

**MINUTES OF THE CABINET  
HELD ON**

6 December 2018

7.30 - 9.25 pm

**PRESENT**

**Committee Members**

Councillor Mark Ingall, Leader of the Council  
Councillor Mark Wilkinson, Deputy Leader and Portfolio Holder for Housing  
Councillor Mike Danvers, Portfolio Holder for Resources  
Councillor Eugenie Harvey, Portfolio Holder for Community and Wellbeing  
Councillor Danny Purton, Portfolio Holder for Environment  
Councillor John Strachan, Portfolio Holder for Regeneration  
Councillor Emma Toal, Portfolio Holder for Economic Growth

**Other Councillors**

Councillor David Carter  
Councillor Simon Carter  
Councillor Joel Charles  
Councillor Tony Edwards  
Councillor Tony Hall  
Councillor Russell Perrin  
Councillor Chris Vince

**Officers**

Andrew Bramidge, Project Director -  
Enterprise Zone and Interim Head of  
Planning  
Hannah Criddle, Governance Support  
Officer  
Simon Freeman, Head of Finance and  
Deputy to the Managing Director  
Jane Greer, Head of Community  
Wellbeing  
Andrew Murray, Head of Housing  
Adam Rees, Governance Support  
Officer

75. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Lanie Shears.

76. **DECLARATIONS OF INTEREST**

None.

77. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 18 October 2018 are agreed as a correct record and signed by the Leader.

78. **MATTERS ARISING**

None.

79. **WRITTEN QUESTIONS FROM THE PUBLIC**

None.

80. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

81. **PETITIONS**

None.

82. **FORWARD PLAN**

**RESOLVED** that the Forward Plan is noted.

83. **RECENT DECISIONS TAKEN BY THE LEADER, DEPUTY OR PORTFOLIO HOLDER(S)**

None.

84. **CREATION OF HTS (HOUSING AND REGENERATION) COMPANY**

Cabinet received a report on the creation of HTS (Housing and Regeneration) Ltd which set out the Articles of Association, the Company's draft business plan, as well as proposed five year pipeline for house building sites.

Proposed by Councillor Mark Ingall (seconded by Councillor Mark Wilkinson) it was:

**RESOLVED** that Cabinet:

- A** Noted the draft Business Plan for HTS (Housing and Regeneration) Ltd attached as Appendix A to the report.
- B** Approved the revised terms of reference for the Shareholder Sub Committee attached as Appendix B to the report.
- C** Agreed the proposed pipeline of house building sites for commencement utilising RTB receipts and other funding attached as Appendix C to the report.
- D** Delegated authority to the Managing Director, in consultation with the Leader of the Council, to complete all necessary financial formalities to progress the above.

85. **TREASURY MANAGEMENT STRATEGY STATEMENT 2018/19: MID-YEAR REVIEW**

Cabinet considered a mid-year review of the Treasury Management Strategy Statement 2018/19.

Proposed by Councillor Mike Danvers (seconded by Councillor Mark Ingall) it was:

**RESOLVED** that:

- A** The Mid-Year Review of the Treasury Management Strategy, attached as Appendix A to the report, be noted and referred to Council for consideration.

86. **JOINT FINANCE PERFORMANCE REPORT, QUARTER 2 2018/19**

Cabinet received a report which set out both the Council's financial performance, along with its performance its own performance indicators for the second quarter of 2018/19.

Proposed by Councillor Mark Ingall (seconded by Mike Danvers) it was:

**RESOLVED** that:

- A** Cabinet acknowledged the projected outturn position set out in sections three and four of Appendix A to the report for the second quarter (July - September) of 2018/19 as follows:
  - i) An adverse variation on controllable budgets of £141,000 representing 0.23 per cent of the gross General Fund Budget.
  - ii) A total projected underspend of £1,076,000 representing -1.78 per cent of the gross General Fund Budget.
  - iii) The Council performed on or above target for 48 out of 48 (100 per cent) of its quarterly performance indicators.

87. **HOUSING REVENUE ACCOUNT, QUARTER 2 FINANCE REPORT 2018/19**

Cabinet received a report which provided an update on the Housing Revenue Account (HRA) for the second quarter of 2018/19 and asked that Cabinet noted variances in the HRA budget, as well as the forecast budget of the HRA and the Major Repairs Reserve.

Proposed by Councillor Mike Danvers (seconded by Councillor Mark Wilkinson) it was:

**RESOLVED** that Cabinet:

**A** Noted:

- i) An unfavourable variation against the approved HRA operational /controllable budget of £867,000 representing 1.63 per cent of the gross Housing Revenue Account (HRA) budget.
- ii) A favourable non-operational variance of £660,000 representing 1.24 per cent of gross HRA budget which includes adjustments to capital programme financing as a result of the re-alignment of budgets in the housing capital programme which increases the anticipated direct revenue contribution required in 2018/19.

**B** Noted the forecast balances at 31 March 2019, of £10,157,000 in respect of the HRA and nil in respect of the Major Repairs Reserve (MRR).

88. **CAPITAL PROGRAMMES, QUARTER 2 FINANCE REPORT 2018/19**

Cabinet received a report which provided an update on the Council's Housing and Non Housing Capital Programmes.

Proposed by Councillor Mike Danvers (seconded by Councillor Mark Wilkinson) it was:

**RESOLVED** that Cabinet noted:

**A** The progress in the delivery of the Council's Housing and Non Housing Capital Programmes as at Quarter 1 (30 September 2018) as follows:

- i) Housing Capital Programme –forecast outturn of £19,819,000 (Original Estimate: £18,804,000).
- ii) Non Housing Capital Programme – forecast outturn of £13,268,000 (Original Estimate: £15,250,000).

**B** That the cost of providing three council homes at The Readings is likely to be £876,000 spanning three financial years, and that the first portion of the project will incur £147,000 in 2018/19 financed by retained receipts (£44,100) and HRA resources (£102,900).

89. **SPATIAL VISION AND DESIGN CHARTER**

Cabinet received a report on the Harlow and Gilston Town Vision and Design Guide, which proposed its approval following a consultation.

Proposed by Councillor Danny Purton (seconded by Councillor Mark Ingall) it was:

**RESOLVED** that Cabinet:

- A** Approved the Harlow and Gilston Garden Town Vision and Design Guide (attached as appendices A and B to the report), as material planning considerations for the preparation of masterplans, the preparation of the Gilston Area Charter, pre-application advice, assessing planning applications and any other development management purposes.
- B** Delegated authority to the Planning and Building Control Manager, in consultation with the Portfolio Holder for Environment, to agree any minor amendments following consideration of the Vision and Design Guide by the Garden Town Local Planning Authorities.

90. **APPOINTMENTS TO LOCAL DEVELOPMENT PLAN PANEL**

**RESOLVED** that appointments were made to the Local Development Plan Panel as appended to the minutes.

91. **COMMUNICATIONS FROM COMMITTEES/WORKING GROUPS/PARTIES AND PANELS**

a) Referral from Full Council - Establishment of Religious Diversity Working Party

Cabinet considered a referral from Full Council to establish a Religious Diversity Working Party.

Proposed by Councillor Eugenie Harvey (seconded by Councillor Mark Ingall) it was:

**RESOLVED** that Cabinet:

- A** Established a Religious Diversity Working Party with the terms of reference attached as Appendix A to the report.
- B** Appointed Councillors to the Working Party as set out in Appendix B to the report and grants delegated authority to the Managing Director, in consultation with the Leader of the Council and the Portfolio Holder for Governance, Equality and Diversity to appoint religious leaders in the community to the Working Party.

b) Referral from Cabinet Overview Working Group - Non Housing Asset Management Strategy

Cabinet received a referral from the Cabinet Overview Working Group on the Non Housing Asset Management Strategy, which proposed its approval following a consultation.

Proposed by Councillor John Strachan (seconded by Councillor Danny Purton) it was:

**RESOLVED** that:

**A** The Non Housing Asset Management Plan (AMP) attached as appendices A and B be approved.

c) Referral from Cabinet Overview Working Group - Local Council Tax Support Scheme Proposals 2019/20

Cabinet received a referral from the Cabinet Overview Working Group on the review of the Local Council Tax Support Scheme Proposals 2019/20, which proposed its approval following a consultation.

Proposed by Councillor Mike Danvers (seconded by Councillor Danny Purton) it was:

**RESOLVED** that:

**A** Cabinet recommends to Full Council that the current scheme remains unchanged for 2019/20 and that the introduction of fixed period awards for Local Council Tax Support is not implemented at the current time and kept under review.

92. **MINUTES OF PANELS/WORKING GROUPS**

**RESOLVED** that the minutes of the following meetings are noted.

93. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL

## CABINET APPOINTMENTS 2018/19

Recommended that changes to the appointments to Cabinet bodies for 2018/19 are made as detailed in bold below:

### Cabinet Advisory Panels

<b>Local Development Plan Panel (7)</b>	
<b>Conservative (3)</b>	<b>Labour (4)</b>
Simon Carter	Stefan Mullard (c)
Mike Garnett	<b>Shannon Jezzard (vc)</b>
Michael Hardware	<del>Lanie Shears</del> <b>Jodi Dunne</b>
	Danny Purton