



Uttlesford District Council

Chief Executive: Peter Holt

Cabinet

Date: Monday, 18th December, 2023
Time: 7.00 pm
Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

**Leader and
Chair:** Councillor P Lees

Members: Councillors A Coote, J Evans, N Hargreaves (Vice-Chair), N Reeve
and M Sutton

**Other
Attendees:** Councillors S Barker (Conservative Party Group Leader), N Gregory
(Chair of Scrutiny Committee), R Pavitt (Uttlesford Independent Party
Group Leader) and G Sell (Liberal Democrat 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.

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 - 12

To consider the minutes of the meeting held on 2 November 2023.

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.

- No matters referred to the Executive .

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

To consider any reports from the 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.

8 Car Park Tariff Review (to follow)

To consider the report on the Car Park Tariff Review.

9 2023/24 Q2 Corporate Core Indicators (CCIs) Outturn Report 13 - 23

To receive the Corporate Core Indicators Outturn report for Quarter 2 2023/24.

10 Rent Setting Process Update 24 - 34

To consider the report regarding the Rent Setting Process Update.

11 Self-Assessment Housing Ombudsman Service Complaints Code 35 - 55

To consider the Self-Assessment Housing Ombudsman Service Complaints Code report.

12 Bio-Diversity Duty 56 - 61

To consider the report on the Council's Bio-Diversity Duty.

13 Museum Interim Forward Plan 2024/25 62 - 73

To consider the Museum Interim Forward Plan 2024/25.

14 Data Breaches and Direct Debits 74 - 78

To receive the report regarding Data Breaches and Direct Debits.

15 Cabinet Working Group - membership change 79 - 80

To appoint Councillor Lemon to the Museum Management Working Group in place of Councillor Davey.

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any Council, Cabinet or Committee meeting and listen to the debate. 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 make a statement or ask questions at this meeting. If you wish to speak, 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.

Guidance on the practicalities of participating in a meeting 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 510 548/369/410/460. 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 510 548/369/410/460/467 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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