinter

An Enforcement Notice had been served. An appeal had been lodged and the Public Inquiry would be held on 2 October 2001.

Breach of Condition Notice

xv) Rodingsland, Great Canfield

A scheme had been agreed and compliance was anticipated.

The meeting ended at 5.05pm

DEVELOPMENT CONTROL SUB-COMMITTEE – 11 JUNE 2001

Comments made by Representatives of Town & Parish Councils

0254/01FUL Wimbish

The Parish Council had no objection to the revised application. It was clarified that the Parish Council did not object to the original scheme, but concerns had been expressed about the parking and possible noise and smell.

**DEVELOPMENT CONTROL SUB-COMMITTEE held at 2.00 pm at
COUNCIL OFFICES GREAT DUNMOW on 2 JULY 2001**

Present:- Councillor R B Tyler – Chairman
Councillors W F Bowker, Mrs C A Cant, Mrs M A Caton,
Mrs J F Cheetham, R A E Clifford, R J Copping,
Mrs E J Godwin, P G F Lewis and D M Miller.

Officers in attendance:- Mrs L J Crowe, K R Davis, J Grayson,
Mrs J Harrison, J G Pine and Mrs J Postings.

P28 SITE MEETINGS

Councillors W F Bowker, Mrs C A Cant, Mrs J F Cheetham, R A E Clifford, R J Copping, Mrs E J Godwin, P G F Lewis, D M Miller and R B Tyler had attended the site visits for the following applications:-

UTT/0382/01/FUL Saffron Walden – Residential development – Harris Yard, Saffron Walden.

UTT/0326/01/FUL Hatfield Broad Oak – Replacement dwelling – Anthony's Lane for J Schonberg.

P29 APOLOGIES

Apologies for absence were received from Councillors R D Green and A R Thawley.

P30 DECLARATIONS OF INTEREST

Councillor R J Copping declared a non-pecuniary interest in applications 0553/01/FUL and 0554/01/LB Great Dunmow and did not speak or vote on the applications.

P31 MINUTES

The Minutes of the meeting held on 11 June 2001 were received, confirmed and signed by the Chairman as a correct record subject to the following amendments:-

(i) **Minute P19(d) - Referral to the Secretary of State for the Environment**

The words “recommended to grant planning permission and 1)0062/01/FUL and 2)” to be deleted and the resolution to be worded :“RESOLVED that the Secretary of State be notified that the Council is minded to grant listed building consent for the following development:”

Elsenham
(ii) **Minute P20 - Breach of Conditions at Elsenham Stud,**

RESOLUTION 1 : the words “no action be taken regarding condition C.90C of Planning Permission UTT/0933/00/FUL” to be amended to “no action be taken regarding Condition C.90A of planning permission UTT/0636/00/FUL.

RESOLUTION 3 : the words “the decision whether to serve a Breach of Condition Notice in respect of Condition C.90A of planning permission UTT/0636/00/FUL be deferred to seek further design guidance with regard to the roof light” to be amended to read “the decision whether to serve a Breach of Condition Notice in respect of Condition C.90C planning permission UTT/0933/00/FUL be deferred to seek further design guidance with regard to the roof light”.

(iii) **Minute P26 - Application for Certificate of Lawful Use - UTT/0036/01/CL Felsted**

The resolution to be amended to read “RESOLVED that the application be deferred to continue negotiations on restrictions of the normal working hours and further controls be sought on the occasional vehicle movements.”

(iv) **Minute P27(xv) - Rodingsland Great Canfield**

“Rodingsland” to be amended to read “Rodingland” and the words “of landscaping” to be inserted after the words “a scheme”.

P32

MATTERS ARISING

(i) **Minute P18(i) - Land Adjacent to The Three Horseshoes Public House, Bannister Green, Felsted for Asprey Estates Limited**

The Principal Control Officer informed Members that a planning application had now been received with a statement confirming that the height of the rear wing would be lowered so that it is no higher than the front ridge of the dwelling. The Enforcement Notice would be held in abeyance until the District Council was satisfied that the work had been carried out in compliance with the planning permission.

- (ii) Minute P18(iii) - County Matters - Takeley and Little Canfield – Extraction of sand and gravel, installation of plant for processing, disposal of surplus clay in connection with A120 construction and restoration – land at Frogs Hall Farm for RMC Aggregates (Eastern Limited)(0240/00/CC).**

Members were informed that an appeal had been lodged against the Essex County Council's refusal.

RESOLVED that the Director of Community Services in consultation with Councillor Mrs Cheetham be authorised to determine this Council's response to comments sought by Essex County Council.

- (iii) Minute P18(iv) - Outline Application for the erection of about 400 dwellings, construction of an access to highway and provision of public open space play area and site for school, Rochford Nurseries, Birchanger and Stansted Mountfitchet (UTT/0443/98/OP)**

Members were advised that Officers would submit a full report to the next meeting of this Sub-Committee.

Councillor Clifford reminded Members that this application had been approved at the Development Control Sub-Committee on 25 January 1999. He said that PPG3 was only guidance and not law. Councillor Mrs Godwin said that she was puzzled as to why this permission had not been issued. The infrastructure would not support the extra housing advised by the revised PPG3. The Head of Legal Services said that Counsel's advice had been sought and there were some technical issues. Councillor Clifford wished it to be recorded that he totally rejected Officers' comments.

- (iv) Minute P19(e) - Referral to Planning and Development Committee**

Members were informed that planning applications 1731/00/OP Manuden and 1727/00/OP Saffron Walden had been approved by the Planning and Development Committee on 14 June 2001.

- (v) **Minute P19(f) - County Matters 0650/01/CC Great Dunmow – Variation of Condition No 3 of CC/UTT/46/00 relating to traffic management measures by deletion of words “High Stile and” at Dunmow Junior School, High Stile for Director of Planning Services, Essex County Council.**

Councillor Copping informed the Sub-committee that the Essex County Council Development and Regulation Committee had granted the change of wording on this application. The decision was regretted by Members and

it was

RESOLVED that this matter be referred to the next meeting of the Highways Sub-Committee.

- (vi) **Minute P20 – Breach of Conditions at Elsenham Stud, Elsenham**

RESOLVED that no enforcement action be taken in respect of the roof light.

- (vii) **Minute P27(viii) – Bridgefoot Cottage, Parsonage Road, Takeley**

Members were advised that the appeal had been dismissed and costs had been awarded to the District Council.

P33

APPLICATIONS WITHDRAWN

It was noted that the following applications had been withdrawn:

- (i) 0363/01/FUL and 0364/01/LB Wendens Ambo
- (ii) 0259/01/FUL Little Dunmow

PLANNING APPLICATIONS

(a) Approvals

RESOLVED that planning permission and listed building consent, where applicable, be granted for the following developments subject to the conditions, if any, recorded in the Town Planning Register.

1802/00/FUL Great Dunmow – two-storey extension and detached office accommodation - 42 High Street for Mr and Mrs Frecknall.

1) 0454/01/FUL and 0455/01/LB 2) 0567/01/FUL Great Dunmow

1) Change of use from A1 shop to A3 café bar and alterations to building.

2) Change of use from class A1 shop to A2 office.

Ground Floor, 39 and 41 High Street for IHCCG Properties Ltd.

0373/01/FUL Great Canfield – Change of use from storage to agricultural and vehicle maintenance/workshop area - Ashfield Polo and Equestrian Centre for Mr A Mathies.

0562/01/FUL Ashdon – Conversion of agricultural building to class B1 units (business). Associated alterations and car parking – Hill Farm, Radwinter Road for Mr P Bidwell.

0612/01/FUL High Easter – Conversion of part of building to form 2 units of B & B accommodation – Maidens Farm for M C Matthews.

0328/01/FUL Tilty - Change of redundant farm building to church organ workshop (B1 use) – Marsh's, Duton Hill for Mr M R Young.

0563/01/FUL Newport – Change of use of land to lorry parking area Ringers Farm House, Debden Road for Eismann International Ltd.

1) 0631/01/FUL and 2) 0632/01/LB Great Sampford -

1) Conversion of barn to residential use with associated new access and parking.

2) Internal and external alterations as part of conversion of barn to residential use

The White House, Moor End for Mr and Mrs W Smith.

0493/01/FUL Elmdon - One dwelling and detached double garage – Meadows, Duddenhoe End for P J H Rowe.

0298/01/FUL Great Chesterford – Change of use from bare land to residential garden and paddock in conjunction with Luckfield – Land adjacent to Luckfield, Newmarket Road for Mr M Derham.

1) 1709/00/FUL and 2) 1712/00/LB and 3) 0009/01/CA Saffron Walden

- 1) Dwelling and walls
 - 2) Demolition of part of dwelling, walls and stable
 - 3) Demolition of steel framed sheds -
- 54 Castle Street for Mr R G Jeffery.

1) 0203/01/FUL and 2) 0205/01/CA Felsted

- 1) Change of use from educational (D1) to sheltered housing (C3) conversion of listed building to six 2 bed apartments and warden's accommodation, 3-storey 18 apartment building, single storey rear extension, single storey glazed link, sun room and creation of car parking.
- 2) Demolition of single storey outbuildings and wall - Ingrams Close, Braintree Road for The Governors, Felsted School

0283/01/FUL Felsted – two-storey dwelling and single detached garage – Site fronting Chelmsford Road, Causeway End for Shire Hall Homes Ltd.

0260/01/FUL Great Dunmow - Two-storey rear extension to form two flats - 15 High Street for Mr R F Stiffell.

0495/01/FUL Thaxted – Demolition of existing bungalow and erection of two-storey detached dwelling – Plot 2 The Stores, Cutlers Green for Mrs M Mandler.

0644/01/OP Langley – One bungalow – 1 Highfields for Mrs J Sell

0375/01/DFO Little Hallingbury – Single dwelling with detached garage and alteration of existing access – 1-2 Park Cottages, Motts Green for Thorplan Homes Ltd.

1) 0354/01/FUL and 2) 0355/01/LB Hatfield Heath

- 1) Retrospective change of use of redundant farm building to newspaper distribution depot (B8) and associated office accommodation - B1 use in 2 barns.
- 2) Retrospective works in connection with use of redundant farm building as newspaper distribution depot (B8), with associated office accommodation and works - B1 use in 2 barns - Shrubbs Farm, Sheering for M Liddell.

0549/01/FUL Hatfield Heath - Conversion and extension of gardener's building to form dwelling – Down House Gardener's Cottage, Down House, Matching Green for T R and D R Sargeant.

(b) Refusal

RESOLVED that the following application for planning permission be not granted for the reasons stated in the Town Planning Register.

0954/00/FUL Stansted - 21 dwellings and ancillary works – St Teresa’s Church, Silver Street for Fairclough Homes Ltd.

(c) Deferments

RESOLVED that the determination of the following applications be deferred:-

0036/01/CL Felsted – Use of land for vehicle parking together with associated activities and the use of buildings for storage or other purposes ancillary to the use of vehicle parking – Trycot, Bartholomews Green for Mr L J Ely.

Reason: To consider the terms of a proffered Section 106 Agreement controlling hours of use.

0326/01/FUL Hatfield Broad Oak – Replacement dwelling and change of use of land to residential – Anthonys, Anthonys Lane for J Schonberg.

Reason: For applicants to obtain an independent report on the flooding issues and to consider a smaller dwelling and its relocation to east.

0382/01/FUL Saffron Walden – 72 dwellings comprising 20 two bed flats, 16 one bed flats, 28 two bed houses, 8 three bed houses – Land off Thaxted Road, Harris Yard and allotments off Radwinter Road for Monkbury Limited.

Reason: To await receipt of comments from Essex County Council Transportation and Operational Services.

1) 1743/00/FUL and 2) 1745/00/LB Ashdon

1) Use of disused mill as tourist facility and formation of parking area with two passing places

2) Restoration involving repair/replacement of timber frame, brickwork and roof etc -

Piece of land directly across Mill Lane from Ashdon Windmill, Steventon End for Ashdon Windmill Trust Limited.

Reason: For negotiations to increase the number of car parking spaces.

(d) Referral to The Secretary of State for the Environment

RESOLVED that the Secretary of State for the Environment be notified that the Council is minded to grant listed building consent for the following developments:-

0204/01/LB Felsted - Conversion of listed building to six 2 bedroom apartments and wardens accommodation, single storey rear extension, single storey glazed link and sun room and associated internal and external alterations - Ingrams Close, Braintree Road for The Governors, Felsted School.

0261/01/LB Great Dunmow - Partial demolition, internal and external works to form two shop units, two-storey rear extension to form two flats and associated works - 15 High Street for Mr R F Stiffell

(e) Certificate of Lawfulness

0621/01/CL Great Easton – Certificate of Lawfulness for non-compliance with condition attached to permission granted under ref DUN/4/51 (Agricultural Occupancy Condition) – 2 Maysland Cottage, Dunmow Road for Mr P Stephens.

RESOLVED that a Certificate of Lawfulness be granted for the continued occupancy of the dwelling without complying with the agricultural occupancy condition.

(f) County Matters

0666/01/CC Rickling – New school hall, teaching accommodation, kitchen, lavatories and links to existing building. Lean-to, outbuildings, oil tank and first floor bathroom extension demolished – Rickling C of E Controlled Primary School for Essex County Council.

RESOLVED that Essex County Council be advised that the District Council

- (i) objects to the form, siting and location of proposal which would adversely affect the Conservation Area,

- the setting of the listed building to the north and the trees, and
- (ii) requests negotiations with the applicant and wishes the comments of Sport England to be taken into consideration before the granting of any permission involving the loss of the playing field.

0721/01/CC Newport – Review of mineral planning permissions – application for determination of conditions and extension to extraction to east – Chalk Farm Quarry for Essex County Council Environmental Services.

RESOLVED that Essex County Council be advised that the District Council raises no objections to this application subject to conditions.

(g) Site Visits

The Sub-Committee agreed to visit the site of the following applications on Monday 23 July 2001:-

0696/01/FUL Saffron Walden – Change of use and conversion from shop and offices to create three dwellings. Detached house. Alterations to existing and construction of 2.15m high boundary wall. Alterations to vehicular accesses – The Chapel, Castle Hill for Andrew Burton.

Reason: To assess whether there would be over-development, parking problems and lack of amenity space.

0548/01/OP Great Dunmow – Three dwellings (all matters reserved) – Land south of Nos 60 and 67 Springfields for Executors of Mrs D Harris.

Reason: To assess the impact upon the infrastructure of the area, traffic and future access to adjoining land.

1) 0553/01/FUL and 2) 0554/01/LB Great Dunmow – 1 and 2) Retention of single storey extension – Barn 2, Dunmow Park, Braintree Road for Mr D Wolfe.

Reason: To assess the effect on the setting of the listed building.

0591/01/FUL Great Hallingbury – Detached two-storey dwelling and integral double garage. Change of use from public house car

park to residential and creation of new vehicular access – Land adjacent to the Hop Poles, Bedlars Green for Mr P Cullen.

Reason: To assess the location and orientation of the building, car parking issues and the visual effect on the village street scene.

0315/01/FUL Manuden – Detached double garage – 8 The Street for Mr R Burnard.

Reason: To assess the impact of the building on the setting of the neighbouring listed building and the character of the Conservation Area.

P35

EASTON PARK, LITTLE EASTON – MODIFICATION OF AGREEMENT UNDER SECTION 34 OF THE TOWN AND COUNTRY PLANNING ACT 1932

Members received a report recommending the release of land at Easton Park, Little Easton from the provisions of an agreement dated 28 April 1939 in order to allow the land to be used as a borrow pit in accordance with a planning permission granted by Essex County Council.

RESOLVED that the Agreement of 28 April 1939 be modified so far as is necessary to allow the carrying out of the works approved under Essex County Council planning permission reference ESS/52/00/UTT provided that upon completion of the works the relevant land is restored in accordance with the conditions of that planning permission.

P36

ENFORCEMENT OF PLANNING CONTROL: LAND ADJACENT HUNTINGFIELDS HOUSE, STORTFORD ROAD, LITTLE CANFIELD

Members received a report concerning the unauthorised erection of an open fronted storage building on land not presently being used for agricultural purposes. It was

RESOLVED that enforcement and, if necessary, legal action be taken to secure the demolition and removal of the structure from the land.

P37

APPEAL DECISIONS

The Sub-Committee noted the following appeal decisions:-

(a) Allowed

- (i) Failure to determine within eight weeks an application for planning permission for residential development comprising 3 one bed flats, 60 two bed flats, 5 two bed houses and 12 three bed houses. A signal controlled junction up to Radwinter Road, garages, parking and turning areas and landscaping – land adjacent to Printpak Europe Limited, Radwinter Road, Saffron Walden (UTT/1117/00/FUL).
- (ii) Demolition of two garages and two Nissen huts and erection of one bungalow and garage – site at rear of The Paragon, High Street, Newport (UTT/1036/00/FUL).
- (iii) Swimming pool enclosure – Short Cottage, Crow Street, Henham (UTT/0828/00/FUL).

(b) Dismissed

- (i) Three bedroom bungalow – land adjoining Asmara, Henham Road, Debden Green, Debden (UTT/0753/00/OP).
- (ii) Bungalow – 75 Jacksons Lane, Great Chesterford (UTT/1632/00/OP).

P38

PLANNING AGREEMENTS

The Sub-Committee received a schedule setting out the current position regarding outstanding Section 106 Agreements.

In connection with planning application UTT/0443/98/OP re land at Rochford Nurseries, Councillor Clifford informed the Sub-Committee that he would be taking legal advice concerning the District Council's handling of this application. Councillor Mrs Godwin endorsed Councillor Clifford's comments.

P39

SITE VISITS

As there would be six site visits on the morning of the next Development Control Sub-Committee on 23 July 2001, it was agreed that the workshop

on Conservation Areas and Listed Buildings would now be held in the autumn.

P40

EXCLUSION OF THE PUBLIC

RESOLVED that, under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of Exempt Information as defined in paragraphs 12 and 15 of Part 1 of Schedule 12A of the Act.

P41

**RETENTION OF A SINGLE STOREY EXTENSION AT BARN 2
DUNMOW PARK, BRAINTREE ROAD, GREAT DUNMOW –
0553/01/FUL AND 0554/01/LB**

The Head of Legal Services informed Members that because of the wording of conditions in the 1989 permission, it would not be expedient to take enforcement action.

The meeting ended at 5.25pm.

**DEVELOPMENT CONTROL SUB-COMMITTEE held at 2.00 pm at
COUNCIL OFFICES GREAT DUNMOW on 23 JULY 2001**

Present:- Councillor P G F Lewis – Vice-Chairman in the Chair.
Councillors W F Bowker, Mrs C A Cant, Mrs M A Caton,
Mrs J F Cheetham, R A E Clifford, R J Copping, Mrs
E J Godwin, R D Green, D M Miller and A R Thawley.

Also present at the invitation of the Chairman:- Councillor Mrs S Flack.

Officers in attendance:- Mrs L J Crowe, K R Davis, J Grayson,
R Harborough, Mrs J Harrison, J G Pine and Mrs J Postings.

P42

SITE MEETINGS

Councillors Mrs C A Cant, R A E Clifford, R J Copping, Mrs E J Godwin,
R D Green, P G F Lewis, D M Miller and A R Thawley had attended the
site visit for the following application:-

0696/01/FUL Saffron Walden – Change of use and conversion from
shop and offices to create three dwellings. Erection of detached house.
Alterations to existing and construction of 2.15m high boundary wall.
Alterations to vehicular access – The Chapel, Castle Hill for Andrew
Burton.

Councillors W F Bowker, Mrs C A Cant, R A E Clifford, Mrs E J Godwin, R D Green, P
G F Lewis, D M Miller and A R Thawley had attended the site visits for the
following applications:-

0315/01/FUL Manuden – Detached double garage – 8 The Street for Mr R Burnard.

0343/01/FUL Manuden – Two store rear extension and detached double garage - 18
The Street for Mr D Farnham.

0591/01/FUL Great Hallingbury – Erection of detached two storey dwelling and integral double garage, change of use from public house car park to residential and creation of new vehicular access – land adjacent to The Hop Poles, Bedlars Green for Mr P Cullen

Councillors W F Bowker, Mrs M A Caton, Mrs C A Cant, Mrs J F Cheetham, R A E Clifford, R J Copping, Mrs E J Godwin, R D Green, P G F Lewis, D M Miller and A R Thawley had attended the site visit for the following application:-

0548/01/OP Great Dunmow – Outline application for erection of three dwellings (all matters reserved) – land south of Nos 60 and 67 Springfields for Execs of Mrs D Harris.

Councillors W F Bowker, Mrs M A Caton, Mrs C A Cant, Mrs J F Cheetham, R A E Clifford, Mrs E J Godwin, R D Green, P G F Lewis, D M Miller and A R Thawley had attended the site visit for the following applications:-

0553/01/FUL & 0554/01/LB Great Dunmow – Retention of single storey rear extension – Barn 2, Dunmow Park, Braintree Road – Mr D Wolfe.

P43 **APOLOGIES**

An apology for absence was received from Councillor R B Tyler.

P44 DECLARATIONS OF INTEREST

Councillor R J Copping declared a non-pecuniary interest in applications 0553/01/FUL and 0554/01/LB Great Dunmow and did not speak or vote on the applications.

Councillor W F Bowker declared a pecuniary interest in application 0645/01/FUL Newport as he is a member of the Newport Club. He left the room during the discussion on the matter.

Councillor Mrs J F Cheetham declared a non-pecuniary interest in Agenda Item 8 concerning the John Tasker House Surgery as she is a patient at the surgery.

P45 MINUTES

The Minutes of the meeting held on 2 July 2001 were received, confirmed and signed by the Chairman as a correct record.

P46 **MATTERS ARISING**

**Minute P32(ii) – County Matters – Takeley and Little Canfield –
Extraction of sand and gravel, installation of plant for processing,
disposal of surplus clay in connection with A120 construction and
restoration – Land at Froggs Hall Farm for R M C Aggregates (Eastern
Ltd)(0240/00/CC)**

Members were informed that the appeal would be dealt with by written representations.

Councillor Mrs Cheetham would not be required to attend a hearing or inquiry. Officers would continue to assist Councillor Mrs Cheetham with this matter.

P47 **PLANNING APPLICATIONS**

(a) Approvals

RESOLVED that planning permission and listed building consent, where applicable, be granted for the following developments, subject to the conditions, if any, recorded in the Town Planning Register:-

0548/01/OP Great Dunmow – Three dwellings – Land south of Nos 60 and 67 Springfields for Execs of Mrs D Harris.

(1) 1743/00/FUL & (2) 1745/00/LB Ashdon - (1) Use of disused mill as tourist facility and formation of parking area with two passing places. (2) Restoration involving repair/replacement of timber frame brickwork and roof etc – Piece of land directly across Mill Lane from Ashdon Windmill, Steventon End for Ashdon Windmill Trust Limited

0737/01/FUL Felsted – Replacement dwelling – The Laurels, Chelmsford Road, Causeway End for Mr S Castles.

0451/01/FUL Hatfield Heath – Formation of ménage – Oak Lodge, The Heath for Linda Stoker.

0746/01/FUL Saffron Walden - First-floor side extension – 34 Summerhill Road for Mr and Mrs B Milne.

0546/01/FUL Elsenham – Change of use of former stables to form light industrial B1 units – Home Farm for Mr R Greenall.

(1) 0634/01/FUL & (2) 0635/01/LB Little Dunmow – (1) Conversion of barn to dwelling, alterations to boundary wall and use of adjacent building as

garaging. (2) Conversion of barn to dwelling, alterations to boundary wall –
Grange Farm for Mr J Kirby.

0687/01/FUL Saffron Walden – Removal of condition C.91C of planning permission
UTT/2076/89 (restriction on use) – Mitchell Hangar, Audley End Airfield,
Wenden Road for Audley End Development Ltd.

0757/01/FUL Hatfield Heath – Covered shelter – Camp Farm, Mill Lane for Mr S Fish.

0777/01/FUL High Roding – Conservatory at rear – 2 Broadfields for Mr and Mrs B
Byford.

(b) Refusals

RESOLVED that the following applications for planning permission
be not granted for the reasons stated in the Town Planning
Register:-

0696/01/FUL Saffron Walden – Change of use and conversion from
shop and offices to create three dwellings. Erection of detached house.
Alterations to existing and construction of 2.15m high boundary wall.
Alterations to vehicular accesses – The Chapel, Castle Hill for Andrew
Burton.

(1) 0553/01/FUL & (2) 0554/01/LB Great Dunmow – (1) & (2) Retention
of a single storey extension – Barn 2, Dunmow Park, Braintree Road for
Mr D Wolfe.

0315/01/FUL Manuden – Detached double garage – 8 The Street for
R Burnard.

0545/01/FUL Thaxted - .Construction of 'earth-sheltered' dwelling – Land adjoining Yew Tree Cottage, Stanbrook for Ian Evans.

0759/01/FUL White Roding – Change of use and conversion of outbuilding to residential annexe – Site 2 Greylands for Aldis of Barking Ltd.

0167/01/FUL Great Dunmow – Replace existing tower with a 21m tower, installation of two equipment cabins, 1 meter cabinet and associated telecommunications equipment – NTL Transmitting Station, Eastern Electricity Sub-Station, Station Road for NTL Group Ltd.

0727/01/DFO Takeley – Details relating to 2 detached dwellings with double garages (outline approval under ref UTT/0871/99/OP) – Land adjacent Thorncroft, Takeley Street for Mr I Jacks.

0724/01/FUL White Roding – Two-storey side and rear extensions – Prows Farm Cottages, Marks Hall Lane for G Eastlake.

(c) Deferments

RESOLVED that the determination of the following applications be deferred:-

0326/01/FUL Hatfield Broad Oak – Replacement dwelling – Anthonys, Anthonys Lane for J Schonberg.

Reason:- For applicants to obtain an independent report on the flooding issues and to consider a smaller dwelling and its relocation to east of the site.

0382/01/FUL Saffron Walden – 72 dwellings comprising 20 two-bed flats, 16 one-bed flats, 28 two-bed houses and 8 three-bed houses – Land off Thaxted Road, Harris Yard and allotments off Radwinter Road for Monkbury Ltd.

Reason:- To receive comments from Essex County Council Transportation and Operational Services and further information re: slab levels and future of the chalk face.

0591/01/FUL Great Hallingbury – Detached two-storey dwelling and integral double garage, change of use from public house car park to residential and creation of new vehicular access – Land adjacent to the Hop Poles, Bedlars Green for Mr P Cullen.

Reason:- To await submission of revised plans and thereafter reconsult.

0343/01/FUL Manuden – Two-storey side extension incorporating double garage, ground floor rear extensions and creation of vehicular access – 18 The Street for Mr D Farnham.

Reason:- To enable a full report to be made to the Sub-Committee.

(d) Referrals to the Secretary of State for the Environment

RESOLVED that the Secretary of State for the Environment be notified that the Council is minded to grant Listed Building Consent for the following developments:-

0784/01/LB Saffron Walden – Installation of CCTV Camera – Piccolo Mondo, 14 Hill Street for Mr C Cooper, Uttlesford District Council.

0690/01/LB Saffron Walden – Installation of wall mounted CCTV Camera, Post Office, High Street for Mr C Cooper, Uttlesford District Council.

(e) Certificate of Lawfulness

0449/01/CL White Roding – Certificate of Lawful Use for garden land – Land to the rear of Church Cottage, Ongar Road for A J Bailey.

RESOLVED that a Certificate of Lawfulness be granted for the use of the land edged red on exhibit 2 of the application as garden land.

(f) Site Visits

The Sub-Committee agreed to visit the sites of the following applications on Monday 13 August 2001:-

0769/01/FUL Little Hallingbury – Two-storey replacement dwelling – 'Parkside', Hatfield Heath Road for Mr and Mrs D Silvester.

Reason:- To assess the effect on the Metropolitan Green Belt.

0645/01/FUL Newport – Two single-storey extensions, change of use of land to Club premises and formation of new pedestrian access – The Newport Club, High Street for the Newport Club.

Reason:- To assess the environmental effect of parking access and highway issues.

0674/01/FUL Saffron Walden – Two-storey rear and 1.5-storey side/rear extensions – 27 West Road for Mr and Mrs A Frostick.

Reason:- To assess any loss of amenity, the scale of the extension and the effect on the street scene.

0749/01/FUL Saffron Walden/Sewards End – House and double garage, change of use of land to garden and alteration to vehicular access – Chapel Cottage, 46 Walden Road, Sewards End for Mr and Mrs Landridge.

Reason:- To assess the effect on the rural character of the area.

P48

OUTLINE APPLICATION FOR THE ERECTION OF ABOUT 400 DWELLINGS, CONSTRUCTION OF AN ACCESS TO HIGHWAY AND PROVISION OF PUBLIC OPEN SPACE, PLAY AREA AND SITE FOR SCHOOL (UTT/0443/98/OP)

Members received a report updating them on the current situation regarding this application. Officers informed Members that a fax had been received from the applicant that morning revising the current application. Notice had been given that the applicant's proposals were now for 400 dwellings on 60% of the original site. A report would be submitted to a future meeting of this Sub-Committee.

Councillor Clifford said that he was unhappy at the way the application had been handled. He acknowledged the recommendation to refuse the application had been withdrawn by officers. However, he proposed that advice should be sought from Queen's Counsel as to the lawfulness of the Council reconsidering its resolution to grant planning permission, which was only subject to satisfactory completion of agreements. Councillor Mrs Godwin supported his proposal.

RESOLVED that a written opinion from leading Planning Counsel be sought.

P49

BREACH OF CONDITION AND UNAUTHORISED SIGN – JOHN TASKER HOUSE SURGERY, NEW STREET, GREAT DUNMOW

Members received a report concerning the unauthorised restriction of a parking area in front of John Tasker House Surgery, New Street, Great Dunmow. The report recommended that a retrospective application be requested to establish formally the use of the parking area for staff only.

RESOLVED that the John Tasker House Surgery be requested to submit an application for the retention of the sign and variation to the 1991 condition, restricting use of the car park to staff only.

P50 **ENFORCEMENT OF PLANNING CONTROL – LAND ADJACENT TO HUNTINGFIELDS HOUSE, STORTFORD ROAD, LITTLE CANFIELD**

Members received a report concerning the blocking in of an approved open pole barn.

RESOLVED that enforcement and, if necessary, legal action be taken to require the removal of the external walling and to reinstate the structure of the pole barn as originally approved.

P51 **APPEAL DECISIONS**

The Sub-Committee noted the following appeal decisions which were all dismissals.

- (i) Appeal against the decision to issue an enforcement notice re an unauthorised change of use of land from residential amenity land to land used for the parking and/or storage of motor vehicles which were not used in association with the residential occupancy of the dwellings on the land – Land at 1 and 2 Bridgefoot Cottages, Parsonage Road, Takeley (enforcement no: ENF 142/98).
- (ii) Two-storey side extension – Henny Cottage, Ongar Road, White Roding (application UTT/1275/00/FUL).
- (iii) Erection of private residential house and works to a listed building comprising the demolition of a lean-to garden structure, blockwork garden wall and forming new access and rebuilding with facing brickwork – Rear of 40 The Street, Manuden (UTT/0810/00/FUL & UTT/0811/00/LB).
- (iv) Conversion and extension of an existing building to provide one dwelling – land off Church Walk, Littlebury (UTT/0661/00/FUL)

P52 **SITE VISIT**

Members agreed to visit the site of an application for a replacement dwelling at Folly Mill Lane, Thaxted (UTT/0719/01/FUL) on Monday 13 August 2001.

P53 **EXCLUSION OF THE PUBLIC**

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of Exempt Information as defined in paragraphs 12 and 15 of Part 1 of Schedule 12(A) of the Act.

P53 **APPLICATION FOR CERTIFICATE OF LAWFUL USE OF LAND FOR VEHICLE PARKING TOGETHER WITH ASSOCIATED ACTIVITIES AND THE USE OF BUILDINGS FOR STORAGE OR OTHER PURPOSES ANCILLARY TO THE USE OF VEHICLE PARKING – UTT/0036/01/CL FELSTED**

The Legal Officer presented a report updating Members on negotiations regarding the hours of use on this site. In answer to a question from Members, regarding how the certificate could be enforced, officers said that monitoring would need to be done by local residents in conjunction with officers. It was

RESOLVED that the Director of Community Services, in consultation with the Chairman of the Sub-Committee, be authorised to complete an agreement under Section 106 of the Town and Country Planning Act 1990 and to grant a Certificate of Lawful Use of land for vehicle parking together with associated activities and the use of buildings for storage or other purposes ancillary to the use of vehicle parking.

P54 **1) AND 2) RETENTION OF A SINGLE STOREY EXTENSION AT BARN 2 DUNMOW PARK BRAINTREE ROAD GREAT DUNMOW
1) UTT/0553/01/FUL AND 2) UTT/0554/01/LB**

The Head of Legal Services explained to Members that for technical reasons enforcement action to remove the extension would not be appropriate. However, refusal of the retrospective planning application meant that District Plan Policy was not compromised. A letter would be sent out to the applicant explaining the situation.

ENFORCEMENT OF PLANNING CONTROL – PROGRESS REPORT

The Sub-Committee received a progress report on outstanding enforcement cases.

(i) Martinside Stud, Ladywell Drive, Great Hallingbury

Drawings for the alternative accommodation had been prepared. A further offer of accommodation would be made.

(ii) Units 2/3 Boys British School, East Street, Saffron Walden

Compliance was anticipated.

(iii) 2A Pleasant Valley, Saffron Walden

Planning permission had been granted for the alternative proposal and officers would monitor the situation.

(iv) Angel and Harp Public House, Church End, Great Dunmow

A new sign had been erected. Listed building/advertisement consent applications had been sought.

(v) Windmill Works, Keeres Green, Aythorpe Roding

The Inquiry into the refusal of planning permission was due to take place the following week.

(vi) Bridgefoot Cottage, Parsonage Road, Takeley

Compliance had been achieved.

(vii) Red Star Garage, London Road, Quendon

Compliance had been achieved

(viii) Camp Farm, Mill Lane, Hatfield Heath

Planning permission for an alternative covered shelter had now been granted

(ix) Lingfield, Chelmsford Road, Hatfield Heath

An Enforcement Notice had now been served.

(x) Linton, Chelmsford Road, Hatfield Heath

An Enforcement Notice had now been served.

(xi) Seamans Farm, Littlebury Green

An enforcement notice had been drafted.

(xii) Naz Tandoori, 81B High Street, Great Dunmow

There had been a change of ownership of this property and the breaches had now ceased.

The meeting ended at 4.40 pm.

**DEVELOPMENT CONTROL SUB-COMMITTEE held at 2.00 pm at
COUNCIL OFFICES GREAT DUNMOW on 13 AUGUST 2001**

Present: Councillor R B Tyler – Chairman.
Councillors W F Bowker, Mrs C A Cant, Mrs M A Caton,
Mrs J F Cheetham, R A E Clifford, R J Copping,
Mrs E J Godwin, P G F Lewis and D M Miller.

Officers in attendance: Mrs L J Crowe, K R Davis, J Grayson,
Ms J Harrison, J G Pine and Mrs J Postings.

P56 SITE MEETINGS

Councillors W F Bowker, Mrs C A Cant, Mrs J F Cheetham, R A E Clifford, R J Copping, Mrs E J Godwin, P G F Lewis, D M Miller and R B Tyler had attended the site visits for the following applications:-

UTT/0645/01/FUL Newport - Erection of two single storey extensions, change of use of land to Club premises and formation of new pedestrian access – The Newport Club, High Street for the Newport Club.

UTT/0749/01/FUL Saffron Walden – Erect house and double garage; change of use of land to garden and alteration to vehicular access – Chapel Cottage, 46 Walden Road, Swards End for Mr and Mrs Landridge.

UTT/0647/01/FUL Saffron Walden – Two storey rear and 1.5 storey side/rear extensions – 27 West Road for Mr and Mrs A Frostick.

Councillors W F Bowker, Mrs M A Caton, Mrs C A Cant, Mrs J F Cheetham, R A E Clifford, R J Copping, Mrs E J Godwin, P G F Lewis, D M Miller and R B Tyler had attended the site visit for the following application:-

UTT/0719/01/FUL Thaxted – Demolish dwelling and outbuildings. Replacement dwelling and garage with room above – Folly Mill Cottage, Folly Mill Lane, Monk Street for Mr D Wiggins.

Councillors W F Bowker, Mrs C A Cant, Mrs J F Cheetham, R A E Clifford, R J Copping, Mrs E J Godwin, P G F Lewis, D M Miller and R B Tyler had attended the site visit for the following application:-

UTT/0769/01/FUL Little Hallingbury – Erection of two storey replacement dwelling – Parkside, Hatfield Heath Road – Mr and Mrs D Silvester.

P57 APOLOGIES

Apologies for absence were received from Councillors R G Green and A R Thawley.

P58 DECLARATIONS OF INTEREST

Councillor W F Bowker declared an interest in application 0645/01/FUL Newport as a member of the Newport Club. He left the room during the discussion on the matter.

John Grayson declared a non-pecuniary interest in application 1649/00/FUL Great Dunmow as a local resident.

P59 MINUTES

The Minutes of the meeting held on 23 July 2001 were received, confirmed and signed by the Chairman as a correct record subject to the following amendments:-

(i) Minute P44 - Declarations of Interest

The addition of John Grayson's non-pecuniary interest in agenda item 8 concerning the John Tasker House Surgery as a patient at the surgery.

(ii) Minute P47 (d) - Referrals to the Secretary of State for the Environment

In the resolution the deletion of the word "developments" and the insertion of the word "works".

P60 MATTERS ARISING

(i) Minute P47 (a) – Approvals - 0548/01/OP Great Dunmow – Three dwellings land south of number 60 and 67 Springfields for executors of Mrs D Harris

Councillor Copping said that it was wrong to assume the right of way was not part of the site for this development. The Head of Development

Control confirmed that the developer would have to accommodate the right of way in the layout.

- (ii) **Minute P48 – Outline application for the erection of about 400 dwellings, construction of an access to highway and provision of public open space, play area and site for school at Rochford Nurseries, Stansted/Birchanger (UTT/0443/98/OP)**

In answer to a question from Councillor Clifford the Head of Legal Services confirmed that a copy of Counsel's instructions would be circulated to Councillors Clifford and Mrs Godwin.

P61

PLANNING APPLICATIONS

(a) Approvals

RESOLVED that planning permission and listed building consent, where applicable, be granted for the following developments, subject to the conditions, if any, recorded in the Town Planning Register:-

0592/01/FUL Great Dunmow – Conversion of existing buildings to four dwellings with associated parking - 1 and 2 Mill Court, Mill Lane for Miss J Nelson.

(1) 0587/01/FUL and (2) 0598/01/FUL Great Dunmow – (1) and (2) Detached dwelling and associated parking - 1 and 2 Mill Court, Mill Lane for Miss J Nelson.

0682/01/DFO Stansted/Birchanger – Extension to long term car park – Long Stay Car Park, Stansted Airport, Stansted for Stansted Airport Limited.

In respect of the above application the Head of Planning and Building Surveying was authorised to issue the decision notice following consultation with the Chairman and local Members regarding details of the lighting and ground levels.

0811/01/FUL Stansted – Change of use from shop/dwelling into two 2-bed dwellings with dormer window to rear – 37 Silver Street for Elsmere Management Co Ltd.

0630/01/FUL Thaxted – 8000 bird free-range egg production unit to RSPCA Freedom Foods specification – Field No. 0370 Sibleys Green for Mr A Saville.

0743/01/FUL Arkesden – Change of use of agricultural land to residential – Land behind Applebes for Mr M Findlay.

1649/00/FUL Great Dunmow – New bowling club, creation of new vehicular access and diversion of public right of way. Erection of fencing and gates – St Edmunds Lane for Dunmow Bowling Club.

(1) 0705/01/FUL and (2) 0706/01/LB Great Sampford – (1) Conversion of farm buildings into four residential units and one annex to farmhouse. (2) Conversion works of farm buildings into four residential units and one annex to farmhouse. Associated external and internal alterations – Parsonage Farm, Parsonage Lane for J H Radbourne.

0953/00/FUL Hatfield Heath – Change of use of units 5, 8 and 11 to A1, A2 and/or B2 uses with shared parking and access – Land and buildings comprising units 5,8 and 11 at Heath View for Reynolds 1994 Ltd.

(b) Refusals

RESOLVED that the following applications for planning permission be not granted for the reasons stated in the Town Planning Register.

0645/01/FUL Newport – Two single-storey extensions, change of use of land to Club premises and formation of new pedestrian access – The Newport Club, High Street for Newport Club.

Reason: As per Officer recommendation and likely danger caused by inadequate sight lines.

0674/01/FUL Saffron Walden – Two-storey rear and 1.5 storey side/rear extensions – 27 West Road for Mr A Frostick.

Reason: Infringes on neighbours' amenity by overbearing impact caused by bulk and height of proposed extension.

0749/01/FUL Saffron Walden/Sewards End – House and double garage; change of use of land to garden and alterations to vehicular access – Chapel Cottage, 46 Walden Road, Sewards End for Mr and Mrs Landridge.

0769/01/FUL Little Hallingbury – Two-storey replacement dwelling – “Parkside”, Hatfield Heath Road for Mr and Mrs D Silvester.

1706/00/FUL Stansted – One dwelling – Oriel House, Chapel Hill for Mr M Mason.

0844/01/FUL Little Bardfield – Two-storey dwelling and create vehicular access – Land at Hawkspur Green for Mr M Tooney.

0736/01/FUL Saffron Walden – Two-storey dwelling with garage. Alteration to existing access – Plot adjacent to Seckford House, Thaxted Road for Mr R Palmer.

0436/01/OP Saffron Walden – Office building – Land to the rear of Veterinary Surgery, 14 Radwinter Road for Mr A Hart.

0748/01/OP Ashdon – Detached rectory and associated car parking – The Rectory, Dorvis Lane for Diocese of Chelmsford.

0805/01/FUL Saffron Walden – Change of use from shop and office to one dwelling – 24 South Road for Mr and Mrs P Ridgewell.

0764/01/FUL Berden – One dwelling – Land adjoining Martins Green for Mrs J Lowe.

(c) Deferments

RESOLVED that the determination of the following applications be deferred:-

0326/01/FUL Hatfield Broad Oak – Replacement dwelling – Anthonys, Anthonys Lane for J Schonberg.

Reason: Awaiting revised plans.

0343/01/FUL Manuden – Two-storey side extension incorporating double garage, ground floor rear extensions. Creation of vehicular access – 18 The Street for Mr D Farnham.

Reason: Awaiting revised plans.

0382/01/FUL Saffron Walden – 72 dwellings comprising 20 two bed flats, 60 one bed flats, 28 two bed houses and 8 three bed houses – Land off Thaxted Road, Harris Yard and Allotments off Radwinter Road for Monkbury Limited.

Reason: Awaiting comments from Essex County Council Transportation and Operational Services and other information requested by Members, following the site visit.

0591/01/FUL Great Hallingbury – Detached two-storey dwelling and integral double garage, change of use of public house car park to residential and creation of new vehicular access – Land adjacent to The Hop Poles, Bedlars Green for Mr P Cullen.

Reason: Awaiting revised plans.

0719/01/FUL Thaxted – Demolish dwelling and outbuildings, replacement dwelling and garage with room above – Folly Mill Cottage, Folly Mill Lane for Mr D Wiggins.

Reason: Awaiting revised plans and a full report.

0020/01/FUL Debden – Conversion of barn to single dwelling. Construction of new vehicular access – Barn at Brocton's Farm, Rookend Lane, Debden for W Bunting.

Reason: Awaiting revised plans.

(d) Appeal to Planning Inspectorate regarding absence of decision within eight weeks

0676/01/FUL Little Dunmow/Felsted – Variation of Condition 12 of planning permission UTT/0302/96/OP (APP/C1570/A96/273656) to allow occupation of not more than 350 dwellings prior to A120 opening – Former Felsted Sugar Beet Works, Station Road for Enodis Property Development Limited.

RESOLVED that the Planning Inspectorate be informed that, if an appeal had not been lodged, planning permission would have been refused for the following reasons:

- 1 Contrary to Replacement Structure Plan policy T3 and District Plan policy T1 relating to highway dangers.
- 2 Insufficient information had been provided to demonstrate the effects of varying the conditions in terms of queues, delays and safety arising from the submitted Transport Assessment which could be adequately addressed by condition or obligation.

- 3 There was no overriding need for the additional 100 dwellings to be available for occupation prior to the opening of the A120 expected in 2003/4.

P62

APPLICATIONS AT MILLFIELDS AND BROOK ROAD STANSTED – (1) ERECTION OF TWO SEMI-DETACHED DWELLINGS AND TWO GARAGES; RELOCATION OF TWO GARAGES AND FORMATION OF VEHICULAR ACCESS AND PARKING AREA AT LAND REAR OF 10 – 16 MILLFIELDS, STANSTED – UTT/0374/00/FUL AND (2) ERECTION OF FOUR DETACHED HOUSES AND FORMATION OF PARKING SPACES AT BROOK ROAD, STANSTED – UTT/1418/00/FUL

Members received a report concerning the Section 106 agreements required in connection with the above applications. The report set out the works developers proposed should be provided for inclusion in the agreements. It recommended that, as these were sufficient to meet the criteria in Policy SM8 the decisions should be issued and agreements completed. The two were dealt with together as both sites were served by Millfields which was to be the subject of agreements. Following some discussion it was

RESOLVED that consideration of both planning applications be deferred for further negotiations regarding the highway improvements and parking facilities.

P63

UNAUTHORISED EXTRACTION UNIT – REEVES RESTAURANT BRAINTREE ROAD FELSTED

Members received a report concerning the unauthorised installation of an air extraction unit within the rear of an existing single-storey extension to Reeves Restaurant, Braintree Road, Felsted.

Following discussion it was

RESOLVED that enforcement and, if necessary, legal action be taken to secure the removal of the unauthorised extraction unit and the consequent provision of the previously approved flue (or the negotiated alternative).

P64

PROPOSED DIVERSION OF FOOTPATHS AT MARKS HALL WHITE RODING

Members received a report on an application to divert Footpaths 21 (part), 3 (part), 8 (part), 30 and to extinguish Footpaths 5 (part) and 26 (part) in White Roding.

Following discussion it was

RESOLVED to defer this matter to clarify whether any of the paths would be along the road or field edges. This would also give Members time to make an informal visit to the site if they so wished.

P65 **MEMBERS' ANNUAL TOUR OF COMPLETED DEVELOPMENTS**

Members received a report which summarised the sites visited on 18 June and the opinions of Members who had taken part about the success or otherwise of the developments seen. Members' comments were invited as to the format of next year's tour. Members said that the tour was very useful and helped them to monitor the results of their decisions.

RESOLVED that the 2002 annual tour of completed developments take place on a weekday in June on the same basis as this year's tour.

P66 **APPEAL DECISIONS**

The Sub-Committee noted the following appeal decisions.

(a) Allowed

Refusal (i) to grant conservation area consent for the demolition of a single storey office building and (ii) of planning permission for the conversion of The White House (offices) into two dwellings and erection of two number dwellings to rear – Site at The White House, High Street, Newport (UTT/0597/00/CA and UTT/0595/00/FUL).

(b) Dismissed

Two new detached dwellings as part of a "work from home" initiative – Piggeries, Cornells Lane, Widdington (UTT/0856/00/OP)

P67 **PLANNING AGREEMENTS**

The Sub-Committee received a schedule setting out the current position regarding outstanding Section 106 Agreements. It was noted that:

- (i) UTT/0880/99/OP Saffron Walden - a report would be made to the next Committee meeting.
- (ii) UTT/0374/00/FUL Stansted and UTT/1418/00/FUL Stansted - Agreements were to be further negotiated.
- (iii) UTT/0448/00/FUL Felsted - it was

RESOLVED that the Head of Planning and Building Surveying be authorised to issue the conditional planning permission without a Section 106 agreement.

P68

UTT/0719/01/FUL THAXTED – DEMOLISH DWELLING AND OUTBUILDINGS - REPLACEMENT OF DWELLING AND GARAGE WITH ROOM ABOVE – FOLLY MILL COTTAGE, FOLLY MILL LANE, MONK STREET FOR MR D WIGGINS

Councillor Copping expressed concern that Members had made a site visit to this site before a report on the application had been put before the Sub-Committee. He was also concerned that small houses in the country were being demolished and being replaced with much larger houses. He said that the existing houses were part of the vernacular of the area.

Councillor Mrs Cheetham said that Members should not be making comments until a planning application was before the Sub-Committee.

P69

RICKLING C OF E PRIMARY SCHOOL EXTENSION - UTT/0666/01/CC

Members were informed that Essex County Council would be taking this application to Committee on 24 August as a disputed case.

RESOLVED that, subject to availability, Councillor Mrs Cheetham or Councillor Clifford be appointed to represent the District Council at the determination of this application.

P70

UTT/0696/01/FUL SAFFRON WALDEN – CHANGE OF USE FROM SHOP AND OFFICES TO CREATE THREE DWELLINGS, ERECTION OF DETACHED HOUSE, ALTERATIONS TO EXISTING AND CONSTRUCTION OF 2.15 METRE HIGH BOUNDARY WALL, ALTERATIONS TO VEHICULAR ACCESS – THE CHAPEL, CASTLE HILL FOR ANDREW BURTON

An appeal had been lodged, which would be dealt with by written representation. It was

RESOLVED that Councillor Tyler be appointed to assist officers with the statement to be submitted.

P71

CHAIRMAN'S ANNOUNCEMENTS

- (i) The Chairman thanked Councillor Copping for his input to the Development Control Sub-Committee during his time as a Member of this Sub-Committee and wished him well in his new role as Chairman of a Scrutiny Committee.

(ii) The new Head of Planning and Building Surveying, John Mitchell, would be lead Officer at future Development Control and Licensing Sub-Committee meetings. As there were no site visits before the next meeting, there would be a buffet lunch commencing at 12.45 pm in the Committee Room at the Dunmow Offices. This would enable the Committee Members to informally meet the new Head of Planning and Building Surveying.

The meeting ended at 5.10 pm.

BRIDGE END GARDENS WORKING PARTY held at COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN on 25 JUNE 2001 at 4.30pm

Present: Councillor D J Morson – Chairman
Councillors R C Dean and M A Hibbs

Officers in attendance: J Bosworth, Mrs S Chapman, M T Purkiss and B Smeeden

BEG80 APOLOGIES

Apologies for absence were received from Councillors Mrs D Cornell and D M Miller and from the Clerk to Saffron Walden Town Council.

BEG81 MINUTES

The Minutes of the meeting held on 14 May 2001 were approved as a correct record and signed by the Chairman.

BEG82 BYELAWS – PROGRESS REPORT

The Committee & Communications Manager informed Members that the Byelaws for the regulation of the Gardens had now been confirmed by the Home Office and he suggested that appropriate notices should be displayed in the Gardens as soon as possible.

The issue of banning dogs from the Gardens was covered by a Byelaw which would need to be confirmed by the former Department of the Environment, Transport & The Regions (DETR). The Community Services Committee had approved the recommendation of the Working Party that these Byelaws be made and the Committee & Communications Manager had sent a copy to the Department for their provisional approval.

Councillor Hibbs suggested that the notice for the Byelaws should include information on the restoration of the Gardens. The Head of Local Plan & Conservation considered that the notice for the Byelaws should be in place as soon as possible and that notices giving details of the restoration and the sponsors for the project be erected in due course and Members agreed with this approach.

BEG83 FURTHER TASKS IN THE GARDEN

The Head of Local Plan & Conservation reported that improvement works were now being undertaken in the Jacob's Well area. The planting of the roses had been undertaken and one bed had been extended. Mulch for

the rose beds would be delivered on 26 June 2001 and the lawn area would be top-dressed in the near future. The main items of work to be addressed before the next meeting were the replacement of the gates leading into the kitchen garden and works to the pond to deal with a leak. Trenches had been dug and replacement pipes installed but works to the pond structure were still required. However, it would not be possible to undertake these works until arrangements had been made for dealing with great crested newts, a protected species, which were resident in the pond. It was understood that a Licence was required to deal with the newts and Officers would carry out further discussions with Essex Police and the Three Valleys Water Company to ascertain the best way of dealing with this matter.

BEG84 TASK FORCE UPDATE

The Landscape Officer reported that a Task Force referral from Haverhill had not proved to be suitable. However, another placement had been made by the Prince's Trust and the participant was keen to transfer to the New Deal Scheme.

BEG85 EXTERNAL FUNDING UPDATE

The Head of Local Plan & Conservation reported that since the last meeting an application had been submitted to the Heritage Lottery Fund for a grant of £363,327. He gave details of grants which had been offered since the last meeting bringing the total amount raised to about £177,000.

A letter had now been received from English Heritage stating that the application for funding towards the repair of listed structures had been given low priority this year. However, if an application was re-submitted, English Heritage might consider the matter favourably in 2002/03.

At the suggestion of Councillor Hibbs, Officers undertook to inform Sir Alan Haslehurst MP of the details of the restoration project and the Heritage Lottery Fund bid.

BEG86 SECURITY MEASURES AND CLOSURE OF GARDENS

Since the last meeting the Accountant had approached the company which currently locked the Jubilee Gardens and Public Conveniences and they were agreeable to closing the Gardens for an annual sum of £1,968. If Members agreed to this it was possible that the sum could be met from the Special Projects budget.

Councillor Morson questioned whether improved security lighting might be as effective and less controversial than closing the Gardens. The Head of

Local Plan & Conservation reported that he had discussed the matter with the Police and they had suggested that the locking of the Gardens should be deferred until proper security measures were in place. Councillor Hibbs considered that for the same amount that was required for closing the Gardens, it would be possible to employ a person to undertake an informal patrol of the Gardens during the evenings and at weekends. Councillor Dean said that he supported the locking of the Gardens as he felt that this was the best way to prevent vandalism. However, bearing in mind the advice of the Police, the Working Party considered that the Gardens should not be locked at present but investigations be undertaken to identify opportunities for some security patrols when the Council did not have a presence in the Gardens.

BEG87

FEEDBACK FROM MEETING WITH FRIENDS

Following the last meeting with the Friends of Bridge End Gardens, Councillor Morson had written to Barbara Lumsden and Richard Ayres concerning their offer to undertake work involving the Gardens.

The Friends had expressed some disappointment at the planting of the roses and had suggested that some were dying off and only one of the varieties listed on the original specification was in evidence. The Landscape Officer explained that the roses had been received at short notice and had to be planted immediately as it was late in the season. He had inspected the rose garden and only three roses had failed. They were being regularly watered and would be mulched in the near future. All the varieties were appropriate for the gardens. He said that the Friends would be involved in the planting of the remainder of the roses in the autumn. The Landscape Officer suggested that the Friends could offer their services to help in the Gardens at any time in conjunction with the Gardener/Supervisor.

The Chairman would write to the Friends to extend this offer and also suggest that they might like to meet with himself and Officers to view some of the work being undertaken and discuss areas where they could be involved. It was also agreed that a press release would be issued concerning the planting of the roses.

Councillor Morson said that the Friends were keen to adopt a border in the kitchen garden and had offered to open and staff the maze on Sunday afternoons. These matters would be discussed with the Friends and a key would be provided to the Chairman of the Friends.

The Friends had also suggested that an Open Day be held on 9 or 16 September and this would involve the Saffron Walden County High School Band. Councillor Morson asked whether a permanent electricity supply

could be provided as this would be useful if regular events and productions were held. The Head of Local Plan & Conservation explained that this was part of the application for Heritage Lottery funding.

BEG88 PROPOSED DEED WITH ESSEX ENVIRONMENTAL TRUST

As Members were aware, the Council had been awarded funding of up to £15,453 towards the restoration of the summerhouse. As part of the offer the Trust required the Council to enter into a Deed. The Council's Legal Officer had confirmed that the terms of the proposed Deed were satisfactory. In order that the matter could proceed it was agreed that Officers would write to the Trust confirming this and enter in to the Deed.

BEG89 FUND RAISING IN SAFFRON WALDEN

The Head of Local Plan & Conservation reported that he had written to selected businesses in the town giving details of the restoration project and asking whether they would be prepared to fund part of this. However, no positive responses had been received. The Landscape Officer reported that Essex Police had prepared a press release incorporating a photograph showing a cheque for £1,000 being presented towards the restoration of the Gardens.

BEG90 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Tuesday, 28 August 2001 at 4.30pm.

The meeting ended at 6.00pm.

**LICENSING SUB-COMMITTEE held at 6.30pm at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN on 27 JUNE 2001**

Present:- Councillor R C Dean – Chairman
Councillors E C Abrahams, Mrs C A Cant, Mrs S Flack,
D J Morson, A R Row and R B Tyler

Officers in attendance:- Miss J Harrison, M Hardy, Mrs J Postings,
M T Purkiss, R M Secker and Mrs A Turner

L9 APOLOGIES

An apology for absence was received from Councillor M A Hibbs.

L10 MINUTES

The Minutes of the meeting held on 23 May 2001 were received, confirmed and signed by the Chairman as a correct record.

L11 BUSINESS ARISING

Minute L6 – Saffron Walden Cricket Club

In response to a question it was confirmed that no appeal had been lodged by Nigel Moore of the Wederell Memorial Fund.

L12 EXCLUSION OF THE PUBLIC

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of Exempt Information as defined in paragraphs 4 and 7 of Part I of Schedule 12A of the Act.

L13 DETERMINATION OF A PRIVATE HIRE DRIVER'S LICENCE

The Sub-Committee considered an application for a private hire driver's licence where the criteria to enable the Officers to determine the application under delegated authority were not satisfied. The Chairman explained to the applicant the procedure to be followed in considering the application. The applicant made representations in support of his case.

Members and Officers questioned the applicant and the applicant had the opportunity to question the Officers and sum up his case. The applicant confirmed that he considered he had had a fair hearing and then he and the Licensing Officers left the meeting whilst the Sub-Committee considered its decision. They were later readmitted and informed of the decision.

RESOLVED that the application for a private hire driver's licence submitted by the individual named in the report be granted and the applicant be given a strong warning concerning the standard of his driving in the future.

L14

DETERMINATION OF A PRIVATE HIRE DRIVER'S LICENCE – POTENTIAL REVOCATION OR SUSPENSION

The Sub-Committee considered the circumstances of a case where a licensed private hire driver had been convicted of a second criminal offence and Members were asked to determine whether the revocation or suspension of that licence would be appropriate. The Chairman explained to the licence holder the procedure to be followed in considering the matter. The licence holder, who was present with her representative, made representations in support of her case. Members and Officers questioned the licence holder and she and her representative had the opportunity to question the Officers and sum up her case. The licence holder confirmed that she considered she had had a fair hearing and then she and the Licensing Officers left the meeting whilst the Sub-Committee considered its decision. They were later readmitted to be informed of the decision.

RESOLVED that no action be taken to revoke or suspend the private hire driver's licence but the licence holder be given a strong warning concerning her future conduct.

The meeting ended at 7.20pm.

LEISURE (PFI) BOARD MEETING held at 11.00 am on 9 JULY 2001 at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN

Present: Councillor R J Copping – Chairman.
Councillors R A E Clifford, A J Ketteridge and A R Row.

Officers in attendance: Mrs E Forbes, Mrs L Bunting, Ms K Chapman,
F Chandley, J B Dickson and Mrs S McLagan.

PFI 112 APOLOGIES

An apology was received from the Head of Legal Services.

PFI 113 MINUTES

The Minutes of the meeting of the Leisure (PFI) Board held on 26 June 2001 were received, confirmed and signed by the Chairman as a correct record.

PFI 114 BUSINESS ARISING

There was no business arising that would not be discussed later in the meeting.

PFI 115 UPDATE ON MEETINGS OF THE SENIOR OFFICER LEISURE BOARD

A meeting of the Senior Officer Leisure Board had been held earlier in the day and the Project Manager updated Members accordingly.

PFI 116 UPDATE ON NEGOTIATIONS WITH LINTEUM LEISURE

The Project Manager reported on recent developments in negotiations with Linteum Leisure Ltd.

PFI 117 HELENA ROMANES SCHOOL – LEGAL FEES

The Project Manager updated Members on the position regarding the issue over the payment of Helena Romanes School's legal fees. No further progress could be made until the situation was resolved.

Members had considered three options at the meeting held on 26 June and had agreed to negotiate on the basis of a combination of options 2 and 3. This decision had been put to the Helena Romanes School but was not accepted.

After discussion, Councillors Clifford and Row proposed that a final offer of option 3 be made and this was agreed by Councillor Ketteridge. The Chairman said that we must make the position clear to the school and all other issues must now be resolved.

PFI 118 **DATE OF NEXT MEETING**

The next meeting will be held on Wednesday, 15 August at 10.00 am.

The meeting ended at 12.30 pm.

**LEISURE (PFI) BOARD MEETING held at 11.00 am on 4 SEPTEMBER 2001 at
COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN**

Present: Councillor A R Row – Chairman.
Councillors R A E Clifford, R J Copping and A J Ketteridge.

Officers in attendance: Mrs E Forbes, Mrs L Bunting, Ms K Chapman,
F Chandley, J B Dickson and Mrs S McLagan.

PFI 119 MINUTES

The Minutes of the meeting of the Leisure (PFI) Board held on 9 July 2001 were received, confirmed and signed by the Chairman as a correct record.

PFI 120 BUSINESS ARISING

There was no business arising that would not be discussed later in the meeting.

PFI 121 UPDATE ON MEETINGS OF THE SENIOR OFFICER LEISURE BOARD

A meeting of the Senior Officer Leisure Board had been held earlier in the day and the Project Manager advised Members of issues discussed.

In answer to a question from Councillor Copping the Project Manager assured him that all matters relating consultants would be reported to the next meeting of the Leisure Board.

PFI 122 UPDATE ON NEGOTIATIONS WITH LINTEUM LEISURE

The Project Manager reported on the current situation regarding negotiations with Linteum Leisure Ltd.

PFI 123 HELENA ROMANES SCHOOL

The Project Manager reported that there had been no reply from the Helena Romanes School to a letter which had been sent to them on 15 August 2001 regarding outstanding issues. The situation was now becoming urgent and the Project Manager was to contact the school again. It was considered that the only way forward now was for Members to meet with the school's Governors to develop a strong working

relationship between the school and the Council. The Chief Executive was to write another letter to the School expressing the opinion of the Council.

PFI 124 **DATE OF NEXT MEETING**

The next meeting will be held on Monday, 24 September 2001 at 10.30 am.

The meeting ended at 12.05 pm.

**HIGHWAYS SUB-COMMITTEE held at 7.30 pm at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN on 11 JULY 2001**

Present:- Councillor Mrs S Flack – Chairman
Councillors Mrs C A Bayley, M A Gayler, P G F Lewis,
Mrs J E Menell, R J O’Neill, R W L Stone and P A Wilcock.

and Also present at the invitation of the Chairman: Councillors R A E Clifford
G W Powers.

Officers in attendance: Mrs M Cox, A Forrow, Mrs S Nicholas and
Mrs R Johnson (Uttlesford District Council), P Hardy (Essex
County Council) and Sergeant J Sones (Essex Police TMO
Chelmsford)

HW1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs C M Dean.

HW2 MINUTES

The Minutes of the meeting held on 21 March 2001 were received,
confirmed and signed by the Chairman as a correct record, subject to the
first sentence of the second paragraph of HW36 being replaced with the
following words:

“Mrs C M Dean said the stretches of road where parking was allowed
should be marked into bays to prevent cars abutting driveways and thus
causing difficulties for residents backing onto the road. Parking
restrictions should apply to both sides of the road.”

HW3 BUSINESS ARISING

**(i) Minute HW34 (ii) – Traffic Regulation Order – Proposed
Waiting Restrictions High Stile Great Dunmow**

Members were advised of the latest situation at High Stile, Great
Dunmow. The County Council’s Development Control and Regulation
Committee had recently granted planning permission for the extension to
the school. It had not included a requirement for a scheme of traffic
management measures to be in place before the permission was
implemented, as had been requested by this Council’s Development

Control Sub-Committee. Subsequently, the Development Control Sub-Committee at its last meeting had asked that the issue of a traffic management scheme be referred to County Councillor Williams, the Portfolio Holder for Transportation. He had been invited to attend this meeting but had replied that he hoped that in the first instance the matter could be considered by the Local Transportation Panel. A meeting to discuss this and other issues raised by Uttlesford Members was to be arranged shortly.

Councillor Powers felt that the County Council should not consider the planning application until an appropriate traffic management scheme was in place. He had still not been able to arrange a meeting between all the interested parties. The Chairman said that she would speak to Councillor Powers after the meeting in her capacity as a County Councillor to try and move this matter forward.

(ii) Minute HW30 – Locally Determined Budget Programme

Councillor Mrs Menell asked if she could have a reply from County Highways regarding her request for a grit box in the parish of Littlebury.

(iii) Traffic Regulation Order – Proposed Waiting Restrictions – Bridge End Street High Street and Station Road Saffron Walden

In answer to a question from Councillor O'Neill it was confirmed that the scheme had been passed to the contractor and would be implemented in due course.

HW4 NEW STREET/HASLERS LANE JUNCTION GREAT DUNMOW

Members were given details of a situation at the junction of New Street and Haslers Lane, Great Dunmow. The road had not yet been adopted and, because of the developer's concerns about the possible creation of a rat run, he had placed oil drums at the end of the lane to prevent vehicular access. Complaints had been received from Great Dunmow Town Council and the Chamber of Trade about the condition of the drums and the need to find a permanent solution.

Members discussed this proposal in detail and were advised of the possible options. As there was no reason why Haslers Lane should be a through route Members felt that removable/lockable bollards to be placed at the back of the footway line in the area that had been adopted would be the most appropriate solution. This matter would need to be looked at again once the road was adopted. Members agreed that nearby residents

should be informed of this proposal and given the opportunity to raise any objections to the Highways Authority.

RESOLVED that residents be informed that removable/lockable bollards be placed at the end of Haslers Lane/New Street junction and any objections be passed to the Area Manager.

HW5

LOCALLY DETERMINED BUDGET PROGRAMME 2001/02 – 2003/04

Further to the meeting on 21 March 2001, all parish council requests for schemes had now been visited, scored and ranked and a programme for the current year and the two subsequent years had been prepared. It had been decided that schemes over £25,000 should be considered for alternative funding and these had not been included within the programme. The programme would be reviewed annually and any new requests scored and added to the list as a reserve scheme. It was also proposed that at the start of each programme year a further year be added to the overall programme using the reserve list. The total value of the requests on the new lists was £3,236,500 whereas the budget allocation for 2001/02 was only £164,000. As there was likely to be a similar amount available in subsequent years, it was obvious that other ways of funding some of the schemes needed to be investigated.

The Chairman commended the Highways Officers for producing this document. This was now a properly costed and objective programme and all parishes could see where their schemes were and have some idea of when they might be implemented.

It was intended to write to all parish councils to inform them of the position of their requests. Members asked that parishes be given the opportunity to fund a scheme themselves if they considered it to be particularly urgent. Members were still very disappointed at the amount of funds allocated to the Locally Determined Budget.

RESOLVED that

- 1 The proposed three year Locally Determined Programmes shown at Appendix 10 to the report be approved.
- 2 The Area Manager report to each meeting of the relevant Committee on progress on the current year's programme.
- 3 The Area Manager prepare an annual report to the relevant Committee to gain approval for programmes beyond 2003/04 made up from the reserve list.

- 4 The Area Manager be approved to make minor changes to the Programme by bringing forward and putting back schemes only when problems arise which precluded a scheme from being completed in a particular year. These changes to be reported in the progress report.
- 5 The Area Manager be asked to write to all parish councils to inform them of the position of all their requests and the likely period of time before schemes on the reserve list are funded and to give them the opportunity to fund the schemes themselves if they so wished. Comments received to be reported to the relevant Committee when making decisions about a future year's programme.

HW6

LOCAL TRANSPORT PLAN PROGRAMME 2001/02

Members were informed of the progress on schemes within the Local Transport Plan Programme for 2001/02 that related to the Uttlesford District. Councillor Willcock referred to the London to Ipswich multi modal (LOIS) road study and the leaflet outlining various options that had been circulated to all households. One option was to direct traffic to the A120/M11 and he considered that the Council should object to that proposal.

RESOLVED that the Council's response to the LOIS study be referred to a future meeting of the Environment and Transport Committee.

HW7

VARIABLE SPEED LIMITS OUTSIDE SCHOOLS

Further to Minute HW23 of the meeting on 4 February 2001 a reply had now been received from the Highways Agency – Cumbria regarding the speed limit on the A5092 at Lowick, Cumbria. Councillor Gayler commented that as this type of sign would cost in the region of £25,000 to £30,000 it was cost prohibitive at the present time, but should be borne in mind for the future.

HW8

ROAD SAFETY ADVISORY COMMITTEES

The Minutes of the Road Safety Advisory Committees held at Saffron Walden on 13 June and Dunmow on 18 June were received. The

Chairman said that these Advisory Committees had a tendency to discuss issues other than road safety and Members were tending to question the Area Manager about maintenance problems within their parish. It was important that the district council representatives made sure that the other Members were quite clear about the Committee's terms of reference.

The Road Safety Officer reported that there had been a delay with the surveys for the Safer Journey to Schools initiative, but she hoped that progress would be made soon.

The Chairman enquired about the legal position when road signs were obliterated by overgrowth. Sergeant Sones said that in these cases the Police would be unlikely to prosecute. Councillor Stone asked that some effort be made to clean the village signs in the district, some of which were in a very poor condition. In answer to a question from Councillor O'Neill it was confirmed that the District Council now had the powers to make traffic regulation orders.

The meeting ended at 9.15 pm.

HOUSING STRATEGY WORKING PARTY held at 6.00 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 23 JULY 2001

Present:- Councillor M A Hibbs – Chairman.
Councillors E C Abrahams, Mrs C A Bayley, Mrs D Cornell, A J Ketteridge, Mrs C M Little, Mrs J E Menell and R W L Stone.

Tenant Panel representatives:- Mr J Grimshaw and Mr J Sumner-Smith

Officers in attendance:- R Chamberlain, W Cockerell, Mrs M Cox and Ms H Frost.

HSWP1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A R Row and Mrs J Bolvig-Hanson.

HSWP2 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that Councillor Mrs C A Bayley be appointed Vice-Chairman of the Working Party.

HSWP3 THE HOUSING STRATEGY STATEMENT 2002-2006

Members received the draft Housing Strategy Statement for 2002 – 2006. The draft document had to be with the Department for Transport, Local Government and the Regions (DTLR) by 30 July 2001, followed by submission of the final approved document in September 2001. The document was an update of that approved last year and included comments made by the Local Government for the East of England (Go-East) following last year's submission. The statement had also been reviewed in light of the commitments made in the Best Value Performance Plan and the recent Housing Best Value Inspection Report. It also included the results of consultation with various agencies carried out in April/May 2001. Once the document was approved by this Working Party, it would be the subject of a further round of consultation before being submitted to the Housing and Health Committee in September 2001.

The Working Party then considered various aspects of the document.

(i) Housing Inspector's recommendations and comments

The Working Party was advised of the recommendations of the Best Value Inspector and officer's comments on how these were to be addressed. Members noted that the review had been generally positive.

The Inspector had questioned the accessibility of the out of hours service. Currently anyone phoning the Council out of hours was invited to leave a message or in the case of an emergency, telephone the out of hours service at Cambridge. It was thought that it would be preferable to access the emergency number through just one phone call. Officers considered that the current systems worked well, but they would look at the possibility of a change of arrangements to accommodate the Inspectors concerns.

In respect of repairs, it was expected that the proportion of expenditure on planned maintenance would be increased and therefore responsive repairs would subsequently be reduced. The Chairman felt that the proposed system of appointments should apply to Council officers as well as to contractors.

The Inspector had referred to the rent collection procedures. Officers drew attention to the revised procedures which had seen an improvement in the number of rent arrears cases. Members commented that the new Working Family Tax Credit might have an impact on tenants' rent levels and it was agreed that this should be mentioned in the next tenants' newsletter. The working party felt that rent statements should be considered. Officers would investigate this further including its frequency and how to distribute it in the most cost effective way.

The Inspector had asked the Council to consider introducing a Council wide anti-poverty strategy. Whilst this was not considered a major problem in Uttlesford, Members felt there were a number of welfare related issues which would be addressed as part of the Best Value Review of housing need. The inspection had made a number of suggestions about improving tenant participation. Some parts of the present system were working well, although improvements could be made. This would be part of a Best Value Review in 2002/03.

(ii) Housing Action Plan

Members considered the Housing Action Plan which had arisen from the 2000/01 Housing Services Best Value Review. Members made the following points

In certain cases, it might be appropriate to offer tenants general assistance to encourage them to move to a smaller property from a larger under occupied property.

The Chairman asked whether a Health and Safety Audit had been carried out in order to establish works that might be required to Council properties. He referred to older properties that might still have asbestos materials and

also to a single paned glazed panels next to the front door of some properties. Officers agreed to investigate these specific points.

(iii) Strategy Statement

The Working Party then considered the Strategy document as a whole and made suggestions for revision and additions to the text.

With regard to the use of private sector housing, it was felt that the only such housing that was significantly under utilised in the District, was properties over shops. The statement should include a reference to encourage town centre landlords to release property for residential use.

Councillor Hibbs asked that there be an annual review of the number of repair work inspections.

The final page of the strategy gave a summary of the estimated total need and vacancies to be created up to 2005/06. It was pointed out that if all the possible schemes went ahead, the need figures could be reduced significantly.

RESOLVED that the draft Housing Strategy Statement 2002 - 06 be recommended for approval to the Housing and Health Committee in September 2001.

The meeting ended at 8.00 pm

HOUSING STRATEGY WORKING PARTY held at 6.00 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 30 JULY 2001

Present:- Councillor M A Hibbs – Chairman.
Councillors E C Abrahams, Mrs C A Bayley, Mrs D Cornell
and Mrs C M Little.

Tenant Panel Representative:- Mrs J Bolvig-Hanson.

Officers in attendance:- R Chamberlain, M R Dellow, Ms H Frost,
Mrs R Millership and P Snow.

HSWP4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs J E Menell, A R Row and R W L Stone and from Mr J Sumner-Smith (Tenant Panel Representative).

HSWP5 HOUSING REVENUE ACCOUNT 30 YEAR BUSINESS PLAN

The Chief Accountant presented a report explaining the background to the new financial framework introduced by the Government for the management of local authority housing. The Council was required to submit a 30 year business plan setting out its long-term views on the management and development of the housing stock and this plan would link in to the Council's Housing Strategy. The plan would enable the Council to assess its maintenance programmes taking account of the availability of resources and would be constantly reviewed and updated in the context of the Council's strategic objectives and the principles of Best Value.

A draft business plan was submitted for information and comment. A revised draft plan would be submitted to the Department for Transport, Local Government and the Regions (DTLR) by 13 August. The final draft document would be submitted to the Health and Housing Committee in September before being sent to DTLR.

The business plan model itself was extremely complex and officers had, as yet, taken no definite view of the medium to long term position. The plan had been drafted to act in support of a vast number of spreadsheets needed to follow the Government's financial framework model. This information had been condensed as far as possible in the information presented to Members.

The Chief Accountant stated that a number of assumptions had been made in preparing the draft plan and he suggested a number of specific areas for the working party to focus upon in order for their views to be reflected in the draft document.

The Programme Officer referred to the backlog of repairs work highlighted by the stock condition survey. This had identified a figure of £12.4m but on close examination had erroneously included a number of projected expenditure items such as new kitchens and bathrooms for all properties. There was general agreement that it was not possible at this stage to assess the true shortfall figure on backlog repairs but the estimate in the report had to be seen as a starting point, and had to be treated with some caution. The situation would be clarified in time.

The Working Party went on to consider the areas identified for discussion by the Chief Accountant.

(i) Right to Buy Figures

The report had examined the effect of the Right to Buy (RTB) policy and had tried to identify future trends. It had been assumed that the level of sales would continue at much the present level.

There was also reference to the Council's policy not to dispose of bungalows. The Housing Services Manager said that very few bungalows had been sold on appeal and he was aware that a change of policy may increase demand to purchase this type of accommodation. The current RTB policy had resulted in a reduction in the stock of general needs housing but the stock of bungalows had remained fairly constant. The Working Party discussed the implications of offering bungalow accommodation for sale and agreed that the existing policy should be retained to maintain social housing provision for future generations of elderly people.

(ii) Disposal of Sheltered Units

The Chief Accountant said that the draft business plan had assumed that some disposal of sheltered units to registered social landlords would continue to occur. It was likely that some bedsit accommodation would become difficult to let over the next few years and the Working Party considered the most advantageous course of action for the Council and its tenants. It was agreed that the Council should continue to retain sheltered accommodation except where, for financial reasons, other options would need to be considered.

(iii) Balance Between Planned and Responsive Repair Programme

It was recognised that expenditure on responsive repairs rather than planned maintenance was not cost effective or a good use of limited resources. The level of expenditure on ad hoc repairs would continue to create pressure on the Housing Revenue Account. The Programme Officer said that officers were well aware of these pressures and an attempt was being made to group together certain types of repair work which would enable these items to be included in the planned maintenance budget. This would enable a greater proportion of capital expenditure and remove some of the pressures for rent increases which would otherwise arise. The Working Party supported the proposed change of emphasis in the balance between planned and responsive maintenance.

(iv) Management Costs

The Chief Accountant advised the Working Party that fixed management costs would become relatively more expensive per unit as the stock continued to diminish and this should be flagged up as an emerging issue. The Chairman commented that Members considered the authority's management costs were at an effective level but could not be further reduced. It was agreed that it would be necessary to investigate the split between fixed and variable costs.

(v) Target Rents

It was likely that the Government would continue to move towards a policy of target rents which would take account of local property values. Although it was inevitable that rents would have to rise, they were already at a relatively high level in this area and it might be easier to achieve the target level than would otherwise be the case. The Chief Accountant also referred to the concept of the decent homes standard which was likely to lead to the introduction of a quality standard in the future.

The Chairman concluded that the intention to change the balance between planned and ad hoc repair expenditure would help to ease the transition towards target rents.

(vi) Supporting People

The Working Party was advised that the Supporting People Initiative would in future be funded by Government grant and would not therefore have to be included in the Housing Revenue Account budget. Members discussed a range of possible projects for which the released funding could be used. There was general agreement that the Council should explore extending the availability of computerised links for use by tenants

to assist with customer care. Such a project would help towards the achievement of e-Government targets in the housing field and would, at the same time, provide a further source of information for tenants' use.

In conclusion, the Chief Accountant said that a full presentation of the business plan model would not have been practicable at this meeting because of the complexity of the processes involved. After further consultation a draft document would be submitted to the Health and Housing Committee in September.

HSWP6

LAST MEETING OF THE WORKING PARTY

The Chairman thanked Members and officers for their help and support during the working life of the Working Party.

The meeting ended at 7.25 pm.

HOUSING STRATEGY WORKING PARTY held at 6.00 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 30 JULY 2001

Present:- Councillor M A Hibbs – Chairman.
Councillors E C Abrahams, Mrs C A Bayley, Mrs D Cornell
and Mrs C M Little.

Tenant Panel Representative:- Mrs J Bolvig-Hanson.

Officers in attendance:- R Chamberlain, M R Dellow, Ms H Frost,
Mrs R Millership and P Snow.

HSWP6 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs J E Menell, A R Row and R W L Stone and from Mr J Sumner-Smith (Tenant Panel Representative).

HSWP7 HOUSING REVENUE ACCOUNT 30 YEAR BUSINESS PLAN

The Chief Accountant presented a report explaining the background to the new financial framework introduced by the Government for the management of local authority housing. The Council was required to submit a 30 year business plan setting out its long-term views on the management and development of the housing stock and this plan would link in to the Council's Housing Strategy. The plan would enable the Council to assess its maintenance programmes taking account of the availability of resources and would be constantly reviewed and updated in the context of the Council's strategic objectives and the principles of Best Value.

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The Chief Accountant stated that a number of assumptions had been made in preparing the draft plan and he suggested a number of specific areas for the working party to focus upon in order for their views to be reflected in the draft document.

The Programme Officer referred to the backlog of repairs work highlighted by the stock condition survey. This had identified a figure of £12.4m but on close examination had erroneously included a number of projected expenditure items such as new kitchens and bathrooms for all properties. There was general agreement that it was not possible at this stage to assess the true shortfall figure on backlog repairs but the estimate in the report had to be seen as a starting point, and had to be treated with some caution. The situation would be clarified in time.

The Working Party went on to consider the areas identified for discussion by the Chief Accountant.

(v) Right to Buy Figures

The report had examined the effect of the Right to Buy (RTB) policy and had tried to identify future trends. It had been assumed that the level of sales would continue at much the present level.

There was also reference to the Council's policy not to dispose of bungalows. The Housing Services Manager said that very few bungalows had been sold on appeal and he was aware that a change of policy may increase demand to purchase this type of accommodation. The current RTB policy had resulted in a reduction in the stock of general needs housing but the stock of bungalows had remained fairly constant. The Working Party discussed the implications of offering bungalow accommodation for sale and agreed that the existing policy should be retained to maintain social housing provision for future generations of elderly people.

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The Chairman concluded that the intention to change the balance between planned and ad hoc repair expenditure would help to ease the transition towards target rents.

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to assist with customer care. Such a project would help towards the achievement of e-Government targets in the housing field and would, at the same time, provide a further source of information for tenants' use.

In conclusion, the Chief Accountant said that a full presentation of the business plan model would not have been practicable at this meeting because of the complexity of the processes involved. After further consultation a draft document would be submitted to the Health and Housing Committee in September.

HSWP7

LAST MEETING OF THE WORKING PARTY

The Chairman thanked Members and officers for their help and support during the working life of the Working Party.

The meeting ended at 7.25 pm.

**AIRPORT WORKING PARTY held at 7.30 pm at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN on 23 JULY 2001**

Present: Councillor Mrs J F Cheetham – Vice-Chairman in the Chair.
Councillors Mrs M A Caton, Mrs C M Dean, P G F Lewis,
R C Smith and P A Wilcock.

Also present: Councillor R P Chambers.

Also present at the Chairman's invitation: Councillors Mrs E J Godwin and
R A Merrion.

Officers in attendance: Mrs L Bunting and B D Perkins.

AP40

APOLOGIES

Apologies for absence were received from Councillors M L Foley,
A J Ketteridge, G Sell and A C Streeter. An apology for absence was also
received from Mr C Bush – Planning Director, Stansted Airport.

AP41

DECLARATIONS OF INTEREST

Councillor Mrs J F Cheetham declared a non-pecuniary interest as a
member of NWEHPA.

AP42

MINUTES

The Minutes of the meeting held on 23 April 2001 were received,
confirmed and signed by the Vice-Chairman as a correct record.

AP43

BUSINESS ARISING

Minute AP36

Members had expressed concern at the last meeting over the wording of
the Consultative Committee's response to the consultation report on
proposals to develop Stansted Airport beyond 15mppa and had
considered that it implied support for further expansion.

Councillor Smith had attended the STACC meeting held on 25 April 2001
and had proposed an amendment which clarified that it was for local

authorities to decide the right way forward in dealing with further development at Stansted Airport. The amendment had been carried.

AP44

STANSTED AIRPORT UPDATE

Members received a report from Mr C Bush outlining progress to date at the Airport.

The report stated that passenger throughput up to June this year had been approximately 12.9 million, an increase of 21.7% on this time last year. Cargo traffic throughput to June had amounted to 175,303 metric tonnes, an increase of 6.8% on last year's figures. It was also reported that UK domestic flights had increased since the rail accident at Hatfield.

The Director of Community Services reported that the planning application for the proposed growth of the Airport to 25mppa was expected to be submitted at the beginning of August. Councillor Smith referred to the planned new standby runway and the need for strict conditions on its use. In terms of possible longer term developments the Council would need to respond robustly to the Government consultation now expected early next year.

Councillor Mrs Godwin referred to the construction of the slip roads near Birchanger. The work was due to take 18 months and was causing a build up of traffic during peak times which was a considerable problem for the village. A bund was to be created during the next planting season.

AP45

NIGHT FLIGHTS AT STANSTED AIRPORT

Members received a copy of a letter from John Stent, Managing Director of Stansted Airport, regarding the Council's request to reduce the number of night flights to zero. In his letter, Mr Stent outlined a typical night's operations at the Airport and went on to say that BAA had introduced a voluntary ban on any new Quota Count Category 4 flights at night. The principal effect of a night ban would be the loss of jobs and business and would make Stansted a less attractive business proposition for many airlines which in turn would penalise both the local area and region. The night flight regime was controlled by the DETR and the next review would take place in 2003/04. Mr Stent had given BAA Stansted's commitment that an increase in night flights would not be sought at that time.

A reply was to be sent expressing disappointment on the letter's content and requesting a debate of the issues, which could take place at the first meeting of the new Stansted Airport Advisory Panel.

The Vice-Chairman suggested that the Council write to the Government, making clear the views of the Council and pointing out that, in Europe, night flight activity was operated only at very few airports. As it was the

Government's policy to determine night flights, she said it was a good opportunity to make the Council's opinions clear.

AP46

STANSTED AIRPORT ADVISORY PANEL

The Director of Community Services advised Members that, at present, there were no terms of reference for this Panel and that now was an opportunity for views and comments.

Members agreed that the terms of reference should remain generally similar to the existing terms of reference of the Working Party. A clear working relationship needed to be established between the Panel and the Environment and Transport Committee. The Panel should continue to be programmed in relation to the STACC meetings four times a year as at present and proposed that extra meetings should be arranged as and when required.

AP47

MINUTES OF STACC MEETING HELD ON 25 APRIL 2001

The Working Party received the Minutes of the STACC meeting held on 25 April 2001. The Vice-Chairman thanked Councillor Smith for his work on STACC.

AP48

AGENDA FOR STACC MEETING ON 25 JULY 2001

The Working Party received the agenda for the STACC meeting to be held on 25 July 2001. Members noted with sadness the death of John Baker of the Uttlesford Association of Local Councils.

Councillor Mrs Caton was to attend the meeting and a discussion then took place regarding matters to be raised. These included ground running noise which was particularly bad at present, the smell of Kerosene in Birchanger and the difficulty in getting through to the noise complaint line at the Airport .

AP49

REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

The Vice-Chairman circulated a report outlining a recent visit to Finningley Airport near Doncaster which was the subject of a planning application for commercial and freight operation.

The Director of Community Services reported on his attendance at a meeting of SASIG. It was considering whether a further response was required to Government before the consultation next year.

The meeting ended at 8.50 pm.

BEST VALUE SUB-COMMITTEE held at 7.30 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 24 JULY 2001

Present:- Councillor R P Chambers – Chairman.
Councillors Mrs C A Cant, Mrs D Cornell, Mrs C M Little, R J O'Neill and R W L Stone.

Also present at the invitation of the Chairman:- Councillors Mrs C A Bayley and Mrs J E Menell

Officers in attendance:- R Chamberlain, J B Dickson, M T Purkiss, R M Secker and A Stewart.

BV34 APOLOGIES

An apology for absence was received from Councillor P A Wilcock.

BV35 MINUTES

The Minutes of the meeting held on 27 March 2001 were received, confirmed and signed by the Chairman as a correct record.

BV36 BEST VALUE REVIEWS 2001/02

The Chairman stated that, as part of the initiative to ensure that the Best Value Reviews were Member-led, it was intended that the progress reports on the four reviews included in the 2001/02 Plan would be presented by Members.

(i) Health

Councillor Mrs Bayley introduced the report which set out the preferred improvement options arising from the work so far on the Best Value Review of Health.

She stated that it was intended the review should look at the following options:-

- Working together with the local NHS, PCT and Social Services in co-ordinating joint funding for health related charities and support organisations.

- Working together with the local NHS, PCT and Local Transport Authority in co-ordinating funding for community transport initiatives specifically for access to health services.
- Working together with the local NHS, and PCT in promoting the areas identified in the Health Improvement Programmes and in obtaining feedback from clients, maximising joint funding opportunities and identifying the Authority's new scrutiny role.
- Providing Officer support to Members representing the Authority on PCT Boards and CHCs.

Councillor Chambers said that the Government was proposing to reorganise regional health authorities from 1 April 2002 and it was likely that there would be one health authority for Essex. There was some concern about the possible impact this might have on health services and the work of the Primary Care Trust. Councillor Mrs Cant added that it was intended that scrutiny committees would take over part of the role of the Community Health Council and further clarification on this issue was being sought.

Councillor O'Neill felt that it was important that the amount which this Council spent on health related grants was identified and a decision could then be taken on whether support could be provided more effectively in other ways.

RESOLVED that the Review Team explore these options further and invite further input from Members and officers where appropriate and report on their findings to the relevant committee in the autumn.

(ii) Warden Services

The Housing Services Manager reported on the proposed improvement options identified by the Member Reference Group arising from the work so far carried out on the review of the warden services.

The following issues had been identified for the next stage of the review:-

- Restructure the way wardens provide an improved service which will include personal daily visits to tenants and the same level of service to residents at all sheltered sites.
- Consider the allocation of some difficult to let sheltered units at Barkers Mead, Little Hallingbury to people under retirement age and to consider the implications of not continuing allocating these vacancies to homeless families.

- Consider issues relating to extending the Lifeline service to some other vulnerable groups.
- Review the name of Warden and review basic duties.
- Ensure that the Council gets value for money regarding monitoring charges and purchase of equipment.

RESOLVED that the Review Team explore these options further and invite further input from Members and officers where appropriate and report on their findings to the relevant committee in the autumn.

(iii) Community Safety, Emergency Planning and Drug Prevention

Councillor Mrs Cornell presented a report on the progress of the Best Value Review of Community Safety, Emergency Planning and Drug Prevention.

In relation to Community Safety, the following options had been identified:-

- Restructure Community Safety and Emergency Planning
- Review existing arrangements with providers/partners for joint delivery of services
- Cessation of service in part or whole
- Out-Source all Community Safety

The following options had been identified in relation to Emergency Planning:-

- Stay as we are
- Restructure Emergency Planning and Community Safety
- Split Emergency Planning: Planning (Out-Source) and Response (In-house)
- Out-Source All Emergency Planning

The following options had been identified in relation to Drug Prevention:-

- Identify Service Area for Out-Sourcing, eg Transfer sharps collections to an internal or external agency
- Review and re-organise existing arrangements for district treatment/advisory services
- Offer expertise/facilities to others – generate income
- Review existing arrangements with partners/providers for joint delivery of services

RESOLVED that the Review Team explore these options further and invite input from Members and officers where appropriate and report on their findings to the relevant committee in the autumn.

(iv) Corporate Support

Councillor Chambers presented the progress report on the Best Value Review of Corporate Support Services. It outlined some significant options to investigate further which could lead to significant improvements in the cost effectiveness of the service provided, including meeting Government targets. The following initial options had been identified:-

- Investigate the centralisation of Council office accommodation including Great Dunmow without new building and pursue staff car parking arrangements.
- Improvements to corporate support work, either identified or required by Members such as relevant forward focused up to date information to assist them in their various roles.
- Investigate flexi time including hot desking and home-working arrangements
- Develop a corporate procurement function including the possibility of working with other organisations in order to achieve best value in service delivery.
- Investigate the most appropriate way of ensuring that, if possible, by 2005, all the Council's services are available electronically.
- Investigate ways of improving the information flow between staff, members and the public.
- Investigate the benefit of the Council self-insuring through the Council's own fund against certain risks and also review the excess levels contained in various policies.
- Develop a corporate risk management implementation strategy including assessing the benefits of introducing effective risk analysis.
- Investigate possible improvements to individual services by reviewing cross-cutting internal working arrangements.
- Ensure that the current investigation into payroll arrangements is concluded and best value obtained.
- Investigate partnership opportunities with other public authorities or the private sector at individual service level and/or also covering the whole of Corporate Support Services.

RESOLVED that the Review Team explore these options further and invite further input from Members and officers where appropriate and report on their findings to the relevant committee in the autumn.

BV37

BEST VALUE INSPECTIONS

The Chairman reported that he had attended a seminar on corporate governance. It was apparent from this that both the Government and the Audit Commission had recognised that the Best Value Review process

was becoming very bureaucratic and were looking at ways of reducing the amount of inspection involved. An invitation was extended for pilot authorities to take part in an experiment involving the integration of audit and inspection work. The Chairman had discussed this matter with the Chief Executive and had stated that this Council would be willing to take part in any pilot arrangement.

RESOLVED that the action taken by the Chairman be confirmed.

The meeting ended at 8.55 pm.

STANSTED AIRPORT REFERENDUM GROUP MEETING held at 7.30 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 25 JULY 2001

Present:- Councillors Mrs M A Caton , Mrs C M Dean, R D Green, P F Lewis and R J O'Neill.

Officers in attendance:- B D Perkins and Mrs J Postings.

SAR1 APPOINTMENT OF CHAIRMAN

It was agreed that Councillor P G Lewis be appointed Chairman.

SAR2 APOLOGIES

An apology for absence was received from Councillor G Sell.

SAR3 PURPOSE OF GROUP AND ARRANGEMENTS FOR REFERENDUM

The Group was reminded of the Notice of Motion to and the resolution of Council and the informal workshop. The primary issue to be discussed was whether the referendum should relate to the planning application to be submitted soon or to the longer term strategic issues arising from the Government consultation, early next year, on options to accommodate future passenger demand in the south east and the East of England (the SEERAS Study).

This issue was discussed at length with a variety of views being expressed. The implications of conducting a referendum during the processing of the planning applications were considered. It was noted that the timing of the referendum was important. The observations of Councillor A Dean were also considered.

The planning application would be the subject of wide public consultation. The Council would receive much advice and comment. It would have the opportunity, as appropriate, to seek additional advice if that is necessary to assist it in the consideration of the planning application. It would have to be determined in the context of relevant policies in the usual way. It was in this context that overall the Group felt that this was not the appropriate issue to introduce a referendum.

The majority of the Group agreed that it was appropriate to consider the longer term strategic issues, with a view to influencing the development of Government policy. It was agreed that the Council must determine its own policy regarding further expansion at Stansted in particular, and the south-east in general. It was also agreed that it was important to provide information to the community before any referendum takes place. Some information would be provided during the processing of the planning application.

The issue whether the referendum should comprise one question or a survey containing several questions was also asked. The one question could ask whether the resident agreed with the policy of Uttlesford District Council on the future expansion of the airport. Details of the policy would be provided to the residents. Alternatively, there could be specific questions dealing with issues such as control of noise, nightflights. It was noted that the Council would need professional advice on any wording.

RECOMMENDED to Council that:

- 1 the Referendum address the longer term strategic issues, in order to influence the development of Government policy.
- 2 It collects information and advice so that it can carry out its referendum during the consultation period on the SEERAS Study
- 3 It decides the appropriate Committee/Group to progress this work.

The meeting ended at 9.05 pm.

**DEVELOPMENT CONTROL and LICENSING COMMITTEE held at
2.00 pm at COUNCIL OFFICES GREAT DUNMOW on 3 SEPTEMBER
2001**

Present:- Councillor R B Tyler – Chairman
Councillors E C Abrahams, W F Bowker, Mrs C A Cant,
Mrs J F Cheetham, R A E Clifford, Mrs C M Dean,
Mrs E J Godwin, R D Green, P G F Lewis, Mrs J I Loughlin,
D M Miller and A R Thawley.

Officers in attendance:- Mrs L J Crowe, J Grayson, J Mitchell, J G Pine,
Mrs J Postings and M T Purkiss.

The Chairman welcomed the press and public to the first meeting of the Development Control and Licensing Committee. He also welcomed John Mitchell, the new Head of Planning and Building Surveying, and the new Committee Members, Councillors E C Abrahams, Mrs C M Dean and Mrs J I Loughlin.

1 APOLOGIES

An apology for absence was received from Councillor Mrs M A Caton.

2 DECLARATIONS OF INTEREST

Councillor Mrs J F Cheetham declared an interest in application 0880/99/OP Saffron Walden as her husband is a member of the Hospital Trust. She left the room during the discussion on the matter.

Councillor R B Tyler declared a pecuniary interest in application 0956/01/LB Saffron Walden and took no part in the discussion on the matter. The Vice Chairman took the chair for the discussion on this item. Councillor R D Green also declared an interest in this application as a member of the Town Council which leased that part of the building to the District Council.

Councillor Mrs Cant declared a non-pecuniary interest in application 0791/01/FUL Stansted and did not speak or vote on the matter.

3 MINUTES

The Minutes of the meeting held on 13 August 2001 were received, confirmed and signed by the Chairman as a correct record subject to the following amendments:-

(i) **Minute P57 Apologies –**

Councillor Green's initials to be recorded as R D Green.

(ii) **Minute P61(a) 0682/01/DFO Stansted/Birchanger**

In the second line the words "issue the decision notice" be deleted and the word "approve" inserted and on the third line the word "regarding" be deleted.

4

MATTERS ARISING

(i) **Minute P62 - Applications At Millfields And Brook Road, Stansted**

(1) **Erection Of 2 Semi-Detached Dwellings And 2 Garages; Relocation Of 2 Garages And Formation Of Vehicular Access And Parking Area At Land Rear Of 10-16 Millfields, Stansted – UTT/0374/00/Ful And (2) Erection Of Four Detached Houses And Formation Of Parking Spaces At Brook Road, Stansted – UTT/1418/00/Ful.**

Members were informed that the developers were willing for more land to be made available for highway improvements and parking facilities.

RESOLVED that conditional planning permissions be granted subject to execution of the joint Section 106 Agreements.

(ii) **Minute P64 - Proposed Diversion of Footpaths at Marks Hall, White Roding.**

Members received a further report clarifying that none of the paths would be diverted along the road.

RESOLVED that Orders diverting Footpaths 21, 3, 8 and 30 and extinguishing part of Footpaths 26 and 5 and creating an alternative footpath off the road as shown on the application plan be made and advertised.

(ii) **Minute P6(g) - Rickling C Of E Primary School Extension – UTT/0666/01/CC**

Members noted that Essex County Council had granted planning permission.

APPLICATION WITHDRAWN

It was noted that planning application 0754/01/FUL Newport had been withdrawn.

PLANNING APPLICATIONS

Approvals

RESOLVED that planning permission and listed building consent, where applicable, be granted for the following developments, subject to the conditions, if any, recorded in the Town Planning Register:-

0020/01/FUL Debden – Conversion of barn to single dwelling. Construction of new vehicular access - Barn at Broctons Farm, Rookend Lane, Debden for W Bunting.

0761/01/OP Takeley – Two-storey building for class B1 (business). Factory Building on Part of Zellweger Site – former Neotronics building, Parsonage Road for City and Westminster Developments Ltd.

1) 1026/01/FUL and 2) 1027/01/CA Great Chesterford

- 1) Replacement two-storey detached house and detached garage.
- 2) Demolition of existing bungalow - October Lodge, Carmel Street for Mr and Mrs M Dunn.

0883/01/FUL Saffron Walden - Building to accommodate 5 units of affordable housing (amendment to UTT/0160/01/FUL) – Site at junction of Castle Cross and Usterdale Road for Mr K Charles Owen.

0802/01/FUL Stansted – Two-storey dwelling and vehicular access – Land adjacent to 35 Blythwood Gardens for Mrs W Orrowe.

0782/01/FUL Wimbish – Change of use of garage from domestic (Class C3) to Distribution Use (B8) – The Mission Hall, Howlett End for Deborah Ferris-Lay.

(b) Refusals

RESOLVED that the following applications be not granted for the reasons stated in the Town Planning Register:-

0686/01/OP Wimbish – Demolition of existing outbuildings and erection of detached dwelling – Land adjacent Villa Clemilla, Lower Green for Mr J Ridlington.

0791/01/FUL Stansted – Conversion of Class B1 workshop and office to Class C3 dwelling. Demolition of single-storey workshop and erection of two-storey dwelling – No 3 (Workshop) Industrial Unit and Office, Woodfield Terrace for Mrs P Chick.

0115/01/FUL Manuden – Ground and first floor apartments – Land forming part of 23 Mailers Lane for Mr B Hornett.

(c) Deferments

RESOLVED that the determination of the following applications be deferred:-

0326/01/FUL Hatfield Broad Oak – Replacement dwelling – Anthonys, Anthonys Lane for Mr J Schonberg.

Reason: Awaiting revised plans.

0343/01/FUL Manuden – Two-storey side extension incorporating double garage. Ground floor rear extensions. Creation of vehicular access – 18 The Street for Mr D Farnham.

Reason: Awaiting revised plans.

0382/01/FUL Saffron Walden – 72 no dwellings comprising 20 two bed flats, 16 one-bed flats, 28 two-bed houses and 8 three bed houses – Land off Thaxted Road, Harris Yard and Allotments off Radwinter Road for Monkbury Ltd.

Reason: At applicant's request to discuss sight lines with ECC transportation.

0591/01/FUL Great Hallingbury – Detached two-storey dwelling and integral double garage. Change of use from public house car park to residential and creation of new vehicular access – Land adjacent to The Hop Poles, Bedlars Green for Mr P Cullen.

Reason: Awaiting revised plans.

0719/01/FUL Thaxted – Demolish dwelling and outbuildings. Replacement dwelling and garage with room above – Folly Mill Cottage, Folly Mill Lane, Monk Street for Mr D Wiggins.

Reason: Awaiting revised plans.

0880/99/OP Saffron Walden – Nursing Home (60 beds) and 66 car parking spaces – Saffron Walden Hospital, Radwinter Road for the Uttlesford Primary Care Trust.

Reason: For further discussion on infrastructure funding.

(d) Appeal to Planning Inspectorate Regarding Absence of Decision Within Eight Weeks

0681/01/OP Felsted – One dwelling – Fairfield House, Bakers Lane for Executors J P Guthrie-Dow.

RESOLVED that the Planning Inspectorate be informed that, if an appeal had not been lodged, planning permission would have been refused for the following reasons:

- 1 R3 – Contrary to Policy S2: Outside development limit. Detrimental effect on loosely-knit rural character.
- 2 R6 – Contrary to Policy H6. Unsuitable infill development. Gap too wide to satisfy criteria leading to consolidation of scattered development.
- 3 R22 – Contrary to Policy DC8: Loss of trees. Potential harm to or loss of preserved trees. Adverse long term effects on leafy nature of area.

(e) Referral to the Secretary of State for the Environment

RESOLVED that the Secretary of State for the Environment be notified that the Council is minded to grant listed building consent for the following development:-

0956/01/LB Saffron Walden – Installation of external light over front entrance door – Tourist Information Centre, Market Place for Uttlesford District Council.

(f) Site Visit

The Sub-Committee agreed to visit the site of the following application on Monday 24 September 2001:-

Mr S Latham of Thaxted Parish Council attended to speak on this item. A summary of the points he raised is appended to these minutes.

0843/01/FUL Thaxted – Change of use to offices. Research and development workshops, meeting area and supporting accommodation. Extension to existing barn – Claypits Farm, Bardfield Road for Molecular Products Ltd.

Reason: To assess the impact of the design of the new building on the street scene to negotiate design improvements.

ENFORCEMENT OF PLANNING CONTROL – MEADOWLANDS, HIGH RODING

Members received a report of commercial storage use being carried out in former agricultural buildings. The land had been identified in the District Plan as High Roding Local Policy 1 – for a change of use to housing. It was

RESOLVED that Officers be authorised

- 1 to enter into a Section 106 agreement to secure control of the commercial use of the land,
- 2 in the event that they were unable to negotiate such an agreement, to take enforcement and, if necessary, legal action to secure appropriate controls of the commercial use of the land.

8 MEMBER TRAINING IN PLANNING MATTERS – DRAFT PROGRAMME FOR FUTURE MEETINGS

Members received a report setting out previous programmes of training and suggesting the matters which could be covered during the next session.

Members raised the following points:

- (i) It would be helpful for papers to be circulated prior to the workshop
- (ii) Some workshops would be relevant for Parish Clerks/Councillors
- (iii) The training workshops should be open to all Councillors with some workshops being held in the evenings at Saffron Walden.

The Development Control Manager agreed to revise the programme accordingly and issue a summary of previous workshops. The Head of Legal Services and Development Control Manager offered to meet new Members during the first two weeks of October.

APPEAL DECISIONS

The Sub-Committee noted the following appeals which had been dismissed:-

- (i) Refusal of outline planning permission for a new dwelling and double garage at Copperfield, Cock Green, Felsted (UTT/1140/00/OP).
- (ii) Refusal of outline planning permission for the erection of a pair of semi-detached houses on land adjacent to 3 Hamilton Road, Little Canfield (UTT/1149/00/OP)

OUTLINE APPLICATION FOR ABOUT 400 DWELLINGS ETC AT ROCHFORD NURSERIES

Members received Counsel's opinion on whether it was lawful for the Council to reconsider its resolution to grant planning permission and whether Officers acted lawfully in not issuing the planning permission. Members expressed concern at the site being called a green field site when they had previously understood it to be a brown field site. Officers agreed to circulate definitions of a brown field and green field sites. Councillor Clifford said that a revised comprehensive Master Plan was needed for the whole site, which should include phasing.

RESOLVED that a report be submitted to a future meeting of the Development Control and Licensing Committee.

EXCLUSION OF THE PUBLIC

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of Exempt Information as defined in paragraphs 12 and 15 of Part I of Schedule 12(A) of the Act.

CHAIRMAN'S ANNOUNCEMENT

The Chairman presented the Head of Legal Services with a bouquet and thanked her for being an excellent professional Officer during her time in Uttlesford. He wished her good luck in her future role as Head of Legal Services with Cambridgeshire County Council.

ENFORCEMENT OF PLANNING CONTROL – PROGRESS REPORT

The Sub-Committee received a progress report on outstanding enforcement cases.

(i) **B&T Motor Salvage Duck End Stebbing**

A site visit had been arranged to take place on 17 September 2001 in anticipation of seeking an amended Court Order.

(ii) **Martinside Stud, Great Hallingbury**

An application had been submitted to the Council for alternative accommodation.

(iii) **Heathview Pond Lane Hatfield Heath**

The Planning Inquiry had been held on 21 August 2001 and the Inspector's decision was awaited.

(iv) **2A Pleasant Valley, Saffron Walden**

Councillor Green advised that neighbours had complained. The situation would be monitored by Officers.

(v) **Angel and Harp Public House, Church End, Great Dunmow**

The listed building/advertisement consent applications were still being sought.

(vi) **Windmill Works, Keeres Green, Aythorpe Roding**

The Public Inquiry decision was still awaited.

(vii) **Woodcroft, Stortford Road, Little Canfield**

The Public Inquiry would be held on 7 and 8 November 2001.

(viii) **Kings Head, Heydon Lane, Elmdon**

The appeal had been dismissed and the Council awarded partial costs. The effective date for compliance would now be 23 November 2001.

(ix) **Camp Farm, Mill Lane, Hatfield Heath**

Partial compliance had been achieved.

(x) **Robels Cottage, Cutlers Green, Thaxted**

The deadline for relocation of the fence would now be 3 October 2001.

(xi) **Lingfield, Chelmsford Road, Hatfield Heath**

Compliance was anticipated.

(xii) **Linton, Chelmsford Road, Hatfield Heath**

A planning application had been submitted.

(xiii) **1 The Chestnuts, Hatfield Heath**

The appeal had been heard and the Inspector's decision was awaited.

(xiv) **Seamans Farm, Littlebury Green**

The Enforcement Notice had been prepared but not yet served.

(xv) **Alan Tasker House Surgery, New Street, Great Dunmow**

A retrospective planning application was anticipated.

(xvi) **Royal Tandoori, Stansted**

The planning appeal had been dismissed. When further investigations had taken place, the breach of Condition Notice could be served.

The meeting ended at 4.05 pm.

COMMUNITY and LEISURE COMMITTEE held at 7.30 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 4 SEPTEMBER 2001

Present:- Councillor A R Row – Chairman.
Councillors Mrs C A Bayley, R J Copping, R C Dean,
D W Gregory, Mrs J E Menell, D M Miller and G Sell.

Also present:- Councillor R P Chambers.

Officers in attendance:- N Harris, Mrs S McLagan, B D Perkins and
Mrs C Roberts.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors E C Abrahams and
Mrs D Cornell.

MINUTES – COMMUNITY SERVICES COMMITTEE

The Minutes of the meeting of the Community Services Committee held
on 12 June 2001 were received, confirmed and signed by the Chairman
as a correct record.

PARKING STRATEGY WORKING PARTY

It was noted that the item about the Minutes of the meeting of the Parking
Strategy Working Party held on 12 July 2001 would be considered at the
meeting of the Environment and Transport Committee on 18 September
2001.

POLICY PRIORITIES AND BUDGET 2002/03

The Principal Accountant explained that this report outlined the proposals
for budget saving targets and committee cash limits arising from the
review of priorities which had now been undertaken by the Administration.
Subject to each committee's consideration and overall confirmation by the

Council, the targets and the Administration proposals underlying them would be used by officers as the basis for preparing service plans and committee budgets for 2002/03. The funding gap which had been projected in June required sustainable savings of £465,000. The Administration was proposing a savings total of £635,000, being £170,000 more than the June figure. The £170,000 represented, apart from any Council Tax increase above 2.5%, all that was available to meet growth items including amounts needed in support of the work of scrutiny committees, deterioration in the projected budget position, any inability fully to achieve the budget targets and anything else unforeseen at this stage. The target saving for the Community and Leisure Committee was £156,000 and in consequence the committee direct costs budget target 2002/03 was proposed to be £979,000.

Councillor R P Chambers referred to the Administration's policy priorities for 2002/2003 and the proposed committee cash limits. He informed the Committee that it was important to settle the target saving at this meeting to meet the effects of the negative housing subsidy withdrawal. The question how to meet that target could be resolved later. He suggested that scrutiny committees would need £10,000 each to enable them to carry out their work. In answer to a question regarding arts development he suggested that the Council could be more proactive in its role.

It was confirmed that the Committee's decision could be questioned by the appropriate scrutiny committee. Councillor Chambers sought suggestions from Members and Officers on how to meet the cash limits.

Councillor R J Copping welcomed the early publication of the Administration's proposals this year. The deadline imposed by the Policy and Resources Committee had been met.

RESOLVED that officers prepare service plans and detailed budgets based on the stated cash limits subject to overall confirmation by the Council on 16 October 2001.

CULTURAL STRATEGY FOR ESSEX

The Head of Community and Leisure Services submitted a report which commented upon the draft cultural strategy for Essex – "Celebrating Essex" and provided information about the benefit and impact of the strategy on the work of the Council. It was a government requirement. The document had been developed following extensive consultation across the county and views were now sought.

It was the view of officers that the strategy was a step in the right direction, but more could have been said in relation to transport and youth issues.

Councillors R J Copping and D M Miller stressed the importance of cost implications since there was little financial support. As a result there could be a lack of realism about the Strategy. Councillor D M Miller thought it necessary that resources be concentrated on the museum and sports centres as they made a considerable contribution to the culture of the district. Councillor R J Copping had doubts about the value of the strategy influencing the image of Essex or making a positive difference to life in the County in five years time. Business in Essex was likely to be generated by the airport rather than any strategy.

The Head of Community and Leisure Services stressed that with a cultural strategy in place, the Council was better placed to access potential government funding. Members noted, however, that such funding was usually only half of any costs.

Whilst generally agreeing the officer comments in the report Members expressed some doubts. In addition Councillor Mrs C A Bayley identified the absence of adequate play areas.

RESOLVED that

- 1 the comments in the report be agreed with the proviso that the Committee has some doubts about the realism of achieving the Strategy and whether or not it would bring additional benefits to Essex and specifically to Uttlesford, and especially that there is a need for more play areas/open space
- 2 subject to the above, the comments set out in the report be forwarded to the consultants regarding the draft cultural strategy for Essex – “Celebrating Essex”.

CL6

REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

The Chairman said that any written reports would be circulated to all Members of the appropriate committee.

The meeting ended at 8.30 pm

HEALTH AND HOUSING COMMITTEE held at 7.30 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 6 SEPTEMBER 2001

Present:- Councillor R W L Stone – Chairman.
Councillors R P Chambers, Mrs C M Dean, Mrs S Flack, M A Hibbs, A J Ketteridge, Mrs C M Little and Mrs J Loughlin.

Officers in attendance:- R Chamberlain, N Harris, B D Perkins and P Snow.

HH1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A C Streeter and from Mrs J Bolvig-Hanson (Tenant Panel representative).

HH2 POLICY PRIORITIES AND BUDGETS 2002/03

The Principal Accountant presented a report outlining proposals for budget savings targets and committee cash limits arising from the review of priorities recently undertaken by the Administration. It was intended that these targets and the principles underlying them would be used by officers as the basis for preparing service plans and committee budgets for the next financial year.

The budget strategy report presented to Committee in June had projected a potential savings figure of £465,000 which would allow for a Council Tax increase of no more than 2.5%. This figure would not allow for any new growth items.

Target savings now identified for each committee totalled £635,000 which was £170,000 more than the funding gap projected in June. The latter sum would be all that was available to meet any new growth items or anything else unforeseen at this stage.

This Committee's share of the target savings identified by the Administration amounted to £43,000.

The Leader spoke about the effect of the proposed target savings and said that they were a realistic basis for further investigation by officers. In answer to a question from Councillor Hibbs the Leader said that, it was not proposed, at this stage, to identify specific items where budget savings could be achieved. He would welcome suggestions from any Member.

He also said that the new scrutiny committees should be allocated a sufficient budget to enable them to carry out their work effectively. At this stage, it was proposed to grant each scrutiny committee a budget of £10,000, although this figure would be subject to further review.

RESOLVED that officers prepare service plans and detailed budgets based on the stated cash limits, subject to overall confirmation by the Council on 16 October.

HH3

HOUSING STRATEGY STATEMENT 2002 – 2006 AND 30 YEAR BUSINESS PLAN

The Housing Services Manager presented a report inviting the Committee to approve the Housing Strategy Statement 2002 – 06 and the 2001 Housing 30 Year Business Plan for submission to the Department of Transport, Local Government and the Regions (DTLR). The version of the 30 year Business Plan circulated to Members was an abridged draft, but a full copy of the report had been placed in the Members' room. Both reports had been considered in detail by the Housing Strategy Working Group.

It was noted that copies of both draft documents had already been submitted to DTLR by the deadline date of 13 August 2001 on the basis that the final approved documents would be submitted as quickly as possible. In this context, it was noted that the new constitution required Housing Strategy documents to be referred to the Council for approval.

Members asked a number of questions about various aspects of the two documents. In response to one question, the Housing Services Manager agreed to circulate details of the Tenants' Cash Incentive Scheme and the Homebuy Scheme to all Members.

Councillor Hibbs noted that there would not be a great deal of opportunity for savings to be made in the housing budget and he drew attention in this context to the importance of key objective 6 relating to the provision of housing management services and advice to tenants and other customers. Members also discussed possible means of encouraging greater tenant participation and the Housing Services Manager advised Members that all tenants would be informed directly of this year's Tenant Panel AGMs. These matters would be addressed further in the forthcoming Best Value review.

Officers advised the Committee that a full survey of the Council's housing stock was currently intended to be undertaken during 2003.

RECOMMENDED that the Housing Strategy Statement 2002-06 and the 2001 Housing 30 Year Business Plan be approved for submission to the Department of Transport, Local Government and the Regions.

HH4 **EXCLUSION OF THE PUBLIC**

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of Exempt Information as defined in paragraphs 3 and 8 of Part I of Schedule 12A of the Act.

HH5 **ADAPTATION TO A HOUSE IN RADWINTER**

The Committee received a report about proposals to carry out major adaptation work to a Council house in Radwinter to benefit a resident within the household. The cost of the scheme was estimated to be £34,000.

RESOLVED that the house in Radwinter referred to in the report be adapted to assist the resident identified by Essex County Council, Social Services.

The meeting ended at 8.00 pm.

**SCRUTINY COMMITTEE 1 – COMMUNITY AND HOUSING held at the
COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on
12 SEPTEMBER 2001 at 7.30 pm**

Present:- Councillor D J Morson – Chairman.
Councillors A Dean, M A Gayler, R A Merrion, R J O'Neill,
Mrs S V Schneider and P A Wilcock.

Also present:- Councillor R P Chambers.

Officers in attendance:- R H Chamberlain, Mrs E Forbes, Mrs R Fulton,
Mrs J Postings and Mrs C Roberts.

CHAIRMAN'S WELCOME

The Chairman welcomed all those attending the first meeting of Scrutiny Committee 1, saying that he foresaw a challenging and exciting time ahead.

Before the commencement of the meeting, he invited Members, to stand in silence for one minute as a mark of respect for those who had died in the recent tragic incidents in New York and Washington DC.

APOLOGIES

Apologies for absence were received from Councillors Mrs C D Down, D M Jones and R C Smith.

S1.3 TERMS OF REFERENCE AND PROCEDURE

The Committee received a document which set out the Terms of Reference and Procedure Rules for Overview and Scrutiny Committees. These had been approved at the Special Meeting of the Council on 28 August 2001. Councillor Merrion referred to term of delegation number 3 and asked what was meant by "service reviews". The Chairman explained that the Scrutiny Committee had power to monitor service reviews and request those who were involved in their preparation to attend and give explanations. The Head of Legal Services added that the process was linked to that of Best Value. The Chairman stressed however that it would be wrong for the same item to be monitored twice.

Councillor Wilcock asked a question about the role of Task Groups in the context of Scrutiny. The Chairman explained that the Committee had the

power to appoint Task Groups to consider particular matters. He continued that the Task Groups would report back to their parent committees.

Councillor O'Neill drew Members' attention to the fact that there was no reference to Best Value in the terms of reference or terms of delegation.

RESOLVED that the Constitution Task Group be requested to consider the insertion of a reference to Best Value in the terms of delegation.

Councillor Merrion asked whether expenses would be paid by the Council for outsiders attending the Committee. The Head of Legal Services explained that there was no set policy, but in practice visitors from other organisations would often pay their own expenses. The template would be that of Council Officers' expenses.

Councillor A Dean referred to para 7.4 of the Call In rules which he felt did not, as currently drafted, reflect the decision taken at the special meeting of the Council on 28 August 2001. The draft before the Committee effectively gave the Chairman power to veto a call in.

RESOLVED that

- 1 the call in procedure be referred to the next meeting of the Council for correction to record the intention of the proposer and seconder of the recommendation to Council.
- 2 that the Chairman of Scrutiny Committee 2 be advised of this situation.

S1.4

COMMITTEE WORK PROGRAMME FOR 2001/02

The Committee noted that the session would contain four meetings. The report drew the Committee's attention to a number of key issues which would arise during the rest of the Council year. It also outlined the suggestions of the Chairman of the Committee and of officers on topics which the Committee might wish to consider.

It was inevitably important that the Committee should consider how to conduct service reviews. A report on performance would be made to the November meeting at which time the audit of draft budgets might also be a major issue.

The Chairman of the Committee invited Members to consider Item 7 of the agenda at this point, being a request from Councillor A Dean concerning

the Council's role in promoting the District's natural assets for leisure and economic benefit.

Councillor Dean explained his concern that footpaths were overgrown and in some cases unsigned. He also felt they should be marketed by explanatory leaflets which could be published via the TICs.

The Chairman commented that it was a part of the Leisure and Cultural Strategy to develop footpaths.

Councillor Mrs Schnieder suggested that information boards might be useful on some paths. Councillor Merrion informed the meeting that the Essex County Council via the Parish Paths Partnership helped Parishes to supply map boards. He suggested that it would be helpful to link up the Parishes which were a part of the Parish Paths Partnership and that it would be good to include cycle ways as well as bridleways in this initiative.

Councillor O'Neill commented upon the excellence of the leaflets already produced regarding footpaths but said it was important not to run parallel Committee Systems and therefore he left the Scrutiny Committee should encourage the appropriate policy Committee to reply about this matter.

The Chief Executive suggested that since it was not clear to members of the Committee what was in hand or planned for the footpaths, Officers should prepare a situation report on the progress in implementing the Leisure and Cultural Strategy, particularly about the work in train and planned for footpaths.

It was agreed that this report be brought to the January meeting of this Committee.

Councillor Wilcock referred to the leisure centres, Stansted Airport and the Museum and asked that the Committee consider how best to deal with these matters. Councillor A Dean suggested that scrutiny of the leisure centres should perhaps be passed to the other Scrutiny Committee. A debate ensued on the areas of work which should be scrutinised having regard to the membership of the Committee. The importance of the Committee's role in policy formation was noted and the fact that the joint chairs of the PFI Board were members of Scrutiny Committee 2.

In considering the Officers' report, some Members felt that the Committee should scrutinise those things the Council was responsible for rather than the actions of outside bodies.

The Chief Executive commented that the Museum would be part of one Best Value Review, in 2002 for which the terms of reference would be

agreed in due course. She informed the meeting that a presentation open to all Members was to be given before the meeting of the Health and Housing Committee on 1 November by the National Health Service/PCT. The Chairman pointed out that relevant Best Value Reviews would be a part of this Committee's Terms of Reference. The Chief Executive added that there were agreed parameters for the methods of review to be used. It was also noted that there was annual review of the housing stock.

RESOLVED that

- 1 in addition to standard items the Committee considers at its November meeting how it intends to conduct service reviews in future years and looks at the co-ordination of Community Transport initiatives, and that Officers prepare a report on footpaths for Members' information at the November meeting.
- 2 the topics of the footway and the Leisure and Cultural Strategy be chosen for discussion at the January meeting.
- 3 That the situation be reviewed at the November meeting.

S1.5

WARDEN SERVICES

The Committee considered the report of the Head of Housing and Property Services which posed various questions about the sheltered housing service and the "Lifeline" emergency system. The Head of Housing and Property Services stressed that the aim was to provide the same service for all of the Council's sheltered tenants within the district. He described the comprehensive consultation exercise which had taken place whereby the views of all tenants and lifeline users had been sought. Councillor Gayler declared an interest insofar as he was employed in Social Services. He asked that the Members' views be added to the report as it was progressed and expressed the view that the basis of the existing Warden system be retained since it promoted independence for longer periods.

In answer to a question, the Head of Housing and Property Services explained that there were 14 Wardens covering 18 locations in the District.

S1.6

MATTERS ARISING FROM THE MEETING OF THE COMMUNITY AND LEISURE COMMITTEE HELD ON 4 SEPTEMBER 2001

Members noted the Decision List.

Members were in agreement that more detail was required on why decisions had been made, the decision alone being insufficient for the purposes of the Scrutiny Committee.

S1.7

MATTERS ARISING FROM THE MEETING OF THE HEALTH AND HOUSING COMMITTEE HELD ON 6 SEPTEMBER 2001

Councillor A Dean said he had received the impression that the Committee had little to do and that workloads between Committees therefore needed balancing.

The Chief Executive agreed that this could be done if necessary but not on the basis of one agenda, and suggested that the workloads be reviewed in March.

Members reiterated the need for a fuller description of decisions.

Councillor Wilcock referred to the consideration of the Housing Strategy Statement by the Health and Housing Committee with regret. He considered that the Health and Housing Committee should have analysed it to a greater extent, a job which on previous occasions had been carried out by the appropriate Working Party.

Mrs Schneider asked that Decision Lists be standardised as to headings and Councillor A Dean asked for a convention to be arrived at on file names for ease of access.

S1.8

SUMMARY

The Chairman thanked Members for contributing to the first meeting of Scrutiny Committee 1 and itemised the achievements as follows:-

- (i) Areas of concern had been established as regards the Call In Rules and Best Value
- (ii) Further information had been provided about the Best Value review of the Warden Service
- (iii) A programme had been agreed for the November and January meetings
- (iv) The working of number 7.4 of the Rules relating to Call-in had been rectified
- (v) Officers had been requested to provide greater detail of decisions made for scrutiny by the Committee.

The meeting ended at 9.40 pm.

ENVIRONMENT AND TRANSPORT COMMITTEE held at COUNCIL OFFICES GREAT DUNMOW at 7.30 pm on 18 SEPTEMBER 2001

Present : Councillor Mrs J F Cheetham – Chairman.
Councillors Mrs C A Cant, Mrs C D Down, Mrs E J Godwin,
Mrs E Tealby–Watson, A R Thawley and P A Wilcock.

Also present at the invitation of the Chairman: Councillors Mrs S Flack,
M A Hibbs, D M Miller, R J O'Neill and R B Tyler.

Officers in attendance: Mrs M Cox, N Harris, Mrs S McLagan, J Mitchell,
B D Perkins and R M Secker.

ET1 WELCOME

The Chairman welcomed Members to this new committee and John Mitchell – Head of Planning and Building Surveying, Nick Harris – Principal Accountant, Sarah McLagan – Head of Leisure and Amenities and Maggie Cox – Committee Officer to their first meeting.

ET2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W F Bowker and D M Jones.

ET3 MINUTES

The Minutes of the meeting of the Planning and Development Committee held on 14 June 2001 were received, confirmed and signed by the Chairman as a correct record.

ET4 BUSINESS ARISING

(i) Minute 30(ii) Planning Policy Guidance Revised Consultation Paper – Development and Flood Risk

Councillor Wilcock asked what action was being taken by the Council to prepare for possible flooding in the coming year. Officers replied that there would be information in the next edition of the Council Page. The previously prepared information leaflet had been widely circulated.

(ii) Minute 34 – Development Control Sub-Committee – Minute P7(h) Certificates of Lawfulness

In answer to a question from Councillor Wilcock, it was explained that the timescale for issuing a Certificate of Lawfulness depended on the complexity of the case. However, in the specific case of Wood Yard, Old Mead Road, Henham there had been a delay and an apology made to the relevant persons.

ET5 HIGHWAYS SUB-COMMITTEE

The Minutes of the meeting of the Highways Sub-Committee held on 11 July 2001 were received.

(i) Minute HW3 Traffic Regulation Order – Proposed Waiting Restrictions High Stile, Great Dunmow

It was confirmed that a meeting of the Local Transportation Panel had been arranged for 8 October 2001 at the Great Dunmow Offices.

(ii) Minute HW5 Locally Determined Budget Programme 2001/02 – 2003/04

Councillor Wilcock pointed out that one of the resolutions stated that the Area Manager would report progress to future meetings of the Highways Sub-Committee. He asked how this would now be reported under the new Committee arrangements. It was proposed that this information would be circulated via the Members' Bulletin. This arrangement could be reviewed as appropriate.

(iii) Minute HW6 Local Transport Plan Programme 2001/02

It was reported that options in relation to the London to Ipswich multi-modal study had not yet been published for consultation.

ET6 PARKING STRATEGY WORKING PARTY

The Minutes of the meeting of the Parking Strategy Working Party held on 12 July 2001 were received.

(i) Minute PS10(ii) Residents Parking Street Survey

A response had now been received from Essex County Council Transportation and Operational Services indicating that an ad hoc agency agreement would be issued to allow on street charging within the Residents' Parking Scheme. It was hoped that this would be in place by November.

(ii) Future Parking Arrangements in Great Dunmow

Councillor Mrs S Flack declared a non-pecuniary interest in this item.

Following a detailed report on the usage of the car parks in Great Dunmow, the Working Party had recommended that charging be reintroduced at the Angel Lane and Chequers Lane car parks. The meeting felt that an exception to these charges should be made for parents/carers dropping their children off at school. Other Members questioned whether a free permit should also be available to those who used the Dunmow Day Centre and maybe to other minority groups. Councillor Hibbs, the Chairman of the Working Party, explained the reasoning behind the reintroduction of charging and felt it should commence now with a review being undertaken once it had been running for a while

RESOLVED that

- 1 Charging be reintroduced at the Angel Lane and Chequers Lane car parks with the same rates being applied as White Street from April 2002.
- 2 Free parking permits be provided for parents/carers dropping off children in the mornings and afternoons, and Great Dunmow Town Council be asked if a similar arrangement could apply to the Foakes Hall car park.
- 3 Officers look at different measures for season tickets and report to a future meeting.

Councillor Thawley asked it to be noted that he had abstained from voting.

ET7

RESIDENTS' QUESTION REGARDING KYOTO PROTOCOL ON GLOBAL WARMING

RESOLVED that this matter be deferred to the next meeting in view of the recent tragic events in the USA.

ET8

POLICY PRIORITIES AND BUDGETS 2002/03

The Principal Accountant presented a report outlining proposals for budget savings targets and committee cash limits arising from the review of priorities recently undertaken by the Administration. It was intended that,

subject to the Council's approval, officers would use these targets and the principles underlining them as the basis for preparing service plans and committee budgets for the next financial year. The Budget Strategy report presented to committee in June had projected a potential savings figure of £465,000, which would allow for a Council Tax increase of no more than 2.5%. This figure would not allow for any new growth items.

Target savings now identified for each Committee totalled £635,000 which was £170,000 more than the funding gap projected in June. This sum would be all that was available to meet any growth items or anything else unforeseen at this stage. This Committee's share of the target savings identified by the Administration amounted to £189,000. Councillor Tyler, the Deputy Leader of the Council, spoke about the effect of the proposed target savings and said that they would give this Committee some choices with regard to growth items. He asked Members to forward to the Administration any suggestions for meeting the savings targets.

Councillor Thawley asked whether the extra income from new homes in the District had been taken into account. The Principal Accountant said that some allowance had been made and he would forward the detailed figures to Councillor Thawley.

Councillor Wilcock referred to the Council's recycling initiatives. He thought it was important to maximise this activity and not make cuts in this area. Members asked questions about recycling, in particular cardboard, paper and glass collection from commercial premises. The Head of Environmental Services said that the cardboard collection was due to commence in January and that a glass collection via mini banks at public houses was already being established in the villages.

RESOLVED that officers prepare service plans and detailed budgets based on the stated cash saving (£189,000) subject to overall confirmation by the Council on 16 October 2001.

ET9

COUNTY WIDE WASTE STRATEGY OPTIONS

The Committee received a report which outlined the options for an integrated waste strategy that had been put forward by the County Wide Waste Strategy Group. The Head of Environmental Services explained that the best model for this district was model 3, in which Uttlesford would collect the waste, a combination of Essex County Council and Uttlesford District Council would process the material and Essex County Council would dispose of residual waste.

Councillor Thawley asked that the "Working Together" Essex targets be included within the project plan.

RESOLVED that model 3 as set out above be agreed as the preferred option for this Council.

There was to be an all day inspection of the high diversion trials on 10 October and it was agreed that two Members from this Committee and one Member from the Resources and Transport Scrutiny Committee be invited to attend. Councillor Thawley indicated he would wish to attend.

ET10

CONTAMINATED LAND INSPECTION STRATEGY

Members were advised that a new duty had been placed on local authorities to inspect their areas from time to time for the purpose of identifying contaminated land. This required the production of an inspection strategy, and an officer working party had produced a draft document that had been sent to a number of external consultees. The Environment Agency had confirmed that it complied with the requirements of the strategy guidance. Councillor Thawley commended the document but expressed some concern about the resource implications in terms of producing the necessary data.

RESOLVED that the Council adopt and publish the Inspection Strategy.

ET11

STANSTED AIRPORT

(i) Consultation Arrangements

Members were advised of the consultation arrangements in relation to the current planning application to develop the airport from about 15 to 25 million passengers per annum. At the special Council Meeting on 28 August a motion had been agreed which had asked this Committee to consider whether the general public and interested organisations had been provided with all relevant information. Members suggested a number of additional bodies to be consulted.

Officers were beginning the process of assessing and evaluating the application, taking into account all representations received. It was not yet known whether the Secretary of State would “call in” the application for determination in which case a public inquiry was likely to be held. Until then the Council had to continue with the application in the normal way. Some Members asked how the application would be dealt with given its size and significance. Officers were intending to do a progress report later in the year following the conclusion of the consultation period. It then

might be necessary to require some specialist consultancy advice before the final report to the Development Control and Licensing Committee. This report would be available to the public for an extended period.

RESOLVED that

- 1 the existing consultation arrangements be noted and the additional bodies mentioned at the meeting be added to the list of consultees.
- 2 Planning officers keep the consultation and information arrangements under review.

(ii) Stansted Airport Advisory Panel

The Council Meeting on 2 July 2001 had resolved that this Committee be invited to form a new Panel for Stansted Airport. The last meeting of the Airport Working Party had discussed possible terms of reference and suggested that meetings could consider one single specific issue. The first meeting would be held on 22 October when it was hoped to have speakers on the issue of night flights/noise.

RESOLVED that

- 1 The terms of reference of Stansted Airport Advisory Panel be “to consider all aspects of the airport and to report to the Environment and Transport Committee”.
- 2 The membership be nine members (based on 3:3:2:1) to be nominated by group leaders.

ET12

CLOSE GARDENS SAFFRON WALDEN

The Committee was informed of concerns that had been raised about the condition of the Close Gardens at Saffron Walden. At the moment it was maintained to a minimum open space standard at a cost of £300 per annum. Some damage had been caused to the shelter within the gardens and some of the planting appeared neglected. The report set out a proposal to carry out some landscaping works and also to provide enhanced security. Landscaping works were estimated at £7,500 with the security works £2,500. Annual maintenance would be increased to £1,500 per year.

Councillor O'Neill asked that the £1,500 annual maintenance be included in the draft estimates. He did not consider it would take much extra

funding to turn the minimum open space into a garden. Councillor Hibbs said that the most pressing need was for repairs to the built structures of the garden, the walls and the gates, rather than the landscaping. Other Members asked for the provision of a security light to be considered. The Chairman said there should be consideration of partnership working with volunteers. The Committee discussed how other such gardens in the district were maintained and considered that the matter should be pursued in conjunction with the Saffron Walden Town Council. The Committee was not opposed to the request in principle but considered that variations to the proposal and other options should be looked at.

RESOLVED that a decision be deferred until the next meeting to allow dialogue with the Town Council and residents on opportunities for partnership working and financial support.

ET13

GREATER CAMBRIDGE PARTNERSHIP

The Greater Cambridge Partnership had been established in 1998 as an umbrella organisation for a number of organisations of public and private sector interests. The aim had been to produce a vision and framework to provide the overall direction for the area and shape the plans and strategies of the main agencies operating within Greater Cambridge. It was now suggested that because of the significant strategic impact that the growth in the Greater Cambridge area would have on Uttlesford, the Council should consider joining the Partnership. The cost would be £5,000 per year. The Council would also be invited to nominate a Member to join the Partnership Board.

Councillor Mrs Tealby-Watson stressed the significance of the potential growth in the Greater Cambridge area and felt that the Council should be involved in discussions on this issue as soon as possible. However, other Members felt that the joining fee was relatively high and the value of the Partnership needed to be established before a commitment was made.

RESOLVED that

- 1 arrangements be made to attend a meeting to find out more about the Partnership.
- 2 this item be further considered at the next meeting as part of the budgetary process.

ET14 **SELECT LIST OF LANDSCAPE CONTRACTORS AND SUPPLIERS OF PLANTS AND PLANTING SUNDRIES**

The Committee received the list of landscape contractors and suppliers.

RESOLVED that the list be approved.

ET15 **MRS JOY POSTINGS**

The Chairman reported that Joy Postings, the Head of Legal Services would be leaving the Council at the end of the month. Over the years she had provided valuable assistance and advice to the Planning Committees and would be greatly missed. The Chairman and Members thanked her for all her hard work and assistance and wished her all the very best for the future.

The meeting ended at 9.40 pm.

**RESOURCES COMMITTEE HELD at 7.30 pm at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN on 20 SEPTEMBER 2001**

Present:- Councillor Mrs M A Caton – Chairman
Councillors R A E Clifford, A Dean, M L Foley, M A Gayler,
P G F Lewis, R A Merrion, D J Morson, R J O'Neill and
Mrs S V Schneider

Also present:- Councillor R P Chambers

Officers in attendance:- Mrs E C Forbes, Mrs L J Crowe, J B Dickson
and Mrs C Hughes.

RE1 NEW MEMBERS

The Chairman welcomed Councillors Clifford and Morson to their first meeting of the Resources Committee.

RE2 APOLOGIES

An apology for absence was received from Councillor R B Tyler.

RE3 MINUTES

The Minutes of the Policy and Resources Committee held on 19 June 2001 were received.

RE4 MATTERS ARISING

(i) Minute 40 (iii) - Thaxted Community Information Centre

In answer to a question from Members, officers said that the level of demand and service at the Thaxted CIC was being monitored. The Head of Community and Leisure would submit a report to the relevant committee early in the New Year.

(ii) Minute 41 (i) - Expenditure on Swan Meadow Pond

Officers confirmed that work was to be carried out on the Swan Meadow pond in accordance with the proposals submitted to the Amenities Sub-Committee on 24 May 2001.

(iii) Minute 40 (vi) - Car Parking Spaces at the Council Offices Saffron Walden

In answer to a question from Councillor Dean, the issue of car parking spaces at the Council Offices, Saffron Walden should be picked up in the Best Value Review on Asset Management. A report on why it had taken so long to address the original decision would be made to a future meeting.

Bid (iv) Minute 44 - Bridge End Gardens Project – Heritage Lottery

Councillor Morson informed Members that a decision on the bid for a grant of £363,327 towards the funding of the restoration of the Bridge End Gardens in Saffron Walden should be made towards the end of November.

RE5 APPROVAL OF THE COUNCIL'S STATEMENT OF ACCOUNTS

Members received the Council's draft Statement of Accounts together with a report setting out the background to the requirement for Members' approval which also included some brief notes on the statement. The regulations required authorities to have prepared a statement of accounts by 30 September 2001.

RESOLVED that the draft Statement of Accounts for the financial year ended 31 March 2001 be approved.

RE6 POLICY PRIORITIES AND BUDGET 2002/03

Members received a report outlining proposals for budget savings, targets and committee cash limits arising from the review of priorities, which had been undertaken by the Administration. Subject to each committee's consideration and overall confirmation by the Council on 16 October 2001, it was intended that these targets, which for the Resources Committee was £247,000, and the Administration's proposals underlying them, be used by officers as the basis for preparing service plans and committee budgets for 2002/03. The Resources Committee was asked to confirm its own position.

The Department of Transport, Local Government and the Regions (DTLR) required all principal authorities to produce Implementing Electronic Government (IEG) statements by 31 July 2001. Due to the extremely tight timetable, it had not been possible to present this IEG statement to a committee or Council meeting before the 31 July 2001 deadline. The

Government was considering giving capital grants which would be doubled if partnership arrangements could be made.

Officers would use the targets from the review of priorities recently undertaken by the Administration as the basis for preparing service plans and committee budgets for the next financial year. The budget strategy report presented to committee in June had projected a potential savings figure of £465,000, for the General Fund, allowing for a target Council Tax increase of no more than 2.5%. This figure did not allow for any new growth items.

Target savings now identified for each committee totalled £635,000, which was £170,000 more than the funding gap projected in June. This sum was all that was available to meet any growth items or anything else unforeseen at this stage. It was planned that each scrutiny committee would have a budget of £10,000 next year which would be met from the £170,000 figure.

Following discussion, it was

RECOMMENDED that officers start to prepare service plans and detailed budgets with a view to achieving a saving of £247,000 subject to overall confirmation by the Council.

RE7 **BUDGET STRATEGY 2002-2003**

Councillor R P Chambers declared an interest as a Member of the Police Authority.

The Committee received a report updating them on the budget strategy report approved by the Policy and Resources Committee on 19 June 2001. The report summarised the policy priorities and budget reports that had been considered during this cycle by the Council's main policy committees following the Administration's review of priorities. It also provided some indications on budget variances that might arise during the current year.

Councillor Gayler drew attention to the letter that Members had received from Unison concerning staff vacancies. Staff were concerned that some posts were not being filled after employees left. Members felt that the staff replacement policy should look closely at vacant posts and not just replace like for like. The Director of Resources said that it was good management policy to examine vacant posts. Some councils had a policy of freezing posts for a period of time. The Leader assured Members that there were no proposals for compulsory redundancies. In reply to Unison's concern that the cost of temporary staffing was not shown, the Director of Resources confirmed that these figures had been included within employee costs. It was agreed that there should be a staff replacement policy.

In reply to a question from Councillor Gayler concerning the transfer of the Planning Service to Saffron Walden, officers said that investigations were under way as part of the Best Value Review, into the advantages of selling or leasing the premises in Dunmow. The Director of Resources assured Members that the CIC would provide a service as good or better than at present. It was an ideal opportunity to look at partnerships with the police and any other interested organisation.

RECOMMENDED that

- 1 the Council approve the target cash limits for each Policy Committee as considered by committees during this cycle of meeting and
- 2 Policy committees be invited to propose draft budgets at the November cycle of meetings which reflect the agreed cash limits.

It was further

RESOLVED this Committee receive an information report showing any frozen staff posts.

RE8 PAYROLL SERVICES

Members received a follow up report on the arrangements for providing the Council's payroll service. It highlighted work still to be undertaken, and options for consideration, in particular full external provision by another local authority.

RESOLVED that

- 1 the review proceeds within the wider context of opportunities presented by the Corporate Services Best Value Review and.
- 2 Members support the options identified including investigation of full external provision.

RE9 TREASURY MANAGEMENT

The Committee received a report setting out details of the Council's borrowing and investments in accordance with the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Treasury Management in Local Authorities.

This Council's investment income was slightly less than other similar authorities as the majority of districts used a fund manager. Officers had made preliminary investigations into the use of a fund manager to manage a proportion of the Council's core cash balances. The principal advantage to this Council would be increased investment income compared to that achievable by its in-house activities due to the use of external specialist resources. The minimum amount that a fund manager would take on to invest would be £5,000,000. The issues of potential volatility of returns, credit risks and fees charged would need careful consideration.

RESOLVED that use of a fund manager be investigated further and that the Director of Resources report back to the Committee before a final decision was made regarding entering into a contract.

RE10 BALANCES AND RESERVES

Members received a report detailing balances and reserves at 31 March 2001. The figures were from the draft statement of accounts, which were still subject to audit. The decision on the level of balances and reserves not earmarked was based on the advice and professional judgement of the Director of Resources.

In connection with the Housing Revenue Account, the working balance at 31 March 2001 was £586,000, some £86,000 above the target level of £500,000. The additional balance was in line with the anticipated level in the approved revised estimates and would be used to support the Housing Revenue Account in 2001/02. At the end of 2001/02, it was expected that the working balance would be £500,000. The only balance earmarked for a specific purpose was £128,000 for future housing repair costs.

RESOLVED that the Council retain the target levels for balances for the General Fund and Housing Revenue Account at £1,200,000 and £500,000 respectively and that these targets be reviewed during the budget setting process.

RE11

COMMUNICATIONS STRATEGY – ACTION PLAN

Members received a report seeking their approval for an action plan to help develop the communications strategy, which had been approved by the Policy and Resources Committee on 19 December 2000. The report suggested options for a way forward for resourcing communications work. In connection with building on the good working relationships with Essex County Council, Councillor Mrs Schneider referred to difficulties encountered with the Essex Youth Service. Councillor Gayler suggested that the Uttlesford Youth Forum could be invited to do a presentation at a future Council meeting.

Some Councillors did not agree that the Council page had improved. They suggested that a task group should be set up to look at the Council page followed by a report to this Committee.

In answer to a question from Councillor O'Neill, the Chief Executive explained that a citizen's panel was a standing group of members of the public and the panel was in existence for a set time. It was

RESOLVED that

- 1 the action plan appended to the report be approved,

- 2 focus groups, questionnaires and surveys be used as part of the communications strategy where appropriate,
- 3 the option of establishing citizens panels be not pursued,
- 4 officers explore further opportunities for partnership working and examine further the options for staffing and resourcing communications,
- 5 a small task group be set up to look at the Council page, which would report back to this Committee.

RE12 BEST VALUE PERFORMANCE PLAN 2002/03

Members received a report outlining proposals for the production of the Best Value Performance Plan (BVPP) 2002/03; together with a timetable of key dates up to the approval of the final plan in February 2002.

RESOLVED that officers consider options and present these to this Committee in November followed by a workshop in December.

RE13 LONG SERVICE AWARDS

At a meeting of the Local Joint Committee (LJC) on 24 July 2001, the issue of long service awards had been discussed. It was proposed by the LJC that two long service awards be established at 20 years and 30 years and that the length of service might be accumulated around career breaks or breaks in service. It was also recommended that the awards should be made retrospectively to any existing employees from 1 September 2001. It was agreed that the one-off costs would be financed from a reserve fund. It was

RESOLVED that

- 1 A long service award of £250 be established at 20 years and £500 at 30 years. The service may be accumulated around career breaks or breaks in service. The years service to include service with the constituent authorities of Uttlesford District Council. Other local authority service not be considered.
- 2 Long service awards be offered on attainment rather than retirement. The award to continue as a gift.
- 3 a yearly awards ceremony be established involving presentation by the Chairman of the Council with local press publicity, subject to employee's acceptance.
- 4 Awards be made retrospectively to any existing employee who had the qualifying years service at a one-off cost to the Council of £10,250.
- 5 The implementation date be 1 September 2001.

RE14 CIVIC SUITE

Members received a report asking them to agree a revised letting and charging policy, as the existing charging policy for the hire of the Civic Suite had not been reviewed for several years. Councillor Gayler said that the proposed fees for the Council Chamber were not in proportion with the proposed fees for the Committee Room.

RESOLVED that

from 1 January 2002, excluding bookings already accepted on existing charges, the Civic Suite be charged at an hourly rate including VAT as follows:-

setting	Voluntary groups, (as listed in the report),	£10.00 an hour + £10 up Costs (or booking fee)
	Registered Charities and management for committees of local clubs and societies that work in partnership with the Council	Refreshments to be paid at current rates.
	Commercial Rates	Council Chamber £35.00 an hour + £10.00 booking fee.
		SW Committee Room £15.00 an hour + £10.00 booking fee.
	Room	Dunmow Committee £15.00 per hour + £10.00 booking fee
		Staff Room - £15.00 an hour + £10.00 booking fee (out of office hours).

- No bookings to be accepted when full Council and Committee meetings are scheduled.
- The Civic Suite to be available for conferences, meetings, exhibitions and other suitable functions.
- The Council is not licensed for Music & Dancing or for selling alcohol.
- No electrical equipment to be brought into the premises unless it has a current Portable Appliance Test Certificate, which must be seen by the Steward.

- Parking to be available out of office hours only.

RE15 EXCLUSION OF THE PUBLIC

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1, 7 and 9 of Part I of Schedule 12A of the Act.

RE16 PAY REVIEW OF BUILDING MAINTENANCE OPERATIVES (DSO)

Members received a report, which identified four possible options for aiding the recruitment and retention of trades persons through pay.

RESOLVED that a further report be prepared for the next meeting of the Committee setting out the detail and implications of addressing the issues involved.

RE17 REQUEST FOR EARLY REQUIREMENT

Members received a report detailing the implications for the early retirement of a Council officer. The report recommended that the Committee agree, on the grounds of the efficiency of the service, and make a one-off lump sum payment to the Essex County Council Pension Fund of £7,255.

Some Members questioned whether it was appropriate to make a decision on this matter before the Best Value review had been completed. It was

RESOLVED that the officer concerned be offered early retirement on the grounds of efficiency of the service and a one-off lump sum payment of £7,255 be made to the pension fund to make up the difference to age 65.

The meeting ended at 10.00 pm.

**DEVELOPMENT CONTROL AND LICENSING COMMITTEE held at
2.00 pm at COUNCIL OFFICES GREAT DUNMOW on 24 SEPTEMBER
2001**

Present:- Councillor R B Tyler – Chairman.
Councillors E C Abrahams, Mrs C A Cant, R A E Clifford,
Mrs C M Dean, Mrs E J Godwin, R D Green, P G F Lewis,
Mrs J I Loughlin and D M Miller.

Also present at the invitation of the Chairman:- Councillors R J Copping
and Mrs S Flack

Officers in attendance:- F Chandley, Mrs L J Crowe, K R Davis, J
Grayson, Ms J Harrison, J Mitchell and R Secker.

DCL14 SITE MEETINGS

Councillors E C Abrahams, Mrs C A Cant, Mrs C M Dean, Mrs E J
Godwin, R D Green, P G F Lewis, Mrs J I Loughlin, D M Miller and R B
Tyler had attended the site visit for the following application:-

0843/01/FUL Thaxted – Change of use to offices, research and
development workshops, meeting area and supporting accommodation.
Extension to existing bar. Demolition of part of barn and refurbishment of
remaining structure and two storey and single storey extension – Claypits
Farm, Bardfield Road for Molecular Products Limited.

DCL15 APOLOGIES

Apologies for absence were received from Councillors W F Bowker,
Mrs M A Caton, Mrs J F Cheetham and A R Thawley.

DCL16 DECLARATIONS OF INTEREST

Councillor Mrs J I Loughlin declared a non-pecuniary interest in planning
application 0343/01/FUL Manuden and Councillor Mrs Cant declared a
non-pecuniary interest in application 0904/01/FUL Stebbing as a member
of Stebbing Parish Council.

DCL17 MINUTES

The Minutes of the meeting held on 3 September 2001 were received, confirmed and signed by the Chairman as a correct record, subject to the following amendments:-

(i) Minute 4(ii) – Minute P6(g) Rickling C of E Primary School Extension – UTT/0666/01/CC

The alteration of the numbering to Minute 4(iii) and the heading to read Minute P69 instead of P6(g).

(ii) Minute 6(f) – Site Visit

The insertion of the words ‘and listed building’ after ‘street scene’ in the reason for the site visit at Thaxted.

(iii) Minute numbering

The alteration of the number for the Minute “Appeal Decisions” to 9 and of the following Minutes accordingly.

DCL18

MATTERS ARISING

(i) Minute 8 – Member training in planning matters – draft programme for future meetings

Members agreed to the following programme of training workshops:-

15 October Great Dunmow	Discussion on what Members wanted from the Development Control service and how they wanted the Committee to function
5 November (Great Dunmow)	PPG3 – Urban Design and Housing - Density Layout.
20 November (Saffron Walden)	Preparing for Best Value
26 November (Great Dunmow)	PPG 8 – Telecoms
17 December (Great Dunmow)	Review of previous workshops

A workshop, in the New Year, would discuss progress on the Local Plan Review and would be held in the evening at Saffron Walden.

(ii) Minute 9 – Appeal on land adjacent to 3 Hamilton Road, Little Canfield (UTT/1149/00/OP)

The Senior Legal Officer informed Members that an appeal had been lodged with the High Court against the Secretary of State's decision to dismiss the appeal.

DCL19 APPLICATION WITHDRAWN

It was noted that application 0880/99/OP Saffron Walden had been withdrawn.

DCL20 PLANNING APPLICATIONS

0894/01/FUL – Stansted/Takeley/Elsenham – Creation of Stand-by Runway, Stansted Airport for Stansted Airport Ltd

Mr N Mead of Great Hallingbury Parish Council attended to speak on this item. A summary of the points he raised is appended to these Minutes.

Following lengthy discussion on this application it was proposed by Councillor Green and seconded by Councillor Miller that planning permission be granted for the creation of a stand-by runway, subject to conditions including one preventing simultaneous use of both runways.

Councillor Mrs Godwin then proposed an amendment which was seconded by Councillor Clifford that the application be deferred until after the SERAS report was published early in 2002. Following a request for a recorded vote, the votes were as follows:-

For first amendment

Councillor E C Abrahams
Councillor Mrs C A Cant
Councillor R A E Clifford
Councillor Mrs E J Godwin
Councillor Mrs J I Loughlin

Against first amendment

Councillor Mrs C M Dean
Councillor R D Green
Councillor P G F Lewis
Councillor D M Miller
Councillor R B Tyler

The Chairman then used his casting vote against the amendment and the amendment was lost.

Councillor Mrs Cant then proposed a further amendment seconded by Councillor Mrs Godwin that the application be deferred whilst officers request a planning obligation from Stansted Airport Ltd that the standby runway would not be used for any other purpose than a stand-by runway. Following a request for a recorded vote, the voting was as follows:-

For second amendment	Against second amendment	Abstained
Councillor Mrs C A Cant Councillor Mrs C M Dean Councillor E J Godwin Councillor Mrs J I Loughlin	Councillor E C Abrahams Councillor R D Green Councillor P G F Lewis Councillor D M Miller Councillor B Tyler	Councillor R A E Clifford

The amendment was therefore lost. Members then voted on the proposal for approval of this application, subject to the attachment to the Decision Notice of an Informative Note to the effect that the applicant should provide a Section 106 Undertaking to restrict the use to a standby runway, and following a request for a recorded vote the voting was as follows:-

For approval	Against approval	Abstained
Councillor R D Green Councillor P G F Lewis Councillor D M Miller Councillor R B Tyler	Councillor Mrs C A Cant Councillor R A E Clifford Councillor Mrs C M Dean Councillor E G Godwin Councillor Mrs J I Loughlin	Councillor E Abrahams

The proposal was therefore lost. Members then voted to defer a decision on this application until a future meeting following an updated report clarifying the circumstances in which it might be appropriate for the Council to impose a condition and/or seek a Section 106 Agreement. This was carried by 6 votes to none.

Councillor Clifford requested that his abstention be noted.

DCL21

PLANNING APPLICATIONS

(a) Approvals

RESOLVED that planning permission and listed building consent, where applicable, be granted for the following developments, subject to the conditions, if any, recorded in the Town Planning Register:-

0843/01/FUL Thaxted – Change of use to offices, research and development workshops, meeting area and supporting accommodation.

Extension to existing barn – Claypits Farm, Bardfield Road for Molecular Products Limited.

0591/01/FUL Great Hallingbury – Detached two-storey dwelling, change of use from public house car park to residential and creation of a new vehicular access – Land adjacent to the Hop Poles, Bedlars Green for Mr P Cullen.

The Principal Development Control Officer reminded Members that they had been informed of the error in the officer report when the application was reported to them on 2 July 2001 and consideration of it had been deferred. The error had related to the penultimate line of the text relating to issues 4 and 5 on page 43 which should have read “the bulk of the proposal would be in keeping with the mixture of surrounding development”

0918/01/FUL Felsted – Replacement two-storey dwelling and detached double garage – Bardswick Lodge, Causeway End for Mr G E O Wright.

0981/01/FUL Thaxted – Replacement dwelling and garage – The Elms, Cutlers Green for Mr T Thompson and Mr G Boyd.

0026/01/FUL Leaden Roding – Four detached dwellings and associated garaging. Construction of vehicular access – Chelmsford Road Garage for Mr A Hedges.

0823/01/OP Leaden Roding – Six dwellings and associated garaging - Warehouse Site adjacent 8 Chelmsford Road for Shenley Homes Ltd.

0103/01/FUL Stansted – Conversion of Class A1 shop to Class C3, 1 bedroom flat. Associated window alterations - Unit 5, Castle Walk Shopping Centre, Lower Street for Optima (Cambridge) Ltd.

1063/01/FUL Stansted – Change of use from dentist surgery to residential – 11 Chapel Hill for Marina Carew (Dental Practice).

0867/01/FUL Great Dunmow – Use of building within curtilage of dwelling house for a holiday let – Burntwood Cottage, Parsonage Downs for Ms D McEwan.

0954/01/LB High Easter – Conservatory – Little Garnetts, Bishops Green for Mr and Mrs J Flack.

(1) 0868/01/FUL & (2) 0869/01/LB Felsted – (1) & (2) Conversion of building to form three dwellings, use of adjacent land and part of adjacent building for car parking - Bury Farm, Bury Chase for J A and C W Young.

(1) 0974/01/OP & (2) 0975/01/CA Saffron Walden – (1) Change of use from industrial to residential use. (2) Demolition of existing buildings on site – Site north of West Road for Blyth and Pawsey Limited.

(1) 0831/01/FUL & (2) 0832/01/LB Aythorpe Roding – (1) Change of use from agricultural barn to Class B1 (light industrial). (2) Conversion of barn to business unit and associated internal and external works – Bigods Farm for Mr D Caton.

1045/01/FUL Stansted – Fifteen detached houses with associated roads, footpaths and garages – Land adjacent to Old Bell Close, Stoney Common Road for Martin Grant Homes UK Ltd.

1022/01/FUL Littlebury – Change of use of existing agricultural building to class A1 shop associated office and storage. External alterations – Rectory Farm, Cambridge Road for The Rt Hon The Lord Braybrooke.

1055/01/FUL Debden – Rescinding of agricultural occupancy condition – Henham Farm (Bungalow), Hamperden End for Mr and Mrs D Pledger.

(b) Refusals

RESOLVED that the following applications be not granted for the reasons stated in the Town Planning Register:-

1064/01/OP Chrishall – Dwelling and garage at Long View, Mill Causeway for G Hansell.

0815/01/FUL Leaden Roding – One dwelling – Windmill Café for Mr and Mrs B Elliott.

0760/01/FUL Margaret Roding – Conversion of part of redundant piggery building to office – Marks Hall Farm for Mr M and Mrs J Ritchie.

0969/01/FUL Great Chesterford – Industrial building and change of use of residential to B1 industrial – Luckfield, Newmarket Road for Mighton Products Ltd.

0343/01/FUL Manuden – Two-storey side extension incorporating double garage. Ground and first floor rear extensions – Creation of vehicular access – 18 The Street for Mr D Farnham.

Reason: Inappropriate design and impact on the street scene in a conservation area.

0779/01/OP Little Canfield – One dwelling – North View, Dunmow Road for Mr and Mrs F Temple.

1107/01/FUL Takeley – Bungalow and repair/replacement of existing carport – Land forming part of 11 Broadfield Road for Mrs Goody.

(1) 1028/01/FUL & (2) 1029/01/LB Hatfield Broad Oak – (1) & (2) Conversion and change of use of barns and associated buildings to form two dwellings with associated garaging, annex for Pierce Williams and erection of new cart shed – Pierce Williams for Mrs A M E Gee.

1128/01/OP Felsted – One dwelling – Fairfield House, Bakers Lane for Exors J P Guthrie-Dow.

0904/01/FUL Stebbing – Retention of single storey office extension – Town Farm, High Street for Lodge and Sons (Builders) Ltd.

RESOLVED that enforcement and, if necessary, legal action be taken to ensure the removal of the unauthorised buildings from the site and the reinstatement of the land.

(c) Deferments

RESOLVED that the determination of the following applications be deferred:-

0326/01/FUL Hatfield Broad Oak – Replacement dwelling – Anthony's, Anthony's Lane for J Schonberg.

Reason:- Awaiting revised plans.

0382/01/FUL Saffron Walden – 72 no dwellings comprising 20 no 2 bed flats; 6 no 1 bed flats; 28 no 2 bed houses and 8 no 3 bed houses – Land off Thaxted Road, Harris Yard and allotments off Radwinter Road for Monkbury Ltd.

Reason:- For full report when negotiations between Essex County Council Transportation and applicant concluded.

0719/01/FUL Thaxted – Replacement dwelling and garage with room above – Folly Mill Cottage, Folly Mill Lane, Monk Street for Mr D Wiggins.

Reason: Awaiting revised plans.

0400/01/FUL Little Dunmow/Felsted – Variation of Condition 12 of planning permission UTT/0302/96/OP (APP/C1570/A96/273656) to allow

occupation of not more than 250 houses before construction of the A120 - Former Felsted sugar beet works, Station Road for Ennodis Property Developments.

Reason: To allow further negotiations between the applicant and the Highway Authority.

1065/01/OP Chrishall – Replacement dwelling and garage – Long View, Mill Causeway for G Hansell.

Reason:- To request details of design and layout.

(d) Planning Agreement

RESOLVED that subject to the completion of an agreement under Section 106 of the Town and Country Planning Act 1990 or complying with the proposed terms thereof, the Head of Planning and Building Surveying in consultation with the Chairman of the Committee, be authorised to approve the following application subject to the conditions to be recorded in the Town Planning Register, in respect of financial contribution towards traffic calming in Roseacres/Longcroft.

0633/01/FUL Takeley – Twenty-four dwellings and construction of access – Land at St Valery for Fairview New Homes Ltd.

(e) Certificate of Lawfulness

1764/00/CL Barnston – Certificate of Lawful Use for agricultural storage, agricultural contracts, forestry (sale of logs), amenity landscaping and landscaping works/road gritting – part Mawkinherds Farm for Mr H R Jaggard.

RESOLVED that a Certificate of Lawfulness be granted for the use of the land for agricultural storage, agricultural contracts, forestry (sale of logs), amenity landscaping and land drainage works/road gritting.

(f) District Council Interest/Development

Members considered the following application:-

0821/01/DC Takeley – Single storey front and rear extensions – 2 North Road for Mr D Demery, Uttlesford District Council.

RESOLVED that pursuant to the Town and Country Planning Regulations 1992, permission be granted for the development proposed, subject to the conditions recorded in the Town Planning Register.

DCL22 TREE PRESERVATION ORDER 3/01 STANSTED

Members considered a report which sought the confirmation of Tree Preservation Order 3/01 Stansted. The order had been served following a notification of intent to fell one birch tree and one box elder in the grounds of 47 Lower Street, Stansted. A letter of objection had been received from the owner.

The trees had been inspected by the Council's Landscape Officer. No objection had been raised to the felling of the box elder. The birch tree had been considered to be of amenity value contributing to the fabric and quality of the conservation area. A Tree Preservation Order had been served to protect the birch tree.

RESOLVED that Tree Preservation Order No 3/01 Stansted be confirmed without amendment.

DCL23 OUTLINE APPLICATION FOR THE ERECTION OF ABOUT 400 DWELLINGS, CONSTRUCTION OF AN ACCESS TO HIGHWAY AND PROVISION OF PUBLIC OPEN SPACE PLAY AREA AND SITE FOR SCHOOL (UTT/0443/98/OP) AT ROCHFORD NURSERIES STANSTED/BIRCHANGER

Members received a report for information advising them of progress with this application for major development. The Head of Planning and Building Surveying confirmed that the comprehensive Master Plan for this site was on consultation and any Member wishing to obtain a copy plan should contact the planning department. A report on both current applications would be made to a future meeting.

DCL24 APPEAL DECISIONS

The Sub-Committee noted the following appeal decisions which had all been dismissals.

- (i) House and garage with new vehicular access - adjacent to Smiths Cottages, Cambridge Road, Ugley (UTT/1487/00/FUL)
- (ii) Enforcement Notice against the unauthorised change of use of land from public house with ancillary residential accommodation to a private dwelling house – ‘The Kings Head’ Public House, Heydon Lane, Elmdon (UTT/ENF/147/98/D).
- (iii) Erection of a new house - part 46 Newport Road, Saffron Walden (UTT/1295/00/FUL).
- (iv) Removal of a condition prohibiting takeaway food attached to an earlier permission for change of use of a shop with residential above a restaurant - 8 Chapel Hill, Stansted (UTT/1476/00/FUL).
- (v) Conversion of a barn to a dwelling house (including the demolition of modern farm buildings) on site - the Barn, Hempstead Hall, Hempstead (UTT/1526/00/FUL).
- (vi) Two-storey side extension – 28 Watts Close, Barnston (UTT/1583/00/FUL).

DCL25 PLANNING AGREEMENTS

The Committee received a schedule setting out the current position regarding the outstanding Section 106 Agreements.

DCL26 URGENT ITEM

0674/01/FUL SAFFRON WALDEN – TWO-STOREY REAR AND 1.5 STOREY SIDE REAR EXTENSIONS – 27 WEST ROAD FOR MR A FROSTICK.

An appeal had been lodged against the Council’s decision to refuse permission contrary to officer’s advice.

RESOLVED that Councillor R A E Clifford be appointed to represent the Council at the forthcoming appeal hearing.

DCL27 EXCLUSION OF THE PUBLIC

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following

item of business on the grounds that it involved the likely disclosure of Exempt Information, as defined in paragraphs 12 and 15 of Part 1 of Schedule 12(A) of the Act.

DCL28 COMPOSITION OF LICENSING PANELS

Members received a report suggesting a method of allocation of Members to three licensing panels for the remainder of 2001/02.

At a recent training session for Members, it had been agreed that it would be inappropriate to have the whole committee sitting to consider individual driver and operator cases. Grouping Members, excluding the chairman and vice-chairman, in to blocks of three or four could be an appropriate and practical solution. Officers confirmed that every Member of the Development Control and Licensing Committee was entitled to attend, speak and vote at any of the Licensing Committee meetings if they so wished. If any Member could not take a turn to attend the Committee, they would contact and request another Member to attend in their place and notify the Committee Officer accordingly.

RESOLVED that the three block system of Member allocation as per report be used for the remainder of 2001/02 and then reviewed.

The meeting ended at 5.15 pm.

**SCRUTINY COMMITTEE 2 – RESOURCES AND ENVIRONMENT held
at 7.30 pm at COUNCIL OFFICES SAFFRON WALDEN on 26
SEPTEMBER 2001**

Present:- Councillor R J Copping – Chairman.
Councillors Mrs C A Bayley, Mrs D Cornell, R C Dean,
Mrs S Flack, M A Hibbs, Mrs C M Little, Mrs J E Menell,
A R Row, G Sell and R W L Stone.

Also present at the Chairman's invitation:- Councillors Mrs C A Cant, A
Dean, D M Jones and Mrs S V Schneider.

Officers in attendance:- Mrs E C Forbes, F Chandley, Mrs M Cox,
J B Dickson A Forrow, R Harborough, Ms C Hughes and
B D Perkins

APOLOGIES

Apologies for absence were received from Councillors D W Gregory,
A J Ketteridge and A C Streeter. Apologies were also received from
Councillors R P Chambers, Mrs M A Caton and Mrs J F Cheetham who
had been invited to attend the meeting to speak in relation to agenda item
5.

**TERMS OF REFERENCE OF THE COMMITTEE AND PROCEDURE
RULES FOR OVERVIEW AND SCRUTINY**

The Committee noted its Terms of Reference and was advised of the
Overview and Scrutiny Procedure Rules. Members questioned the
wording of paragraph 7.4 referring to the call-in procedure. The wording
of this paragraph would be clarified at the next meeting of full Council.

A suggested wording was:

“A decision or action shall be called in by any three Members, of the
Council, one of whom may be the Chairman”

The Chairman would be conducting the meeting following the above
principle.

WORK PROGRAMME 2001-2002

The Committee received a report giving officers' views on the key issues
that were likely to arise during the rest of the Council year. Members were

then asked to decide on an initial work programme. It was difficult to predict, at this stage, the workload that would arise from the standard agenda items and those arising from developing the Council's budget policy framework. The Chairman suggested that in addition to the standard items, each meeting might consider one item of substance. Also that at the November meeting the Committee should decide how it intended to conduct service reviews in future years.

Councillor Row said that there was a need for a review of procedures in Development Control. However, as the new Head of Planning and Building Surveying was only recently in post and the Planning Service would be subject to a full Best Value Review in 2002, this might not be the most appropriate time for the Committee to address this matter.

Members suggested the following other possible topics.

- The effectiveness of Members' IT use
- Amenity site provision.
- Public relations

RESOLVED that the Committee

- 1 in addition to standard items, considers at its November meeting how it intends to conduct service reviews in future years and also looks at the effectiveness of Members' IT use.
- 2 at its January meeting considers amenity site provision.
- 3 reviews the situation at its November meeting.

DECISION LISTS

(i) Environment and Transport Committee – 18 September 2001

Agenda item 7 Countywide Waste Strategy options – Councillor Mrs C A Bayley asked that her name be put forward to attend the all day inspection of the high diversion trials.

(ii) Resources Committee

Agenda item 6 Budget Strategy 2002/03 - All Members had received a letter from Unison. Unison had now requested a meeting of the Local Joint Committee and this had been arranged for 5 October 2001.

Agenda Item 30 Civic Suite – In answer to a question from Councillor Mrs Menell, it was confirmed that the Primary Care Trust had not been

included in the list of voluntary groups. The new charging scheme would be reviewed next year.

ITEMS REFERRED BY INDIVIDUAL MEMBERS

(i) Information on proposed expansion of Stansted Airport – Councillor A Dean

Councillor A Dean had asked this Committee to investigate whether the relevant Policy Committee and its predecessor had championed the interests of the district in respect to the expansion at Stansted Airport. In particular, whether the Environment and Transport Committee was ensuring that the general public and interested organisations were being provided with information that was balanced and diverse on BAA's current planning application for the expansion of Stansted Airport.

Councillor Dean questioned how well the Council had made the public aware of information from BAA and also of other points of view. He referred to a consultation report from BAA on the expansion of the airport and the Council's response considered at the Airport Working Party in December 2000. Councillor Dean asked whether the Council's comments had been taken on board by BAA. He also considered that the Council should have taken a more robust view.

The Director of Community Services reminded Members that the Council, as the determining authority, could not be seen to put forward an opinion at this stage as this might prejudice the proper consideration of the application when all the relevant information and advice had been received and evaluated. He said that the issue of the application had been in the public domain for the last eighteen months. He reminded Members of the formal process of the scoping report and opinion submitted by the Council. However, because of its significance he outlined a number of extra measures that were being taken to inform the public about the planning application.

- Over 160 interested organisations and bodies had been consulted before the submission of the application to ascertain their requirements in relation to the supporting documentation. Further bodies had been added at the recent meeting of the Environment and Transport Committee.
- There had been a press release, summary document on the website and an item in the Council Page.

- A progress report was to be prepared in November and submitted to the Development Control and Licensing Committee.
- The above progress report would be made widely available.
- Once the application had been assessed the final report with the officers' recommendations would be available for an extended period before the relevant committee meeting.

The Chairman then invited three members of local organisations to speak to the Committee on this subject.

Suzanne Walker from the Council for the Protection of Rural England said that she was aware that the Council must be seen to be impartial and therefore it was very difficult for officers to do any more than they had done. However, she would find it useful to be advised at how officers would arrive at their final advice to Councillors. Pat Dale from Friends of the Earth commented on the amount and complexity of the information available and said it was very difficult to interpret without specialist knowledge. She was particularly concerned at some of the predictions made by BAA. Michael Hurford from CAUSE believed that the application was too large to be dealt with by the District Council in the usual way and had asked for a full debate at a public inquiry.

The Director of Community Services replied that he would try and address the points made in the progress report, which would hopefully summarise the key issues in an understandable format. With regard to a public inquiry, this was a decision for the Secretary of State and until any decision was made the Council must continue to process the application in the usual way.

Members then discussed how to enable ordinary members of the public to become more involved in the process. They commented that if a person was not aware of how the Council operated it would be difficult to obtain the relevant information. Members considered that this issue should be looked at further and referred back to the Environment and Transport Committee. Also the Stansted Airport Advisory Panel should be advised of the views expressed at this meeting.

RESOLVED that

- 1 the Environment and Transport Committee be asked to consider ways of communicating and informing the general public regarding the Stansted Airport planning application, and
- 2 the Chairman advise the Stansted Airport Advisory Panel of the views expressed at this meeting.

**(ii) Coalition Policy Priorities for 2002/ 2003 and Policy Targets
2002/2003 – Referred by Councillor R J Copping**

Councillor Copping had asked for a review of and clarification on the priorities and targets to enable full consideration of them at the earliest opportunity in the budget setting process. He asked for information on how the extra savings figures had been arrived at. Councillors R P Chambers and Mrs M A Caton had been unable to attend this meeting, but the Vice Chairman of the Resources Committee, Councillor Mrs Schneider, explained the reasoning behind the Administration's additional savings targets. Some Members expressed concern at the possible effect of the proposed savings, particularly in the Community and Leisure Committee. The Director of Resources said that the detailed estimates would be looked at during the next cycle of meetings, at which time the impact of the savings targets would be clearer. Members of the Committee agreed to accept the figures for now and to scrutinise them in more depth during the next round of meetings.

EXCLUSION OF THE PUBLIC

RESOLVED that under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 1, 7 and 9 of Part I of Schedule 12(A) of the Act.

POLICY COMMITTEE – AGENDA ITEM 16 – REQUEST FOR EARLY RETIREMENT

Following the meeting of the Resources Committee on 20 September 2001, three Members, Councillor A Dean, M A Gayler and G Sell had requested that the decision be called in on the grounds of insufficient justification and financial information.

Councillor Mrs Schneider read a statement in response to points raised by Councillors Dean, Gayler and Sell. Members discussed the details of this request, the financial implications and the impact of recent events.

It was moved by Councillor Copping and seconded by Councillor Bayley that the matter be referred to full Council. Councillor Sell, seconded by Councillor R Dean, then moved an amendment that the item be referred back to the next ordinary meeting of the Resources Committee.

On being put to the vote the amendment was carried. It was, therefore,

RESOLVED that, this item be referred to the next Ordinary Meeting of the Resources Committee (subject to the Chairman of that Committee agreeing that a special meeting was not necessary) and that Councillor Copping advise the Chairman of Resources about the points raised at the meeting.

The meeting ended at 10.00 pm.