



Uttlesford District Council

Chief Executive: Peter Holt

Cabinet

Date: Thursday, 1st September, 2022

Time: 7.00 pm

Venue: Council Chamber - Council Offices, London Road, Saffron Walden, CB11 4ER

Leader and Chair: Councillor P Lees

Members: Councillors A Armstrong, A Coote, J Evans, R Freeman, N Hargreaves, L Pepper, N Reeve and M Sutton.

Other Attendees: Councillors M Caton (Liberal Democrat and Green Alliance Group Leader), G Smith (Conservative Party Group Leader), N Gregory (Chair of Scrutiny Committee), E Oliver (Chair of Governance, Audit and Performance Committee) and R Pavitt (Uttlesford Independent Party Group Leader).

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.

Those who would like to watch the meeting live can do so by accessing the live broadcast [here](#). The broadcast will start when the meeting begins.

The Council Chamber is subject to capacity limits and seats will be available on a first come first serve basis. Please contact Democratic Services if you wish to reserve a seat. Contact details and further information on public speaking arrangements can be found 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

6 - 10

To consider the minutes of the meeting held on 7 July 2022.

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.

- No decisions to report.

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 committee since the previous Cabinet meeting.

- No decisions to report.

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| 8 | Ashdon Neighbourhood Plan | 11 - 13 |
| | <p>To consider the Independent Examiner's recommended modifications to the Ashdon Neighbourhood Plan in full and note the recommendation that the amended Ashdon Neighbourhood Plan should proceed to a Referendum of voters within the Parish of Ashdon to establish whether the plan should form part of the Development Plan for Uttlesford District Council.</p> <p>To consider the holding of a referendum relating to the Ashdon Neighbourhood Plan and, whether it would include all the registered electors in Ashdon Parish.</p> | |
| 9 | Revised Tenancy Policy | 14 - 20 |
| | <p>To consider the revised Tenancy Policy removing Fixed Term Tenancies.</p> | |
| 10 | Officer Decisions - Write Offs 2021/22 | 21 - 24 |
| | <p>To note the contents of the report.</p> | |
| 11 | Shop Front Design Guide | 25 - 62 |
| | <p>To consider the report on the Shop Front Design Guide.</p> | |
| 12 | Allocation of Grant Funding (Sports Provision Major Projects) | 63 - 67 |
| | <p>To consider the Allocation of Grant Funding (Sports Provision Major Projects) report.</p> | |

MEETINGS AND THE PUBLIC

Following the lifting of Covid-19 restrictions, and in accordance with the Council's risk assessment, Council, Cabinet and Committee meetings have returned to in-person and are held in the Council Chamber. However, due to social distancing measures and capacity considerations, those wishing to listen to or watch meetings will continue to be encouraged to access the live broadcast until further notice.

All agendas, minutes and live broadcasts can be viewed on the Council's website, through the [Calendar of Meetings](#).

Members of the public and representatives of Parish and Town Councils are permitted to speak or ask questions at this meeting and are encouraged to do so in person. If you wish to make a statement, you will need to register with Democratic Services by midday two working days before the meeting. There is a 15-minute public speaking limit and 3-minute speaking slots will be given on a first come, first served basis.

In certain circumstances, virtual attendance can also be provided using Zoom; please contact Democratic Services for further information. Those wishing to contribute via Zoom will require an internet connection and a device with a microphone and video camera enabled.

Guidance on the practicalities of participating both in-person or via Zoom will be given at the point of confirming your registration slot. If you have any questions regarding participation or access to meetings, please call Democratic Services on 01799 510 369/410/467/548. Alternatively, enquiries can be sent in writing to committee@uttlesford.gov.uk.

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.

Agenda and Minutes are available in alternative formats and/or languages. For more information, please call 01799 510510.

Facilities for People with Disabilities

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact committee@uttlesford.gov.uk or phone 01799 510369/410/467/548 prior to the meeting.

Fire/Emergency Evacuation Procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital that you follow their instructions.

For information about this meeting please contact Democratic Services

Telephone: 01799 510 369/410/467/548

Email: committee@uttlesford.gov.uk

General Enquiries

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