

## MINUTES OF THE CABINET HELD ON

31 March 2016

7.30 - 8.36 pm

### PRESENT

#### Cabinet Members

Councillor Jon Clempner, Leader of the Council  
Councillor Emma Toal, Deputy Leader and Portfolio Holder for Youth & Community  
Councillor Jean Clark, Portfolio Holder for Governance  
Councillor Tony Durcan, Portfolio Holder for Regeneration & Enterprise  
Councillor Rod Truan, Portfolio Holder for Housing  
Councillor Mark Wilkinson, Portfolio Holder for Environment

#### Additional Attendees

Councillor Danny Purton  
Councillor John Strachan

#### Other Councillors

Councillor Simon Carter  
Councillor Joel Charles  
Councillor Andrew Johnson  
Councillor Eddie Johnson  
Councillor Sue Livings  
Councillor Clive Souter

#### Officers

Graham Branchett, Chief Operating Officer  
Graeme Bloomer, Head of Place  
Simon Freeman, Head of Finance  
Jane Greer, Head of Community Wellbeing  
Brian Keane, Head of Governance  
Andrew Murray, Head of Housing  
Joel West, Governance Support Officer

### 112. LEADER'S ANNOUNCEMENT

The Leader of the Council, Councillor Jon Clempner, spoke of the tragic loss of seven year-old Summer Grant, who died on Saturday March 26 after an incident at Harlow Town Park. Councillor Clempner announced that a minute's silence will be held at the meeting of Full Council on Thursday 7 April 2016. Councillor Andrew Johnson, Leader of the Conservative Group, also spoke of the tragedy. Both Councillors paid tribute to the outstanding level of support shown by the community.

### 113. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mike Danvers and Maggie Hulcoop.

114. **DECLARATIONS OF INTEREST**

None.

115. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 25 February 2016 are agreed as a correct record and signed by the Leader.

116. **MATTERS ARISING**

None.

117. **WRITTEN QUESTIONS FROM THE PUBLIC**

None.

118. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

119. **PETITIONS**

None.

120. **FORWARD PLAN**

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

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

**RESOLVED** that the following decision is noted:

- a) **Portfolio Holder for Housing - 25 February 2016**

122. **JOINT FINANCE AND PERFORMANCE REPORT, QUARTER 3 2015/16**

The Cabinet received a report that reviewed performance against the Council's approved General Fund Budget and Corporate Plan for Quarter Three 2015/16.

Proposed by Councillor Jon Clempner (seconded by Councillor Rod Truan) it was:

**RESOLVED** that Cabinet acknowledges the projected outturn position set out in sections three and four of Appendix A to the report submitted for the third quarter (October – December) of 2015/16 as follows:

- (i) A favourable variation on controllable budgets of £546,000, representing 0.79 per cent of the gross General Fund Budget.
- (ii) A total projected underspend of £738,000 representing -1.07 per cent of the gross General Fund Budget.
- (iii) The Council performed on target or above target for 42 out of 47 (90 per cent) of performance indicators.

123. **CAPITAL PROGRAMMES QUARTER 3 FINANCE REPORT 2015/16**

The Cabinet received a report that reviewed the Council's performance against its approved Housing and Non-Housing Capital Programmes for Quarter Three 2015/16.

Proposed by Councillor Jon Clempner (seconded by Councillor Rod Truan) it was:

**RESOLVED that Cabinet:**

- A** Acknowledges the progress made in the delivery of the Council's Housing and Non-Housing Capital Programmes for the third quarter of 2015/16 (as at 3 January 2016) as follows:
  - (i) Housing Capital Programme – a projected variation of £3,287,000 below the revised budget (representing -13.09%) due mainly to items carried forward from 2015/16 to 2016/17.
  - (ii) Non-Housing Capital Programme – a projected variation of £864,000 below the revised budget (representing -12.4%).
- B** Acknowledges the performance in delivering the capital programmes, as summarised in Tables 2 and 5 of the report submitted (reference paragraphs 6 and 22).
- C** Approves the following new business cases, as detailed in paragraphs 17 to 19 of the report submitted:
  - (i) Harlow Transformation Project to upgrade the software on which benefit claims are based, funded from reserves (£119,000).
  - (ii) Management of a biodiversity scheme at Parndon Lock Meadows which is fully grant-funded by the Land Trust (£56,000).
  - (iii) Work to a retaining wall at Sumners Hatch which has health and safety implications for the area (£11,000).

124. **HOUSING REVENUE ACCOUNT BUDGET, QUARTER 3 2015/16**

The Cabinet received a report that reviewed the Council's performance against its approved Housing Revenue Account for Quarter Three 2015/16.

Proposed by Councillor Jon Clempner (seconded by Councillor Rod Truan) it was:

**RESOLVED** that:

- A** Cabinet acknowledges the projected outturn position set out in the report submitted as at 3 January 2016 as follows:
  - (i) A favourable variation against the original estimate on operational/controllable budgets of £1,489,000 representing 2.60% of the gross Housing Revenue Account (HRA) budget.
  - (ii) A total projected underspend of £6,632,000 representing 11.50% of the gross HRA budget.
- B** The forecast balances at 31 March 2016, of £10,777,000 in respect of the Housing Revenue Account and nil in respect of the Major Repairs Reserve (as identified in Appendix C of the report submitted) are noted.

125. **PRENTICE PLACE REGENERATION OPTIONS APPRAISAL**

The Cabinet received a report that proposed a regeneration scheme for the Prentice Place retail hatch in Potter Street.

The Cabinet asked that a minor amendment is made to the recommendation on the report, to clarify that Option 3 from the report submitted is the one that will be progressed.

Proposed by Councillor Tony Durcan (seconded by Councillor Jon Clempner) it was:

**RESOLVED** that **Cabinet:**

- A** Agrees that the regeneration of Prentice Place proceeds on the basis of the affordable option that has been identified (Option 3 from the report submitted) this being a complete remodelling of the buildings and improvements to the public realm, on the basis that it will provide a clear direction on achieving the regeneration of Prentice Place.
- B** Agrees that consultation with the appropriate residents and businesses and partners with an interest in the proposed regeneration project begin.

- C** Agrees to enter into a call-off contract for additional consultancy services to be supplied by Faithful and Gould contract via the current Scape Framework Agreement in order to use their services to deliver full planning drawings, a full specification of the agreed options and the overseeing of the works.

126. **CONFIRMATION OF OLD HARLOW ARTICLE 4 DIRECTIONS**

The Cabinet received a report that proposed a technical amendment to the existing Article 4 Direction in the Old Harlow Conservation Area.

Proposed by Councillor Mark Wilkinson (seconded by Councillor Tony Durcan) it was:

**RESOLVED** that Cabinet approves the confirmation of three proposed Article 4 Directions in the Old Harlow Conservation Area at 79-97 (odd) High Street.

127. **DISTRICT HEATING BOILER REPLACEMENT PROGRAMME TOGETHER WITH INSTALLATION OF HEAT METERS - TANY'S DELL, RISDENS, ROSEMARY CLOSE (PROJECT NO. 16/002)**

The Cabinet received a report that advised of the outcome of a tender exercise for boiler replacements and associated works at a number of housing schemes.

Proposed by Councillor Rod Truan (seconded by Councillor Jon Clempner) Cabinet:

**RESOLVED** that the most economically advantageous tender submitted by Contractor A from the report submitted is accepted in the sum of £2,138,104.95 subject to contract.

128. **CARBON MANAGEMENT PLAN 2016**

The Cabinet received a report that proposed an updated Carbon Management Plan. The Plan will guide the Council's ambition to reduce its carbon emissions by 25 per cent between 2016 and 2021.

Proposed by Councillor Mark Wilkinson (seconded by Councillor Tony Durcan) Cabinet:

**RESOLVED** that:

**A** The Carbon Management Plan 2016/2021 is adopted.

**B** The Carbon Management Plan is reviewed in 2018.

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

a) **Referral from Scrutiny Committee - Review of Harlow Youth Council**

The Cabinet received a report from the Scrutiny Committee that advised of the outcome of its review of the Harlow Youth Council and made recommendations for how the Youth Council could be improved.

Proposed by Councillor Emma Toal (seconded by Councillor Tony Durcan)  
Cabinet:

**RESOLVED** that the Harlow Youth Council Action Plan, at Appendix D of the original report to Scrutiny Committee, is approved for implementation subject to the following amendments:

- (a) Substitute “annual Speed Meeting event” with “biannual Speed Meeting event” at Action Point 3.
- (b) Add an additional Action Point 11 to read: “Actively promote HYC to hard to reach groups, including those in alternative education, young carers, NEETs and young people with a disability”.

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

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

a) **Minutes of meeting Thursday, 11 February 2016 of Cabinet Overview Working Group**

131. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL