

## MINUTES OF THE CABINET HELD ON

2 December 2021

7.30 - 9.15 pm

### PRESENT

#### Committee Members

Councillor Russell Perrin, Leader of the Council  
Councillor Joel Charles, Deputy Leader and Portfolio Holder for Business and Community Resilience  
Councillor Simon Carter, Portfolio Holder for Housing  
Councillor Alastair Gunn, Portfolio Holder for Governance  
Councillor James Leppard, Portfolio Holder for Finance  
Councillor Nicky Purse, Portfolio Holder for Environment  
Councillor Dan Swords, Portfolio Holder for Regeneration

#### Additional Attendees

Councillor Matthew Sagers

#### Other Councillors

Councillor David Carter  
Councillor Michael Garnett  
Councillor Eugenie Harvey  
Councillor John Steer  
Councillor Chris Vince  
Councillor Mark Wilkinson

#### Officers

Brian Keane, Chief Executive  
Andrew Bramidge, Director of Strategic Growth and Regeneration  
Niel Churchill  
Simon Freeman, Deputy to the Chief Executive and Director of Finance  
Jane Greer, Director of Communities and Environment  
Simon Hill, Director of Governance and Corporate Support  
Andrew Murray, Director of Housing  
Adam Rees, Senior Governance Support Officer

### 85. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Michael Hardware.

### 86. DECLARATIONS OF INTEREST

Councillor Eugenie Harvey declared a non-pecuniary interest in Item 15, Partnership Grants Review, as her husband worked for an organisation that had received partnership grants.

Councillor Chris Vince declared a non-pecuniary interest as an employee of Streets2Homes.

87. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 4 November 2021 are agreed as a correct record and signed by the Leader.

88. **MATTERS ARISING**

None.

89. **WRITTEN QUESTIONS FROM THE PUBLIC**

None.

90. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

91. **PETITIONS**

None.

92. **FORWARD PLAN**

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

93. **CORPORATE STRATEGY**

Cabinet received a report on the Corporate Strategy 2021-23.

Proposed by Councillor Russell Perrin (seconded by Councillor Joel Charles) it was:

**RESOLVED** that Cabinet recommended to Full Council that:

**A** A new Corporate Strategy for 2021- 2023 attached at Appendix A to the report, is adopted.

**B** Authority be delegated to the Chief Executive, in consultation with the Leader of the Council, to make minor and consequential amendments to the Corporate Strategy following strategic stakeholder consultation.

94. **JOINT FINANCE AND PERFORMANCE REPORT, QUARTER 2 2021/22**

Cabinet received the quarter 2 Joint Finance and Performance Report, Quarter 2 2021/22.

Proposed by Councillor James Leppard (seconded by Councillor Russell Perrin) it was:

**RESOLVED** that Cabinet:

**A** Noted the projected outturn position set out in sections three and four of Appendix A to this report for the second quarter (July – September) of 2021/22 as follow:

- i) A projected overspend of £252,000 representing 0.4 per cent of the gross General Fund Budget.
- ii) The Council performed on or above target for 40 out of 46 (87 per cent) of its monthly and quarterly Key Performance Indicators (KPIs); and successfully completed 14 out of 59 (24 per cent) of its service milestones.

95. **HOUSING REVENUE ACCOUNT, QUARTER 2 FINANCE REPORT 2021/22**

Cabinet received the quarter 2, Housing Revenue Finance Account report for 2021/22.

Proposed by Councillor Simon Carter (seconded by Councillor James Leppard) it was:

**RESOLVED** that Cabinet noted:

**A** The Quarter 2 – Housing Revenue Account (HRA) Budget Monitoring report as set out in the following paragraphs and in Appendix 1.

**B** That the forecast HRA general working balance as at 31 March 2022 will be £7.055 million.

96. **CAPITAL PROGRAMMES, QUARTER 2 FINANCE REPORT 2021/22**

Cabinet received the quarter 2 Capital Programmes finance report for 2021/22.

Proposed by Councillor Simon Carter (seconded by Councillor Dan Swords) it was:

**RESOLVED** that Cabinet:

**A** Noted the progress in the delivery of the Council's Housing and Non Housing Capital Programmes at Quarter 2 as follows:

- i) The current budget for the Housing Capital Programme (HCP) is £38.923 million. The forecast outturn and proposed revised budget is £27.332 million, comprising

£24.083 million for the Core Housing programme and £3.248 million for New Build developments.

- ii) The current budget for the Non Housing Capital Programme (NHCP) is £23.346 million. The forecast outturn and proposed revised budget is £11.796 million.
  
- B** Approved the removal from the HCP of the balance of the Brenthall Towers budget totalling £734,995 as this scheme is no longer progressing.
  
- C** Approved the removal from the HCP of the balance of the Stackfield budget totalling £131,857 as this scheme has been removed.
  
- D** Noted the various delays encountered across the Capital Programmes, many of which are as a direct result of the Covid-19 Pandemic and the subsequent impact this has had on the ability to source materials, resulting in price increases.
  
- E** Approved a virement of £99,589 from the existing NHCP scheme for the Bush Fair Pavilion to fund the replacement of buried pipework and Courtyard work at Netteswellbury Farm and St. Andrews Church. The balance of the Bush Fair Pavilion scheme has been re-profiled to 2022/23.
  
- F** Approved the inclusion in the 2021/22 NHCP of an additional £783,750 for works to commence projects at the Bus Station, Broadwalk and Staple Tye as part of the Towns Fund grant. The £23.7 million grant was confirmed by the Ministry for Housing, Communities and Local Government (MHCLG) in June 2021.
  
- G** Approved an increase of £217,581 to the Paddling Pools and Splash Parks current 2021/22 budget to £823,581. This follows on from Key Decision Number I02905 approved at Cabinet on 14/10/21 for the conversion of the Staple Tye paddling Pool to a Splash Park with retained paddling pool element.
  
- H** Approved the inclusion of the installation of a new Fire Alarm and Learning Centre Conference Facilities at Pet's Corner, totalling £17,000. Both schemes are to be funded from underspends within the current approved NHCP.
  
- I** Approved that £180,000 is brought forward from 2022/23 to 2021/22 to align with the timeframe of works anticipated at 4 The Hill.
  
- J** Approved re-profiling of capital budgets as set out in Appendices A and B to the report.

97. **ADOPTION OF HARLOW DESIGN GUIDE**

Cabinet received a report to adopt the Harlow Design Guide.

Proposed by Councillor Russell Perrin (seconded by Councillor Dan Swords) it was:

**RESOLVED** that Cabinet:

- A** Noted the responses received to the consultation and approves the consequential amendments made to the Design Guide Addendum Supplementary Planning Document (SPD).
- B** Formally adopted the SPD as set out in the Appendix A to this report.

98. **CONTRACT AWARD FOR EXTERNAL REFURBISHMENT AT 19-22, 35-38, 41-44, 55-58, 158-161, 167-170, 189-192 AND 198-201 POTTERS FIELD**

Cabinet received a report to approve a contract award for external refurbishment works at Potters Field.

*Councillor James Leppard declared a non-pecuniary interest as a ward Councillor for Harlow Common*

Proposed by Councillor Simon Carter (seconded by Councillor Dan Swords) it was:

**RESOLVED** that:

- A** The most advantageous tender in consideration of price and quality combined as submitted by Contractor A, be accepted in the sum of £322,425.00 for the delivery of the external refurbishment of eight blocks, subject to contract and Leaseholder Consultation.

99. **PARTNERSHIP GRANT REVIEW**

Cabinet received a report on the partnership grant review.

Proposed by Councillor Joel Charles (seconded by Councillor Russell Perrin) it was:

**RESOLVED** that Cabinet:

- A** Agreed minor amendments to the current arrangements for the provision of partnership grants to community and voluntary sector organisations, as set out in the report.

100. **CABINET APPOINTMENTS**

**RESOLVED** that the Cabinet appointments be approved as set out in the agenda.

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

- a) Referral from Cabinet Policy Development Working Group - Open Space Supplementary Planning Document - Approval for Consultation

Cabinet received a report to approve the Harlow Open Spaces Standards and Biodiversity SPD for consultation.

Proposed by Councillor Russell Perrin (seconded by Councillor Joel Charles) it was:

**RESOLVED** that Cabinet:

- A** Approved the Draft Open Space Standards and Biodiversity Supplementary Planning Document (as set out at Appendix A to the report), to enable it to be published for the purposes of consultation under Section 12(b) of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- B** Delegated authority to the Director of Strategic Growth and Regeneration to make and approve any minor or inconsequential amendments to the Draft Open Space Standards and Biodiversity Supplementary Planning Document arising from the statutory consultation.

- b) Referral from Cabinet Policy Development Working Group - Local Council Tax Support Scheme Proposals

Cabinet considered a report on the Local Council Tax Support Scheme Proposals.

Proposed by Councillor Russell Perrin (seconded by Councillor Joel Charles) it was:

**RESOLVED** that Cabinet recommended to Full Council that:

- A** The current Local Council Tax Support Scheme (LCTSS) remains unchanged for the 2022/23 financial year.

- c) Referral from Cabinet Policy Development Working Group - Treasury Management Strategy Statement

Cabinet received a report on the Treasury Management Review.

Proposed by Councillor Russell Perrin (seconded by Councillor Joel Charles) it was:

**RESOLVED** that:

A The report attached as (Appendix A to the report) be noted.

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

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

a) Minutes of meeting Thursday, 7 October 2021 of Cabinet Policy Development Working Group

103. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL