

**CABINET held at FOAKES HALL, GREAT DUNMOW, on TUESDAY, 16
OCTOBER 2018 at 7.00 pm**

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

Officers in attendance: D French (Chief Executive), A Bochel (Democratic Services Officer), C Cardross-Grant (Housing Renewals and Improvement Officer), R Harborough (Director - Public Services), S Pugh (Assistant Director - Governance and Legal), J Snares (Housing Strategy and Operations Manager), B Tice (Principal Website Officer), M Watts (Environmental Health Manager - Protection) and A Webb (Director - Finance and Corporate Services)

CA40 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors Dean, Lodge and Light.

CA41 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6 September 2018 were received and signed by the Chairman as a correct record.

CA42 REFUGEE WORKING GROUP (STANDING ITEM)

The Portfolio Holder for Housing said a third refugee family would be arriving in the district in November.

CA43 BUDGET MONITORING QTR 1 - 2018/19 FORECAST OUTTURN

The report detailed financial performance relating to the General Fund, Housing Revenue Account, Capital Programme and Treasury Management. It was based upon actual expenditure and income from April to June, and predicted a forecast for the end of the 2018/19 financial year.

RESOLVED to note and approve the outturn forecast and the updated reserves position.

CA44 OFFICER DECISIONS - WRITE OFFS 2017/18

The report detailed Officers decisions under delegated powers to authorise write offs in line with the constitution and the Financial Regulations.

The Portfolio Holder for Finance emphasised that all write-offs had been through the Council's recovery process, but had been found to be unrecoverable, or uneconomic to pursue further.

In response to a Member question, the Portfolio Holder for Finance said that if the hardship fund had been used to support those negatively affected by the introduction of universal credit, figures could be provided to Cabinet for information.

In response to a Member suggestion, the Portfolio Holder for Finance said that future reports regarding write-offs would include a comparison to figures from previous years.

**CA45 MANDATORY LICENSING OF HOUSES IN MULTIPLE OCCUPATION (HMOS)-
ADOPTION OF THE ESSEX AMENITY STANDARDS**

The report proposed amenity standards for HMOs, which Uttlesford District Council had a responsibility to ensure were reasonably suited for the number of people living in them.

Councillor Barker said that Members were an excellent source of information, and may know of HMOs in the district which officers were not aware of. The Environmental Health Manager – Protection said information on HMOs would be sent out to Members.

RESOLVED to adopt the amenity standards as the minimum amenity standards generally required for HMOs in Uttlesford.

CA46 REVIEW OF LICENSING FEES FOR ANIMAL-RELATED LICENSING

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 introduced by central government, replaced several licensing schemes with a single 'Animal Establishment License'. As part of the preparations to deliver the new licensing regime, the Environmental Health Service had proposed animal establishment licensing fees.

In response to a Member question, the Environmental Health Manager – Protection said the legislation would capture a lot of previously unlicensed hobby breeders. Once the influx of applications had slowed down, the Environmental Services team would be looking to proactively seek out breeders who remained unlicensed.

RESOLVED to adopt the proposed fees and charges in relation to animal licensing with immediate effect.

CA47 LOCAL DEVELOPMENT SCHEME

The report had been brought to Cabinet because it had become necessary to update the Local Development Scheme to reflect the revised timetable for the production of the Uttlesford Local Plan.

RESOLVED to adopt the revised Local Development Scheme.

CA48 **LOCAL HERITAGE LIST**

Cabinet had previously agreed to the principle of preparing a Local Heritage List. Officers had assessed nominations and potential candidates against an agreed selection criteria, and produced a draft list.

Members noted that it could be difficult for members of the public to understand the difference between listed buildings, those with Article 4 directions and those on the Local Heritage List. They asked that officers make information publically available for those wishing to understand the difference.

Members said it would be beneficial for Article 4 directions and the Local Heritage List to be publicised more widely, so that unregistered buildings might be captured in one of these categories.

RESOLVED to

- 1) Approve the first edition of the Local Heritage List.
- 2) Delegate authority to the Assets of Community Value Committee to determine the inclusion or deletion of buildings from the Local Heritage List, redesignating the Committee as the Assets of Community Value and Local Heritage List Committee.

CA49 **CLAYPITS PLANTATION**

The Claypits Plantation is maintained by the Council under a 50 year lease. The site had fallen into disrepair after its previous users, a BMX group, left the site, and the report presented options as to the best use of the site.

The option to use it as a forest school was popular amongst schools and was more in line with the original lease between the Council and Audley End Estate than alternative options.

RESOLVED to

- 1) Approve the allocation of the site as a forest school.
- 2) Delegate to the Director of Finance and Corporate Services authority to agree the requirements and arrangements with the users.

CA50 **CORPORATE PLAN DELIVERY PLAN QUARTER 2 UPDATE REPORT**

Members considered the report which set out progress against the Corporate Plan Delivery Plan between July and September.

CA51 CAR PARKING STRATEGY

Members considered the report which set out proposals for the procurement of new ticket machines and for Christmas parking promotions in Saffron Walden and Great Dunmow in 2018.

RESOLVED to

- 1) Initiate the procurement of upgraded or replacement ticket machines.
- 2) Approve the Christmas parking promotion proposal for 2018.

CA52 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED to exclude the public and press from the room by virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

CA53 PURCHASE OF PROPERTIES TO ADD TO HOUSING STOCK

Members considered the report which provided details of properties on the open market in Uttlesford that it was proposed to purchase as additional stock within the Housing Revenue Account (HRA).

RESOLVED to approve the use of RTB receipts and HRA balances to purchase 3 properties on the open market.

The meeting ended at 8.05pm.