



Uttlesford District Council

Chief Executive: Dawn French

Cabinet

Date: Thursday, 10th January, 2019
Time: 7.00 pm
Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

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

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

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. A time limit of 3 minutes is allowed for each speaker. Please refer to further information overleaf.

AGENDA PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Minutes of the Previous Meeting

5 - 10

To consider the minutes of the meeting held on...

3 Questions or Statements from Non-Executive Members of the Council (standing item)

To receive questions or statements from non-executive members on matters included on the agenda.

4 Matters Referred to the Executive by the Scrutiny Committee or by the Council (standing item)

To consider matters referred to the Executive for reconsideration in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Rules.

5 Consideration of reports from overview and scrutiny committees (standing item)

To consider any reports from Scrutiny Committee.

6 Report of Delegated Decisions taken by Cabinet Members (standing item)

To receive for information any delegated decisions taken by Cabinet Members since the previous Cabinet meeting.

7 Report on assets of community value determined by the Assets of Community Value and Local Heritage List committee (standing item)

To receive for information any decisions made by the Assets of Community Value and Local Heritage List Committee since the previous Cabinet meeting.

8 Corporate Plan Delivery Plan Q3 Progress Report 11 - 28

To consider the Corporate Plan Delivery Plan Q3 Progress Report.

9 Kerbside garden waste collection service subscription charges 2019/20 29 - 32

To consider the report on kerbside garden waste collection service subscription charges 2019/20.

10 Requests for s106 funding for footway improvements, Stansted Mountfitchet 33 - 36

To consider the request for s106 funding for footway improvements.

MEETINGS AND THE PUBLIC

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

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Agenda Item 2

CABINET held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on THURSDAY, 29 NOVEMBER 2018 at 7.00 pm

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

Officers in attendance: D French (Chief Executive), B Ferguson (Democratic Services Officer), R Harborough (Director – Public Services), R Harborough (Director – Public Services), A Knight (Assistant Director – Resources), S Pugh (Assistant Director – Governance and Legal Services), M Watts (Environmental Health Manager – Protection and A Webb (Director – Finance and Corporate Services).

Also present: Councillors M Foley (substituting for the Liberal Democrats Group Leader) and B Light (substituting for the Leader of the Residents for Uttlesford Group).

CA54 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

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

Councillor Barker declared a non-pecuniary interest in relation to item 11 as a Cabinet Member of Essex County Council.

CA55 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 16 October 2018 were received and signed by the Chairman as a correct record.

CA56 **CONSIDERATION OF REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (STANDING ITEM)**

An update report by the Chairman of Scrutiny was tabled for the Cabinet's consideration.

The report was noted.

CA57 **REFUGEE WORKING GROUP (STANDING ITEM)**

Cabinet was informed that a Syrian family of four had arrived in the District during the week and had been housed near to the other Syrian families.

The Chairman noted the recent news articles relating to the bullying of Syrian children in the UK. He asked the local community to remain vigilant to ensure nothing of the like happened in Uttlesford.

CA58 **REPORT ON ASSETS OF COMMUNITY VALUE DETERMINED BY THE ACV COMMITTEE (STANDING ITEM)**

Cabinet were informed that the Rose and Crown public house and the Allotments, both located in Ashdon, had been listed as assets of community value since the previous Cabinet meeting.

CA59 **THAXTED NEIGHBOURHOOD PLAN**

The Leader moved item 13 forward in proceedings for the benefit of those present.

Following independent examination of the Thaxted Neighbourhood Plan, the Council had received the Examiner's final report on 28 September 2018. The report recommended that the Plan should proceed to a referendum in Thaxted, subject to the inclusion of the examiner's proposed modifications.

Members commended the Thaxted Neighbourhood Steering Group, and the Parish Council, for the culmination of work that had led to the Plan.

RESOLVED:

- i. That Cabinet accepts the Independent Examiner's recommended changes to the Thaxted Neighbourhood Plan in full as set out in the Schedule and notes the recommendation that the amended Thaxted Neighbourhood Plan should proceed to a Referendum of voters within the Parish of Thaxted to establish whether the plan should form part of the Development Plan for Uttlesford District Council.
- ii. That the Cabinet approves the holding of a referendum relating to the Thaxted Neighbourhood Plan on 24 January 2019 that will include all the registered local government electors in Thaxted Parish.

CA60 **ENVIRONMENTAL HEALTH (HOUSING) CIVIL PENALTY NOTICE POLICY**

The Leader moved item 15 forward in proceedings.

The private rented sector had grown into an important part of the housing market and the Government had introduced additional and enhanced powers for local authorities to assist in the crackdown on criminal landlords who knowingly rented out unsafe accommodation. The report proposed adopting new enforcement powers contained in the Housing Planning Act 2016, as well as approving the proposed Private Sector Housing Enforcement Policy, which would provide the

framework for determining when to prosecute criminal landlords, and when to issue a civil penalty.

RESOLVED to:

- i. agree that the Council use new enforcement powers contained in the Housing and Planning Act 2016 allowing the Council to impose civil penalties.
- ii. approve the Private Sector Housing Enforcement Policy.

CA61 **TREASURY MANAGEMENT - 2018/19 MID YEAR REVIEW**

The report had been brought to Cabinet to update Members on current Treasury activities and to note the Treasury Management Mid-year Review. The report also sought approval to amend the Council's Treasury Management Strategy 2018/19 for the use of Money Market Funds domiciled outside of the UK. The funds in question were domiciled in Ireland and Luxembourg. Members were informed that the amendment would minimise risk to the Council's finances and assist in meeting cash flow requirements, whilst ensuring the preservation of capital.

In response to a question from Councillor Light relating to the ethics behind such a strategy, the Portfolio Holder for Finance and Administration said the EU countries in question had equivalent regulation to the UK, although their respective systems of taxation had made investment more attractive. He said this was an opportunity to take advantage of the efficiencies of the market, as were many other local authorities, and the amendment to the strategy would allow the Council to diversify in its investments.

RESOLVED to:

- i. approve an amendment to the Treasury Management Strategy 2018/19 for the use of Money Market Funds domiciled outside of the UK that comply with the current Treasury Management Strategy with a maximum investment of £3m and Arlingclose recommendations and guidance.
- ii. note the Treasury Management Mid-year Review report, updated prudential indicators and Minimum Revenue Provision policy.

CA62 **BUDGET OUTTURN 2018/19 QUARTER 2 FORECAST**

Cabinet considered the 2018/19 Budget Outturn report for Quarter 2, which outlined financial performance relating to the General Fund, Housing Revenue

Account, Capital Programme and Treasury Management for April to September 2018. It also provided a forecast for the end of the 2018/19 financial year.

In response to a question from the Portfolio Holder for Environmental Services regarding details on the impact of the new Retail Business Rates Relief, the Assistant Director – Resources said more detailed information would be provided in due course.

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

CA63 **LCTS SCHEME AND CONSULTATION 2019/20**

The report sought Cabinet's recommendation to Full Council of the 2019/20 LCTS scheme, which would be set on the same basis as the previous year, and to increase the empty homes premium from 50% to 100% on properties that had been empty for a period of more than two years.

The Portfolio Holder for Finance and Administration said the scheme had a considerable impact on the most vulnerable residents in the District and that the 12.5% contribution cap was the lowest in Essex. He added that the response rate to the consultation was commendable and the majority of those who took part in the survey were supportive of the proposed schemes.

RESOLVED to recommend to Full Council for approval of the 2019/20 LCTS scheme and empty homes premium as set out below:

- i. The 2019/20 LCTS scheme is set on the same basis as the 2018/19 scheme and therefore the contribution rate is frozen for the fifth consecutive year.
- ii. The Council continues to protect Vulnerable and Disabled Residents and Carers on a low income.
- iii. The premium applied to properties empty for a period of more than 2 years is increased from 50% to 100%.

CA64 **BUDGET UPDATE AND CONSULTATION OUTCOMES 2019/20**

Cabinet considered the Budget Update and Consultation Outcomes report for 2019/20. The consultation related to budgetary priorities for residents, businesses and preceptors within the District and generated the highest level of responses the Council had received for this type of consultation. The top priorities were consistent with previous years, with 'Emptying bins/running recycling services' being identified as the most important budgetary concern for residents.

The report was noted.

CA65 **LAND AT PARKERS, BERDEN**

The Portfolio Holder for Housing said the item had been withdrawn due to a request from Berden Parish Council to meet with officers before taking proceedings any further.

CA66 **LOCAL PLAN STATEMENT OF COMMUNITY INVOLVEMENT**

The Local Plan Statement of Community Involvement (SCI) had been updated in preparation for the submission of the Local Plan to the Secretary of State. The Portfolio Holder for Environmental Services said the document would set out the Council's approach to public engagement and involvement in the preparation of the Local Plan. She highlighted the recommendation outlined in the report and said a degree of flexibility was required in relation to the dates of the consultation, as it would be better if the SCI was sent out for consultation at the same time as the Sustainability Appraisal.

Councillor Light asked why the Public Engagement Working Group (PEWG) had not been involved in the preparation of this document.

The Chief Executive said the PEWG would be welcome to take part and comment on the draft SCI during the consultation.

In response to a Member question, the Leader said the final version of the Sustainability Appraisal should be available in late December.

RESOLVED to agree the draft Statement of Community Involvement for a six week consultation aiming to begin from 7 January to 18 February, subject to alignment with the publication of the updated Sustainability Appraisal.

CA67 **WALDEN PLACE REDEVELOPMENT**

Members considered the report which provided details of the proposed redevelopment of the existing housing scheme at Walden Place, Saffron Walden. The sheltered housing consisted of a four storey Grade II listed Georgian town house attached to twenty-six purpose built flats that had been constructed in the 1980's. The report proposed separating the Georgian house and 1980's sheltered scheme, the construction of new communal facilities and the sale of the Georgian house on the open market. Cabinet considered the preferred mechanism for undertaking this redevelopment, either through a joint venture or council controlled programme, which would maximise the return to the Council from this valuable asset.

The Portfolio Holder for Housing said the joint venture option had been explored but interest from developers had been disappointing. Only three developers had shown interest and the estimated return for the Council was considered low.

In response to a question from Councillor Light, the Portfolio Holder for Housing said the council controlled programme option had been taken to the Housing Board and the Tenants' Forum and had been approved.

RESOLVED that the redevelopment of Walden Place is progressed as a Council funded and managed project (Option 2) subject to budget availability.

CA68 **ANY OTHER BUSINESS**

Cabinet were informed of a forthcoming judicial review relating to a planning decision that had been approved incorrectly due to an administrative error. The review would ensure that the application was refused as originally intended.

The meeting ended at 8.10pm.

| | | | |
|------------------------------|--|----------------------|------------------------------|
| Committee: | Cabinet | Date: | Thursday, 10 January 2019 |
| Title: | Corporate Plan Delivery Plan 2018/19 Quarter 3 Progress Update | | |
| Portfolio Holder: | Leader of the Council, Lead for Strategy, Strategic Partnerships and the Local Plan | | |
| Report Author: | Dawn French, Chief Executive dfrench@uttlesford.gov.uk Tel: 01799 510400 | Key decision: | No |

Summary

1. The Corporate Plan was agreed by Council at its meeting on 22 February 2018 and the delivery plan was agreed by Cabinet at its meeting on 4 April 2018. This report sets out progress against the Corporate Plan Delivery Plan between October and December (Q3).

Recommendations

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

Financial Implications

3. All financial implications arising from the delivery plan were reflected in the budget for 2018/19, as approved by Full Council on 22 February 2018.

Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

Impact

- 5.

| | |
|----------------------------|--|
| Communication/Consultation | Consultation specific to projects within the delivery plan is undertaken as necessary. |
| Community Safety | Progress on Community safety projects is included within the report. |
| Equalities | Equality impact assessments are undertaken in relation to specific projects, |

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

Situation

6. The Corporate Plan 2018 – 2022 was adopted by Full Council at its meeting on 22 February. This refreshed the underpinning evidence for the four priorities:
 - Promote thriving, safe and healthy communities
 - Protect and enhance heritage and character
 - Support sustainable business growth
 - Maintain a financially sound and effective Council
7. The Corporate Plan Delivery Plan (CPDP), adopted by Cabinet at its meeting on 4 April 2018, set out the more significant actions/projects (outputs), expected outcomes and performance measures by which success will be measured.
8. Appendix A sets out progress against each element of the CPDP at the end of quarter three of 2018/19, which covers the period October to December.
9. It was recognised when the CPDP was adopted that it should be treated as a dynamic document that is updated to reflect changes in response to opportunities and challenges but that the Plan should be adhered to as closely as possible as only these projects have been resourced through the 2018/19 budget. No changes have been made to the CPDP since it was adopted.
10. Good progress has been made on a number of the priorities, however, the following are drawn to members' attention as being of note:

- 'Time to Change' the Council has signed the pledge and developed an action plan which is in the process of being implemented.
- The Council is now in complete control of the Disabled Facilities Grant process since bringing the services in house processes have been streamlined which has already shown a significant improvement in response times. An information pack has also been developed to aid customers with the process. Reductions in waiting times will reduce further complications and ongoing care costs. Option of sharing Occupational Therapy with West Essex authorities for hospital discharge work is being investigated.
- Successful funding application made to the office of the Police, Fire and Crime Commissioner for the Automatic Number Plate Recognition capability to be added to the CCTV in Stansted and work is underway with the police to progress installation. This will give some coverage to the B1158 helping to identify offenders moving from one side of the district to another.
- Successful Safer Streets initiative held in Stansted Mountfitchet in November with a number of partner agencies including British Transport Police and Essex Police. Activities included door to door engagement with over 30 people which led to one Essex County Council Fire and Rescue hoarding/safeguarding referral being made. 'Drinks with Community Links' held at the Co-op where over thirty people were given crime prevention advice and a total of twelve motor offence tickets were issued. There are plans to replicate this project in different areas in the new year.
- Launch of the Business Website alongside the new core Uttlesford website.

Risk Analysis

11.

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

| | | | |
|--|--|--|---|
| | | | ongoing to reflect on whether the outputs achieve the outcomes expected |
|--|--|--|---|

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

Appendix A: Q3 Corporate Plan Delivery Plan Actions Report 2018-19

Corporate Plan Delivery Plan Actions by Commitment 2018-19

Updates received as of 23 November



18-CPDP Corporate Plan Delivery Plan 2018/19

18-CPDP Corporate Plan Commitment 1: Promote thriving, safe and healthy communities

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|---|--|-------------|---------------------|
| <p>18-CPDP 01 Day Centres</p> <p>Day centres that are efficient and effective and that promote activities to reduce social isolation and improve health and wellbeing</p> <p>15</p> | <p>Establish new operating agreements for all five day centres</p> <p>Transfer staff to direct employment of the council where appropriate</p> <p>Assist management committees' transition to new ways of working Work with management committees to develop the centres as places for activities to improve health and wellbeing</p> <p>Output measures/milestones:</p> <p>Operating agreements in place – staggered throughout year. First agreement in place by end of April 2018</p> <p>Staff transferred – staggered throughout year. First staff to transfer in April 2018</p> <p>New ways of working implemented - staggered throughout year. First day centre operating on new ways of working from April 2018</p> | <p>Approved budget for new Day Centre Management post</p> <p>Transferred staff posts</p> | 31-Mar-2019 | Adrian Webb |

Latest Note:

November 2018

Cutler's Kitchen (Thaxted) is working well with the staff now being council employees.

Discussions continue with the management teams of the Garden Rooms Saffron Walden and Rowena Davey Centre in Great Dunmow

Arrangements continue to be in place to transport Takeley Day Centre users to Thaxted at no cost to users or the council. This arrangement continues to work well and service users from Takeley have given positive feedback. The Takeley facility is still well used by other hirers, with the council keeping the income from this.

Discussions are continuing with Stansted Parish Council around licence renewal and the two councils are currently exploring the best model for future delivery of the service.

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|---|---|---|-------------|---------------------|
| 18-CPDP 02 Local Plan A sound Local Plan that guides development to 2033, to address needs and opportunities whilst protecting and enhancing heritage and character | Publish Reg 19 Plan, Submit to MHCLG and prepare for and participate in its examination in public Output measures/milestones June 2018 – Publish for Representations Jan 19 – Plan Submission Spring /Summer 2019 – Examination and hearings | Budget provision for FY2018-19 and budget proposals for 2019-20 | 31-Mar-2019 | Roger Harborough |

Latest Note:

November 2018
 The Reg 19 Plan went out for a further public consultation in Oct – November on an Addendum of Focussed Changes. This further round of consultation generated submissions from around 100 residents, businesses and interested parties. Planning policy officers are assessing the representations and will be preparing the formal Reg.19 Submission in January to meet the 24 January deadline set by the new NPPF. This allows the plan to be considered against the original NPPF. Further work is also being undertaken on the Sustainability Appraisal (SA) to support the submission version of the Plan and there will be an opportunity for representations on this SA report in January to coincide with consultation on the updated Statement of Community Involvement.

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|---|---|--|-------------|---------------------|
| 18-CPDP 03 Promote Healthy Lifestyles Residents are active and optimise their health and well being | Working with partners to increase the levels of participation in sports, leisure and cultural activities Raise awareness of local health and wellbeing activities for all residents Increase residents awareness and skills to improve their health and wellbeing Maintain independent living through Disabled Facilities Grants Output measures/milestones: Success will be measured by key performance indicators and the delivery of targets for each of the priorities as set out within the Health and Wellbeing delivery plan | Within existing budget and Public Health grant funding | 31-Mar-2019 | Roger Harborough |

Latest Note:

November 2018
 Delivery plan in place and projects identified under each priority of the Health and Wellbeing Strategy
 Active Uttlesford Network funding offered out to community groups within the district. 4 Groups have been successful with a further two applications received
 ACE (Anglia Community Enterprise) 'My Weight Matters' 2nd project is running from the District Council offices and Dunmow hub. Volunteers have been trained to be able to weigh and give advice regarding nutrition and keeping well
 'Time to Change' project has been running to encourage local business employers to sign an Employer Pledge to demonstrate commitment to change how they think and act about mental health in the workplace and make sure that employees who are facing these problems feel supported. UDC have signed up to the pledge and a six point action plan has been devised and in the process of being implemented
 Continuing to work with Essex County Council to improve the council's Disabled Facilities Grant (DFG) allocation and range of measures that can support independent living. The Council are now in complete control of the DFG process since the previous long-term arrangements with The Papworth Trust Home Improvement Agency ended in April 2017. Since bringing the services in house processes have been streamlined which has already shown a significant improvement in response times. An information pack has also been developed to aid customers with the process. Reductions in waiting times will reduce further complications and ongoing care costs. Option of sharing OT with West Essex authorities for hospital discharge work is being investigated

An e-learning tool for befrienders to help volunteers identify areas where their clients require support or intervention around winter resilience is being developed by MIND

Increase in uptake of health improvement classes and the Inclusion Club run by the leisure centres

A trial winter resilience exercise, targeting low income 'cold' households has commenced in partnership with the CAB. The objective is to promote the councils discretionary housing assistance policy to improve living conditions for those in greatest need

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|--|--|--------------------|-------------------------|
| <p>18-CPDP 04 Improve Community Safety Communities that feel safe and secure</p> | <p>Further develop the activities of the Community Hub Deliver identified actions of the new Strategic Assessment Work with partner agencies within the Community Safety Partnership to reduce and prevent crime and anti-social behaviour Ensure partnership working with town councils, parish councils and the PCSOs to address the fear of crime Make greater use of Restorative Justice (RJ) to help put right the harm caused by anti-social behaviour, enhancing public reassurance and confidence Output measures/milestones: Success will be measured through annual surveys of residents, key performance indicators and the delivery of targets for each of the priorities as set out within the new Strategic Assessment Quarterly feedback from Towns and Parishes Monthly updates from PCSOs Quarterly update from RJ as to number of referrals and outcomes</p> | <p>Within existing budget (including funding for 2 PCSOs) Match funding in approved budget for a further PCSO Partner agencies</p> | <p>31-Mar-2019</p> | <p>Roger Harborough</p> |

Latest Note:

November 2018

The Hub continues to work well with positive outcomes. Agencies are using the hub regularly as a base whilst in the District which enhances partnership working. The hub meetings are well attended where a multi-agency approach is given to low level crime and ASB issues. PCSO's have been working across the district resolving low level crime and asb issues. They have also conducted high visibility patrols to help alleviate the fear of crime in some of the more remote villages. Building on the work undertaken at Birchangar services the PCSO's are also involved in partnership operations alongside the community safety officer and the safeguarding officer to deliver key messages around human trafficking and CSE to hotels and food outlets around Stansted Airport

The CSP Strategic Assessment is complete and the key priorities have been set for the CSP. Partners within the CSP have contributed to the Partnership Delivery Plan detailing their proposed aims and projects they will be completing to achieve these. The priorities are in line with the Crime Commissioner priorities

CCTV – The Codes of Practice for UDC camera systems has been published onto the UDC website. Each location has been visited, and strict procedures complying with Data Protection are now in place. The first meeting of Uttlesford CCTV Partnership has taken place where good practice was shared and networking between the towns and parishes was strengthened. Funding application made to the OFPCC for the ANPR capability to be added to the CCTV in Stansted was successful and work is underway with the police to progress installation. This camera will give some coverage to the B1158 helping to identify offenders moving from one side of the district to another

Crucial Crew has taken place and workshops have been delivered to over 800 year six pupils. Gangsline has been included this year in response to the 'Hidden Harm' agenda and the ever emerging threat of drug gangs coming into the District

'Drinks with Community links', the coffee shop engagement project, continue to be a success with partners

Safer streets initiative took place in Stansted Mountfitchet in November involving a number of partner agencies including British Transport Police, Essex Police and Keep Safe Essx. Some of the highlights from the initiative include door to door engagement with over thirty people which led to one Essex County Fire and Rescue hoarding/safeguarding referral being made. 'Drinks with Community Links' held at the Co-op where over thirty people were given crime prevention advice and a total of twelve motor offence tickets were issued.

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|---|--|--------------------|--------------------------|
| <p>18-CPDP 05 Reduce social isolation</p> <p>Communities that are strong, self-sufficient, resilient and supportive</p> | <p>Continue to work with local stakeholders to support the people and projects identified through the council's work with the Young Foundation, contributing to community wellbeing and reducing social isolation. Projects include Suspended Cafes, Community Allotments, seated exercise classes and anxiety and stress management Work in collaboration with the CVSU to establish a Community Builder role in South Uttlesford to help relieve the pressure on GPs</p> <p>Output measures/milestones: The number of new Community groups that are self-sustaining after receiving support to promote and market their service Quarterly feedback from those groups regarding membership numbers and frequency of activities Quarterly feedback from group members to measure the outcomes of the project and to identify further need or appropriate changes</p> | <p>Partnership project – funded through Essex CC</p> | <p>31-Mar-2019</p> | <p>Roger Harbourough</p> |
| <p>Latest Note:</p> | | | | |
| <p>November 2018</p> <p>Project work with the Young Foundation has been completed and a final methodology report has been produced. 11 local initiatives identified through this work continue to be supported and encouraged by the council and partners. Monies have been allocated by ECC and distributed to those projects as a community chest initiative</p> <p>Two villages, Ashdon and Great Chesterford, have come forward for support with community action zone work in their communities, this work is ongoing</p> <p>Community builder role in South Uttlesford funded by the CCG is working well. A network of community builders/engagement officers has been set up to facilitate the sharing of good practice and to ensure all agencies have a joined up approach to this work across the district. The LSP Annual Assembly heard that this was demonstrably reducing demand for primary health care in the locality.</p> | | | | |
| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
| <p>18-CPDP 06 Prevent homelessness</p> <p>Increase in the prevention and the relief of homelessness within the district</p> | <p>Review Homelessness Strategy and Housing Allocation Policy to ensure compliance with new duties required under the Homelessness Reduction Act Prevent Homelessness through early intervention methods</p> <p>Output measures/milestones: Success will be measured by key performance indicators and the delivery of targets for each of the priorities as set out within the updated Homelessness Strategy will be in place by June 2018 Performance monitoring of quarterly statistical reports including the number of homelessness cases; average time spent by home-seekers in temporary accommodation</p> | <p>Within existing resources</p> | <p>31-Mar-2019</p> | <p>Roger Harbourough</p> |

Latest Note:

November 2018

The Homelessness Strategy and the Housing Allocations Policy have been reviewed and updated to take account of new duties required under the Homelessness Reduction Act, which came into force in April 2018. The Housing Options Team have been fully trained in how to deliver the requirements of the new Act. Systems have been updated to record homelessness and prevention cases in accordance with the Act and deliver statistical information direct to government via 'H-Click'. The duty to refer has also now been implemented and there is a dedicated email address for other statutory and non-statutory agencies to refer their clients over where they think they are potentially homeless

Visited by MCHLG department advisor to review how the new legislation is being delivered in Uttlesford – they were complimentary about what they observed which included attending a homelessness partnership meeting. Due to increase in the workload of the housing options team a new member of staff is being recruited on a 2 year contract using grant funding from government

Homelessness Partnership meetings held quarterly to enable cross organisational homelessness prevention work to be carried out

The Essex Trailblazer project will end March 2019 and Districts currently working with ECC on the new floating support contract that ECC is currently procuring

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|---|---|----------------------------------|--------------------|-------------------------|
| <p>18-CPDP 07 Deliver affordable housing Good quality affordable homes for local people</p> | <p>Contribute to the provision of affordable housing supply by delivering/acquiring further new council homes Work with developers and Registered Social Landlords to ensure delivery of required numbers of affordable housing on development sites Continue to deliver the Housing Strategy particularly focussed on ensuring the right tenures and quality of homes for vulnerable groups in the district Output measures/milestones: Deliver 40 new council homes or acquisitions through the Housing Revenue Account development programme Deliver required affordable housing targets in line with planned timescales</p> | <p>Within existing resources</p> | <p>31-Mar-2019</p> | <p>Roger Harborough</p> |

Latest Note:

November 2018

The council's development programme is progressing well. 100 properties have now been delivered with the completion of Reynolds Court in September 2018. There are 37 other properties on site, including sites in Newport and Dunmow that will deliver 8 new build council properties. Feasibility work is continuing with further sites to be progressed

There has been a further delay in the delivery of Hatherley Court in Saffron Walden due to issues with the contractor and the design of the new plumbing system to the wet rooms. 26 properties are being re-modelled and 1 new build flat and new communal areas will be delivered as part of the project. Phase I is now due to complete in January 2019

An options appraisal on Walden Place in Saffron Walden has been carried out. Report with proposals for a way forward will be taken to Cabinet in November 2018

The district's first independent living scheme, which will deliver 72 units of accommodation, is under construction at Radwinter Road in Saffron Walden. Completion date has been put back to January/March 2019 due to issues with the contractor. Currently in discussion with Essex County Council, Housing Association partner and developer to progress delivery of a second scheme in Great Dunmow

A purpose built scheme in Everett Road, Saffron Walden comprising of 6 units of accommodation for people with learning difficulties completed in October 2018 with the first residents due to move in in November 2019

Progressing with plans for the development of a site at Little Dunmow to replace 12 existing bungalows that are affected by subsidence with 16 general needs flats and houses

The Housing Association's programmes for delivering on Section 106 sites within the district are currently ahead of target for this year

Continuing to work with accounts business partner to ensure that right to buy receipts are spent in accordance with government agreement. This includes the purchase of 2 properties in Saffron Walden. Also looking for opportunities to use Section 106 affordable housing receipts in conjunction with HRA funding to maintain development programme and investigating further opportunities of becoming affordable housing partners on Section 106 sites

In the process of updating the Housing Strategy in line with local plan. This will be taken to Cabinet next year

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|---|----------------------------------|--------------------|-------------------------|
| <p>18-CPDP 08 Improve private sector housing conditions Private sector housing that is healthy and safe to live in</p> | <p>Introduce a range of measures to tackle rogue landlords under the new powers available to the Council in the Housing & Planning Act 2016 Review options for discretionary licensing of private rented homes, including Houses in Multiple Occupation Output measures/milestones: Success will be measured by key performance indicators A new policy in place outlining the appropriate level of action and civil penalties for Housing Act offences</p> | <p>Within existing resources</p> | <p>31-Mar-2019</p> | <p>Roger Harborough</p> |

Latest Note:

November 2018

A policy has been developed outlining the appropriate level of action and civil penalties for Housing Act offences

Improvements to the council's website content have been made to provide more information to landlords and tenants particularly concerning the implications of recent legislative changes

Changes to the mandatory licensing definition for Houses in Multiple Occupation (HMOs) came into force on 1st October. The council has been raising awareness of the changes with landlords and letting agents in the district. New licence fees for Houses in Multiple Occupation has been adopted and proactive work to identify potentially licensable HMOs is proposed for 2019/20

The proposed policy outlining the civil penalties for Housing Act offences is due to be presented to Cabinet on 29th November. It is proposed that a civil penalty of £2,120.00 (licensing fee x2), plus costs will be applied for persons failing to apply for a HMO licence

18-CPDP Corporate Plan Commitment 2: Protect and enhance heritage and character

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|---|----------------------------------|--------------------|----------------------------|
| <p>18-CPDP 09 Walden Castle</p> <p>Castle opened up for public access and suitable events</p> | <p>Installation of electricity, lighting and security and establish an events programme.</p> <p>Output measures/milestones: Work completed and access available to all – by end of August 2018 Events programme to be developed by December 2018</p> | <p>Within existing resources</p> | <p>31-Mar-2019</p> | <p>Adrian Webb</p> |

Latest Note:

November 2018

Applied for scheduled ancient monument consent for flooring and lighting. Associated planning application due to be submitted at the end of November.

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|---|--|----------------------------------|--------------------|----------------------------|
| <p>18-CPDP 10 Museum Development Lottery Bid</p> <p>The lottery grant will lay the foundations for a larger grant application to extend the museum by providing funding for feasibility and options appraisals and an audience development study with public consultation. In addition it will enhance the fundraising capabilities of the Saffron Walden Museum Society through training.</p> | <p>Bid to Resilient Heritage Lottery Fund for approximately £70,000</p> <p>Output measures/milestones: Application made July 2018 Grant confirmed October 2018, subject to HLF grant award meeting timetable Work commenced on feasibility and options appraisal stages along with public consultation in preparedness for a bid to the HLF for an extension to the Museum building</p> | <p>Within existing resources</p> | <p>31-Mar-2019</p> | <p>Adrian Webb</p> |

Latest Note:

November 2018

Arts Council England shortly to release timetable for mid-term reaccreditation process which is an important piece of work to ensure the museum's policies and procedures are up to date and effective. This in turn will be of help in a future lottery bid programme. Curator is re-opening dialogue with the HLF to establish best approach to grant applications following an HLF review.

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|---|---------------------------|-------------|---------------------|
| 18-CPDP 11 Article 4 Direction (A4D) for Local Heritage List (LHL) Development related to locally listed properties across the district managed positively | Unsuitable minor alterations and other development that would adversely affect local heritage assets will be avoided. Output measures/milestones: Consultation on a Draft A4D order Final Article 4 Direction order confirmed | Within existing resources | 31-Mar-2019 | Roger Harborough |

Latest Note:

November 2018

Progress with this initiative will be part of the objectives for the new conservation officer postholder in Q4

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|--|---------------------------|-------------|---------------------|
| 18-CPDP 12 Shop Front Design Guide and Management Plan Good practice guidance to protect and enhance the character of town centres | Draft document to be compiled and ready for public consultation Finished document to go to Cabinet for approval and adopted formally. Output measures/milestones: Comprehensive document to inform the treatment of shop frontages in the district, and help facilitate good practice in relation to signage, colour, detail and illumination by end 2019. | Within existing resources | 31-Mar-2019 | Roger Harborough |

Latest Note:

November 2018

An initial draft has been prepared. Progress with this initiative will be part of the objectives for the conservation officer role in Q4

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|---|--|---------------------------|-------------|---------------------|
| 18-CPDP 13 Reviews of Conservation Area Appraisals and Management Plans Managed growth and development in Conservation Areas. | Continue with a rolling programme of resurveys of the existing 37 Conservation Areas Output measures/milestones: Draft Conservation Area Appraisal(s) to be prepared for public consultation. Final reports to go for publication, or cabinet approval, as appropriate. | Within existing resources | 31-Mar-2019 | Roger Harborough |

Latest Note:

November 2018
 Progress with this initiative will be part of the objectives for the conservation officer role in Q4

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|--|--|-------------|---------------------|
| 18-CPDP 14 Tidy in Place A fair and consistent approach to enforcement | Deliver a programme of public educational events to tackle environmental issues e.g. responsible dog ownership Clearing fly tipped materials Provide targeted enforcement action campaigns to address litter, trade waste abuses and fly tipping Output measures/milestones: Success will be measured by pre and post campaign surveys | Within existing resources and approved budget to provide more capacity within street services team | 31-Mar-2019 | Roger Harborough |

Latest Note:

November 2018
 Joint licensing and enforcement exercises continue to be carried out with Essex Police and Transport for London at the Airport
 Targeted enforcement action will be taken to reduce enviro-crime offences including the introduction of additional Fixed Penalty Notices
 In support of the 'crime not to care' campaign, officers have successfully prosecuted an offender for duty of care offences
 Officers are working with Town and Parish Councils to promote the Keep Britain Tidy campaign to reduce incidents of dog fouling. The campaign is based on 'We're Watching You' glow in the dark signs that will be located in fouling hotspots

18-CPDP Corporate Plan Commitment 3: Support sustainable business growth

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|---|--|--|--------------------|-------------------------|
| <p>18-CPDP 15 Economic Development Strategy</p> <p>Positive interventions that support business growth</p> | <p>Delivery of the strategy including engagement in a joint digital infrastructure strategy across West Essex and East Herts, research the extent of lack of poor mobile communications and options for resolution, participation in the Stansted Airport College Advisory Group and progress local economic strategies for each new garden community.</p> <p>Output measures/milestones: Key measures and milestones detailed in the economic development strategy</p> | <p>Approved budget for a range of activities</p> | <p>31-Mar-2019</p> | <p>Roger Harborough</p> |
| <p>Latest Note:</p> | | | | |
| <p>November 2018 Current focus of work is on the implementation of the Saffron Walden BID and collection of revenue. Progress is being made on car park ticket machine procurement and Christmas parking arrangements. Engagement on economic strategies for the garden communities is being progressed through the Business Breakfast and other events. Superfast Essex has advised the Council that the Gigaclear delivery of Phase 3 of superfast broadband in Uttlesford is approximately 6 months behind schedule with a completion date now of July 2020. The draft of the Essex-Herts Digital Innovation Zone (DIZ) “a local strategy to secure future prosperity and health” is now available and being circulated. Research into poor mobile communications in the area has been started. Working with Cambridge Clean Tech on development of local economic strategy for North Uttlesford GC. Participation in the Airport College Advisory Group is on-going.</p> | | | | |

18-CPDP Corporate Plan Commitment 4: Maintain a financially sound and effective Council

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|---|--|---|--------------------|---------------------|
| <p>18-CPDP 16 Medium Term Financial Strategy (MTFS)</p> <p>To ensure that the council maintains a budget that is financially viable and continues to provide services at an affordable level</p> | <p>Budget monitoring, to include a programme of identifying the savings target of £150k To continue the rollout of Zero Based Budgeting for 2019/20 budget preparation To prepare the MTFS and all supporting budget reports for 2019/20</p> <p>Output measures/milestones: Monthly Budget monitoring with quarterly reports prepared for Cabinet Zero Based Budgeting for 2019/20 to begin in September to ensure approval process is complete to meet annual budget deadlines To identify areas of savings for 2019/20 (if this has not already been identified as part of the budget monitoring process) 2019/20 budget papers and MTFS to be presented to Members in February 2019.</p> | <p>Finance Team CMT and SMT All budget managers</p> | <p>31-Mar-2019</p> | <p>Adrian Webb</p> |

Latest Note:

November 2018

2019/20 budget preparation continues along with an updated MTFS. Finance Settlement on 6 December 2018 which determines the level of funding available to the Council has been delayed by the Secretary of State until after the vote on Brexit

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|---|---|--------------------|---------------------|
| <p>18-CPDP 17 Chesterford Research Park</p> <p>Significant contribution to the council's revenue budget</p> | <p>Evaluation and delivery of most affordable method of financing for new unit(s) Agreement to fund, if required, the building of an additional unit for a new tenant on the park Economic Development team work to promote the Park</p> <p>Output measures/milestones: At least one new request, if required, for funding for a new build unit received in 2018/19</p> | <p>Within existing resources (subject to approval for additional funding as required)</p> | <p>31-Mar-2019</p> | <p>Adrian Webb</p> |

Latest Note:

November 2018

Additional funding request for Building 60 to fully fit for 3 or 4 tenants has been considered and approved at Full Council on 4 December. Discussions continue with Asset Manager and retained agents about suitable next projects. Discussions to be held with ECC around possibility of rent guarantee for speculative builds

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|--|---------------------------|-------------|---------------------|
| 18-CPDP 18 Utlesford South Depot Efficient and effective use of assets | Explore options for commencement of phase 1 prior to purchase of land Acquisition of land Operational planning activities associated with new site Output measures/milestones: Options for delivery evaluated and preferred solution agreed Land purchased – by end of March 2019 | Within existing resources | 31-Mar-2019 | Adrian Webb |
| Latest Note: | | | | |
| November 2018 New drawings have been drawn up with a view to the applicant submitting a revised planning application in Winter 2018/19 . | | | | |
| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
| 19-CPDP 19 Workforce Development An engaged and flexible workforce that is able to react to the changing local government environment | Develop a people plan Bring on stream apprenticeships through the apprenticeship levy Output measures/milestones: An assessment of the skills gaps and shortages along with a remediation plan – end of December 2018 More apprentices – throughout 2018/19 | Within existing resources | 31-Mar-2019 | Adrian Webb |
| Latest Note: | | | | |
| November 2018 Initial discussions have been held with the East of England Local Government Association with regard to providing external support to deliver this project via the EELGA Talent Bank. Scope of work currently being developed. New four-year apprenticeship established in Building Control. Discussions held with other Essex local authorities about the benefits of a 21st Century Public Servant approach to workforce planning. This research, commissioned by Birmingham City Council, sets out the types of skills required in a modern local authority workplace and how what is needed by councils is changing and will continue to change. This research will be used to underpin the council's workforce strategy. | | | | |

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|--|--|---|-------------|---------------------|
| 18-CPDP 20 Citizens Access Enhanced self-service for council customers | Develop a new website Installation of online access to Council Tax, Rents, Housing Benefits and Business Rates Output measures/milestones: A modern website capable of meeting current and future customer needs – end of July 2018 Online account access for customers is available – Ready for use by end of December 2018 but promoted through 2019/20 annual billing | Approved budget for IT investment and backfilling project team, if required | 31-Mar-2019 | Adrian Webb |

Latest Note:

November 2018

Business website has now launched alongside the new core Uttlesford website. Work is about to commence on a jobs subsite which will explain the benefits of working for the council and living in this area as well as hosting all the vacancies at the council. Work on an intranet refresh will commence following that project. IT project officer continues discussions with Northgate re Citizens Access project for 2019. Cloud server migration is underway in preparation.

| Programme / Project / Activity Title & Code and Description | Outcomes | Resources | Due Date | Officer Responsible |
|---|--|---|-------------|---------------------|
| 18-CPDP 21 Planning Performance Agreements (PPAs) Delivery of a high quality Planning Service | Promotion of Planning Performance Agreements (PPAs) for all major development proposals Output measures/milestones: Number and value of PPA's | PPA's identify and fund additional resources associated with the application (net nil impact) | 31-Mar-2019 | Roger Harborough |

Latest Note:

November 2018

Four PPAs are now in place and several others are being progressed with interested developers.

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Agenda Item 9

| | | |
|--------------------------|---|------------------------------|
| Committee: | Cabinet | Date: |
| Title: | Kerbside garden waste collection service subscription charges 2019/20 | Thursday, 10 January 2019 |
| Portfolio Holder: | Portfolio Holder for Environmental Services | |
| Report Author: | Ben Brown, Operations Manager - Street Services bbrown@uttlesford.gov.uk | Key decision: N |

Summary

1. The majority of garden waste service subscribers pay by card over the phone. Efficiencies would be achieved by moving subscriptions to direct debit mandate or online payment. Residents could be incentivised by offering a discount against the annual charge. There would also be customer benefit in collecting the subscription in small instalments. The scheme has already been simplified so that the subscription will not be reduced for those joining the scheme part way through the year. The annual subscription charge is £10.

Recommendations

2. The Cabinet is recommended to approve
 - a) the kerbside garden waste collection subscription is set at £45 for the year 1 April 2019 to 31 March 2020.
 - b) A £10 discount will be made for new customers paying by direct debit and existing customers switching their payment method to direct debit mandate or online payment.

Financial Implications

3. The budget implications of the proposal are anticipated to be neutral, however moving to more efficient payment methods, will reduce the administrative processes associated with the service. Budget monitoring will flag up variations from estimates and the outturn will be adjusted accordingly.
4. If the service continues to grow, it may be necessary to add an additional collection round (or part) which will increase expenditure. Any significant overspend can be met by drawing on the waste reserve. If the threshold for an additional round is not reached by year end, surpluses can be added to the reserve to manage any deficit arising in the following year.

Background Papers

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

Impact

- 6.

| | |
|---------------------------------|---|
| Communication/Consultation | The changes will need to be communicated effectively to existing and potential subscribers. A communication plan will be developed in January. |
| Community Safety | None |
| Equalities | None |
| Health and Safety | None |
| Human Rights/Legal Implications | None |
| Sustainability | The garden waste service makes a significant contribution to the Council's recycling rate which will continue to increase as the service grows. |
| Ward-specific impacts | None |
| Workforce/Workplace | As the subscriber base grows an additional collection round (or part) will need to be deployed. |

Situation

7. The kerbside garden waste collection service continues to grow, but there are opportunities to achieve efficiencies in the administration of its operation. Direct debit payments are potentially more stable than card payments, involve less staff time once the arrangement is set up, and should reduce the incidence of problems with termination and restarting service associated with failure to pay on time, such as missed collections.
8. The new charge whether discounted or not does not affect the entitlement to the 25% discount if you are receiving benefits (subject to meeting the criteria). For customers paying by direct debit the 25% discount will be applied after the £10 reduction has been made.

Risk Analysis

9.

| Risk | Likelihood | Impact | Mitigating actions |
|--|----------------------------|---|--|
| Demand for the service increases to a level in excess of capacity, requiring an additional collection round which is then not fully utilised | 2 Service growth continues | 2 Income does not increase in line with costs | Flexibility in deployment of resources. Use of the waste reserve. |

1 = Little or no risk or impact

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

3 = Significant risk or impact – action required

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

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| | | |
|--------------------------|--|------------------------------|
| Committee: | Cabinet | Date: |
| Title: | Requests for s106 funding for footway improvements, Stansted Mountfitchet | Thursday, 10 January 2019 |
| Portfolio Holder: | Portfolio Holder for Environmental Services | |
| Report Author: | Jeremy Pine, Planning Policy/Development Management Liaison Officer jpine@uttlesford.gov.uk | Key decision: N |

Summary

1. This report is about two requests for the use of S106 funding for footway improvements in the parish of Stansted Mountfitchet.
 - Essex Wildlife Trust wishes to provide an all year round accessible lakeside path at the Aubrey Buxton Nature Reserve, which is located north of Stansted Mountfitchet.
 - Stansted Mountfitchet Parish Council wishes to resurface the public right of way which runs along the western boundary of Foresthall Park from Foresthall Road to Stoney Common.
2. The Trust advises that increases in visitor numbers have worn the existing pathways, making them inaccessible at times and having a detrimental effect on neighbouring pond habitats. The Trust puts part of the increase in patronage down to local housing growth, and needs £9,500 to undertake the work.
3. The Parish Council has taken on the responsibility for maintaining the right of way. The public right of way is used by schoolchildren and commuters, but the surface is currently bare earth and becomes impassable in the wet and in winter months. The Parish Council needs £11,977.20 for a local contractor to undertake the work.
4. In both cases, the money would be drawn from the remaining community facilities pot associated with Foresthall Park, which currently stands at about £41,000. The Trust's request was withdrawn from an earlier Cabinet agenda so that local member consultation could be carried out. This has now been done. Local members have also been consulted on the Parish Council's request.

Recommendations

5. Following local member consultation, Cabinet is recommended to approve the release of £11,977.20 to Stansted Mountfitchet Parish Council from S106 funds to secure the improvement works to the Foresthall Park right of way.
6. Following local member consultation, Cabinet is recommended not to approve the request from Essex Wildlife Trust. The Council should assist the Trust in identifying other possible sources of funding.

Financial Implications

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

Background Papers

8. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

Letter from the Essex Wildlife Trust to UDC Planning dated 22/03/18 plus updated budget and funding breakdown.

Email and enclosures from Stansted Mountfitchet Parish Council dated 12/07/18.

Impact

- 9.

| | |
|---------------------------------|--|
| Communication/Consultation | Consultation with local members has been carried out. |
| Community Safety | N/A |
| Equalities | N/A |
| Health and Safety | N/A |
| Human Rights/Legal Implications | The S106 agreement sets out the Council's obligations. |
| Sustainability | An all year round accessible path would improve the Reserve's habitat, particularly for pushchair and wheelchair users. The improvements to the Foresthall Park right of way would make it more usable during inclement weather. |

| | |
|-----------------------|---|
| Ward-specific impacts | Improved nature reserve facilities and footways in Stansted Mountfitchet. |
| Workforce/Workplace | N/A |

Situation

Essex Wildlife Trust

10. The Aubrey Buxton Nature Reserve was originally the pleasure park to Norman House, and is 24 acres in extent. It has 6 ponds in total, woodland and wildflower meadows. The Reserve was donated to the Trust in 1976.

11. A recent increase in visitor numbers is putting strain on the existing pathways, which are becoming extremely worn, muddy and sometimes inaccessible. In winter, visitors try to walk around the muddy areas and the increasingly exposed tree roots, exacerbating the problem.

12. This project would provide a hardened surface with boardwalk in places to avoid further tree root damage. The path would be 363m in length, with sections being re-routed to take visitors and dogs away from areas at most risk from disturbance.

13. The Trust has advised that it would try to fund a project such as this from landfill community tax funding, but as there are no landfill sites in the vicinity there is no eligibility in this instance. The Trust has also approached a number of private grant-making Trusts whose charitable objectives are most relevant to this project. The Trust has received two positive replies (see below), but these do not cover the total funding required for the project.

14. The Trust has recently secured contributions of £5,000 from the Banister Charitable Trust and £2,000 from the Stansted Airport Community Fund, although the latter has to be spent within a year. The Trust's request is for the release of £9,500 of S106 funds from the remaining community facilities pot at Foresthall Park in order to fill the current funding gap. A cost breakdown has been provided by the Trust, which provides for project consultancy work, excavation and levelling works and the laying of all-weather surfaces.

15. Whilst this is a worthy project, local member consultation has resulted in concerns that the site is remote from Foresthall Park (about 2km away) and suggestions that the Trust is well-resourced. As only limited funding remains

in the pot, there are further concerns that this project should not be a priority. Accordingly, it is recommended that Cabinet does not approve the release of £9,500 from the community facilities pot at Foresthall Park to fund the works. It is further recommended that the Council should assist the Trust in identifying other possible sources of funding.

Stansted Mountfitchet Parish Council

16. The Parish Council has taken over maintenance of this right of way, which runs down the west side of Foresthall Park north from Foresthall Road to Stoney Common. The current surface is un-made and becomes impassable in wet conditions and in winter. The Parish Council states that the right of way is used locally by schoolchildren and commuters.

17. The Parish Council has obtained two very similar quotes for the necessary work, which would involve surface scraping and resurfacing in layers consisting of crushed concrete and dust fines. The work would be carried out to a length of 610m and a width of 1m.

18. This is also a worthy project, for which there is support following local consultation. The consultation raised a concern that the right of way would not be resurfaced to its entire current width (1.6m), making it difficult for people to walk side-by-side or to pass each other. There was a further concern that bare earth remaining at the side of the right of way could result in eventual vegetation encroachment. These concerns have been put to the Parish Council, which has replied saying that the route of the path is not straight and varies in width along its length. The Parish Council does not think that it would be appropriate for a rural path to have wooden edging. The Parish Council's contractor has surveyed the existing path and has confirmed that the specified path is achievable without any problems. It is recommended that Cabinet approves the release of £11,977.20 from the community facilities pot at Foresthall Park to fund the works.

Risk Analysis

19.

| Risk | Likelihood | Impact | Mitigating actions |
|------|------------|--------|--------------------|
| None | None | None | None |

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.